

Date
Company
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Maatouk Constructions Pty Ltd
11 Mibus Place, Calwell ACT 2905
p: 0402 949 359
e: maatoukf@yahoo.com

Dear.....,

WHS Management Plan for Construction Sites

PCBU's Working on Site for Maatouk Constructions Pty Ltd

To assist you and your business we have attached a copy of our typical WHS Management Plan (WHS.M.P.) which will be used on all construction projects valued at \$250,000 or over where Maatouk Constructions Pty Ltd are the Principal Contractor.

Please note that this plan is **GENERIC ONLY**. It does not contain any site specific information. Where a WHS.M.P. is required, it will contain **SITE SPECIFIC** information relevant to the particular project and will be available for inspection throughout the course of the construction work.

You and your workers are required to read the attached plan carefully prior to commencing any work for us. If you do not fully understand any of its content or have any questions, please direct your enquiries to Maatouk Constructions Pty Ltd, on 0402 949 359.

To verify your acceptance of the WHS.M.P., an Induction Letter has been attached. By signing and returning this letter to us, you agree to comply with the conditions and site rules it contains.

For us to allow you, your workers or PCBU's engaged by you to undertake work on Maatouk Constructions Pty Ltd construction sites, the following information should be forwarded (electronically preferred):

- Signed Induction letter (only if you accept it).
- Verification that you and your workers have a current General Construction Induction Card.
- A copy of:
 - Any licences for prescribed occupations.
 - Certificates of currency for insurances (Public Liability and Work Cover).
 - Any Safe Work Method Statements for any High Risk Construction Work to be undertaken.
 - The Hazardous Chemicals Register together with all relevant SDS's.
- Confirmation that a first aid kit meeting the relevant requirements will be provided on site.
- Evidence of electrical testing and tagging.
- The name & contact details of the person in your organization who can assist with WHS related matters.

If you require assistance in the production of this material, please contact HIA Safety Services on 1300 650 620, or Jane-Marie Fayad directly on 0408 068 382.

We request this information in order to protect both parties and to comply with current WHS legislation.

Thank you for your cooperation.

Yours faithfully

Frank Maatouk
Maatouk Constructions Pty Ltd