



Risk Management Service

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Contractors

- Information Sheet
- Fact Sheet
- Contractor Checklist
- Contractor Induction Checklist





XYZ Adventist Church
 123 Anywhere Street
 Somewhere SA 5082

Contractor Information Sheet

CONTRACTOR DETAILS

(obtain from contractor)

Date:	
Contractor's name: Trading as:	
Evidence of contractor's qualifications. (Trade License etc)	
Compliance Requirements: <ul style="list-style-type: none"> ▪ Evidence of Safe Work Method Statements (eg. Electrical, safe work at height etc). ▪ Competencies required: ▪ Evidence of compliance with safety regulations, Australian Standards & Codes of Practice ▪ Safe Operating Procedures (plant & equipment) ▪ Hot Work controls – for welding, grinding etc. ▪ Other: 	
Copies of certificates of currency for appropriate insurance cover: <ul style="list-style-type: none"> ▪ Public Liability ▪ Workers' Compensation 	
Workmanship Guarantee <ul style="list-style-type: none"> ▪ Years ▪ Product Warranty 	

Information about the Work Site

SITE POLICIES

(inform contractor)

<ul style="list-style-type: none"> This is a no smoking site. 	Contractor agrees YES / NO
<ul style="list-style-type: none"> No alcohol or drugs to be brought on-site. 	Contractor agrees YES / NO
<ul style="list-style-type: none"> No work conducted on Saturdays (sunset Friday to sunset Saturday) 	Contractor agrees YES / NO
<ul style="list-style-type: none"> Child Safety Policy, if contractor is likely to be on-site when children are present 	Contractor agrees YES / NO / NA
<ul style="list-style-type: none"> Report any accident or injury to the Principal 	Contractor agrees YES / NO
<ul style="list-style-type: none"> Use and supply appropriate safety equipment 	Contractor agrees YES / NO
<ul style="list-style-type: none"> Maintain their work area in a safe and orderly condition 	Contractor agrees YES / NO
<ul style="list-style-type: none"> Report immediately any unsafe condition or equipment to the Principal 	Contractor agrees YES / NO
<ul style="list-style-type: none"> Take reasonable care of the health & safety of themselves and of others who may be affected by their acts or omissions 	Contractor agrees YES / NO

Must you have a formal process for hiring contractors?

For contractors who are engaged to the workplace you should have a contractor procedure and checklist in place so that you can manage the risk. If an incident occurs to that contractor while on your premises, you can be held liable.

It is good practice to establish a list of approved contractors that you will use, eg such as contractors that you may use for small or regular work.

These documents may assist you:

- [Contractor fact sheet](#)
- [Contractor checklist](#)
- [Contractor induction checklist](#)

CONTRACTOR FACT SHEET

A contractor is not an employee but is engaged under a contract for the provision of goods and services. Under OHS / WHS legislation there is a duty of care to the contractor and their staff and to their own employees working with contractors.

Under workers compensation legislation an employer who has entered a contract/agreement with another party (contractor) to carry out work for them, may be held liable to pay workers compensation to the contractor and its employees if the contractor does not have a worker's compensation policy and a workplace injury occurs.

When using contractors employers have a duty to provide information on the site safety requirements and explain all work processes. Adequate supervision should also be provided to ensure that contractors follow safe work practices.

There are three specific processes that will assist in the effective management of contractors.

These include:

1. Specific OHS/WHS contract requirements [e.g. how safety issues will be dealt with during the contract; requirement for contractors to comply with safety requirements set by the employer/PCBU.
2. Evaluate the contractor Safety strategies [this will include obtaining relevant qualifications, licenses, permits; safe work method statements].
3. Monitor and supervise contractor performance [regular inspections; review contractor documentation; contractors included in the business OHS/WHS consultation arrangements].

CONTRACTOR CHECKLIST

CONTRACTOR NAME _____

DATE COMMENCED _____

JOB TITLE _____

DEPARTMENT _____

SUPERVISOR _____

The contractor/subcontractor shall provide:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Company OHS/WHS Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. OHS/WHS procedures & safety planning relevant to the contract | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Electrical tagging system in place (evidence/statement of) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Tagging of faulty equipment/lockout procedure | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Competencies as required e.g. forklift, confined spaces | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Safe work method statements/Job Safety Analyses | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Emergency response planning for the job/work on site | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Personal Protective Equipment used? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. List: _____
_____ | | |
| 10. Provide MSDS for hazardous substances brought on-site | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Safe Operating procedures (plant & equipment) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. Records of safety training conducted | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13. Plant & equipment maintenance schedule | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 14. Evidence of current workers compensation policy (copy of current certificate) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 15. Details of public liability insurance (copy of certificate) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 16. Subcontractor's Statement (available from WorkCover) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 17. Safe Operating procedures (plant & equipment) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Checklist conducted by: _____

Contractor Signature: _____ **Date:** _____

CONTRACTOR INDUCTION CHECKLIST

EMPLOYEE/CONTRACTOR NAME:

DATE COMMENCED

DEPARTMENT

JOB TITLE

SUPERVISOR

- | | | |
|--|------------------------------|-----------------------------|
| 1. Organisation Overview and Site Tour
(introduction, individual/safety/environmental responsibilities) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Emergency Procedures
(emergency contacts, evacuation procedures, assembly point, exits) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Injury/accident Reporting and First Aid Facilities
(procedures for reporting and investigating injuries, contact for first aid and location of kit) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Incident Reporting
(procedures for reporting and investigating hazards, OHS concerns, spills/environmental incidents, location of spill kits) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Company OHS/WHS Policy and Procedures
(policies & procedures, access restrictions, alcohol & drugs, smoking, hygiene, parking/driving on site, discrimination & harassment, security, working alone, supervision, chemical management, material entry) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Consultation Arrangements
(including toolbox meetings) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Contractor Requirements Prior to Work Commencement
(risk assessment/ job safety environmental assessment/safe work method statement, safe operating procedures (plant & equipment), permit to commence work (hot work/confined entry/live electrical), Isolation/lockout tagout, waste management plan) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. General Safety Requirements
(PPE (helmets, eye protection, clothing requirements, hearing protection, respiratory protection, skin protection, gloves), tag and testing of electrical equipment, working with ladders, floor opening, holes and edges, general housekeeping) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Contractor Requirements
(certificates of competency, record of training (forklift/first aid/manual handling/working at heights/green card etc), subcontractor statement (available from WorkCover NSW), copy of current workers compensation policy, copy of public liability insurance) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Conducted By:

Date:

I have received and understood the Induction Program

Employee/Contractor Signature: