

SITE INDUCTION:  
Work on Education Sites



# SITE REQUIREMENTS



These requirements apply to all Ages Build employees, sub-contractors and visitors to any Ages Build site deemed to be an education worksite.

Failure to adhere to these requirements will result in the immediate removal from site. Disciplinary actions, including fines, may result.

There may be commercial penalties applied to sub-contractors and suppliers who fail to adhere to these requirements.

# SITE REQUIREMENTS



**Obtain permission** to enter a school or facility before commencing work and only enter approved areas. The Contractor's representative or where a subcontractor is working without the supervision of the Contractor, the subcontractor's representative must report their presence to the person in charge of the school or facility on arrival each day and record, in the **Site Visit Log**, the details of all Contractor's or subcontractor's employees working at that site that day.

# SITE REQUIREMENTS



A current **Working with Children Check (WWCC)** must be obtained prior to site entry.

The WWCC must be carried at all times.

# SITE REQUIREMENTS



**No contact or interaction** with teachers, students, and/or parents at any time.

**Unless authorised to do so.**

**Avoid talking with, touching or interacting with any children or residents or other users of the school or facility except where the work requires it or in an emergency or safety situation.**

# SITE REQUIREMENTS



**Use only approved toilets and other facilities, unless the person in charge of the school or facility gives written authority to use alternative arrangements.**

# SITE REQUIREMENTS



**Ensure that work areas are not able to be used or accessed by children, or residents or other users of the school or facility while work is in progress. Erect clear signs and barricades (where appropriate) to prevent any inadvertent or unauthorised access.**

# SITE REQUIREMENTS



**Ensure that appropriate privacy is maintained when working on toilets and similar facilities. Verify that toilets and similar facilities are not occupied or in use by children, residents or other users before entering to perform work, and that work does not continue when use of the facilities is required. Where practicable male employees should perform work on male facilities and female employees on female facilities.**

# SITE REQUIREMENTS



**Wear clothing that is tidy and in good condition, including a shirt and shorts, trousers or a skirt at all times.**

# SITE REQUIREMENTS



**Report any concerns about children's behaviour or child abuse to the person in charge of the school or facility.**

# SITE REQUIREMENTS



**Wear or carry an **identity card** at all times when on the Site.**

# SITE REQUIREMENTS



**Swearing, offensive or abusive language is unacceptable.**

# SITE REQUIREMENTS



**Smoking, including e cigarettes,** is prohibited at all times.

**NSW Health Inspectors conduct regular compliance monitoring and enforcement activities.**

**Fines of up to \$300 can be issued on the spot for failure to adhere to this requirement.**

# SITE REQUIREMENTS



The site speed limit at all times  
is **5 kph**



# SITE REQUIREMENTS



**Alcohol and illegal drugs** are prohibited.

**Weapons, including knives,** are not permitted.

**Violent, threatening, or other unacceptable behaviour** will not be tolerated.

**Radios and other music players** are prohibited.

**All speed, parking and vehicular restrictions** must be adhered to.

# SITE REQUIREMENTS



**These requirements must be adhered to, **without exception**, on all Education worksites.**