



Contractor Induction Handbook

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Contractor Health and Safety Handbook

– A Guide to Working at
Hume Doors & Timber

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General Overview

Introduction

Hume Doors & Timber welcomes you on site as a contractor.

Hume Doors & Timber is committed to providing a safe working environment for all workers including contractors working on site. To do this, we have set out conditions in this handbook which all contractors, agents or sub-contractors must comply with while working on Hume Doors & Timber premises or doing any work for Hume Doors & Timber.

This handbook is provided in the interests of health and safety, environmental protection and to help minimise disruption to our normal routine. Failure to follow the guidelines in this handbook (e.g. the use of unsafe equipment) may result in the immediate cancellation of a contract or engagement.

Depending upon the size of the contract, Hume Doors & Timber has additional WHS requirements that must be adhered to at the quotation stage, contractor evaluation stage and contractor management stages. These requirements will be discussed with you by a Hume Doors & Timber contact person.

The contractor is bound by and must abide by these instructions. In addition the contractor must ensure that all their employees, agents and sub-contractors know and understand these instructions, and comply with these instructions at all times. It is an expectation that all contractors comply with relevant and current requirements of all Acts, Regulations, Australian Standards and Codes of Practice applicable to the work to be conducted.

The information provided in this handbook is believed to be accurate at the time of publication; however Hume Doors & Timber accepts no liability for damage or injury arising from incomplete information and/or misinterpretation of these guidelines. Hume Doors & Timber reserves the right to change the conditions set out in this handbook and undertakes to advise any amendments on a regular basis.

A Hume Doors & Timber contact person has been nominated to be your contact on all safety and environmental matters relating to your contract/engagement with Hume Doors & Timber.

After reading this handbook and attending a site induction, you will be required to complete a brief assessment.

The nominated Hume Contact is:

Title: _____

Extension No: _____

Mobile No: _____

Contractor information

Contractor's Responsibility

Whilst on site or on the premises of a Hume Doors & Timber client, the contractor is responsible for the work of all their engaged personnel and for the discipline of these personnel. If the work interferes with the normal operation of work at Hume Doors & Timber in any way, the nominated contact shall request that the work be stopped for any indefinite period. It is the responsibility of the contractor to ensure their employees follow legislative safety requirements at all times.

Your responsibility for complying with these rules also includes your responsibility to ensure that your suppliers, agents, employees, subcontractors, and assignees also comply.

Assigned Area

Contractors must:

- stay within the area and amenities assigned by Hume Doors & Timber for your use
- keep all passage ways free for traffic.

Contractor's Supplies

Unless otherwise agreed in writing with your company, you are solely responsible for the supply, maintenance and safekeeping of all labour, equipment and materials necessary for carrying out of your obligations as a contractor.

Contractor Induction

This handbook forms part of the induction process for contractors. Prior to commencing any work on a Hume Doors & Timber site, contractors, employees, agents, sub-contractors and their assignees, are responsible for:

- providing a list of proposed personnel prior to work commencing
- ensuring all persons nominated attend a contractors' induction session
- ensuring that all personnel are aware that any breach to safety legislative requirements and/or WHS policies, procedures, protocols and directions will have consequences and may result in their removal and/or revoking of permission to work on site or as an agent of Hume Doors & Timber

General Rules

Duty of Care

Under the basic principle of Duty of Care, it is the responsibility of everybody in the workplace to ensure their own health and safety, and to extend that concern to other people in the workplace. There are specific responsibilities that employers and you, the contractor, have under the Duty of Care, which you must know and follow while working for Hume Doors & Timber.

Employers and Contractors must:

- Provide and maintain a safe system of work and a safe work environment. This includes work conditions, practices, policies, plans, procedures and work instructions for all workers. These must comply with the relevant and current requirements of all Acts, Regulations, Australian Standards and Codes of Practice applicable to all work conducted.
- Ensure the safety of all plant, equipment, and products for use.
- Provide information, instructions and training to all your workers, including training in relation to accident prevention and risk assessment.
- Provide fit for purpose Personal Protective Equipment (PPE).

Contract Workers must:

- Follow WHS & Environment policies, plans and procedures, work instructions and legislative requirements at all times.
- Maintain a safe working environment and system of work that will cause no risk to others.
- Correctly use fit for purpose Personal Protective Equipment (PPE).
- Report any injuries, accidents or hazards to the Hume contact.
- Participate in WHS Audits and reviews as required.
- Participate in induction, training and other WHS & Environment programs as required.
- Observe all warning signs.
- Direct any questions about safety practices or unsafe conditions to the nominated Hume contact.

Hume Doors & Timber Equipment

Contractors may not operate Hume Doors & Timber's forklifts or any other equipment without the authorisation of an appropriate Manager in line with Hume Doors & Timber procedures.

Current certification/licences are also required for operating forklifts, or other motorised equipment and a copy must be provided to Hume Doors & Timber before you commence work.

Site Entry Requirements

All contractors who are to commence work on a Hume Doors & Timber site are required to enter our premises through Hume Doors & Timber Reception or Security controlled areas only.

All contractors completing work on Hume Doors & Timber premises are requested to enter their personal details in the induction form sign off. The Hume Doors & Timber representative you are to see will direct you appropriately.

NB Contract personnel are not permitted to enter the site if they are:

- **Under the influence of alcohol or non-prescribed drugs**
- **Have taken a prescribed medicine that may cause drowsiness or reduce their capacity to work, or**
- **If their Workers' Compensation or Public Liability Insurance has expired.**

Driving

Vehicles used for carrying equipment or goods for Hume Doors & Timber will be inspected by a Hume Doors & Timber representative.

All contractors are expected to drive safely, drive to suit conditions and follow the site specified speed limits and traffic signage.

Security

Hume Doors & Timber accepts no responsibility for any loss or damage to contractors' vehicles, tools, equipment, materials or any other property.

Hume Doors & Timber reserves the right to search toolboxes, bags or containers brought onto Company property.

All material or equipment left on site overnight or during weekends constitutes a safety hazard and must be stored in a proper manner and to Hume satisfaction.

Unlawful removal of any goods or property from Hume Doors & Timber sites shall be considered a felony and treated accordingly.

Gas bottles and pressure vessels must be removed from the work site at end of each shift. Whilst on the work site, all cylinders should be secured according to legislative guidelines.

All dangerous goods, including flammables must be removed from the work site at the end of each shift.

Insurance Coverage

All contractors must have a current:

1. Worker's Compensation or Sickness & Accident Insurance Policy; and a
2. Public Liability Insurance Policy.

If insurance cover has expired it must be reported to the Hume contact prior to entering the site or commencing activities.

Responsibilities Regarding Statutory Requirements

Safety

Contractors are responsible for their employees safety whilst on site or on a Hume Doors & Timber offsite premise and must ensure that they work in a way which shall not endanger themselves or anyone else. Contractors are bound to report any accident or incident (i.e. near miss) to the Hume contact who engages them.

Noise, Fumes & Dust

Contractors shall ensure that any noise or fumes or other airborne substances (including dust) caused by their work is within the required levels for the work place. If there is any doubt about the level of noise, fumes or dust generated by the work being performed, the task should be discussed with the Hume contact prior to commencement. Any work which will produce excessive noise or fumes shall be performed outside normal working hours. As a general rule, noise exceeding 85db(A) will be considered excessive.

Inspection of Equipment

Hume Doors & Timber reserves the right to inspect any contractors equipment designated for use on site before, during or after work is being performed on site.

Disclaimer on Third Party Incidents

Hume Doors & Timber in no way accepts liability in the event of any failures (mechanical, electrical or accident) by the contractor to third parties on site.

Housekeeping Requirements

Hume Doors & Timber regards superior general housekeeping as a fundamental cornerstone of health and safety in the workplace. Whilst on site or on a Hume Doors & Timber offsite premise, contractors are expected to work safely at all times and ensure:

- they maintain a safe working environment and a safe system of work;
- if there is a threat to the health and safety of others, then the areas are marked as such with either warning signs or cones and isolated;
- walkways, stairways and exits are kept clear at all times and access is unhindered;
- work areas are clean and kept clear of debris each day;
- waste and materials for recycling are disposed of daily in the correct general waste or purpose specific recycling containers;
- spillage of oils, paints, solvents and liquids are cleaned up immediately;
- roadways and scaffolding are not obstructed;
- tools and equipment are returned to storage in a clean and serviceable condition;
- compressed gas cylinders are stored in a secure position at all times.

It is an expectation that before leaving the site, a compulsory inspection of work and site cleanliness be undertaken by the Hume contact and contractor to ensure safety compliance.

Recycling and Disposal of Waste Material

Our aim is to minimise waste being sent to landfill. Contractors may dispose of waste material in bins provided by Hume Doors & Timber. However, any hazardous materials are the responsibility of the contractor and are to be disposed of in the correct manner.

- Wherever possible, recycle or re-use all waste materials.
- Any waste that you produce should be separated at the source and put into appropriate recycling bins.
- Waste oils, solvents and laboratory wastes are to be disposed of through approved EPA licensed companies. A copy of the Waste Transport Certificate or Waste Tracking Form must be provided to the Hume contact.
- General waste that cannot be recycled or re-used is put into rubbish bins.
- No oil, grease, solvents, refrigeration gas or hazardous waste is to be put into general rubbish or into drains.

General Safety Rules

- Workplace Health & Safety Legislation and Codes of Practice must be adhered to at all times. It is the responsibility of the contractor to ensure legislative safe work practices are adhered to and followed by their employees at all times.
- Pressurised containers, gas bottles and dangerous goods are not permitted to remain on site overnight (e.g. oxygen, argon bottles, paint pressure packs, etc).
- Confined space entry is not permitted without Hume Doors & Timber's permission. Following permission from the Hume contact, the contractor is required to adhere to Hume Doors & Timber's confined spaces safety requirements.
- All site specific safety requirements and instruction should be adhered to at all times as instructed by the Hume contact and/or Hume Doors & Timber.
- Under no circumstances is a fire protection system to be disarmed or altered without the permission of the Hume contact.
- Use approved equipment on site only e.g. fibreglass ladders must be used for electrical work.
- It is the contractors' responsibility to ensure that their employees are dressed in suitable clothing and are provided with appropriate PPE.
- All contractors are to wear eye protection when drilling or grinding, particularly when working above head height.
- Smoking is permitted in allocated areas only. At no time is smoking permitted inside Hume Doors & Timber premises.
- Contractors must obey all safety and instructional signs and use marked walkways.
- No alcohol or non-prescriptive drugs are to be brought or used on site.
- Always notify the Hume contact of any unsafe work practices which arise in your day to day activities. In this way Hume Doors & Timber will be able to provide assistance in risk control or reduction.
- All power tools to be used on site are to be fitted to a portable RCD and have a current test tag attached.
- Pets and animals are not permitted on any Hume Doors & Timber site or on a Hume Doors & Timber external site.
- Skylarking and practical jokes are not permitted.

Emergency Services and Fire Extinguishers

Emergency Services

For any emergency including fire, injury or illness whilst on our site you must contact 000 without delay. The operator on 000 will be able to assist promptly in securing the appropriate emergency service response including Fire, Police and Ambulance response.

Emergency Evacuation Plan

Evacuation alarms are not to be ignored. In the event of an alarm contractors are requested to shut down any equipment and isolate any power or energy sources. Contractors must exit the site as directed by any Fire Warden, First Aid Officer, worker or emergency authorities as quickly as possible. Contractors will be directed to the safest muster point and must remain in that area until directed otherwise by the site Fire Warden.

Evacuation Requirements

Familiarise yourself with the emergency evacuation procedures for your respective work area. The Hume contact will advise you of the specific procedures relating to the site you are working on and possible emergency situations eg explosion, fume, vapour or gas leaks, bomb threats or extortion threats that apply for your work area.

In an emergency all occupants may have to be evacuated from Hume Doors & Timber buildings. To do this, an emergency control team consisting of wardens has been established. All directions given by a Warden in respect to evacuation of a building must be obeyed. Upon the sounding of the site emergency alert contractors will shut down equipment, isolate energy sources, leave the building quietly and calmly, and proceed to the designated assembly point as shown on the Site Evacuation map in the building or as directed by the Warden. Contractors will only resume normal duties when advised to return by the Fire Warden..

The Contractor shall advise the Hume contact:

- who is working on site (all personnel should sign on and off site)
- what their duties are
- the times at which these people enter or leave the plant
- any changes to the work to be performed or any alteration to the number of contract staff coming on / off site so that all personnel can be accounted for in the event of an emergency.

Fire Extinguishers

The fire extinguishers installed on site are for Hume Doors & Timber protection purposes only.

If you think you need fire extinguishers to protect your equipment, contractors must supply their own.

Scaffolding

All scaffolding must meet the minimum requirements of the Australian Standard (AS/NZS 1576).

- Only licensed contractors may effect scaffolding;
- Scaffolds over 2m must have handrails and toe boards;
- Access ladders shall be located and fixed within the scaffold.
- Mobile scaffolds must not exceed 3m in height and shall be used on firm level ground with wheels in the locked position when in use.

General Information

Cranes, Conveyors and hoists

Cranes, conveyors and hoists may only be operated by authorised contractors who are deemed competent to the satisfaction of Hume Doors & Timber.

- Cranes, conveyors and hoists may only be operated in accordance with the regulations applying to the use of that particular equipment;
- Where a contractor is using a crane the crane and associated equipment must comply with relevant legislation ie certified crane if older than 10 years
- Loads must be securely attached and properly balanced;
- Only approved slings and lifting aids may be used;
- Move loads as low as possible;
- DO NOT lift loads over people.

Excavations, Barricades and Handrails

Prior to any excavation work, the Hume contact must be consulted to ensure there are no buried services in the area. All excavations must be guarded with barricades or secure temporary handrails around all pits, openings, elevated platforms, walkways and stairs until permanent covers or handrails are installed. During darkness, it is an expectation that all excavations be illuminated. When working in excavation deeper than one (1) metre, the sides of the excavation must be shored or sloped back.

Explosive High Impact Tools

The use of Ramset or similar power-operated tools is prohibited unless written permission is obtained from the Hume contact. Adequate safety measures must be taken to ensure the safety of all personnel in the area.

All explosive charges for explosive-powered tools are to be kept in an approved locked box. Only low-velocity captive piston type tools can be used on site. The use of direct acting high-velocity tools will not be permitted under any circumstances. A warning sign must be displayed at each place where the tool is being used.

All operators of any explosive-powered tool must be appropriately qualified as required by the Statutory Authorities.

Danger Lock Out System

Energy Isolation

Isolation of energy is an integral component of working safely on Hume Doors & Timber equipment and plant. Hume Doors & Timber have a lockout padlock and lock out tag out systems in place. Contractors must be familiar with these systems to safely operate and perform work on this site.

Danger Lock Out System

Contractors must ensure that they:

- clearly understand the isolation requirements before work commences
- use and enforce the isolation requirements

Personal Locks

- are used by a protected person for personal protection
- ***may only be removed by the protected person.***

Specific Site Procedures / Hazards

Permit to Work Protocols

In addition to any requirements noted in brief below work performed by contractors may require a Permit to Work prior to tasks and activities being undertaken on this site. Contractors are responsible for providing a detailed Safe Work Method Statement (SWMS) to Hume Doors & Timber prior to commencing work on site. Permits to Work will be issued by the appropriate Hume Doors & Timber personnel. All Permits to Work must be available at the site of the activity at all times. Failure to do so may result in work being stopped.

Manual Handling Risk Control

Manual handling is any activity in a job or task which involves a person lifting, pushing, pulling or carrying a physical object. Contractors are required to include in their Safe Work Method Statement manual handling assessment for all tasks identified. Contractors must ensure that all their personnel working on Hume Doors & Timber Site have been adequately trained and supervised in the performance of manual handling techniques.

Electrical Safety

Risks of injury from electricity can arise from lack of awareness of the dangers of working with electricity, unsafe work practices, defective or dangerous equipment and/or work areas, poor equipment maintenance and/or poor maintenance of installed circuitry and failure to observe safety notices, safe work procedures and warnings. Contractors are required to include in their Safe Work Method Statement an electrical safety assessment for all tasks identified.

Before connecting any electrical equipment to an electrical outlet, contractors must:

- ensure only licensed electricians are used for electrical work;
- ensure all electrical leads are tested and tagged and kept clear of forklift or vehicle access and egress paths.
- ensure no “live” (energised) work is conducted without prior approval from the Hume contact and it is included in the safe work method statement/ procedure submitted to Hume Doors & Timber;
- ensure danger tags are used on circuits to be isolated on “live” distribution boards;
- seek the approval of the Hume contact to ensure that the electrical outlet is fit to that purpose;
- provide evidence that your equipment is safe to operate;
- control the risks associated with electrical supply with the use of an R.C.D (Residual Current Device) for all equipment.
- ensure that all personnel working on electrical installations are suitably qualified and copies of licenses are provided to Hume Doors & Timber prior to work commencing.

All electrical work must meet applicable Australian Standards.

Electrical Equipment Testing & Tagging requirements

All electrical equipment such as drills, grinders, extension leads, etc. must be in good order and must be checked and tagged in accordance with legislative requirements.

Safe Work at Heights

Working at heights is any activity where there is a risk of injuring yourself from a fall. Contractors are required to identify and note all Work at Heights required in their Safe Work Method Statement.

Where scaffolds are required for work above 3 metres these scaffolds shall only be erected modified or removed by certified scaffolders.

A safety belt or harness shall be used for all work activities conducted at heights exceeding 2 metres where an authorised platform, scaffold or guardrail is not provided or if there is a risk of fall under 2 metres with a sustained injury. All safety belts, harnesses and accessories must comply with Australian Standard AS1891. Usage, maintenance and storage of such equipment must be in accordance with AS2626.

Work on elevated work platforms (EWP) including movable platforms and cherry pickers shall be used in accordance with the suppliers' instructions and recommendations and shall include details

such as type, load capacity and intended use. Contractors are required to provide this information prior to work commencing on site. All EWPs shall be maintained on a regular basis by qualified personnel and contractors will be required to show evidence that such maintenance is scheduled and regularly performed. The positioning of such equipment shall have a Safe Work Method Statement completed prior to use.

Overhead walkways shall be reviewed to ensure they are safe for use and meet relevant Australian Standards.

Confined Spaces

A confined space is a place of work where a space of any volume enclosed or partially closed with restricted means of entry or exit, in which a person may at any time enter or be allowed to enter, and in which the atmosphere is liable to be contaminated at any time, the atmosphere is subject to pressure changes or liable to be oxygen deficient and/or has the potential to present a hazard to person entering the space.

Contractors are required to complete a confined space permit and include in their Safe Work Method Statement for all tasks identified requiring entry or work to be performed in a confined space.

Plant Safety

Plant is classified as any machinery, equipment (including scaffolding), appliance, implement or tool and any component or fitting of these. Guarding devices are classified as barriers and other means of physically barring or restricting access to equipment or parts of equipment which may present a hazard to a person. Interlocks are classified as any mechanical, electronic or electrical arrangements connected to guards in such a way that they prevent the machine from starting or stopping the equipment if the guard is not in its proper position or where a person has breached the light beam.

Contractors are required to include in their Safe Work Method Statement all tasks identified where interaction between a person and or equipment is likely or part of the work. Contractors will be required to comply with the Lockout Padlock system of isolating equipment in place at Hume Doors & Timber site.

Hot Work

Hot work is classified as any spark or flame producing activity (e.g. welding, oxy-acetylene cutting, drilling and chipping of metal or stonework or work likely to give off friction or static charge or create an ignition source.)

All arc welding activities must be screened if carried out within (10) metres of any other person or ignition source. The company requires all floor surfaces in the vicinity of the welding activity to be protected from heat damage.

All people performing Hot Work will be required to complete a Hot Work Permit prior to work commencement and wear the appropriate PPE. Contractors are required to include in their Safe Work Method Statement any task or activity involving hot work.

Hazardous Substances

Hazardous Substances are classified as any substance such as a solid, gas, vapour, fume, mist, liquid, or fibre which has the potential to affect the health and safety of persons in the workplace. Contractors are required to provide details of any hazardous substance or defined dangerous goods prior to work commencing. Contractors must include in their Safe Work Method Statement all Safety Data Sheets (SDS) and an emergency response plan for spills and evacuation. Contractors must also advise types, quantities to be brought on site, location where it may be used and or stored and any health surveillance and/or first aid response requirements of the product or substance. Failure to do so may result in the work being stopped and all hazardous substances being removed from site.

All hazardous substances are to be stored in appropriate containers that are clearly labelled and sealed.

Workplace Violence

Workplace violence is classified as any task, role or activity which has the potential to cause physical or psychological harm as a result of physical, verbal or psychological abuse.

Hume Doors & Timber is committed to providing a safe and violence free workplace. Violence will not be tolerated and is taken very seriously and may result in an individual being removed from site and prevented from returning for any purpose.

Ladder Safety

All ladders used on this site must comply with the relevant Australian Standards. Metal ladders are not permitted to be use whilst performing electrical work.

Noise Management

The management of noise in the workplace is critical to ensuring the conservation of hearing is achieved.

Contractors are required to include in their Safe Work Method Statement all tasks identified where noise is a factor of the activity or process.

Remember in the event of an incident “PERSONAL SAFETY FIRST”.

Driver Safety

It is expected that any contractor who is required to use a vehicle (whether it be contractor owned or a Hume Doors & Timber vehicle) to perform their job, will abide by relevant road rules, speed limits and traffic management plans. It is also expected that drivers will:-

- Abide by state road rules;
- Have the appropriate licence;
- Ensure all safety equipment, e.g. cargo barriers etc are kept in the vehicle at all times;
- Abide by the legal blood alcohol limits

Drivers must stop and park their vehicle in a safe/legal position whilst placing a call, responding to or receiving text messages.

Drivers must use approved car kits whilst using a mobile phone in transit.

Asbestos Management

Before work is undertaken in an area which is suspected of asbestos material, the Asbestos Register must be referenced to confirm the presence of asbestos.

Provision of Medical and First Aid Facilities

Hume Doors & Timber has qualified First Aid personnel on all sites. Contractors may request that First Aid personnel attend to their employees but no liability is accepted for this treatment.

All injuries are to be reported to the Hume contact.

Behaviour

Hume Doors & Timber requires a professional standard of performance and behaviour at all times from its contractors. Behaviour such as “skylarking”, practical jokes and dangerous practices are strictly forbidden and can result in the termination of contractor services.

Final Note

All rules stated in this booklet are to ensure your health, safety and well-being whilst on any Hume Doors & Timber work site.

Hume Doors & Timber reserves the right to change any conditions in this booklet.

CONTRACTOR ACCEPTANCE OF POLICY & CONDITIONS

I _____ acknowledge receipt of the Contractors Health and Safety Handbook and confirm that I have read and undertake to follow the instructions contained therein. I confirm that I will ensure all employees or sub-contractors working on behalf of our company are informed of the requirements contained herein and will follow these instructions in their daily work performed for or on behalf of Hume Doors & Timber.

I / We agree to ensure that all of my/our employees and/or sub-contractors entering the site in question will be advised by the undersigned of the contents of these requirements and will be instructed to comply with them.

I / We undertake to ensure that all other instructions and policies, including evacuation procedures, are adhered to by my/our employees and/or sub-contractors.

I / We certify that all of my/our employees and/or sub-contractors and contract carriers carrying out work on our behalf are holders of current driver's licenses, certificates of competency and other applicable licenses and certificates required for performing the nominated work identified within the Safe Work Method Statement.

If there is any rule I do not fully understand I undertake to enquire about its full meaning and interpretation from the responsible Manager or Hume contact.

_____	_____	_____
(NAME)	(SIGNATURE)	(POSITION)

As Contractor or authorised representative of:

(NAME OF CONTRACTING COMPANY)

PLEASE REMOVE AND RETURN THIS ACKNOWLEDGEMENT RECEIPT TO:

Name: _____

Title: _____

Address: _____

Fax: _____

NOTE: ***This form must be completed and returned within 10 working days. In the event that this document is not received your contract will be reviewed and if deemed unacceptable may be suspended until completed return of information.***