

EXAMPLE LETTER TO CONTRACTOR

Note: This is an example of a letter or email and needs to be specific to your farm. It needs to clearly state the risks that the company will be exposed to when working on your farm. You do not have to list all the hazards and risks on the farm if they will not be exposed to them.

Tahunanui Farm
ADDRESS

DATE

Dear Lockaby Fertilisers

Tahunanui Farm takes seriously the health and safety of people working on the farm as well as visitors to the farm.

You/your employees/ contractors come on to our farm on a regular basis to spread fertiliser and we want to ensure your/ their safety.

Please note and inform your workers of the hazards and risks we have identified on Tahunanui Farm that will apply to them, and the farm rules which we require to be observed at all times.

Speed limit

The speed limit on the entrance to the farm until past family dwellings is 5 kph. All other internal roads, races and tracks 20 kph unless otherwise specified by signs. Always drive to the weather conditions. All instructions, either verbal or written, must be adhered to.

Bluffs

Paddocks 4, 8 and 9 have bluffs which fall off into the Tukituki River. These bluffs are fenced off, but as the land in this particular part of the farm is unstable, vehicles must not be driven within 20m of the fences.

In order for us to be able to collaborate with Lockaby Fertilisers regarding the safety of your employees/contractors and the people who work on our farm we need your company to inform us of the date and approximate time we can expect a representative to be coming to our farm for business purposes. This will allow us to prepare for their arrival and also to inform you of any further risks that will apply to them on that day, on the part of the farm they will be going to.

When your employees/contractors arrive on farm, please ensure they comply with the sign on our gate and contact us prior to working on the farm. That way, we can alert them to any unusual or one-off hazards so that they can work safely.

Please acknowledge receipt of this email.

Regards

Tahunanui Farm
Ph: 06 785 342
M: 021 8988 542