Covid 19 : Contractor Organisation Assurance Declaration

The Shire requests your assistance in the firm implementation of risk control measures intended to keep staff and community safe during the Covid 19 emergency event. These risk control measures include those mandated by Government Authority and made under emergency powers.

In order for the Shire to meet our duty of care obligations imposed under OSH legislation, we are obliged to implement risk controls within Shire workplaces as far as is reasonably practicable. This duty extends to contractor organisations as employers in their own right.

So that the Shire may verify that a contractor understands Covid-19 risk control measures that must be implemented whilst performing works on behalf of the Shire, we request that you provide detailed information as a response to each query below, sign the associated assurance declaration section provided and return to the Shire Officer indicated.

[Attach responses in separate document if more space is required]

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| Please describe the preventive measures implemented by your organisation to ensure your staff will not be exposed to Covid 19 prior to travelling to the Shire for work purposes: |
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| Please describe how the risk of Covid 19 transmission will be minimised during travel to the Shire for work purposes: |
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| Please describe how the risk of Covid 19 transmission will be minimised during the conduct of work for the Shire: |
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| Please describe how the risk of Covid 19 transmission will be minimised at any accommodation venues required to utilised for the duration of the work:  |
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| Please describe what infection response will be undertaken by your organisation should an employee display symptoms associated with Covid 19 whilst at the worksite:  |
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| Please describe what infection response will be undertaken by your organisation should an employee display symptoms associated with Covid 19 whilst at accommodation venues:  |
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| We, the Contractor Organisation named below, do declare and assure the Shire that:* We are aware of the health risks and formal risk control requirements associated with Covid 19 as described and imposed by Government Authorities;
* We will fulfil our work for the Shire in a manner that complies with Government Authority requirements and directions;
* We will fulfil our work for the Shire in a manner that complies with the Covid 19 risk control descriptions provided above;
* We will co-operate with the Shire in their efforts to reduce risk of Covid 19 transmission within the workplace and community;
* We are aware that breaches of Covid 19 risk control measures are considered serious and may lead to worksite entry being refused and / or Police involvement should they occur.
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| Contractor Organisation Name: |  |
| Contractor Organisation Officer (Name): |  |
| Contractor Organisation Officer (Position): |  |
| Contractor Organisation Officer (Signature): |  |
| Date: |  |
| Attachment provided? (Circle) | YES | NO |

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| **Shire Use Only** |
| Shire Responsible Officer (Name): |  |
| Shire Responsible Officer (Title): |  |
| Shire Responsible Officer Phone(s): |  |  |
| Shire Responsible Officer Email: |  |
| Date Issued to Contractor: |  |
| Date Response Received: |  |
| Date Response Evaluated: |  |
| Additional Information Required? | YES | NO |
| Result of Evaluation: | Not Approved | Approved with Restrictions | Approved |