



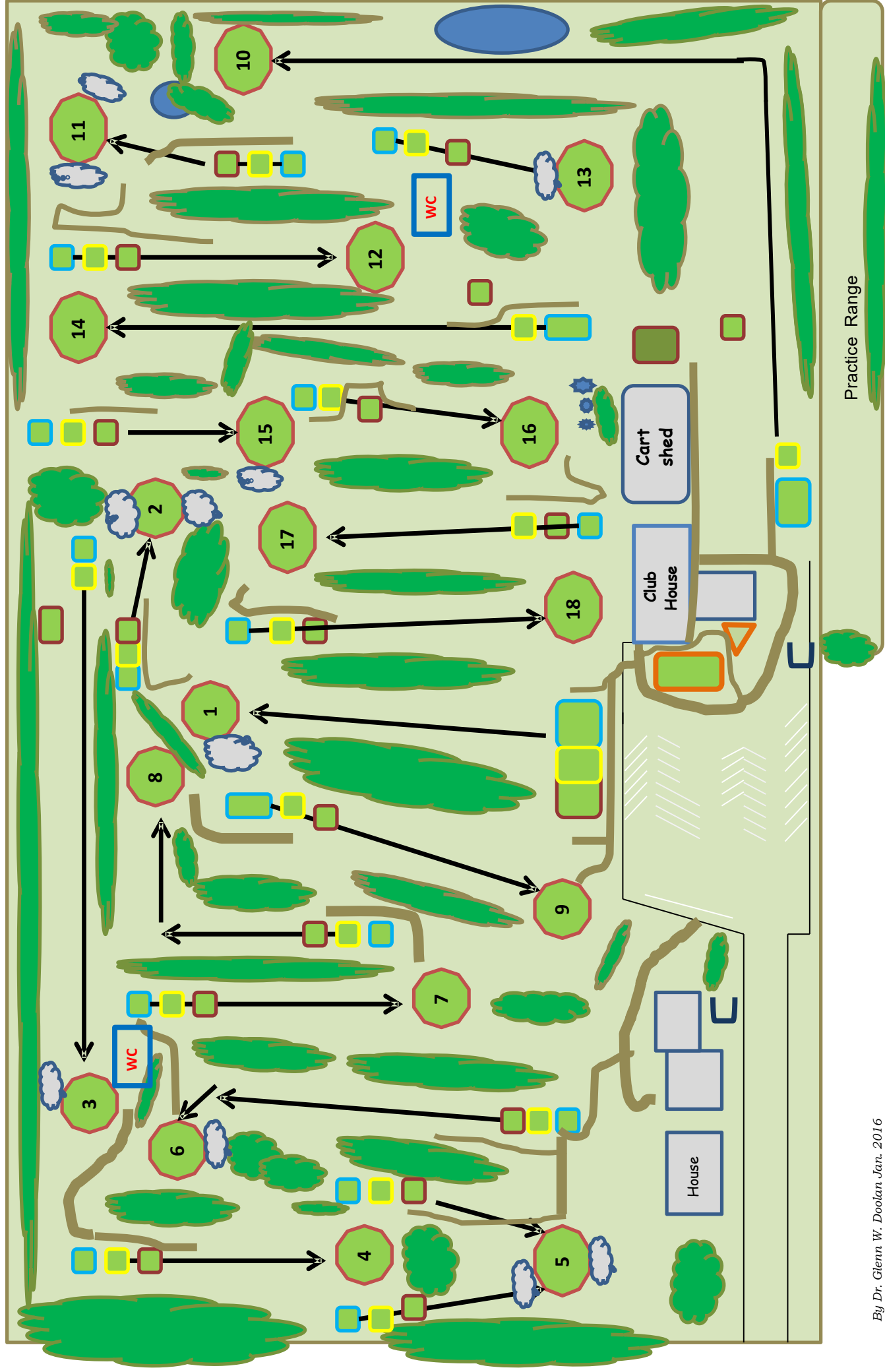
Trafalgar Golf Club Inc.

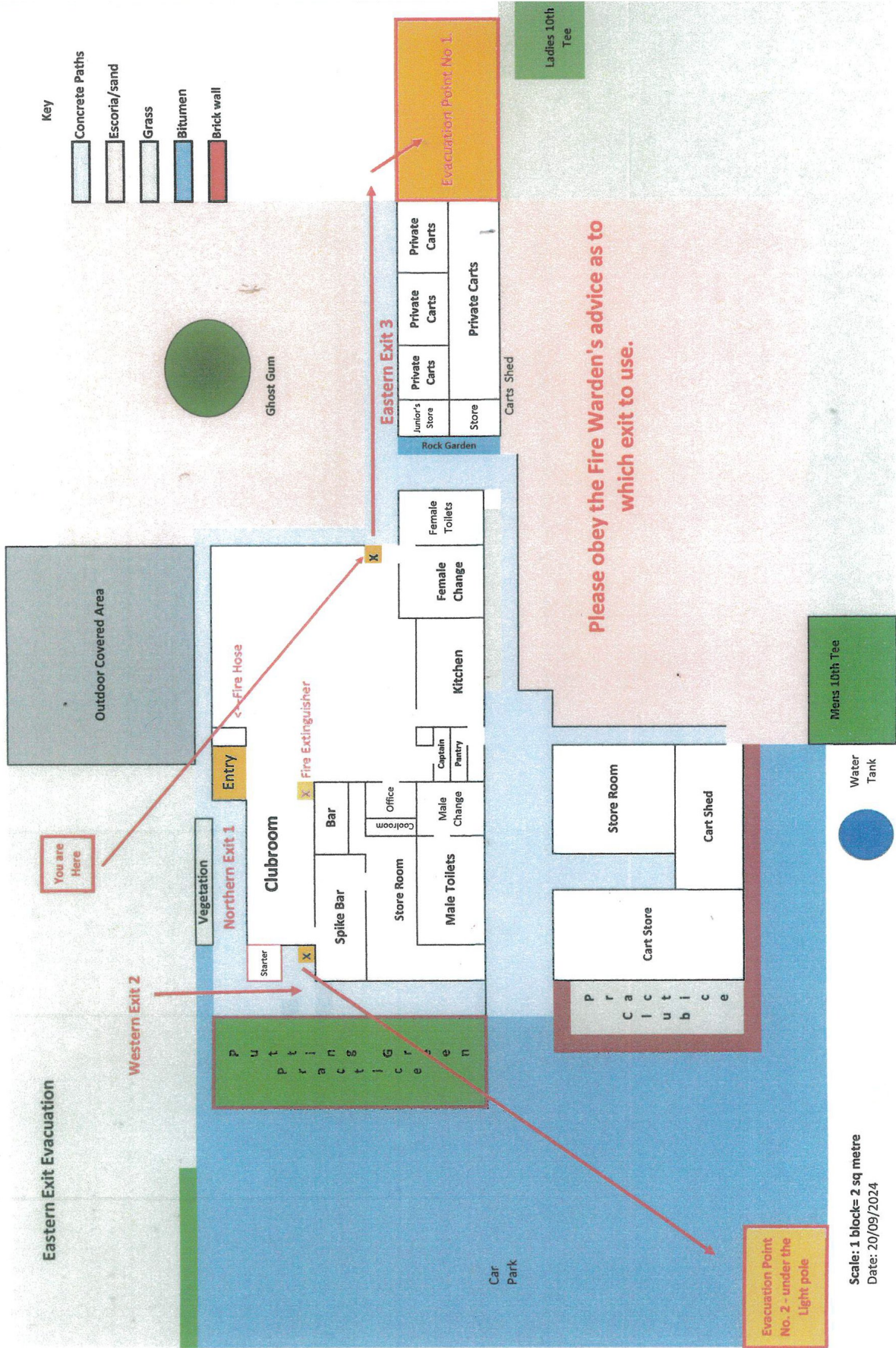
CONTRACTOR INDUCTION CHECKLIST

To be completed by all contractors every 2 years

- **Fill out top part of form.**
 - **Read and follow instructions for Induction items below:**
1. Organisation Overview: Trafalgar Golf Club was founded in 1909. We are run by a volunteer board. The Greenkeeper is Tony O'Reilly and the Clubhouse Manager is Jenny Moss. We have approx. 330 members.
 2. Site Tour/Hazards/Risks – See the Emergency Evacuation Map and take notice of the positions of the emergency evacuation points – around the back of the private cart shed, and on the paddock side of the main car park. Please contact staff to report any hazards or incidents.
 3. Safety Rules – The safety rules are: all contractors MUST wear HiVis while in attendance. Please be aware of your surroundings and keep safe around golf carts and golf balls.
 4. OHS Management System – We use BrightSafe, for our safety management. This system allows us to report hazards and incidents and near misses in the proper manner.
 5. Emergency procedures – One long continuous blast of the siren means an Emergency Situation is in progress and all golfers, staff and volunteers, and visitors, need to evacuate the course and meet at the Clubhouse if safe to do so. From there you will be directed by Trafalgar Golf Club (TGC) staff to the Emergency Evacuation Point, please follow all TGC staff directions.
 6. Incident reporting (Bright Safe) – All incidents must be reported to TGC staff.
 7. Any incidents involving death or requiring medical treatment or an incident that exposes a person to a serious risk to the health and safety must be reported to TGC Staff as these incidents are required to be reported to Worksafe Victoria. Please ensure the incident scene is not disturbed until a Worksafe inspector arrives, the area is to be taped off and you must not move any equipment.
 8. Hazard reporting (Bright Safe) – All hazards must be reported to TGC staff.
 9. First Aid Kits are available at workshed and clubhouse, a defibrillator is available at the front door of the clubhouse.
 10. Use of PPE – make sure you wear / use correct PPE at all times.
 11. Security and Access arrangements. – Visitors to park in main carpark or near shed if course related, or behind building if clubhouse related. Report to Clubhouse duty staff or Greenskeeper upon arrival.
 12. Copy of qualifications and licences – please provide all licences, qualifications and certificates (only once is necessary) and a copy will be taken and kept on site.
 13. Please provide Trafalgar Golf Club with a copy of your S.W.M. – Safe Working Method Statement.
 14. Other – contact staff if you have any inquiries.
- **Sign Declaration - Contractor to sign on bottom of form.**

Trafalgar Golf Club Layout



Trafalgar Golf Club, Gibsons Road, Trafalgar
Clubhouse Evacuation Plan

Scale: 1 block= 2 sq metre
Date: 20/09/2024

By order: the Occupational Health and Safety Committee.



Trafalgar Golf Club Inc.

CONTRACTOR / SUB-CONTRACTOR Induction Check list Form

Form details:

Company Name:	
Contractor Scope of Work:	
Induction Date:	

Induction Items:

	Task	Yes	No	Comments
1	Introduction			
2	Organisation overview			
3	Site tour/Hazards/Risks			
4	Discuss Safety rules			
5	Discuss OHS Management System			
6	Emergency procedures			
7	Incident reporting (Bright Safe) Reportable incidents			
8	Hazard reporting (Bright Safe)			
9	First Aid			
10	Use of PPC & PPE			
11	Security and Access arrangements			
12	Copy of qualifications/licenses			
13	Copy of Safe Working Method Statement			
14	Other			

Name (Sub/Contractor)	Signature	Date
Name (TGC representative)	Signature	Date