|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPANY DETAILS** | | | | | | | | | | | |
| Company Name: | | | | | | | Year Established: | | | | |
| ABN No: | | | | | | | | | | | |
| Street Address: | | | | | | | | | | | |
| Suburb: | | | | State: | | | Postcode: | | | | |
| Postal Address: | | | | | | | | | | | |
| Suburb: | | | | State: | | | Postcode: | | | | |
| Office Contact Details: | | | | | | | | | | | |
| Phone No: | | | | Fax No: | | | | | | | |
| Email Address: | | | | | | | | | | | |
| Website: | | | | | | | | | | | |
| **KEY PERSONNEL** | | | | | | | | | | | |
| Principal Contact: | | | Title: | | | | | | | | |
| Phone No: | | | Fax No: | | | | | | | | |
| Email Address: | | | | | | | | | | | |
| After Hours Contact: | | | Title: | | | | | | | | |
| Phone No: | | | Fax No: | | | | | | | | |
| Email Address: | | | | | | | | | | | |
| **INSURANCE POLICIES** | | | | | | | | | | | | |
| **Public Liability** | Company: | | | | | Expiry Date: | | | | | | |
| Policy No: | | | | | Value Insured: | | | | | | |
| **Professional Indemnity**  **(if Applicable)** | Company: | | | | | Expiry Date: | | | | | | |
| Policy No: | | | | | Value Insured: | | | | | | |
| **Motor Vehicle** | Company: | | | | | Expiry Date: | | | | | | |
| Policy No: | | | | | Value Insured: | | | | | | |
| **Personal Accident**  **(Sole Traders Only)** | Company: | | | | | Expiry Date: | | | | | | |
| Policy No: | | | | | Value Insured: | | | | | | |
| **Workers Compensation** | Company: | | | | | Expiry Date: | | | | | | |
| Policy No: | | | | | Value Insured: | | | | | | |
| **Under Hook Insurance** | Company: | | | | | Expiry Date: | | | | | | |
| Policy No: | | | | | Value Insured: | | | | | | |
| ***Other* (please detail)** | Company: | | | | | Expiry Date: | | | | | | |
| Policy No: | | | | | Value Insured: | | | | | | |
| ***Other* (please detail)** | Company: | | | | | Expiry Date: | | | | | | |
| Policy No: | | | | | Value Insured: | | | | | | |
| **Copies of Current Certificates of Currency MUST be Provided.** | | | | | | | | | | | | |
| **BUILDING CODE** | | | | | | | | | | |
|  | | | | | | | | | **YES** | **NO** |
| Are you aware of the building code 2016? | | | | | | | | |  |  |
| Does your business comply with the building code 2016? | | | | | | | | |  |  |
| **PERSONNEL** | | | | | | | | | | |
|  | | | | | | | | | **YES** | **NO** |
| Can you demonstrate, if asked, that all employees are legally permitted to work in Australia? | | | | | | | | |  |  |
| Are you able to provide copies of statutory licences of employees? | | | | | | | | |  |  |
| **3rd PARTY CERTIFICATION** | | | | | | | | | | |
| Is your Company certified to; | | | | | | | | | **YES** | **NO** |
| ISO 45001 | | | | | | | | |  |  |
| ISO 9001 | | | | | | | | |  |  |
| ISO 14001 | | | | | | | | |  |  |
| NHVR: Maintenance Management  Mass Management  Fatigue Management | | | | | | | | | | |
| Are you aware off & comply with NTC Load Restraint Guide 2018? | | | | | | | | |  |  |
| Have you undertaken an online NHVR Chain of Responsibility gap assessment? <https://www.nhvr.gov.au/cor-gap-assessment/views/> | | | | | | | | |  |  |
| Can you please provide the following detail for the last three years | | | | | | | | | | |
|  | | **Last Year** | | | **2 Years** | | | **3 Years** | | |
| No. of Lost Time Injuries | |  | | |  | | |  | | |
| Lost Time Injury Frequency Rate | |  | | |  | | |  | | |
| No. of Medical Treatments | |  | | |  | | |  | | |
| Medical Treatment Frequency Rate | |  | | |  | | |  | | |
| Total Man hours worked for each period | |  | | |  | | |  | | |

|  |  |  |
| --- | --- | --- |
| **COMPANY LICENCES** | | |
| Does your Company hold any relevant licenses? | | |
|  | **Type** | **Number** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |

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| --- |
| **SURVEY COMPLETED BY**  I have read the attached Subcontractor/Supplier Conditions of Engagement including MAX SHEQ Policy and confirm we will comply to the requirements outlined. |
| Name: Signature: |
| Contact Details: |
| Position: |

**Sub-contractor/Supplier Conditions of Engagement**

The Purpose of this document is to outline the minimum requirements to be observed and adhered to by Sub-contractors/Suppliers to MAX.

**Selection, assessment and engagement process**

Sub-contractors/Suppliers wishing to provide services to MAX must complete and submit the attached Sub-contractor/Supplier Pre-qualification Survey and return to the MAX requestor within a timely manner.

Where insurance and registrations have been identified in the survey, copies must be returned with the survey.

MAX will review the potential subcontractor/supplier against an evaluation criterion and will advise if any further information is required. MAX will advise the outcome of the evaluation.

**MAX SHEQ Policy**

MAX SHEQ Policy is attached and should be read in conjunction with these conditions of engagement.

**Minimum PPE Requirements**

The minimum personal protective equipment on a MAX or Clients site shall be:

* Hard hat
* Safety boots with non-slip soles and toe protection; persons working on uneven and soft surfaces, e.g. civil construction sites, shall be required to wear lace-up safety boots
* Safety glasses
* Site personnel shall be expected to carry in their possession, at all times, suitable protective gloves for the job they are performing
* Long sleeve high vis shirt
* Long Trousers
* Where employees are working outside a wide brimmed hat and sunscreen lotion

Additional PPE maybe required depending on the site requirements

Please note that some clients also have a clean-shaven policy which must be complied with

**Compliance with Procedures, SWMS & JSA’s**

Where completing contracting works directly to our client, the Subcontractor will be provided with MAX Job Safety Analysis (JSA) or for identified high risk tasks, a Safe Work Method Statement (SWMS).

Subcontractors employees must read, understand and sign onto the JSA/SWMS.

The Subcontractor will comply with all MAX Policies and Procedures where relevant.

**Monitoring of subcontractors/suppliers during the provision of service**

MAX may evaluate the service provided by the subcontractor by in the following ways but not limited to:

* Attending the worksite
* Client Feedback
* MAX employee feedback

Any negative observations or feedback will be addressed directly with the subcontractor. Depending on the severity of the issues raised, MAX may take a more formal approach to managing the situation.

**Documentation requirements**

Where the subcontractor is performing work on behalf of MAX the following documentation must be submitted to the MAX Representative.

**A MAX Hire Docket**

**Information on the docket must include**

* Details of the Operator /Rigger/Truck Driver
* Details of the customer
* Customer purchase order number
* Job number from EPOS
* Start and finish time
* Living Away from Home and Allowance Details
* Client acknowledgment at commencement and completion of the task

**Sub-contractor hire docket** – where a subcontractor requests their own docket to be completed

**Other supporting documentation to be returned where provided**

* Max Job card where provided
* Max JSA/SWMS and lift studies
* Site inspections
* Journey management plans if applicable or where provided

Suppliers performing maintenance work on behalf of MAX will be provided with MAX service sheets which will need to be returned to MAX upon completion of the work.

**Licence and competencies to operate machinery**

The Subcontractor will ensure that their employees are adequately trained for the role they are engaged to perform.

Copies of employee’s licences, tickets, verification of competency and any other supporting documentation to provide proof of qualifications of employees must be submitted prior to the commencement of any work.

The subcontractor/supplier shall ensure their employees carry their licences and tickets at all times.

**Plant maintenance records and statutory licencing**

All plant and equipment brought to site by the Subcontractor shall be:

* Fit for purpose
* If requested be able to provide proof of pre-start inspections
* If requested be able to provide proof of maintenance inspections and records
* Be serviced as per the manufacturer’s specification
* Where defects are identified they shall be promptly repaired. Non-compliant Plant/Equipment that poses a risk to Health or Safety will be tagged with an Out of Service tag or removed from site
* All electrical equipment shall be tagged by a licensed person as per the requirement of AS/NZS 3760 – In service inspection electrical testing and provide evidence if requested
* All lifting equipment shall be tagged, inspected and compliant under the required standards and provide evidence if requested

**Pre start meetings**

All Subcontractor employees will be required to attend a MAX or Client Daily Toolbox or Pre-start meetings

**Permits to work – client requirements**

The Subcontractor may be required to sign onto a client’s permit to work system.

**Fitness for Work**

Fitness for work means that an individual is in a state (physical, mental and emotional) which enables the employee to perform assigned tasks competently and, in a manner, which does not compromise or threaten the safety or health of themselves or others.

The Subcontractor shall ensure their personnel present themselves in a fit and healthy state at

all times for the duties they are required to perform and shall provide any medical information to MAX in regard to their personnel working on site that may impede their ability to perform their work, or place themselves or others at risk or should be known in the event of an emergency

MAX has a Fitness for Work Procedure (MXPS011) where random drug and alcohol testing applies to all Subcontractor employees at MAX/Clients sites. The Subcontractor’s personnel shall abide by MAX 0.0 Breath Alcohol limit.

MAX has a zero tolerance for drugs and alcohol and persons found under the influence will be immediately removed from the workplace at the Subcontractor’s expense and will not be allowed to return to site without the Project Managers consent.

No Subcontractor personnel shall possess, use, consume, distribute or sell alcohol, illicit or nonprescribed drugs or misuse prescribed medication while performing work for MAX.

**Incident Reporting**

The Subcontractor/Supplier shall report all incidents, injuries, near miss or hazards immediately to their MAX representative and if required, shall participate in incident investigations.

**Hazardous Substances**

Subcontractors/Suppliers shall not bring onto site any hazardous or dangerous substances onto site unless they have:

* Been authorised by the site’s management to bring the substance onto the site
* Provided the MAX site a copy of a Safety Data Sheet (SDS) for the substance
* Provided the MAX site with the volume/ quantity of the substance
* An appropriate storage facility available for the storage of the substance
* Completed a risk assessment on the use of the substance, which may be done as part of the SWMS

**Emergency Response**

Subcontractors/Suppliers will be required to participate, on the day, in any on site emergency response drills. The site management shall inform them of any drills to be conducted and their required participation.

**Audits and Workplace Inspections**

MAX representatives will conduct workplace inspections, audits and observations and the Subcontractor shall be required to participate. Where the Subcontractor is solely in control of a work area, they shall inspect the work area and abide by housekeeping rules.

**3rd Party Sub-contractor**

The Subcontractor/Supplier shall seek written approval from the MAX representative prior to engaging a 3rd party sub-contractor to complete work on behalf of MAX.