

Contractor Scoping Checklist
ECM NUMBER: #1373460
EFFECTIVE DATE: 05/02/2020

DEPARTMENT: Office of the CEO
UNIT: Work Health and Safety

This checklist is designed to assist the CHRC Job Owner prior to engaging a contractor, to ensure hazards are identified and managed in accordance with Council's WHS Contractor Management Procedure and to minimise risk to contractors and their workers whilst performing work for Council.

Details
Brief Description of Work: _____

Contractor: _____

CHRC Representative: _____
(CHRC Representative engaging the contractor)
Location of Work: _____

No	Items to Check	Y	N	Comment
1	Will Traffic being impacted by the work?	☐	☐	Yes – Traffic Management Plan required
2	Will Plumbing work be carried out?	☐	☐	Yes – Licenced Plumber required
3	Will Electrical Work being undertaken?	☐	☐	Yes – Licenced Electrician required
4	Will all persons working on site have completed A CHRC WHS Induction?	☐	☐	No – Register on LinkSafe (Contract Owner to forward link for registration)
5	Will the contractor attend site and review prior to commencing work?	☐	☐	
6	Could the task involve high risk activities or environments?	☐	☐	Yes, SWMS required
7	• Working at Heights	☐	☐	Yes, Permit and Rescue Plan required.
8	• Confined Space Entry	☐	☐	
9	• Excavations	☐	☐	
10	• Felling of trees	☐	☐	
11	• Asbestos	☐	☐	Check appropriate asbestos register, if yes contact CHRC Coordinator Safety.
12	Will the contractor be using Hazardous Substances?	☐	☐	Yes, SWMS will be required
13	Will the contractor be using plant & equipment other than hand tools?	☐	☐	Yes, SWMS will be required
14	Will there be lifting operations using craneage or specialised lifting gear?	☐	☐	Yes, licenced dogger to develop lift plan.

No	Items to Check	Y	N	Comment
15	Will the task involve working over or near a body of water?	☐	☐	<i>Yes, SWMS will be required</i>
16	Will the work encroach on exclusion zones for powerlines or concealed services?	☐	☐	<i>Yes, SWMS required.</i>
17	Will task involve activities considered to be hot works?	☐	☐	<i>Yes, SWMS required</i>
18	Will task involve the chance of encountering highly pressurised fluid or gases?	☐	☐	<i>Yes, SWMS will be required</i>
19	Will the task involve higher than normal noise levels?	☐	☐	<i>Yes, assess and control with risk assessment (Complete Step 3 of Team Take 5 if using CHRC Documents)</i>
20	Will task involve persons to working alone and remotely?	☐	☐	<i>Yes, SWMS required</i>
21	Will the work being carried out, something which could be considered a "one off", or is considered outside the contractor's normal work scope?	☐	☐	<i>Yes, contact Safety and Wellness.</i>
22	Will work have the potential to generate construction dusts containing Respirable Crystalline Silica (RCS)? E.g. concrete sawing, grinding, cutting of stone bench tops, bricks, pavers or other fibre cement products including abrasive blasting.	☐	☐	<i>Yes, SWMS required outlining control methods and PPE requirements</i>
	Are there any other hazards identified? Details:	☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
	Did the contractor assist in completing the Scoping Checklist?	☐	☐	<i>If no - the checklist must be made available to the contractor. Any identified hazards & controls must be passed on to the contractor.</i>
Documentation to be supplied by Contractor		Documentation to be supplied by CHRC		
Name of person Scoping task:		Signature:		