



12 October 2010

## **REVISED REQUIREMENTS FOR INSULATION REGISTERED SUPPLIERS**

After consultation with the Australian Government and other relevant bodies, Alice Solar City (ASC) has now completed the review of minimum standards and requirements pertaining to installation of insulation under the program. The aim of introducing these new requirements is to ensure a high standard of installation and reduce the risk of injury to you, your staff, the customer and property.

This revised documentation and purpose is as follows:

**Application for Supplier Registration** - Insulation Installer Supplementary Requirements Form; this form must be completed by your company if you wish to become a Registered Supplier for insulation under the ASC program. The form must be completed even if your company was previously a Registered Supplier under the ASC program. This must include all individual installers or sub-contractors that will be involved in the installation of insulation. Documentary evidence must be provided for all individuals listed. Should you have new installers join your organisation in the future, you must provide these details to ASC (please contact us if you require extra forms). ASC will assess your application and seek any further information as appropriate. Once your application has been approved, you will be added to the list of Registered Installers for insulation. NB you must not accept any ASC insulation incentive vouchers or commence any work, until you have been advised in writing that your application has been approved.

**Risk Assessment Template** - this form is designed to assist you to identify and address hazards and thus reduce the risk of injury to employees or householders. This must be completed prior to each installation, and must be viewed and signed by all installers on-site. ASC reserves the right to request copies of the completed template(s) for each installation. If you already use an equivalent system to identify, document and address hazards and risks, you may continue to use this. Should you wish to continue to use your existing systems processes, please contact us for approval.

**Statement of satisfactory completion of insulation installation** - this form must be completed by you and supplied to ASC, at the time of claiming the ASC incentive (i.e. along with the incentive voucher and relevant invoices).

If you have any queries or concerns with regards to these new requirements, please feel free to contact Lyndon Hodges, Residential Services Manager on 8950 4353.



## Application for Supplier Registration – Insulation Installer Supplementary Requirements Form

### Installation requirements

Insulation must be installed in accordance with the following:

- Australian insulation installation standard, AS 3999-1992 'Thermal insulation of Dwellings – bulk installations – installation requirements; AND
- AS/NZ 4859.1:2002 (incorporating Amendment 1, Dec 2006) 'Materials for the Thermal Insulation of Buildings'.

### Installer Requirements

This form is to be used to provide details of every installer that you employ or subcontract who will be installing insulation under the ASC Residential Services Program. This form should read in-conjunction with the ASC Residential Supplier Application Pack. To complete this form, list the name(s) of each individual employee or sub-contractor that will be actually installing or assisting with the installation, of insulation. For each installer listed, you must provide evidence of:

- Compliance with OH&S – Mandatory requirement

AND

- Evidence of compliance with at least 1 of the following:
  - Trade specific competency or qualification OR
  - Insulation specific competency OR
  - Prior insulation industry experience OR
  - Other prior industry experience

A detailed description of these requirements, and the documentary evidence required for each, is provided on the next page:

### Trading Name

**Number of installers  
you employ or sub-  
contract**

INSTALLER'S FULL NAME	OH&S REQUIREMENT  Yes or No	OPTIONAL REQUIREMENT (S) Must have at least one of the following and provide documentary evidence:			
		Trade Specific Competency  Yes or No	Insulation Specific Competency  Yes or No	Previous Industry Experience  Yes or No	Other industry experience  Yes or No

<b><i>DEFINITIONS</i></b>	<b><i>DOCUMENTARY EVIDENCE</i></b>
<p><b><u>Occupational Health and Safety Training</u></b></p> <p>To be provided for each person installing ceiling insulation</p>	<p>OHS induction card <b>OR</b>  White Card <b>OR</b>  Statement of attainment from an RTO against CPCCOHS1001A Work Safely in the Construction Industry</p>
<p><b><u>Trade Specific Competency or Qualification</u></b></p> <p>Licensed builder, electrician, carpenter, bricklayer, plasterer, painter or plumber (or equivalent qualification, if no licensing requirements exist) in the relevant State or Territory.</p>	<p>Licence/s demonstrating trade specific competency and/or evidence of attainment of appropriate trade qualification (eg Certificate 3).</p>
<p><b><u>Insulation Specific Competency</u></b></p> <p>Statement of attainment from a Registered Training Organisation (RTO), against the BCG03 or CPC08 Training Package relating to insulation installation.</p>	<p>Statement of attainment from RTO demonstrating:</p> <ul style="list-style-type: none"> <li>• CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry; and</li> <li>• CPCCPB3014A Install batt insulation products or CPCCPB3015A Install acoustic and thermal environmental protection systems; and</li> <li>• CPCCCM1006A Work Safety at Heights; or equivalents.</li> </ul>
<p><b><u>Prior insulation industry experience</u></b></p> <p>Experience and skill in installing ceiling insulation as a result of relevant work experience.</p>	<ul style="list-style-type: none"> <li>• Written outline that demonstrates experience in installation of insulation outlining: <ul style="list-style-type: none"> <li>○ Name of employer(s);</li> <li>○ Types of insulation installed, and nature of applications (ie residential / commercial); and</li> <li>○ Estimate of number of insulations installations directly involved with.</li> </ul> </li> <li>• This document must be Statutory Declaration. This is a legal document. Examples can be found on the internet.</li> </ul>
<p><b><u>Other prior industry experience</u></b></p> <p>Ability to install ceiling insulation, under direct supervision of an experienced insulation installer, as a result of other relevant work experience.</p>	<ul style="list-style-type: none"> <li>• Written outline that demonstrates ability to installation of insulation, under direct supervision of an installer with a minimum of 2 years experience, outlining: <ul style="list-style-type: none"> <li>○ Name of previous employer(s); and</li> <li>○ Experience gained relevant to installation of insulation.</li> </ul> </li> <li>• This document must be Statutory Declaration. This is a legal document. Examples can be found on the internet.</li> </ul>



## MANDATORY RISK ASSESSMENT TEMPLATE

WORK ORDER NO:	DATE:	JOB ADDRESS:
INSTALLER NAME:		SUPERVISOR NAME & TEL:
Hazard / Risk	Identified	Actions taken to reduce risk
<b>Electrical</b> Electrical circuits present in ceiling space	Y   N	Turn off circuits not required to undertake work or turn off all power. Do NOT use metal or other conductive fasteners. Use of battery powered lighting. Consider other actions you can take to reduce the risk.
<b>Electrical</b> Are there porcelain fuses in the fuse box?	Y   N	If yes, do not enter the roof cavity and ask the home owner to call a registered electrician to inspect fuses and make them safe for the installation of insulation. Consider other actions you can take to reduce the risk.
<b>Electrical</b> What type of cabling is present?	Y   N Thermoplastic sheathing	If yes, check that there is no damage such as from vermin or from embrittlement and cracking. Proceed where no damage pertains. Do NOT use metal or other conductive fasteners. Ensure cabling is not near fasteners.
<b>Electrical</b> What type of cabling is present?	Obsolete wiring systems Y   N Split steel conduit Y   N Tough rubber sheathed Y   N Other obsolete system	If yes, leave the roof cavity and ask the home owner to call a registered electrician to inspect the cabling and make it safe for the installation of insulation.
<b>Electrical</b> Where are the cables?	Y   N Cables are in continuous contact with a surface laying on ceiling lining or fixed to structural members? Y   N Cables are in a position where they cannot be partially or fully surrounded by thermal insulation?	If yes, proceed where no damage pertains. Do NOT use metal or other conductive fasteners. Ensure cabling is not near fasteners. Consider use of battery powered lighting.
<b>Electrical</b> Where are the cables?	Y   N Cables will have to be repositioned to allow insulation to be installed? Y   N Cables are likely to be adversely affected by the installation of thermal insulation?	If yes, leave the roof cavity and ask the home owner to call a registered electrician to inspect the cabling and make it safe for the installation of insulation.
<b>Electrical</b> What is the condition of the cables?	Y   N Unenclosed connections Y   N Damaged cable sheaths Y   N Disconnected cabling Y   N Exposed conductors or terminations	If yes, leave the roof cavity and ask the home owner to call a registered electrician to inspect the cabling and make it safe for the installation of insulation.

<p><b>Electrical</b> Are there downlights and transformers / ceiling exhaust fans and fire flues?</p>	<p>Y N</p>	<p>If yes, do not place insulation material over any of these items. Install suitable fire-resistant barrier around these items. If items are connected to suspected damaged cables ask the home owner to call registered electrician to inspect items and make safe for the installation of insulation. Consider other actions.</p>
<p><b>Electrical</b> Are there ceiling exhaust fans?</p>	<p>Y N</p>	<p>Ensure insulation is installed in accordance with the instructions of the exhaust fan manufacturer. Consider other actions you can take to reduce the risk.</p>
<p><b>Electrical</b> Are there ceiling fire flues?</p>	<p>Y N</p>	<p>Ensure insulation is installed in accordance with the instructions of the fire flue manufacturer. Consider other actions you can take to reduce the risk.</p>
<p><b>Working at heights</b> Are you working on a high, sloping roof?</p>	<p>Y N</p>	<p>If yes, wear and use a fall restraint system. Secure ladders Consider working in pairs. Know your emergency exit procedures. Consider other actions you can take to reduce the risk.</p>
<p><b>Exposure to synthetic mineral fibres.</b> Is there any synthetic mineral fibre (SMF) in the roof cavity?</p>	<p>Y N</p>	<p>If yes, ensure that any exposure to SMF products will meet the standards outlined in the <i>National Code of Practice for the Safe Use of Synthetic Mineral Fibres</i>. Consider other actions you can take to reduce the risk.</p>
<p><b>Asbestos</b> Are you working in an older home, built between 1945 and 1980? Does the householder know if there is asbestos lagging or fibrous cladding material in the roof cavity?</p>	<p>Y N Y N</p>	<p>If loose asbestos is suspected, leave the roof cavity and inform the home owner and your supervisor. Suspect material will need to be tested and cleared as not asbestos or removed if confirmed as asbestos prior to work proceeding. Consider other actions you can take to reduce the risk.</p>
<p><b>Heat</b> Is it hot? Are you working during summer?</p>	<p>Y N Y N Y N</p>	<p>If yes to any or all the risks, restrict work during the hot part of the day. Consider opening roof cavity by lifting tiles to increase air flow. Plan regular breaks out of the roof cavity. Installers may wish to use “camel back packs” or water bottles. Consider other actions you can take to reduce the risk.</p>
<p><b>Bio hazards</b> Are there bio hazards such as snakes, spiders, birds, possums?</p>	<p>Y N</p>	<p>If yes, refer to homeowner for pest control. Consider wearing suitable protective clothing (PPE) including appropriate footwear, long-sleeve, loose-fitting clothing and gloves. Consider other actions you can take to reduce the risk.</p>
<p><b>Structural problems</b> Are there suspected problems with the structural integrity of the building?</p>	<p>Y N</p>	<p>If yes, do not enter the roof cavity. Ask home owner if they are aware of there being white ants or other structural issues in the roof cavity before working there. Step on roof beams – not the ceiling material. Consider other actions you can take to reduce the risk.</p>

<b>Access</b> Can untrained persons access the roof cavity during work?	Y   N	Consider use of signposting / barricading. Establish safe work method statement including exit arrangements. All persons entering the cavity during install must be trained or supervised by a trained individual. Consider other actions you can take to reduce the risk.
<b>Other</b> Are there any other hazards / risks? List other hazards / risk identified:	Y   N	List actions taken:

**THIS FORM SHOULD BE VIEWED AND SIGNED BY ALL WORKERS ON-SITE**

Signature :	
Name:	
Position:	
Company:	

Signature :	
Name:	
Position:	
Company:	

Signature :	
Name:	
Position:	
Company:	

**For further information on work place health and safety requirements, please contact:**

NT WorkSafe ph 1800 019 115

Home page:

[www.nt.gov.au/deet/worksafe](http://www.nt.gov.au/deet/worksafe)

Safety alerts:

[http://www.worksafe.nt.gov.au/corporate/safety\\_alerts\\_2009.shtml](http://www.worksafe.nt.gov.au/corporate/safety_alerts_2009.shtml)

Specific insulation safety alerts:

[http://www.worksafe.nt.gov.au/corporate/documents/sa0200908\\_000.pdf](http://www.worksafe.nt.gov.au/corporate/documents/sa0200908_000.pdf)

[www.worksafe.nt.gov.au/corporate/documents/05.02.04.pdf](http://www.worksafe.nt.gov.au/corporate/documents/05.02.04.pdf)

FAQs:

<http://www.worksafe.nt.gov.au/corporate/publications/pub0005.pdf>

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## Statement of satisfactory completion of insulation installation

On completion of the insulation installation, please complete the following:

I, \_\_\_\_\_ (installer name) confirm that the installation of insulation carried out at \_\_\_\_\_ (installation address) has been carried out in accordance with the following requirements:

The insulation:

- Was installed by an installer or by an individual working for or contracted by an installer who has the required competencies (as documented by Alice Solar City);
- Has a minimum product R value of 3.0
- Was installed in accordance with:
  - Australian insulation installation standard, AS 3999-1992 'Thermal insulation of Dwellings – bulk installations – installation requirements; AND
  - AS/NZ 4859.1:2002 (incorporating Amendment 1, Dec 2006) 'Materials for the Thermal Insulation of Buildings';
- Was installed without the use of metal staples or other metal fasteners to attach insulation products;
- Included the use of an appropriate cover/barrier over downlights and other relevant ceiling appliances, that comply and are installed in accordance with relevant Australian Standards. Where it was not possible or appropriate to install a cover (eg due to space limitations in flat ceilings) a minimum clearance distance required under the relevant Standards was utilised.
- Was not installed with the aid of non-insulated metal or conductive implements such as poles to place ceiling insulation during the installation process; and
- Was not installed before a Risk Assessment has been completed by the Installer on the approved template (or equivalent).

Signature: \_\_\_\_\_

On behalf of \_\_\_\_\_ (company name)