



# WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	4.0
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## WHC-FRM-SUB-CONTRACTOR ENGAGEMENT-FORM 5

The purpose of this form is to assist the Contractor Company to develop a scope of work and to determine the level of management required for sub-contractors. The Contractor Company must gain approval from WHC prior to the use of any Sub-contractor Company's workers.

### Details (List name and contact details)

Primary Contractor Company:	
Sub-contractor Company:	

Site / Area	WHC Contract Owner (Class B & C):	WHC Contract Coordinator(s):
A)		
B)		
C)		
D)		
E)		
F)		

### Scope of Work (attach additional documents if required)


Sub-contractor Management <input checked="" type="checkbox"/>	Yes	No	Comment for No (Actions)
Will the Sub-contractor Company's workers be working under the direct supervision of the Primary Contracting Company?			
Will the Sub-contractor Company's workers be working to the same HSE management system as the Primary Contractor Company's? (Workers must be instructed in relevant aspects of the system).			
Will the Sub-contractor Company's workers be using the Primary Contracting Company's vehicles, tools, equipment and materials? (Introduction to Site must be undertaken)			
Is the Sub-contractor Company currently an approved contracting company for the site?			
Are Sub-contractor Company insurances adequate? (Provide copies of Workers compensation/personal income protection for Sole Traders, public liability,			



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plant & equipment via the Whitehaven Contractor Portal <a href="http://whitehavencontractors.com.au">http://whitehavencontractors.com.au</a> )				
<p>Will the sub-contractor be utilising additional sub-contractors? (Provide a summary of the reporting relationship).</p> <p>All additional sub-contractors must complete Form 5 under the Primary Contracting Company and approved by WHC.</p>				
<b>Approval (Site or Area):</b>	<b>A-F</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
WHC Contract Owner				
WHC Contract Owner				
WHC Contract Owner				
<b>Acknowledgment</b>		<b>Name</b>	<b>Signature</b>	<b>Date</b>
Primary Contractor Company Supervisor				

**All sub-contractors must register their company within the Whitehaven Coal Contractor Management Portal**