

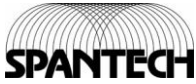
## CONTRACTOR EVALUATION FORM

### INSTRUCTIONS

- Complete all sections of the form
- Attach supporting documentation where requested
- Forward the completed form and supporting documentation to The Project Manager:
  - Fax: **07 5593 4448**
  - Email: [enquiries@spantech.com.au](mailto:enquiries@spantech.com.au)
- Ensure OHS responsibilities are communicated to your employees.

PART A: CONTRACTOR'S DETAILS			
<b>Company Name</b>		<b>ABN</b>	
<b>Service Provided</b>			
<b>Main Contact</b>		<b>Phone</b>	
<b>Email</b>		<b>Mobile</b>	
<b>Street Address</b>			
<b>Postal Address</b>			
<b>Will you engage subcontractors to perform any of the work?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, provide details below)	
Subcontractor Company	Contact Name	Contact Number	

PART B: ATTACHMENTS		
<b>** Documents must be supplied to Spantech at least 14 days prior to starting work on site</b>		
<b>Please attach the following documents:</b>	<b>Attached</b>	
	Yes	N/A
• A copy of your <b>Safety, Quality and Environmental Policies</b> (where available)	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of your <b>Project Safety Plan</b> (where available)	<input type="checkbox"/>	<input type="checkbox"/>
• Site specific <b>Safe Work Method Statements</b> (must meet or exceed applicable legislative requirements)	<input type="checkbox"/>	<i>Mandatory</i>
• <b>Chemical Register</b> listing the hazardous substances and dangerous goods to be use on site	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of associated <b>MSDS</b> and <b>Hazardous Substance Risk Assessments</b> .	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of <b>Mobile Plant Inspections</b> and/or <b>Maintenance Records</b> (a sample is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Competency Register</b> with the names employees to be used on this project	<input type="checkbox"/>	<i>Mandatory</i>
• Copies of <b>White/Blue Card, relevant licenses, tickets, certificates, etc.</b>	<input type="checkbox"/>	<i>Mandatory</i>
• <b>Incident Register</b> list any prohibition or improvement notices, incidents, accidents, major equipment damage, near misses, etc, involving your company or employees in the last 2 yrs.	<input type="checkbox"/>	<i>Mandatory</i>
• Copy of your <b>Public Liability Insurance</b>	<input type="checkbox"/>	<i>Mandatory</i>
• Copy of your <b>Worker's Compensation</b>	<input type="checkbox"/>	<i>Mandatory</i>
• Copy of your <b>Professional Indemnity Insurance</b>	<input type="checkbox"/>	<input type="checkbox"/>



**PART C: CONTRACTOR OHS RESPONSIBILITIES**

\*\* Review the OHS responsibilities below and communicate these to relevant employees and/or subcontractors

**General OHS Responsibilities:**

- Immediately cease, and report, any workplace activity (including that of other persons) which presents an immediate risk to safety, property or environment;
- Discharge their OHS obligations and duty of care as prescribed in applicable legislation;
- Ensure compliance with relevant legislation, standards and codes of practice;
- Ensure all high risk activities are covered by a SWMS which has been reviewed and approved by the Spantech Site Supervisor before undertaking the activity.
- Ensure full compliance with instructions and training provided;
- Ensure the integrity of safety devices are not bypassed or defeated;
- Immediately report hazards and incidents to the Spantech Site Supervisor;
- Participate in toolbox meetings and OHS training as required;
- Participate in risk assessments, preparing SWMS, incident investigations, inspections and audits as required;
- Ensure they present for work in a fit and proper state, free from the effects of alcohol and drugs;
- Ensure they possess the necessary license, tickets, certificate or training to undertake work in a safe, legal and competent manner;
- Ensure work areas remain in a clean and safe condition for the duration of work.

**Supply, Use & Maintenance of Plant & Equipment**

- Ensure plant and equipment is fit for purpose, free from damage or defects that could result in injury, property damage or environmental harm;
- Ensure plant and equipment is designed and maintained in accordance with legislation, standards and codes of practice;
- Ensure plant and equipment is subject to appropriate inspection and preventative maintenance;
- Ensure electrical equipment is tagged and tested in accordance with legislation.
- Supply appropriate PPE to all employees.

**Supply, Use & Maintenance of Hazardous Substances & Dangerous Goods**

- Ensure Spantech is advised of all hazardous substances and dangerous goods planned to be used on site before the substance is delivered
- Ensure a current MSDS' are supplied and available at the point of substance use;
- Ensure a risk assessment on the use, handling, transport and storage is supplied;
- Ensure substance containers are correctly labeled and appropriate for the nature of substance;
- Ensure volumes stored on site are kept as low as reasonably possible;
- Ensure persons using hazardous substances and dangerous goods have been adequately trained to use the substance.
- Ensure provisions are available for the immediate clean-up of spills in a safe and environmentally sound manner.

**PART D: CONTRACTOR DECLARATION**

- I will ensure the work undertaken by my company and workers is in accordance with;
  - Legislation, Codes of Practice, Australian Standards and other applicable requirements
  - our company SWMS and/or applicable Spantech WMS, and
  - any additional OHS requirements or instructions issued by Spantech.
- I acknowledge and understand my responsibilities as a contractor.
- I will communicate all necessary requirement to workers and subcontractors under my control.

Name:		Position:	
Signature:		Date:	

**PART E: SPANTECH USE ONLY**

Approved     Not Approved     Approved Contractor Register has been updated

Name:		Position:	
Signature:		Date:	

Comments: