

Parish Name .....

Parish Address .....

Contact Details .....



**Letter of Appointment for Contracted Minor Works**

<b>Date</b>		
<b>Contractor/Service Provider</b>	<b>Name</b>	
	<b>Company Name</b>	
<b>Address and Phone Number</b>		
<b>Scope of Works (provide specific details of the work to be attended)</b>		
<b>Contract Period</b>	<b>Begin Date</b>	
	<b>End Date</b>	

**Appointment of Contractor or Service Provider**

As a person conducting a business or undertaking (PCBU) under the *Work Health and Safety Act 2011*, the above-mentioned Parish is the project owner and hereby appoints you, the above-named person or company, as contractor for the work or provider of the services described above for the contract period specified above.

Please sign this *Letter of Appointment* and return it to the parish at the address above. You may wish to retain a copy of the *Letter* for your own records.

**Authority of Project Owner**

<b>Clergy or Parish Leader</b>			
<b>Signature</b>		<b>Date</b>	

**Authority of Contractor of Service Provider**

I hereby acknowledge our appointment as contractor for the work or provider of the services described in the Scope of Works above for the contract period specified in this letter. By accepting this contract, I acknowledge and will undertake to meet the following:

- Accept and comply with Parish safety requirements.
- Take all reasonable care for the safety of yourself, your workers and anyone who could be affected by the work you undertake
- Take all reasonable precautions and care to prevent damage to Parish property, buildings or equipment.
- Complete the above stated contracted works or services in its **entirety** to a safe and acceptable level in accordance with to industry and legislative standards.

<b>Name</b>			
<b>Company</b>			
<b>Signature</b>		<b>Date</b>	



### Contractor Details

Contractor Name .....

Contract Duration Dates.....to .....or Ad Hoc

Induction Date .....

Parish Name and Address .....

Induction Checklist	
Information	Completed
Site layout (walkthrough and explain Emergency Diagram)	<input type="checkbox"/>
Site specific safety rules and security information	<input type="checkbox"/>
Location of first-aid equipment and identification of first-aid officers	<input type="checkbox"/>
Emergency procedures (alarms, fire wardens, fire exits, assembly points, fire equipment)	<input type="checkbox"/>
Amenities (drinking water, toilets, kitchen)	<input type="checkbox"/>
Smoking policy and designated areas	<input type="checkbox"/>

Site Specific Hazards	
Hazard	Controls

Signed ..... Date.....  
Contractor

Signed ..... Date.....  
Parish Leader



## Contractors must comply with the following:

- Request and review the asbestos register.
- Complete the *Parish Contractor Attendance Register* upon arrival and departure each day while working on site.
- Comply with your safety obligations in accordance with the WHS Act 2011 (Qld) and the WHS Regulation 2011 (Qld).
- Report all safety hazards that cannot be immediately eliminated to the Parish Leader for recording and management.
- Should a notifiable incident occur (death, serious bodily injury, electrical injury or dangerous incident), notify Clergy or Parish Leader who will involve the ACC Diocese Business Manager immediately.
- Conduct all work in a safe manner so as not to affect the health, safety and welfare of any person who could be affected by the activities of your business.
- Ensure licences and permits relevant to the works being undertaken are current and on hand at all times.
- Note the Emergency and Evacuation Plan and location of the assembly area and follow instructions issued by Parish Leader if an emergency occurs.
- Provide the Parish with a copy of your Workers Compensation and Public Liability Insurance details prior to works commencing.
- In accordance with WHS legislation, provide Safe Work Method Statements for all high risk works being undertaken, which include (electrical work, confined space, work at height including use of ladders, equipment provided on hire).
- Abide by the terms of the work contract, including compliance with the Parish WHS policy.
- Ensure all workers are provided with and trained in the use of relevant personal protective equipment.
- Provide adequate supervision and training of workers to ensure their competency in completion of the contracted works.
- Ensure adequate and safe barricading of works to prevent access and injury from the public or other persons entering the workplace.
- Upon completion of works, ensure all rubbish and debris is removed and disposed of appropriately and the workplace is returned to a safe and hazard free environment.
- Do not impede any fire access or egress at any time during conduct of works. Consult with the Parish office if works may impede exits.
- Ensure all hazardous substances brought onto this site have current SDS and are stored and handled in accordance with manufacturer's requirements.
- Ensure all electrical items are tested and tagged and testing dates are current.

**When you have read the above, please sign the *Parish Contractor Attendance Register* to confirm your agreement with these requirements.**



