**MRWA Job No:**

**Consultant’s Ref No:**

**Project Title:**

**MRWA Project & Task No:**

**MRWA TRIM ref No:**

Survey Request

Project Description

Survey Brief

**Special Requirements**

All survey work is to be performed in accordance with Main Roads “Traffic Management for works on roads – Code of Practice”.

**CONTRACTORS SAFETY REQUIREMENTS**

(a) The consultant at all times must implement and maintain a Safe System of Work which demonstrates compliance to the Occupational Health and Safety Act 1984 and the Occupational Health and Safety Regulations 1996. The consultant must have a documented Safe System of Work, which is to be provided to the Principal (Main Roads WA) upon request. The principal is to be notified of any significant amendments to the contractors Safe System of Work.

(b) Incidents are to be documented and recorded by the Consultant and notified to the Principal and classified into the following incident and injury categories;

- Near miss

- Serious Incidents

- Lost time injuries (LTI)

- No lost time injuries (NLTI)

- Medically Treated Injury (MTI)

- First Aid Injury (FAI)

- Damage (over a certain value / loss)

All lost time injuries and serious incidents are to be documented on the Main Roads WA Safety, Health and Wellbeing Incident Report Form or via the electronic reporting system if made available under contract. All Serious Incidents must be reported to the Principal immediately in accordance with the Main Roads WA Incident Management Procedure for Significant Incidents. The Consultant must, within five business days provide a detailed report on the incident occurrence, a causal analysis of the incident and recommended actions to control the risks to prevent future occurrence.

The Main Roads WA Safety, Health and Wellbeing Incident Report Form can be accessed through the Main Roads web page:

<https://www.mainroads.wa.gov.au/BuildingRoads/Contracting/Pages/ReportingForms.aspx>

(c) The Contractor shall detail and implement Risk Management procedures that will identify, assess and implement control measures to manage all Health, Safety and Environmental risks applicable to the Consultants works. The consultant may utilize the Safety, Health and Wellbeing templates including the Main Roads WA Safe Work Method Statement (SWMS) or the Main Roads WA Job Safety Environment Analysis Form (JSEA).

The Main Roads WA Safe Work Method Statement (SWMS) and Main Roads WA Job Safety Environment Analysis Form (JSEA) can be accessed through the Main Roads WA web page:

<https://www.mainroads.wa.gov.au/BuildingRoads/Contracting/Pages/ReportingForms.aspx>

**Timing**

Required Commencement Date:

Required Completion Date:

Duration:

**Survey Progress phone calls**

Not Required **[ ]**

Required **[ ]**  at 2 week intervals

**Survey Progress meetings**

Not Required **[ ]**

Required **[ ]**  at intervals

**Fee Type**

Lump Sum **[ ]**

Schedule of Rates **[ ]**

Part Lump Sum Part Schedule of Rates **[ ]**

**MRWA Project Manager**

Name:

Address: Main Roads WA

Phone:

Email:

**Time for return of consultants offer**

Date:

**MRWA Project Manager**

Date: