

STONEMASON'S REQUIREMENTS CHECK LIST

1. Bond Payment = \$1,000.00
Registration Fee = \$ 110.00
2. Stonemasonry Trade Work Licence issued by the Department of Fair Trading
3. General Induction Card issued by Work Cover
4. Certificates of currency for the following insurances:
 - a. Public Liability Insurance and Contractors All Risk Insurance for personal injury and/or damage to property – minimum \$10,000,000.00
(Policy to state anywhere in Australia for coverage, or name the Anglican and General Cemetery Trusts, Rookwood)
 - b. Workers Compensation covering employer liability under the Worker's Compensation Act 1987
5. Business Information:
 - a. ABN
 - b. Quality Policy Statement
 - c. Vehicle registration and insurance policy
 - d. List of employees and sub-contractors engaged to work at the Cemetery and proof of their training (eg. First-Aid courses, Dogman's tickets and other licences to operate machinery, equipment and vehicles they use on site)
 - e. Company profile
6. Occupational, Health & Safety and Risk Management Plan & Procedures Policy
7. Proof that individuals working at the Cemetery have completed training in safe operational procedures and have personally signed off on each part of the policy's safe work methods/systems for the work being carried out on the site. The appropriate documentation must be lodged with the Trusts including any OH&S required licences.
8. Quality Assurance Program

Reminders

9. **Site Hazard Identification and Treatment Report. These are to be attached to each permit.**
10. **A Risk Assessment & Work Method Statement are required for each permit.**
11. **Contractors must sign the work register on a daily basis.**