**1. CONTRACTORS DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | | |
| Company Name/ABN: *Sole Trader? Partnership?* | | | |
| Address: | | | |
| Ph: Mobile: Fax: Email: | | | |
| Services Provided: |  | No. of Employees: |  |

**2. INSURANCE POLICY DETAILS:** *(Please attach photocopy or* ***Certificates of Currency****)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Workers' Compensation , Income Protection OR Personal Accident/Disability*** | ***Public Liability*** | ***Professional Indemnity***  *(if applicable)* |
| Insurer: |  |  |  |
|  |  |  |  |
| Policy Number |  |  |  |
| Expiry Date |  |  |  |

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**Explanatory Notes:**

* Workers’ Compensation insurance required if you have any employees or are a Registered Company with working directors providing services
* Personal accident/disability insurance usually applicable to sole traders/partnerships with no employees
* Public liability insurance required by all contractors/service providers
* Professional indemnity additionally applicable to professionals and consultants
* For urgent jobs, insurance details can be provided at a later date

**3. DECLARATION BY CONTRACTOR:**

|  |
| --- |
| 1. **I / We hereby certify that:** 2. To the best of our knowledge, all persons, employees and sub-contractors used by us have the necessary training, qualifications and experience to carry out all work in a safe and satisfactory manner, without placing themselves, Xxx Real Estate staff, visitors or any other person on Xxx Real Estate premises at risk of injury or illness. |
| 1. None of our employees, workers, agents or other people under our control are to be regarded as employees of xxxx Real Estate – unless agreed otherwise in writing with Xxx Real Estate management. |
| 1. All work will be carried out in a safe and competent manner and all machinery, processes, equipment and materials used or supplied by us will comply with supplier/purchaser performance specifications, relevant Australian Standards and with the requirements of federal/state OHS/WHS and environmental legislation, security requirements and/or any other applicable Codes of Practice or Standards. |
| 1. We are aware of and understand all appropriate legislative requirements, as noted above, for the type of work we are doing, and have read/understood appropriate regulatory authority safety guides - we will comply with all relevant regulatory authority reporting, registration or accreditation requirements. |
| 1. **I / We agree to:** 2. Pay for damage caused by our negligence or the negligence of any employees or subcontractors engaged by us and that we take responsibility for the Workers’ Compensation for any accident, injury or illness that may be caused to any of our employees or other persons under our control, whilst carrying out work for or on the premises of, or under the control of Xxx Real Estate. |
| 1. Abide by all check-in procedures, notifications, safety rules (received in verbal or written form- now or in the future) and competency certification requirements (competency register/high risk licences) pertaining to all work we carry out for Xxx Real Estate. |
| 1. Advise Xxx Real Estate management of any accidents, injuries, near-miss accidents, equipment failures, and property or environmental damage. |
| 1. Ensure that all our employees, sub-contractors or other people under our control have been advised of the abovementioned requirements and will comply with them. 2. **Renew the above mentioned insurances by the due date(s).** |

We request you ensure all your employees and all other persons under your control are made aware of all the requirements noted above **before** commencing or undertaking any more work for us or entering our premises. Please acknowledge your acceptance of Xxx Real Estate’s requirements relating to contractors and OHS, by signing below, and return the completed form to us as soon as possible and preferably before commencing or carrying out any further work for us.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Name |  | Position |  |