



If you are registering for the first time as a contractor, the following information must be supplied to Damstra before Hunter Water Corporation site access is granted. Damstra manage Hunter Water Corporation's OH&S compliance on all sites to provide a safe working environment for all.

For prompt processing of your Hunter Water Registration, please ensure that you read and follow the below steps and checklist.

### 1. Register your company

If your company has not registered with Damstra before, go to [www.damstra.com.au](http://www.damstra.com.au) and click on **Company Registration**. Once your company has been successfully registered, you will receive a **username** and **password** for the TWMS Portal where you can add your new employees by clicking the **Add New Employee Tab**.

### 2. Submit essential documentation

Make sure all the following forms, documents and information are supplied to Damstra via [TWMS Portal Online Booking system](#) or [inductions@damstra.com.au](mailto:inductions@damstra.com.au) or fax [\(02\) 6571 4399](tel:(02)65714399)

|   |  |
|---|--|
| <input type="checkbox"/> <b>Company Details</b>   | If your company is new to the Damstra system, you must <a href="#">Register your Company</a> see above   |
| <input type="checkbox"/> <b>Insurance Documentation</b>   | Each company must provide a copy of their current <b>Public Liability Insurance</b> and <b>Workers Compensation</b> . If you are a Sole Trader then you must supply a copy of your personal injury or loss of income insurance policy.   |
| <input type="checkbox"/> <b>Contractor Employee Detail Form</b>   | If you register via email or fax, you must fill in this form to access and work on a Hunter Water Corporation site. <b>One form per individual.</b>  |
| <input type="checkbox"/> <b>Copies of trade papers, qualifications, licences and certificates</b>   | Supply copies of relevant skills and qualifications. The <a href="#">HWC Contractor Skills Matrix</a> outlines what papers and qualifications must be supplied for different roles / skills on site.   |
| <input type="checkbox"/> <b>Proof of Identity</b>   | Provide a copy of either a current drivers licence, passport, proof of age card  |
| <input type="checkbox"/> <b>Electronic Colour Photo</b><br>you must provide a colour photo of the contractor employee applying for registration. This image is printed on their Contractor Access Card. | Please ensure that the photo is passport type image, i.e A good quality colour photo in the format of a JPEG, TIFF or GIF. The photo must show: <ul style="list-style-type: none"> <li>▪ plain light coloured background</li> <li>▪ appropriate brightness and contrast and uniform light</li> <li>▪ head and top of shoulders square on</li> <li>▪ no sunglasses, no hat or covering on head</li> <li>▪ your face square on (edges of face visible, no tilted head)</li> <li>▪ a neutral expression, mouth closed (no smile or frown)</li> <li>▪ eyes open and clearly visible, (no hair / glasses over eyes).</li> </ul> |



3. Once Damstra have received the documents and paperwork above, we will review and approve or reject the Registration. If your registration is rejected, notification will outline why. If your Registration is approved, your notification will include a link to the Online Training which you must complete before you are given Hunter Water site access.

#### 4. Complete Online Training

You will receive an email with a link to complete the Online Training.

The training usually takes about 30 minutes and includes an assessment. You are required to get 100% in the assessment.

**NOTE: The Online Training is only valid for 1 year, you must renew it annually.**

5. After you have received 100% on in your Online Training and Assessment, your Registration will be approved and you will be notified.
6. You will receive a Registration Confirmation email which can be used as *Interim Access* until you receive your card.
7. Your Access Card will be printed and posted to the address (provided on the Contractor Company Details Form).