

## FOR16- SERVICE AGREEMENT

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This Service Agreement states the Terms and Conditions under which the Service Provider will provide the following Labour or Goods or Equipment Hire Services to YAT Capital Group Pty Ltd.

### 1. Term of Agreement

This Service Agreement is valid for the length of time required to complete the Supply of Labour or Goods or Equipment Hire Services to YAT Capital Group Pty Ltd as set out in the relevant Purchase Order.

### 2. Labour Hire

The Service Provider is expected to provide competent person under the direction of the YAT Capital Group' employees.

The Service Provider is to submit trade accredited qualifications prior to the commencement of work. Additional qualifications, including Forklift Licence, EWP Licence, Confined Space Training First Aid Qualifications are also to be submitted prior to the commencement of work.

The Service Provider is required to comply with the following YAT Capital Group' Policies to the extent relevant:

- Quality Policy,
- Environmental Policy
- Occupational Health and Safety Policy

### 3. Quality, Safety and Environmental management system

It is mandatory that all contractors to YAT Capital Group abide by the policies and agreement set out herein. No further contracts will be awarded without the agreement being signed by the Responsible Officer of your company.

The contractor must, so far as is reasonably practicable, provide and maintain a working environment in which people are not exposed to hazards in particular, contractors must:

- ensure their own safety
- provide a workplace and safe system of work so that, as far as practicable, employees, visitors or the general public are not exposed to hazards
- provide employees with information, instruction, training and supervision to enable them to work in a safe manner
- consult and cooperate with their health and safety representatives in matters related to safety and health in the workplace
- provide appropriate protective clothing and equipment as required by particular types of work and/or work carried out in particular locations or conditions
- practice good site housekeeping to minimise the risk of avoidable accidents
- immediately correct any hazard that they are aware of or, if unable, contact the Managing Director.
- contact YAT Capital Group for incidents that are considered serious and or life threatening

Contractors must instruct their employees regarding Work Health and Safety matters and ensure appropriate measures are undertaken ie. provision of information and training. The contractor must also ensure employees are familiar with their own quality, environmental and safety process and the YAT Capital Group.

YAT Capital Group may upon request also review information relating to the contractors WHS systems of work. This information may consist of any of the following:

- Job Safety Plan

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- Safe Work Procedures
- Licenses ie. Hot Work, Confined Space, Heavy Vehicle, Forklift, Crane
- Hazard Management Procedures
- System of reporting incidents to YAT Capital Group
- Training Records

The contractor shall allow time to conduct induction and quality, environmental and safety briefing sessions as required.

The contractor must provide adequate supervision to workers to the satisfaction of YAT Capital Group and explanations given to the contractor shall be deemed to have been given to their sub-contractors and their personnel.

Instances of safety negligence shall be treated very seriously. Failure to wear protective clothing or safety equipment when it is necessary is an example of safety negligence. Another example is the incorrect use or handling of hazardous materials.

Contractors are advised that YAT Capital Group may carry out periodic inspections covering all aspects of quality, environmental and safety on any job site.

Contractors shall take immediate remedial action against any safety hazard, defect, or any other issue associated with Occupational Work Health and Safety matters identified during such inspections.

Contractors shall comply with any written instructions issued by YAT Capital Group relating to Work Health and Safety.

If repeat incidents are observed, the contractor may be instructed to cease work until the situation has been rectified and the work site and/or operational procedures are deemed safe.

Any accident or injury that results in lost time by a contractor employee shall be reported immediately to YAT Capital Group. This shall be followed up with a full written report detailing the incident, actions taken and recommendations to avoid a re-occurrence.

All contractors are to conform to the requirements outlined within this advice and agreement, including all relevant acts, regulations, Australian standards, and codes of practice pertaining to their work. Contravention of these basic rules (minimum standards) could lead to the cancellation of part or all of the contract.

If you have, as a contractor, an Work Health and Safety policy program, objectives, rules, or Safe Work Method Statements, you may be asked to forward them to complement your proposed work.

Contractors will be controlled to ensure minimum Quality, health, safety and environmental standards are maintained.

All staff provided by the contractor must have training and certification necessary to safely complete the work.

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