



Coburg North Primary School
180 O'Hea St, Coburg, 3058
PO Box 196 Pascoe Vale South, 3044
Ph: 03 9354 1660
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Email: coburg.north.ps@edumail.vic.gov.au
Principal: Helen Zull

19th April 2016

Dear Contractor,

The Department of Education and Training has implemented an OHS Management System (OHSMS) in that requires all contractors engaged to provide maintenance, repair work, or services in [workplace] be approved prior to the commencement of any works. Please read the attached Contractor OHS Induction Handbook and familiarise yourself with its contents. Upon arrival to the site, please report to the general office to sign in and be issued with a visitor's pass that is to be worn at all times whilst on DET premises. You will also be required to undergo a site specific OHS induction.

The following information is to be provided:

- copy of current public liability insurance certificate (Note: \$10 million minimum cover required)
- copy of current workers compensation insurance certificate (if company)¹.
- copy of trade licenses and bring original for sighting
- current Working with Children Check (where applicable)
- copy of Safe Work Method Statement /Job Safety Analysis for the high risk tasks to be undertaken or as mandated by DET.

This information is to be returned to us by 9/05/2016

Note: If you are assessed as non-compliant you will be advised to submit further evidence.

If you any questions please do not hesitate to contact Helen Zull on 93541660 or zull.helen.h@edumail.vic.gov.au

Yours Sincerely,
