

MEMBERSHIP APPLICATION FORM / TAX INVOICE

We wish to become a member of the Drycleaning Institute of Australia (Victoria) Inc.

Australian Business Number

Company Name:

Trading name:

Name of Representative.....

Store address:

Postal address:

Phone:Fax:

Email:

We are actively engaged in the business of dry cleaning and if accepted as a member:

- Agree to be bound by the Rules of the Institute for the time being in force (including the Code of Ethics).
- Agree to undertake the Safe Handling of Perchloroethylene Course at the next available opportunity. (if you have already completed the Course, please advise the Institute).
- Agree to abide by the Code of Practice for Plant in the Dry cleaning industry

Nomination

I
Being the representative Member of the Institute hereby nominate the applicant for membership of the Institute.

.....
(Signature of Proposer)

.....
(Date)

Membership Fees (GST inclusive)

Full member	\$213.67 per quarter	\$854.68 per annum
Additional Plants	\$ 69.30 per quarter	\$277.20 per annum
Dry Store	\$ 27.50 per quarter	\$110.00 per annum
Associate member	\$213.67 per annum	\$100.00 joining fee

Please make cheques payable to the Drycleaning Institute of Australia (Victoria) Inc.

Credit Card type Bankcard Mastercard Visa

Credit Card Number: / / / / / / / / / / / / / / / / / / / /

Expiry date: / / Name of Card _____

Signature _____



**DRYCLEANING
INSTITUTE OF
AUSTRALIA
(VICTORIA) INC.**

DRYCLEANING
PROFESSIONALS

486 ALBERT STREET
EAST MELBOURNE VIC 3002

GPO Box 4352QQ
MELBOURNE VIC 3001

PH: 03 8662 5333
FAX: 03 8662 5358

dryclean@vecci.org.au



Additional Information

To be completed by drycleaners applying for membership of the Drycleaning Institute of Australia (Victoria) Incorporated.

Name of Firm or Company:

Trading Name:

Business Address:

Telephone: Fax: :

Email:

Details:	Address:	Type of Solvent Used:	Services Provided (please tick)		
			Dry-Cleaning	Domestic Laundry	Garment Repairs
Main Trading Location:					
Other Trading Locations					

DETAILS OF WORKING PROPRIETOR OR MANAGER

Personal Name:

Previous Experience in the Drycleaning Industry:

.....

Formal Training, if any (eg. Drycleaning apprenticeship or training courses attended):

.....

Drycleaning business previously owned or operated by working Proprietor or Manager:

.....



.....
 (Date)

.....
 (Signature of Proprietor/Manager)

PLEASE NOTE: Your application must be accompanied by the fees detailed in the attached statement.

Entry Standards for Acceptance as a Member of DIA (Vic) Inc.

The items listed below require complete compliance before acceptance as a Member into the Drycleaning Industry Association of Victoria Inc. ***By complying with these requirements, it does not waive your rights regarding all other legal and statutory requirements.***

As well as establishing a minimum standard for acceptance into the DIA, these items listed below are either legal requirements or general good business practice. Regular plant audits are conducted by WorkSafe Victoria, and while this list is not complete for a total inspection, compliance with all areas below would indicate that you are serious regarding compliance.

Although not detailed here, the Victorian Government's aim is to create and maintain safe working conditions for all, with the overall responsibility being the business Owner/s. The most prevalent forms of injury in drycleaning establishments include burns and strains. You as Owner need to critically assess all areas of operation of your business, in particular the protection against burns, (eg lagging of pipes), and strains, (lifting). To this end, an excellent reference, detailing nearly all potential plant hazards, with provision for self assessment, is the **Drycleaning Industry Regulatory Standard**. This comprehensive guide is available, free, from the Association office. It is strongly recommended that you obtain a copy, complete it, and use it as part of your annual review.

Although every effort will be made for a member of the DIA Committee to visit, initially the information necessary is by way of self assessment, to expedite the process. The form is enclosed for your completion.

1. Presentation and image of establishment:

- a. The appearance of the business needs to reflect the attitude of the owner/s. Old & faded paint and signage needs updating, together with the general cleanliness of the front of counter and those areas visible to the customers.
- b. The appropriate HAZCHEM signs need to be in place at all entry/exit points of the building.

2. Licensing & Registration:

- a. ***Perchloroethylene Operators License*** – All operators of perc drycleaning equipment require accreditation, and there needs to be a licensed operator present at all times while the drycleaning machine is in operation. Courses are conducted at RMIT on a regular basis.
- b. ***Boiler Registration*** – All boilers need to be registered with the Victorian Workcover Authority, and subject to an annual inspection. This inspection must be carried out by a licensed person and certified by an independent Inspector.

Details of accredited inspectors are available through the DIA office at competitive rates.

- c. ***Air Compressors*** – All compressors and pressure vessels need to be registered with the Victorian Workcover Authority. It is recommended, but not mandatory, that an annual service be carried out on compressors.
- d. ***Cooling Towers***: All cooling towers need to be registered with the Department of Human Services, and renewed on an annual basis. A risk analysis has to be completed, and correct levels of water quality be maintained. This is normally done by monthly testing and analysis, with additional testing and dosing being conducted as required. An annual inspection is required by a certified person. Details of accredited persons are available through the DIA office, at competitive rates.
 - i. Where the cooling tower is located at a height of two metres or greater, safe access requirements exist.
 - ii. Drift eliminators are required as part of the cooling tower operation.
 - iii. Note: Other than the safe access requirements, there are no registration or testing requirements for closed circuit chiller and fan type cooling systems.

3. **Equipment:**

- a. ***Drycleaning Machine:***
 - i. Spill trays fitted under the machine, and this also applies to any storage of solvent not in the machine.
 - ii. No excessive solvent odors. If there is doubt regarding levels of solvent odor, either monitors can be installed or suppliers offer a testing service. It is in the interests of employee safety and excessive solvent costs that no excessive odors are present.
- b. ***Watermain Backflow Prevention Valves*** – This is a requirement of all Water Authorities and is designed to prevent any contamination into the water reticulation system.

4. **Waste:**

- a. ***Drycleaning Machine:***
 - i. Disposal of ***Trade Waste*** – Waste from the perc machine has to be disposed via a licensed operator. Waste cannot be removed in any other manner.
 - ii. Disposal of ***Contact Water*** – An approved system must be in place for the disposal of contact water, this can either be in the form of:
 - 1. A licensed operator.

2. An approved water separation device which recovers the solvent and allows the treated water to be legally disposed in the sewer.

5. **Safety & Emergency:**

- a. ***Fire Extinguishers*** – of the approved type and number, with signage need to be in place together with a six monthly maintenance program. Ensure that all staff are familiar with the location and operation of the extinguishers. Suggest periodic fire drills.
- b. ***Chemical Storage*** – an approved chemical storage cabinet is required.
- c. ***Medical and Safety Equipment :***
 - i. ***First Aid Kit*** – ensure that the kit is readily available, and regularly checked for stock.
 - ii. ***Material Safety Data Sheets*** – these cover all solvents, chemicals and powders used in your business, and detail the constituents and safety procedures necessary with each of these items. They need to be updated every five years. Make sure that they are readily available.
- d. ***Spillage Kit*** – which includes masks and absorbent materials etc. These are available from the suppliers.
- e. ***Evacuation Plan*** – the evacuation plan needs to be readily visible and staff aware of the procedure.

6. **General:**

Your Committee is there to assist you with the operation and ultimately the profitability of your business. This is done on a voluntary basis with many hours willingly given in the interests of members and the industry at large. We welcome feedback and suggestions, and you are welcome to attend meetings as an observer.

What we would ask is your involvement in information/training/and social functions, and general activities of the association. We also ask that you develop your business to its maximum potential, both in your interests and in the interests of a stronger drycleaning industry.

Self Assessment for Acceptance to DIA (Vic) Inc:

Note: Tick the appropriate box

Notes:**1. Presentation:**

Note: Assign a score out of 10 for next three areas, and if average greater than five then pass.

Condition of Paint Signage of 10

Cleanliness of Counter Area of 10

General Cleanliness of 10

Overall Condition & Image Pass Fail

HAZCHEM Signs Yes No

2 Licensing and Registration

Licensed Perc Operator Yes No Name of Operator:

Registered Boiler Yes No

Annual Inspections Date Last Insp: _____

Registered Compressor Yes No

Cooling Tower:

Registered Cooling Tower Yes No

Risk Assessment Yes No

Maintenance Program Yes No

Annual Inspections Date Last Insp: _____

3 Equipment

Spill tray/s

Solvent Odour

Backflow Prevention Valve

4 Waste

Trade Waste Licensed Operator Yes No

Contact Water- Operator Yes No

Contact water - On site Yes No

5 Safety & Emergency

Fire Extinguishers Yes No

Chemical Storage Cabinet Yes No

First Aid Kit Yes No

Material Safety Data Sheets Yes No

Spillage Kit Yes No

Evacuation Plan Yes No

Business Name of Applicant

Responsible Person

Address:

Telephone:

Email Address: