



JERILDERIE SHIRE COUNCIL

APPROVED SUPPLIER APPLICATION

This form is to be completed by Contractors when being considered for inclusion on the Approved Supplier List.

Contractors may be required to provide documentary evidence to support responses to the following questions:

Enter N/A where non-applicable. **Those criteria with a * must be completed** to be considered for any work at Jerilderie Shire. **It is essential that all work the contractor wishes to be considered for is detailed within this application, as ONLY this work will be accepted through the Approved Contractors listing. Any subcontractor used for this work will also need to meet these requirements. It is up to the Contractor to ensure that subcontractors working for them are provided with a safe and healthy work environment.**

	Answer	Supporting Docs	Comments
1.	Nature of Business including specific works being undertaken for Jerilderie Shire*		
2.	Business Name*		
3.	ABN*	Written Confirmation Required	
4.	Business Address*		
5.	Location Address		
6.	Telephone*		
7.	Facsimile		
8.	Contact Person: (include position)*		
9.	How many employees work in your business?*		
10.	Is a License/Certificate required to practice the Business? Provide detail.*	Copy Required	
11.	Are staff inducted and trained in appropriate use of relevant equipment?*	Evidence Required – staff induction records or training records.	

Document Title: Form – Safe Work Permit

		Answer	Supporting Docs	Comments
12.	Are records kept of equipment maintenance and service?		Evidence Required.	
13.	Is an injury / illness reporting system in place?*		Evidence Required.	
14.	Do staff on site have access to first aid equipment?			
15.	Provide evidence of Liability Insurances for Company staff that will need to be on site.*	<ul style="list-style-type: none"> • Public Liability Policy • Product Liability Policy • Professional Indemnity Policy (where required) 	Policy No.'s Required – <ul style="list-style-type: none"> • \$10,000,000 Public Liability Policy, • \$10,000,000 Product Liability Policy, • \$2,000,000 Professional Indemnity Policy 	
16.	Provide evidence of WorkCover for Company staff that will need to be on site.*		<ul style="list-style-type: none"> • Policy No. Required 	
17.	Have generic Safe Work Method Statements (SWMS) or Job Safety Analysis (JSA) Records been completed for all tasks that may be undertaken in regard to Jerilderie Shire works?*		Evidence Required – completed Job Safety Analysis	
18.	Are chemicals used or supplied appropriately labelled and a Material Safety Data Sheet (WorkSafe standard) provided with goods?			
19.	Can references be provided for similar works?*		Include references	
20.	Can it be acknowledged that approval will be sought from the nominated Contract Supervisor prior to bringing new equipment or substances on to a Jerilderie Shire site?*		Signature Required	
21.	Does the supplier formally acknowledge that all its personnel will conform to organisational security, safety, health and environmental requirements?*		Signature Required	
23.	Does the supplier agree to abide by the relevant OH&S Regulations, Codes of Practice, and Australian Standards that affect their area of work? *		Signature Required	

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		Answer	Supporting Docs	Comments
24.	Will the contractor provide all appropriate Personal Protective Equipment for all its workers and subcontractors for that job or work project? All PPE must meet Australian Standard requirements		List of typical PPE provided	
25.	Can it be assured that after all work is completed, the area will be left in a clean and safe manner?*		Signature Required	
26.	Has the company had any written notices from WorkCover or any other Regulatory Authority?*	YES / NO	If YES, details required	

Declaration

I, _____ (Enter Contractors Name), of _____ (Company Name) confirm that I have answered the above questions truthfully, and have all the necessary occupational health and safety measures in place.

Signed: _____

Date: _____ Certificates/Licence Numbers: _____

Please Note: Non-conformance reports may be issued in the event of non-compliances with the information set out in the above application, or when risks are not addressed in line with the **Contract Supervisor's** requirements and may result in suspension or termination from the **Approved Contractors List**.