

## REQUIREMENTS FOR NEW CONTRACTORS

### WORK REQUIREMENT

PLH requires that **all** contractors that carry out work for us **must** be able to be legally deemed contractors and not employees.

### COMPANY DETAILS

The contractor shall provide PLH the following information:

- ABN
- Postal address
- Contact numbers – phone, fax, mobile
- E-mail and web site (if applicable)
- Synopsis of company capabilities

### REFERENCES

The contractor shall provide PLH company references to at least 3 current or on-going clients and/or any testimonials.

### AREAS SERVICED

The contractor shall advise what areas they can service (tick as many boxes):

- Woy Woy, Gosford
- Wyong, Tumby Umbi, Bateau Bay, Blue Haven/San Remo
- Lake Macquarie, Toronto, Bolton Point
- Newcastle, Wallsend
- Maitland, Rutherford
- Cessnock, Kurri Kurri
- Raymond Terrace, Port Stephens

### CERTIFICATE REQUIREMENTS

The contractor shall maintain current insurances and **must** supply to PLH the following:

- Public Liability Insurance
- Workers Compensation Certificate of Currency or
- Personal Accident and Illness Insurance Policy (Required for Sole traders, Partnerships or others not covered by company Workers Compensation Insurance) certificate of currency

## REQUIREMENTS FOR NEW CONTRACTORS

- A photocopy of licences (where applicable) of ALL employees/sub-contractors
- current Work Cover NSW OH&S Construction Induction card (formerly known as a 'green card')
- Your policy of guarantee or warranty for work carried out

Documentation must be legible with expiry date and policy/licence numbers visible. Renewal or payment advices are not acceptable, a copy of the certificate of currency must be provided.

### SAFE WORK METHOD STATEMENTS

PLH, as the PCBU, is requiring that contractors provide a generic SWMS for activities undertaken on PLH properties. The SWMS must list the risk that could be encountered with work being done, the health and safety hazards and how the risks/hazards are controlled. If a contractor identifies a risk /hazard that is not a normal or everyday occurrence and/or has not been noted previously on the previously submitted generic SWMS, that the appropriate documentation or an amended SWMS is provided before work commences.

### ACCESS

Access to properties is to be arranged by the contractor. As per Pacific Link Policy:

1. Non urgent jobs, tenants should be contacted 24 hours (a day) before and given an estimated time of the visit;
2. Urgent call outs tenants should be rung straight away and advised of a likely visit time with a minimum of an hours notice being given
3. Access times are to be between the hours 8am and 6pm, Monday to Saturday.
4. Access is not permitted on Sundays, public holidays or outside the nominated hours unless attending to an emergency call out.

If access is an issue, the contractor is to notify PLH who will advise of alternative contacts or to arrange access on the contractor's behalf.

### TIME FRAME

Work orders issued by PLH are divided into 3 general categories. It is expected that contractors will complete the work required within these time frames, unless otherwise specified.

1. Emergency – up to 24 hours
2. Urgent – 3 to 5 days
3. Routine – 14 to 28 days

Work orders will only be cancelled if the contractor has failed to complete the work within the abovementioned timeframes and/or without notifying PLH of access issues.

### INVOICING

The contractor shall provide a tax invoice upon completion of works or within 28 days of completion.