

# Contractor Access Request



<b>Form Lodgement</b>	
<ul style="list-style-type: none"> <li>Lodge form with Security Control via email <a href="mailto:pacfairsecurity@assetlink.com.au">pacfairsecurity@assetlink.com.au</a>, CC (copy email) the Pacific Fair Point of Contact</li> <li>Form must be lodged Monday to Friday, a minimum of 48 hours prior to works</li> <li>Any form lodged after the above time or is incomplete will be returned and access not approved</li> </ul>	

Company name			
Contractors coordinator name		Phone	
Contractors on site contact name		Phone	
Tenancy/area of work			

Pacific Fair Point of Contact		Phone	
-------------------------------	--	-------	--

**Do Proposed Works involve any activity defined in the AMPC High Risk Activity List?** YES  NO   
 Note: Forms Submitted without Box Checked will be Rejected! (Refer to page 3 of CAR Form for HR Activity List)

Date(s) of work	Start time	Finish time

<b>Description of works (attach additional information/documents as required)</b>

<b>Additional comments/requirements</b>

Copy of Public Liability Insurance Certificates of Currency supplied	
Copy of Workers Compensation Insurance Certificates of Currency supplied	
Copy of Safety Documentation supplied (if required)	
Are all staff inducted and hold current Induction Cards	
Will a representative from the tenancy be present during the works	
Will access keys be required	
Do you require trolleys to transport equipment through the Centre	
Will hot works or fire impairment be involved	
Are Security services required	
Are Cleaning services required	

<b>Is vehicle access required? (if YES, complete details below)</b>		
Drivers name		Vehicle type
Drivers licence number		Registration
Details of vehicle access (entry point and route to be used for access)		

AMP Capital  
Health and  
Safety  
requirements  
for contractors

## Contractors must:

- Comply with all Health and Safety legislation, regulations, and ALL applicable codes of practice
- Comply with all Health and Safety requirements imposed by AMPC
- Provide all relevant insurance details prior to work commencing; this includes public liability insurance cover (a minimum of \$20AUD million is required in Australia)
- Comply with all AMPC workplace policies and procedures
- Undergo the AMPC Contractor Induction program online
- Report all incidents, near misses and accidents, including property damage, as soon as possible to the Site Manager or authorised delegate.
- Be familiar with emergency evacuation plans for the work location.
- Advise the AMPC Site Manager or authorised delegate of the intention to bring any materials of a hazardous nature onsite, and gain approval from AMPC before this occurs.
- Ensure that there are documented site specific Safe Work Method Statements and/or Risk Management Plans, prior to commencing work.
- Ensure all workers are suitably trained, qualified and licensed to conduct works being undertaken if required.
- Consult, co-operate and co-ordinate activities with AMPC Management and any other parties that have a work health and safety obligation.
- Advise AMPC on this form if the proposed works involve any activity as per the High Risk Activity List

## Induction

For AMP Property Assistance Centre registered contractors;

- If you have access to Property Assist inductions can be conducted online by following the below link <https://www.rapidinduct.com.au/AMPConDUCT>

All other contractors are required to complete the Online Induction through Rapid Global.

- Please contact Security on Ph: 0755815121 or email at [pacfairsecurity@assetlink.com.au](mailto:pacfairsecurity@assetlink.com.au) for details on requirements and the link to complete the company registration and inductions.
- Manual inductions are no longer permitted at Pacific Fair
- No contractor or subcontractors will be permitted to conduct works onsite without current inductions
- Any contractor or sub-contractor located onsite conducting works without a current induction could have the Principal Contractor registration cancelled.

## Sign in/out

- All contractors are required to sign in/out at Security Control when completing works on site
- Contractor Sign on stickers MUST be worn prominently on shirt or uniform when conducting works onsite.
- Failure to sign in and out may result in inductions being cancelled requiring re induction.

## Permits to work

The following works require permit lodgement and approval, please note these forms are to be completed in hard copy due to the requirement for the form to be signed.

- Hot Works – hot works include grinding, welding, thermal or oxygen cutting or heating, flared flame and other related heat-producing or spark producing operations
- Confined Space Access – an enclosed or partially enclosed space that, is not designed or intended primarily to be occupied by a person
- Roof Access – no person shall access the roof area of any building unless appropriately trained and have completed a roof access permit (

## Risk Management Plans & Surveys

- ASBMAN, Confined Space Entry, Hazardous materials, Roof Safety Management & Hazardous Chemical surveys are available for review at the Security Control Contractor Sign in location.

# Contractor Access Request

## High Risk Activities

- Use of suspended access equipment (e.g. bosun's chairs, cradles, gondolas, swing stages)
- Installation, use and dismantling of Powered Vertical Access Equipment (e.g. Mast Climbers, hoists and building maintenance units – BMU's)
- Metal Frame Erection
- Concrete Formwork Erection
- Cladding and façade work
- Access and work on roofs
- Work within penetrations, risers, shafts and voids (including lift/elevator installation and maintenance)\*
- Structural alterations that require temporary support to prevent collapse
- Working on a telecommunications tower, power pole or other installation
- Erection, use and dismantling of scaffolds (e.g. façade, mobile)
- Any activity (not described above) requiring the use of a fall arrest or fall restraint harness as the primary means of fall protection\*
- Installation, maintenance and commissioning of machinery and/or plant process equipment
- Working in, over or adjacent to a road or railway\*
- Heavy mobile work equipment co-ordination
- Creation, access and maintenance of excavations or tunnels
- Piling, directional boring or drilling
- Working on, or near, a pressurised gas distribution mains and consumer piping
- Creation, access and maintenance of bridges and related structures including the placement of spans and pre/post tensioning\*
- Working in, over or adjacent to water where there is a risk of drowning\*
- Use of heavy plant for civil and ground works (e.g. bobcats, excavators, backhoes, graders, dump trucks, rollers and compactors)
- Tower crane erection, climbing and dismantling\*
- Use of mobile cranes
- Any lifting operations requiring; load slinging, crane management or, lifting over work areas, thoroughfares or public areas
- Works on or adjacent to, energised systems, e.g. electrical, hydraulic, pneumatic (LOTO)\*
- Demolition works\*
- Entry into and work within confined spaces\*
- Work in an area where there are artificial extremes of temperature.
- Hot works, including welding and grinding\*
- Working on or near a chemical, fuel or refrigerant line
- Use of explosives\*
- Work requiring strict environmental controls to prevent air, noise, soil or water pollution
- Work involving the use, removal, transport or handling of hazardous materials and any dangerous or highly toxic substances\*
- Any other activities not listed above identified as high risk due to the potential to harm workers, the public, property or the environment

- **Routine Maintenance Work that is under certain circumstances needs to be done during trading hours and now puts general public, visitors, customers, tenants , retailers etc at risk**

\* permit to work required