**CONTRACTOR REGISTER**

🢂 This form is to be completed before a contractor commences any work on church property.

**OBJECTIVES:**

To coordinate the procedure for contractors to carry out on-site work for the church. To record the relevant contractor licenses, permits, certificates or trade qualifications.

To confirm that each contractor and their employees have undertaken safety briefing and induction.

NAME OF CONTRACTOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick if self-employed □

NAME OF MANAGER/OWNER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS OF CONTRACTOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE PHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE PHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LICENCES - Please record current relevant licences, permits, certificates and trade qualifications, or comments. Attached photocopies are acceptable:

|  |  |
| --- | --- |
| DETAILS | NUMBER |
|  |  |
|  |  |
|  |  |
|  |  |

CONDITIONS

I accept the following conditions for performing contract work at the church defined above:

I accept that work will be carried out in accordance with all workplace health and safety requirements, including specific church conditions as noted in the summary “Church Safety Procedures”.

I confirm that all contract employees working on the church site have completed the relevant safety induction and training, and hold the required trade qualifications and/or experience for the work to be carried out.

I accept that all contract employees are required to personally sign in and out of the site at the times of arrival and departure, using the “Contractor Entry Log” form.

I will inform the Church Committee of Management of any changes to the above information.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form will be kept on record for the duration of the contractor’s work at this Church.**