

Document Number – HRSEPOL18

Version no: 1.0

SUB-CONTRACTOR WORKER	
Name:	
Address:	
Postal Address:	
Phone:	
Email :	

LICENCE AND TRAINING DETAILS – COPIES to be ATTACHED to this form & RETURNED to SPARK Energy			
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List Trade Certificate		Year attained:	
Drivers Licence:	C <input type="checkbox"/> LR <input type="checkbox"/> MR <input type="checkbox"/> HR <input type="checkbox"/> HC <input type="checkbox"/> MC <input type="checkbox"/>		
High Risk Work:	LF <input type="checkbox"/> C0 <input type="checkbox"/> C1 <input type="checkbox"/> C6 <input type="checkbox"/> CN <input type="checkbox"/> CB <input type="checkbox"/> CV <input type="checkbox"/> RB <input type="checkbox"/> RI <input type="checkbox"/> RA <input type="checkbox"/> DG <input type="checkbox"/> SB <input type="checkbox"/> SI <input type="checkbox"/> SA <input type="checkbox"/> WP <input type="checkbox"/>		
White Card:	YES <input type="checkbox"/> NO <input type="checkbox"/>	SPARK Energy Approved use only - Document Reviewed & Approved	
Fit for Work Certificate	YES <input type="checkbox"/> NO <input type="checkbox"/>		
First Aid Training:	YES <input type="checkbox"/> NO <input type="checkbox"/>	SPARK Energy Project Manager Name:	
Confined Space:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature:	
Working at Height	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date:	

ACCEPTANCE AGREEMENT

I, _____
 being an employee of _____
 a Contractor/ Sub-Contractor working for SPARK Energy acknowledge:-

1. I comply with the Quality, Environmental and Safety Policies (see below) of SPARK Energy provided to my employer and the supporting procedures and,
2. my obligation to provide copies of the documents listed above 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 as outlined and,
4. Understand I am required to sign off on relevant JSEA's, SWMS, and to be aware of Site Emergency Plans.

Signature:.....Date:

Name: Position:

To be completed by each employee working under direct supervision of SPARK Energy.

CONTRACTOR/SUB-CONTRACTOR GENERAL CONDITIONS OF WORK

The following Health Safety and Environmental provisions apply to all Contractors/Sub-Contractors working on Construction Sites and/or SPARK Energy premises of SPARK Energy.

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 construction 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 Site Management 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 on, 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 Site Management 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

See below for SPARK Energy HSEQ Policies

Quality Policy

Document Number – HRSEPOL02

Version no: 1.0

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2. Overview

SPARK Energy is committed to conducting its business in a manner that delivers products & services using a quality framework.
 We provide services & products with solar, battery and electrical for both residential, commercial, and industrial premises.

3. Aims & Objectives

Quality is important to our business because we value our customers. We strive to provide our customers with services which meet and even exceed their expectations.

We are committed to continuous improvement and have established a Quality Management System which provides a framework for measuring and improving our performance.

We have the following systems and procedures in place to support us in our aim of total customer satisfaction and continuous improvement throughout our business:

- regular gathering and monitoring of customer feedback
- a customer complaints procedure
- selection and performance monitoring of suppliers against set criteria
- training and development for our workers
- regular audit of our internal processes
- management reviews of audit results, customer feedback and complaints

4. Responsibilities

Our internal procedures are reviewed regularly and are held in a Quality Management System Manual which is made available to all workers.

This policy is available in your staff handbook & within the standards of business conduct booklet which all workers and contractors review on a yearly basis with refresher training.

Although the Managing Director has ultimate responsibility for Quality, all workers have a responsibility within their own areas of work to help ensure that Quality is embedded within the whole of our company.

5. Review

This Quality Policy shall be reviewed by SPARK ENERGY at a minimum each year of issue date, (or on significant change that could affect quality of service).

6. Change History

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

Work, Health & Safety Policy

Document Number – HRSEPOL01

Version no: 1.0

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8. Overview

SPARK Energy is committed to conducting its business in a manner that delivers leading work, health and safety performance. SPARK Energy, Health and Safety requirements is in accordance with the requirements of the Work, Health and Safety Act 2012 and the Return to Work SA Act 2014.

9. Aims & Objectives

Our goals are to provide services that are safe and environmentally sound, conduct our business in an environmentally responsible manner, and create health and safety practices and work environments that enables us to work injury free.

10. Responsibilities

To accomplish this, we will;

- Meet or exceed all applicable legal requirements.
- Proactively reduce work injury and illness risks at our work location and at other work sites and promote worker health and well-being.

We achieve this high level of performance by integrating these objectives into our business planning, decision making, performance tracking and governance processes to ensure we achieve our goals and continually improve upon them.

Each worker has an individual responsibility to understand and support our work, health and safety policies and to actively participate in programs to ensure our goals are achieved.

We believe our company must work with workers, vendors, partners and customers to protect and enhance work, health and safety. We promote open dialogue with our stakeholders to share relevant information and contribute to business activities.

11. References

1. Work Health and Safety Act 2012 (WHS Act)
2. Work Health and Safety Regulations 2012
3. SA Return to Work Act 2014 (and associated Regulations)

12. Review

This WHS Policy shall be reviewed by SPARK ENERGY at a minimum each year of issue date, (or on significant change to legislation or aspects included in this policy that could affect Health and Safety.

13. Change History

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

Environmental Policy

Document Number – HRSEPOL03

Version: 1.0

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14. Overview

As part of our commitment to achieving the principles of responsible environmental management, sustainability and protection of the natural environment in our workplace, we recognise both our legal and moral responsibility to ensure that our activities, products and services are designed to protect and enhance the environment in the communities in which we operate, and our obligations to ensuring that our operations do not place the natural environment or the local community at risk of harm

15. Aims & Objectives

We are committed to environmental improvement and prevention of pollution. We will achieve this by working with our customers, suppliers and the community to adopt procedures that –

- reduce waste through innovative work practices and recycling practices
- minimise environmental impacts by reduction of polluting substances produced by our operations, activities, products or services
- minimise the impact of our operations on the neighbouring community
- increase the use of environmentally acceptable materials, equipment and technology in place of those which are considered harmful
- ensure that our suppliers follow acceptable environmental policies, and
- actively promote environmental awareness among workers, contractors, our clients, and the general public.

16. Responsibilities

We recognise that the overall responsibility environmental sustainability rests with management, who will be accountable for the implementation of the policy and procedure. These responsibilities include –

- ensuring that all environmental policies and procedures are implemented;
- establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of waste, pollution and environmental harm;
- encouraging consultation and co-operation between management, workers, contractors and stakeholders in matters which may affect or impact on the environment; and
- providing adequate resources to meet these environmental commitments.

Workers and contractors also have responsibilities, which include –

- following all environmental policies and procedures; and
- recognising and reporting hazards which may affect health and well-being.

17. Review

- This Environmental commitment shall be reviewed by SPARK Energy at a minimum each year of issue date.

18. Change History

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