



XAVIER
COLLEGE

Educating in the Salesian Tradition

Minor WHS Induction Module

Last review: December 2025

Last update: 22 August 2025

Next review due: December 2026

Scope

This induction module is suitable for College Board members, tutors, volunteers, occasional TRTs, occasional service providers and contractors, other than those engaged in construction and/or high-risk work, and who will not be on-site for more than 1 day per week/4 days per month.

- For contractors engaged in construction and/or high-risk work, please use the Contractor Induction module.
- For staff and regular TRTs please use the General Induction module.
- For volunteers, please read in conjunction with the CESA Volunteer Induction module.

N.B. Anyone not holding a current Catholic approved Working With Children Screening & Verification Authorization must be under direct visual supervision of a Xavier College staff member.

Sign-in

All visitors (including old scholars), contractors and external service providers going beyond the Reception area must sign-in on arrival, and sign-out upon departure (parents accompanied by a staff member or their own enrolled student child are exempt).

After signing-in, you must wear your visitor identification label or badge at all times.

Child Protection

- Any visitor not holding a current Catholic Screening & Verification Authority Clearance will be accompanied and supervised by a Xavier College staff member at all times.
- Contact with students must be avoided, unless legitimately required as part of your role.
- Visitors are only permitted to access areas where they have legitimate business, and are only permitted to use designated staff amenities.
- The taking of photos or other image recording is prohibited without prior approval.

Speed Limit and Parking

- The site speed limit at the Gawler Belt campus is strictly 10 km/h maximum throughout the College grounds.
- The site speed limit at Evanston and Two Wells campuses is strictly 5 km/h.
- Please avoid driving through the College grounds during student arrival and departure times and also recess and lunch times.
- Please use designated car parking unless advised otherwise.



No Smoking, Drugs, or Alcohol

Xavier College is a smoke free workplace; smoking is strictly prohibited on campus.

Use and/or possession of recreational drugs and/or alcohol while on campus is strictly prohibited. Any infringement will be reported to Police.



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Incident Reporting

Please promptly report any incident, injury, hazard, or other problem to your Xavier College contact, WHS or to Reception.



First Aid

- First Aid is available at the Reception area during school term office hours. Outside of these times you will need to provide your own first aid.
- A defibrillator (AED) is also located in the Administration building adjacent to the Reception area.



Emergency

Emergency Evacuation and Lockdown procedures are posted near building exits throughout the College. During an emergency or drill, please comply with instructions from Xavier College staff and Emergency Wardens.

In case of an emergency, call 000 and also advise Reception:

Evanston Campus: 8526 9600

Gawler Belt Campus: 8523 0088 or extension 500

Two Wells Campus: 8520 0400

When using a fixed phone at Gawler Belt or Two Wells dial 0 to get an outside line.

At Evanston dial 0, then the number you would like to call, then the code 5501 when prompted with ****.

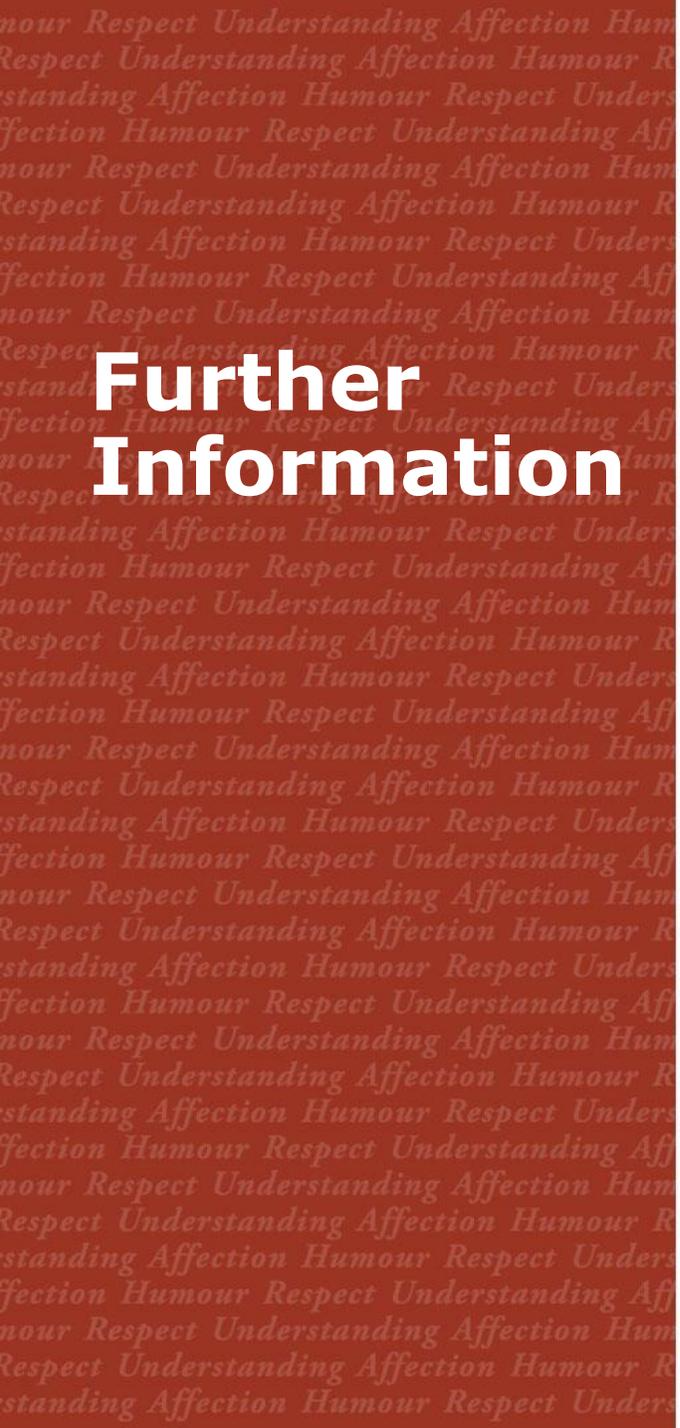
Safety and Personal Property

Please do not leave children unattended who are not current Xavier College students.

Please do not leave personal items or equipment unattended, and ensure that vehicles and machinery are locked and secure at all times. The College cannot be responsible for personal items.

Covid-19

- Do not attend if you have tested positive and are symptomatic (5 days self-isolation applies).
- If you have tested positive but are asymptomatic and feeling well, you may attend but must wear a mask at all times and maintain 1.5 metre social distancing where possible.
- Masks are freely available and may be worn at any time.
- Please cover coughs and sneezes.
- Please frequently use hand sanitiser or wash hands thoroughly with soap and water.
- Adhere to any other SA Government and CESA COVID Safe measures as applicable at the time.



Further Information

Should you require further information, or clarification on any point, please ask your Xavier College contact or enquire at Reception.

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Acknowledgement of Completed Minor WHS Induction

Inductee Name (please print full name): _____

Position/Role: _____ Commencement Date: ____/____/____

Campus Location: _____

By signing this form, I hereby declare:

- I have read, reviewed, and understood the Xavier College Minor WHS Induction Module, and any associated documentation provided to me.
- I understand my duty of care as per the WHS Act and Regulations (SA) 2012, Catholic Education SA, and Catholic Safety Health & Welfare SA policy and procedure.
- I will comply with all Xavier College (the PCBU) conditions, policies, procedures, instructions and any reasonable directions aimed at protecting my health & safety, and the health & safety of others while in the workplace.

Inductee Signature _____ Date: ____/____/____

WHS Coordinator (or delegate) name: _____ Signature: _____ Date: ____/____/____

Completed form to be printed and forwarded to the Human Resource Officer for filing.