

WH&S Induction of Contractors Procedure

1. PURPOSE and SCOPE

- 1.1. The purpose of this document is to set out the process of verifying that Contractors meet licensing, police clearance and health and safety requirements.
- 1.2. This document applies to all Contractors who work on UnitingSA sites, and UnitingSA workers who deal with Contractors.

2. PROCEDURE

- 2.1. UnitingSA Property Services will maintain a database of approved Contractors.
- 2.2. Yearly, a Contractor Information Pack containing relevant WH&S documents, Police Clearance documents and a Contractor Agreement Form will be sent to all Contractors in the database.
- 2.3. When the Contractor has returned the Contractor Agreement Form and other relevant documents, UnitingSA Property Services will issue each worker of the Contractor (known as a PCBU) with an approved Contractor badge. The badge will be valid for 12 months.
- 2.4. Only Contractors issued with a badge will be permitted to work at UnitingSA sites.
- 2.5. Upon arrival at any UnitingSA site, Contractors must report to Reception.
- 2.6. At this initial contact the site will check to ensure the Contractor has a valid Contractor badge issued by UnitingSA Property Services.
- 2.7. If the Contractor does not have a badge, UnitingSA Property Services must be contacted.
- 2.8. Contractors are required to register their attendance at each site by signing in and out using the Contractors' register.
- 2.9. If any incident occurs it must be reported immediately to the site contact person and recorded on an Incident/Injury Report Form. The site will notify UnitingSA Property Services and the WH&S Manager.
- 2.10. On leaving the premises the Contractor must report back to Reception.

3. DOCUMENTATION

- 3.1. Incident/Injury Report Form
- 3.2. Hazard Report Form
- 3.3. Contractor Information Folder
- 3.4. External Contractor Guidelines/Induction Checklist

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4. REFERENCES

- 4.1. Work Health and Safety Requirements of Contractors Procedure
- 4.2. Contractor Performance Management Guidelines
- 4.3. Work, Health & Safety and Injury Management Policy