



## Approved Contractor Register

The attached form includes all relevant information that potential Contractors need to supply to be included on our Approved Contractor Register. Please complete the registration form and attach copies of the required documentation as listed. All documentation is to be returned to the WHS & Risk Officer via email at [council@lwdc.sa.gov.au](mailto:council@lwdc.sa.gov.au).

Below is a list of documents required to be an Approved Contractor for the District Council of Loxton Waikerie:

1. Approved Contractor Registration Form;
2. Contractor WHS Online Induction (takes approx. 30 minutes and to be completed by all staff involved in council related work) Link: [DCLW Contractor Online Induction](#);
3. Public Liability Insurance Cover (minimum liability limit \$20 million);
4. Professional Liability Insurance Cover (if applicable);
5. Evidence of Return to Work SA Registration – sole traders must supply personal accident insurance policy in lieu of Return to Work SA registration;
6. Copies of current relevant licences, certifications and competencies for the contractor and their workers;
7. Documentation that demonstrates that the hazards/risks relating to the task(s) being performed by the contractor have been identified and controlled, so far as is reasonably practicable i.e., Safe Work Procedure (SWP), Job Safety Analysis (JSA) or Safe Work Method Statement (SWMS);
8. WHS Policy and Procedures that demonstrate compliance with legislative requirements.

The Contract Manager will advise the contractor of any additional information that is required based on the level of risk and the task or activity to be undertaken, this may include:

1. Copy of relevant WHS Management System (WHSMS) documents e.g., Incident reporting and Investigation Procedure, safe operating procedures etc;
2. WHS Management Plan for works exceeding \$450,000;
3. Licence, training and verification of competency records for workers;
4. Emergency response procedure and management plans.

If assistance is required to develop the required WHS Processes and documentation as noted above, the South Australian Regulator - Safework SA, <https://www.safework.sa.gov.au/> can help provide guidance and assistance.

If you have any queries in relation to the Approved Contractor Register, please contact the WHS & Risk Officer on 8584 8000.



## Approved Contractor Registration Form

<b>Contractor Details</b>			
Company / Business name:			
ABN (Australian Business Number):			
Street Address:			
Postal Address:			
<b>Principal Contact Person</b>			
Name:		Phone	
Mobile Phone:		E-mail:	
<b>Site Supervisor</b>			
Name:		Phone	
Mobile Phone:		E-mail:	
<b>Work Health and Safety Contact</b>			
Name:		Phone	
Mobile Phone:		E-mail:	

<b>Industry/Trade</b>					
Air-conditioning/Refrig		Gas		Pest Control	
Asbestos ID/Removal		General Building		Plant Hire	
Automotive Air Cond		General Electrician		Plumbing	
Bitumen Works		Kerbing		Professional Services	
Building Maintenance		Landscaping		Road Construction	
Concreting		Line Marking		Tree Trimming	
Confined Space		Major Electrical		Waste Management	
EWP		Minor Civil Works		Weed Control	
Excavation/Trenching		Mowing/Slashing		Welding	
Fencing		Painting		Other:	
Footpath					



## 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 the Council.

### Mandatory Documents Requested (all listed documents must be submitted)

- 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.)
- Evidence of current Return To Work SA registration (sole traders exempt)
- Copy of worker licences, competencies and certifications relevant to the works (e.g. White Card, Work Zone Traffic Management, drivers licences, machinery licences, trade licences)
- Identification of person within your organisation responsible for work health and safety
- Copies of work health and safety policies and/or procedures relevant to the work to be performed
- Evidence that hazards relating to work activities are identified, assessed and controlled (e.g. hazard identification list or other documentation: risk assessments, JSA's and, where relevant, SWMS and WHS Management Plan)

### Additional Documents (if relevant to the works/company or requested by the organisation)

- Work Health Safety Policy and summary of WHS procedures and instructions 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

**\*\* Failure to provide the above required documentation will delay your approval as an Approved Contractor of the District Council of Loxton Waikerie.**

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 Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_