



# RPF BUILDING CONTRACTOR APPLICATION

To become an RPF Contractor you are required to meet RPF's minimum standards. If you do not meet the standards, your application to become an RPF Contractor will be denied.

## STANDARDS

- Must at all times follow the WHS management plan located onsite.
- Supply a copy of your current public liability certificate of currency.
- Supply a copy of your current workers' compensation certificate of currency, if you are a sole trader and don't have workers' compensation you must supply a copy of your personal accident insurance certificate of currency.
- Supply a copy of your Safe Work Method Statements (SWMS) for the works that you were approached to carry out.
- Supply a copy of your contractor licence (trade licence) and have this with you at all times whilst on site.
- Follow instructions given to you by the site supervisor.
- Practice safe work methods at all times – failure to do so will have you removed off site.

## SITE RULES

All site rules must be followed at all times:

### 1. Inducted and Competent

- Workers must have completed the company induction.
- Workers must be competent for the task and operating plant & equipment on site.

### 2. Understand and Confront the Risks

- No task is to commence without having input into, agreeing and signing onto the appropriate SWMS.
- Never walk past anything that looks unsafe, report it.
- Workers must wear appropriate PPE at all times.

### 3. Fitness for Work

- Do not enter the worksite in an unfit state, fatigued or under the influence of alcohol or drugs.

### 4. Utilities & Electrical Equipment

- Do not operate plant in the vicinity of overhead wires unless you know the safe limits of approach and suitably qualified.
- Do not work on any electrical equipment without the appropriate training and isolation permit.

### 5. Work at Height

- No work above 2 m without physical fall protection.
- Work at any height must be risk assessed and controlled.

### 6. Lifting Operations

- Do not lift loads or work in an elevated location without securing an exclusion zone below.
- Do not enter an exclusion zone or walk under a suspended load.
- Suitable qualified person in charge to ensure all loads lifted are secure (no risk of falling).

### 7. Live Traffic

- Do not work in proximity to live traffic without fully understanding the approved traffic management plan.

**8. Working in or near Excavation**

- Do not penetrate any ground or building surface without first obtaining permission from the Supervisor.
- Do not enter any excavation deeper than 1.5 m without appropriate ground support or benching and a safe access/egress.
- Rescue plan to be in place for excavations greater than 1.5m.

**9. Plant / Personnel Interaction**

- Do not approach the operational zone of any mobile equipment without first making positive contact with the operator or spotter.
- Never breach or modify an exclusion zone without authorisation from the Supervisor or Area Controller.
- Do not use a mobile phone or personal listening device whilst operating plant or equipment.
- Use a spotter for all mobile plant activities, especially when moving in the vicinity of overhead services, maneuvering in tight spaces or reversing.

**10. Temporary Works**

- Do not remove or alter any temporary works (e.g. formwork, scaffold, and temporary supports) unless authorised.

**11. Confined Spaces**

- Do not enter a confined space unless a risk assessment has been conducted, a confined space permit has been issued, a rescue plan is in place, and you are trained to do so.

**12. Hot Works**

- Hot Works is any work that involves burning, welding, using fire-or spark-producing tools, or that produces a source of ignition. A hot works permit is required to carry out a hot works activity.

**13. Care for our Stakeholders**

- Always be respectful to RPF Group stakeholders and their property.

**14. Smoking is prohibited on all RPF work sites.**

**15. Animals are prohibited on all RPF work sites.**

**BANK DETAILS & INVOICING**

All invoice payments will be paid into the nominated account below. Please ensure you send invoices to [invoices@rpfbuilding.com.au](mailto:invoices@rpfbuilding.com.au) to ensure prompt payment. **DO NOT** send invoices to the supervisor on the job you may be working on or **CC** the supervisor into the email. Any other method of sending invoices to other email addresses will not be accepted by RPF and will delay payment due to the proper process not being followed. All invoices must have Purchase Order Number clearly displayed on the invoice.

## RPF DISCLAIMER

The RPF Information package (including all attached forms and other documents, and all subsequent information provided by RPF) is being provided to you for information purposes only.

As the recipient of, and by accepting this package, you (in your personal capacity and on behalf of any entity you are employed by or represent) are bound by and agree to the following terms and conditions:

- You have accurately completed all necessary details requested by RPF prior to the provision of the package to you.
- You acknowledge that the information provided to you in the package is the property of RPF and remains so at all times.
- You will not reproduce, use or misuse the information in the package in a manner that is not consistent with the intended purpose of the package (being the potential engagement of you in respect of agreed works or services by RPF)
- The information in the package is for information purposes only and RPF reserves the right to delete, amend or replace any part of the package at any time.
- RPF does not warrant the accuracy of the information contained in the package.
- All information in the package is confidential (except the extent already in the public domain) and must be kept confidential unless RPF agrees in writing to its disclosure.
- You will submit all invoices to [invoices@rpfbuilding.com.au](mailto:invoices@rpfbuilding.com.au) within 7 days of completing a job (if only doing partial staggered works, invoices are still to be submitted for the works done for that time frame.)

## RPF CONTRACTOR GENERAL TERMS AND CONDITIONS

Please ensure you read the below, as this is important information for any contractor engaged with works for RPF Building, RPF Demolition or RPF Group.

### **Accounts Terms and Conditions**

1. All invoices must be submitted to [invoices@rpfbuilding.com.au](mailto:invoices@rpfbuilding.com.au) Failure to do this will result in nonpayment of the invoice as it will not be processed by RPF Building's Accounts Payable system. If your invoice is not paid within your payment terms because you failed to follow this instruction, RPF Building will not be liable for any late penalties or interest. These conditions are outlined in the subcontractor and supplier terms and conditions document issued to you upon commencement of your engagement with RPF Building. Invoices are not to be submitted directly to supervisors or any other RPF Building staff member.
2. All invoices must have a valid PO number, as issued by RPF Building, displayed on the invoice.
3. All invoices must have: ABN, bank details, Inv number, date and ensure it's made out to RPF Building Pty Ltd, email and contact phone number.
4. The invoice must also contain the information that is on the PO, i.e. identical description of works and line item pricing including unit of measure and rate. "As per PO" or "as per scope" will not be accepted.
5. If no PO is with the invoice than the invoice will not get processed, therefore delaying payment.
6. If RPF employees request work without first giving you, the contractor, a PO than you do not start the work until you receive a PO. If they continue to push for work's to be complete without a PO, you can escalate this to our claim staff who will then ensure action is taken to get a PO to you to begin works. You can contact our claims staff on 1300 722 261, select option 1 for claims and quote the address you are getting requested work for to our Customer Contact Officer, and they will pass you onto the correct claims staff. If it's a continuing issue, our Building Manager will intervene.
7. All works are subject to the PRF Building Contractor Purchase Order Terms and Conditions. A copy of these terms and conditions can be obtained via the link at the bottom of all purchase orders.

### **Gift and Benefits Terms and Conditions**

8. No "gifts" of any kind, should be offered by suppliers, contractors, potential vendors, and suppliers, or any other individual or organisation, no matter the value, to any of RPF's employees at any time, on or off the work's premises.
9. By "gift" RPF's definition is that of a value of: Money, goods and services, or discounts.
10. If at any time a gift is offered and accepted, there will be an investigation into the circumstances surrounding this. If the investigation finds that an employee or contractor is guilty, then actions will be taken against them, which can and will include legal action against that contractor and employee.

### **Intellectual and Industrial Property Terms and Conditions**

11. Intellectual and Industrial Property includes but is not limited to:
  - a) All present and future rights to inventions and improvements, trade marks (whether registered or common law trademarks), patents, designs, copyright, any corresponding property rights under the laws of any jurisdiction, software, websites, databases, equipment or other materials developed and provided by RPF Building such as analyses, designs, documentation, reports, offers.
  - b) All rights in respect of an invention, discovery, trade secret, secret process, know-how, concept, idea, information, process, data, formula, or work product.
  - c) All work products developed in whole or in part by RPF Building.
12. RPF Building owns all Intellectual and Industrial Property rights to any property disclosed by RPF Building to the Contractor during the courses of business.
13. The Contractor is not allowed to remove, modify, copy or disclose any confidential, intellectual, or industrial property that RPF Building discloses with them during the course of business, or after that engagement to conduct business ceases, with any third parties whatsoever.