

NON-ENGAGED CONTACTORS SITE ACCESS FORM

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

SECTION 1 - APPLICANT DETAILS

COMPANY NAME	
POSTAL ADDRESS	
PHONE	
EMAIL	
FAX	
SITE CONTACT NAME	
SITE CONTACT NUMBER	

SECTION 2 – ISAAC REGIONAL COUNCIL SITE ACCESS REQUEST AREA

PROPERTY ADDRESS			
ACCESS REASON			
ACCESS DATE	TO	FROM	

SECTION 3 – CONDITIONS OF SITE ACCESS

As part of your request to access the above-mentioned Isaac Regional Council site to undertake works, you are required to:

- Conduct works in a manner that shall comply with the *Work Health and Safety Act 2011* and *Work Health Regulations 2011* and applicable relevant Codes of Practice whilst working on Isaac Regional Council property
- To only allow persons who meet current legislative requirements to work on site
- To only allow persons to operate plant and equipment that have been trained and deemed competent.
- Not cause harm or risk of injury or damage to Council's property
- To report any damages, incidents or injury that occurs on Isaac Regional Council property regardless of ownership/employer
- To only access or enter the prescribed project site area
- Agree to not hold Isaac Regional Council responsible for any damage or injury to occupants, workers, or equipment during access/occupancy
- Not erect, alter, or interfere with any structure without express permission

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- To always ensure public and worker safety
- To notify Isaac Regional Council of any hazard or condition that may affect the safety of workers or the public
- To leave the site in a safe condition at the end of each shift and on completion of the project
- To ensure the site is left in a safe condition, free from any hazards
- Agree to repair, refurbish, or replace as necessary any infrastructure damage during access/occupancy at no cost to Isaac Regional Council
- To ensure that vehicles and equipment are cleaned before entry and on completion/leaving site to prevent the spread of weeds and seeds
- To comply with Environmental requirements
- Ensure the site is left in a safe standard

Failure to comply with any of the above-mentioned items, may justify the removal of your rights to access the IRC site and any other rights may need to be evaluated.

SECTION 4 - AGREEMENT

I, _____ Of _____
(Non-Engaged Contractor) (Company)

Accept the conditions of access/occupancy as described above.

SIGNATURE		DATE	
NAME			
POSITION			

SECTION 5 – AUTHORISATION

I, _____ Of _____
(Authorised Contractor) (Company)

Authorise the above non-engaged contractor to access the mentioned IRC site in accordance with the conditions of access/occupancy as outlined in the Non-Engaged Contractors Site Occupancy Form.

SIGNATURE		DATE	
NAME			
POSITION			

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Once completed please send form and any attachment to:

records@isaac.qld.gov.au

DEPARTMENT USE ONLY

PROCESSED BY	Signature	Date
	Print Name	