

CONTRACTOR MONITORING CHECKLIST

Contractor:	Type of Work:	
Assessed by:	Location of Work:	
Signature:	Date:	Time:

Contractors Requirements

Site Specific Safety Plan (if applicable)	Achieved Yes/No	Comments
Written plan available on-site		
Defined responsibility for H&S		
Evidence of planning and review		
Hazard Management	Achieved Yes/No	Comments
Hazards identified for job		
Hazard appropriately controlled		
Hazards regularly assessed		
Permit(s) to work considered/issued		
Hazards communicated to parties		
Site housekeeping		
Training & Supervision	Achieved Yes/No	Comments
Staff on-site appropriately trained for work		
Supervision of staff not adequately trained		
Training in all PPE, plant and chemicals used		
Certification available for necessary tasks e.g. electrical, scaffolding, Forklift		

Injuries/Near Miss	Achieved Yes/No	Comments
Reporting procedure in place.		
Serious harm reporting procedures including notification to the Principal		
Trained First-Aider on site		
Near misses reported		
Emergency Procedures	Achieved Yes/No	Comments
Plan for all likely emergencies		
Allocation of responsibilities		
Training performed in emergency plan/s		
Sub Contractors	Achieved Yes/No	Comments
Health and Safety standard for all contractors		
Monitoring of contractors performance		

Details where health and safety performance is not satisfactory: