



WHS RESPONSIBILITIES FOR A CONTRACTOR

This document addresses work health and safety and injury management responsibilities that apply to persons conducting a business or undertaking and/or workers classified as contractors. Refer contractors to these responsibilities and sign off prior to commencement of work.

Name of Employee	[ContractorName]		
Position/ Job Title:	[ContractorPosition]	Company:	[ContractorCompanyName]
Signature:		Date:	[ProvideDate]
Department	[ContractorDepartment]	Location:	[Location]

RESPONSIBILITIES:

1. Take reasonable care for your own health and safety.
2. Take reasonable care that you do not adversely affect the health and safety of other persons.
3. Comply with MC Jacobs Australia Pty Ltd’s WHS policy, procedures and rules, and follow safe work practices.
4. Comply with [ContractorCompanyName]’s WHS policy, procedures and rules, and follow safe work practices.
5. Carry out work in compliance with relevant WHS legislation and MC Jacobs Australia Pty Ltd’s safe work methods and demonstrate an acceptable level of safety performance.
6. Ensure that the right person is engaged for each job, taking into account the type of work to be performed, the licences, certificates and qualifications required.
7. Conduct relevant job safety analyses whenever it is appropriate to do so.
8. Provide WHS Risk Assessments for the work to be completed if requested by MC Jacobs Australia Pty Ltd.
9. Participate in risk assessments as requested by MC Jacobs Australia Pty Ltd.
10. Participate in WHS consultation meetings to discuss workplace safety in the department as required by MC Jacobs Australia Pty Ltd.
11. Participate in WHS consultation meetings to discuss workplace safety in the department as requested by [ContractorCompanyName].
12. Do not misuse or interfere with anything which is provided by MC Jacobs Australia Pty Ltd in the interests of workplace health and safety.
13. Ensure appropriate equipment is used for the job and ensure it has been tested, maintained and is safe to use.
14. Ensure that Personal Protective Equipment has been provided and is used when on site.



15. Ensure that Material Safety Data Sheets are complied with and made available for hazardous substances used on site.
 16. Report any hazards to MC Jacobs Australia Pty Ltd as soon as you notice them.
 17. Report all incidents (including near misses) to MC Jacobs Australia Pty Ltd, whether or not someone was injured.
 18. Report any incidents of bullying and/or harassment in the workplace to MC Jacobs Australia Pty Ltd.
 19. Assist in the identification of control measures to eliminate or minimise the risk of injury as requested by MC Jacobs Australia Pty Ltd or [ContractorCompanyName].
 20. Attend WHS training as required by MC Jacobs Australia Pty Ltd or [ContractorCompanyName].
 21. Correctly use tools and equipment.
 22. Report any worn out or defective tools or equipment or problems with tools and equipment provided by MC Jacobs Australia Pty Ltd to MC Jacobs Australia Pty Ltd.
 23. Report any worn out or defective tools or equipment or problems with tools and equipment provided by [ContractorCompanyName] to [ContractorCompanyName].
 24. Wear personal protective equipment as required.
 25. Operate equipment and machinery with guards and safety controls operating and in place at all times.
 26. Report all problems with equipment and machinery provided by MC Jacobs Australia Pty Ltd immediately to MC Jacobs Australia Pty Ltd.
 27. Report all problems with equipment and machinery provided by [ContractorCompanyName] immediately to [ContractorCompanyName].
 28. Report all problems with manual tasks, including signs of discomfort, in the provision of the services immediately to MC Jacobs Australia Pty Ltd.
 29. Participate in WHS activities such as inspections, investigations, evacuation drills, WHS meetings and risk assessments as required by MC Jacobs Australia Pty Ltd from time to time.
 30. Report any physical or psychological conditions that may affect your ability to safely provide the services to MC Jacobs Australia Pty Ltd.
 31. Assist in the return to work process of either yourself, or any work colleagues following injury as required.
 32. Participate in meaningful and open consultation about work health and safety with workers, health and safety representatives and health and safety committees of [ContractorCompanyName].
1. Consult, cooperate and coordinate with MC Jacobs Australia Pty Ltd in respect of work health and safety issues.

Company Name:	MC Jacobs Australia Pty Ltd
Name:	[CompanyRepresentativeName]

Document Title: WHS Responsibilities for a Contractor		Authorised by: Malcolm Jacobs		
Document #: WHS017	Version #: 1	Issue Date: 6/4/2020	Revision Date: 6/4/2021	Page 2 of 3



Position:	[CompanyRepresentativePosition]		
Signature		Date:	[SignDate]

Contractor Company Name	[ContractorCompanyName]		
Name	[ContractorRepresentativeName]		
Position	[ContractorRepresentativePosition]		
Signature		Date:	[SignDate]