

# Annual Application Approved Monumental Mason



**In accordance with Council Policy: Council Controlled Cemeteries WI01.01CP, only Approved Monumental Masons will be permitted to conduct monumental work within Council Controlled Cemeteries.**

Scenic Rim Regional Council defines an Approved Monumental Mason as a business that trades as a Monumental Mason that has a supervising staff member with a Cert III Stonemasonry or equivalent experience and that has received an annual Council approval to conduct work based on their capacity to meet Work Place Health and Safety requirements, provide insurance details, adhere to Australian Standards and meet other specific criteria.

Service Provider			
<b>Company Name</b>			
<b>Contact Name</b> Mr/Mrs/Ms/Miss			
<b>Position</b>			
<b>Postal address</b>			
<b>Business Address</b>			
<b>Contact Numbers</b>	<b>Tel:</b>	<b>Mob:</b>	<b>Fax:</b>
<b>Email address</b>			

I acknowledge that I have read and will comply with the following:

1. Scenic Rim Regional Council's Council Controlled Cemeteries Policy (WI01.01CP)\*;
  2. Subordinate Local Law No. 4 (Local Government Controlled Areas Facilities and Roads) 2011 (particularly pages 7, 8, 16 and 17)\*;
  3. Scenic Rim Regional Council's Monumental Guidelines\*;
  4. Australian Standard AS4204-1994;
  5. Scenic Rim Regional Council's Workplace Health and Safety Policy (HR02.01CP)\*;
  6. Scenic Rim Regional Council's Workplace Health and Safety Management Plan Statement (attached).
- \* available on Council's website [www.scenicrim.qld.gov.au](http://www.scenicrim.qld.gov.au)

.....  
Name/Position
Signature
Date

To submit your form to Council							
	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285						
	<table border="0"> <tr> <td>Beaudesert Customer Service Centre</td> <td>82 Brisbane Street, Beaudesert</td> </tr> <tr> <td>Boonah Customer Service Centre</td> <td>70 High Street, Boonah</td> </tr> <tr> <td>Tamborine Mountain Library &amp; Customer Service</td> <td>Cnr Main St &amp; Yuulong Rd, Tamborine Mountain</td> </tr> </table>	Beaudesert Customer Service Centre	82 Brisbane Street, Beaudesert	Boonah Customer Service Centre	70 High Street, Boonah	Tamborine Mountain Library & Customer Service	Cnr Main St & Yuulong Rd, Tamborine Mountain
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Boonah Customer Service Centre	70 High Street, Boonah						
Tamborine Mountain Library & Customer Service	Cnr Main St & Yuulong Rd, Tamborine Mountain						
(07) 5540 5111	(07) 5540 5103						
	<a href="mailto:mail@scenicrim.qld.gov.au">mail@scenicrim.qld.gov.au</a>						

**IMPORTANT NOTICE: Privacy Statement** - Scenic Rim Regional Council is collecting your personal information to update Council's records. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information is handled in accordance with the Information Privacy Act 2009 and will not be given to any other person or agency unless you have given permission or we are required by law.

ANNUAL LICENCE REQUIREMENTS		
<b>Copies of the following documents must be submitted prior to the application being processed:</b>		<b>Attached</b> ✓
Australian Business Number		
Certificate of Currency for Public Liability Insurance - minimum \$10M		
Certificate of Currency for Workers' Compensation Insurance		
Certificate of Currency for Comprehensive Vehicle Insurance - minimum \$10M		
WH&S Management Plan - demonstrating how the applicant complies with the <i>Workplace Health &amp; Safety Act 2011</i> (including an employee general induction checklist)		
Safe Work Method Statement/Risk Assessments for all monumental mason activities (including details of signage and barriers to be erected on site)		
Copies of all workers' current "30215 Qld - Course in General Safety Induction (Construction Industry)" cards		
Details of incident reporting process		
Copies of relevant licenses and plant tickets		
Details of site emergency procedure		

Detail how your business meets the Council policy definition of an "Approved Monumental Mason" (attach additional page)

Detail your business' experience working as a Monumental Mason (attach additional page)

Attach two current written professional references and provide the contact details for the referees below:

Referee 1			
<b>Company Name</b>			
<b>Contact Name</b> Mr/Mrs/Ms/Miss			
<b>Business Address</b>			
<b>Contact Numbers</b>	<b>Tel:</b>	<b>Mob:</b>	<b>Fax:</b>
<b>Email address</b>			
Referee 2			
<b>Company Name</b>			
<b>Contact Name</b> Mr/Mrs/Ms/Miss			
<b>Business Address</b>			
<b>Contact Numbers</b>	<b>Tel:</b>	<b>Mob:</b>	<b>Fax:</b>
<b>Email address</b>			

# Workplace Health and Safety Management Plan

## 1.0 INTRODUCTION

Scenic Rim Regional Council is committed to providing a safe and healthy workplace.

The WHS Management Plan outlines the methodologies for the management of workplace health and safety by Scenic Rim Regional Council to ensure a safe and healthy working environment for workers and visitors to council workplaces.

## 2.0 OBJECTIVES

The objectives of the WHS Management Plan are to:

- Comply with the intent of the *Work Health and Safety Act 2011* in preventing a person's death, injury or illness
- Contribute to the management framework that allows all work areas to manage workplace health and safety in a proactive manner
- Ensure that health and safety is an integral part of effective business practice; and
- Clearly state the principles for managing workplace health and safety and how the organisation is expected to perform in accordance with legislative requirements

## 3.0 AUTHORITIES

The reference authorities for SafePlan 2 are

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Associated Codes of Practice and Australian Standards*
- *Workers' Compensation and Rehabilitation Act 2003*
- *Workers' Compensation and Rehabilitation Regulation 2003*

## 4.0 DEFINITIONS

A Workplace Health and Safety Management Plan can be defined as a documented system that contains guidelines for the overall management and continual improvement of workplace health and safety

## 5.0 PRINCIPLES

5.1 Scenic Rim Regional Council is obliged to adopt SafePlan 2, being a WHS Management System designed specifically for Local Government. SafePlan 2 is a guide to assist council achieve the provision of a safe and healthy environment for workers and visitors.

5.2 Workplace health and safety will be included in the management planning process

5.3 Workers have a duty to work in a safe manner and in accordance with established workplace health and safety practices

5.4 Workers will be adequately trained in all relevant facets of workplace health and safety

5.5 Communication and consultation relating to workplace health and safety will occur routinely throughout the organisation

5.6 Workers with supervisory responsibilities will demonstrate their commitment to workplace health and safety by providing support and assistance in the implementation and monitoring of workplace health and safety processes and initiatives

5.7 Workplace health and safety performance indications and measures will be ratified by management.

## 6.0 DELEGATIONS

The Chief Executive Officer has overall responsibility for workplace health and safety within council. Workers with supervisory responsibilities will be held accountable for workplace health and safety within their respective areas of control.

## 7.0 APPROVING AUTHORITY



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Craig R Barke  
Chief Executive Officer

12 November, 2012