

FORM 18.01: STANDARD CONTRACTOR LETTER

In line with the commitment of Southern Meats to ensure that all contractors comply with the Work Health & Safety Standards applicable to our workplace, we provide you with a list of the Standard Procedures applicable to all maintenance contractors and associated workers.

1. All contractors and associated workers must be inducted into the emergency and safe work procedures on the site. This training will be provided to you by our WHS Manager and you must make arrangements for this training prior to coming on site for the first time. This induction training will ensure you have been made aware of any hazards on the site and the control measures in place to control them. You can also view and download this form from our website www.southernmeats.com.au.
2. All contractors must complete the Contractors Agreement Form 18.02 before work is commenced on the site. This document is available to be downloaded and printed from our website [http://www.southernmeats.com.au/18.02 Contractor Agreement Form.pdf](http://www.southernmeats.com.au/18.02_Contractor_Agreement_Form.pdf) alternatively you can request it be faxed or posted out to you.
3. You will be required to provide a certificate of currency with regard to Workers' Compensation and Public Liability and current trade certificates in your area of expertise. These must be returned to the site before you attend and will be checked and recorded before your Site Induction. Please note that some insurance certificates only last for 3 months and you will need to forward your current certificate as you receive them.
4. All contract workers must sign in and out when arriving or leaving the site and receive temporary identification. A sign in book is located at the reception desk in the main office, by-products, maintenance, stock yards, store and skin shed. This is extremely important if we have an evacuation to be able to account for everybody in an emergency situation.
5. All portable electrical tools used by contractors must conform to electrical and safety requirements and must be tagged by an appropriate person to demonstrate that they meet current Australian Standards for portable leads.
6. All work carried out by Contractors must have a written Safe Work Method Statement relating to each task being undertaken. These documents must be comprehensive and will be checked by your contact person prior to starting work. Please note that Safe Work Method Statements will be used to determine your capability to perform work on our site.
7. A Plant Clearance Certificate is in force for all maintenance works and in particular Work Permits must be used for all works involving welding, confined or restricted spaces, excavation and working at heights. Forms are available from the Maintenance Manager Scott Newton or Steve Day.
8. Contractors may engage no unsupervised trainees or apprentices on our premises.
9. All hazards, near misses, injury, property damage or environmental impacts must be reported to the Maintenance Manager or the on site medical clinic.
10. Should any disused building materials or rubbish associated with your works be removed from the premises, you must supply us with a letter of intent verifying disposal methods of waste including liabilities and responsibilities of the parties to the Agreement.

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11. WHS Complaints - If a contractor identifies a WHS matter for which they would like Southern Meats to take action. They have 2 options;
 - I. Informally raise the matter to their direct contact at Southern Meats for matter to be assessed and resolved immediately if possible.
 - II. Raise the matter in writing with their direct responsible person or WHS Manager, providing the following details;
 - a. Name of the external Contractor;
 - b. Contact details of the Contractor;
 - c. Details of the matter subject to the feedback, including:
 - location, personnel involved and time/date;
 - the plant or equipment, chemicals or substances, systems of work or workplace involved;
 - Details of the action/s that the external stakeholder wishes the Southern Meats to take.

The WHS manager will investigate and follow up with the appropriate Southern Meats responsible person for the area in which the contractor works. Corrective action will be determined in consultation with all parties.

12. Method of contact can be either by phone, email, fax or through the Southern Meats Website under the Contact Tab.

If you require further information please do not hesitate to call me on 02 48240043 or send me an email.

Yours sincerely

Claire Graham
claire@southernmeats.com.au
 Southern Meats
 WHS Manager

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