As An Employee, Contractor or Sub Contractor providing services to the Shire, and as part of Local Government legislative and insurance requirements, we require you to submit the following documents via the Online Induction or in Hard Copy. <https://www.promptsafetysolutions.com/psscombinedshireinduction>

If you have Employees or employ Sub Contractors, please forward this Online Induction to them as well, as they must also complete the Shire Induction and submit the relevant Licences, Insurances etc (if applicable) before commencing work for or on behalf of the Shire. These documents can all be simply uploaded into the Online Induction.

If you prefer, you can download the Hard Copy/s of the Shire Induction (and enough for all of your Employees, Sub Contractors and their Employees) and you can return or scan and email the Induction/s, including hard copies Risk Assessments, Insurances, Licences etc (including employees and Sub Contractors) back to the Shire prior to commencing work. Hard Copy Shire Induction Link <https://www.promptsafetysolutions.com/psscombinedshireinduction>

**Copies of documents required:**

* Insurance/s certificate/s of currency,
* Licences and qualifications that are required to perform the work.
* Completed Risk Assessments for the task/s being undertaken e.g. Safe Work Method Statement (SWMS) Job Safety Analysis (JSA) etc that identify the potential Hazards and Risk control measures to do the job safely.

**In addition when work is being carried out** (as per the above requirements):

* Contractors, their Employees and any Sub Contractors employed must undertake the Shire induction prior to commencing work
* Contractor must report all hazards, near misses and incidents to the shire immediately
* Contractor must be monitored to ensure they adhere to the specified control measures within the risk assessment
* Contractor must review and update the risk assessment if site conditions change or scope of work/s change
* Depending on the scope of works, the contractor and/or site could be subject to an inspection to ensure safety requirements are being maintained

To undertake the Online Induction and upload the required documents, click on the Start Induction tab on the top right hand corner of the Shire OSH page - or Click on the following link to the Prompt Safety Solutions Shire Induction OSH Page <https://www.promptsafetysolutions.com/psscombinedshireinduction>

* Fill in the relevant personal details
* Upload relevant Insurances details
* Upload relevant Licences
* Upload relevant Risk Assessments
* Read and acknowledge all induction topics
* Acknowledge Induction Declaration
* Click in Submit Completed Induction

Specific instruction re Hazards and other relevant information will be conveyed on site by your direct Shire Manager of Works, Supervisor or line Manager prior to the commencement of works. Emergency Procedures, contact numbers and Incident reports are available on the Induction web page. Please down load copies of these and have them with you on site. All Hazards, Accidents, Injuries or Incidents must be reported to the Shire.

If you have any questions, please contact the Shire that you will be undertaking works or providing a service to, or contact Steve Taylor from Prompt Safety Solutions on Mobile: 0417 907 512 or Email: [contact@promptsafetysolutions.com](mailto:contact@promptsafetysolutions.com) for guidance regarding the above Contractor Management process.