

WALTFIN (PTY) LTD	Document Number: W(HOv4tP	Revision Number: v1
Revision Date: 2023-06-28	Status: Not Approved	Page Number: Page 1 of 1

CONTRACTOR POLICY

This policy document is formulated to address any specific and mandatory requirements that are required to ensure that any contractors who conduct work on any **Waltfin (Pty) Ltd** premises, are controlled and managed properly, in order to ensure they work safely while on-site and that **Waltfin (Pty) Ltd** employees, contractor employees, any visitors and any other persons, who may be affected by any contractor work, are kept safe in the workplace:

Waltfin (Pty) Ltd is committed to ensuring a healthy and safe workplace for all of its employees, contractors, visitors and any other interested parties, where the presence of contractors and their work activities on-site may have an impact on these parties.

In doing so, **Waltfin (Pty) Ltd** recognises its role and responsibilities in working with all contractors towards ensuring a healthy and safe environment and is committed to the following in order to achieve this:

- Controlling and managing all contractors on any **Waltfin (Pty) Ltd** premises in a manner that encourages mutual co-operation and ensures the health and safety of all potentially affected parties.
- Identifying all hazards and risks that may be associated with any contractor work on any **Waltfin (Pty) Ltd** premises and implementing suitable control measures that either eliminate or reduce these to risk levels that are acceptable for any contractor work to be conducted in a safe and healthy manner.
- Obtaining and compiling appropriate and relevant documentation for the proper administration of all contractors working on any **Waltfin (Pty) Ltd** premises.
- Implementing permit to work systems of safe work in order to manage activities safely on any **Waltfin (Pty) Ltd** premises.
- Providing health and safety training and awareness to inform employees, contractors and their employees, visitors to its premises and other interested parties of their duties and roles in assisting in ensuring that health and safety in the workplace is maintained.
- Monitoring contractor activities on any **Waltfin (Pty) Ltd** premises and ensuring all safeguards and measures, implemented by contractors, remain in place while any contractors are conducting work on-site.

Waltfin (Pty) Ltd also recognises the importance and role of its employees, contractors, visitors to its premises and other interested parties, in ensuring a healthy and safe work environment, in respect of any contractor work. **Waltfin (Pty) Ltd** is therefore committed to working with these parties, in order to ensure a healthy and safe environment is maintained, with respects to any contractor work conducted.

Authorised signature

Date

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CONTACT US

www.makrosafe.co.za
contact@makrosafe.co.za
info@safetywallet.co.za

