

## BEFORE COMMENCING WORK ON SITE

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### **Before commencing work on site; ALL SUBCONTRACTORS MUST;**

Complete, sign and return the following documentation required by Accent On Construction:

1. Sign and return the Subcontract Agreement
2. Sign and return Subcontract Due Diligence questionnaire (*including all supporting information stated in the document*)
3. Complete, sign and return the Subcontractor Safety Sheet
4. Complete, sign and return the Safety Training and Competency Register
5. Complete, sign and return the Safe Work Method Statement
6. Complete, sign and return the Work Clearance Form so a Permit to Work, if required, can be issues (based on the type of work being undertaken)
7. Complete, sign and return the H&S Declaration
8. Provide a copy of all current Insurance policies (Public Liability, Motor Vehicles)

**ALL INFORMATION MUST BE SUBMITTED AT LEAST 5 WORKING DAYS PROR WORK COMMENCEMENT ON SITE TO ACCENT ON CONSTRCUTION OFFICE IN HARD COPY OR EMAILED TO;**

[h&s@accentonconstruction.co.nz](mailto:h&s@accentonconstruction.co.nz)

### **Site Induction**

Once all information has been provided and reviewed, an Accent On Construction representative will conduct an onsite induction procedure prior to commencement of work onsite.