



# Contractor Pre-Qualification and Induction Refresher

## Sc-WHS-D-152\_A

06/06/2025 V1

**The below listed Work, Health & Safety Documents can be accessed [HERE](#) .  
If you have not already been given access, please request access by  
emailing [a.harb@signcraft.com.au](mailto:a.harb@signcraft.com.au)**

Sc-WHS-D-150 "Contractor Management  
Sc-WHS-D-001 'Work Health and Safety Policy'  
Sc-WHS-D-012 "Signcraft Drug and Alcohol Policy"  
Sc-WHS-D-016 "Signcraft Asbestos management plan"  
Sc-WHS-F-016 'Job Site Safety Checklist'  
Sc-WHS-D-102 "Fitness for Work Policy"  
Sc-WHS-D-101 "Bullying, Harassment and Discrimination Policy"  
Sc-Eng-P-107 "Signcraft Installation Manual"  
Sc-WHS-W-009 Drilling and screwing into non-friable asbestos sheet  
Sc-WHS-F-005 "Injury Investigation Report"  
Sc-WHS-F-006 "Observation Report"

### Commitment

Signcraft are, in consultation and participation of all employees, committed to ensuring a safe and healthy work environment, through the provision of safe work systems, relevant policies, effective supervision and the maintenance of its ISO45001 management system.

It is the responsibility of every employee, subcontractor and supplier of goods/services to work safely, promote, monitor and continually improve the standards of health and safety in the workplace.

As a minimum standard in the pursuit of best business practice all staff are required to comply with:

- current Work, Health and Safety (WH&S) legislations;
- any additional requirements or legislations that have either been placed upon the organisation or to which the organisation subscribes to; and
- the company policies, procedures and guidelines.

The health and safety of our employees, suppliers, clients and visitors is of primary concern. Neither the scope of work nor the diversity of the location in which it is conducted should be allowed to cloud this focus.

## 2. Safety Induction

This section is a pre-qualification and induction requirement for all contractors working on any of Signcrafts project sites

Contractors are required to be re-inducted at intervals of 12 months

### Welcome

At Signcraft we are working to a Work Health and Safety Management System, so we want you to take every effort to look after your own health, safety and welfare and also that of our employees and contractors.

We will work with you to ensure that there is no risk associated with the tasks that you are to carry out while working for or on behalf of Signcraft.

Our Safety Management System, conforms to ISO45001, is applicable for the manufacture, installation and maintenance of signs. This achievement is the result of years of concerted effort at our manufacturing plant, and we believe that Signcraft is the only signage company in Australasia to achieve this certification.

Your cooperation will assist with maintaining a safe place of work for all employees and contractors.

### **A. Work Health and Safety \***

**Your responsibilities as a Contractor are as follows. A Contractor, while at work must:**

- Look after their own health and safety;
- Look after the safety of co-workers and other personnel;
- Co-operate with the principal on WHS issues;
- Use any equipment safely only if authorised to do so;
- Use safety equipment for their own protection;
- Carry out work in a manner so as not to create a health and safety hazard to yourself or others;
- Assist in the reduction and controlling of accident and illness producing conditions;
- Report any incidents, near misses, injuries, or illnesses;
- Use the correct tools and equipment for the job;
- Keep tools in good condition;
- Use the required safety equipment and protective clothing;
- Report defects in workplace equipment;
- Develop a personal concern for health and safety, for yourself and for others, particularly newcomers and young people;
- Suggest ways of eliminating hazards;
- Read, understand, and comply with workplace health and safety procedures and safe work practices; and
- Co-operate with health and safety committee members and representatives.

All Company Safety, Quality and Environmental Policies must be adhered to as a minimum standard

If any contractor's performance is not up to the required standard they will be asked to show reasons for non-compliance

**Please check the box to acknowledge this section**

**B. WHS Responsibility \***

Signcraft has a responsibility to comply with Work Health & Safety legislation.

The Contractor has a responsibility to co-operate with Signcraft in relation to any action taken by them to comply with all legal responsibilities.

Signcraft will provide as far as reasonably practicable:

- Adequate facilities;
- Safe access and egress;
- Safe systems of work;
- Safe use, handling, storage or transport of plant or substances;
- Information in appropriate languages; and
- These requirements extend to any place the employer has control of.

**Please check the box to acknowledge this section**

**C. Plant Layout \***

Individual plant layouts and working sites will differ, your supervisor will show you where all amenities are prior to starting.

**Please check the box to acknowledge this section**

**D. Emergency Evacuation \***

In the event of any fire alarm all employees and office personnel should secure their work station and move safely (no running) to the assembly points as described at induction.

This movement must be done without placing the individuals in danger, skirt around any smoke, fumes, spill or fire.

Do not re-enter premises until the all clear is given by the chief warden

**Please check the box to acknowledge this section**

**E. Bullying, Harassment and Discrimination \***

Discrimination, Bullying and Harassment will not be tolerated at Signcraft. Anyone found to be discriminating, bullying or harassing another person are in breach of company policy and federal law.

Consequences will be faced for these offences and can attract civil and criminal prosecution.

If you feel that you have been discriminated against, harassed or bullied then you may direct your complaint to the National Quality Manager, or engaging manager.

Any issue will be dealt with in strict confidence.  
Please remember to treat everyone else at work with respect.  
Remember: Everyone is entitled to their dignity

**Please check the box to acknowledge this section**

**F. Dress Code \***

- No inappropriate messages on clothing.
- Neat clean attire.
- No singlets or visible underwear.
- Skirts and dress to be an acceptable length.
- The contractor must ensure that all times that PPE is worn by its operatives appropriate to the work being undertaken. Furthermore whilst engaged by Signcraft, at all times on Signcraft projects the contractor must ensure that Signcraft branded PPE is worn by its operatives. The branded PPE will supplied at cost by Signcraft.
- Closed toed shoes to be worn when walking in factory/yard areas.
- No thongs of any sort to be worn at any time.

**Please check the box to acknowledge this section**

**G. Fitness for Work Policy \***

- No illicit drugs are to be brought on to Signcraft or Signcraft clients premises.
- Persons showing signs of drug and/or alcohol intoxication will be tested in accordance with the Fitness for Work Policy.
- Persons who return a positive sample will be stood down until a negative sample is provided.
- Persons who continue to provide a positive sample will be removed from the premises and removed from the Signcraft supplier/contractor list
- Random Drug and/or Alcohol testing will be conducted at Signcraft's discretion for all contractors.
- The company has a responsibility to provide a safe place of work for all workers and removal of those affected by drugs or alcohol is one way that this can be achieved.
- The responsible serving of alcohol at company sponsored functions will be practiced.

**Please check the box to acknowledge this section**

**H. Reports \***

All workplace accidents, opportunities for improvement, maintenance requests and suggestions are to be reported using the Observation Report, this can be filled out and handed to your Signcraft contact or completed with the supervisor's assistance.

The form can be provided by your Signcraft engaging manager

**Please check the box to acknowledge this section**

**I. Hazard Reporting \***

- Hazards, or near miss incidents must be reported using an Observation Report and logged in the Non-Conformance Report (NCR) by your Signcraft engaging manager.
- Hazards reported can be fixed, hazards not reported may cause an accident or injury to yourself or others.

- Injuries must be reported immediately using an Injury Investigation Report;
- Signcraft will determine if an incident requires to be reported to any relevant authority.
- Contractors may be asked to assist with the investigation of any incident.
- This includes post event investigations in case of evacuations or drills.

**Please check the box to acknowledge this section**

**J. Issue Resolution \***

If a Contractor has a WHS issue then the first thing to do is report it to your Signcraft contact, every effort will be made to address any issue. All issues will be dealt with in confidence

**Please check the box to acknowledge this section**

**K. Safe Work Practices \***

- Safe Work Practices are being developed and revised in a continuous process.
- Existing Safe Work Practices must be followed unless there is a change which has been approved following a risk assessment of the process. If this occurs you will be informed.
- If there are any doubts about the task being conducted or plant being used please speak to your Signcraft contact or the National Quality Manager.
- Part of your job may entail the use of hazardous substances such as solvents, paints and adhesives. If you are using these materials or any other chemicals ensure that you consult with your Signcraft contact to find out about the risks involved with these substances.
- Safety Data Sheets (SDS) are available for all products used by Signcraft and should be obtained from your Signcraft contact or the National Quality Manager.
- No substances are to be brought onto any site controlled by Signcraft without a current (no more than 5 years old) SDS. Contractors must follow all safety procedures detailed in the SDS when dealing with any compound to reduce the chances of injury or illness.
- Any work performed on Signcraft premises or on behalf of Signcraft must be accompanied by a Safe Work Method Statement (SWMS), Work Method Statement (WMS), &/or a Job Safety Analysis (JSA).
- At an absolute minimum, no work is to start without a Job Safety Analysis being completed and handed to the area supervisor or the National Quality Manager.
- All site specific hazards will be communicated to any contractor prior to them starting work

**Please check the box to acknowledge this section**

**L. Working at Heights \***

No work is to be performed with the potential to fall 2 metres or more from a ladder, A ladder must be used for access only if there have been controls implemented such as the use of fall arrest systems.

Steps to be taken to reduce the potential of a fall include:

- Work at ground level;
- Work from a temporary platform;
- Work from a properly constructed scaffold;
- Work from a Mobile Elevated Work Platform; and
- Use of a rope positioning system (Abseiling).

**Please check the box to acknowledge this section**

### **M. Installation Guidelines. \***

All installations undertaken by contractors must be in accordance with supplied drawings and/or computations. In the absence of specific installation detail, all fixing details will be undertaken as described in the Signcraft Installation Manual. A copy of the Signcraft Installation Manual will be supplied to each contractor on induction. The receipt and understanding of this booklet must be acknowledged. If there is any confusion regarding the installation of any signage element, the installer must consult with the relevant Installation or Project Manager.

When engaged in the installation of signage elements, photographic evidence of the fixing method employed must be provided as part of the proof of completion. Failure to provide this evidence will render the installation incomplete until fixing evidence has been provided.

#### **Please check the box to acknowledge this section**

### **N. The Hierarchy of Risk Control \***

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest. This ranking is known as the hierarchy of risk control. The WHS Regulations require duty holders to work through this hierarchy when managing risk under the WHS Regulations.

The aim, at all times, is to eliminate a hazard which is the most effective control. If this is not reasonably practicable, the risk must be minimised by working through the other alternatives in the hierarchy.

#### **[The Hierarchy of Risk Control](#)**

Always refer to this when developing options to control the risk, the lower down the triangle you go the less effective in protection is the control.

#### **Please check the box to acknowledge this section**

### **O. Asbestos \***

- Some of our premises have asbestos in them (inside equipment or as building elements).
- Your inductor must show you the asbestos register, if you see or suspect there is any more asbestos, or it has become damaged you must isolate the area and report it to your supervisor. No part of any area containing asbestos is allowed to be disturbed.
- Only licensed asbestos removalists are permitted to work on any asbestos related tasks and only after complying with the local legal requirements.
- If you suspect asbestos is present at the work site, contact your Project Manager for advice.
- Also refer to Signcraft asbestos management plan and
- Standard work practice: drilling and screwing into non-friable asbestos sheet

#### **Please check the box to acknowledge this section**

### **P. Qualifications \***

- You are not to perform any task that you have not been trained to do.
- Untrained operators are more likely to be injured due to mishaps than trained operators. No plant is to be operated by contractors without prior written approval from a Signcraft Manager.

- All contractors are to show documentary evidence of any licenses or qualifications prior to them starting work for or on behalf of Signcraft.
- All Insurance policies are to be up to date.
- Complete the Pre-Qualification Checklist at the end of this document and for annual renewal, complete the Contractor Annual Documentation Review.

**Please check the box to acknowledge this section**

**Q. Personal Protective Equipment (PPE) \***

- The wearing of High Visibility (Hi-Viz) clothing (safety vest as a minimum) is mandatory anywhere within any of the Signcraft workshops and where there is vehicular and forklift traffic.
- Other PPE requirements are signed in specific areas at the plant.
- Hearing protection must be worn at any place, anytime normal conversation is difficult at a distance of one metre.
- PPE is the last line of defence for any hazard so always try to think of a way to do the work by using other risk control methods before relying only on PPE.

**Please check the box to acknowledge this section**

**R. Environment \***

- All spills of liquids are to be contained and reported to your Signcraft contact.
- There may also be onsite rules for environmental issues to be taken into consideration. Please dispose of any waste in the appropriate rubbish containers and clean up as you go.
- Do not leave engines running for any length of time within any buildings permits

**Please check the box to acknowledge this section**

### 3. Signcraft Contractor Induction Questions

On completion of this form and induction questions, a Signcraft representative will validate or request further information in order to validate.

- Should any of the induction questions be answered incorrectly, the contractor will be notified to update their response/s
- Should the induction be deemed validated, an automated notification will alert the inductee that they are inducted with Signcraft
- Refresher Induction requests will be sent to inductee's yearly

**a. Who is responsible for your safety at work? \***

**b. Who do you report any incident to? \***

**c. What do you do if you hear any fire alarm? \***

**d. What form is used to report a near miss? \***

Select ▼

**e. Asbestos \***

What do you do if you suspect that any asbestos has been damaged?

Select ▼

**f. Bullying, Harassment and Discrimination Policy \***

Where would you find the Bullying, Harassment and Discrimination Policy?

Select ▼

**g. Drug and Alcohol Policy \***

Can you be randomly drug and/or alcohol tested under the Drug and Alcohol Policy?

Select ▼

**h. When must a JSA be completed? \***

Select ▼

**Documentation Status \***

Select ▼

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