

NON-ENGAGED CONTRACTORS 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		Fax	
Email			
Site Contact Details	Name		
	Contact Number		

SECTION 2 – ISAAC REGIONAL COUNCIL SITE ACCESS REQUEST AREA

Property Address				
Access Reason				
Access Date	From		To	

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:

1. 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.
2. To only allow persons who meet current legislative requirements to work on site.
3. To only allow persons to operate plant and equipment that have been trained and deemed competent.
4. Not cause harm or risk of injury or damage to Council's property.
5. To report any damages, incidents or injury that occurs on Isaac Regional Council property regardless of ownership/employer.
6. To only access or enter the prescribed project site area.

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7. Agree to not hold Isaac Regional Council responsible for any damage or injury to occupants, workers or equipment during access/occupancy.
8. Not erect, alter or interfere with any structure without express permission.
9. To ensure public and worker safety at all times.
10. To notify Isaac Regional Council of any hazard or condition that may affect the safety of workers or the public.
11. To leave the site in a safe condition at the end of each shift and on completion of the project.
12. To ensure the site is left in a safe condition, free from any hazards. .
13. Agree to repair, refurbish or replace as necessary any infrastructure damage during access/occupancy at no cost to Isaac Regional Council.
14. To ensure that vehicles and equipment are cleaned before entry and on completion/leaving site to prevent the spread of weeds and seeds.
15. To comply with Environmental requirements.
16. 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	
Print Name			
Position			

SECTION 5 – IRC AUTHORISATION

I, _____ Of Isaac Regional Council
(Authorised Person) (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	
Print Name			
Position			

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Once completed please send form and any attachment to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council office

DEPARTMENT USE ONLY

PROCESSED BY	Signature	Date
	Print Name	