

	WHS Contractor Management – Contractor Registration & Information Form	Version No:	V5
		Issued:	19 February 2015
		Reviewed:	18 October 2021
		Next Review:	17 October 2024

To be completed by the Contractor for Council's Preferred Contractor Register

Registered Company / Business Name: _____

Business Registration: _____ Australian Business No. (ABN): _____

Street Address: _____

Postal Address (if different from above): _____

Principal Contact Person: _____

Business Ph #: _____ Fax: _____

Mobile: _____ Email: _____

Site Supervisor: _____

Mobile: _____ Email: _____

Work Health & Safety Contact: _____

Mobile: _____ Email: _____

WorkCover Registration (if you have employees): _____

Please indicate the way you wish to receive Councils Contractor Induction Manual (please tick):

Hard Copy Electronic Copy Electronic Access (Link to Access forms from Council Website)

Industry/Trade					
Air-conditioning/Refrigeration		Gas		Plumbing	
Asbestos ID/Removal		General Building		Professional Services	
Automotive Air Conditioning		General Electrician		Road Construction	
Bitumen Works		Irrigation Services		Rock Crushing	
Building Maintenance		Kerbing / Water Table		Septic Waste Management	
Carpet Cleaning		Landscaping		Tiling	
Concreting		Line Marking		Tree Trimming / Removal	
Confined Space		Major Electrical		Waste Management	
Earthmoving & Construction		Mowing/Slashing		Weed Control	
EWP		Paving		Welding	
Excavation/Trenching		Painting		Other:	
Fencing		Pest Control			
Footpath Construction		Plant Hire			



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CONTRACTOR CHECKLIST AND DECLARATION

Contractors must provide the following documentation listed as mandatory. The documentation listed as additional must be provided if relevant to the works or requested by Council.

Mandatory Documents Requested

- Proof of Public Liability Insurance Cover (i.e. copy of your Certificate of Currency of Insurance; a tax invoice or renewal notice will not suffice. Please request a Certificate of Currency from your insurer) - minimum of \$20,000,000.
- Evidence of current ReturnToWork SA registration (sole traders exempt)
- Copy of employee licences, competencies and certifications relevant to the works (e.g. White Card, Work Zone Traffic Management, driver's licences, machinery licences, high risk licences, work at heights licence, trade licences)
- Copies of work health and safety policies and/or procedures relevant to the work to be performed.
- Evidence that hazards relating to your work activities are identified, assessed and controlled (e.g. hazard identification list or other documentation: risk assessments, safe work instructions, and where relevant SWMS and WHS Management Plan)

Additional Documents (if requested by Council) based on the level of risk and the task or activity to be undertaken

- Work Health Safety Policy and summary of WHS procedures and instruction or processes relevant to the works to be provided (e.g. WHS Management System)
- Sample copies of Safe Operating Procedures/Safe Work Instructions for the works to be provided
- Proof of Professional Liability Insurance Cover (i.e. copy of your Certificate of Currency of Insurance; a tax invoice or renewal notice will not suffice. Please request a Certificate of Currency from your insurer.)
- Incident reporting and investigation process, including a sample incident report form
- Copy of plant registration e.g. cranes, elevated work platform
- Training or skills matrix of personnel to be engaged to perform the work (and an explanation of how this is maintained).
- Emergency response procedures and/or Management Plan

This is to certify that I have provided the above information as indicated.

_____ (Company/Business name) agrees to perform the work within the remit of the Work Health and Safety Legislation, relevant model Codes of Practice, industry standards and in accordance with reasonable requests by Council.

Authorised Officer: _____

Signature _____

Date: _____