



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 5000
P 08 8223 5469

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

www.cbc.sa.edu.au

General WHS Induction Instructions

These instructions apply to anybody that **does not** fall into one of the following categories, but will be working in some form or capacity on any of the College properties.

- Volunteers
- Contractors
- Staff employed at the College in full time, part time or a casual capacity

Examples of individuals that will be required to complete this process include.

- Student Teacher
- Work Experience
- Allied Health Worker engaged by a parent/guardian
- Music Tutor
- Any Tutor that is not engaged by the College
- Any service provider that is not engaged by the College

Prior to the commencement of work at the College, all workers are required to undergo an induction process. The induction process differs slightly dependant on the workers role at the College. Please take note that the reference to a worker is as per the definition in the WHS Act 2012 (SA) and does not imply that there is any employment or remuneration or similar contract in any nature or form. Prior to the commencement of work at the College, all individuals are required to undergo an induction and supply all the required documentation.

INDUCTION INSTRUCTIONS

Step 1: Please email gbrink@cbc.sa.edu.au with the following information.

- In what capacity you will be attending at CBC and by whom you have been engaged
- Your first name and last name
- Your email address

You will then be issued with an induction key and receive an invitation email. Please note the steps below to complete the process.

Step 2: **Provide a valid Working with Children Check**

Please note that anyone holding a valid screening or registration issued prior to 1 July 2019 (DCSI/DHS) will be able to continue to use it for a period of 3 years from date of issue. As at 1 July 2020, you can no longer use a National Police Certificate to work or volunteer with children. Children under 14 are exempt.



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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
- Valid screening or registration issued prior to 1 July 2019 (DCSI/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 3: **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 the College. Please follow the instructions in this email to complete your induction.

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 WHS Induction Checklist Form (*please note our Privacy Notice in the induction module and also available on the College website*)
- If you are part of an organisation the College may require a copy of your organisation's Public Liability Insurance



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Step 4: **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 5: **First Attendance**

When your 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)
- Meet with the relevant contact person on the applicable Campus 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
- If you are injured at the College please report to the contact person, 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.