

SIMPLY SYSTEMS STANDARD OPERATING PROCEDURES ORDER FORM

TO ORDER, PRINT AND **FAX** THIS FORM TO US ON ☎ **07 44220042** or Call ☎ 07 49461049

Company:			
User Name:			
Password:			
First Name:		Surname:	
Phone Number:			
Email Address:			

TICK STANDARD OPERATING PROCEDURE YOU WOULD LIKE TO PURCHASE AT \$69 each FROM THE LIST ON THE FOLLOWING PAGE

	No. _____ @ \$69 each	TOTAL COST
Number of Standard Operating Procedures chosen from attached list at a cost of \$69 each.		

I confirm that I have read the Disclaimer & Terms of Use included in this form and on the website www.simplysystems.com.au and agree to be bound by those terms.

Name (print):

Signature:

Date:

By Cheque:

Send a cheque for \$ _____ (as per **Total Cost** above) made payable to;
Ariva Pty Ltd t/a Simply Systems, PO Box 137, Cannonvale, QLD, 4802

Bank Details: Suncorp, Cannonvale **BSB:** 484 799

Account Name: Ariva Pty Ltd t/a Simply Systems

Account No. 029329790

STANDARD OPERATING PROCEDURES	TICK
Working with ladders	
Working with ladders – Marine (access to vessels with ladders and gangways)	
Working with portable electrical equipment	
Working with portable electrical equipment – Marine	
Working at heights	
Working at heights - Marine	
Manual handling	
Manual handling - Marine	
Hazardous substances	
Hazardous substances - Marine	
General - Marine	
Working in noisy environments	
Hot work (i.e. welding)	
Working with fixed equipment & machines	
Scaffolding erection and use	
Working with small hydraulic lifting plant and forklifts	
Working in grounds and building maintenance	
Working in kitchens	
Working in housekeeping	
Working in bars and restaurants	

SPECIFIC INDUSTRY HAZARDS

Specific Tools SAFETY PROCEDURES FOR:	TICK
Grinder (hand)	
Jigsaw	
Planer	
Battery tools	
Sabre saw	
Cut-off saw	
Drop saw	
Circular saw	
Masonry drill	
Hammer drill	
Nail & staple guns	
Orbital sander	
Compressor	
Dust extractor	
Render pump (plast coat)	
Cold saw	
Plasma cutter	
Cement mixer	
Heat gun	

Specific Fixed Machines SAFETY PROCEDURES FOR:	TICK
Bandsaw	
Grinder (pedestal/bench)	
Drill press	
Lathe	
Punch & shears (ironworker)	
Table saw	
Sliding table saw	
Compressor	
Brake press	
Power press	
Metal cutting guillotine	
Pan brake	
Milling machine	
Sheet metal/plate rolling	

Grounds Maintenance SAFETY PROCEDURES FOR:	TICK
Refuelling	
Vibration	
Tree trimming	
Pesticides	
Chain Saws	
Brushcutters	
Post hole diggers	
Chippers	
Wire stretcher	
Shovelling & digging	
Garden tractors	
Front end loaders	
Waste management	
Lawn mowers	
Snakes	
Spiders	

Office, Retail Environments SAFETY PROCEDURES FOR:	TICK
Personal security	
Slips, trips and falls	
RSI	
Ergonomics	
Cash handling	
Electricity	
Handwashing	
Waste disposal	
Working on your feet	



Hospitality	
SAFETY PROCEDURES FOR:	TICK
Heat stress	
Working in hot environments	
Working with sources of heat and fire	
Working with gas	
Working with hot oil	
Handling hot items	
Working with knives	
Microwave ovens	
Burns	
Handwashing	
Cooking ranges and hobs	
Dishwashers	
Food waste disposers	
Deep fat fryers, frying pans	
Grills, toasters	
Kettles, pressure cookers, coffee machines	

Hospitality	
SAFETY PROCEDURES FOR:	TICK
Young workers	
Food poisoning	
Management of blood and body substance spillage	
Electricity	
Working on your feet	
Ergonomics	
Sharps and needles	
Fatigue and shiftwork	
Vacuum cleaners	
Cash handling	
Driving	
Pest Control	
Waste disposal	
Slips, trips and falls	
RSI	
Management of Needle stick injuries	
Personal security	

DISCLAIMER AND TERMS OF USE

ACKNOWLEDGEMENT AND ACCEPTANCE

This work plan has been written by ARIVA Pty Ltd trading as SIMPLY SYSTEMS ("ARIVA").

The terms of this disclaimer ("General Terms") apply to and form part of any agreement between ARIVA and you for the supply of the information, CD and the work plan described and provided to you and any additional information provided by ARIVA to you. Your use of the work plan and supply of information is conditional upon your acceptance and compliance with the General Terms. Your use of the work plan and information provided constitutes your agreement to be bound by the General Terms.

THE SERVICES

ARIVA makes no undertaking, a promise or guarantee to you that the Work plan or information provided by Ariva will be appropriate for you or your business.

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The content within any part of the work plan and additional information is provided on the terms and understanding that it is general in nature and may not be comprehensive enough for your business. ARIVA makes no representation or warranty about the accuracy or suitability of information or links provided in the work plan.

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To the extent permitted by law, any condition or warranty that would otherwise be implied into these terms and conditions is excluded or, to the extent that liability cannot be excluded by law, liability is limited to the amount of the work plan fee or such lesser amount as is possible under the law.

If any of these terms and conditions (or part of them) is held to be invalid or unenforceable, these terms and conditions will remain in full force, apart from the term or condition or part of it that is held to be invalid or unenforceable which will be deleted to the minimum extent necessary for these terms and conditions to be valid and enforceable.

QUEENSLAND CONTENT ONLY

The information, procedures, templates and links in the work plan and provided in addition to the work plan are based on Queensland Laws, Regulations and Codes of Practice only and may not be correct, appropriate or applicable for use by you or your business or for use in any other location other than Queensland.

The information contained in the work plan and provided in addition to the work plan is general information only and does not constitute legal or professional advice. ARIVA is not qualified to provide legal advice.

Users of the work plan should also obtain advice from a qualified person or legal adviser for advice on specific issues or procedures relevant to the area in which their business is situated.

TERMINATION OF MEMBERSHIP

If you breach the General Terms, ARIVA may:

- (a) refuse to supply the Services to you;
- (b) suspend or terminate your access to the website and the Services or parts of it;
- and
- (c) take whatever action it considers appropriate to recover any direct, indirect or consequential loss, damage or expenses that ARIVA has incurred or suffered as a result of your breach.

GENERAL

These terms and conditions are governed by the laws in force in Queensland, Australia. By ordering the Work plan or obtaining further information for ARIVA you agree to submit to the non-exclusive jurisdiction of the courts of Queensland.

These terms and conditions constitute the entire agreement between you and ARIVA. Any prior arrangements, agreements, representations or undertakings are superseded.

Any failure by ARIVA to enforce any of these terms and conditions or any forbearance, delay or indulgence granted by ARIVA to you shall not be construed as a waiver of ARIVA's rights under these terms and conditions.

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