

Document Number – HRSEPOL17

Version no: 1.0

COMPANY DETAILS			
Company Name:			
Trading Name:			
ACN/ABN			
Business Address:			
Postal Address:			
Phone:		Fax:	
Email :			
Website:			

Preferred method of receiving Remittances/Statements:			
<input type="checkbox"/> Email Printed	<input type="checkbox"/> Printed/Fax	<input type="checkbox"/> Email and	
Email Address:			
Preferred method of receiving Purchase Orders:			
<input type="checkbox"/> Email Printed	<input type="checkbox"/> Printed/Fax	<input type="checkbox"/> Email and	
Email Address:			

BANKING DETAILS			
Name of Bank:			
BSB:		Account Number:	
Title on bank account:			
Payment reference if required:			

QUALITY AND SAFETY MANAGEMENT	
<input type="checkbox"/> AS/NZS ISO 9001:2015 Quality management system <input type="checkbox"/> AS/NZS ISO 14001:2015 Environmental management system <input type="checkbox"/> AS/NZS ISO 45001 or 18001 - Occupational health and safety management system Or <input type="checkbox"/> Documented system of policies and procedures to manage Quality, Environmental, Health and Safety within the business.	
If a service provider;	
Do you maintain records of staff licences and training?	<input type="checkbox"/>
Yes <input type="checkbox"/> No	

Can you provide copies of licences?

Yes  No

Do you maintain records of plant and equipment maintenance, Inspection & testing  Yes

No

### PROVISION OF DOCUMENTS

**Copies or Certificates of Currency are required to be provided to SPARK Energy  
greg@sparkenergyaustralia.com.au**

Quality and Safety Management Certificate (if Applicable)

Return to Work SA (Work cover Registration)

Registration Number:.....

Public Liability Insurance

**NOTE** – SPARK Energy will issue form IMS0012a “Sub-Contractor Worker Agreement” which is to be completed by each worker of the Contractor/Subcontractor who is required to work under direct supervision of SPARK Energy prior to commencing work.

### PROVISION OF EQUIPMENT (If applicable)

**As a Sub-Contractor I/We are required to provide:**

- First Aid Kit
- Fire Extinguisher
- Personal Protective Equipment
- Any other safety equipment required by personnel to safely complete tasks.

### ACCEPTANCE AGREEMENT

I/We being Contractor/ Sub-Contractor working for \_\_\_\_\_ acknowledge:-  
*Organisation Name*

1. the receipt of the Quality, Environmental and Safety Policies and agree to abide by the Quality Policy, Environmental Policy and Safety Policy and the supporting procedures and,
2. Understand the obligation to provide documents as listed are required to ensure compliance of relevant safety and environmental requirements/regulations and,
3. Understand and will comply with the attached Contractor /Sub-Contractor General Condition of work in respect to all work operations.

Signature: .....

Date: .....

Name: .....

Position: .....

**N.B. Progress payments cannot be authorised until this document has been duly signed by the Contractor/Sub-contractor and forwarded to Greg Picicella greg@sparkenergyaustralia.com.au**

**CONTRACTOR/SUB-CONTRACTOR GENERAL CONDITIONS OF WORK**

The following Health Safety and Environmental provisions apply to all Contractors/Sub-Contractors working on SPARK Energy work sites.

**1. General Equipment**

All Contractors/Sub-Contractors will be required to comply with the SPARK Energy Safety and Environmental Policy Statements and supporting policies, whilst carrying out work or whilst present on SPARK Energy premises or Worksites.

When requested, Contractors/Sub-Contractors will be expected to produce a copy of their own Safety Policy Statement and supporting policies on acceptance of our order and identify the person responsible, within the organisation, for Work Health Safety.

Contractors/Sub-Contractors will be held responsible for payment of any additional costs incurred which result from their adoption of unsafe work practices and/or use of unsafe plant and equipment.

**2. Safety Equipment**

All Contractors/Sub-Contractors' personnel must be aware of specific areas of operations where Safety equipment and/or personal protective clothing must be worn.

Contractors/Sub-Contractors will be expected to provide their own safety helmets, goggles, earmuffs, etc, and to wear, or use, such items when directed to do so by Site Management, or in accordance with the regulation requirements and the SPARK Energy Safety and Environmental Policies and Procedures.

**3. Systems**

All work must be carried out in accordance with the Work Health Safety Act 2012 (SA) and the Environmental Protection Regulations 2009 and specified Australian Standards relating to Work Health Safety.

**4. Maintenance**

All equipment, tools and plant introduced by Contractors/Sub-Contractors must be properly maintained, and in good working order, with any necessary guards and/or safety devices in place.

Power tools and all electrical equipment introduced by Contractors/Sub-Contractors must conform to the Work Health Safety Regulations, and latest Australian Standards, and may only be used in conjunction with a Residual Current Device (RCD). Any electrical tools brought on to site to be used, must be in good condition and tagged in date.

Contractors/Sub-Contractors will be required to maintain workplaces in a clean and tidy condition with debris, waste materials and surplus equipment, removed and cleared as work proceeds. Work areas and access/egress to work areas must be cleared during and at the end of each working day.

**5. Communication**

Any accident/incident or injury sustained to Contractors/Sub-Contractors' personnel must be reported immediately to the Site Management.

Contractors/Sub-Contractors must comply with any instructions issued by the Site Management or appointed Site Supervisor relating to Work Health Safety and Environmental issues.

Contractors/Sub-Contractors must take immediate remedial action following the issue of a Project Safety Directive.

Contractors/Sub-Contractors taking medication prescribed by a Registered Medical Practitioner which is likely to impair their judgement or work performance must advise the Project Manager of the likely effect of the medication to enable appropriate work to be undertaken.

**6. Safety and Risk Control**

SPARK Energy may require external Safety Advisors to carry out periodic inspections from time to time of SPARK Energy premises and Worksites, covering all aspects.

**7. Facilities**

Unless provided by SPARK Energy, all Contractors/Sub-Contractors must provide amenities and First Aid equipment in accordance with Work Health Safety Regulations, prior to undertaking work on SPARK Energy premises and/or Worksites.

When Contractors/Sub-Contractors are permitted to use existing SPARK Energy amenities, full details of the numbers of persons involved must be given to the Project Manager prior to arrival on Site.

## Change History

Version	Author	Reviewed		Approved		Details of amendments
		Name	Date	Name	Date	
1.0	Paul Albanese			Greg Pipicella	11/2022	Original Issue