

## DAMSTRA PROCESS

### General

Hunter Water has engaged Damstra to electronically record, register and validate contractor details. Hunter Water requires that all persons undertaking site work including subcontractors, but other than the exceptions listed below, must be registered and inducted through Damstra prior to commencement of work.

The contractor shall ensure that workers including subcontractors:

- Are registered and inducted through Damstra prior to commencement of work
- Log in prior to commencement of work
- Log out prior to leaving site

The use of Damstra does not in any way relieve the Contractor of its responsibilities for induction, training or supervision of its workforce.

### Registration and Induction

To undertake registration:

1. Go to Damstra's website, [www.damstra.com.au](http://www.damstra.com.au) and register your company online once. You will be given a TWMS Portal account with a username and password.
2. For each employee login to the TWMS Portal and add employee.
3. Complete the Online Registration process for each of your employees.
4. Each employee shall individually undertake and successfully complete the Online Training and Assessment.
5. Employee Registration will then be complete and Site Access granted within seven days.

Cost of registration and annual renewal fees for the Damstra system is to be paid by the contractor (currently \$66.00 per employee ex GST).

### Site Log In

All point assets such as pump stations or reservoirs have a QR code affixed to allow sign in. If work is to be undertaken at mobile sites such as pipeline construction, following company and individual worker registration and within one week of request Hunter Water will issue work activity codes.

Upon arrival at site and immediately prior to departure to site all persons undertaking work shall scan in QR codes or enter work activity codes via their smartphones as applicable. Where a person does not have a smartphone, the site controller or another person as authorised by the contractor may log the person in and out on that person's behalf.

### Exceptions

Damstra inductions are not required for:

- Direct employees of Hunter Water
- Subcontractors/Service providers delivering equipment or materials and who are supervised onsite.
- Utility organisations performing work on their asset gaining entry through HWC property or site
- Emergency works where necessary for the protection of safety or the environment

Submit to the Principal within 24 hours the names and company of any workers required to undertake emergency works without prior Damstra induction.