CONTRACTOR
INDUCTION
TEMPLATE

*Instructions:*

*This template is provided as a basic guide for you to induct a contractor into your business.*

* *Carefully read this document and amend it to reflect your business. If this document refers to something that is not relevant, remove it. If the wording does not connect with you, change it! This induction document should reflect EXACTLY what happens on the ground and the way that you engage with and use contractors in your business.*
* *There is no right or wrong answer in terms of what should be included in an induction. It should provide enough information to keep contractors safe when they are working in your business. Consider including links to further information and even videos where appropriate.*
* *Ensure those visiting your farm have a copy of this information and it is made available for review at all times.*
* *Text in RED provides additional instructions. Review and edit material and remove all text in RED.*
* *Where you see xxxxxx, replace it with your business name.*

 *Once the document has been reviewed and it reflects your business, read it with all new and existing contractors, have them sign a copy for your records and retain a copy for their ongoing reference.*

INDUCTION INFORMATION

FOR CONTRACTORS

***INSERT***

***YOUR LOGO OR BUSINESS NAME HERE***

HEALTH AND SAFETY IN OUR BUSINESS

“We share responsibility”

**Business:**

**Contractor:**

The health and safety of all the people who work and who live on this *farm/boat* is the most important responsibility that we all share.

As owner/manager, we have responsibility for the health and safety of workers and others who work on this *farm/boat*. This includes contractors.

The following work arrangements are those that we see as important for ensuring the health and safety of all workers and visitors on this property.

Please read this leaflet carefully, and if you do not understand any section, please ask for an explanation. As the contractor, we ask you to include this information in safety information that you give to all workers in your team. Extra copies are available upon request.

### TO SUPPORT YOU TO WORK SAFELY, WE WILL PROVIDE THE ADDITIONAL DOCUMENTS TO KEEP YOU SAFE ON OUR FARM/BOAT:

* Emergency Plan
* Farm/Boat Map

### PRIOR TO COMMENCEMENT OF WORK, WE REQUIRE THE FOLLOWING DOCUMENTATION FROM YOU (SPECIFICS EXPLAINED IN THIS HANDBOOK):

* Public Liability Insurance
* Workers Compensation insurance
* Staff induction documentation (where staff are engaged in the contract)
* Copy of licences and/or training documentation (if relevant to task contracted to perform)

### INSURANCE & WORKERS COMPENSATION ARRANGEMENTS\*

**Depending on the work being carried out, we expect contractors to hold the following Insurances:**

* *Workers Compensation Insurance* for the workers in your team. We will need to see your current policy and will retain a copy for our records.
(\*Advice regarding who is responsible for Workers’ Compensation is available from your insurer, your state’s work health authority or your farmer organisation).
* *Public Liability Insurance* which will protect you in the event that you cause property damage or personal injury to another person (that is not in your team or is not work related).
* *Professional Indemnity Insurance* in the instance your work may pose a risk to the viability or reputation of our business.

### COMMUNICATION SYSTEMS

Please supply your contact details to management in case we need to contact you in an emergency.

We have outlined our key contacts below for you.

If you need to contact the manager of this *farm/boat*:

|  |  |
| --- | --- |
| Phone (business hours) | xxxxxx |
| Phone (night) | xxxxxx |
| Phone (mobile) | xxxxxx |
| UHF | xxxxxx |
| Email | xxxxxx |

The people who are available to handle any questions that you have are:

|  |  |
| --- | --- |
| Name | xxxxxx |
| Position | xxxxxx |
| Telephone | xxxxxx |

|  |  |
| --- | --- |
| Name | xxxxxx |
| Position | xxxxxx |
| Telephone | xxxxxx |

### PROVISION OF STAFF INDUCTION & TRAINING, LICENCES & QUALIFICATIONS

We engage professional contractors and expect that they conduct their business in a professional manner. We expect that contractors and their staff are adequately trained, qualified and licenced to carry out the task they are engaged to perform.

In the instance a high-risk licence (e.g. forklift) is required, we request a copy of the licence. If a trade qualification or specific licence or registration is required, we will request a copy (e.g. electrical contractor).

We expect that your team has been inducted to work safely in your business. We may request a copy of your staff induction.

### EMERGENCY ARRANGEMENTS

In the case of an emergency, Dial Triple Zero **000** for fire brigade, ambulance or police. If mobile phone coverage is not available, please raise assistance using UHF or an Emergency Position Indicating Radio Beacon (EPIRB).

Key emergency information is as follows:

* First aid kits are located xxxxxx
* Emergency telephone numbers are located at the telephones at xxxxxx
* The UHF/ VHF channel used on the *farm/boat* is xxxxxx
* The bush fire brigade channel is xxxxxx
* Fire extinguishers are located xxxxxx
* Fire blankets are located xxxxxx
* Trained and designated first aid officer/s are xxxxxx

We will provide you with an emergency plan for this business to accompany this document.

You are responsible for the provision of emergency equipment on your machinery and in your vehicles e.g. fire extinguishers, where required.

### HAZARDS ON THE *FARM/BOAT*

Provided with this document is a *farm/boat* map. Marked on the map you will find hazards that we have identified, which may affect the work that you do on the *farm/boat*, or may be particularly hazardous to your operation. These include:

LIST/AMEND AS APPROPRIATE

* Powerlines
* Channels
* Dams
* Wet areas
* Recently sprayed areas
* Proposed spray activity that may affect your work

### REPORTING HAZARDS ON THE *FARM/BOAT*

We have already assessed this *farm/boat* to identify hazards to workers and others and we are working to continue to improve the working environment to prevent injury and illness.

We ask that you report hazards that you and your workers notice immediately to the owner/manager and we will welcome your suggestions for how to reduce the risk of injury/illness.

### ACCESS TO AREAS OF THE *FARM/BOAT*

The attached *farm/boat* map outlined access roads and areas of this *farm/boat* to which you and your workers will have access. Please let the owner/manager know if any member of your team would like access to any other part of the *farm/boat* before entering, so that their safety and that of others is protected.

The condition tracks and roads on, and/or to access, this *farm/boat* can be variable and change with little notice. Vehicle speed should not exceed …………………………….km/h to ensure safety on these roads.

When driving near buildings, speed should be reduced so that you can stop instantly to avoid injury to others working in the vicinity.

### PROVISION AND USE OF PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

It is your responsibility to provide Personal Protective Equipment (PPE) for your workers to perform their work. It is also your responsibility to ensure that your workers are dressed in appropriate work clothes (see below) and that they use the protective equipment that you have provided for their use.

The owner/manager will inform you of the areas of the farm that have been sprayed recently with pesticide. It is your responsibility to provide appropriate PPE for your workers if they are required to work in these recently sprayed areas. If you have any questions, please contact the manager.

### WORK CLOTHES

Your workers are expected to come to work dressed in suitable clothes that do not pose a safety risk. These include:

* Suitable work boots with non-slip soles
* Work overalls, long leg trousers or sensible work shorts
* Long sleeved shirt (preferably), buttoned at the wrist, or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials
* Shirts tucked into trousers, and no loose clothing that could be caught in machinery, including corks of jackets etc
* A wide brimmed hat for outdoor work
* Your workers are expected to wash their work clothes after each work day, especially when working with chemicals.

### HYGIENE AND HEALTH

Good personal hygiene will help to reduce the risk of illness due to infection or contamination with hazardous substances that your worker may be exposed to. Your workers must:

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

* Ensure that they wash up after working and after handling pesticides or dogs or other animals, especially before eating.
* Make sure that their work clothes are washed regularly. They will need to wash them daily if they’re working in areas that have been sprayed with pesticides. Never re-wear clothes that have been contaminated with pesticides.
* NOT smoke inside buildings, vehicles or cabined machines.
* Keep up to date with their tetanus vaccinations.
* Not be in possession of, consume or be suffering the effects of alcohol or any illicit drug.

### AMENITIES

The following amenities have been made available for your use and the use of your workers:

|  |  |
| --- | --- |
| **Provision** | **Location**  |
| Toilets | xxxxxx |
| Shelter sheds | xxxxxx |
| Drinking water | xxxxxx |
| Washing facilities | xxxxxx |

Please advise management if there are issues with any of these amenities.

### INJURY REPORTING

We keep an Injury Register on this *farm/boat* and would like any injury or illness that results from your work on this *farm/boat* recorded in this Injury Register. We record all injuries/illness whether minor or major.

Injury Register forms are located at xxxxxx or contact the owner/ manager.

### CHILDREN AND PETS

There are children who reside permanently, or may be present, on this *farm/boat.* Please be careful when driving vehicles or machinery; never reverse without checking for children.

In addition:

* **Please do not bring children on to this** *farm/boat*
* **Please do not bring dogs on to this** *farm/boat*(N.B. Please discuss with the manager if you need to bring dogs into the business to conduct your tasks).

### GENERAL

The laws of this state require that the owner/manager provide a safe place of work and safe work systems. In order to help us meet this responsibility, we ask you to tell the owner/manager about any safety hazard or problem that you encounter.

The same law requires that all workers take care to ensure the health and safety of others who are on this workplace – including other workers, family and visitors.

If you feel that you, or your workers, do not have the resources or experience to undertake a job safely, please advise the owner/manager, and do not proceed with the job.

We ask you and your workers cooperate with our health and safety program and comply with our rules to protect your own safety and the safety of others.

It is not acceptable for any worker to be under the influence of alcohol or other drugs during work on this *farm/boat*. Anyone is affected by alcohol or drugs will be asked to leave the *farm/boat* until it is clear that no-one’s safety is at risk.

**The safety of people on this *farm/boat***

**takes precedence over all other considerations**

**– especially when we are under pressure!**

I have read the work health and safety instructions in this leaflet, discussed them with the manager and understand and accept my responsibilities.

I agree to do what is required of me to ensure that the health and safety of all people are protected in this workplace.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contractor) Date: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Manager) Date: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Director) Date: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print)

DISCLAIMER This document does not, in any way, excuse a person from doing all that is reasonable to ensure the health and safety of themselves and others. Legislative requirements vary between states and territories. Therefore, it is necessary to check with the relevant state or territory occupational health and safety authority for appropriate information.