

Name & Address of Principal/Main Contractor		Phone Numbers	HEALTH & SAFETY POLICY: _____ Is committed to take all reasonable and practical steps to make sure that: (Name of Franchisee) a. What grooming or associated tasks that I have been engaged to do will be carried out in a safe and healthy way; and b. That my trade tools, machines and equipment, including safety gear and clothing, are in good condition, & in using them they do not harm me or any other person who may be working in close vicinity of me; and c. Where & how I carry out my work/tasks does not harm myself or any other person as a result of my not controlling hazards that May arise out of my work/tasks, practices and/or work areas/workplaces Signed _____ Date: _____ I understand that the person or company that engaged me to carry out the agreed contractual work is the PRINCIPAL (who may be represented by their site manager/foreman) is to provide all information about their health & safety policy & procedures, on-site hazards & their controls, accident/incident reporting, recording & investigation, site emergency responses & inspection & monitoring activities to enable expected performances. Induction Date: _____
		No of Employees Contractors /	
Trade Name:			
Competency Levels:		Phone Numbers	
Select Training	YES NO		
Health & Safety Policy	YES NO		
Yearly Select Check	YES NO		

Personal Protective Equipment Required (Circle) Gloves foot ware (not open) Safety Glasses rcd safety switch first aid kit Hi viz jerkin hearing protection overalls Other (Name)	Description of contracted work: Start Date _____ Finish Date _____ To provide vehicle grooming services as per specifications and schedules attached.	Machinery / Work Vehicle Current WOF Yes No Date: _____ Drivers License Yes No License Number _____ Electrical Certificates: Vacuum Yes No Date _____ Other (List) _____ Yes No Date _____ Yes No Date _____ Yes No Date _____
	List of Machinery, Tools, Equipment, Appliances, Materials, Substances etc to be used on contacted jobs / tasks: Water blaster, generator, heat gun, sprayers, assorted chemicals, clothes, brushes, canopy, contamination mat, vacuum cleaner, carpet cleaner	

Emergency Response Know & perform/react according to the Principals Emergency site plan & instructions Negotiate & agree on an appropriate & practicable response plan with Principal when working alone and / or in isolation. Be aware of basic first aid & carry own 1 st aid provisions	Meetings & Inspections Attend & participate at Site Tool Box or other planned Meetings as & when requested. Carry out Equipment & Workplace Conditions Inspections weekly & record Report site Substandard conditions & acts to Site Controller	Accident Reporting, Recording & Investigation Register all accidents & incidents (including near misses) in own register & maintain. Immediately report "serious harm" accident, or potential "serious harm" situations, to Principal & OSH Immediately after occurrence. (See HSE Schedule A) Do not tamper with accident scene until cleared by an OSH inspector. Investigate the accident & send the prescribed notification form to OSH within 7 days of the accident happening
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Job / Task:	GENERAL GROOMING	DESCRIBE HAZARDS – any situation that could, does or has, cause/d harm (e.g. Electrical shock, chemicals, loud noises)	HAZARD CONTROL ACTION
	Basic job / task steps		
1	Vacuuming	Electric shock, tripping over cords, knocking other items, noise	Pay attention while working, anticipate where you will be moving, have all electrical items checked yearly, use rcd switches. Use ear protection
2	Water blasting	Electric shock, tripping over cords, noise, water under pressure	Do not wet dust around electrical points, check what you duster will be coming into contact with.
3	General grooming	Slippery floors, electrical shocks, other vehicles in vicinity, working on ladders	Have all electrical items checked yearly, use rcd switches, make sure machines are switched off b4 turning power on Use ladders correctly, watch for power lines, work close to your body.
4	Mixing Chemicals	Spillage / splashing, mixing to wrong strength, mixing 2 incompatible chemicals	Use gloves & safety glasses when mixing chemicals,always put water in bottles first double check mixing ratios,do not mix 2 chemicals in same container

A HAZARD exists TODAY, exists YESTERDAY & could exist TOMORROW. A HAZARD is CREATED; is IN_BUILT; & is not RECOGNISED & therefore, NOT CONTROLLED.
 1) Identify all known, intrinsic, health & physical hazards & list on hazard management tool. 2) Assess these to decide if SERIOUS HARM will result. If SERIOUS HARM will result, then one would be exposed to or would Come in contact with a SIGNIFICANT HAZARD, therefore MUST BE CONTROLLED. 3) Reduce the risk level of the identified hazards by considering the steps of ELIMINATION, ISOLATION or MINIMISATION to decide Practical & reasonable CONTROL ACTION 4) Include STRESS & FATIGUE hazards. 6) Enter NEW hazards as they arise. 7) Regularly monitor, review & enhance.

Job / Task: _____ Basic job / task steps	<u>DESCRIBE HAZARDS – any situation that could, does or has, cause/d harm</u> (e.g. Electrical shock, chemicals, loud noises)	<u>HAZARD CONTROL ACTION</u>
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