

**Gold Coast Convention & Exhibition Centre
PO Box 1407
Broadbeach QLD 4218**

Dear Sir/Madam,

The Gold Coast Convention and Exhibition Centre (GCCEC) have an obligation to all personnel and visitors to protect their health and safety whilst on site. In addition, as a contractor working at the site, you have a reciprocal obligation to ensure that your activities do not endanger the safety of yourself or others.

To ensure we both meet our legal obligations, the GCCEC has drafted a Contractors Agreement for your perusal and signature, to be returned to the below signed. This agreement must be signed and returned to us before commencement of work.

In addition, you are required to attach a certificate of currency for both Work Cover and Public Liability Insurance policies. If you hold a License for a trade and intend to work on site i.e. electrical Contractors License, this must also be attached. Failure to respond to and comply with this agreement will result in a review of your contract.

Once you have agreed to the attached conditions, you must undertake an on-site specific induction with our Workplace Health and Safety Representative. After the induction, you must report to the Security Office on arrival on each and every visit to the GCCEC. Visitor identification or contractors passes must be worn at all times on site, where issued.

We look forward to your response.

Yours faithfully



Warren Black
Property Operations Manager

Ph: 07 5504 4200
Fx: 07 5504 4213

PO Box 1407,
Broadbeach QLD 4218

CONTRACTORS AGREEMENT

These requirements are to ensure the GCCEC meets its responsibilities under the Workplace Health and Safety Legislation.

Your compliance with these requirements will ensure there is no interruption to your schedules.

Please keep these requirements in your files for future reference.

General and Legal

1. All Contractors must undertake a "Contractor Induction". The GCCEC also requires that the Contractor induct all those entering the Centre with for the purpose of performing any work on their behalf.
2. The Contractor is required to forward to the GCCEC the names of each and every person entering the Centre to work under the Contractors supervision. These names must be forwarded to the Centre one business day in advance of their arrival. Information can be faxed to **07 5504 4213** or emailed to the Property Operations Co-ordinator, tslavensky@gccec.com.au. Failure to supply names will result in entry to the Centre being refused.
3. The Contractor shall ensure that no interruption occurs to GCCEC operations without first obtaining the written permission of the GCCEC or its agents.
4. The Contractor shall ensure that they are fully insured and have adequate Workers Compensation and Public Liability Insurance and have provided details of these insurance policies.
5. The Contractor is responsible for the removal of all waste and debris and ensuring correct disposal, according to environmental protection regulations.
6. The Contractor shall not alter, connect or disconnect any building services, including electrical, fire protection, ventilation, plumbing and sewerage services, without written permission of the GCCEC and the appropriate licence to conduct the work.
7. Contractors are to be reasonably dressed and have appropriate footwear at all times while on-site and should not engage in loud, coarse or abusive language while in the vicinity of employees or visitors.
8. The Contractor is liable for any damage caused to GCCEC property or equipment. This will include any costs incurred in cleaning or replacing damaged carpet and/or carpet tiles owned by GCCEC.
9. The contractor complies with all terms and conditions as described in the Contractors Policy.
10. The Contractor shall comply with all relevant Federal and State laws and GCCEC rules.
11. The Contractor shall apply for and pay any fees for all permits required.

Health and Safety

1. All Contractors are required to report to the designated area on each and every visit on- site and must wear visitor or contractor identification, where required.
2. All Contractors must arrive for work in a fit state to perform all duties safely.
3. All Contractors, employees and sub-contractors must not engage in willful or reckless behavior or work practices that may damage any equipment or endanger the health and safety of themselves or any other people on-site.
4. The Contractor shall engage only qualified staff in any prescribed occupation.
5. Wherever practical, the Contractor shall safely and securely fence the works area and limit access to that area to relevant GCCEC staff. Signage and barricades must be used as appropriate.
6. Contractor's staff entering any operations area shall obey all GCCEC safety rules in that area and any direction given by the GCCEC, whether written, verbal or by signage.
7. Smoking is only permitted in designated areas.
8. Contractors must keep all work areas tidy, keep passageways clear of tools, equipment and extension leads, etc. At the completion of a job and at the end of each visit, the work site is to be tidied and secured.
9. All accidents and incidents are to be reported to the Supervisor/Manager of the worksite. The Contractors supervisor must supply to the GCCEC representative, a written investigation of the incident including; the injured persons name, activity being undertaken and preventative measures to prevent recurrence.
10. The Contractor shall provide and ensure all employees use personal protective equipment and clothing where required, to ensure a safe and healthy workplace.
11. All hazardous substances brought on-site by the contractor must be notified to the GCCEC. The Contractor is responsible for the safe and correct storage, use, delivery, handling and disposal of all substances.
12. In the event of an emergency, the Fire and Emergency Evacuation Plan is to be followed. It is the responsibility of the Contractor to ensure that all sub-contractors and employees are inducted on this procedure before commencement of work.

CONTRACTORS AGREEMENT

Equipment, Machinery and Vehicles

1. Contractors will ensure that all vehicles and construction plant have a current certificate of registration, Compulsory Third Party insurance, Comprehensive and/or Property Damage insurance and any other certificates of compliance as required in their State.
2. Contractors will ensure that all vehicles and construction plant to be driven on GCCEC carpet and/or carpet tiles are fitted with non-marking tyres.
3. Contractors and suppliers must use safe and tested and tagged equipment. Equipment requiring safety tags must display current tags.
4. Where equipment is isolated for servicing, repairs or testing, the Contractor shall lock out, render safe and tag such equipment and shall not restart such equipment until it is safe to do so without endangering any person.
5. Contractors must ensure that all mechanical equipment used on-site must be fitted correctly with a guard, as required. No equipment is to be operated with guards removed.
6. All tools and equipment bought on-site by the Contractor must meet current Australian Standards (if applicable) and be maintained to the manufacturer's specifications.
7. Vehicles are to be operated safely and within speed limits when on-site. Engines and plant should not be left unattended and must be safely secured when not in use. Excessive noise and fumes are not acceptable.
8. All contractors working at heights from a boom must use a suitable and safe fall protection system to prevent falling. A risk assessment must be supplied by the contractor and the risk controls agreed on by the company prior to work commencing. All equipment for working at heights supplied by the Contractor must be maintained and comply with the relevant design standards and the Company procedure. Erection of scaffolding must be performed by licensed persons only.
9. Contractors should also be aware that The GCCEC has the capacity to hire its Snorkel, Scissor Lift and Fork Hoist to approved contractors for use at the Centre. Bookings can be faxed to 07 5504 4001 or emailed to Alana Pickup apickup@gccec.com.au or Belinda Crofts, bcrofts@gccec.com.au
10. The item of equipment must be booked at least three clear business days ahead of the date required. Earlier notice will ensure the equipment is available for your needs. Failure to do so may result in refusal of equipment.
11. If any of the GCCEC hired equipment suffers breakdown, it will be the responsibility of the client to organise replacement equipment, which must adhere to GCCEC requirements.
12. The operator must produce an appropriate licence to operate the equipment concerned and will be responsible for the control of the equipment and the Key which must be signed in and out from security. Any damage must be reported to Security, failure to do so may result in refusing to hire, or void of contract with contractors. Damage may be charged to the contractor.

I/we.....of..... have received and reviewed this Agreement and understand fully what is required to enable us to effectively manage and control risks to the health and safety of all persons while undertaking any work involved with this contract. I/we have fully discussed and ensured that all my/our employees or sub-contractors are fully conversant with this Agreement and understands the standards required of them whilst engaged to under contract with Gold Coast Convention and Exhibition Centre.

Signature:.....

Position Held:

Name (please print)

Date:

Company address:

Phone:.....Fax:.....

.....

CONTRACTORS AGREEMENT

GCCEC ORIGINAL TO BE RETURNED, COMPLETED, TO GCCEC:

Please read the following document entailed carefully. It must be fully completed, and returned back to The Gold coast Convention Centre before your event. **FAX BACK TO: 07 5504 4213.** This will be kept on file for all future and current contractual arrangements for the Gold Coast Convention and Exhibition Centre.

INSURANCE COVERAGE

(A) Legal Liability Insurance (to be completed by all Contractors)

Insurance Company:

Policy No:

Expiry Date:

Excess: \$

Policy Holder's Name:

Limit of Indemnity: \$ for any one occurrence

Workers Compensation Insurance (to be completed by all Contractors)

Insurer:

Policy No.:

Expiry Date:

Policy Holder's Name:

(c) Licence No:

Type:

Number:

CONTRACTORS AGREEMENT

Please nominate the name and telephone number of the person at your workplace to be contacted in the case of an emergency:

ACKNOWLEDGEMENT

I have received, read and understood the contractors Induction Checklist and fully understand what is required of me to enable me to effectively manage and control risks to the health and safety of all persons while undertaking the contracted work.

EVENT PARTICIPATING IN / HOLDING:

_____ **Date of Event** _____

CONTRACTORS COMPANY NAME:

Supply Company and Trading names as Applicable

CONTRACTORS COMPANY PHONE:

CONTRACTORS / SUB CONTRACTORS NAME:

Please print

SIGNATURE:

POSITION HELD:

DATE:
