

Public Liability Questionnaire - "Reblockers" request for quotation

Please return the completed questionnaire to HIA Insurance Services, if there is insufficient space please provide answers on an additional page.

A quotation can only be provided if all questions are answered.

PLEASE ADVISE DETAILS OF CURRENT INSURANCE POLICY/S:

Name of Insurer: <input style="width: 95%;" type="text"/>	Name of Broker: <input style="width: 95%;" type="text"/>
Expiry Date: <input style="width: 80%;" type="text"/>	Date Quote required by: <input style="width: 80%;" type="text"/>

CONTACT INFORMATION

Full Name of Insured (inc. company &/or trading names) <input style="width: 98%;" type="text"/>			
Full Description of Trade/Occupation <input style="width: 98%;" type="text"/>			
Full Description of type of works carried out <input style="width: 98%;" type="text"/>			
Registered Business Address <input style="width: 95%;" type="text"/>			State <input style="width: 20%;" type="text"/>
			Postcode <input style="width: 20%;" type="text"/>
Contact Name <input style="width: 95%;" type="text"/>		Email Address <input style="width: 95%;" type="text"/>	
Business Phone Number <input style="width: 80%;" type="text"/>	Mobile Phone Number <input style="width: 80%;" type="text"/>	Fax Number <input style="width: 80%;" type="text"/>	
Domestic Licence No. <input style="width: 80%;" type="text"/>	Commercial Licence No. <input style="width: 80%;" type="text"/>	HIA Membership No. <input style="width: 80%;" type="text"/>	A.B.N. <input style="width: 80%;" type="text"/>
		No. of years in business <input style="width: 80%;" type="text"/>	
Estimated Annual Turnover: \$ <input style="width: 80%;" type="text"/>	Average value per job: \$ <input style="width: 80%;" type="text"/>	No. of jobs per year: <input style="width: 80%;" type="text"/>	No. of people engaged in the business: <input style="width: 80%;" type="text"/>
1. Do you use sub-contractors? If "YES", please advise annual payments to sub-contractors and type of work performed:			Yes <input type="checkbox"/> No <input type="checkbox"/>
<input style="width: 98%;" type="text"/>			
2. Do all the Sub-Contractors that you use have their own Public Liability Insurance?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, how is the insurance confirmed: <input type="checkbox"/> Verbally <input type="checkbox"/> Written Evidence - e.g. Certificate of Currency <input type="checkbox"/> Other (eg. Subcontract Agreement), please specify:			
<input type="checkbox"/> Other (eg. Subcontract Agreement), please specify: <input style="width: 80%;" type="text"/>			

OPERATIONAL PROCEDURES

1. Is a generic re-stumping Safe Work Method Statement (SWMS) developed? If "YES", please specify	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input style="width: 98%;" type="text"/>	

Generally, contractors should develop a basic re-stumping procedure or series of different procedures taking into account the:

- type of building or buildings involved,
- type of equipment to be used,
- systems of work to be used,
- likely hazards to be encountered, such as:
 - structural collapse,
 - lateral movement,
 - manual handling,
 - electrical safety,
 - weather conditions,
- number of personnel required to work safely.

Where a generic SWMS is not available or not applicable for the work to be undertaken, the contractor needs to develop asite specific SWMS.

OPERATIONAL PROCEDURES Continued

2. Is the structural condition of the building inspected and evaluated before each job?

Yes No

- Before using any of the building's existing structural elements, such as brick chimneys, columns or other masonry components to provide lateral support, these elements should be verified by a competent person as suitable to provide the required degree of lateral restraint in all directions.

3. Is the sub-floor area inspected and evaluated before each job?

Yes No

- A comprehensive inspection of the sub-floor must be undertaken. This inspection should identify:
 - excessive damage to stumps,
 - damage to other sub-floor structural elements,
 - problems with the ground's ability to support the jacks and other temporary support structures,
 - limitation of sub-floor access due to height restrictions,
 - the location of sub-floor water, waste and electrical services,
 - indications that dangerous animals may inhabit the sub-floor area and the likely types of animals that might be encountered.

4. Is the generic SWMS modified to reflect the specific site conditions?

Yes No

- The basic re-stumping procedure (a generic SWMS) must be reviewed for each job, taking into account the factors and hazards that are specific to the site.
- Prior to work commencing, the re-stumping contractor should develop the job/site specific SWMS after a rigorous process of considering the risks that may arise from hazards identified on the site.

5. Is a site Job Safety Analysis (JSA) undertaken, prior to work commencing, to identify anything that may be detrimental to the health and safety of those persons working onsite?

Yes No

a. Are there any dangerous substances in the vicinity? Yes No

When removing base boards and clearing around and underneath the structure prior to commencing re-stumping operations, identify detrimental substances such as contaminated soil, broken glass or asbestos, and take appropriate action to have them removed.

b. Are there any biological hazards in the vicinity? Yes No

Dust, fungi and possibly moulds are also likely to be present in most sub-floor areas. Respiratory protection should be worn when drilling, cutting or digging in areas where there is restricted airflow.

c. Is there suitable and safe access for workers? Yes No

Workers require suitable and safe access into and around the site for themselves, their equipment, associated construction materials and for the removal of waste.

d. Is there adequate electrical power available? Yes No

All electrical equipment and extension leads should comply with the requirements of the Victorian "Industry Standard for Electrical Installations on Construction sites". This includes the provision of RCD protection to all power and lighting used onsite, ensuring electrical leads are protected from mechanical damage, and all portable electrical equipment is well maintained and has current inspection tags.

e. Is there adequate lighting where various tasks will be performed? Yes No

Adequate lighting for re-stumping works must be provided. Portable lighting, if powered by the mains supply, should be protected by an RCD or converted to low voltage through a transformer. Cordless or battery powered lighting may be a suitable alternative.

f. Are hazards likely to cause cuts or abrasions controlled? Yes No

Remove or make safe risks from items such as broken glass, general rubbish and dangerous protrusions such as jagged timber, sawn off pipes or protruding nails.

g. Are manual handling injury risks identified and addressed? Yes No

Moving materials or equipment around the site and performing tasks in restricted areas is an integral part of re-stumping operations. However the risks of sprain or strain type injuries can be minimised by selecting the proper size and type of equipment for the task and ensuring that all equipment, including wheel barrows etc, are kept in good working order. Ensuring workers undertake simple warm up and stretching exercises, take adequate breaks, both during and between work shifts, and take time to get into the best position possible before starting a task will also assist in reducing injuries.

6. Have workers received instruction and training?

Yes No

- Workers must be given adequate training and instruction in regard to the: A comprehensive inspection of the sub-floor must be undertaken. This inspection should identify:
 - specific tasks they are required to undertake, in line with the site SWMS,
 - other specific site hazards identified in the JSA,
 - prevention of manual handling injuries.

7. Are workers involved in clearing work wearing appropriate PPE?

Yes No

Workers undertaking clearing work and other tasks around the site need to be provided with and use appropriate personal protective equipment (PPE), which may include:

- Adequate footwear, dependent on the tasks being undertaken,
- Work gloves,
- Clothing suitable to protect the worker from:
 - cuts, scratches,
 - insect bites, and
 - UV exposure,
- Hats when working in the sun,
- Respiratory protection when drilling, digging or cutting in areas where there is restricted airflow.*

8. Are workers adequately supervised?

Yes No

- Re-stumping is not a trade that requires specific qualifications and there is no formal training regime. It is therefore important that persons involved in this work should not only have instruction and training but also have adequate experience or work under the close supervision of competent persons.
- Some supervision of experienced re-stumping workers is also recommended to ensure that they are complying with the SWMS and that the work methods being used are not placing them or others at risk.

9. Has a building permit been obtained for the work?

Yes No

- The Building Act 1993 and Building (Interim) Regulations 2005 requires a building permit to be issued for re-stumping work and for the removal of or alteration to a load bearing part of a building.
- The building permit must be issued, prior to the work commencing, by a building surveyor who has approved the building work.

OPERATIONAL PROCEDURES Continued

10. Do you have Warranty Eligibility?

Yes No

11. Have you or your employees undertaken any O H & S training or attended any safety courses (e.g. Red Card)? If "YES", please specify.

Yes No

12. Please select Limit of indemnity required: (Please tick)

\$5Mil

\$10Mil

\$20Mil

13. Has any claim been made by you in the last five (5) years against an Insurance Company or any type of insurance proposed on this application form or have suffered any losses previously uninsured during this period?

DECLARATION

FOR PERSONAL APPLICANTS

I consent to:

- the use of personal information about me for the purposes shown in the Privacy Statement, and
- the disclosure of personal information about me to, and obtaining personal information from, other parties, including those shown in the Privacy Statement, for any of these purposes.

FOR ALL APPLICANTS

If I have disclosed personal information about any other person, I confirm that I am authorised to:

- disclose to you personal information about that person and to consent to its use for the purposes shown in the Privacy Statement, and

- consent to disclosure to, and obtaining of other personal information about that person from, other parties including those shown in the Privacy Statement, for any of these purposes.

I/We hereby declare that:

- My/our attention has been drawn to the important notices affixed to this Proposal Form and further I/we have read these notices carefully and acknowledge my/our understanding of their content by my/our signature below.
- The above statements are true, and that I/we have not suppressed or misstated any facts and should there be any information given by me /us alter between the date of this proposal form and the inception date of the Insurance to which this proposal relates I/we shall give immediate notice thereof.

I/We hereby acknowledge that my/our duty of disclosure has been brought to my/our notice as per the disclosure notice printed on this Application Form. I/We also declare that the information provided in this application form by me/us is correct in every particular.

Declared by (Name)

Position

For and On Behalf of

Signature

Date

IMPORTANT NOTICES

YOUR DUTY OF DISCLOSURE

Before you enter into a contract of insurance, you have a duty under the Insurance Contracts Act 1984 (Cth) to disclose anything that you know, or could reasonably be expected to know, that may affect the insurer's decision to insure you and on what terms. You have that duty after proposal, and up until the time the insurer agrees to insure you. You have the same duty before you renew, extend, vary or reinstate a contract of insurance.

You do not need to tell the insurer anything that:

- reduces the risk that is insured;
- is common knowledge;
- your insurer knows or should know as an insurer; or

- the insurer waives compliance with your duty of disclosure.

If you are uncertain about whether or not a particular matter should be disclosed to the insurer, please contact your Aon Client Manager.

NON-DISCLOSURE

If you do not tell your insurer anything you are required to, the insurer may cancel your contract or reduce the amount that it is required to pay you if you make a claim, or both. If your failure to disclose is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.

PRIVACY STATEMENT

HIA Insurance Services Pty Ltd ("HIAIS") is committed to protecting your personal information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth). We collect, use and disclose personal information to offer, promote, provide, manage and administer the many financial services and products we and our group of companies are involved in, as set out in the [HIAIS Privacy Notice](#).

Unless we hear from you otherwise, through the means set out in the [HIAIS Privacy Notice](#), we will assume that you have read the [HIAIS Privacy Notice](#) and you have no objection to us handling your personal information in the manner set out in this notice (which includes contacting you to promote our products and services we think may be of interest to you).

A copy of the [HIAIS Privacy Notice](#) can be located on our website www.hiainsurance.com.au

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