

30th June 2026

Dear Subcontractor/Operator,

RE: Occupational Health & Safety Induction

Please find enclosed State Plant Hire Pty Ltd.'s Subcontractor Registration forms. In order to register yourself and your equipment with our Company, we require you, as our Occupational Health and Safety legislation, to complete the necessary forms.

Please ensure that you read and understand all the information enclosed, complete and return the forms, together with requested copies of all Insurances, Risk Assessment/s, Licences, etc., to our office, so that we can formally register you and your equipment.

To be able to continually update our Subcontractors and Clients on our Occupational Health and Safety procedures, we must ask that you work with us until we can satisfy Occupational Health and Safety and Workcover, that all necessary steps to maintain a safe place of work for everyone involved, has been attained by all concerned. As this is an ongoing procedure, we ask we ask that you co-operate with us, in an endeavour to achieve the highest level of safety knowledge as practicable.

Thank you for your prompt attention regarding this matter. If you have any questions regarding any of the above, please do not hesitate to contact our Office.

Yours sincerely,
STATE PLANT HIRE

DEBBIE MURRAY
OPERATIONS MANAGER

04IMS-F-22 New Subcontractor Registration Form

BUSINESS DETAILS

Full Business Name:		
Trading Name:		
Business Address:		
Contact Person:		
Phone No.:	Office:	Home:
Phone No.:	Mobile:	
Contact email address:		
ABN:		
Is Business Registered for GST?	☐ Yes ☐ No	
Emergency Contact Name:		
Emergency Phone No.:		
BANKING DETAILS:	Bank Name:	
Account Name:	Branch No.:	
	Account No.:	

INSURANCE & SUPERANNUATION DETAILS

	Insurer/Provider	Policy No	Expiry Date:	Other Relevant Information
Workcover:				Industry Class'n:
Any WorkCover Breaches in past 5yrs?	Please tick ☐ Yes ☐ No If YES see below ***			
Public Liab Insur.				Value \$ million
Plant/Equip. Ins:				
Superannuation:			N/A	

*Copies of current **certificates of currency** of these insurances are to be attached.*

*** If you answered "YES" to "Any WorkCover Breaches in past 5years" – Please explain -

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LONG SERVICE LEAVE AND SUPERANNUATION

	Registration No	Other Relevant Info
Construction Industry Long Service Leave Board <i>If different arrangements give details</i>		
Employee Superannuation Scheme		

04IMS-F-22 New Subcontractor Registration Form

OPERATORS' LICENCE and CERTIFIED COMPETENCY DETAILS

	Principal / Staff 1	Staff Member 2	Staff Member 3	Staff Member 4	Staff Member 5
Name Staff Member					
<u>Drivers Licence No:</u>					
Endorsements:					
Expiry Date:					
Red Card or White Card No.:					
Competency Ticket No:					
<u>Plant:</u>					
Backhoe:	☐	☐	☐	☐	☐
Skid Steer/Posi Track:: Capacity: ☐ Small ☐ Medium ☐ Large	☐	☐	☐	☐	☐
Bulldozer:	☐	☐	☐	☐	☐
Grader:	☐	☐	☐	☐	☐
Excavator: - Size.....	☐	☐	☐	☐	☐
Tandem -	☐	☐	☐	☐	☐
- Body type	Aluminium	Steel			
Tick body type	☐	☐			
Tarp?	☐ Yes	☐ No			
Medical Condition:	Detail any medical condition (or prescribed medication) of any staff member, that if uncontrolled could affect their well-being and performance.				

04IMS-F-22 New Subcontractor Registration Form

DETAILS OF MOBILE PLANT

Type of Equipment	Unit 1		Unit 2		Unit 3		Unit 4	
Make & Model:								
Year:								
Registration No:								
Rego Expiry Date:								
Water Carts:								
Water Permits Nos.:								
Air Gap Test Certificate Nos.:								
Truck Capacity – m3								
Fire Ext. carried?	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
First aid kit carried?	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
2 Way Radio?	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
PPE carried?	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
Plant Risk Assessment: <i>Evidence of an external risk assessment for each item of plant is required and copy to be provided</i>								
External (by trained assessor)	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No
Assessor's name:								
Date of latest assessment:								
Smudger:								
Bucket sizes:	Size/s:		Size/s:		Size/s:		Size/s:	
Hammer								
Ripper Tyne:								
L/Lugs:								
Forks:								
Grab:								
Winch:								
ROPS Canopy:								
4 W.D.:								
4 in 1 Bucket:								
Rippers:								
Scarifiers:								
Auger:	Size/s:		Size/s:		Size/s:		Size/s:	
Compactor Plate:								
Extender Hoe								
Rubber Tracks								
Off-Set Boom								
Other Attachments								

Please return this completed form to the Plant Hire Manager, State Plant Hire.

04IMS-F-23 New Subcontractor Acknowledgement Form

This form to be completed by the Subcontractor and returned with the completed 04IMS-F-24 New Subcontractor Assessment Checklist together with relevant insurance certificates, licences and competency records.

Item	Yes	No	Comment
1. Form 04IMS-F-24 New Subcontractor Assessment Checklist has been received, completed and returned to SPH.	☐	☐	
2. Copies of the following have been provided to SPH:			
Current insurance details {Workcover, Public Liability and Equipment/Truck}	☐	☐	
Employee Superannuation	☐	☐	
Long Service Leave (Construction Industry)	☐	☐	
Plant Risk Assessments for plant listed	☐	☐	
Red card or White card	☐	☐	
Drivers Licence for all staff listed	☐	☐	
Competency Records for all staff listed.	☐	☐	
3. A copy of the Subcontractors OH&S and Procedures Handbook has been received, read and understood.	☐	☐	<i>Any questions regarding the contents should be discussed with the Manager SPH.</i>
4. I acknowledge that State Plant Hire's Commission rate is 15%	☐	☐	

I,, do hereby understand and accept the conditions

Subcontractor's Name

and procedures as set out in the **State Plant Hire Pty Ltd and Statewide River & Stream Management Pty Ltd Subcontractors O. H & S and Procedures Handbook**.

I understand that if accepted as a subcontractor, the Plant Hire Manager, will make a site visit to my first job, if possible, explain the Docket Book and answer any questions I have regarding any of the above.

If the client does not have an on-site safety system in place, I acknowledge that I (or my employees) shall therefore work under your companies IMS System, as the minimum safety requirement.

I also acknowledge that it is my responsibility to advise the Manager of both companies of any changes in my personnel, plant, insurances, licences etc that occurs.

Subcontractor's Signature: Date:

SPH Representative Signature: Date:

04IMS-F-24 New Subcontractor Assessment Checklist

This form to be completed by the Plant Hire Manager to ensure that all details have been provided before the subcontractor is added to the register.

Item	Yes	No	Comment
1. SPH has received the completed Subcontractor Registration form (03-SF-24)	☐	☐	
2. Copies of the following have been provided:			
Current insurance details {Workcover, Public liability and Plant}	☐	☐	
ABN checked online?	☐	☐	
Employee Superannuation	☐	☐	
Long Service Leave (Construction Industry)	☐	☐	
Plant risk assessments for all plant listed	☐	☐	
Drivers Licence for all staff listed.	☐	☐	
Construction Induction or Red card (all staff)	☐	☐	
Competency records for all staff listed.	☐	☐	
3. All Registration details required have been appropriately provided to the satisfaction of the Plant Hire Manager	☐	☐	
4. The Company's insurance details and ABN have been entered onto the SPH computer by the Data Clerk	☐	☐	
5. The subcontractor has been sent/given a copy of the company's Subcontractor Procedure Manual.	☐	☐	
6. A written acknowledgement has been received from the subcontractor confirming that they have been given a copy of the company's Subcontractor Procedures Manual.	☐	☐	
7. At the subcontractor's first job for SPH a site visit has been made and a copy of the Docket Book was provided and its use explained.	☐	☐	

Plant Hire Manager's Signature: Date:

03IMS-WI-24 Workplace Instruction

Subcontractor Safety Instructions

1 Purpose

State Plant Hire (SPH) and Statewide River and Stream Management (SRS) recognises and accepts its obligation to take all practicable action to ensure the Health and Safety of its employees. All company employees have a legal obligation to support and assist in the company initiatives to improve health & safety conditions. The Purpose of this Workplace Instruction is to provide guidance on the safety requirements subcontractors must follow.

2 Scope

This Worksite Instruction applies to all subcontractors conducting any works on behalf of SPH and SRS

3 Instruction – Subcontractors please retain for your reference

Subcontractor Safety Instructions:

1. Client Safe Work Method Statements (SWMS) are to be viewed and signed prior to the commencement of any works.
2. The Pre-start Safety Checklist on the docket book, should be performed prior to moving equipment
3. Safety equipment (PPE) must always be carried and used when required for specific tasks
4. Operators of excavation equipment must inquire with the Site Foreman for location of any underground or overhead services prior to digging – DIAL BEFORE YOU DIG requirements.
5. Tip Truck drivers should remain in their cabin while onsite
6. Tip trucks, and other vehicles, should remain on designated tracks or roads on site
7. Trucks must have a flashing light, UHF Radio and squawker reversing alarm
8. Loading and tipping should be carried out on level ground to avoid roll overs
9. Do not enter trenches in excess of 1.5M depth
10. Do not enter drainage pipes or pits regardless of size
11. Do not stand or move equipment near the edge of any excavations
12. Tailgates should be locked prior to leaving the work site, or returning to loading area
13. All truck wheels should be checked for debris/excessive dirt prior to leaving site
14. Service records must always be kept in vehicle/equipment
15. Notify the work supervisor of any changes in work procedures, and ensure all those affected by changes are made aware of the them
16. Stop work immediately if the workplace becomes unsafe or public safety is compromised
17. Mud, debris or litter should not be left on roads
18. BE AWARE- DO NOT enter restricted areas!
19. Do not handle any substance that is not labelled for your use
20. Do not work in public areas, or any areas, unless adequate signage is displayed
21. Be aware of the dangers when working on hydraulic equipment whilst carrying out repairs, maintenance or cleaning

***Any safety issues must be reported to State Plant Hire Pty Ltd and/or Site Supervisor immediately

For any enquires please contact State Plant Hire - 03 9702 9757