Use of Contractors – Checklist

Work done by contractors, such as maintenance and upgrade work, can pose risks to the health and safety of staff and visitors unless work is carefully planned. Under The Work Health And Safety Act 2011, the employer owes a duty of care to contractors carrying out the work. **This duty of care cannot be removed, even by agreement.**

Employer Representative:		**Date**	**Start**	**Finish**
Contractor	**Job**			

• Ensure someone is appointed the Employer Representative for WHS matters (ideally this should be the senior person at the workplace).	
• Discuss OHS issues at the planning stage and have key WHS requirements placed in the tender and contract documents.	
• Check that contractors are suitably qualified (e.g. licensed plumbers for roof work, licensed electricians for electrical work etc.).	
• Contractor to provide evidence of compliance with relevant Regulations and Codes of Practice.	
• Ensure that the employer representative provides the contractor with copies of all relevant contractor information documents, workplace policies, emergency evacuation details etc. and discusses safety requirements prior to the commencement of work. Ensure the contractor in turn passes on and discusses WHS issues with all sub-contractors.	
• Once work commences, ensure that contractors advise the employer representative of where they are working each day.	
• If there is more than one contractor on site, ensure there is an understanding as to which contractor is responsible for which work (e.g. who is authorised to isolate and reconnect the power supply, etc.).	
• Consider access requirements for vehicles. It may be necessary to restrict access at certain times and/or nominate areas where vehicles may not enter without reasonable notice. Ensure that deliverers of materials are also aware of restrictions.	
• Consider the possibility of visitor passes for contractors, particularly in any areas restricted from the public, or in large workplaces.	
• Determine how contractor activities and usual work activities are to be separated- - if possible, isolate the work area completely - place barriers and/or warning lights around the work site - carry out all (or the most hazardous) work during periods of shut down or weekends. • Determine where and how material will be stored. Consider chemicals and paints (contractor to provide Safety Data Sheets [SDS] for hazardous materials), pieces of equipment, sharp materials such as guttering, reinforcing mesh, nails and rubbish.	
• Fire Alarms to be isolated in locations where work may trigger smoke or heat sensors	
• Ensure all workers and visitors/clients are aware of, and comply with safety arrangements.	
• Consider how work could impact on Emergency Management arrangements (e.g. are corridors/aisles blocked, can all workers access the assembly points, do contractors know of the workplace arrangements).	
• Once work is completed, ensure all refuse is removed and reinstate equipment such as fire extinguishers, evacuation plans and safety signs.	
•	
•	
•	

NB: This checklist deals with WHS hazards involved in actually carrying out the upgrade/maintenance work. If the layout of the workplace is altered substantially in any way, the area should be reassessed to consider potential hazards associated with operating under the new conditions. Further points to be added to the list as required.