

## Contractor Pre-Work Safety Management Checklist

Projects, Minor Works and Maintenance

The purpose of this checklist is to facilitate the review of the contractor safety management requirements of our school.  
 To be completed PRIOR to commencement of work.

PROJECT	
CONTRACTOR:	COMMENCEMENT DATE:

ITEM	YES	NO	REQUIRED ACTION	PERSON RESPONSIBLE	COMPLETION DATE
1. Has the contractor been briefed about known hazards at the school which may affect their work?					
2. Has the contractor identified the hazards associated with the proposed works from setting up the work area to completion of the job?					
3. Has the contractor documented control strategies to eliminate or reduce the risks associated with these hazards? (as per Q.2)					
4. Has the contractor provided evidence of their competency to undertake the works such as licences and/or certificates as well as public liability and WorkCover insurance?					
5. Does the contractor and their employees hold DBS certificates (if working when children are on site)					
6. Have access arrangements been confirmed? Will the contractor sign in/out? Will the visitor/contractor wear identification?					
7. Does the contractor require access cards (Time activated)					
8. Have appropriate isolation barriers been put in place (if required)?					

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9. Has the contractor organised for fencing to restrict access to the worksite (if required)?					
10. Does the contractor require scaffold to be erected, or require the use of a scaffold tower? Has the contractors employees and subcontractors had the relevant training to erect and use scaffold or towers?					
11. Has the contractor been briefed about relevant school policies such as smoking and alcohol as well as emergency procedures and people to contact in the event of an accident or injury?					
12. Has the contractor inducted their employees and subcontractors about the safety plan for this job?					
13. Has a site specific induction been provided for the contractor? This is to include all key contacts and emergency numbers along with any contractor's facilities.					
14. Has the contractor provided the school with a Risk assessment and Method Statement) for tasks to be performed, addressing issues such as manual handling, fall prevention, etc? This should include the hazards the contractor may create for the school.					
15. Does the contractor agree to provide adequate supervision for all their workers (if applicable)?					
16. Does the contractor have processes (i.e. OHS policies/manual) in place to identify, assess and control site risks (e.g. noise, dust, fumes, falling objects, etc)?					
17. Has the contractor notified the school of vehicles, equipment and materials to be used on the site?					
18. Will the contractor secure vehicles, equipment and materials during and after work?					
19. Will the contractor require a skip on site, if yes has a safe location been agreed?					
20. Has the contractor provided appropriate signage (e.g. for display (if applicable)?					
21. Does the contractor have procedures to dispose of rubbish and waste appropriately and without risk?					
22. Has the contractor been provided with a copy of the Asbestos Register along with Clearance Certificates (if applicable)					

ITEM	YES	NO	REQUIRED ACTION	PERSON RESPONSIBLE	COMPLETION DATE
23. Has the contractor's electrical equipment been tested/tagged so that it is safe to use and has the contractor confirmed that a visual inspection of electrical leads will take place prior to use each day.					
24. What Personal Protective Equipment/Clothing (PPE/C) will the contractor utilise during the job (i.e. safety footwear, high visibility vests etc)?					

Conducted by: \_\_\_\_\_  
(Inductor)

Signature: \_\_\_\_\_ Date Conducted: \_\_\_\_\_

Contractor: \_\_\_\_\_  
(Inductee)

Signature: \_\_\_\_\_ Date Inducted: \_\_\_\_\_