

# Cleanlift Marine - Contractors Induction

Name.....

Position.....

Company Name ..... ABN.....

Licence/Registration number (if applicable):

.....

Address.....

.....

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

E-mail .....

Services Provided:

.....

.....

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 person in your trade/area of expertise. As such you have responsibilities 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 prior to commencing work.
3. All contractors must sign in upon arrival and make contact with the person in charge of the area in which they will be working, and sign out upon completion of their work.
4. All contractors working at this site have a duty to consult with other workers who may be affected by the planned work activities before commencing work and where work, health and safety matters arise during the course of the work.
5. All contractor equipment, materials and personal protective equipment must be in good condition, be properly maintained, suitable for the job at hand and comply with the relevant legislative requirements and/or Australian Standards.
6. All work must be conducted in a safe, healthy and environmentally responsible manner and comply with all legal/regulatory requirements. The appropriate codes of practice from [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) relating to the work must be followed where reasonable and practical to do so.
7. Control any hazards (as deemed appropriate).
8. No equipment is to be repaired or maintained unless properly isolated/switched off and/or stopped.
9. All mains powered electrical equipment must have a current test tag.

10. A current MSDS must be available for any hazardous/dangerous chemicals used.
11. For any high risk work (e.g. work at heights over 2m, confined space work, working with hazardous substances) you must have appropriate training and the correct equipment for the job. For high risk work an appropriate formal risk assessment or job safety analysis must be completed prior to commencement.
12. Appropriate safety and protective equipment (e.g. hearing, foot, eye protection, hard hats, high visibility vests, etc.) must be worn/used as appropriate to the area and work being carried out.
13. All injuries/accidents, 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.
14. Beware of vehicle traffic operating on site. Demarcate/isolate visitors/clients from the work you are doing with appropriate warning signage, barriers etc.
15. Do not enter any areas which you are not authorised to enter.
16. Give due consideration to the safety of other persons (including other contractors, visitors, employees) around the area you are working in.
17. Agree to follow the business privacy/confidentiality policy.
18. Maintain reasonable standards of housekeeping, cleanliness and hygiene.
19. Smoking, alcohol and illegal drugs are prohibited at the site.
20. No form of harassment/bullying will be tolerated.
21. Understand site safety requirements (basic evacuation procedures, exit locations, evacuation assembly location – next to gate).
22. Know locations of site amenities: car parking, lunch rooms, toilets, drinking water, etc.
23. Comply with any reasonable direction from 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.
24. Remember, at Cleanlift Marine we want you to go home to your family in the same condition as which you arrived at this site in.