

UBS TRADE PARTNERS

November 2023

TRADE EXPECTATIONS

UBS contractors represent our business onsite so its important to remember!

1. No smoking or Vapng permitted on work sites.
2. Do not park in the driveway
3. Wear clean work wear with logo
4. No loud music or swearing
5. Keep the site clean
6. Be respectful to the homeowner and the neighbours



Linksafe QR Codes



UBS have working towards streamlining processes and are pleased to announce that QR CODES for Signing IN / Signing Out of worksites will be implemented across our worksites from November, 2023.

As the principal contractor, it is your responsibility to ensure that all your trades and subcontractors are using the QR CODE for when they ARRIVE AND LEAVE THE SITE

If you would like more information on this new initiative please contact 0438 083 017 or send an email to tradepartners@uniquebuilding.com.au



Scaffolding near service lines

Last reviewed March 2020

Guideline

Erecting, dismantling and use of scaffold near service lines

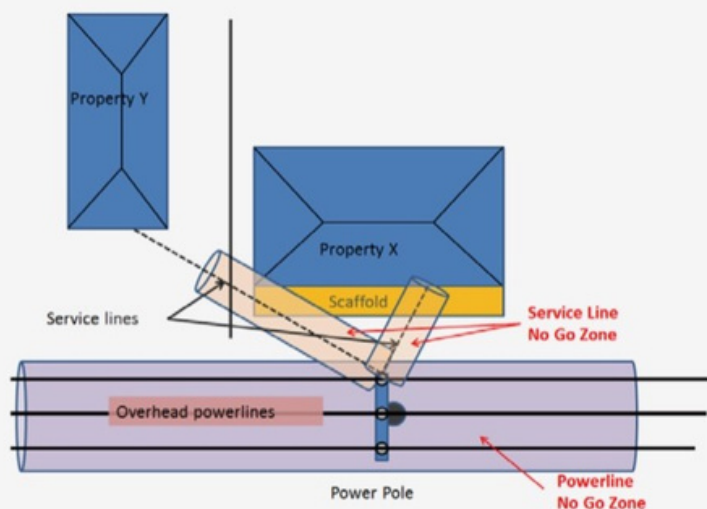
This guideline has been developed to provide guidance for the erection, dismantling and use of scaffolding near insulated service cables/lines. For those situations where the scaffold is also within 4.6 metres of overhead powerlines refer to the ESV document, Guidelines for Scaffolding near Overhead Powerlines.

The movement of scaffolding components near powerlines can put workers in a dangerous or hazardous situation and the risks must be controlled. Energy Safe Victoria (ESV) and Worksafe Victoria consider the skill set of an 'ESV Spotter' (required for mobile plant) is not adequate to control No Go Zone risks associated with scaffolding work.

A service cable or line, as defined by the Electrical Safety (Installations) Regulations 2009 is "the final span or section of a low voltage aerial line or underground line that is part of the supply network of a major electricity company that is connected to a point of supply".

If the erected scaffold or erection/dismantling process causes scaffold components to come within 4.6 metres of any service line (Service Line No Go Zone) then assessment and discussion with the power distribution company is crucial for safety before the work proceeds. The power distribution company may issue a Permit To Work (PTW) or provide advice on clearance distances if a PTW is not necessary.

Image 1: Plan view of No Go Zones with regard to service lines



Work shall be carried out under the conditions detailed in a PTW that has been issued by the power distribution company.

INBOUND DOCS

When sending documents to UBS they MUST be sent through to docs@uniquebuilding.com.au with a specific keyword in the subject line plus the UBS job number.

- ALL documents sent to docs@uniquebuilding.com.au MUST include a specific keyword in the subject heading plus the UBS job number. I.e. if you are sending an invoice, it will have the keyword 'INVOICE' in the subject line.
 - e.g., Invoice UBS-XXXXX
- Any documents/files sent without a UBS job number or keyword will not be recognised by the system and will fail. This means it will not reach our system.

Automatic Email Responses

- You should receive an email stating whether the email was a Success, Partial Failure or Failed. It will detail the reason for any failure.
- **Success** – the sender email matched our records and the correct file types were attached and uploaded.
- **Partially Successful** – this is generally caused by images in the email signature, such as a logo. The script accepts the PDF invoice or report but rejects the JPG \PNG image file (or vice versa for the photoscripts).
- May also show as Partially Successful when the sender email does not match the email we have on file. Please check the error message to determine if the file uploaded successfully.
- **Failed** – the email was not processed, generally due to an incorrect subject line, wrong file type or the file was too small (< 50kb) or too large (> 300kb). Please correct the email and resend.

Email Subject Line & File Formats:

Invoices:

Email address: docs@uniquebuilding.com.au
Subject Line: **Invoice** UBS-XXXXX
Accepted file type: PDF

Trade Reports:

Email address: docs@uniquebuilding.com.au
Subject Line: **Report** UBS-XXXXX
Accepted file type: PDF

Trade SWMS:

Email address: docs@uniquebuilding.com.au
Subject Line: **SWMS** UBS-XXXXX
Accepted file type: PDF

Plans:

Email address: docs@uniquebuilding.com.au
Subject Line: **PLANS** UBS-XXXXX
Accepted file type: PDF

Make Safe Reports:

Email address: docs@uniquebuilding.com.au
Subject Line: **Make Safe** UBS-XXXXX
Accepted file type: PDF

Photos:

Email address: docs@uniquebuilding.com.au
Subject Line: **Photos** UBS-XXXXX
Accepted file type: JPG, JPEG or PNG Images (between 50 and 300kb)

Quotes:

Email address: docs@uniquebuilding.com.au
Subject Line: **Quote** UBS-XXXXX
Accepted file type: PDF

Safety Photos:

Email address: docs@uniquebuilding.com.au
Subject Line: **Safety** UBS-XXXXX
Accepted file type: JPG, JPEG or PNG Images (between 50 and 300kb)