

### **What is the Approved Contractors List?**

The Approved Contractors List provides a pool of Contractors who can be engaged and have the necessary experience and skills to perform contract work safely. Once a Contractor has been included on the Approved Contractors List they can be considered to complete contracts with the Shire.

To be placed on the Approved Contractors List you must agree to abide by the Shire's health and safety rules and demonstrate that you have an appropriate health and safety system in your business.

### **Why is there an Approved Contractors List?**

The Shire is committed to work, health and safety by ensuring the safety of our employees, contractors, ratepayers and visitors. We want to make sure everyone goes home safely to their families.

All potential contractors must agree to abide by the safety policies and procedures which the Shire has adopted. The Shire will consider the ability of the contractor and sub-contractor to perform work in a safe manner as a key factor in the selection process for any contract.

### **How do I get my business onto the Approved Contractors List?**

To be included on the Approved Contractors List you must complete the following steps:

- Visit [www.manjimup.wa.gov.au/approvedcontractorlist](http://www.manjimup.wa.gov.au/approvedcontractorlist)
- Read and complete all details requested in the form and submit.

You will then be contacted by the Shire's Work Health and Safety (WHS) Officer who will send you information to help guide you through the process and some important documents for you to fill out.

These documents may include:

- Proof of Public Liability Insurance cover, certificate of currency (if applicable – see below).
- Proof of Professional Liability Insurance cover, certificate of currency (if applicable – see below).
- Proof of Workers Compensation cover, certificate of currency (A mandatory requirement if you employ people).
- A summary of Health and Safety procedures and instructions for the activities most likely to be undertaken by your business (for example):
  - Safe Operating Procedures.
  - Job Safety Analysis.
  - Risk Assessments.
  - Incident report form.
- Copy of relevant licences and certifications (see Certificate of Currency).
- Signed Contractor Declaration.

Some contractors will need to be licenced, such as plumbers and electricians. Contractors (or their employees) that work at height or confined space need may need high risk work licence (HRWL) to be able to complete works for the Shire or operate certain mobile or fixed plant. Please ask the Shire's WHS Officer if you are unsure of your licence requirements.

### ***Some information regarding supplying insurance certificate of currency.***

#### ***What is a Certificate of Currency?***

*A Certificate of Currency is the documentation your insurance company or insurance broker gives that confirms your insurance has coverage. You should receive a copy once your policy has been defined and you have made a payment.*

#### ***Why Must I Provide a Certificate of Currency Insurance?***

*A contract provider may request one confirming public liability cover from their contractor to ensure that if the contractor causes property damage or in the event of litigation against the contractor, they will be able to counterclaim against the subcontractor.*

**What Information Does the Certificate of Currency Insurance Contain?**

Most Certificates of Currency contain standard information such as:

- Name of the insured party.
- Address of the insured property.
- Insurance policy number and the date the policy expires.
- The period of protection, including the time and date of the commencement and the expiration of the insurance, should be clearly stated.
- Interested party meaning the financial institution that is lending you the money for the purchase of your home/business.
- The maximum amount of coverage the policy provides.
- May contain the premium paid, including the exact amount and method of payment.

Inclusion on the Approved Contractors List may also be subject to any other considerations the Contract Manager deems appropriate. This may include attending a planning meeting to discuss the safety requirements of the contract and to agree on an approach.

Please be aware that you/your company may also be required to undertake inductions, submit safety management plans or risk assessments as and when required by our contract managers.

**What if I don't have all of the above information? Where can I get help?**

If you don't have all of the above information the Shire will contact you and let you know what you will need to do to make the Approved Contractors List. There are a number of free resources available for developing health and safety procedures in your workplace.

Department of Mines, Industry Regulation and Safety (WorkSafe)

- <https://www.commerce.wa.gov.au/worksafe>
- <https://www.commerce.wa.gov.au/worksafe/high-risk-work-licence-1>
- <https://www.commerce.wa.gov.au/worksafe/checklists-and-subby-pack>

Safe Work Australia

- <https://www.safeworkaustralia.gov.au/>

You can also contact the relevant trades association or chamber of commerce who may be able to provide you with assistance as part of your membership.

**Being on the Approved Contractors List does not guarantee work**

Please note that inclusion on the Approved Contractors List does not guarantee that the contractor will be provided with any contracted work. A selection process will need to be undertaken by the Contract Manager prior to any contract being awarded.

**Further Pre-qualification for specific contracts**

Contractors may be required to provide additional information dependent upon the contract they are being considered for. Contractors on the Approved Contractors List will still need to complete contract specific pre-qualification where appropriate.

**Who do I talk to if I have any questions?**

We recommend you read all of the relevant documentation and visit our website. If you have any further questions, please contact the Shire on 9771 7777 or [info@manjimup.wa.gov.au](mailto:info@manjimup.wa.gov.au)