

# Location Compliance Certificate (LCC)

## Contact Information

Company/PCBU Full Legal Name: \_\_\_\_\_

Trading Name: (if different from above) \_\_\_\_\_

New Zealand Business Number (NZBN): \_\_\_\_\_

Billing Email Address: \_\_\_\_\_ Order Number : \_\_\_\_\_

Company Postal Address: \_\_\_\_\_

## Physical Location Information

Site Contact Persons Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Physical Street Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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An application fee of \$450 plus GST (\$517.50 including GST) applies before any LCC will be processed. The PCBU will be invoiced once an Application is received. Further process past that point will only occur after payment has been made.

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## Work Injury Care Ltd Terms of Engagement & Disclaimer – Acceptance of Conditions of Engagement

- Confidentiality:** Work Injury Care Ltd (WIC) keep confidential all information concerning each Applicant and will only disclose information if authorised to do so by the applicant or as a Compliance Certifier under the HS Regulations to Worksafe.
- Conflicts of Interest:** If a conflict of interest arises WIC will advise an Applicant and fully disclose the extent of that conflict.
- WIC holds **Professional Indemnity Insurance & Public Liability Insurance** covering the scope of services up to \$2,000,000, additional cover can be arranged at the Applicants cost.
- Retention of Files and Documents:** Under the HS Regulations WIC is required to hold files relating to evidence of certification compliance.
- Problems & Complaints:** Please tell WIC promptly if unhappy with, or uncertain about any aspect of our work or billing.
- The **Application Cost** is normally sufficient to meet the administration costs of processing each LCC. Additional costs are incurred at an hourly rates of \$210 per hour when undertaking site inspections or seeking additional verification information depending on the staff involved. Additional costs (other than the site visit) are generally discussed with the PCBU prior to them being incurred. Mileage is at 1.04 cents per Km and normal out of pocket travel costs apply.
- Payment:** Application fees are required to generally be made before WIC commences work. Invoices are due within 14 days of the invoice date unless alternative arrangements are made. An interest rate of 14% per annum interest will be charged on overdue amounts and the PCBU will be liable for all reasonable costs incurred in recovering unpaid accounts. LCC are not normally issued until all due accounts have been met.
- Future Engagements:** These terms and any variations will apply to current and future engagements.
- Termination:** The Applicant or WIC may terminate this engagement at any time. The Applicant must pay all outstanding fees and expenses due to WIC at the time they give notice of termination.
- Advice Statement:** In providing services, we do not direct anyone to carry out work and, whilst we will advise in relation to matters. As a Compliance Certifier these will include the requirements of the HSW HS Regulations, HSW Act and HSNO Act. We do not accept responsibility or liability to any parties who may be affected by our performance of the services WIC provided or who may rely on any advice we give. Our advice is opinion only, based on the facts known to us and our professional judgement. We are not liable for errors in, or omissions from any information provided by third parties. We will not owe you any duty or liability in respect of any related or other matters. We may communicate with you and with others by electronic means. If these communications are lost or affected for some reason beyond our control, we will not be liable for any damage or loss caused thereby.
- Worksafe Requests:** We reserve the right to claim costs against the Applicant for inquiries made by Worksafe regarding any Compliance Certificate issued by WIC over the period it is current, within the scope of the HSW HS Regulations as described in Part 6 & 7 above.
- This application is **valid for a period of 3 months** in which the PCBU must provide verification evidence required to issue a LCC.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **General Pre Inspection Information Checklist: (some items may not apply to all situations)**

- ☐ Application Fee Date Paid: \_\_\_\_\_ Account Name: \_\_\_\_\_
- ☐ **Site Plan** – showing Tank Layout and Hazardous Zones.
- ☐ **Electrical or Gas COC** from an appropriately qualified electrician/gas fitter within the last 4 years
- ☐ Copies of current or **previously LCC and SCS** Certificates
- ☐ Evidence of an **Emergency Plan and Drill** being run within the last 12 months
- ☐ **Staff Training** on the Hazardous Substances (example of Gas Training completed)
- ☐ **Safety Data Sheets** for Petrol/LPG dated within the last 5 years
- ☐ **Signage** is clear and undamaged
- ☐ **Spill Kit** is available and adequate
- ☐ Two 30B or larger **Fire Extinguishers** or 20mm Fire Hose – tested within the last 12 months
- ☐ Evidence of **HS Stock Reconciliation** – (summary report from the Gas database is sufficient)
- ☐ For **LPG Tank** installations a Pressure Vessel Inspection Certificate is required.
- ☐ A copy of any **Compliance Plan** that may have been issued by Worksafe Previously.
- ☐ **Inventory of ALL Hazard Substances** present on Site

Hazardous Substance (H/S)	Hazardous Classification	Tank/Cylinder Size	Total Volume

(attach additional sheets if required)

### **Site Inspection**

Worksafe requires Test Certifiers to undertake a site inspection before issuing Test Certificates. The inspection essentially generates evidence the site is meeting its HS Regulation requirements. The process is a bit like a car WOF that shows it is safe to drive on our roads.

A Compliance Certifier is unable to audit their own work but is able to provide information relating to Regulation. If you have questions regarding the application process please contact Steve Tyson by email or phone.

### **Information Requirements:**

Not all information listed above is required for all types of LCC sites, so provide what you can. During the site inspection process the mandatory information required will be identified. Additional time can be provided to correct minor issues and provide documentation by way of a Conditional Certificate that can give up to 3, but has an additional cost associated with managing that process.

### **Scope of this Application:**

- ☐ Expired Certificate: \_\_\_\_\_
- ☐ New Certificate: \_\_\_\_\_