



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

Dear (Organisation Name)

The University of Wollongong (UOW) is committed to providing a safe and healthy workplace for its workers, students and visitors. This letter outlines the minimal work health and safety requirements that must be met by your organisation and its workers.

UOW requires any contractors that are engaged to perform a service to implement all necessary requirements to maintain the health and safety of any person that may be impacted by the work being undertaken. This includes University workers, students, other members of the public as well as workers of the contract organisation.

As a minimum while working at the University it is expected that the contractor organisation and its workers will:

1. Comply with the Work Health and Safety Act and Regulation 2011 as well as any applicable codes of practice, Australian Standards and other legislative requirements.
2. Be competent and qualified to perform the duties specified in the contract in a safe manner.
3. Have a current workers compensation policy and public liability insurance cover.
4. Cooperate and liaise with the University on all work health and safety matters that can affect university workers, students and other members of the public.
5. Report any health and safety issues to their UOW representative or WHS Unit on 4221 3931.

Failure to observe the requirements listed above may necessitate the suspension of work or future work with the University to be terminated.

If you have any additional questions please do not hesitate to contact me.

Regards

(First Name Last Name)

Faculty/Division  
Sub Unit

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