

## CSG 15 F4 Coordination Agreement for WHS Consultation and Cooperation for Concurrent Duty Holders During a Contract/Project

This Coordination Agreement (the Agreement) must be entered into prior to the commencement of a Project/Contract. This form is used to document agreed 'High Level' processes between SSC and other Persons Conducting a Business or Undertaking (the Contractor/Supplier) for coordinating, cooperating and consulting on WHS activities for the life of the Project/Contract. This document is in accordance with Part 5, Division 1, Section 46 - Duty to consult with other duty holders, Work Health and Safety Act 2011 (the Act). Use of this form may involve more than one concurrent duty holder under WHS requirements. Do not use this form for consulting on health and safety matters which are subject to a Non-Conformance Report.

PCBUs bound by this Agreement			
Project/Contract (Name and Number)		Location (if applicable)	
SSC Unit/s		Other Contractor/Supplier Name	
Duration of Project/Contract		Date of commencement	
Agreement on Date _____ in consultation with the following SSC/ and Contractor/Supplier representatives			
Name	Position/Title	Name of Contractor/Supplier or SSC Unit	Signature

UNCONTROLLED COPY WHEN PRINTED			
For up to date copy please refer to Intranet Compass WHS			
Name: Coordination Agreement for WHS Consultation	Doc. No: CSG 15 F 4	Version: 2	
Doc Controller: Risk & Audit WHS Team	Approved by: Director Corporate Support		
Original: Nov 2012	Last Revision: Nov 2016	Next Revision: Nov 2019	Page 1 of 6

<b>Responsible persons for this Agreement</b>			
Persons responsible for the control, implementation and review of this agreement for the life of the contract.			
<b>SSC</b>			
<b>Name</b>	<b>Position/Title</b>	<b>Unit Name</b>	<b>Contact details</b>
			Mobile: Land line: Email:
<b>Contractor/Supplier</b>			
<b>Name</b>	<b>Position/Title</b>	<b>Unit Name</b>	<b>Contact details</b>
			Mobile: Land line: Email:

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<b>Coordination of Consultation and Cooperation Arrangements</b>		
<b>Requirements</b>	<b>Agreed process</b> Complete the process that will be used to meet the requirement	<b>Responsibility for action</b> (tick one box only for each section)
<b>Worker awareness of this agreement</b>  The workers that carry out work under this contract need to know the agreed processes. How will this be achieved?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Access to relevant information</b>  How will WHS information be made available to workers?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Responsibility, Authority and Accountability for WHS</b>  How are the workers made aware of their WHS responsibilities and held accountable?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Consultation process</b>  How will consultation requirements be carried out between SSC and the Contractor/Supplier?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Communication process</b>  How will WHS information be shared between SSC and the Contractor/Supplier?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility

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<b>Coordination of Consultation and Cooperation Arrangements</b>		
<b>Requirements</b>	<b>Agreed process</b> Complete the process that will be used to meet the requirement	<b>Responsibility for action</b> (tick one box only for each section)
<b>Health and Safety Representative</b>  What will be the arrangements for HSR for this contract?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>WHS issue resolution process</b>  What process will be used to solve WHS issues on site?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Hazard Reporting process</b>  What arrangements are in place for the identification reporting and correction of hazards?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Incident and injury reporting process</b>  What arrangements are in place for the reporting of incidents?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Notifiable Incidents process</b>  How will notifiable incidents be reported?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Incident investigation process</b>  How will Incident investigation will be carried?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility

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<b>Coordination of Consultation and Cooperation Arrangements</b>		
<b>Requirements</b>	<b>Agreed process</b> Complete the process that will be used to meet the requirement	<b>Responsibility for action</b> (tick one box only for each section)
<b>First Aid arrangements</b> How will first aid requirements be met?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Amenities for Workers</b> What amenities will the workers use?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Supply of Personnel Protective Equipment</b> How and by who will workers be supplied with PPE?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Information and training process (induction)</b> Process to ensure worker are appropriately trained to carry out work safely?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Site visits by SafeWork NSW</b> What will be the process if a SafeWork NSW Inspector attends site?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility
<b>Emergency process</b> What arrangements are in place for emergencies?		<input type="checkbox"/> SSC Unit/s <input type="checkbox"/> Contractor/Supplier <input type="checkbox"/> Shared responsibility

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## Acknowledgement of Agreement

On behalf of the PCBUs bound by this agreement we acknowledge any departure from this agreement may result in a breach of terms and conditions of the contract, by either party.

**SSC Representative**

Name:

Signature:

Date:

**Contractor/Supplier Representative**

Name:

Signature:

Date:

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