**CONTRACTOR EXAMPLE LETTER**

Date:

Address:

Contractor/Subcontractor Name:……………………………………………………………………

Business Name:……………………………………………………………………………………….

Contracted Worksite location:………………………………………………………………………..

Dear Contractor/Subcontractor,

Re: Catholic Church Safety Manual – Contractors

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.

To support our continual improvement all Contractors who work on site are to undertake an induction of our Catholic Church Endowment Society Safety Manual – policies & procedures.

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.