

# Richmond Shire Council

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Our Ref.: Your Ref.:



5/03/2024

To Whom it may concern,

## Re: Contractor Work Health & Safety (WHS) Requirements

It is a requirement of Richmond Shire Council WHS Management System to ensure all services supplied to our organisation by contractors and suppliers meet both internal and external requirements regarding WHS, environmental legislation and standards. To assist us with placing you on our Contractor Register, please complete the attached questionnaire and forward copies of the following documentation:

1. Certificate of Business Registration,
2. Current Public Liability Insurance,
3. Current Professional Indemnity Insurance (if applicable),
4. Current Worker's Compensation Insurance / Personal Injury Insurance (if self-employed with no additional employees),
5. Government Licence or Permit where required (e.g. electrical work, plumbing work, etc.),
6. WHS Management Plan (or an outline of safe work practices, i.e., Safety Manual, WHS Policies, Procedures relevant to the work to be performed), and
7. Any other documents requested in the questionnaire.

If you intend to subcontract all or any part of the works to a third party, it is your responsibility to notify Richmond Shire Council of this intention and ensure that the subcontractor has been evaluated as conforming to stated requirements.

Please contact the undersigned if you have any queries regarding any of the above requirements. Thank you for your assistance and cooperation.

Kind regards,

*Peter Bennett*

*Chief Executive Officer*

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