



Christian Brothers College

A Birth–Year 12 Catholic College for boys in the Edmund Rice Tradition
Faith **Excellence** Community **Compassion**

Senior Campus
214 Wakefield Street, Adelaide SA 5000
P 08 8400 4200

Junior Campus
324 Wakefield Street, Adelaide SA 5000
P 08 8400 4222

CBC Early Learning Centre
178 East Terrace, Adelaide SA 5001
P 08 8223 5469

GPO Box 2707 Adelaide SA 5001
enquiries@cbc.sa.edu.au

www.cbc.sa.edu.au

Contractor Instructions: Non-Trade

Christian Brothers College and the Catholic Church Endowment Society (CCES) is committed to developing and implementing a planned and systematic approach to the management of contractors, sub-contractors and workers of contractors (hereafter referred to as Contractors) engaged to work at any Christian Brothers College campus or facility.

Christian Brothers College recognises that it has a responsibility to ensure that the contractor so far as reasonably practicable provides and maintains a work environment in which people are not exposed to hazards.

Contractors are to ensure that they follow all procedures and instruction provided by the Property Manager of CBC and meet with the requirements of all relevant legislation, particularly legislation that pertains to matters of work health and safety whilst conducting works at any Christian Brothers College campus or facility.

Prior to the commencement of work at the College, all contractors are required to undergo an induction and supply all the required documentation.

INSTRUCTIONS FOR THE COMPANY OR ORGANISATION

- Step 1: If your company or organisation has not previously registered on the CBC Contractor Management system via **RAPID** or you are unsure please email gbrink@cbc.sa.edu.au, who will further assist by providing you with a registration link via email.
- Step 2: Your company or organisation will receive an email with a link and instruction guide to register your company or organisation on **RAPID**, which contains the CBC Contractor Management system.
- Step 3: Register on **RAPID** as per Step 2 and provide the following documents during the registration process.
- Copy of your Public Liability Insurance Certificate of Currency
 - Copy of your Workers Compensation Insurance Certificate of Currency
- Step 4: Once you have registered you will be able to issue inductions keys for your employees. Any worker that attends CBC will be required to complete an induction and supply a suitable police clearance (please see individual requirements hereunder).



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INSTRUCTIONS FOR THE INDIVIDUAL (WORKER)

Once your Company or organisation has registered on the **RAPID** system you will be issued with an induction key and receive an invitation email. Please note the steps below to complete the process.

Step 1: **Complete a Working with Children Check**

Please note that from 1 July 2020, you can no longer use a National Police Certificate to work or volunteer with children. Children under 14 are exempt.

To register as a Contractor at the College you will be required to provide the College with one of the following, taking note of the information in the latter paragraph.

- Catholic Archdiocese of Adelaide Clearance Letter or Card
- Working with Children Check from DHS

You will be required to attach or upload your clearance when completing your online induction on **RAPID**. Please do not commence with the online induction until you have the clearance.

If you are not in possession of a suitable clearance, please follow the link below and apply directly with DHS. Upon receiving your clearance from DHS you will be able to proceed with the induction process at the College, at which time you will electronically attach a copy of your clearance as part of an online process.

Please click on the following link to apply for a Working with Children Check
<https://screening.sa.gov.au/applications/application-information-for-individuals>

Please note: If you have a volunteer check you will need to get a new Working with Children Check and pay a fee.

Step 2: **Online Induction**

Please ensure you have a valid Working with Children Check before proceeding with this step. This is very important as this is a requirement to complete the online induction.

You will receive an email from **RAPID** with an induction invitation that is generated by your employer. Please follow the instructions in this email to complete your induction.



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This induction process will include the following and can be done on any device connected to the internet.

- You will be requested to upload your Working with Children Check
- You will need to complete an online induction module
- You will be requested to complete a Non-Trade Contractor Form (*please note our Privacy Notice in the induction module and also available on the College website*)

Step 3: **Approval Process**

Once you have completed the online induction and submitted the required documentation, they will be checked and verified by the College. On completion of the process you will become compliant on the **RAPID** system. Once compliant you may attend the College for work as required.

Step 4: **First Attendance**

When you first attend the College to commence with any work please ensure that the following occurs.

- You are listed as **Compliant** on the **RAPID** system
- Sign in at Reception of the Campus you are attending (this must occur on every visit – no exceptions)
- Please follow any instruction regarding the use of **RAPID ACCESS** if you have been requested to sign in via that APP when attending the College
- Meet with the person that has engaged you or your organisation and ensure that they show you your work area, location of amenities, provide you with instructions on emergency procedures and show you the emergency assembly point. If this does not occur please contact the Property Manager as this is part of the induction process and a requirement to work on any College site
- If you note any hazards in the course of your work please report to the person that has engaged you, any staff member or the Property Manager as soon as practically possible

Please take careful note that no person may work at the College unless they complete the entire process, this is mandatory.

If you have any queries in regards to the process, please contact Mr Graham Brink on 8400 4204.