

CONTRACTOR REGISTRATION FORM



AHRWMA

"Sustainable Waste Management Through Shared Services"

Document ID	AHR-FOR-408	Version	1.0	Issue Date	1/07/2021
Approved By	Operations Manager		Endorsed By	N/A	

A Contractor **must complete** this form, as of an agreement with AHRWMA, to give the Authority required information to understand the contractor's due diligence on work, health and safety, and environmental requirements to permit entry to work at the Brinkley or Heathfield sites.

Contractor Team to Complete

Company / Business Name	
ABN (Australian Business Number)	
Street Address	
Postal Address	
Company / Business Phone #	

Contractors - Principal Contact Person

Name			
Mobile Phone		Email	

Contractors - Site Supervisor

Name			
Mobile Phone		Email	

Contractors - Work Health and Safety Contact

Name			
Mobile Phone		Email	

Industry/Trade (please tick box)

Air-conditioning/Refrigerant	<input type="checkbox"/>	Heavy Haulage	<input type="checkbox"/>	Septic Waste Service	<input type="checkbox"/>
Cell Construction	<input type="checkbox"/>	Hydraulic Services	<input type="checkbox"/>	Shredding Service	<input type="checkbox"/>
Cleaner	<input type="checkbox"/>	Mechanical Services	<input type="checkbox"/>	Site Maintenance	<input type="checkbox"/>
Crane Hire	<input type="checkbox"/>	Mulching, Chipping Service	<input type="checkbox"/>	Surveyor	<input type="checkbox"/>
Earthmoving	<input type="checkbox"/>	Pest Control	<input type="checkbox"/>	Tyre Fitter	<input type="checkbox"/>
Electrician	<input type="checkbox"/>	Plant Hire	<input type="checkbox"/>	Weighbridge Servicing	<input type="checkbox"/>
Emergency Equipment Servicing	<input type="checkbox"/>	Plastic Fabrication	<input type="checkbox"/>	Welders	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>	Plumber	<input type="checkbox"/>	WHS Consultant	<input type="checkbox"/>
Gardener	<input type="checkbox"/>	Quality Assurance	<input type="checkbox"/>		<input type="checkbox"/>
Gas Servicing	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other (please describe)					

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Contractor Checklist and Declaration

Contractors must provide the 'Mandatory Documents Requested'.

'Additional Information' must be provided if relevant to the works or requested by the Authority.

Mandatory Documents Requested (please tick box)	
Proof of Public Liability Insurance Cover	
Proof of current certificate of registration of Return-to-Work SA (not applicable for a sole trader)	
Identification of a person within the organisation responsible for WHS	
Copy of current relevant licences and certifications	
Evidence of WHS Policies and Procedures that comply with AHRWMA's minimum WHS standards	
Job Safety Analysis(es), Risk Assessment(s) or Safe Work Method Statement(s) for the activities covered	

Additional Information, May be required based on the task/activity to be undertaken and may include:	
Summary of WHS Procedures and Instructions or Processes e.g., WHS Management System	
Proof of Professional Liability Insurance Cover i.e., copy of your Certificate of Currency of Insurance	
Mobile Plant / Vehicle Insurance Cover	
Sample copy of Safe Operating Procedures/Safe Work Instructions relevant to the task	
Use of hazardous chemicals. (Safety Data Sheets)	
Incident reporting and investigation process, including a sample incident report form	
Sample copy of Risk Assessment Report form	
Emergency response procedures and/or management plan	
Training or skills matrix of personnel to be engaged to perform the work	

Contractor Authorised Member – to complete

This is to certify that I the authorised member of the company /business, have provided the above information as indicated, and have read, understood, and acknowledged the AHRWMA Contractor Induction Manual.

_____ (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.

Name - Authorised Member			
Signature		Date	

Revision		
Version	Issue Date	Comments
Unnumbered	3/06/2019	Implemented and developed, L Maxwell
1.0	1/07/2021	Reviewed and modified with guidance from LGRS Contractor Management Procedure, Appendix 1, Contractor Registration. Change name from Contractor Engagement WHS Checklist, M Sharp, S O'Flaherty Jun 2021
		Next Review – July 2024