TRADES MONITOR

P.O. Box 474, Kingsford NSW 2032
Suite 1, 2 Gardeners Rd, Kingsford NSW 2032

t 1300 558 168
f 1300 559 739
e info@tradesmonitor.com.au
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Trades Monitor Aust Pty Ltd
ABN: 47 498 711 426 ACN: 134 140 051

TRADES MONITOR

Your Partner in Compliance

Managers Information Pack

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HANDLING SERVICE PROVIDER QUESTIONS

Message to Convey to Contractors

1 We are considered under the OH & S Act as the employer.

2 We are therefore jointly and severally liable for the actions of the Contractor.

3 OH & S compliance by contractors is a vital part of our business and cannot be ignored.

4 The penalties are too huge and personal to be ignored

5 The penalties are NOT covered by any insurance policy and may be personal to company officers and directors.

6 The cost of compliance is small over an annual period.

7 By the assurance of the Audit or Accreditation our company, my staff, or myself, will feel comfortable using a contractor.

8 Trades Monitor conveys to us whether you have completed an audit or not. You may receive an audit from another OH&S audit company and provide the certificate to Trades Monitor (at no additional fee from Trades Monitor). However make sure the company you use carries professional indemnity to conduct OH&S audits. Trades Monitor carries $20M professional indemnity to conduct OH&S audits throughout Australia. Furthermore, Trades Monitor are the market leaders in this field. Trades Monitor believes you will not find a more competitive rate in the market place.

9 (Use one of these to suit your purpose)

"We aim to give preference to contractors with an OH&S audit"

"We aim to only use contractors with an OH&S audit"

10 If you are concerned your systems will not meet the required standards – do not worry. Trades Monitor guide and assist you throughout the process, to help bring your systems up to the required level.

<u>Legal references (All available upon request)</u>

- Independent legal advice/opinion (various)
- OH&S Acts and Regulations
- AS 4801:2001
- WorkSafe/Cover publications
- Court judgments (various)

This letter from Trades Monitor accompanies the letter of notification from your company

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Dear

Re: Service Providers Details

We refer to the attached letter appointing us to verify the credentials of Contractors and Professionals used by them.

Trades Monitor has been engaged to assist in the collection of this information and therefore there is **no cost** to you involved in the provision of this service.

Please complete the enclosed questionnaire and post, fax or e-mail it back to Trades Monitor with any required documentation within the next **7 days**.

If you believe you have been contacted in error, please notify us by telephone, fax, mail or e-mail so we may remove you from our follow up contact list (please quote the above ConID xxxxx)

If you have a problem supplying any of the information requested, please contact our compliance help desk by phoning 1300 558 168 during normal office hours.

We thank you in anticipation of your co-operation.

Yours faithfully

The Trades Monitor Compliance Team.

This information is required by the following users of your service:

XXX : YYY : ZZZ

FAX TO 1300 559 739 or Post to Trades Monitor P/L PO Box 474 Kingsford NSW 2032
or e-mail scanned documents to info@tradesmonitor.com.au

SPid No	

SECTION 1 **COMPANY / TRADING DETAILS**

Trading Name			
Address		State:	Postcode:
Trade / Occupation		ABN:	
Contact / Manager			
Phone: ( )	Fax: ( )	Mobile:	
E-mail			

SECTION 2 **INSURANCE DETAILS**

A Certificate of Currency is required for any of the following that you hold.

Public Liability ☐ I have attached a copy
Product Liability ☐ I have attached a copy
Professional Indemnity ☐ I have attached a copy

Workers Compensation ☐ I have attached a copy or
Workers Compensation ☐ I have not attached a copy because I do not employ any people.

SECTION 3 **LICENCE / REGISTRATION DETAILS**

Trade licence type	State	* Issuer	Licence /Registration Holder	Number	Expiry date
Company / Partnership					
Contractor - Personal and/or Supervisor / Nominee					
Licences / Registrations - Other					

* eg : Issuer = OFT / BSA / DIR / ESV / HEALTH / WORK – COVER-PLACE / POLICE

A copy is required for the following Licences / Registrations -

Security Industry Licence ☐ I have attached a copy
Pest Control / Inspections ☐ I have attached a copy
Work Cover Certifications ☐ I have attached a copy
DIR Electrical (Qld) ☐ I have attached a copy
PIC Plumbing or ESV Electrical (Vic) ☐ I have attached a copy
O H & S Systems Audit ☐ I have attached a copy
CFC National Trading Licence ☐ I have attached a copy
National High Risk Licence ☐ I have attached a copy

I / We declare that the above information is true and correct to the best of my/our knowledge and recognize that the information given above will be relied upon by users of my/our services during the currency of the policy/ies and that any changes will be notified to Trades Monitor at the earliest possible time.

Privacy: The information provided will be available to all current and future users of your services who use the Trades Monitor database seeking new service providers that are accredited by us, unless you advise Trades Monitor otherwise.

.... / /200
Signed **Position**

Sample of notice to service providers re OH&S

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22/01/2010

SPID	####

Dear

Re: Occupational Health & Safety Compliance

Trades Monitor has been requested by one or more of your clients (copy of letter attached) to assist them in ensuring the compliance standard of contractors they use is to the nationally accepted level.

Why

All of your clients are deemed under the various State Occupational Health and Safety (OH&S) Acts and Regulations to be your employer when they issue you a work order. As such they have a legal obligation to ensure that you have OH & S systems that comply with the Acts requirements at all times. If they do not do this, then the potential liability to both of you can be enormous. Penalties for breaches of the Act can include jail terms and fines of many hundreds of thousand dollars. These penalties are NOT coverable by insurance and in many cases are imposed personally.

Therefore your clients (and yourself) need a way to be protected from this very high risk.

Legal advice indicates that to influence a court that "all practical" steps were taken by the work "Issuer", they must ensure the contractor can comply with the Act and Regulations to the accepted Australian Standard: AS/NZS 4801:2001

Questions

Is this a requirement under the Act?	It is a requirement under the Act for users of your service to satisfy themselves that your OH&S systems are compliant. There is no practical way for them to do this other than through this audit / accreditation process.
What if I do nothing?	Users of your service will have to reconsider their exposure and risk in continuing to use your services. Some businesses will gain additional work and be more competitive, others will remain exposed and could lose work.
Must I use Trades Monitor?	No, Trades Monitor is primarily an information service. At the request of many clients we have extended this to assist contractors in compliance issues at extremely low rates compared to the offering in the general market. You may however, use another OH&S auditor of your choice. If you have already been audited to AS/NZS4801:2001 we only require a copy of a current audit certificate to enable us to update your information in our system and no fee is payable to us.

What if I cannot comply? Do not worry. For service providers who choose to participate in gaining this accreditation through Trades Monitor, we guide and assist you throughout the process to help bring your systems up to the nationally accepted level.

The Benefits to Accredited Contractors:

1. Saves you time and money as AS/NZS 4801:2001 is the nationally recognized standard and should be acceptable to all clients – therefore only one annual assessment will be required.
2. You will usually get more work, as an accredited contractor will generally be preferred by clients. You can use this accreditation as it will assist greatly in marketing your service.
3. Helps you comply with your OH&S/Workplace Health & Safety Regulations as an audit of your OH&S Management System is a requirement under AS/NZS 4801:2001.
4. An external audit will help you improve your safety systems and help reduce incidents within your business.

The cost based on business structure/trade/occupational risk factors

Audit category		Fee (inc GST)
Low risk		$245.00
Medium risk		$620.00
High risk	fr	$620.00 + onsite $460.00

What you need to do now

Please complete and return the simple questionnaire attached. If you decide to use Trades Monitor for your assessment and audit, when we receive the questionnaire an initial assessment of your trade risk level will be determined (this is based on national Health & Safety guidelines). We will issue you an invoice based on that assessment and on receipt of payment the audit process will begin.

We look forward to being your partner in compliance and delivering accurate information to our mutual clients.

Regards

Senior OH&S Compliance Manager

You are currently on the **'Preferred Service Provider'** list for the following clients.

xxx: yyy: zzz

☐ I do not intend to go through the audit/assessment. (No fees apply. Sign below & return)
(Clients must be advised that your OH & S status is not certified)

☐ I intend to use an external auditor. (No fees apply. Sign below & return)
(Please provide a copy of certificate*. Until then clients must be advised that your OH & S status is not certified)

☐ I already have an external audit certificate. (No fees apply. Sign below & return)
(Please provide a copy of certificate*. Until then clients must be advised that your OH & S status is not certified)
* An audit certificate must be to AS/NZS 4801. (OH & S Induction cards are not acceptable)

☐ **I wish to use Trades Monitor to carry out my Audit/Assessment and to assist me to comply.**
(complete below and return)

1. Your trade or profession is……..
(E.g. - *Gardener, Cleaner, Handyman, Electrician, Plumber)*

2. The business structure (please circle)

Sole Trader Partnership Pty Ltd Ltd Trust Other *(please specify)*…….....

3. How many people do you employ? Number.....
(not including yourself but including all full time, part time or casual workers)

4. Do you undertake any of the following?	**Yes**	**No**
- Structural demolition work	☐	☐
- Construction work near or over water	☐	☐
- Use of heavy plant or equipment	☐	☐
- Scaffolding or other temporary formwork or moving platforms	☐	☐
- Tunnelling	☐	☐
- Working with any hazardous substances	☐	☐
- Abrasive blasting	☐	☐
- Processes involving lead work	☐	☐
- Removal or working with asbestos products	☐	☐
- Electroplating and/or work with hot metal	☐	☐
- Live electrical work	☐	☐
- Electrical work over 240v	☐	☐
- Commercial / Industrial electrical work	☐	☐
- Work with dangerous goods/explosives	☐	☐
- Work over 2m (measured from ground to feet)	☐	☐
- Welding or other hot work	☐	☐
- Excavations over 1.5m and/or work in confined spaces	☐	☐
- Inspection or work involving abseiling	☐	☐
5. Do you use sub contractors on a regular basis?	☐	☐

Print Name _____ Signature _____

Contact Phone Number _____ Date _____

Return to **Trades Monitor**
PO Box 474
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FAX 1300 559 739 or e-mail scanned documents to: info@tradesmonitor.com.au

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COMMUNICATION WITH TRADES MONITOR

The Service Provider status codes

The following 'code' information will appear on your screen when you wish to create a Work Order, or process a payment to a Service Provider. (They do not need to be memorized)

Fixed Codes

Y **Approved**
N **Not approved**
R* **Restricted** (generally where licence missing/expired)

Transitional Codes

V **Verifying** (new service provider)

A **Alert**
(generally when insurance or specialist licence has not been renewed/confirmed see *SM to TM* box)

Information Codes

Q **Query** (manager to advise Trades Monitor)
X **Not considered a 'Service Provider'** (not followed up by Trades Monitor)
D **Deleted** (advised or confirmed by your office)

Special Code

G **Approved** (by you only)

*Restricted means no licence/s held and therefore the following restrictions apply
NSW = **Residential** - restricted to work up to $1000 (including labour material and GST)
Qld = Restricted to work up to $1100 (including labour material and GST)
Vic = Restricted to work up to $5000 (including labour material and GST)
ACT = Restricted to work not requiring building approval
SA = n/a
WA = Restricted to work up to $20000 (including labour material and GST), or $200 for painting