



Contractor Management Checklist

Good Group Contractor Management Checklist

Date: Job Number:

Work location:

Work description:

Contractor Company Name:

Name of contractor conducting work:

Contractor Worker's Compensation Insurance:

Policy Number: Expiry Date:

Contractor Professional Indemnity Insurance:

Policy Number: Expiry Date:

Contractor Public Liability Insurance:

Policy Number: Expiry Date:

Name and signature of Good Group Representative

(I verify the above works are to be conducted by the relevant qualified persons assigned and precautionary checklists completed prior to authorising this work)

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Good Group Responsibilities

- ☐ Copy of the organisation's WH&S and Contractor Management Policies provided to the contractor with relevant explanation
- ☐ The organisation's WH&S policy has been explained to the contractor
- ☐ A tour of the building and work area(s) have been provided to the contractor
- ☐ Site emergency procedures have been provided to the contractor
- ☐ The contractor has been shown the nearest emergency exits and evacuation routes
- ☐ The role of security and traffic management arrangements in place have been explained
- ☐ Locations of fire extinguishers servicing the work area have been identified and shown
- ☐ Locations of first aid kits servicing the work area have been identified and shown
- ☐ Hazards present in the work area have been communicated
- ☐ Incident reporting requirements have been explained
- ☐ All *Requirements for Contractors* on Page 7 have been sighted

The following permits have been provided to the contractor if these works are to be conducted for this job:

- ☐ Hot Works
- ☐ Cold Works
- ☐ Fire System Impairments
- ☐ Working at Heights
- ☐ Other (please describe)

Requirements of Contractors

Date: Job Number:

List all required licenses, tickets and certifications required for works:

List all relevant WH&S Policies applicable to complete works:

List all JSA's, SWMS, risk assessments to be completed:

List all hazardous substances used to complete works:

Name and signature of Contractor

(I verify the above questions have been answered accurately and precautionary checklists completed prior to commencing this work)

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Contractor Checklist

- ☐ I have read and understood Good Group's WH&S and Contractor Management Policies and will abide by the requirements
- ☐ I have completed a JSA for every task I am required to undertake.
- ☐ All hazards I come across will be reported immediately to my supervisor assigned by Good Group
- ☐ Incident reporting procedures have been explained to me
- ☐ Site emergency procedures have been explained to me and I am aware of alarms, wardens, evacuation routes and muster points
- ☐ I will sign-in daily and ensure my identification tag is visible at all times whilst on Good Group premises
- ☐ I will not smoke or consume drugs and alcohol whilst on Good Group premises
- ☐ My work area will be kept clean and any waste or debris will be removed at the end of each working day
- ☐ I confirm that all electrical equipment used to conduct works have been tested, tagged and are in good working order
- ☐ I confirm all hazardous substances used to conduct works are accompanied by the appropriate Safety Data Sheets

The following Personal Protective Equipment (PPE) is required for this job:

- ☐ Hard Hat
- ☐ Hi-vis Vest
- ☐ Safety Boots
- ☐ Hearing Protection
- ☐ Other (please list)

References

1. NFPA (2019) Structure fires caused by hot work. Retrieved from <https://www.nfpa.org/-/media/Files/News-and-Research/Fire-statistics-and-reports/US-Fire-Problem/Fire-causes/osHotWork.ashx>, NFPA