



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:	Name of Broker:
<input type="text"/>	<input type="text"/>
Expiry Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date Quote required by: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Full Names of the Insured (inc. company &/or trading names):

Full Description of Trade/Occupation:

Full Description of type of works carried out:

Domestic Licence No:

Commercial Licence No:

HIA Membership No:

Expiry Date:

Contact Name:

A.B.N. No:

No. of Years in Business:

Registered Business Address:

State:

Postcode:

Email Address:

Business Phone:

Mobile:

Facsimile:

Estimated Annual Turnover:

 \$

Average value per job:

 \$

No. of jobs per year:

No of people engaged in the business:

Do you use sub-contractors? NO YES

If so, advise annual payments to sub-contractors and type of work performed::

Do all the Sub-Contractors that you use have their own Public Liability Insurance? NO YES

If so, how is the insurance confirmed: Verbally Written Evidence - e.g. Certificate of Currency

Other (eg. Subcontract Agreement), please specify:



OPERATIONAL PROCEDURES

1. Is a generic re-stumping Safe Work Method Statement (SWMS) developed?

 NO YES

If so, please advise

- 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 a site specific SWMS.

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

 NO YES

- 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?

 NO YES

- 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?

 NO YES

- 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?

 NO YES

a. Are there any dangerous substances in the vicinity?

 NO YES

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?

 NO YES

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?

 NO YES

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?

 NO YES

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 on site, 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?

 NO YES

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.

> OPERATIONAL PROCEDURES Continued. . .

f. Are hazards likely to cause cuts or abrasions controlled? NO YES

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? NO YES

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? NO YES

- Workers must be given adequate training and instruction in regard to the:
 - * specific tasks they are required to undertake, inline 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? NO YES

- 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? NO YES

- 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? NO YES

- 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.

10. Do you have Warranty Eligibility? NO YES

11. Have you or your employees undertaken any O H & S training or attended any safety courses (e.g. Red Card)? NO YES
If so, please advise

Please select Limit of indemnity required: \$5mil \$10mil \$20mil

12. 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.

- 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:

- i) 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.
- ii) 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.

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

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.

Signature

Date Signed

Print name of signatory:

Signature

Date Signed

Print name of signatory:

Signature

Date Signed

Print name of signatory:

Signature

Date Signed

Print name of signatory:

IMPORTANT NOTICES

DUTY OF DISCLOSURE

Before you enter into a contract of general insurance with an Insurer, you have a duty under the Insurance Contracts Act, 1984, to disclose to the Insurer every matter that you know, or could reasonably be expected to know, is relevant to the Insurer's decision whether to accept the risk of the insurance and, if so, on what terms.

You have the same duty to disclose those matters to the Insurer before you renew, extend, vary or reinstate a contract of general insurance.

Your duty however, does not require disclosure of matter;

- That diminishes the risk to be undertaken by the Insurer,
- That is of common knowledge,
- That your insurer knows or, in the ordinary course of his business, ought to know
- As to which compliance with your duty is waived by the Insurer.

Non-Disclosure: If you fail to comply with your duty of disclosure, the Insurer may be entitled to reduce his liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the contract from its beginning.

Subrogation: Your policy contains a Subrogation clause so that you will not be able to recover under if it you entered into any agreement which excludes or limits your right of recovery from parties: therefore you MUST NOT have agreed and MUST NOT agree to any of your rights because that will effect Insurers right to recover from those parties.

PRIVACY STATEMENT

The Privacy Act 1988 (as amended) now applies and requires us to inform you that:

PURPOSE OF COLLECTION

We collect personal information (this is information or an opinion about an individual whose identity is apparent or can reasonably be ascertained and which relates to a natural living person) for the purposes of: providing insurance services to you, including to evaluate your application, to evaluate any request for a change to any insurance provided; to provide, administer and manage the insurance services following acceptance of an application; to investigate and, if covered, manage claims made in relation to any insurance you have with us.

The personal information collected can be used or disclosed by us for a secondary purpose related to those purposes listed above, but only if you would reasonably expect us to use or disclose the information for this secondary purpose. However for sensitive information, the secondary purpose must be directly related to the purposes listed above.

DISCLOSURE

We may disclose your personal information, when necessary and in connection with the purposes listed above, to HIA Insurance Services / Aon Risk Services, Government bodies, loss assessors, claim investigators,

reinsurers, other insurance companies, mailing houses, claims reference providers, other service providers, hospitals, medical and health professionals, legal and other professional advisers.

CONSEQUENCES IF INFORMATION IS NOT PROVIDED

If you do not provide us with the information we need we will be unable to consider your application for insurance cover and/or administer your policy and/or manage any claim under your policy.