

## ***Subcontractor Assessment Forms***

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### **Subcontractor Questionnaire**

Attach any additional information you feel will help clarify your position in regard to quality, safety and environmental risk management.

### **Subcontractor Company and Contact Details**

Company Name:			
Trading Name (if different):			
Company ABN:			
Company Postal Address:			
Company Street Address:			
Contact Name:			
Phone No:		Fax No:	
Mobile No:		After Hours No:	
Email Address:			
Business Type / Activities:			
Major Plant Items:			
Number of Workers:			

### **Contractor Insurance Details: Please attach a copy of the Certificates of Currency**

Insurance Policy	Yes / No / NA	Insured Sum	Expiry Date
Public Liability			
Motor Vehicle Third Party Property Liability			
Workers Compensation			
Professional Indemnity			

### **Category:** Tick one of the following options:

<input type="checkbox"/>	All work will be carried out under Green Light Creative Pty Ltd supervision in a Day Labour Hire or Contract Worker basis. Each subcontractor worker must undergo a Green Light Creative Pty Ltd induction and comply with all Green Light Creative Pty Ltd Policies and WHS Procedures.  Signed:..... Date:.....
<input type="checkbox"/>	Contractor company provides their own Supervision and Labour and/or Plant and/or Materials (Complete the attached questionnaire and ensure your system integrates with any Green Light Creative Pty Ltd contract specific requirements)

### **Previous Work**

Have you worked on Green Light Creative Pty Ltd projects previously?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details and contact person:	

### **WHS:**

Do you operate a Safety System complying with AS4801 or equivalent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes which standard .....	
Is this Safety System certified by a recognised independent authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is NO to any of the above questions, do you agree to comply with Green Light Creative Pty Ltd WHS system relevant to the contract Works, such as the provision of Safe Work Method Statements, Permit to Work Forms etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you consent to Green Light Creative Pty Ltd auditing your system and compliance with project specific WHS requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been convicted of any safety offences or are there any other safety issues that we should know about? If yes, please provide details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Safe Work Method Statements</b>	
Do you have Safe Work Method Statements for the work to be undertaken – please provide for review prior to works commencing.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Qualifications and Training:</b>	
Does your Company have prior experience in the type of works to be contracted for Green Light Creative Pty Ltd? If yes, please explain:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your Company hold the necessary licences for you to undertake the contract Works? Please attach copies.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do your workers hold the appropriate training and qualifications to undertake the contract Works including white cards? Please attach copies or a licence/training register.	Yes <input type="checkbox"/> No <input type="checkbox"/>

I certify that the information provided above is accurate and confirm our commitment to a safe working environment.

I have read and understood the Subcontractor Safety Requirements attached

Print Name:			
Position:			
Signed:		Date:	

## Subcontractor 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. No work is to commence until contractors and all persons working for them or contracted by them have been authorised to do so by the person in charge of the area in which they are working.
5. 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.
6. 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.
7. 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.
8. Control any hazards (as deemed appropriate).
9. No equipment is to be repaired or maintained unless properly isolated/switched off and/or stopped.
10. Any equipment or materials found to be unsafe should be reported immediately to the person in charge and should be tagged "out of service".
11. All mains powered electrical equipment must have a current test tag.
12. A current SDS must be available for any hazardous/dangerous chemicals used.
13. 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.

14. 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.
15. 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.
16. Beware of vehicle traffic operating on site. Where possible you must follow the designated pedestrian walkways (designated by yellow lines).
17. Demarcate/isolate visitors/clients from the work you are doing with appropriate warning signage, barriers etc.
18. Do not enter any areas which you are not authorised to enter.
19. Give due consideration to the safety of other persons (including other contractors, visitors, employees) around the area you are working in.
20. Agree to follow Green Light Creative Pty Ltd terms and conditions.
21. Maintain reasonable standards of housekeeping, cleanliness and hygiene.
22. Smoking, alcohol and illegal drugs are prohibited at the site.
23. No form of harassment/bullying will be tolerated.
24. Understand site safety requirements (basic evacuation procedures, exit locations, evacuation assembly location).
25. Know locations of site amenities: car parking, lunch rooms, toilets, drinking water, etc.
26. Comply with any reasonable direction from the 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.