



CONTRACTOR INFORMATION REQUIREMENTS

Welcome to Claremont College. In the interests of safety for all who enter our school, please take time to complete the details below and return the form along with required documentation to the school Property Manager, Mr Tadd Pike via email (t.pike@claremont.nsw.edu.au) or fax (02 9398 1437) before commencement of work. Failure to provide required documentation may delay commencement of work. Thank you.

1. Contractor (Company):

Contract Manager:

2. Description of the work to be undertaken at Claremont College:

3. Documentation – please provide the following for the School’s records

DOCUMENTATION (Must be current)	SIGHTED (Date)	BY (School rep)	COPY ON SCHOOL DATABASE
Contractor’s certificate of registration			
Worker’s Compensation Insurer and Policy Number			
Public Liability Insurer and Policy Number			
Safe Work Practices statement			
Relevant licenses and certification			

Workers who will be working on site during school hours or unsupervised around children

NAME	ROLE	<input type="checkbox"/> Working with Children Check number OR <input type="checkbox"/> Contractor Personnel Undertaking

4. Will there be any hazards associated with the work that is to be undertaken?

- a) to the contractor - Yes No
b) to school students, school personnel or others- Yes No

If yes to either of the above, please describe and outline the necessary precautions that need to be taken. (Please use space over-page if required).

5. All on-site contractors are advised:

- To come to the school office where they will need to sign in and out, be given a visitors badge and receive any further induction information before commencing work.
- To observe parking signs around the school. 40km/h school zones apply 8 – 9.30am, 2.30 – 4pm
- In case of emergency (continuous ring of the school bell) to report to the office for further directions.
- To NOT smoke or swear on school grounds
- To avoid contact and conversation with the students
- To use adult toilets only

Signed:

Position:

Date:

Claremont Office Use Only:

Staff member who checked documentation and signed off on the:

Attach quote that has been accepted.

Date Received: