

Hydro

Aluminium Metal
Primary Production Kurri Kurri

OH&S Submission (Sole Traders & Small Companies) V1

Hydro Aluminium Kurri Kurri Pty Ltd is committed to providing a safe and healthy environment for all persons entering the site. A component of that commitment requires companies who work on site to demonstrate they have the same commitment to OHS and have mechanisms in place to meet Hydro's expectations.

This document sets out the safety management strategies to be adopted by the submitting trader/company while working under contract to Hydro Aluminium Kurri Kurri Pty Ltd. This document does not replace the Schedule of Health, Safety and Environmental Requirements as stated in the Contract but will reflect the strategy designed to meet these requirements.

The OHS Submission must be completed and returned to the Contracts and Supply Coordinator for evaluation prior to any work being performed on site by the submitting trader/company or being added to Hydro's list of approved suppliers. Hydro Aluminium is committed to its Occupational Health & Safety Policy. As part of this policy Hydro Aluminium expects all Contractors to work to the same level of commitment, in all aspects of their work, to ensure a safe place of work for all on site. The information provided out in this submission will be confidential and shall only be used by Hydro Aluminium for the purpose of assessing the ability of trader/company to perform the tendered work in a safe and healthy manner.

If you have any questions regarding the completion of the questionnaire please contact the Hydro Aluminium Contracts and Supply Coordinator. Electronic copies of the evaluation form are available upon request.

Company Details

Trade Name _____

Describe the type of work to be undertaken

Number of employees _____

Addresses of the main office and/or facilities relevant to work to be performed on Hydro site.

Main Office

Street & Number _____

City/Town _____

State _____ Postcode _____

Main Facility/Workshop
(if different to main office)

Street & Number _____

City/Town _____

State _____ Postcode _____

Postal Address
Hydro Aluminium Kurri Kurri Pty Ltd
PO Box 1
Kurri Kurri NSW 2327
Australia

Company Address
Hydro Aluminium Kurri Kurri Pty Ltd
ABN 55 093 266 221
Hart Road
Loxford via Kurri Kurri NSW 2327
Australia

Telephone
(61 2) 4937 1555
Fax
(61 2) 4937 3452

Details of supervision/site managers

Name	Position	Contact No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Details of employees

Details of person's employee by the trader/company who will work on Hydro contract. Include licence and certificate of competency numbers (forklift /crane certificates etc)

Name	Skills, Competencies, Training, Licences
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Scope of Works

The major activities to be carried out under the contract are:

Work Area Inspections

Work area inspections will be completed as per Hydro requirements and a copy of the results of inspections will be submitted to the Hydro Representative assigned to the work. Inspections will cover general housekeeping, tools and equipment.

Reports will provide details of what was inspected, who conducted the inspection, date of inspection, details of non-conformances and corrective actions to be taken.

Risk Assessments

Risk assessments will be completed prior to any work being undertaken. Documented risk assessments and/or work procedures will be completed prior to the following type of work being undertaken.

_____	_____
_____	_____
_____	_____

All completed risk assessments will be submitted to the Hydro Representative for approval before each activity is permitted to commence.

Personal Protective Equipment

Appropriate Personal Protective Equipment will be supplied/worn for the duration of the work covered by the contract. All persons are supplied with;

Type of PPE	<i>Employees</i> Yes/No/NA
Foot protection	_____
Eye protection	_____
Hand protection	_____
Hearing protection	_____
Respiratory protection	_____
Safety Harnesses/Fall Protection	_____
Other (specify)	_____
Other (specify)	_____
Other (specify)	_____
Other (specify)	_____

Mobile Plant

It is anticipated that the following mobile plant will be brought on to site and operated by competent employees of the company. (Including vehicles that will be used on site)

Type/Make	ID/Registration No.	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Chemicals/Hazardous Substances

No chemicals or hazardous substances will be brought onto site without approval from Hydro. Material Safety Data Sheets shall be kept for all chemicals and hazardous substances brought on to site.

All storage and use of hazardous substances will be in accordance with the MSDS. Hazardous substances of any quantity shall not be stored in crib rooms or offices. All hazardous substances will be stored in appropriate containers with appropriate labelling at all times.

Prior to using the hazardous substance all workers involved in its use will be provided with information and training to allow a safe completion of the task.

The following Chemicals will be used to complete the tendered work.

Chemical/Substance	Purpose	Quantity Litres/kg	MSDS Yes/No

Electrical Equipment

Use of electrical portable tools and extension cords will be in accordance with NSW Electrical Code of Practice. All leads, portable power tools and earth leakage devices will be tested and inspected and tagged by a licensed electrician prior to being brought on site. An electrical register is set out below. This register will be completed prior to commencement of works and maintained during the course of works on site.

Description	Serial No.	Test Date	Result	Tester	Signature	Cert. No.

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Rehabilitation

The trader/company is committed to introducing rehabilitation measures following all injuries where return to full pre-injury duties is not possible. The company will seek the assistance of Hydro in order to facilitate alternate duties where possible.

The rehabilitation process will not cease until the injured employee:

- * Successfully returns to gainful employment
- * Refuses to participate
- * Is deemed unsuitable for continued rehabilitation
- * A placement outside the company is made.

Alcohol and Other Drugs

All employees of the trader/company have been advised to report to work in a condition capable of safely carrying out the required tasks. Any person considered being under the influence of alcohol or other drugs will be prevented from commencing or continuing to work on Hydro premises. All employees have been made aware that random, causal and/or post incident testing for alcohol and other drugs is a condition of entry to Hydro premises.

Statement of accuracy:

The information contained in this submission is a true and accurate statement of the actions and processes that will be maintained by the trader/company I represent while working under contract to Hydro Aluminium Kurri Kurri Pty Ltd.

Name of person completing questionnaire: _____

Signature: _____ Date: _____

Position held in Company represented: _____