



**Oberon Tarana Heritage Railway Inc**

PO Box 299, Oberon NSW 2787

email: [admin@othr.com.au](mailto:admin@othr.com.au)

Phone President 0437 389 684

ABN 98 107 506 208

*Patrons: Hon Andrew Gee, Federal Member for Calare  
Hon Paul Toole State Member for Bathurst.*

[Date]

Dear [Enter Name]

[Address]

**RE: Contract Work for Oberon Tarana Heritage Railway Inc.**

As part of our obligations under the Rail Safety National Law, we are required to ensure that all contractors are working safely and in accordance with our Safety Management System.

In order to perform contract work for [Enter Operator Name] we will require you to provide us with evidence of your current Public Liability Insurance and Professional Indemnity Insurance [Delete as necessary]. We will expect you to maintain relevant insurances for as long as you perform work for us.

If you are unable to do this, or if your insurance expires you will not be authorised to perform any work for us until you can demonstrate that your insurances have been renewed.

In addition, you will be required to participate in any training specific to the safety of our operations.

Due to the unique risks associated with rail, you may also be required to provide Safe Work Method Statements or Job Safety Analysis before commencing any safety related work. This will be discussed with you at the time.

While performing work on or around our rail operations, you will be required to follow the instructions of a nominated representative as required.

We look forward to working with you.

Yours sincerely,

**NAME**

President

Oberon Tarana Heritage Railway Inc