

External Trades Working on Bay/Linx Jobsites

Guidance for Bay Building Supervisors & Linx Technician to understand the requirements

Scope

In some cases, insured wants to engage their own trades to complete works simultaneously with Bay/Linx trade or technicians work on the jobsite.

Risk

Unauthorized persons should NOT enter in the designated work areas of Bay/Linx. If any unauthorized person enters in Bay/Linx work area and encountered any incident, it will be Bay/Linx responsibility. All trades entering and working on the Bay/Linx Work areas must be inducted on LinkSafe.

External Trade Working in the Work Areas

If insured wants to engage their own trades to complete works simultaneously with Bay/Linx trade or technicians work on the jobsite, following needs to be followed.

Scenario 1

The jobsite is vacant and completely under Bay/Linx Management control.

Option 1 (Preferred)

Contact Trades Services to get the insured trade inducted on LinkSafe. The trade will complete induction questioner, forward the required liabilities and SWMS.

Option 2

Handover the jobsite, in writing, to the insurance company and let the insured complete their works. Takeover the jobsite, in writing, when insured has completed their works.

At Handover Stage

The Handover should be in writing with the insurance company. The handover should include the following.

- the data and time of the handover
- stage of the job (example demo, roofing, carpentry, lookup etc)
- Risk & Hazard present on the jobsite (example, no flooring, etc)
- Plants (scaffold etc) present on the jobsite.
- Electrical Temp power available.

If the insured wants to use any of Bay/Linx's provided plant and equipment (scaffold, temp power board, etc) please ensure that these are test and tagged before handing over the site. Cost associated to these testing should be charged to Insured/Insurance Company.

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At Takeover Stage

The takeover should also be in writing with the insurance company. The handover should include the following.

- the data and time of the handover
- Thorough risk & Hazard assessment of the complete site.
- Identification & mitigation of these risk before our Bay/Linx trades start works. Cost of these mitigations should be charged to insured/insurance company.
- Retesting and retagging of plants and electrical temp power (scaffold etc) present on the jobsite, if insured's has used and cost of these test and tagging should be charged to insured/insurance company.

Scenario 2

Bay/Linx is working has designated work area(s).

Option 1 (Preferred)

Contact Trades Services to get the insured trade inducted on LinkSafe. The trade will complete induction questioner, forward the required liabilities and SWMS.

Option 2

Work areas

The work areas should be designated, cordoned off. "Do Not Enter" signs should also be in place.



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Common Areas

Common areas are the areas which will be used by Bay/Linx trades and the external trades during the course of works. These may include the following.

- Entrance of the property.
- Staircase, if any.
- Bin
- Common walkways.

Keeping keep these areas free from risks & hazards is mutual responsibility of Bay/Linx trade and the external trade working on the jobsite.

Consultation

Please consult with WHS team for further guidance to avoid in case of any further clarification is required.