



MANAGEMENT PROCEDURE
CONTRACTOR ENGAGEMENT
 SOM-FRM-003 Contractor Pre-Qualification Form

Information submitted on this form will be treated as confidential unless it is required to be disclosed by law.

To be eligible for inclusion on the Shire of Manjimup Approved Contractor List you must complete the following steps:

- Read and acknowledge the Shire of Manjimup Work Health and Safety Policy
- Read and acknowledge the Shire of Manjimup Work Health and Safety Rules for Contractors
- Complete this application form
- Sign the Contractor Declaration

Application Form

Contractors Business Information	
Business Name (Trading Name)	
ABN	<i>Please provide your ABN to be approved</i>
Provide summary of services offered	
Physical Address	
Postal Address	
Main Contact Person	
Phone	
Mobile	
Email	

Public Liability Insurance ¹	
<ul style="list-style-type: none"> • Do you have current Public Liability Insurance? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>You will need to upload or email certificate of currency to be approved.</i> 	
Amount of Cover	\$
Insurer details	

Professional Liability Insurance ²	
<ul style="list-style-type: none"> • Do you have current Professional Liability or Business Insurance? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>You will need to upload or email certificate of currency.</i> 	
Amount of Cover	\$
Insurer details	

Workers Compensation Insurance ³

- Do you have current Workers Compensation Insurance? YES NO
You will need to upload or email certificate of currency to be approved.

Insurance Details

How many employees? _____

Safety Commitment

- Do you have a Work Health and Safety Policy that demonstrates a commitment to safety? YES NO
- Have you provided a copy of your WHS Policy? YES NO

Workplace Hazards

- Do you have systems in place to identify and manage workplace hazards? YES NO
- A workplace inspection program? YES NO
- A safety management system that tracks hazard management? YES NO
(Accident/Incident Reporting, register and action planning)

Safe Work Practices and Procedures

Do you/does your company have safe operating procedures or specific safety instructions relevant to its operations? YES NO

If approved, you may be asked to provide example copies of :

- Safe work procedures or instructions (ie. JSA's or SOP's)
- Accident/Incident Report form
- Risk Assessment form

Included:

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-
-

To the Shire's WHS Officer or relevant Department Manager

Licences, Training and Qualifications

Is there a formal induction program in place that outlines Work Health and Safety responsibilities? YES NO

Are all qualifications and licences current and relevant to the work your business undertakes? YES NO

PLEASE NOTE: This list needs to be kept updated and resubmitted to the Shire of Manjimup with any changes prior to being awarded a contract. Where possible, please upload copies of certificates, licences, high risk licences etc.

NOTICE: We are currently updating our system to allow our contractors to enter details in our on-line contractor induction portal. You will be notified when this is ready for transitioning. This will allow our contractors to enter all of their details and licences plus those of their employees online. The new system will also automatically remind you when to update your and your employees licences and relevant certificates

DECLARATION

On behalf of the contractor named above I confirm that the Shire of Manjimup has provided me with the following:

- Shire of Manjimup Work Health and Safety Policy
- Shire of Manjimup Work Health and Safety Rules for Contractors

I understand the above mentioned documents summarise the rules and conditions which a contract for work with the Shire of Manjimup may be awarded.

I acknowledge that I and all persons employed by the company named above are required to comply with the Shire of Manjimup Work Health and Safety Rules for Contractors and that failure to do so is sufficient grounds for cancelling any current or future contracts for work, should the Shire choose to exercise this option.

I acknowledge that all the documentation required by the Shire of Manjimup has been emailed to the address below and that failure to provide these documents may result in my application onto the approved contractors list being rejected or delayed: info@manjimup.wa.gov.au

SIGNATURE (AUTHORISED PERSON)

Name:

Signature:

Date:

Prequalification does not guarantee work

Please note that inclusion on the Approved Contractors List does not guarantee that the contractor will be provided with any contracted work. A selection process will need to be undertaken by the Contract Manager prior to the contractor being awarded any contract.

Further documentation for specific contracts

Contractors may be required to provide additional information dependent upon the contract they are being considered for. Contractors on the Approved Contractors List may need to complete or submit further documentation as appropriate to Shire requirements (ie; tender submissions).

Please contact the Shire if you require any help filling in this form on 9771 7777 or email info@manjimup.wa.gov.au

Important Information

1. You must have public liability insurance to be approved to the Shire of Manjimup Contractor list
2. Professional liability or business insurance, if required. You may not need professional liability unless you consult or offer advice. If you are unsure, please seek professional advice.
3. Worker's compensation must be provided if you employ any personnel.

Once approved, you must provide the contract manager with any licences and qualifications related to any contract awarded. Failure to do so will impede your qualification to be awarded contract work.