

Contractor OHS Induction Checklist



NAME OF CONTRACTOR and COMPANY NAME:	BRIEF DESCRIPTION OF TASK:
SCHOOL:	DATE:

This checklist has been developed to assist in the identification of risks when managing contractors on a school site. If hazards have been identified, ensure appropriate control measures are implemented. Contractors can include, but are not limited to tradespeople, construction crew, allied health professionals, specialist tutors brought into the school (e.g. music tutor), gardeners, cleaners etc.

QUESTION	YES/NO
Has the contractor provided evidence of their competency to undertake the works (i.e. licences and/or certificates as well as public liability and Workers compensation insurance, Working With Children Check)?	
Has the contractor provided the school with a current Job Safety Analysis (JSAs) and/or SWMS (Safe Work Method Statement) for tasks to be performed?	
Has the contractor identified the hazards associated with the proposed works and implemented control measures (from setting up the work area to completion of the job)?	
Have access arrangements been confirmed, including signing in/out and wearing identification?	
Has the contractor notified the school of vehicles, equipment and materials to be used on the site?	
Has the contractor been provided with a site specific induction and site tour?	
Has the contractor been provided with the relevant policies (e.g. OHS policy, smoking, conduct/behaviour)?	
Has the contractor been briefed about known hazards at the school which may affect their work, including Hazardous Substances and Dangerous Goods stored on site?	
Has the contractor been informed of hazard, incident and near-miss reporting?	
Has the contractor been provided with a copy of a current Asbestos Register or clearance certificates (if applicable)?	
Has the contractor been informed of the school's first aid facilities and the injury reporting procedures, including the location of the injury register?	
Has the contractor been informed of traffic management/car parking and vehicle access on the school site (if applicable)?	
Has the contractor been informed of any restrictions of timing of tasks (i.e. vehicle access, use of heavy machinery, noise or dust on the school site)?	
Has the contractor put in place appropriate isolation barriers (if required)?	
Has the contractor displayed appropriate safety signage (if applicable)?	
Does the contractor have procedures to dispose of rubbish and waste appropriately and without risk?	
Upon completion of work at the school, will the Principal (or nominee) inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person?	
If working at heights, have contractors brought appropriate equipment such as harnesses?	
CONTRACTOR SIGNATURE:	
PRINCIPAL NAME AND SIGNATURE (if applicable):	