



SITE CONTRACTOR PROCEDURES

Asset Collection

Type **“B”** Assets are considered **“High risk”**; the site activities must be in accordance with Graysonline contractor procedures and are to be collected by appointment with a qualified contractor. JSA and contractor requirement forms are to be completed and submitted before work commences on site.

Alternatively Graysonline have pre-qualified the following contractors to perform removal work on site:

- Shane from Total Crane Trucks on 0418 540 794
- Troy from Machinery Relocations Australia on 0487 939 785
- David from AME Lift & Shift on 0459 713 602 or view liftandshiftoz.com.au
- All lots have been electrically disconnected

If you would like to further discuss the site OHS requirements please contact Grays OHS Manager **Barry Sutton – 0409 230 005**

Pick up can only be made once cleared funds are received purchasers cannot pick up until full invoice is paid.

Please advise Graysonline of your removal / collection arrangements, this contractor package must be faxed or emailed to Sue susanp@grays.com.au or (03) 8552 4400 an invoice will be available for collection when you pick up your goods.

Please note: It is the purchaser’s responsibility to ensure the safe removal of their lots and provide suitably qualified personnel to remove their lots. All lots have been electrically disconnected; Occupational health and safety regulations apply to this site.

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A) ON SITE CONTRACTOR REQUIREMENTS

INTRODUCTION:

The following requirements apply to all contractors and sub contractors working on site. All persons coming to the site must be familiar with these requirements. Contractors and sub contractors will not be permitted to start work if not properly equipped. GRAYSONLINE reserves the right to suspend or terminate any equipment removal where work is being conducted in a manner deemed to be unsafe.

GENERAL SITE RULES

1. All contractors must report to the GRAYSONLINE site representative and sign the Contractor Register each day before entering the site. All contractors must record their site time in the contractors Register when leaving the site.
2. All contractors and sub contractors must comply with the 2004 OH&S Act and 2007 OH&S Regulations.
3. The contractor shall keep on site during all working hours a “Competent Person” thoroughly familiar with the class and character of the work to be performed. He/she shall have and be deemed to have full authority to receive all instructions in relation to the safe conduct of the work.
4. Smoking is not permitted at any time, within any part of this site.
5. No person under the influence of drugs or alcohol will be permitted on site.
6. Contractors shall not engage in any form of harassment whilst on site.
7. Children are not permitted on or within this site

PERSONAL PROTECTIVE EQUIPMENT

1. High visibility clothing must cover body, arms and legs. Safety footwear (steel cap) must be worn at all times.
2. Contractors must supply their own personal safety equipment e.g. Eye protection, respiratory protection, hearing protection, gloves, safety helmet and must wear the equipment in designated areas and otherwise, as appropriate.

TOOLS AND EQUIPMENT

1. All contractors' tools and equipment used on site must be maintained in safe order and condition.
2. Earth Leakage Protection Devices are to be provided by the contractor and used on all power tools. Power leads must be routed to minimise the risk of accidents or damage.
3. Power tools and power leads must have current Electrical Safety Test tags as per Australian Standard As 3760.
4. Where ladders are to be used they must be of a suitable type for the task and be properly secured before use. Scaffolding must be erected by a licensed scaffolder or rigger.
5. Barricades must be supplied by the contractor and erected around excavations or to prevent access to areas where persons are working overhead.
6. Compressed gas cylinders must be securely mounted in a trolley or must be securely fastened in a vertical position.

SAFETY PROCEDURES

1. All injuries are to be reported to GRAYSONLINE immediately. Accident/ Incident report forms are to be completed each time.
2. The contractor shall provide a specific Safety Management Plan for dismantling and demolition works for review by GRAYSONLINE prior to any site work starting. A company's general Safety Management Plan is not suitable for this work requirement. A sample JSA is attached as appendix A.
3. All personnel working on the project shall have Safety Induction.
4. Prior to commencing any work on site:
 - The contractor shall obtain a valid Authority to Work (ATW) Permit from the Project Manager or designated representative. All work carried out shall comply with conditions and directions contained in this permit;
 - All additional clearance permits shall be attached to the ATW permit;
 - The contractor shall keep all permits on site at all times during the execution of the work;
 - On any electrical cables or piped energy services, the contractor shall obtain a written clearance permit and complete any required isolations. All work shall comply with the conditions and directions contained in the clearance permit and isolation procedures.
 - For Hazard Zones, Confined Spaces and Designated Gas Zones existing and or created by the contractors works, the contractor shall obtain a written clearance permit, complete any required isolations or control measures and obtain an appropriate gas monitor.
4. Contractors must not open or enter any electrical switch room or cubicle unless they are an A Grade Licensed Electrician.
5. Contractors must keep the work area tidy and remove all rubbish generated from the site.

MOBILE PLANT STANDARDS

1. Contractor vehicles are permitted on site for setting down and picking up of tools and equipment.
2. All contractors driving or operating Powered Mobile Plant or machinery which requires Certificates of Competency e.g. Forklift Trucks, Boom Lifts, Cranes must hold all necessary certificates which must be produced on demand.
3. Powered mobile plant brought to the site must be fitted with the following safety equipment:

Forklifts flashing lights, reversing beeper, warning horn

Boom and Scissor Lift flashing lights, motion alarm, warning horn

Road Registered Vehicles, Hazard Lights.

All road registered vehicles, other than cars, car derivatives and delivery vans (where there is good visibility for the driver), must also be fitted with reversing beepers.

B) CONTRACTOR INSURANCE FORM

Purchaser is to fully complete this form and is to provide copies of Certificates of Currency for each item.

COMPANY NAME

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ADDRESS:

.....

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.....

Workers Compensation

Employer Registration No:

.....

Public Liability

Insurer:

.....

Policy Number

.....

Expiry Date

.....

Limit of Liability

.....

(Minimum \$5,000,000)

Motor Vehicle Third Party Property

Insurer

.....

Policy Number

.....

Expiry Date

.....

Limit of Liability

(Minimum \$5,000,000)

.....

Name:

.....

Position:

.....

Signature:

.....

Date:

.....

C) PURCHASER'S ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THESE REQUIREMENTS. I UNDERSTAND THAT CONTRACTORS AND SUB CONTRACTORS WORKING ON SITE AT GRAYSONLINE MUST COMPLY WITH THESE REQUIREMENTS. I WILL ENSURE THAT ALL CONTRACTORS AND SUB CONTRACTORS ENGAGED TO WORK AT GRAYSONLINE ARE FAMILIAR WITH AND ARE APPROPRIATELY EQUIPPED TO COMPLY WITH THESE REQUIREMENTS

COMPANY NAME:

.....

NAME

.....

POSITION

.....

SIGNATURE

.....

DATE

.....



APPENDIX A-----SAMPLE JOB SAFETY ANALYSIS FORM



JOB SAFETY ANALYSIS

J.S.A No: _____

<u>JOB SAFETY ANALYSIS WORKSHEET</u>			
<u>JOB LOCATION</u> _____		<u>DATE</u> / / _____	<u>JSA PERFORMED BY:</u>
TASK DESCRIPTION _____ _____		TIME _____ AM/PM	_____ _____ _____ _____
No.	<u>JOB STEP</u>	<u>POTENTIAL HAZARDS</u>	<u>HAZARD CONTROL MEASURES</u>

SUPERVISOR'S NAME _____