



Contractor Pre-Work Checklist

PRS Contractor Pre-Work 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 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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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 all 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.
- 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 premises.
- I will not smoke or consume drugs and alcohol whilst on 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