**TEMPLATE LETTER FOR SUBCONTRACTORS AND SUPPLIERS**

*In its* [*Mandatory Vaccination FAQs*](https://ww2.health.wa.gov.au/~/media/Corp/Documents/Health-for/Infectious-disease/COVID19/Vaccination/COVID19-Mandatory-vaccination-FAQs.pdf) *the State Government suggests that a person or organisation in charge of a workplace (e.g. a head contractor in charge of a construction site) should consider requiring a letter from all subcontractors and suppliers, as a reasonable step to ensuring that workers who attend the site are vaccinated or exempt.*

*This template letter can be provided to subcontractors to suppliers, who should put it on their own letterhead, sign and return.*

LETTER ON SUBCONTRACTOR/SUPPLIERS LETTERHEAD

TO: (Name and address of head contractor)

Dear <<Name of responsible person at head contractor>>,

I am writing to advise you that our company is meeting all our obligations as an employer under the *Building and Construction Worker (Restrictions On Access) Directions (No. 3)* (the Directions), and all future versions of the Directions.

This includes meeting our obligation to collect and maintain a record of the vaccination status of our direct employees who are covered by the Directions.

Our company agrees that it will not roster on or permit any of our employees who are not compliant with the Directions to enter any of the following <<<head contractor>>> construction sites:

<<<List sites>>>

We also agree that we are ensuring, and will continue to ensure, that any of our subcontractors and suppliers who enter any of the sites listed above are meeting all their obligations under the Directions.

Yours etc