

Contractor Management Procedure

Craggy Range is committed to fulfill its obligations under the Health and Safety at Work Act 2015 and related legislation and regulations, with regards to providing a healthy and safe workplace for workers. We will ensure, so far as reasonable practicable that:

- Contractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on Craggy Range sites.
- Promote injury prevention through safe work methods, safe equipment, proper materials and safe practices at all times.
- A list of contractors is maintained.

Scope

This procedure will apply to all workers of Craggy Range who engage workers to carry out work for the business.

Purpose

To set out Craggy Range's commitment to a safe and healthy work environment and to outline responsibilities for pro-actively managing hazards and risks in the workplace.

Definitions

Craggy Range	the PCBU – person conducting business or undertaking.
Job Manager	an authorized Manager employed by Craggy Range, responsible for overseeing the contract and ensuring the health and safety of persons and property is protected. This person is also a worker.
Worker	an employee, a contractor or subcontractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work in the business or undertaking, an outworker (including homeworker), an apprentice or trainee, a person gaining work experience or trial, a volunteer worker, a person of prescribed class.
Contractor	Includes a contractor or subcontractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work in the business or undertaking, an outworker (including homeworker), an apprentice or trainee, a person gaining work experience or trial, a volunteer worker, a person of prescribed class.

Responsibilities

The Job Manager is responsible for:

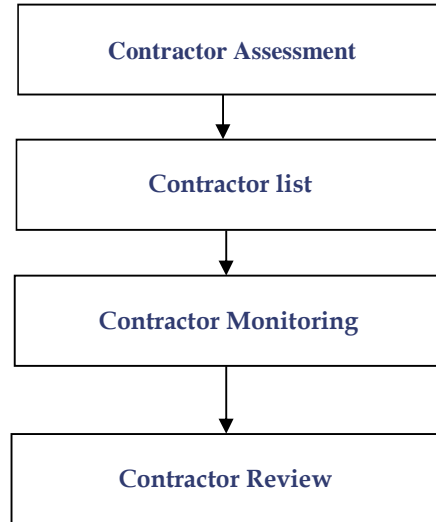
- Assessing the size of the job and the potential risk that may be involved, and deciding whether the contract should be categorized as major or minor work.
- Receiving the appropriate Health & Safety documentation from a contractor and if additional assessment required, forwarding it to the Health and Safety Coordinator or HR Manager for assessment.
- Ensuring Health and Safety matters are properly addressed in the contract.
- Evaluating the health and safety documentation of workers who are to carry out work for Craggy Range to assess compliance with Craggy Range's requirements.
- Monitoring the Health and Safety performance of workers – the contractors and subcontractors etc. "on the job".
- Maintaining a register of contractors and ensuring it is available for reference.

Contractor Management Process

Contractor management comprises of 3 processes:-

- i. *Assessment*
Involves the assessment of a worker's Health and Safety management system.
- ii. *Monitoring*
Involves the ongoing monitoring of contractor Health and Safety performance in the workplace.
- iii. *Review*
Provides both parties (Job Manager and contractor) the ability to review Health and Safety relative to set contract, project or timeframe i.e. annual review of key contractors.

Registration



Contractor Pre-Assessment Questionnaire

If a contractor’s Health and Safety management system has not already been evaluated and recorded on the contractor list, Craggy Range will undertake an assessment and evaluation of that contractors system to determine how well they manage Health and Safety as part of their business. The Contractor Assessment Form (see attached) shall be provided by the Job Manager to prospective contractors who are unregistered to gather information for this purpose.

Defining Contractor Requirements

When Craggy Range engages a contractor to undertake work for gain or reward it has a statutory duty to ensure the contractor is not harmed while working on any Craggy Range site.

The first steps in fulfilling this duty requires the Job Manager to define:

- The task or project being undertaken
- The Health and Safety conditions and requirements with which contractors must comply
- The competencies needed for the job.

This process may be straightforward or complex depending on the scope of work being undertaken and the contractual arrangements that need to be entered into.

To assist Job Mangers to undertake this process to the depth required the separation of contracts into “Major” and “Minor” categories is outlined below.

Major Contracts	Minor Contracts
• Usually longer term or on-going contracts.	• Usually short duration
• Usually work is tendered.	• Usually relatively low dollar value
• Usually more lead time.	• Usually more relative timeframes
• A dollar value of \$35k or more & usually capex is required.	• Usually covered under Purchase Order or less detailed contract
• Usually covered by a detailed contract.	• Authorisation at operational level usually sufficient.
• Authorisation of a Senior Manager required.	

If there is any doubt treat as a Major Contract.

Major Contracts

These need to have the following clearly identified and defined:-

- Hazards that the Contractor could be exposed to whilst completing the task.
- The level of risk of these hazards.
- Resources and competencies required to control these risk(s).

These and other factors that also need to be addressed and recorded are covered in the Contract/Project Health and Safety scope (Form 1).

This activity should be completed by the Job Manager and if required, signed off by their Manager.

Minor Contracts

A hazard analysis of the task(s) should identify control measures and competencies required. Form – Project/Proposal Hazard Identification Form should be used. Alternatively standard industry control measures can be used. This activity can be completed by the Job Manager.

Contractor Registration Status

Contractors not already recorded on the register with regard to their Health & Safety management system will be required to submit their management system during the selection/tender stage of a contract for evaluation by Craggy Range. In addition they will be required to submit a work/project specific Health and Safety plan.

Information To and From Contractors

An essential part of engaging contractors is the provision of adequate Health and Safety information from Craggy Range. The Contractor Health and Safety Requirements shall be provided to contractors tendering for Major contracts and to Contractors prior to starting Minor contract work for Craggy Range. All Contractors are required to be familiar with, sign off (as part of the contract formalizing/pre-work commencement process) and receive a copy of the requirements.

Contractor Engagement

• Critical Contract Information

Contracts should clearly define the health and safety role and responsibilities of Craggy Range and the Contractor for the work performed under contract.

It is essential that the following points be included in the contract terms:-

- Site specific Health and Safety requirements to be observed by the parties e.g. hours of work, site access and egress, designated work areas.
- Craggy Range retains the authority to monitor the contractor's work performance and to intervene where Health and Safety standards are not being maintained to an acceptable standard.

In addition, in the case of a Major Contract a completed copy of the Contract/Project Health and Safety Scope (Form 1) should be appended to the contract.

• Contractor Inductions

As part of the provision of information, Craggy Range must ensure that all contractors, their employees and sub-contractors undertake the Craggy Range Contractor Induction prior to carrying out any work on site as part of the contract. Contract employees are required to undertake an induction at least every 12 months or more frequently if there has been relevant changes or if it is considered necessary by Craggy Range.

The following material shall be covered:-

- Emergency Procedures
- First Aid Facilities
- Amenities (e.g. toilets, smoking on-site)
- Site Access (speed limits)
- Accident reporting
- Hazard Management (overview of hazards, risks and controls associated with the work performed and site.)
- Work Permit Systems (e.g. Hot Works permits, Confined Spaces)
- Communication
- Training

If Craggy Range requests a Contractor to induct its own employees or contractors, the following criteria must be met:-

- A designated contractor representative(s) must be appointed to carry out inductions and be trained by Craggy Range in the delivery of the induction.
- The contractor must supply Craggy Range with the completed induction record(s).

Written records of all Induction(s) will be kept by Craggy Range.

• **Contractor Monitoring**

On-site monitoring of all contractors by the Job Manager is a necessary part of Contractor Management. It can take two forms:-

- Planned audits/inspections by Craggy Range of the work undertaken.
- Random assessments and observations made by Craggy Range employees on an on-going basis.

Monitoring of a contractor will depend on the nature of the work being undertaken. For Major contracts, a systematic appraisal (planned inspection) of the contractor's performance is required. For Minor contracts inspections may be completed on an annual basis,

Planned inspections aim to identify:-

- Compliance with the work specific Health and Safety plan including the use of PPE
- Unsafe conditions and actions
- Any other situation or issue that poses a potential hazard and risk in the workplace.

A copy of the contractor's work-specific Health and Safety plan should be used as the basis of the inspection.

Intervention is required where unsafe practices are observed. The nature of the intervention will be determined by the seriousness of the substandard performance.

Contractor Performance Review

After a contractor has been engaged for 12 months, a performance review of Health and Safety should take place. The aim of the review is to:

- Establish that the work has been (or is being) completed to the required standards and that the site is free of hidden hazards and risks which could harm Craggy Range employees or other contractors/visitors to Craggy Range (this can take the form of a report or checklist from the contractor confirming that the area in which they have been operating is free of hazards).
- Provide Craggy Range with objective information about the contractors Health and Safety performance (against what was agreed in the contract documents) that may be used a reference source for selection of contractors in future.

As a minimum the Health and Safety review should examine the following:-

- A re-evaluation of the contractors work specific Health and Safety plan.
- The extent to which foreseeable hazards and risks were identified and controlled to the legally required standard.
- An examination and analysis of accident/incident records to determine whether they could have been foreseen and prevented.

Such reviews should be undertaken by the Job Manager and the outcome made known to the Health and Safety Coordinator or HR Manager.

Contractor Post Evaluation Form

At the completion of work undertaken by a contractor, a review of Health and Safety should take place. The aim of the review if to:

- Establish that the work has been (or is being) completed to the required standards and that the site is free of hidden hazards and risks which could harm Craggy Range employees or other contractors/visitors to Craggy Range (this can take the form of a report or checklist from the contractor confirming that the area in which they have been operating is free of hazards and risks).

- Provide Craggy Range with objective information about the contractors Health and Safety performance (against what was agreed in the contract documents) that may be used a reference source for selection of contractors in future.

These reviews should be undertaken by the Job Manager and the outcome made known to the Health and Safety Coordinator or HR Manager.

Form 1

Contract / Project Health and Safety Scope

(To be completed by the Craggy Range Job Manager as part of the defining contract requirements stage).

Preliminary Details	
Job Location	
Job Description	
Work Commencement Date	
Craggy Range Line Manager Responsible	

Conditions & Requirements	Comments / Description	Done	
		Yes	No
Hazards/risks from Craggy Range operations.		Yes	No
Hazard and risk control measures		Yes	No
Work Permits Required		Yes	No
WorkSafe Notifications Required		Yes	No
Craggy Range Audit/Inspection Schedule		Yes	No
Craggy Range Provided Safety Facilities		Yes	No
Special Emergency Procedure Required (e.g. confined space).		Yes	No
Method To Notify Craggy Range of Work Taking Place.		Yes	No
Methods/Frequency of Communication with Contractors & Sub-Contractors.		Yes	No

Signed Off On Behalf of Craggy Range: _____

Date: _____

Job Title / Position: _____

Contractor Assessment Health and Safety Management Questionnaire

Health and Safety Policy and Management	Yes	No
<ul style="list-style-type: none"> • Do you have a written Health and Safety policy? If Yes, please provide a copy. • Are health and safety management responsibilities clearly defined for all levels of management, supervisors and staff? If Yes, please provide details. 		
Safe Work Practices and Procedures	Yes	No
<ul style="list-style-type: none"> • Do you have an incident reporting and investigation procedure? If Yes, please provide a copy of incident and investigation form(s). • Do you have documented safe work procedures and practices? If Yes, please provide copies relevant to the work possibly being undertaken. 		
Occupational Health and Safety Training	Yes	No
<ul style="list-style-type: none"> • Are all employees trained in the safe use of all plant, equipment and protective clothing they may use or handle? If Yes, please provide examples of training records. • Do you provide employees specialist training in the following areas (where required). <ul style="list-style-type: none"> ➤ Chemical Handling ➤ First Aid Training ➤ Manual Handling ➤ Tractor/ATV Driver Training ➤ Machine Operating ➤ Other: • Do you have a safety induction programme for new staff? If Yes, please provide details. 		
Health and Safety Workplace Inspection	Yes	No
<ul style="list-style-type: none"> • Is there a regular inspection of all plant and equipment owned by the company? If Yes, please provide details. • Are general workplace health and safety inspections undertaken regularly? If Yes, please provide details. 		
Hazard and Risk Management	Yes	No
<ul style="list-style-type: none"> • Is there a procedure where employees can report hazards/risks in the workplace? If Yes, please provide details. • Is there a means of assessing reported hazards/risks for significance? If Yes, please provide details. • Do you have in place a process for applying controls to identified hazards/risks? If Yes, please provide details. 		

Health and Safety Performance Monitoring	Yes	No
<ul style="list-style-type: none"> Do you identify accident trends and/or keep accident statistics? If Yes, please provide details. Have you ever been convicted of a health and safety offence? If Yes, please provide details. Have you ever been investigated by WorkSafe or similar regulatory body for any accident/incident? If Yes, please provide details. 		
Health and Safety Consultation	Yes	No
<ul style="list-style-type: none"> Is there a workplace health and safety forum? If Yes, please provide details. 		
Health and Safety Consultation	Yes	No
<ul style="list-style-type: none"> Do you have a method for preparing and submitting a job specific health and safety plan? If Yes, please provide details and copy of plan used on a previous contract. 		

References			
Please provide us with the following information for the 3 most recent contracts completed by your company.			
	Contract 1	Contract 2	Contract 3
Contract Description			
Client			
Contact			
Telephone			

Form 3

Contractor Health and Safety Evaluation

Contractor Name: _____

Job Tendered For: _____

Date: _____

Questionnaire Category	Actual Score	Points Available	%
Management		2	
Procedures		2	
Training		3	
Inspection		2	
Hazard Management		3	
Performance Monitoring		1	
Consultation		1	
Planning		1	
References		3	
TOTAL		18	

Contractor Status: (Circle applicable status from actual score above)

Preferred (15+)

Accepted (10-14)

Not Acceptable (0-9)

Comments (if any): _____

Signed On Behalf of Craggy Range: _____ Date: _____

Job Title/Position: _____

Form 4

Contractor Site Health and Safety Plan

To be completed by the Contractor prior to work commencing or where any significant change to intended work is made.

Contractor: _____

Description of Work: _____

Site and Contact Details	
Name of Site Manager working on site.	
Contact Number of Site Manager	
Site Location	
Proposed start work date.	
Proposed finish work date.	
Health and Safety Contact (if not Site Manager)	

Conditions & Requirements	Reference / Comment	Audit Check	
Job Hazards & their Risks attached.			
All Contractors & Sub-contractors inducted into Craggy Range in last 12 months.			
Control Measures to be implemented.			
Work Permits required			
WorkSafe Notifications completed			
Critical Work Activities to be Task Analysed (attach analysis			
Contractors Inspection/Audit Schedule			
Incident Reporting Schedule			
Safety Facilities to be provided			
Emergency procedure			
Communication methods with Craggy Range			
Communication methods with staff and Sub-contractors			
Hazardous Substances to be introduced onto site. Attach MSDS			

First Aid & Fire-fighting equipment on site.			
Personal Protective Equipment supplied			
Names of Sub- Contractors supplied			
The requirements on the last page of this form & the Contractor Management Procedure have been agreed & will be complied with.			

Other requirements: _____

Note: Any deficiencies identified during the auditing of the Contractor Plan should be noted and attached to the Plan.

Signed by Contractor (or delegated representative)

Name: _____ **Signature:** _____

Date: _____

Approved by Craggy Range Job Manager

Name: _____ **Signature:** _____

Date: _____

General Health and Safety Conditions

All Contractors and sub-contractors shall comply with the Health and Safety at Work Act 2015 and will ensure that:

- The PCBU shall be the “person in control of the work” for the purpose of the Act.
- Any Sub-contractors engaged are on the list of approved contractors held by Craggy Range, this list is available from the Job Manager.
- All workers employed on site have been inducted and comply with the “Contractor Management Procedure” and have completed an induction.
- With the exception of these specific health and safety requirements, the Contractors Health and Safety Policy is to be followed.
- A site specific plan is to be completed and kept on site at all times during the operation of the contract.
- A list of risks, hazards and control measures that are specific to the work being carried out and the area in which work is being conducted in, is available on site at all times.
- Workers employed on the site are adequately qualified and trained in their respective duties with training records and certification to be available on request.
- All instructions issued by Craggy Range in relation to operational procedures are complied with.

Any accidents, incidents or near-misses that occur while engaged on the contract are reported to the Craggy Range Job Manager immediately.

Form 5

Contractor Health and Safety Agreement

(To be provided to and signed off by all contractors/sub-contractors prior to commencing a contract/job)

1. Application

These requirements apply to Contractors and Sub-contractors (workers) alike. For the purpose of these requirements Contractors also means Sub-contractor notwithstanding that from time to time separate reference is made to Sub-contractors in this document.

The following points cover minimum standards for a number of conditions most commonly related to contracted work at Craggy Range. They are however, not exhaustive and it is the responsibility of the Contractor to obtain a clear understanding of all health, safety and security arrangements. In all cases good operating procedures must be adopted.

2. General Responsibilities

The Contractor shall at all times comply with and ensure that its employees adhere to:

- Applicable New Zealand legislations, regulations, namely the Health and Safety at Work Act 2015 and any applicable amendments and Health and Safety Regulations.
- Applicable national standards and codes of practice.
- Craggy Range's Health and Safety Requirements.

The Contractor shall have submitted their health and safety management system for review by Craggy Range prior to being accepted onto the Contractor Register.

Craggy Range may with the Contractor knowledge contact referees to assess the health and safety performance of the Contractor on previous contracts.

The Contractor will submit a work specific Health and Safety plan prior to commencing work and will amend and resubmit this for the approval of Craggy Range when there is a change in planned work activity or at the request of Craggy Range. This will be done to the satisfaction of Craggy Range.

Craggy Range's designated Job Manager will periodically monitor and assess the health and safety performance and compliance of the Contractor and its employees.

3. Recruitment, Training and Key Personnel

The Contractor shall ensure that its workers have received health and safety training that is relevant to the work to be undertaken. Evidence of competence achieved and/or training completed and/or training in progress may be required.

Craggy Range shall provide relevant health and safety induction training to the Contractor and its workers before work commences. Thereafter the Contractor shall be responsible for ensuring that any new employees are identified to Craggy Range for induction prior to commencing work on site. Alternatively, if agreed that the Contractor, after receiving the requisite training inducts new workers to the site, evidence of the induction must be provided prior to commencement of work.

4. Sub-Contractors

If the contractor has obtained approval from Craggy Range to engage a Sub-contractor, the Contractor shall inform the designated Craggy Range Job Manager of that Sub-contractors name before the engagement commences.

The Contractor shall ensure that the Sub-contractor has health and safety processes in place acceptable to Craggy Range. The Craggy Range Assessment format or similar (acceptable to Craggy Range) is to be used.

The Contractor shall ensure that the Sub-contractor has read, is familiar with, has signed these requirements and agrees to comply with them.

5. Right of Entry.

Right of entry shall be restricted to those companies and their workers who have completed a Craggy Range induction and to whom access has been authorised (access may be restricted at the discretion of Craggy Range).

The Contractor should provide Craggy Range with the names of all workers who will work at the site at least 24 hours prior to the commencement of work. Craggy Range reserves the right to refuse entry or any such worker(s) either before or during the course of the contract.

On arriving and on leaving a site, the Contractor and its employees shall report to either:

- Giants Facility Office for all works being undertaken at Giants site.
- Work offices at Gimblett for all works being undertaken at the Winery.
- Relevant Vineyard Manager for all work being undertaken in Vineyard or Vineyard workshop.

6. Vehicles

Only persons with current, relevant driving licences may drive vehicles on site. The speed limit at each site must be observed at all times.

7. Children

Children are not permitted onto site.

8. Animals

Animals are not permitted onto site.

9. Security of Property

Craggy Range property is not permitted to be removed from site without prior approval.

The Contractor is responsible for the security of its own workers and their property and for ensuring that agreed standards of security are maintained in the course of the contract to protect the property of Craggy Range and its workers.

10. Accidents

All accidents, incidents and near-misses, however minor must be reported to the designated Craggy Range Line Manager, who will assist in the completing of the Accident Report Form.

Serious Harm Accidents must be notified by the Contractor to the designated Craggy Range Job Manager and WorkSafe immediately.

11. Risks and Hazards

Craggy Range will make the Contractor aware of existing risks and hazards on site within the area of control or operation of the job. The Contractor will identify risks that it brings onto site and assess and control risks associated with activities undertaken as part of the contract health and safety plan.

The Contractor must conduct regular planned inspections to identify risks. All newly identified risks introduced by the Contractors' activities, impacting on other activities, must be immediately reported to the designated Craggy Range Job Manager.

During work which could create a risk, reasonably practicable steps necessary to control the hazard and risks must be taken by the Contractor.

12. Permit of Work

The Contractor must follow Craggy Ranges work permit system where applicable such as (but not limited to):

- Hot Work
- Working at Heights
- Confined Space

The contractor must follow procedures for Notifiable Work including 24 hour notification to WorkSafe.

13. Isolation/Lockout System

Craggy Range has an Isolation Lockout System which must be adhered to by all Contractors. All isolations will be actioned by Craggy Range workers or a trained Health and Safety Representative only.

14. Equipment and Machinery

All necessary equipment and machinery for the purpose of the contract shall be supplied by the Contractor unless otherwise agreed between the Contractor and Craggy Range. All equipment and machinery shall be fit for purpose and shall comply with any applicable legislation, Codes of Practice or relevant Standards. This applies to both Craggy Range owned/supplied equipment and machinery as well as Contractor owned/supplied equipment and machinery.

All equipment and machinery that is used during the Contract shall only be used by trained, competent and where required licenced operators. Permission must be obtained from the Craggy Range Job Manager before using any Craggy Range owned machinery or equipment.

Work areas are to be maintained in a tidy and safe condition. Any costs incurred by Craggy Range to clear up work areas after completion of a contract may be charged to the Contractor.

15. Electrical Equipment

Isolating transformers or RCD's suited to the equipment are to be used on all portable electrical equipment.

In the case of external leads no exposed conductors or taped leads, plugs and sockets are to be used. Leads are to be protected from damage.

All electrical equipment must meet the nationally accepted standards and is to be made available for inspection if requested.

16. Smoking

Smoking is only permitted in designated areas.

17. General Health, Safety and Hygiene

The Contractor shall ensure work is carried out in a safe manner. The Contractor shall be responsible for any actions or inactions by itself or its employees affecting the safety of any persons on site.

The Contractor shall ensure that its' workers are in a fit state and are competent to perform the required tasks at all times.

The Contractor will have primary responsibility for:

- Administering first aid to its employees with the assistance of Craggy Range First Aiders as appropriate.
- Providing first aid supplies for its employees.
- Transport of its employees to and from any medical treatment providers.

Contractor worker shall restrict their movements to areas related to their work activity. No Access or Restricted Access areas must be observed, unless authorised by the Craggy Range Job Manager.

At no time during their working hours should the Contractor or any of their employees consume or be under the influence of alcohol, drugs or any other intoxicating substance. It is strictly prohibited for the Contractor or any of their workers to bring any alcohol, drugs or any other intoxicating substance on to any Craggy Range site.

Chemicals or hazardous substances introduced on to the site shall be considered in the Health and Safety Plans for work. Oil, chemicals or any other hazardous substances are not permitted to be dumped in any storm water or effluent drainage systems. Spill of oils or other substance must be contained as securely as practical and reported immediately to the Craggy Range Job Manager.

All refuse must be taken off site or placed in on-site bins designated for this purpose.

18. Safety Equipment

The Contractor shall provide first aid equipment and where required, fire extinguishers and other safety equipment of an approved type and shall ensure that this equipment is maintained in accordance with legal and industry standards.

Fire extinguishers should not be removed from their stations, except in the event of a fire. If a Craggy Range fire extinguisher is activated, the Craggy Range Job Manager should be notified immediately to ensure that it is replaced.

19. Personal Protective Equipment

The Contractor shall supply its workers with protective clothing and equipment as required by legislation, codes of practice and/or by Craggy Range. The Personal Protective clothing and other equipment shall be maintained in correct condition in order to provide the requisite protection.

20. Scaffolding

Scaffolding shall be erected and dismantled only by suitably qualified and certified personnel.

21. Breach of Health and Safety Agreement

Where a breach in the Agreement occurs or is likely to occur, Craggy Range will assess the gravity of the breach or potential breach and may suspend the Contractor Agreement in such circumstances pending a final decision.

22. Auditing by Craggy Range

The Contractor agrees to accept and co-operate with any Craggy Range audit/auditors of the Contractor systems and on-site performance.

23. Insurances

To work for the Company it is mandatory that contractors provide evidence of suitable and current insurance policies and licences. The Contractor shall provide documented evidence, by way of Certificate/s of Currency or actual policies detailing the policy period of coverage, that they have current insurance and that it complies with the following minimum criteria:

- Public liability insurance for a minimum of \$10,000,000 for high risk contracts; and,
- Professional indemnity insurance for a minimum of \$10,000,000.

The Craggy Range Job Manager shall document the evidence received from the contractor.

The Contractor's insurance coverage shall be checked by the Craggy Range Job Manager on a regular basis to ensure currency. Such checks can be on each occasion the contractor arrives on site – especially ad-hoc contractor visits, or on an annual basis.

24. Summary

These terms and conditions are intended to establish and maintain the high standards of workplace health, safety and security, as agreed methods of working with Craggy Range.

DECLARATION

(To be signed by the Contractor and/or the Sub-Contractor)

Contracting Company: _____

Name of Contractor's Representative: _____

Address of Contractor: _____

I acknowledge receipt of the "Contractor Health and Safety Agreement" from Craggy Range and confirm that:

- I have read and fully understand the terms and conditions;
- I agree to fully comply with all the terms and conditions; and
- I will ensure that all the workers that I am responsible for, including those of any sub-contractors, shall also read and comply with its contents.

Print Name: _____

Signed: _____ **Date:** _____

Position: _____