

Welcome to



it's great to have you on board

# The aim of the induction

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Who is League?

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# Who is League?

League is a wholly South Australian-owned company operating since 2002, with offices in Adelaide and Mannum, SA, and in Gympie, Qld.

We have been providing contract labour services, workshop design and fabrication services and project management services to projects across Australia since 2002.

At League, we try hard to build a workplace that supports our employees and empowers them to do their best work. The successful delivery of any contract relies on a talented, competent and committed workforce which works safely at all times, so we are pleased to welcome you on board.



# Our Values

- We are **Safe, Disciplined and Reliable** and meet our commitments
- We **invest** in our **people** and promote **good mental health & wellbeing**
- We engender **Trust and Integrity** and are known for this
- We are **Authentic**, speak-up and involve both ourselves and others
- We are **Collaborative** – one team focused on outcomes



# Code of Conduct – doing the right thing



# Code of Conduct – Freedom of Association

The membership of trade union organisations will be a matter for individual employees and League Engineering will neither discourage nor encourage any employee to join a union.

League Engineering will not support the practice of 'no ticket, no start'.

League Engineering employees will be briefed on these rights along with consequences of breaching these rights as a part of the induction.

League Engineering will not condone any form of harassment, discrimination, victimisation or conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating hostile or offensive work environment.

Any harassment, discrimination or victimisation will be considered a serious violation of League Engineering policy and will be progressed by corrective counselling and may result in termination if counselling does not produce a change of behaviour acceptable to League Engineering.

Any employee who considers that they are a victim of harassment, discrimination or victimisation by any supervisor, management official, or other employee, or any other person in connection with their employment should bring the matter to the immediate attention of their supervisor or call the League Office.

Training and information on these matters will form part of the project induction.

# Code of Conduct – Drug & Alcohol Policy

- Workplace safety and health is a vital part of our business. LEAGUE ENGINEERING and its employees have a responsibility to ensure that they do not put themselves or others at risk of harm in the workplace.
- The consumption of alcohol on company premises or work sites, or in other locations whilst representing the company or carrying out company business, is prohibited, unless specifically approved for a company authorised function. Approval can only be given by the Operations Manager or his nominee.
- The consumption of illegal drugs on company premises or work sites, or in other locations whilst representing the company or carrying out company business, including travelling to, from and for work is prohibited.
- This policy is specifically intended to include the consumption of alcohol or illicit drugs prior to working hours and during working hours, which would have the effect that, if tested, the individual would return a positive result.
- LEAGUE ENGINEERING will strive to eliminate risks in the workplace resulting from the inappropriate use of alcohol and other drugs.
- League Engineering will mirror our client's Drug and Alcohol Polity and Testing Procedures.
- Visit our website to view our full Drug & Alcohol Policy [www.league.com.au](http://www.league.com.au)

# Building Code 2016

- Information about the requirements of the Building Code will be communicated to the project management team, supervisors and employee prior to mobilisation to site. League will mirror our client's Code Compliant policies and procedures including Freedom of Association and Drug and Alcohol testing procedures.
- In accordance with Section 17 of the Building Code 2016, League Engineering will notify the ABCC of a breach or suspected breach as soon as practicable, but no later than two working days after becoming aware of the breach or suspected breach. League Engineering will also advise the ABCC at this time of the steps proposed to rectify the breach.
- After notification, League Engineering will, within 14 days, notify the ABCC of what steps have been taken to rectify that breach.
- Compliance will be monitored by various means including periodic site visits (where practicable) and undertaking desk top reviews of our processes, procedures, policies and employee entitlements to maintain ongoing compliance with our legislative obligations.



# League Policies

At League, we have **zero** tolerance towards Drugs and Alcohol. Please inform us immediately if you believe you feel unwell, are unfit for work or any medication you are taking could potentially make you unfit for work.

**It is your responsibility to be ready and fit for work to keep you and others around you safe.**

It's important to know the rules on site and to operate within the law....

Please visit our website (employees section) for all policies including:

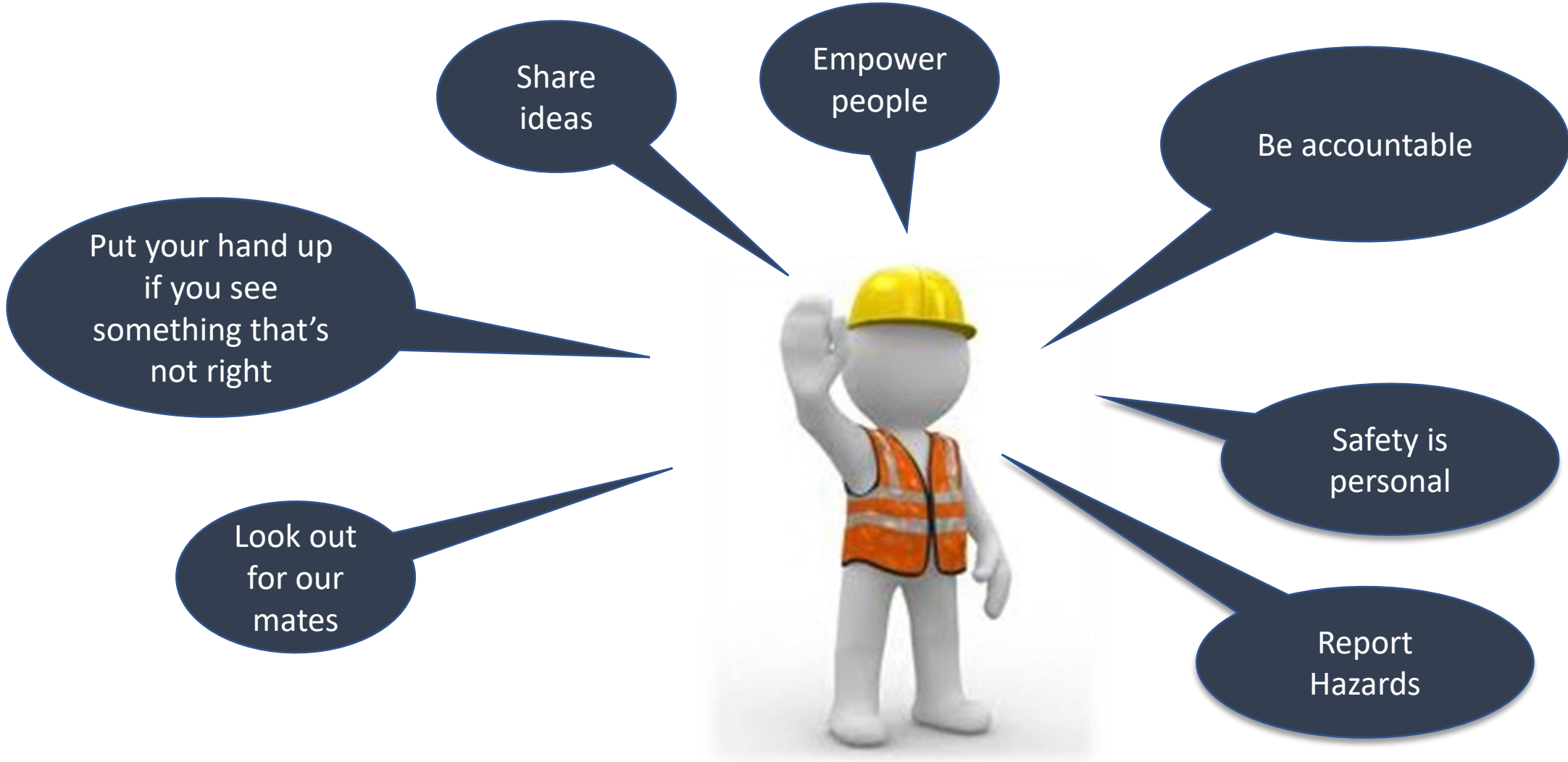
- Work, Health and Safety
- Freedom of Association
- Drug & Alcohol
- Building Code 2016
- Environment
- Privacy
- Discrimination
- Bullying & Harassment
- Health and Safety Act 2011
- Information relating to important current affairs

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

# The environments in which we operate at League



# Safety – our goals



## Fitness for Work – Drug & Alcohol Testing

While you are at work, you will be required to undertake regular drug and alcohol testing. You will be tested for:

Alcohol

Opiates

THC

Cocaine

Benzodiazepines

Amphetamines

Methamphetamines

There is zero tolerance for detectable levels in a person of any of the substances listed above. Additional substances may also form part of the testing procedure. When a person returns a positive result for any of the substances listed above, they are deemed unfit for work. This means, they cannot continue working on the job site.

Head to our website for a copy of our Drug & Alcohol Policy

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

# Be ready with the right PPE for the task



I will wear lace-up steel-capped boots  
Long-sleeved high vis shirt – **with sleeves rolled down**  
Long work pants



I will assess my tasks and wear all fit for purpose protection necessary for my head, eyes, ears, hands and skin



I understand I am responsible and accountable for being fit for work and will follow all site-specific rules, systems, policies and procedures in order to keep me and others around me safe

# Managing my wellbeing

**FATIGUE:** I will address and manage my risk of fatigue by:

Ensuring I get enough rest and sleep

Be aware of the symptoms of fatigue such as yawning and reduced productivity

Eating regularly and taking care of my health



**COLDS AND FLU:** To prevent the spread of Covid 19, colds, flus and other infections, following these simple hygiene practices will help:

Washing hands frequently with soap and water

Covering nose and mouth with flexed elbow when coughing or sneezing

Stay at home if you are unwell

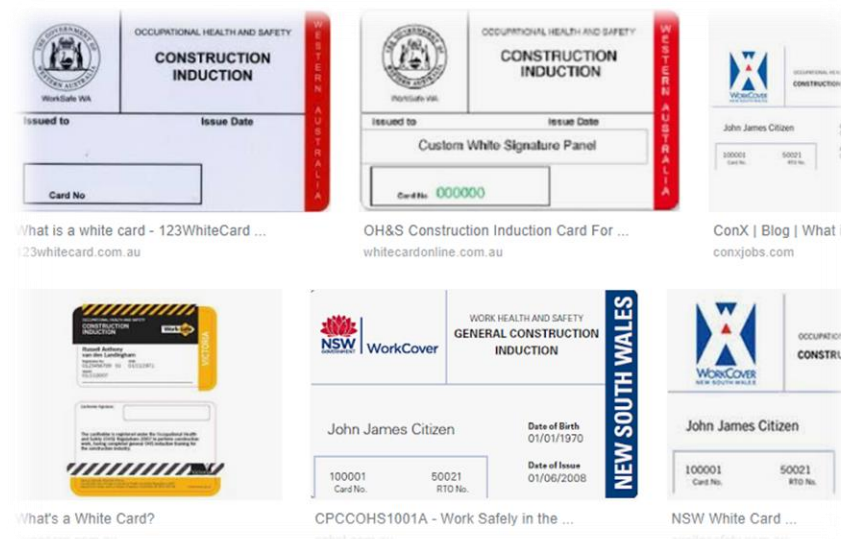
# Training & Compliance

Project compliance is an important part of working with League and our projects. You must have these at all times while on site:

- Current driver's license
- Current tickets and competencies for the tasks you are doing
- Construction White Card

If you renew any of your licenses, tickets, qualifications or your competencies change in any way, please make sure to let us know.

Send through to [suzi@league.com.au](mailto:suzi@league.com.au) or text photos of your qualifications and White Card to 0410 538 782







# Quality

Quality is everyone's business. You are our eyes and ears on the ground.

Let's get it right the first time, every time to avoid re-work.



**Lessons Learnt are  
important! We want to  
avoid Re-work!**

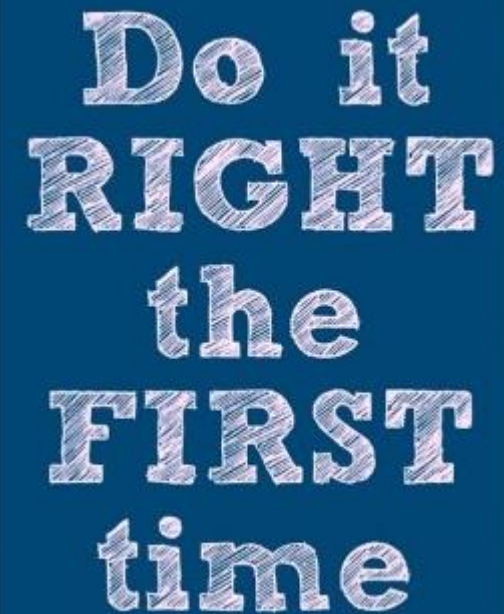


# Quality

Why is it important to get it done right the first time?

- Reduce wastage and rework
- Prevent recurrence of defects
- Achieve performance targets
- Get the best outcomes for the customer and end user
- Pride in our work – be proud of the job you do!

**If something doesn't look or feel right – let someone know.**



Do it  
**RIGHT**  
the  
**FIRST**  
time

# Project Website and Jobs



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



[suzi@league.com.au](mailto:suzi@league.com.au) or [admin@league.com.au](mailto:admin@league.com.au)



1300 799 153 or 0410 538 782



PO Box 104 Mannum SA 5238



Tune in for our regular facebook posts

# Who can I contact for support?



Mates in Construction Helpline 24/7    1300 642 111



Alcohol & Drugs Helpline 24/7    (02) 9361 8000    1800 422 599 (Rural)  
[www.drugs.health.gov.au](http://www.drugs.health.gov.au)



Quitline 24/7    Smoking Quit Line 131 848    [www.quitnow.gov.au](http://www.quitnow.gov.au)



Talk it over Men's Line Australia  
 (family, financial, relationship concerns or anything that's on your mind)  
 Mates in Construction Helpline 24/7    1300 789 973

# Questions please!



Get in touch with any questions – we're happy to help

Suzi:	0410 538 782	<a href="mailto:suzi@league.com.au">suzi@league.com.au</a>
Payroll:	0420 450 707	<a href="mailto:admin@league.com.au">admin@league.com.au</a>
Gavin:	0422 358 000	<a href="mailto:gavin@league.com.au">gavin@league.com.au</a>