

### Contractor Safety Management Form

Name: .....

Position: .....

Company name: ..... ABN: .....

Licence/Registration number (if applicable): .....

Address: .....

.....

Phone number: ..... Mobile: .....

E-mail: .....

Names of your workers who could attend on site: .....

.....

.....

.....

Services provided: .....

.....

.....

Provide a summary of any relevant insurances you hold (e.g. public liability, workers compensation, personal accident/disability, relevant other).

	Type	Insurer	Policy Number	Expiry Date
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

I have read and understood the CONTRACTORS SAFETY REQUIREMENTS list attached:

Signed: ..... Name (please print): ..... Dated: .....

## Contractors Safety Requirements

1. As a contractor to our site, we regard you as a professional in your trade/area of expertise. As such, you have responsibility for your own safety and the safety of your co-workers and others that your work activities may impact upon.
2. All contractors are responsible for ensuring they, and all persons working for or contracted by them, have completed a basic site induction and have read and understood the safety requirements detailed below. This must be done before starting work.
3. If working on a construction site, all workers must hold a white card.
4. All contractors must sign in upon arrival and contact the person in charge of the area they will be working in. Sign out when you leave the site.
5. No work is to start until contractors, and everyone working for them or contracted by them, have been authorised to do so by the person in charge of the area they are working in.
6. Before starting work, all contractors working at this site have a duty to consult with other workers who may be affected by the planned work activities and where work health and safety matters arise during the course of the work.
7. All contractor equipment, materials, and personal protective equipment must be in good condition, properly maintained and suitable for the job at hand. They must comply with the relevant legislative requirements and/or Australian Standards.
8. All work must be conducted in a safe, healthy and environmentally responsible manner and comply with all legal/regulatory requirements. The codes of practice relating to the work must be followed where reasonable and practical to do so.
9. Control any hazards (as deemed appropriate).
10. No equipment is to be repaired or maintained unless properly isolated/switched off and/or stopped.
11. Any equipment or materials found to be unsafe should be reported immediately to the person in charge and should be tagged "out of service".
12. On a construction site, all mains powered electrical equipment must have a current test tag.
13. A current safety data sheet must be available for any hazardous/dangerous chemical used.

14. For any high risk work (such as work at heights over 2m, confined space work, working with hazardous substances) you must have appropriate training and the correct equipment. An appropriate formal risk assessment, safe work method statement or job safety analysis must be completed before starting work.
15. Safety and protective equipment (such as hearing, foot, eye protection, hard hats, high visibility vests) must be worn/used as appropriate to the area and work being carried out.
16. All injuries, incidents and equipment damage/breakages/failures are to be reported immediately to the person in charge. If appropriate, an accident/incident form is to be filled out and submitted to the person in charge of the area.
17. A serious incident may be notifiable to WorkCover Queensland (or other relevant state body). Call 1300 362 128 to notify and preserve the scene of the incident.
18. Beware of vehicle traffic operating on site. Where possible, you must follow the designated pedestrian walkways (designated by yellow lines).
19. Demarcate/isolate visitors/clients from the work you are doing with appropriate warning signage and barriers.
20. Do not enter any areas which you are not authorised to enter.
21. Agree to follow Telco privacy/confidentiality policy.
22. Maintain reasonable standards of housekeeping, cleanliness and hygiene.
23. Smoking, alcohol and illegal drugs are prohibited at the site.
24. No form of harassment/bullying will be tolerated.
25. Understand site emergency requirements (basic evacuation procedures, exit locations, evacuation assembly location).
26. Comply with any reasonable direction from the PCBU, Principal Contractor or Site Management. You could be asked to leave the site if any of the above requirements are not followed to reasonable expectations. Please ask the person in charge of your work if any doubt exists.
27. Remember, at Telco we want you to be safe at work so you can go home at the end of each day.

Telco Antennas Pty Ltd.