

## 03-SF-24 New Subcontractor Registration Form

### BUSINESS DETAILS

Full Business Name:		
Trading Name:		
Business Address:		
Contact Person:		
Phone No: (Office / Home)	Office:	Home:
Phone No. (Mobile)		
Contact email address:		
ABN:		
Is Business Registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Contact Name:		
Emergency Phone No.:		
<b>BANKING DETAILS:</b>	<b>Bank Name:</b>	
<b>Account Name:</b>	<b>Branch No.:</b>	
	<b>Account No.:</b>	

### INSURANCE & SUPERANNUATION DETAILS

	Insurer/Provider	Policy No	Expiry Date:	Other Relevant Information
Workcover:				Industry Class'n:
Any WorkCover Breaches in past 5yrs?	Please tick <input type="checkbox"/> Yes <input type="checkbox"/> No If YES see below ***			
Public Liab. INS				Value \$ million
Plant/Equip't:?				
Superannuation:			N/A	

*Copies giving evidence of **certificate of currency** of these insurances to be attached.*

\*\*\* If you answered "YES" to "Any WorkCover Breaches in past 5years" – Please explain -

### LONG SERVICE LEAVE AND SUPERANNUATION

	Registration No	Other Relevant Info
Construction Industry Long Service Leave Board <i>If different arrangements give details</i>		
Employee Superannuation Scheme		

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### OPERATORS' LICENCE and CERTIFIED COMPETENCY DETAILS

	Principal / Staff 1		Staff Member 2		Staff Member 3		Staff Member 4		Staff Member 5	
Name Staff Member										
Union Member? If yes – which Union? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Drivers Licence N°:										
Endorsements:										
Expiry Date:										
RED CARD or C.I.Card No.:										
Competency Ticket No:										
Plant										
Backhoe:	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Bobcat:	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Bulldozer:	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Grader:	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Excavator: - Size.....	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Tandem -	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
- Body type	Aluminium		Steel							
Tick body type	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Tarp?	<input type="checkbox"/> Yes		<input type="checkbox"/> No							
Medical Condition:	Detail any medical condition (or prescribed medication) of any staff member, that if uncontrolled could affect their well-being and performance.									



## 03-SF-24 New Subcontractor Registration Form

### DETAILS OF MOBILE PLANT

	Unit 1		Unit 2		Unit 3		Unit 4	
Type of Equipment								
Make & Model:								
Year:								
Registration No:								
Rego Expiry Date:								
Capacity:								
Fire Ext. carried?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
First aid kit carried?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 Way Radio?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Plant Risk Assessment:</b> <i>Evidence of an external or internal risk assessment for each item of plant is required and copy to be provided</i>								
External (by trained assessor)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Assessor's name:								
Date of latest assessment:								
Smudger:								
Bucket sizes:	Size/s:		Size/s:		Size/s:		Size/s:	
Hammer								
Ripper Tyne:								
L/Lugs:								
Forks:								
Grab:								
Winch:								
ROPS Canopy:								
4 W.D.:								
4 in 1 Bucket:								
Rippers:								
Scarifiers:								
Auger:	Size/s:		Size/s:		Size/s:		Size/s:	
Compactor Plate:								
Extender Hoe								
Rubber Tracks								
Off-Set Boom								
Other Attachments								

Please return this completed form to the Plant Hire Manager, State Plant Hire.





## 03-SF-25 New Subcontractor Acknowledgement Form

This form to be completed by the Subcontractor and returned with the completed 03-SF-34 New Subcontractor Assessment Checklist together with relevant insurance certificates, licences and competency records.

Item	Yes	No	Comment
1. Form 03-SF-26 New Subcontractor Assessment Checklist has been received, completed and returned to SPH.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Copies of the following have been provided to SPH:			
Current insurance details {Workcover, Public liability and Plant (optional)}	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Superannuation	<input type="checkbox"/>	<input type="checkbox"/>	
Long Service Leave (Construction Industry)	<input type="checkbox"/>	<input type="checkbox"/>	
Plant Risk Assessments for plant listed on 07-01	<input type="checkbox"/>	<input type="checkbox"/>	
Red card or CI card	<input type="checkbox"/>	<input type="checkbox"/>	
Drivers Licence for all staff listed	<input type="checkbox"/>	<input type="checkbox"/>	
Competency Records for all staff listed.	<input type="checkbox"/>	<input type="checkbox"/>	
3. A copy of the <b>Subcontractors OH&amp;S and Procedures Handbook</b> has been received, read and understood.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Any questions regarding the contents should be discussed with the Manager SPH.</i>
4. I acknowledge that State Plant Hire's Commission rate is 15%	<input type="checkbox"/>	<input type="checkbox"/>	

I, ....., do hereby understand and accept the conditions

**Subcontractor's Name**

and procedures as set out in the State Plant Hire Pty Ltd **Subcontractors O. H & S and Procedures Handbook**.

I understand that if accepted as a subcontractor, the Plant Hire Manager, will make a site visit to my first job if possible, explain the Docket Book and answer any questions I have regarding any of the above.

If the client does not have an on-site safety system in place, I acknowledge that I (or my employees) shall therefore work under State Plant Hire Pty. Ltd's IMS, as the minimum safety requirement.

**I also acknowledge that it is my responsibility to advise the Manager of SPH of any changes in my personnel, plant, insurances, licences etc that occur.**

Subcontractor's Signature: ..... Date: .....

SPH Representative Signature: ..... Date: .....

## 03-SF-26 New Subcontractor Assessment Checklist

This form to be completed by the Plant Hire Manager to ensure that all details have been provided before the subcontractor is added to the register.

Item	Yes	No	Comment
1. SPH has received the completed Subcontractor Registration form (03-SF-24)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Copies of the following have been provided:			
Current <b>insurance</b> details {Workcover, Public liability and Plant}	<input type="checkbox"/>	<input type="checkbox"/>	
ABN checked online?	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Superannuation	<input type="checkbox"/>	<input type="checkbox"/>	
Long Service Leave (Construction Industry)	<input type="checkbox"/>	<input type="checkbox"/>	
Plant risk assessments for all plant listed	<input type="checkbox"/>	<input type="checkbox"/>	
Drivers Licence for all staff listed.	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Induction or Red card (all staff)	<input type="checkbox"/>	<input type="checkbox"/>	
Competency records for all staff listed.	<input type="checkbox"/>	<input type="checkbox"/>	
3. All Registration details required have been appropriately provided to the satisfaction of the Plant Hire Manager	<input type="checkbox"/>	<input type="checkbox"/>	
4. The Company's insurance details and ABN have been entered onto the SPH computer by the Data Clerk	<input type="checkbox"/>	<input type="checkbox"/>	
5. The subcontractor has been sent/given a copy of the company's Subcontractor Procedure Manual.	<input type="checkbox"/>	<input type="checkbox"/>	
6. A written acknowledgement has been received from the subcontractor confirming that they have been given a copy of the company's Subcontractor Procedures Manual.	<input type="checkbox"/>	<input type="checkbox"/>	
7. At the subcontractor's first job for SPH a site visit has been made and a copy of the Docket Book was provided and its use explained.	<input type="checkbox"/>	<input type="checkbox"/>	

Plant Hire Manager's Signature:..... Date: .....



## 03-SI-22 Subcontractor Safety Instructions

**The Company recognises and accepts its obligation to take all practicable action to ensure the Health and Safety of its employees. All company employees have an obligation to support and assist in the reduction of injuries caused by bad practices in site safety.**

### Subcontractor Safety Instructions

1. Pre-start safety checklist/dockets book should be performed prior to moving equipment
2. Safety equipment (PPE) must be carried at all times and used when required for specific tasks
3. Operators of excavation equipment must inquire with site foreman for location of any underground or overhead services prior to digging
4. Tip Truck drivers should remain in their cabin while onsite
5. Tip truck, and other vehicles, should remain on designated tracks or roads on site
6. Trucks must have as a minimum a flashing light and UHF Radio
7. Tipping should be carried out on level ground to avoid roll overs
8. Do not enter trenches in excess of 1.2M deeps
9. Do not enter drainage pipes or pits regardless of size
10. Do not stand or move equipment near the edge of excavations
11. Tailgates should be locked prior to returning to loading area or leaving site
12. Dual wheels should be checked for debris/ excessive dirt prior to leaving site
13. Service records must be kept in vehicle/ equipment at all times
14. Notify the work supervisor of any changes in work procedures, and ensure all those affected by changes and made aware
15. Stop work immediately if the work place becomes unsafe or public safety is compromised
16. Mud, debris or litter should not be left on roads
17. BE AWARE- Do not enter restricted areas
18. Do not handle any substance that is not labelled for your use
19. Do not work in public areas unless adequate signage is displayed
20. Be aware of the dangers when working on hydraulic equipment whilst carrying out repairs/ maintenance or cleaning

Any safety issues must be reported to State Plant Hire Pty Ltd and site supervisor immediately

For any enquires please contact State Plant Hire- 03 9702 9757

Thank you for your assistance

**\*Subcontractors Please Retain For Your Reference**