

# THE *national* LOCAL GOVERNMENT LEVEL 1 INDUCTION

Employees | Contractors | Volunteers



## WHAT'S IN THE LEVEL 1 INDUCTION

The Level 1 induction is the base induction and has four (4) parts that provide a general understanding of local government and safety in the workplace.

### **PART A** Working with Local Government

Local Government has extensive Governance, accountability and compliance standards that have to be observed.

This section explains why working for local government is different to the public sector and covers:

- What is local government
- Working with the public
- Working as an employee, contractor or volunteer

### **PART B** Your State Legislation

Local Government and everyone who works with local government is required to comply with the law.

This section looks at specific state:

- Legislation
- Regulations
- Standards
- Codes of practice

that applies to employees, contractors and volunteers.

### **PART C** Workplace Safety

This section covers:

- OHS requirements.
- Identifying hazards and controls measures.
- OHS Communication at the workplace.
- Emergency incident response procedures.

### **PART D** Working with the Environment

Working in an environmentally aware way is very important. This section looks at:

- The legal and personal responsibility.
- Assessing environmental impacts before work.
- Managing incidents and reporting.
- Heritage management.

A **fee discount** applies if you have a Construction Industry White Card issued within the last two years

## Assessment, Support and Compliance

### **Assessment**

The induction is supported by a comprehensive assessment designed to meet the defined competencies and compliance requirements.

### **Support**

The induction is supported with full Help Desk support for new user registration, assessment followup and administration.

### **Compliance**

The Level 1 online induction is supported by comprehensive reporting available to local government.

## Fees

### **Local Government Employees and Volunteers**

Available on a per person basis with bulk discounts available.

Details available at [www.localgovernmentinduction.com.au](http://www.localgovernmentinduction.com.au)

### **Contractors without a White Card**

\$85.55 per person. Valid for two (2) years. Paid Online

### **Contractors with a valid White Card**

\$65.55 per person. Valid for two(2) years. Paid Online



## The National Induction Card

At the successful completion of the induction, contractors will receive by email a certificate of attainment and then through the post a pvc wallet sized card with accreditation for Level 1.

The training is valid for **2 years** from the issue date.

### How Do I Enrol?

go to

[www.localgovernmentinduction.com.au](http://www.localgovernmentinduction.com.au)

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## WHAT IS IT?

The **National Local Government Level 1 Induction** has been developed to address the unique and specific needs of local government and government authorities including water and sewage. The training is a general induction and is the first step in the three levels of induction recommended by statutory authorities.

### How Level 1 Fits into a Local Government Induction Process

Occupational Health and Safety Legislation, Acts, Regulations, Codes of Practice clearly state the duty of care requirement of instruction to employees and contractors, known as induction. At a minimum the training should provide detail of workplace policies, procedures, emergency management, risk management, hazard identification and control strategies at the workplace. To accomplish this a three stage induction process is considered appropriate in most workplaces.

<b>Level 1</b>	<b>Induction</b> Is the base Induction for Local Government and Government Authorities. It provides an understanding of: <ul style="list-style-type: none"> <li>■ Legislation that applies to the workplace</li> <li>■ The local government sector</li> <li>■ The systems that manage work</li> <li>■ Hazard in the workplace</li> <li>■ How hazards are controlled</li> <li>■ Emergency procedures</li> </ul>	<b>Level 2</b>	<b>Level 3</b>	<b>Site Induction</b> Provide specific information on the rules that apply to management, supervision, reporting, safety and emergency procedures at the specific local government workplace.	<b>Task Induction</b> Provide specific information on the hazards and factors and control measures that apply to the task on the job. This stage is conducted face to face.
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Contact WGL Enterprises to find out which Local Government Councils Level 2 Inductions are Online

## The Benefits of the Level 1 Induction for:

### Local Government

Local Government and Government Authorities have a duty of care to ensuring that all employees, contractors and volunteers are protected and are:

- Aware of threats to their health and safety.
- Aware of procedures that ensure they do not suffer injury or illness while at work.
- Given instructions and relevant procedures, policies, protective equipment to ensure their safety in the workplace.

The Level 1 Induction is a comprehensive competency based training package specifically designed to address duty of care responsibilities.

#### The Level 1 Induction

- **STREAMLINES** the induction process
- **REDUCES** time and cost
- **FREES** key resources

### Employees

You are responsible for your safety and the safety of others in your workplace. The Level 1 National Local Government Induction provides you with a detailed overview of your responsibilities and other key occupational health, safety and environmental information for you to assist you meet your duty of care obligations and perform your duties safely.

### Volunteers

Volunteers provide countless services, skills and knowledge to communities through Local Government workplaces and environments. Local Government has a duty of care and obligations under Commonwealth and State laws to provide and maintain safe workplaces. As a volunteer you have a duty of care to work safely and comply with all workplace requirements. The National Local Government Induction provides you with a detailed overview of legislative requirements and occupational health, safety and environmental requirements required in these work places.

### Contractors

You are responsible for the safety of your employees and sub contractors. The National Local Government Level 1 Induction provides details on local government and government authorities. The training will give you an overview of the systems and processes you will be required to comply with and the occupational health, safety and environmental hazards and control strategies used by this unique business sector.

The Level 1 Induction has been developed to **reduce the amount of time and cost contractors spend at induction** by developing a fully transportable induction across the local government sector.

Additional benefits include the recognition of the **Construction Industry White Card**. If a person holds a Construction Industry WHITE CARD an exemption and fee discount applies for Part C of the induction for two years from the issue date.