

Fax

To:	Karen Vella - GROUNDWORKS	From:	_____
Pages:	1	Company:	_____
Fax:	3715 6277	Date:	_____
Re:	WHS Documents	Quote No:	_____
		Job Site:	_____

Dear Karen,

Please supply the documents ticked below:

- Safety Plan
- Safe Work Method Statements
- WorkCover Certificate of Currency
- Public Liability Certificate of Currency
- Training Register
- Vehicle Maintenance Logs
- Job Safety Analyses
- Incident Report Form
- Start Up Checklists for Vehicles
- Other _____

Items will need to be supplied by close of business on _____ (date). I would prefer that the documents are

- Faxed to _____ (number)
- Emailed to _____ (email address)
- Posted to _____ (postal address)

Regards