

1. INTRODUCTION AND INSTRUCTIONS

Ambassador Services acknowledges its obligation to protect workers, including contractors / subcontractors and any other person, against risks to their health and safety arising from its business operations.

As a condition of works or services provided by contractors / subcontractors to or on behalf of Ambassador Services, contractors / subcontractors must similarly protect their workers, Ambassador Services workers and any other persons against risks to their workplace health and safety arising from contracted works or services.

Proponent contractors / subcontractors who cannot comply with these requirements shall be ineligible for inclusion in Ambassador Services Preferred Contractors Register.

The proponent contractor must carefully read the following requirements and then check “I agree” in the right-hand column. Any additional documentation should be submitted when returning this document.

2. REQUIREMENTS



General

The contractor shall comply with all directions from Ambassador Services concerning WHS including the requirement to provide all information and documentation requested in the Contract / Service Agreement prior to engagement.

I agree

In submitting and undertaking these specifications and requirements I acknowledge and verify the accuracy of details contained therein and within supporting / verifying documentation.

I agree

Legislative Compliance

The contractor must comply with, and ensure its workers, subcontracted workers, suppliers and agents comply with, all prevailing Acts, Regulations, Codes of Practice, Australian Standards and Ambassador Services WHS policy, procedures and processes that have application in respect to works or services provided to or on behalf of Ambassador Services.

I agree

The contractor must identify to Ambassador Services Manager / contract manger details of any prohibition, improvement notices and prosecutions by the enforcing authorities, during the last 5 years.

I agree

Resources and capability

The contractor shall always provide adequate and relevantly competent, qualified, skilled, and experienced workers and subcontract workers with clearly defined WHS accountability, responsibility and authority for contracted works or services.

I agree

The contractor will submit the name, contact details, position, outline of the workers qualifications / training received and summary of WHS responsibilities relevant to the workers / work / services to be provided whilst working on Ambassador Services premises to Ambassador Services contract Manager.

I agree



Safe Systems of Work		
The Contractor shall develop and implement adequate procedures and processes to manage WHS risks	I agree	
The Contractor will develop and submit to the Contract Manager for review Safe Work documents where the nature of contracted works or services is assessed as having a Risk Rating of 'Medium' level or higher.	I agree	
All workers will work in a safe manner according to safe systems of work adopted by the contractor / subcontractor or required by Ambassador Services.	I agree	
Consultation and Communication		
The contractor shall ensure adequate forums or means are provided for workers to communicate, discuss, consult upon and manage WHS issues associated with contracted works or services.	I agree	
Plant and Equipment		
The contractor shall ensure any plant & equipment supplied and used on Ambassador Services premises is safe and without risks to health at all times and all electrical equipment, brought onto Ambassador Services. Premises is tested and tagged as required by the Australian & New Zealand Standards.	I agree	
WHS Induction		
The contractor shall ensure all workers performing contracted works or services at Ambassador Services premises are provided the WHS Contractor Induction prior to performance of any works or services for the first time at those premises.	I agree	
Hazard & Incident Reporting & Investigation		
The contractor will report all hazardous situations, good catch and incidents involving any worker affected by contracted works or services to Ambassador Services / contract Manager in accordance with Ambassador Services Internal Incident Reporting and Investigation process.	I agree	
Supervision & Management		
The contractor will provide adequate supervision of workers to ensure the health, safety, and welfare of the worker while at work and other workers who may be affected by the work undertaken.	I agree	
Ambassador Services WHS Verification		
The Contractor acknowledges Ambassador Services, at its discretion, may undertake WHS Verifications directed towards verifying compliance by the contractor with Ambassador Services WHS requirements and implementation of safe work practices.	I agree	
The Contractor will develop and submit to the contract Manager for review Safe Work documents where the nature of contracted works or services is assessed as having a Risk Rating of 'Medium' level or higher.	I agree	
The Contractor will facilitate and cooperate in the course of any Ambassador Services WHS Verification	I agree	



Corrective Action		
<p>The Contractor acknowledges the following Corrective Action process will apply where Ambassador Services identifies any non-compliance with WHS requirements:</p> <ul style="list-style-type: none"> Ambassador Contract Manager will immediately communicate the non-compliance to the worker and the contractor representative and representative of the party responsible for managing the risk. Corrective / remedial action required and time frame for implementation will be agreed / resolved between the Ambassador Contract Manager the worker and the contractor representative. (Unless the WHS risk is of such a nature so as to require immediate cessation of work and implementation of control measures before work is resume). Ambassador Contract Manager will verify required corrective / remedial action is implemented within the prescribed timeframe. 	I agree	
Notification of Change in Circumstances		
The Contractor shall advise the Ambassador Contract Manager as soon as possible of any change in circumstances or factors relevant to the contracted works or services.	I agree	
Breach of Ambassador Services WHS Specifications and requirements		
The Contractor shall ensure all workers comply with all Ambassador Services WHS specifications and requirements.	I agree	
The Contractor acknowledges a failure to comply with Ambassador Services WHS specifications and requirements may constitute breach of contract resulting in potential termination of the contract and removal from Contractor management system.	I agree	
Insurance		
The Contractor must at all times hold and maintain as current for the duration of contracted works or services public liability insurance with an Australian Prudential Regulatory Authority (“APRA”) approved insurer limited to \$20 mil, a worker’s compensation policy of insurance for all its workers or Income Protection Insurance (sole traders).	I agree	
The Contractor must ensure that at all times its subcontractors and suppliers maintain as current for the duration of contracted works or services public liability insurance with an Australian Prudential Regulatory Authority (“APRA”) approved insurer limited to \$20 mil, a worker’s compensation policy of insurance for all its workers or Income Protection Insurance (sole traders).	I agree	
The Contractor must provide Ambassador Services / Contract Manager with a certificate of currency for all insurances outlined above that are relevant to their contracted work/ services.	I agree	

BY SIGNING BELOW THE CONTRACTOR REPRESENTATIVE ACKNOWLEDGES & ACCEPTS ALL THE REQUIREMENTS LISTED ABOVE

Contractor Representative	Name:	Signed:	Date:
Contractor Representative	Name:	Signed:	Date:

RELATED DOCUMENTS
Ambassador Services Management Procedure

