

SAFETY CHECKLIST - CONTRACTORS

NOTE: All fields must be checked “YES” or “NO”. If a question does not apply, mark N/A in column. If “NO”, provide details in comments section at bottom of form. This form is to be completed PRIOR to commencing work.

COMPANY/ORGANISATION:			
LOCATION:	DATE OF CHECK: / /		
CHECKED BY:	NEXT CHECK DUE: / /		
TOPIC	RESULT		
1. WHS POLICY AND MANAGEMENT	YES	NO	N/A
Does the contractor have a current written health and safety policy?			
Does this contractor have a current WHS Management System or Plan?			
Is the contractor aware of any restrictions or WHS requirements specific to this site?			
2. COMPETENCY AND SAFETY OF CONTRACTORS	YES	NO	N/A
Is evidence provided of adequate public liability and workers compensation insurances?			
Has the person who is or will be responsible for WHS on site been identified?			
Have competencies required for high risk work on site been identified?			
Are licensed and trained persons employed for identified high-risk work and occupations?			
Are records kept of all safety training conducted?			
3. SAFE WORKING	YES	NO	N/A
Have all hazards associated with the task or project been identified?			
Has the contractor been briefed on known hazards which may impact on their work?			
Have documented safe work method statements been developed and submitted for approval for high risk construction work?			
Are safe work procedures available for all items of plant and equipment?			
Have PPE requirements been identified, and suitable PPE provided for workers?			
4. PLANT AND EQUIPMENT	YES	NO	N/A
Is evidence available that all plant and equipment to be used is safe for use?			
Is evidence provided of testing and tagging of electrical equipment?			
Does contractor have a tagging or lockout procedure for faulty equipment?			
Does contractor implement a plant and equipment maintenance schedule?			
5. ON-SITE SECURITY AND TRAFFIC MANAGEMENT	YES	NO	N/A
Are provisions made for site security during and after work hours?			
Have adequate provisions been made for the movement of plant and vehicles on and to and from the site?			
Has contractor been briefed regarding emergency response procedures for site?			
6. WORKPLACE INSPECTIONS	YES	NO	N/A
Are arrangements made for regular site inspections for compliance with relevant statutory and local health and safety requirements?			
Has the person responsible for these inspections been nominated?			
8. HEALTH AND SAFETY CONSULTATION	YES	NO	N/A
Does the contractor have a relevant consultation process in place?			
Have H&S Representatives completed an approved training course?			
Does contractor conduct daily pre-start meetings and regular toolbox training sessions?			
9. STORAGE AND HANDLING OF HAZARDOUS CHEMICALS.	YES	NO	N/A
Are types and quantities of hazardous chemicals to be brought on to the site identified?			
Are current SDSs available and provided for all chemicals?			
Are storages of hazardous chemicals suitable for class and quantities to be stored?			
COMMENTS	ACTION TAKEN		