

PART 3. SUB-CONTRACTORS APPLICATION



To: Roscon Property Maintenance Pty Ltd
12 Leo Street Fawkner Victoria 3060
Tel: (03) 9385 0040 - Fax: (03) 9386 8199
Email: paul@roscon.com

FORM	21
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Part 2. CONTRACTORS WORKING AGREEMENT

Read carefully prior to signing

I/Weof will perform the works that we have been engaged to perform in a manner that is fully compliant with the Occupational Health & Safety Act 2004 (or as revised and / or amended). We will provide a works procedure & Job Safety Analysis (JSA) prior to the commencement of the works.

1. INTRODUCTION

Safety is everybody's business. It is the responsibility of everyone to be proactive with safety. If you see a Hazardous situation

- o Fix it,
- o Inform the persons(s) responsible,
- o Report it to the Committee, Caretaker or Body Corporate Manager
- o Don't leave the hazard until you have taken preventative measures to isolate the hazard
- o In the case of not being able to fix the situation leave the area in a manner that the hazard is clearly visible with indication of the hazard.

If you are unsure of the correct and safe way of doing a job, ask, don't take chances. The right commitment and attitude to safety is required.

2. REPORTING INJURIES AND ACCIDENTS

Each occupational Injury or Illness, however small, must be reported immediately to the Body Corporate Manager.

All accidents involving damage to property, equipment and materials, including motor vehicle accidents that occur on the property of the Body Corporate must be immediately reported to the Body Corporate Manager.

3. CONDUCT

No contractor shall present themselves for work under the influence of alcohol or drugs. These people are a hazard to themselves and others.

3.1. Alcohol

No contractor shall be allowed to bring any alcoholic beverages or non-prescribed drug onto site at any time.

3.2. Fighting

Fighting on site will not be allowed.

7 December 2007

4. PERSONAL PROTECTION

All contractors that are employed to work on Body Corporate property are obligated to

- Provide any and all personal protective equipment necessary to perform their works and to ensure the safety of their employees and the general public.
- Use all necessary equipment to perform the works in the safest manner possible, including but not limited to:
 - Ladders
 - Scaffolding
 - Scissor lift / Boom
 - Safety harness, inertia reels, restraint lines
 - Perimeter handrails / fall protection
 - Isolation barriers and temporary fencing
 - Hearing protection must be worn wherever high noise levels have been identified; ex. Jackhammer, grinding, explosive power tools, pile driving, impact tools.
 - Eye protection is compulsory in designated eye protection areas, or when using power tools or machinery, mowers etc, or when in the vicinity of electric arc welding.
 - Wear the appropriate gloves when handling any materials or substance which might cause harm to your hands.
 - Use filter masks or the appropriate respirators in dusty or fume filled conditions.
 - Sun protection cream with an appropriate UV level should be worn when working outside.

5. HOUSEKEEPING

Good housekeeping on Body Corporate property is mandatory, and every Contractor must do his part daily in this activity to keep the property clean for the reasons of safety and efficiency. Materials should be stored in designated areas and in a manner that does not impede the access to and from the property.

6. TOOLS & EQUIPMENT

Tools and equipment that is used on Body Corporate property will be in good order and condition with all of the necessary guards in place and in a fully operational condition,. No tool or equipment will be used in a manner that does not comply to the requirements of the manufacturer.

7. ELECTRICITY

All portable and semi portable electrical equipment should be tested by a Certified Electrician and a label fixed to equipment showing date of inspection and equipment plant number. Details of the inspections should be recorded and be available upon request. Testing of the equipment will comply to AS 3000, AS 3191 – 1996 & 3760 - 2000

7.1. Electrical Contractors

Electrical installations are to be performed compliant to and in accordance with the Australian Standard 3000:2000 (SAA Wiring Rules) and are tested and connected in accordance with recognised procedures, using suitable testing equipment.

7.2. Isolation and danger tagging –

Before working on any electrical equipment it must be isolated from power, and / or the correct locking and / or danger tagging procedure following where applicable.

7.3. Power leads –



Keep all power leads off the ground or floor where practical and place them so that they cannot be damaged. Electric leads must be properly earthed and must not exceed 30m in length. Double adaptors and piggy back plugs must not be used.

8. MANUAL HANDLING

Utilize good manual handling techniques to perform the works that you have been engaged to complete. Utilize mechanical equipment that is appropriate for the task that is at hand.

9. WORKING AT HEIGHT

When a contractor is required to work at height, preventative steps will be taken to minimize the risk of fall. The requirements of the Occupational Health & Safety (prevention of Falls) Regulations 2004 and use the "hierarchy of control of risk's" as per Part 2 Regulation 205 to control the risk of falls.

10. LADDERS

Only approved ladders shall be used. They shall comply with relevant Australian Standards or a code of practice approved under relevant legislation. No electrically conductive ladder shall be used around live power cables.

10.1. Before Use

Before using any ladder, check for faulty rungs or side rails. Do not use if damaged. Approved Australian Standard markings must be affixed to all approved ladders.

10.2. Positioning

A ladder should be placed with its foot approximately one quarter of its length away from the wall or construction to be accessed. Where possible, place the ladder clear of walkways and traffic ways.

10.3. Condition

Keep ladders in good condition, position them in a safe manner and extend them a minimum of one metre beyond the landing place. All ladders must be tied or other wise secured in position at the top and bottom. The ladder must be held at the base by an assistant while the ladder is being secured.

10.4. Planks

No ladders shall be used to support planks.

10.5. Scaffolds

All scaffolds shall be erected, altered or dismantled strictly in compliance with the relevant scaffolding regulations using authorised and fully trained persons only.

10.6. Access

Ladder access shall be provided to, and made secure at, every platform working level.

10.7. Wheels

Always check that wheels of a mobile scaffold are locked before using the scaffold.

No person is to be on a mobile scaffold when it is being moved.

11. Hazardous Substances / Chemicals

When using chemicals or hazardous substances, Material Safety Data sheets will be acquired from the manufacturers and will be available for viewing, the requirements of the Material Safety Data sheets will be complied with in full. All hazardous substances will be used compliant to the Occupational Health & Safety (Hazardous substances) Regulation 1999.

12. WARNING SIGNAGE

Warning signs should be used when there is a need to warn people of the hazardous events that are taking place. Events such as explosive power tools, risk of things falling from above, equipment or plant that is out of order, scaffold that is incomplete etc.

13. EXCAVATIONS AND TRENCHES, PITS AND SHAFTS

Trenches over 1.5 metres deep in all materials shall be sloped/ battered or shored in an approved manner or in accordance with relevant legislation and codes of practice.

13.1. Ladders

In each trench one metre deep or more where employees are working, ladders shall be provided in accordance with relevant legislation and codes of practice to provide safe egress from trench.

13.2. Inspection

Excavations and trenches shall be inspected daily by a competent person. If there is evidence of slides or cave-ins, all work in the exposed area shall cease until necessary precautions have been taken for the protection of the employees.

13.3. Guards

Protect all openings into shafts, ducts, stair or lift wells with substantial full height guards. Do not remove them, without authority.

13.4. Covers

Protect all pits, shafts or floor penetrations with secured covers.

13.5. Below the work space

When working in shafts or in lift or stairwells, ensure that there are no workmen below. Prior to the commencement of the works take all necessary steps required to isolate the area, install barriers and notices to stop access below the work space. Provide fully trained spotters to maintain the safety of the area below the work space.

13.6. Jumping

Do not jump down from platforms or into trenches. Use ladders or steps.

13.7. Openings

Excavations, floor openings or holes shall be protected by approved guard rails or covers. If covers are used they must be used in conjunction with steel mesh of an approved size built into the hole or opening. The covers shall be strong enough to support the loads imposed upon them, shall be secured to prevent accidental displacement and should be marked "DANGER HOLE BENEATH"

14. PROTRUSIONS

Protruding nails, tie down bolts, reinforcing rods, mesh bars, tubing, conduit, flashing materials, cabling etc. are removed, bent over, flagged or guarded to eliminate / reduce the risk of injury.

15. TASK LIGHTING

Provide task lighting that is required to perform the works or to permit safe travel through the property.

16. CONFINED SPACE

No works are to be performed in a confined space until that space has been inspected and deemed safe for works to be performed. Works will be permitted to commence when a works procedure and JSA has been provided and all necessary PPE and safety measures are in place (ventilation etc.)

17. CRANE OR HOIST WORK

Obey any instructions given by a Dogman, Crane Chaser or Rigger who is directing crane operations on Body Corporate property. Only certified or permitted persons are allowed to carry out slinging operations and direct crane movements.

18. FIRST AID

A compliant and fully equipped first aid kit will be provided by the contractor and will be maintained within the workplace.



19. FIRE CONTROL

Fire equipment will be available when there is a potential risk of fire; flammable paints and / or liquids are used or stored. No works will be performed that contravene a total fire ban.

20. LICENCES

Ensure that appropriate licences and certificates of competency are held for the required performance of the works.

21. VEHICLES, PLANT AND EQUIPMENT

No person shall drive or operate any vehicle, plant mobile or other equipment, unless they possess the appropriate certificate or permit.

DO NOT USE any vehicle, plant or equipment for which you do not know the correct procedures for safe operation. You must not operate any vehicle, plant or equipment which you are not confident that you can effectively control or have not been adequately trained to operate.

22. INSURANCES

Ensure that all of the applicable insurances are in force and are current at all times, workers compensation, public liability, professional indemnity etc. A certificate of currency is to be provided prior to the commencement of the works.

Company Name

Contractors Name

Licence Number (if applicable) Type of licence.....

Contractors Signature Date/...../.....

By typing your name in the signature box on this form you agree that you have entered into an agreement to comply with the requirements of the form that you have signed



