|  |  |  |
| --- | --- | --- |
|  | **OUR RESPONSIBILITY** | **CONTRACTOR RESPONSIBILITY** |
| 1 | Kyeema has a responsibility for the health and safety of all contractors on any of our work sites. | PLEASE USE SAFE WORK PRACTICES AND ASK QUESTIONS ABOUT ANYTHING YOU’RE NOT SURE OF. |
|  |  |  |
| 2. | A disability organisation has some differences from other work places. We need to know who is around so we can ensure everyone’s safety. | PLEASE SIGN IN AT THE FRONT FOYER IF AT LALOR ST.  SPEAK WITH A MANAGER OR A WORKER AT OTHER KYEEMA SITES – eg Respite House 107 Hurd St or Seawinds Nursery 191 Wellington Rd. |
|  |  |  |
| 3. | **We provide a Contractor Safety Information sheet** for any works other than routine checks. Please ask for Form SF-22 on our Quality Management System if none at front foyer. **Hand to a manager when done.**  You may bring your own JSA but we need to ensure our clients are not at risk and will not be a risk to you, even by being too interested. | Fill out form that looks like this |
|  |  |  |
| 4. | ASBESTOS REPORT BOOK IN FOYER AT 50 LALOR ST.  PLEASE READ AND SIGN.  Minimal stable asbestos in some flooring etc.  The newest eaves along the east side of the courtyard do not contain asbestos. |  |