

< < INSERT YOUR COMPANY LETTER HEAD HERE >>

Accredited builder responsible for work health and safety on (project name) project

[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

Federal Safety Commissioner
Office of the Federal Safety Commissioner
GPO Box 9880
CANBERRA ACT 2601

Dear Federal Safety Commissioner

This letter is to inform you that [Company Name] undertakes to take full responsibility for work health and safety (WHS) for the life of the (project name) project.

I further undertake that works on this project will be carried out in accordance with [Company Name]'s accredited WHS management system for the life of the project.

Sincerely,

[Your Name]

[Position title]

<< **INSERT YOUR COMPANY LETTER HEAD HERE** >>

All other builders (accredited and unaccredited) part of the joint venture on the project

[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

Federal Safety Commissioner
Office of the Federal Safety Commissioner
GPO Box 9880
CANBERRA ACT 2601

Dear Federal Safety Commissioner

This letter is to inform you that [Company Name] undertakes to carry out building work in accordance with the accredited party's work health and safety (WHS) management system for the life of the (project name) project.

I further undertake that [Company Name] will participate fully in any audit of [Accredited Company Name]'s WHS management system and the way in which it is implemented on-site.

Sincerely,

[Your Name]

[Position Title]