



Contractor Occupational Safety and Health Inductions

The City of Bunbury is committed to ensuring that a safe workplace is maintained across all City of Bunbury controlled and owned sites. Contractors and sub-contractors play an important role in assisting that safety is maintained across all of these sites.

All contractors who partake in any work for the City of Bunbury, regardless of time or frequency, will be required to complete an online induction prior to conducting any work on site. Each *individual employed* for the contractor or for any *sub-contractor* will need to complete an online induction prior to entering a City of Bunbury site to work. This is to ensure that all contractors and *sub-contractors* are aware of their obligations while working for the City, and act in a way that is in line with relevant Corporate Guidelines.

The link for the induction can be found here: <https://www.onlineinduction.com/cityofbunbury/>

At the completion of the induction (approximately 15 minutes), each individual will be presented with a printable induction card with a unique ID number. It will be the responsibility of the individual to keep this card with them at all times while conducting work for the City of Bunbury.

Individuals that work for contractors or sub-contractors will be required to complete a refresher of this induction every 12 months. A reminder will be sent to the individuals email address that they supplied upon initial registration to the site.

Any contractors found to be working for the City, without having completed the induction will be asked to leave site and will only be permitted to return on site once their induction has been completed. It is the responsibility of the contracting company to also ensure that any sub-contractors have also completed this induction.

If you have any questions or concerns, please contact the City of Bunbury's Senior OSH Coordinator, Jason Hall, on jhall@bunbury.wa.gov.au or 08 9792 3178.