

# Melbourne Chevra Kadisha Cemeteries Trust

## Site Requirements

### Registration

#### 1. Monumental mason master registration

Prior to lodging any work requests with MCKCT, you will need to be registered to work within the MCKCT Cemeteries. Please refer to the link **“MCKCT registration and Insurance.doc”** to access the documents that require completion in order for you to be registered with us. This registration will need to be reviewed yearly in line with your insurance renewal timing.

It is a condition of registration that you have, and maintain adequate public liability and contractors all risk insurance. You will be required to produce proof of this insurance cover. The amount of Public Liability Insurance required by the Monumental Masons, their employees and sub-contractors shall not be less than \$10,000,000.

#### 2. Permit to Establish or Alter a Memorial or Place of Interment

Prior to commencing any work, you must obtain a permit from the MCKCT. Applications must be submitted to the MCKCT on an application to “Establish or Alter a Memorial or Place of Interment” which can be found on the MCK website or on the Cemeteries and Crematoria Association of Victoria (CCAV's) website. This application form must be accompanied with the appropriate fee. The application fee will be updated from time to time and you must check the MCK website prior to lodging applications for the correct fee. All applications for memorial or monument installations and alterations will only be accepted in metric measurements.

The MCKCT will endeavour to process applications within 21 days. Please note that pursuant to section 99(4)(a) of the Cemeteries and Crematoria Act 2003, the MCKCT is permitted 45 days to accept and process correctly completed applications. Applications must be accompanied with a payment of the correct fee as per the current schedule which is located on the MCK website. The issue of a permit creates a contract under which you agree to abide by the conditions of the application, the permit, the Cemeteries and Crematoria Regulations 2005, the Cemeteries and Crematoria Act 2003 and the MCKCT's requirements.

When an application is approved, a permit will be issued to you. The issuance of a permit does not constitute an admission of liability for defects in design, construction, workmanship or materials.

Monumental Masons, contractors and/or sub-contractors working on a monument at any MCKCT site must have a copy of the permit with them at all times. If the permit cannot be produced on request, they may be required to stop work.

Monuments must be built according to the plan submitted with the permit application. A monument that is built that does not meet the requirements of the permit or is not in accordance with the approved plan shall be considered illegal and shall be removed immediately by the Monumental Mason. No further permits shall be issued to the Monumental Mason until that fault is rectified.

All permits for monumental works expire twelve (12) months from the date of signing. All monumental works must be completed within that time period. Failing this, an application for renewal of the permit will be required, as well as additional fees payable. Further, the incomplete monument will be required to meet any newly introduced regulations.

### **3. Eligibility to work on site – Safe Work application**

The Safe Work application will be required to be completed for all contractors **every time** access to a MCKCT cemetery is required. The purpose of this application is to identify the work to be carried out by the contractor and any associated hazards. If the work involves high risk work, the contractor will be required to complete a Job Safety Analysis.

Monumental Masons are required to complete a Safe Work application in advance and schedule the onsite works required.

Upon correct completion of the form, an approval will be sent to the Monumental Mason. This application and the attached approval must be presented on site, on the scheduled date, to receive a daily contractor work pass.

### **4. Contractor Daily Work Pass**

Work on monuments may only be carried out by registered Monumental Masons, their employees, partners or sub-contractors who have applied for and are in receipt of an **approved Safe Work application and a current daily Contractor Work Pass**, issued by Melbourne Chevra Kadisha Cemetery Trust (MCKCT) nominated site supervisor.

To undertake work at any MCKCT site, all Monumental Masons, contractors and sub-contractors must obtain a daily Contractor Work Pass by completing the contractor induction process to ensure that they understand our safety requirements and are able to work safely at any MCKCT site. For more information about the contractor induction process, please contact the MCKCT's nominated site office.

Only Contractors who have been inducted will be allowed on site. If the contractor has not been inducted, they must arrange with the MCKCT nominated site office to complete the induction.

### **Reporting at site**

All General Contractors will contact the relevant MCKCT nominated site supervisor and advise that they are on site, and the estimated time of completion. Approved Safe Work Applications and (where required) Job Safety Analysis must be carried at all times and provided when requested. Site Safety Plans must be kept on the job site. The Cemetery encourages the wearing of company identified uniforms. Members of the public, children and animals are not permitted at the worksite.

The MCKCT nominated site supervisor will issue each contractor with a current daily Contractor Work Pass allowing work on site. This **pass must be returned at the end of each work day.**

### **Hours of Work**

Standard hours of work shall be Monday to Friday 8:00am to 4:00pm. Any variation to these times or for weekend work may incur a fee and will not be permitted without prior written authorisation.

Monumental work shall not be permitted on Public Holidays or at weekends , unless 72 hours clear notice is given to the responsible MCKCT Manager. If permission is granted by the MCKCT to work outside normal hours, all additional costs regarding overtime for inspections shall be paid by the Monumental Mason, prior to commencing works outside normal hours.

Due to the potential of funeral services being conducted in the vicinity of the work, work may have to stop for short periods of time to respect the needs of mourners. The MCKCT nominated site supervisor will coordinate funeral services (if any) with contractor to minimise disruption of the works.

### **Vehicle Parking**

The MCKCT nominated site office will instruct the contractor where to park. Contractor's vehicles are permitted onto the site but are not to be driven over lawn areas or obstruct access to the site, emergency exits, ramps, roadways or driveways.

### **Damage to Cemetery or Third Party Property during construction**

Any damage to the cemetery or third party property occurring on the site during the period of the works, whether caused by the Contractor or others, must be reported to the MCKCT nominated site supervisor by the Contractor as soon as it is identified.

The Contractor is responsible for any damage caused by the contractor, whether to nearby monuments or to our paths, roads, trees, lawns, etc. Before commencing work at a site, you

must inspect the surrounds and advise us if there is any existing damage nearby. No item may be placed upon an existing occupied gravesite or upon a monument.

During the course of construction, a monument may be inspected several times.

These are:

1. prior to commencement to correctly identify the site,
2. when the kerb is in place but before the installation of the top slab
3. at completion.

To arrange an inspection you must contact the MCKCT's nominated site officer .

Motor vehicles must not be driven at more than 30km/h and must always keep to defined roads. The MCKCT's nominated site officer may, under certain conditions, give approval for a vehicle to be driven off the road.

Cranes may be used, provided the operators have the appropriate licences. Our roads, lawns and gardens must be protected from damage caused by stabiliser legs and wheels. If cranes, not including crane trucks, are to be used for the construction of any monumental works, the MCKCT's nominated site officer shall be informed of this intention, 24 hours prior to the crane being on site. No road shall be totally closed by the use of a crane, unless previously arranged with the MCKCT Manager, for which one week's notice is required, if approved. Partial road closures are permitted when using cranes. However, the Monumental Mason, contractor and/or sub-contractor is totally responsible for the provision and operation of signage for traffic detours and flagmen for traffic control for the duration of the crane being on site. Traffic control and signage shall meet all current accepted safety standards. No works involving the use of cranes shall commence until the MCKCT's nominated site officer is fully satisfied with the road side sign age, safety and traffic control at the site.

On completion of a job, you must clean up all your debris and surplus materials and earth. The MCKCT's nominated site officer will advise you where you may dump this material. You must then advise the MCKCT's nominated site officer of your completion to enable a final inspection.

### **Behaviour & Demeanour**

All workers are to be briefed by the contractor on appropriate decorum whilst working within the grounds with a view to respecting the sacred nature of the place and visitors who will be remembering deceased family and friends. Special attention to the following matters will be required and appreciated:

- No item may be placed upon an existing occupied gravesite or upon a monument
- All workers are to be attired appropriately and tidily. Shirts and appropriate footwear must be worn at all times
- The site must be kept tidy generally and cleaned at the end of every day's work
- No radios, CDs, etc are to be played
- No bad language or unruly behaviour.

### **General Prohibitions**

All contractors must abide by the Cemeteries and Crematoria Regulations 2005, Part 7- Behaviour and Activities in Public Cemeteries. In addition, the following behaviour is prohibited and will not be tolerated on any of our premises:

- Sexual harassment
- Discrimination or intimidation of any kind
- Vandalism or theft of any kind
- Language or behaviour likely to offend anyone on site
- Radios or similar equipment
- Refusal to act on safety instructions issued by the site supervisor
- Interference with any safety hazard controls without a legitimate reason
- Running
- Tampering with machinery guards
- Working on machinery that has not been isolated
- Accessing roof areas without authorisation
- Operating machinery unless licensed or undergoing training by an appropriately qualified person
- employee

### **Drugs & Alcohol**

Any person under the influence of illegal drugs or alcohol must not attend the workplace or attempt to operate any plant owned, hired or contracted to the company. Alcohol and non-prescription drugs are banned from the workplace.

### **Smoking**

Smoking is not permitted in all enclosed areas such as offices, lunch rooms, maintenance sheds, change rooms, first aid rooms, toilets and other similarly enclosed areas.

### **Housekeeping**

All areas used by the contractor are to be tidied and cleaned to the satisfaction of the MCKCT nominated site supervisor prior to leaving the site. All rubbish is to be removed by the contractor or placed in the waste bins provided. Particular attention should be paid to cleaning up floors and stairways to prevent slips, trips and falls in these areas. Food scraps and other similar rubbish are to be disposed of in the bins provided. All scrap timbers are to be de-nailed.

### **Public Safety**

If work is carried out in areas where members of the public may have access, the area is to be left safe and secure and, where practicable, locked up or fenced off at the end of each working day. Appropriate construction/ safety signs are to be displayed for the safety of the public. Flashing warning lights are to be provided if working on or adjacent to a public road or footpath.

### **Use of Roads**

Where roads are used, the Contractor will maintain them free of earth, rock and other material. Any material dropped onto roads shall be properly removed and the roads cleared to the satisfaction of the nominated MCKCT nominated site supervisor.

### **Site Security**

The site is a public area, and the contractor must ensure the safety of the public by erecting safety barriers where required.

The Cemetery cannot be held responsible for contractor's machinery, equipment, valuables etc. The contractor should ensure adequate security at all times.

### **Underground Services**

It is the sole responsibility of the contractor to be fully informed of the location of services and to make the necessary provisions. Underground services including stormwater, irrigation systems, electrical and other services damaged during any excavation (this includes services damaged in the excavation as well as services damaged or crushed underground) shall be repaired and paid for by the Contractor, whether or not they are shown on the drawings.

The Contractor shall notify the nominated MCKCT nominated site supervisor immediately upon noticing damage to any existing underground services. Any visible services damaged above ground shall be repaired by the Contractor at no extra cost to us.

Any irrigation lines or valve boxes, etc likely to be affected by the works shall be drawn to the attention of the nominated MCKCT nominated site supervisor who shall arrange for the necessary removal or alterations.

### **On Site Power**

It is the responsibility of the Contractor to make their own arrangements for power to operate electrical equipment.

### **Drainage**

The Contractor shall ensure that the entire site remains free draining throughout the contract period and shall provide temporary drainage facilities and procedures as required.

### **Sanitary Facilities**

Existing sanitary facilities near the site may be used by the Contractor providing it is kept in a clean condition after use and at all times during the works. If this is not possible the Contractor shall provide temporary sanitary facilities at their own expense.

### **Litter and Spoil**

The Contractor will take measures necessary to keep the site free from refuse and litter, whether generated by the work under the Contract or by others, and to keep all drains, watercourses and water bodies free from obstruction and litter. At the conclusion of work it is the responsibility of the contractor to clean up the entire site to the nominated MCKCT nominated site supervisor's satisfaction.

### **Clean Fill**

Excess soils generated through excavation at the site may be able to be re-located on site. Contractors should seek permission from the nominated MCKCT nominated site supervisor.

### **Reporting Hazards & Incidents**

All workplace hazards, injuries and accidents, no matter how small, must be reported to the relevant MCKCT nominated site supervisor as soon as possible.

If you are injured on site, you must seek first aid as soon as possible (our first aiders may assist).

If an injury is such that you require medical treatment, you should inform the relevant MCKCT nominated site supervisor before leaving the site. Staff must be informed as soon as possible to enable an adequate investigation of the incident.

### **In the event of a serious accident**

The scene of a serious accident MUST not be disturbed in any way other than to assist an injured person or make the area safe. The relevant MCKCT nominated site supervisor will inform you when it is appropriate to recommence work after having due consideration of WorkCover requirements.

### **Personal Property**

Keep your personal property safe. The Cemetery will not be liable for any damage to your car, its contents, your purse, wallet or other valuables/ personable items brought onto the site.

### **Footwear Requirements**

Prohibited footwear includes thongs, sandals, scuffs, slippers, open toed shoes, heels greater than 30 mm or platform shoes and footwear that does not generally comply with Occupational Health & Safety Standards.

### **Cemetery Equipment & Machinery**

No Contractor is to use Cemetery Equipment or Machinery whether licensed or not.

### **Occupational, Health & Safety requirements**

The MCKCT is strongly committed to establishing, maintaining and improving the Occupational Health and Safety (OH&S) and Welfare of its employees, contractors, visitors and members of the public, upon whom it may impact.

The word 'contractor' is deemed to include, but not be limited to, contractors, Monumental Masons, their employees, their contractors, their sub-contractors and personnel, whether working directly or indirectly for the MCKCT or on grounds under the control of the MCKCT.

Therefore, all contractors shall ensure that OH&S is a priority within their work.

The MCKCT therefore may require all contractors to demonstrate how they:

- provide and maintain compliance with relevant OH&S Acts and Regulations and Standards.
- provide and maintain processes to actively involve persons in implementing effective OH&S controls;
- provide and maintain a safe work site;
- provide and maintain safe plant and equipment;
- provide and maintain safe practices for the storage and handling of chemical substances;
- provide and maintain safe methods of working;
- provide and maintain relevant employee welfare facilities;
- provide and maintain personnel competent to safely perform the tasks required;
- provide and maintain processes to inform, instruct, train and supervise persons under their control to enable them to work safely;

All contractors may be required to show how they have worked with their personnel to eliminate or reduce, as far as is reasonably practicable, sources of harm.

This may include, but is not limited to:

- developing ways to protect the public and visitors from work related hazards;
- having defined Safe Work Methods;
- use of relevant Personal Protective Equipment;
- training personnel regarding the contractor OH&S expectations as well as those of the MCKCT; and
- the need to report uncontrolled hazards and any incident to the MCKCT staff.

Any observed or reported non-compliance with OH&S controls shall be investigated and may result in disciplinary procedures. Depending on the seriousness of the non-compliance, discipline may result in withdrawal of permission to work at any MCKCT site.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Signed Date:** \_\_\_\_\_ **Date** / /