



Mining & Quarrying
OCCUPATIONAL HEALTH &
SAFETY COMMITTEE

Contractor and Visitor Management Guide

Promoting Work Health and Safety in the Workplace

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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Contents

AIM.....	2
1. WHAT	2
2. WHO.....	2
3. HOW.....	2
4. WHEN	3
5. ACTION.....	3
6. DOCUMENT CONTROL.....	4
FURTHER ASSISTANCE.....	4
ADDITIONAL INFORMATION.....	4
REFERENCES.....	4
Visitor Induction Template.....	6
Visitors Sign in Register Template	6
Contractor and Visitor Induction Checklist.....	7

Contractor and Visitor Management Guide

AIM

Our Contractor Management Program will allow (*insert Mine Operator name*) to control all visitors to the site, including their plant and equipment. It will ensure that visitors and contractors are suitably trained and equipped, and that their plant and equipment is safe and fit for purpose for the work being carried out.

1. WHAT

All persons visiting the site, whether for private or commercial reasons, will be controlled by our Contractor Management Program. This will be achieved by ensuring that all persons are made aware of their health and safety requirements, including equipment standards.

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

2. WHO

People who enter the site and do not go past the _____ will be controlled by way of our entry signs and are not required to complete any form of induction.

If people proceed past the _____, they will be managed depending on their category. Table 1 indicates who will be able to complete the various types of induction.

3. HOW

Each contractor / visitor will be assessed against the following table to determine the type of induction required. If the company representative believes the contractor / visitor may be exposed to a higher risk category, then nothing shall prevent them from insisting that the contractor / visitor complete a higher category of induction. Contractors are required to participate in the consultation process.

VISITOR TYPE	WHO (example)	TYPE OF CONTROL	BY WHO	FREQUENCY	FORM
Low risk	<ul style="list-style-type: none"> • Visitors • Salespersons • Industry representatives • Government Officers • Office equipment, cleaners and catering contractors 	<ul style="list-style-type: none"> • Site rules (verbal) • Stay in company of employee • Personal Protective Equipment (PPE) • Visitors sign in register • Other 	Anyone trained	Per visit	Visitors Induction
				Per visit	Visitors sign in register
Medium risk	<ul style="list-style-type: none"> • Trucking contractors • Electrician • Boilermaker 	<ul style="list-style-type: none"> • Site induction • Evidence of competency • Insurances • Personal Protective Equipment (PPE) • Check equipment • Copy of Safe Work Method Statements • Other 	Area Manager e.g. Maintenance Manager or trained person	Once a year	Contractor / Visitor Induction - Section 1
High risk	<ul style="list-style-type: none"> • Major contractors • Drilling / Blasting • Contract crushing • Project work • Any activity considered high risk 	<ul style="list-style-type: none"> • As per medium risk, plus • Approved Contractor Safety Management Plan (if required) • Other 	Senior most person in management structure	Per project	Contractor / Visitor Induction – Section 1 and 2

Table 1: Visitor risk categories

4. WHEN

Each person entering the site will be controlled by the Induction Program suitable to their risk, at a frequency according to the table above. A refresher course will be conducted _____ by _____ to notify contractors / visitors of any changes to the Mine Safety Management Plan.

Prior to engaging a contractor of medium or high risk they will undergo a Contractor Pre-work Assessment. Contractors on site will be inspected as per Contractor Management Procedure.

5. ACTION

If, during the course of completing an induction, the contractor / 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.

6. DOCUMENT CONTROL

All inductions completed under medium risk and high risk categories will be signed by the contractor / visitor and the _____ will transfer their name onto the Induction Register.

Each person being inducted will keep a copy of the site safety rules. The Induction Form will be filed within the Induction Register _____.

FURTHER ASSISTANCE

MAQOHSC Work Health and Safety Specialists are available to provide further advice and assistance on all Work Health and Safety matters.

MAQOHSC Work Health and Safety Specialists are able to be contacted via our website at www.maqohsc.sa.gov.au or email maqohsc@sa.gov.au.

ADDITIONAL INFORMATION

Work Health and Safety Legislation, Codes of Practice, fact sheets, Health and Safety Representatives (HSR) information and guides can be found at the following websites:

SafeWork SA – www.safework.sa.gov.au or call 1300 365 255

Safe Work Australia – www.safeworkaustralia.gov.au or call 1300 551 832

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)

(insert company name) – Visitor Induction Template

Welcome to *(insert site name)*

While you are visiting our site we are responsible for your health and safety. These site rules summarise the work practices that apply to our site. 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 whilst on 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 _____.
- Trained first aiders are listed on notice boards located at _____.
- In the case of an emergency, follow the emergency procedure and all instructions from your supervisor.
- Emergency assembly points are located at _____.
- 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 _____ 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?

I have read and understood the above rules and agree to comply with these conditions.

Name: _____ **Signature:** _____ **Date:** / /

Contractor and Visitor Induction Checklist

This induction is to be completed by any contractor or visitor that is considered a medium or high risk. This form is to be completed by an authorised company representative.

SECTION 1

To be completed by **medium risk** **high risk** (circle risk category)

Contractor / visitor name	
Name of company or trade name	
Contact details	
Date of induction	
Person completing induction	
Type of work being carried out	

The following items will be discussed with the new contractor / visitor:

You need to check: (✓ or x)

- The contractor / visitor will receive a 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)
- Other issues _____

Operating equipment

Where a contractor is bringing equipment on to site, a competent authorised company representative will inspect the equipment the first time it arrives to ensure that it meets the company's equipment standards. The competent authorised company representative will conduct regular inspections to confirm that the equipment is maintained to this standard.

You need to check: (✓ or x)

Necessary licences / permits are held (record details)	<input type="checkbox"/>	Have power tools been checked recently (tagged by electrician)?	<input type="checkbox"/>
<hr/>			
_____ has assessed operator to be competent	<input type="checkbox"/>	Are flashback arrestors fitted to oxy-acetylene equipment?	<input type="checkbox"/>
Does mobile plant conform to site Standards?	<input type="checkbox"/>	Are first aid facilities available for the full duration of the job?	<input type="checkbox"/>
<ul style="list-style-type: none"> • Roll over protection system (ROPs) Canopy (except for road trucks, drills, excavator)? • All safety guards fitted? • Seatbelt fitted and in good condition? • Fire extinguisher fitted and charged? • Reverse alarm operational? • All vehicle systems operational? 		Are compliant fire-fighting facilities available?	<input type="checkbox"/>
		Has entry / exit to the site been agreed (after hours work)?	<input type="checkbox"/>
		Has an assessment of the hazards associated with the work been carried out?	<input type="checkbox"/>
Other issues _____	<input type="checkbox"/>	Safe Work Method Statements provided?	<input type="checkbox"/>
		Safety Data Sheets provided?	<input type="checkbox"/>

I have reviewed and discussed the material in section 1 of this *Contractor and Visitor Induction* with the company representative.

Signed: Contractor / visitor _____ **Date** _____

Signed: Authorised company representative _____ **Date** _____

SECTION 2

To be completed by **medium and high risk only**

Where a contractor is conducting work that is classified as a medium or high risk due to:

- The complexity and size of the project;
- The requirement for increased supervision; and
- The fact that the work requires greater technical knowledge.

Senior management will require the contractor to prepare and provide a Contractor Safety Management Plan of their own, including an assessment of risks associated with the work to be carried out by the contractor at the site.

I have supplied to _____ a copy of our Contractor Safety Management Plan and Safe Work Method Statements. These documents include an assessment of the risks associated with the work to be carried out.

Signed Contractor: _____ **Date** _____

I have reviewed the Contractor Safety Management Plan using the Contractor Safety Management Assessment Form and Safe Work Method Statements and found them to be acceptable.

Signed Senior Manager on site: _____ **Date** _____

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