

CONTRACTOR ASSESSMENT CHECKLIST

	Yes	No	NA	If no, list actions required	Date
A. Risk Assessment					
Are risks by contractors identified, assessed, ranked, and prioritised in order of risk level?					
Are risk controls tested for performance and adequacy?					
Is a contractor risk register established to summarise identified risks to the organisation?					
Are risk assessments issued by the contractor prior to the commencement of work?					
Are contractor risk controls supported with relevant WHS policies and procedures?					
B. Contractor Assessment and verification					
Does the contractor have a WHS management system?					
Are records issued to demonstrate the active operation of their WHS management system?					
Is a project manager nominated and WHS management plan prepared by the principal contractor where the cost of works meet or exceed your provinces WHS regulation requirements?					
Do contractor WHS management plans detail what systems and procedures will apply during the term of works?					
Are work licenses and permits and insurance certificates of currency presented for adequacy and approval?					
Do contractor WHS management plans detail what systems and procedures will apply during the term of works?					
Does the contractor have any pending WHS prosecutions or improvement notices issued by notable regulators?					
C. Induction and training					
Is adequate induction and training provided to contractors and stakeholders who are undertaking works?					
Does the nominated representative in your organisation induct contractors in your policies, procedures, and rules?					
Are stakeholders updated if a change is made to organisation policies or procedures?					
Does your contractor provide induction and training to their employees and sub-contractors?					
Is a copy of the contractor induction register issued to the organisation for verification?					
Does the register indicate details of each employee's WHS training competency?					
D. Monitoring					
Are random or regular WHS inspections undertaken to monitor compliance and performance?					
Is supervision undertaken to monitor contractor conformance to WHS practices?					
Is there a procedure to report hazards or breaches?					
Are reported WHS breaches highlighted to remind users of their obligations?					
Are breaches reviewed and corrected to avoid repeat offences?					
Do the organisation and contractor report back to one another on performance results?					
Are corrective actions checked and verified for WHS compliance?					
Is a procedure established for incident notification?					
Does the contractor maintain an incident reporting records with a review procedures in place?					
Does contractor have an injury management and procedure system?					
E. Completion of works					
Are buildings and surrounding grounds checked and left in a safe condition?					
Are certificates of warranty, safety and workmanship handed over?					
Are safe work and operating procedures provided for new equipment?					
Are new rules, policy and procedures required for new building and equipment?					
Are contractor project records and reports kept in accordance with your provinces WHS requirements?					
Does the contractor provide training regarding to modern slavery risks to their workers?					