

# Safe Access Solutions

## Contractor Site Induction



- 1 All visitors, contractors and their employees must 'sign-in' the visitors book prior, then 'sign-out' when departing the premises.
- 2 Visitors, contractors and their employees must wear PPE when on site. Visitors will be provided eye, ear & hi-vis vest.
- 3 All visitors are to remain with their S.A.S host whilst in the manufacturing area. Do not touch any machines, or equipment.
- 4 Mobile phones are not permitted in the manufacturing area. Photography is not permitted, unless authorised.
- 5 Smoking is only permitted in the designated smoking area. Toilets for visitor and contractor use, are located in the office.
- 6 An emergency is signaled by three blasts of the horn, or the Warden's whistle. Evacuation plans are posted in all areas of the premises. Follow the route shown on your nearest evacuation plan to the emergency assembly area for the wardens directions.

Works to be undertaken: \_\_\_\_\_

Name of organisation: \_\_\_\_\_ From: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

- 7 All contractors must provide current registration, insurance & work-cover certificates, prior to commencement of works.
- 8 A job safety analysis (JSA) is to be submitted to the S.A.S Operations Manager, prior to commencement of any works.
- 9 The S.A.S Operations manager must be given at least 24hrs notice of any works that will cause a disruption to utilities.
- 10 All contractors are to familiarise themselves with the S.A.S WH&S policies relating to contractor behaviour whilst on the premises.
- 11 Both S.A.S and the contractor will inspect the condition of the works area prior to commencement of any works.
- 12 The contractor is to ensure the works area is cordoned off and thoroughfares and evacuation routes are not obstructed.
- 13 No pets are permitted on site and contractor vehicles are to be parked at the direction of the S.A.S Operations Manager.
- 14 Other than the works zone, all other areas of the premises are 'out of bounds' to the contractor/s, unless authorised.
- 15 The works must be conducted in accordance with 'Safework' standards & equipment used must be in good order, tested & tagged.
- 16 Any workplace incident involving injury or damage must be reported to S.A.S immediately. The contractor must have a first aid kit.
- 17 The contractor is to 'make good' the work area by cleaning, removing debris & repairing any damage, when works are completed.
- 18 Both S.A.S and the contractor will inspect the works and the condition of the area when completed, prior to 'signing-out'.

### Contractor Acknowledgement

I/we have read the induction information and agree to perform all works/construction in accordance with Safework S.A. policies, trade practices, state building regulations and S.A.S policies and procedures. I/we declare that I/we or my organisation has current liability and workcover insurance and that I have the valid registration and training to undertake the works.

Signed on behalf of contractor

Signed on behalf of Safe Access Solutions

Print name:

Print name:

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

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

Certificates

J. S. A.

Pre-works

Completion