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Contractor Safety Compliance Checklist

(Form Number: KL-HRFRM025)

1 Nature of the Business

Nature of the business (e.g. civil contracting, landscaping, building services etc.)

2 Obligations

Under the *Workplace Health and Safety Act 2012* (Tas), Council has an obligation to contractors and contractor workers engaged by us to undertake various types of work. This checklist has been developed to satisfy the obligations under the Act.

The checklist must be completed by you (the contractor) to ensure you are aware of and comply with all relevant WHS requirements.

The checklist is reviewed and approved by a Council Officer prior to the commencement of works. Insurance certificates of currency, relevant licences, and evidence of the General Safety Induction must be sighted prior to any works commencing.

3 Contractor Details

Business Name

ABN

Postal Address

Contact Person

Mobile Number

Telephone Number

Email Address

4 Insurance Details

Insurance Type	Policy Expiry Date	Copy Attached
Public Liability (minimum \$20 million)		<input type="checkbox"/>
Professional Indemnity		<input type="checkbox"/>
Workers Compensation		<input type="checkbox"/>
Vehicle and Equipment		<input type="checkbox"/>
Other <i>(please specify)</i>		<input type="checkbox"/>

NOTE: Insurance documents must be provided annually or on renewal.

5 General Conditions

	Yes	No	N/A
Work Health & Safety and Quality Management			
Does your company comply with Work Health & safety Legislation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your company got its own WHS and Quality Management policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the ability to create site specific Safe Work Method Statements (SWMS)? <i>(If `not, Council can provide templates)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I acknowledge responsibility to provide a pre-start site specific induction to all workers and subcontractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic/Pedestrian Control <i>(if applicable to the works)</i>			
Are you familiar and do you comply with the Department of State Growth's Code of Practice for <i>Traffic Control for Works on Road – Tasmanian Guide 2014</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to provide compliant traffic management plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No	N/A
Licences and Accreditations			
Do all workers working for you on our worksites possess the appropriate licences and accreditations required of them to complete the works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant and Equipment			
Does your plant and equipment have appropriate Certificates of Inspection? (e.g. current roadworthiness, GVM, GCM etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If required, could you provide evidence of a regular maintenance schedule for your plant and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your operators undertake regular safety checks of plant and equipment? (e.g. pre-start checks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are spill kits available for those working in sensitive areas? (e.g. park/wildlife reserves, near waterways etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment			
Are all your workers provided and trained in the use of the appropriate PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid			
Do you always have appropriate first aid kits accessible to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have at least one worker hold a current first aid qualification on all worksites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Equipment			
Do you always have compliant fire extinguishers accessible to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident/Hazard Reporting			
Do you understand that ALL incidents, hazards, and near misses that occur whilst working for Council must be reported to the nominated Council Representative by the end of the shift after the incident/hazard occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6 Contractor General Induction Information

All contractors, their workers, subcontractors, and suppliers who are engaged to perform work or deliver services within any worksite, road reserve or parklands controlled by or on behalf of Kentish or Latrobe Councils **MUST** successfully complete the online General Induction.

Please complete the table below for workers required to complete the online induction:

Worker's Name <input type="text"/>	Worker's Name <input type="text"/>
Worker's Name <input type="text"/>	Worker's Name <input type="text"/>
Worker's Name <input type="text"/>	Worker's Name <input type="text"/>
Worker's Name <input type="text"/>	Worker's Name <input type="text"/>
Worker's Name <input type="text"/>	Worker's Name <input type="text"/>

Contractor online induction link: [Start Online Contractor Induction](#)



7 Contractor Statement of Understanding and Compliance

I am aware of my responsibilities as a contractor under the *Work Health and Safety Act 2012* (Tas) and any Council policies and procedures that apply to any site operated by the organisation.

In signing this declaration, I acknowledge that:

- I/we will always comply with these safety requirements.
- I/we am/are aware that it is my responsibility to comply with the Acts and Regulations applicable under State Legislation as relevant to my/our activities.

Name of contractor representative

Signature of contractor representative

Date

8 Council Office Use Only

Date documentation received

Received by

Details entered in contractor register? Yes

No