

Site Prerequisites

National Police Clearance (NPC)

Australian National Police Clearance, issued from any authorised provider. A statutory declaration may be used in lieu of NPC. Click [here](#) for details.

Expiry: 12 months from report date (not match date).

Drug and Alcohol Screening (D&A)

Instant or Lab Drug & Alcohol screen accepted. Any non-negative results require further testing/GCMS confirmation that result is negative or consistent with prescribed medication. In the case of prescribed medication, supporting doc must be provided as EITHER copy of medication label showing name of individual, name of medication and dispensing date, OR letter from prescribing doctor.

Expiry: 3 months from sample date (not report date).

Pre-Employment Medical (PEM)

Full medical paperwork required. Must include the following: Musculoskeletal Assessment, Medical Assessment / Examination, Audiometry, Spirometry (lung function), Fatigue Questionnaire (Epworth or equivalent - addressing daytime sleepiness), proposed Role/Position. Upload in single document.

Expiry: 12 months from date of earliest component completion (Audio, Spiro, Fatigue, MA, Musc).

Hearing Protection Device (HPD) Fit Testing

Provide documentation of a successful fit test as per AS/NZS 1269.3. Provide details of date of test, equipment used for testing, and the HPD the individual has been fitted for.

Telfer provides the following HPD on site for contractor use: 3M Classics – Class 4 / Howard Leight Max – Class 5 / 3M E-A-Rsoft Yellow Neons – Class 4 / 3M Push-Ins Class 4.

Expiry: 24 months from test date.

Respiratory Protection Equipment (RPE) Fit Testing

Provide documentation of a successful fit test as per AS/NZS 1715. Provide details of date of test, equipment used for testing, and the RPE the individual has been fitted for. Please note if RPE is not required to be worn in area of work, Dept Manager can confirm for a waiver to be issued for this requirement. Telfer provides the following RPE on site for contractor use: 3M Disposable 9322 A+ P2 dust mask.

Expiry: 24 months from test date.

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Statutory Declaration in lieu of NPC

NPC being delayed in processing. A receipt showing name and date of application for NPC must be provided as supporting doc. This will give 30 days' validity from date of application. Further travel for rostered personnel will be pending provision of the Police Clearance Certificate.

Rules:

1. Consecutive Stat Dec's cannot be accepted for re-mobilisation, an NPC must be provided prior to any new Stat Decs being submitted.
2. ALL offences must be stated on the Stat Dec, including traffic violations.
3. Minor offences including Traffic offences do not preclude suitability for site.
4. Providing false or misleading information on a Stat Dec is an offence and may result in Contractors being deemed unsuitable for site.

Document to be uploaded in single file: 1. Receipt for application for police clearance, less than 30 days old. 2. Statutory Declaration advising either: I have no convictions or pending charges, OR I have convictions, and stating these on form or attaching old police clearance. No pending charges accepted for Statutory Declaration except minor traffic offences.

Expiry: 30 days from date of application for police clearance per the receipt (not Stat Dec date).

Qualification Issue/Completion and Expiry Dates

Trade Certificate	Date of certificate issue. No expiry.
HRWL	Issue date and expiry date as per card.
W@H	Date of completion as specified on certificate. No expiry.
CS	Date of completion as specified on certificate. No expiry.
DL	Issue date and expiry date as per licence.
LV Rescue	1 year expiry.
Basic / Senior First Aid and CPR	First aid: 3 year expiry from date of issue. CPR: 1 year expiry. Must be renewed every year to keep the qualification current.
Professional Licences (e.g. Electrical/Plumbing)	As per dates on card.