**CONTRACTOR LETTER**

Date:

Business Name:

Contractor Name:

Address:

Dear      ,

**Re: WHS Induction and Documentation**

To ensure our systems are effective we are currently reviewing the Work Health & Safety credentials and practices of new and existing contractors / subcontractors who conduct contracted work on our sites.

During this induction your license, public liability, workers compensation and any specific training certificates also need to be sighted. A copy of these certificates will be kept on file. An Independent Contractors Agreement will be given to you to complete and this is to be returned prior to commencement of any work.

Could you please phone the office on       to arrange a suitable time.

Please do not hesitate to contact myself with any queries or concerns that you may have with this process.

Yours sincerely

Name:

Title/Position:

N.B your site if required, may mention the need for Police Clearance if working around children in accordance with the Children’s Protection Act.