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| Form Lodgement |
| * Lodge form via email josiah.gaborit@ampcapital.com * Form must be lodged Monday to Friday, a minimum of 48 hours prior to works * Any form lodged after the above time or is incomplete will be returned and access not approved |

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| Company name |  | | |
| Contractors coordinator name |  | Phone |  |
| Contractors on site contact name |  | Phone |  |
| Tenancy/area of work |  | | |

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| Brickworks Point of Contact |  | Phone |  |

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| Do Proposed Works involve any activity defined in the AMPC High Risk Activity List? YES  NO  Note: Forms Submitted without Box Checked will be Rejected! (Refer to page 3 of CAR Form for HR Activity List) |

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| Date(s) of work | Start time | Finish time |
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| Description of works (attach additional information/documents as required) | | |
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| Additional comments/requirements | | |
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| Copy of Public Liability Insurance Certificates of Currency supplied |  |
| Copy of Workers Compensation Insurance Certificates of Currency supplied |  |
| Copy of Safety Documentation supplied (if required) |  |
| Are all staff inducted and hold current Induction Cards |  |
| Will a representative from the tenancy be present during the works |  |
| Will access keys be required |  |
| Do you require trolleys to transport equipment through the Centre |  |
| Will hot works or fire impairment be involved |  |
| Are Security services required |  |
| Are Cleaning services required |  |

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| Is vehicle access required? (if YES, complete details below) | | |  |
| Drivers name |  | Vehicle type |  |
| Drivers licence number |  | Registration |  |
| Details of vehicle access (entry point and route to be used for access) |  | | |

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| AMP Capital Health and Safety requirements for contractors | **Contractors must:**   * Comply with all Health and Safety legislation, regulations, and ALL applicable codes of practice * Comply with all Health and Safety requirements imposed by AMPC * Provide all relevant insurance details prior to work commencing; this includes public liability insurance cover (a minimum of $20AUD million is required in Australia) * Comply with all AMPC workplace policies and procedures * Undergo the AMPC Contractor Induction program online * Report all incidents, near misses and accidents, including property damage, as soon as possible to the Site Manager or authorised delegate. * Be familiar with emergency evacuation plans for the work location. * Advise the AMPC Site Manager or authorised delegate of the intention to bring any materials of a hazardous nature onsite, and gain approval from AMPC before this occurs. * Ensure that there are documented site-specific Safe Work Method Statements and/or Risk Management Plans, prior to commencing work. * Ensure all workers are suitably trained, qualified, and licensed to conduct works being undertaken if required. * Consult, co-operate and co-ordinate activities with AMPC Management and any other parties that have a work health and safety obligation. * Advise AMPC on this form if the proposed works involve any activity as per the High-Risk Activity List   **Induction**  For AMP Property Assistance Centre registered contractors.   * If you have access to Property Assist inductions can be conducted online by following the below link <https://www.rapidinduct.com.au/AMPConDUCT>   All other contractors are required to complete the Online Induction through Rapid Global.   * Please contact Josiah on [josiah.gaborit@ampcapital.com](mailto:josiah.gaborit@ampcapital.com) for details on requirements and the link to complete the company registration and inductions. * Manual inductions are no longer permitted at Brickworks. * No contractor or subcontractors will be permitted to conduct works onsite without current inductions * Any contractor or sub-contractor located onsite conducting works without a current induction could have the Principal Contractor registration cancelled.   **Sign in/out**   * All contractors are required to sign in/out at Security Control when completing works on site * Contractor Sign on stickers MUST be worn prominently on shirt or uniform when conducting works onsite. * Failure to sign in and out may result in inductions being cancelled requiring re induction.   **Permits to work**  The following works require permit lodgement and approval, please note these forms are to be completed in hard copy due to the requirement for the form to be signed.   * Hot Works – hot works include grinding, welding, thermal or oxygen cutting or heating, flared flame and other related heat-producing or spark producing operations * Confined Space Access – an enclosed or partially enclosed space that, is not designed or intended primarily to be occupied by a person * Roof Access – no person shall access the roof area of any building unless appropriately trained and have completed a roof access permit (   **Risk Management Plans & Surveys**   * ASBMAN, Confined Space Entry, Hazardous materials, Roof Safety Management & Hazardous Chemical surveys are available for review at the Security Control Contractor Sign in location. |

