
WHS Contractor Management Procedure

Approved (Prequalified) Contractor Registration

Submit by

Email

council@coorong.sa.gov.au

Post

Coorong District Council
PO Box 399
TAILEM BEND SA 5260

Hand delivered

Coorong Civic Centre
95 - 101 Railway Terrace
Tailem Bend

Customer Service Centre
49 Princes Highway
Meningie

Customer Service Centre
37 Becker Terrace
Tintinara

APPLICANT DETAILS

Company / Business Name		ABN			
Business Address					
Postal Address					
Principal Contact Person					
Name:		Phone:			
Mobile Phone:		Email:			
Site Supervisor					
Name:		Phone:			
Mobile Phone:		Email:			
Work Health and Safety Contact					
Name:		Phone:			
Mobile Phone:		Email:			
Business Trading Hours					
Registered for GST?					
NO <input type="checkbox"/>	YES <input type="checkbox"/>	IF YES - PLEASE PROVIDE A CERTIFICATE COPY OF ABN OR BUSINESS REGISTRATION			
Do you employ staff or sub contractors?					
NO <input type="checkbox"/>	YES <input type="checkbox"/>	IF YES - PLEASE PROVIDE STAFF NUMBERS, SUB CONTRACTOR DETAILS			
Industry / Trade / Scope of Services provided (PLEASE TICK AS APPLICABLE OR LIST DETAILS)					
Air-conditioning/Refrig		General Building		Professional Services	
Asbestos ID/Removal		General Electrician		Road Construction	
Automotive Air Cond		Kerbing		Tree Trimming	
Bitumen Works		Landscaping		Waste Management	
Building Maintenance		Line Marking		Weed Control	
Concreting		Major Electrical		Welding	
Confined Space		Minor Civil Works		Other:	
EWP		Mowing/Slashing			
Excavation/Trenching		Painting			
Fencing		Pest Control			
Footpath		Plant Hire			
Gas		Plumbing			

APPLICANT 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 the organisation.

Mandatory Documents Requested
<input type="checkbox"/> 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 \$20 million.
<input type="checkbox"/> Evidence of current ReturnToWork SA registration (sole traders exempt), including registration number and expiry date.
<input type="checkbox"/> Copy of employee licences, competencies and certifications relevant to the works (e.g. White Card, Work Zone Traffic Management, driver's licences, machinery licences, trade licences). Will you be undertaking Construction Work for the Council? If YES, White Card is mandatory requirement for all Contractors who undertake Construction Work (as defined in the WHS Regulations 2012).
<input type="checkbox"/> Identification of person within your organisation responsible for Work Health and Safety.
<input type="checkbox"/> Copies of Work Health and Safety policies and/or procedures relevant to the work to be performed.
<input type="checkbox"/> Evidence that hazards relating to your work activities are identified, assessed and controlled (e.g. hazard identification list or other documentation).
<input type="checkbox"/> Copies of risk assessments, job safety analysis, safe work instructions, SWMS and where relevant WHS Management Plan for the works being undertaken for each contract. Note these documents must be provided before work commences.
<input type="checkbox"/> Relevant training records of personnel to be engaged in the work
Additional Documents (WHERE RELEVANT AND REQUESTED)
<input type="checkbox"/> Work Health Safety Policy and summary of WHS procedures and instruction or processes relevant to the works your company is providing (e.g. WHS Management System).
<input type="checkbox"/> 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.) Minimum \$20 million.
<input type="checkbox"/> Incident reporting and investigation process, including a sample incident report form.
<input type="checkbox"/> Copy of plant registration e.g. cranes, elevated work platform.
<input type="checkbox"/> Emergency response procedures and/or management plan.

DECLARATION

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 the organisation.

Authorised officer: _____

Signature _____

Date: _____