**The South Australian Mining and Quarrying Occupational Health and Safety Committee**

**Promoting Work Health and Safety in the Workplace**

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

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**ISBN 978-1-925361-16-2**

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**Instructions**

It is important that you completely review this tool prior to use and ensure that where required changes in terminology, titles, etc. are made to ensure that this document will accurately reflect your organisation’s structure.

1. Remove all ***“(insert company name)”*** sections and replace with registered business name
2. Remove all ***“(insert name of quarry/mine)”*** sections and replace with quarry/mine pit name.
3. Remove all ***“(insert senior management position e.g. site manager)”*** and replace with relevant position
4. Remove all ***“(insert location)”*** sections and replace with identified site location
5. Delete cover page, back page, forward and instruction section above once document is completed
6. Delete all MAQOHSC wording on headers and footers and replace with own business name
7. Delete all ***“Note”*** sections from document
8. Ensure that the page numbers in the footer align with the correct page in the document.

**Contractor and Visitor Management Procedure Template**

**(Insert Company Name and Company Logo or Site Photo)**

**Contents**

[**1.** **Aim** 4](#_Toc80859216)

[**2.** **Scope** 4](#_Toc80859217)

[**3.** **Site Entry** 4](#_Toc80859218)

[**4.** **Site Access** 4](#_Toc80859219)

[**5.** **Visitor Risk Categories Table** 5](#_Toc80859220)

[**6.** **Hazard Reporting** 6](#_Toc80859221)

[**7.** **Inspection and Auditing** 6](#_Toc80859222)

[**8.** **Monitoring and Evaluation** 6](#_Toc80859223)

[**9.** **Document Control and Record Management** 6](#_Toc80859224)

[**10.** **References** 7](#_Toc80859225)

[**11.** **Appendices** 7](#_Toc80859226)

[**12.** **Supporting Documentation** 7](#_Toc80859227)

1. **Aim**

Our Contractor and Visitor Management Procedure will allow ***(insert Mine Operator name)*** to control all visitors and entering the site, including their plant, equipment and their activities.

It will ensure that contractors and visitors are suitably trained and equipped, and that their plant and equipment is safe and fit for purpose, and the work being carried out is conducted in a safe manner at all times.

1. **Scope**

This procedure shall apply to all visitors, contractors and their sub-contractor entering ***(insert mine /*** ***quarry name),*** whether for private or commercial reasons. All persons entering ***(insert mine / quarry name)***, shall be made aware of their health and safety requirements, including plant and equipment standards.

1. **Site Entry**

Each category of contractor / visitors will be controlled according to the level of risk they will be exposed to on site.

People who enter the site and do not go past the ***(insert place i.e. weighbridge / site hut)***, will be controlled by way of ***(insert mine / quarry name)*** entry signage and are not required to complete any form of induction.

1. **Site Access**

Where people are to proceed past the ***(insert place i.e. weighbridge / site hut)*** to access the site to conduct activities, they will be managed by their risk category according the **Visitor Risk Categories Table**.

People will be assessed by a competent authorised company representative to determine their risk level, the type of induction required, and frequency of the induction, and by whom.

All contractors and visitors who are deemed:

* **Low Risk** - Complete a **Visitor Induction**.

Where the company representative believes a contractor or visitor may be exposed to a higher risk category, then they shall ensure the contractor or visitor completes a higher category of induction.

All contractors and visitors who are deemed:

* **Medium Risk** - Complete **Section 1** of the **Contractor and Visitor Induction Checklist**,
* **High Risk** - Complete **Section 1** **and 2** of the **Contractor and Visitor Induction Checklist**.

A Senior Management representative shall induct any contractor or visitor deemed **High Risk**.

A refresher course will be conducted ***(Insert time frame)*** by ***(Insert mine operator name)*** to notify contractors and visitors of any changes to the Mine Safety Management Plan.

Contractors and visitors are required to participate in the consultation process.

1. **Visitor Risk Categories Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VISITOR TYPE** | **WHO**  **(example)** | **TYPE OF CONTROL** | **BY WHO** | **FREQUENCY** | **FORM** |
| **Low Risk** | * Visitors * Salespersons * Industry Representatives * Government Officers * Office equipment, caterers | * Site rules (verbal) * Stay in company of employee * Personal Protective Equipment (PPE) * Visitors sign in register * Other   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Anyone trained | * Per visit | * Visitors sign in register * Visitor Induction |
| **Medium Risk** | * Cleaners * Trucking contractors * Electrician * Boilermaker | * Site induction * Evidence of Competency * Insurances * Personal Protective Equipment (PPE) * Check equipment * Copy of Safe Work Method Statements (SWMS) * Other   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Area Manager e.g.  Maintenance Manager or trained person | * Once a year | * Visitors sign in register * Contractor  and Visitor Induction Section 1 |
| **High Risk** | * Major contractors * Drilling / Blasting * Contract crushing * Project work * Any activity considered high risk | * As per medium risk, plus * Approved Contractor Safety Management Plan  (if required) * Other   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Senior Management e.g. * Director, General Manager, Quarry Manager | * Per project | * Visitors sign in register * Contractor  and Visitor Induction Section  1 and 2 |

1. **Hazard Reporting**

Where during the course of completing an induction, the contractor or visitor brings to the attention of the company representative any additional hazards or issues, the company representative will ensure that a Hazard Report Form is completed and submitted.

1. **Inspection and Auditing**

Prior to ***(Insert mine / quarry operator name)*** engaging a contractor of medium or high risk, a competent authorised representative of ***(Insert mine / quarry operator name)***, shall conduct an inspection and assess the contractors systems and controls using the Contractor Pre-Work Inspection Checklist.

Identified issues shall be documented and addressed with the Contractor before they start work.

Where the length of work is greater than 1 month, an audit of the Contractor shall be conducted by a competent authorised ***(Insert mine / quarry operator name)*** representative using the Contractor Safety Management System Audit Tool. Identified issues shall be documented and addressed immediately with the Contractor.

1. **Monitoring and Evaluation**

Contractors shall be monitored on a weekly basis for compliance with their operational procedures and with ***(Insert mine / quarry name)*** site requirements. This shall be conducted using Part 1 of the Contractor Monitoring and Evaluation form. Identified issues shall be documented and addressed immediately with the Contractor.

A Senior Management representative of ***(Insert mine / quarry operator name)*** will evaluate then Contractors performance at the end of contractors work using Part 2of the Contractor Monitoring and Evaluation form.

Where issues are identified, they must be recorded and addressed with the contractor before any re-engagement.

1. **Document Control and Record Management**

All inductions completed under medium risk and high risk categories will be signed by the contractor / visitor, and the ***(Insert company position)*** will transfer their name onto the Induction Register electronically within the SMS.

Each person being inducted will keep a copy of the site safety rules. The completed Induction Forms will be maintained on file at the ***(Insert location)***.

1. **References**

Work Health and Safety Act 2012 (SA) Section 19 - Primary duty of care

Work Health and Safety Regulations 2012 (SA) Regulation 39 – Provision of information, training and instruction

Work Health and Safety Variation Regulations 2013 (SA) Regulation 622(f)

1. **Appendices**

Appendix 1 – Visitor Induction

Appendix 2 – Contractor and Visitor Induction Checklist

Appendix 3 – Contractor and Visitor Sign In Register

1. **Supporting Documentation**

Contractor Pre-Work Checklist

Contractor Monitoring and Evaluation Checklist

Contractor Safety Management System Audit Tool

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Visitor Induction

|  |  |  |  |
| --- | --- | --- | --- |
| **INSTRUCTION** | | | |
| All Contractors / Visitors who are required to travel past the ***(insert place i.e. weighbridge / site hut)*** and deemed **Low Risk,** shall complete this Visitor Induction with an authorised Company Representative.  **Delivered by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **The following items must be discussed with the Visitor** | | | |
| **Visitor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Company:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Welcome to *(Insert Mine/Quarry name)***  While you are visiting our site we are responsible for your health and safety. The nominated company representative will read through this document with you and will discuss any issues that arise. Visitors will be directly supervised at all times and contractors will be monitored whilst on site.  These site rules summarise the work practices that apply to our site:   * The person responsible for your supervision is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * You must sign in and out every time you visit this site. * First aid kits are located at ***(Insert Locations)***. * Trained first aiders are listed on notice boards located at ***(Insert Locations)***. * In the case of an emergency, follow the emergency procedure and all instructions from your supervisor. * Emergency assembly points are located at ***(Insert Location)***. * You can only visit those areas as directed by the company representative responsible for your supervision. * You must use personnel protective equipment (PPE) as indicated by signs on site or as directed by the company representative. * You must report to your nominated company representative when you arrive on site. * Please be aware of mobile plant at all times. * All traffic will abide by the site speed limit, which is ***(Insert speed limit)*** km/h. * If you see any hazards on site you are required to report them immediately to the company representative responsible for your supervision and record them on a Hazard Report Form. * You may be selected to undergo fitness for work testing during your visit. This includes breath alcohol, drug screen and hydration testing. * Do you have any illnesses that may affect you during your visit?   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Are you taking any medications that may affect you during your visit?   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **DECLARATION: I have read and understood the above rules and agree to comply with these conditions** | | | |
| **Visitors Signature:** |  | **Date:** |  |
| **Company Representative:** |  | **Date:** |  |

Contractor and Visitor Induction Checklist

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| **INSTRUCTIONS** | | | |
| Contractors / Visitors deemed **Medium Risk** or **High** **Risk** are required to complete the relevant Contractor and Visitor Induction Sections based on their risk level category.  **Medium Risk:** Complete Contractor Visitor Induction Checklist **Section 1**  **High Risk:** Complete Contractor Visitor Induction Checklist **Section 1 and 2** | | | |
| **SECTION 1: MEDIUM RISK – TO BE COMPLETED BY A COMPANY REPRESENTATIVE** | | | |
| **Delivered by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **CONTRACTOR / VISITOR DETAILS** | | | |
| **Contractor / Visitor Name:** |  | | |
| **Company / Trade name:** |  | | |
| **Contact Details:** |  | | |
| **Date of Induction:** |  | | |
| **Work being carried out:** |  | | |
| **The following items must be discussed with the Contractor / Visitor** | | **Mark** () | |
| **YES** | **N/A** |
| * The Contractor provided with copy of the site rules * Isolation procedure * Drug and alcohol policy * Traffic controls and restrictions * Reporting of accidents and incidents * Reporting of hazards * Relevant Safe Work Method Statements (SWMS) * Relevant Safety Data Sheets (SDS) | |  |  |
| **The following items must be checked with the Contractor / Visitor** | | **Mark** () | |
| **YES** | **N/A** |
| * Has a hazards assessment of the work been carried out? * Is a SWMS and Operating Procedures provided and reviewed? * Are first aid facilities are available for the full duration of the job? * Has entry / exit to the site been agreed (after hours work)?   Other issues: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |

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| **OPERATING PLANT AND EQUIPMENT** | | | | | |
| Where a contractor is bringing plant and equipment on to site, a competent authorised company representative will inspect the plant and equipment the first time it arrives to ensure that it meets the company’s plant and equipment standards.  A competent authorised company representative will conduct regular inspections to confirm that the contractor plant and equipment is maintained in a safe condition. | | | | | |
| **The following items must be checked with the Contractor / Visitor** | | | **Mark** () | | |
| **YES** | | **N/A** |
| * Necessary licences / permits are held? (record details of licences and permits) * Has the operator been assessed as competent? (record details of licences and permits)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Does mobile plant conform to the following Site Standards: * Roll over protection system (ROPs) Canopy (except for road trucks,  drills and excavator)? * All safety guards fitted? * Seatbelt fitted and in good condition? * Doors, windows and seals in good condition? * Fire extinguisher fitted, tagged, tested and charged? * Reverse alarm operational? * All vehicle systems operational? * Have power tools been checked recently (tagged by electrician)? * Are flashback arrestors fitted to oxy- acetylene equipment? * Are compliant fire-fighting facilities available (tested and tagged)? * Are chains and slings in good condition and within date (tested and tagged)?   Other issues: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | |  |
| **Contractor Auditing, Monitoring and Evaluation** | | | | | |
| Where the length of work is greater than 1 month, an audit of the contractor shall be conducted by a competent authorised ***(Insert mine / quarry operator name)*** representative.  Contractors shall be monitored on a regular basis for compliance with their operational procedures and ***(Insert mine / quarry name)*** site requirements.  At the end of the work, a Senior Management representative of ***(Insert mine / quarry operator name)*** will evaluate the contractor’s performance for tendering on future work. | | | | | |
| **CONTRACTOR ACKNOWLEDGMENT: I have reviewed and discussed the materials in Section 1** | | | | | |
| **Contractor / Visitors Signature:** |  | **Date:** | |  | |
| **Company Representative:** |  | **Date:** | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 2: HIGH RISK – TO BE DELIVERED BY A SENIOR MANAGEMENT REPRESENTATIVE** | | | |
| **Delivered by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Where a Contractor is conducting work that is classified as high risk due to the:**   * Complexity and size of the project; * Requirement for increased supervision; and * Fact that the work requires greater technical knowledge.   Senior management shall require the Contractor to prepare and provide a Contractor Safety Management Plan, including an assessment of risks associated with the work to be carried out by the contractor at the site. | | | |
| **CONTRACTOR ACKNOWLEDGMENT:** | | | |
| I have supplied a copy of our following documents in line with the requirements of Section 1 and 2 of this Induction. These documents include an assessment of the risks associated with the work to be carried out.  Contractor Safety Management Plan.  Safe Work Method Statements.  Operating Procedures.  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Contractor Signature:** |  | **Date:** |  |
| **SENIOR MANAGEMENT AUTHORISATION** | | | |
| I have reviewed the Contractors Safety Management Plan using the Contractor Safety Management System Audit Tool, and their Safe Work Method Statements and Operating Procedures (or other risk management documentation) and found them to be acceptable. | | | |
| **Senior Management:** |  | **Date:** |  |

Contractor and Visitor Sign In Register

INSERT   
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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name** | **Company** | **Person Visiting and/or Task to Perform** | **No. Hours Worked Prior** | **Time In** | **Time Out** | **Initial On**  **Departure** |
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