

CAIRNS BUILDERS PTY LTD

Client Access Procedure

Lot 8 Rees Court, Palm Beach QLD 4212

To ensure all the safety of all personnel for our building projects, we have a specific procedure in place for accessing the building site for your project. As a construction site can be a dangerous place, the safety of everyone who enters the site is our highest priority. Also, the ability for us and our subcontractors to be able to efficiently carry out the works requires safe access, minimal risk for any damage to materials or property and limits to disruptions. Therefore it is in the best interests of all parties that we provide a clear procedure for accessing the site.

Site Visit Notification

Whilst we understand that the construction process for your new home is very exciting and you will want to see progress along the way, we request reasonable notification (at least 24 hours) prior to your visit to site. This must be by phone or email and you must receive consent from your project manager or site foreman prior to access. This is to ensure we are aware that you are coming to site and so that we can make access as safe as possible for you, that there are no critical tasks being performed at the time that could be delayed by a site visit and that we are able to provide any contractors who may be on site with notice.

Site Visit Frequency

We also request that you keep your visits to a maximum of one (1) visit per fortnight. This is to ensure minimal disruption to your construction project. If, however, we require additional site visits due to site activities we will provide you with reasonable notice of same.

Progress Meetings

Cairns Builders generally will arrange progress meetings at the completion of each critical stage (refer to your Construction Program) to provide you with an opportunity for a scheduled and detailed site visit with the site foreman and project manager. You are not obligated to visit your site at all during construction however we are committed to involving you in the process and would encourage you to come along to these staged progress meetings if you are able to do so. We are also happy to provide updates, photos and videos if you are unable to access the site.

Visits on Site

You are **not** permitted to enter the site unsupervised. This is for your safety and the safety of others on site. Your site foreman or project manager will meet with you outside of the site area at the agreed time and will safely escort you in through the job site. We ask that you please wear closed in shoes and safe clothing when visiting the worksite. We can provide you with relevant PPE if required.

During your visit, we also ask that any questions, comments, complaints or instructions are only communicated to our representative and not directly to any of our contractors who may be on site. This is to avoid any confusion with instructions and ensure that any variations arising from the direction are processed as per the contract.

Finally, we welcome photos and videos (within reason) as we understand this is an exciting time for you. We do however ask you to respect the privacy of our employees and subcontractors when taking photos. We also ask that you do not use the photographs for any social media activities until the project is fully handed over.

Unauthorised Access

Please note that disregard of these procedures and accessing site without prior consent could be a breach of contract. Failure to abide by our procedure for site access could result in action being taken against you for the contract breach. Also, unauthorised access to the site could result in fines for trespassing or could result in serious injury. Cairns Builders do not want this to occur! That is why we are committed to communicating site activities with you along the way and we encourage structured, safe, supervised site visits as per this document.

Should you have any questions in relation to accessing the site, please contact your nominated project manager. You can also contact Safe Work Australia or the QBCC for further information on site access.

We, _____ (the owners) of Lot 8, Rees Court, Palm Beach (site address) have read this document in full and understand the contents therein. We agree to the terms set out in relation to Site Access by Cairns Builders.

Signed: Owner 1

Date

Signed: Owner 2

Date

Signed: John Smith

Date

Cairns Builders Project Manager