

## 16.17 CONSTRUCTION WHS CONTRACTOR CRITERIA CHECKLIST

This form is only to be used for Construction Contractors. For general work and general high risk work contractors please use *16.15 General WHS Contractor Criteria Checklist*.

This form is to be completed by the Property Approvals Board prior to engagement of the contractor.

General Information:		
Contractor name:		
ABN:		
Contact person:		
Contact number:		
Fax:		
Email:		
Type of work to be carried out for the Diocese (include duration of works):		
Insurances:		
The following current insurances and documented copies are to be provided		
Motor vehicle insurance	<input type="checkbox"/>	Expiry date:
Personal accident insurance (sole traders and partnerships)	<input type="checkbox"/>	Expiry date:
Professional indemnity insurance	<input type="checkbox"/>	Expiry date:
Public liability insurance (please specify the amount)	<input type="checkbox"/>	Expiry date:
Tools of trade insurance	<input type="checkbox"/>	Expiry date:
Workers' compensation insurance	<input type="checkbox"/>	Expiry date:

**Review and rate the contractor's WHS Management System**

- Rating 1 =** Excellent Practice  
**Rating 2 =** Good Practice  
**Rating 3 =** Reasonable Practice, Diocese to discuss with contractor prior to engagement  
**Rating 4 =** Unreasonable Practice, Contractor must demonstrate proactive implementation of changes prior to engagement  
**Rating 5 =** Unacceptable Practice, Contractor Engagement is not recommended

Item	Rating 1 to 5	Comments/ Changes Recommended
<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>Is there a WHS policy documenting the organisation's commitment to safety and the objectives for achieving workplace safety?</li> </ul>		
<p><b>Roles and responsibilities:</b></p> <ul style="list-style-type: none"> <li>Are roles and responsibilities within the organisation clearly defined?</li> <li>Do they include compliance with WHS legislation, codes of practice and standards?</li> <li>Is there a nominated person specifically responsible for WHS?</li> <li>Are lines for WHS reporting clearly defined and adhered to?</li> </ul>		
<p><b>Risk management:</b></p> <ul style="list-style-type: none"> <li>Is there a system for identifying hazards in the workplace, assessing the level of risk and developing controls to manage risk?</li> <li>Are risk assessments completed on all work activities prior to commencement? Is there evidence of this occurring?</li> <li>Are controls structured in line with an appropriate hierarchy of controls?</li> <li>Is there a documented system of reporting hazards and carrying out corrective actions?</li> </ul>		
<p><b>Consultation:</b></p> <ul style="list-style-type: none"> <li>Are there established procedures for WHS consultation with workers and other duty holders?</li> <li>Do these consultation processes occur?</li> </ul>		
<p><b>Safe work methods:</b></p> <ul style="list-style-type: none"> <li>Are safe work method statements provided?</li> <li>Do they include:                             <ul style="list-style-type: none"> <li>The task to be carried out?</li> <li>The hazards associated with key components of the tasks?</li> <li>Control measures to reduce the risks?</li> <li>The names of those responsible for authorising and supervising the work?</li> </ul> </li> <li>Are procedures in place for a site specific safety assessment such as a job safety</li> </ul>		

Item	Rating 1 to 5	Comments/ Changes Recommended
analysis? <ul style="list-style-type: none"> <li>• Is there a provision for the review and amendment of this assessment?</li> <li>• Are safety instructions provided for relevant work activities?</li> </ul>		
<b>Inspection / supervision:</b> <ul style="list-style-type: none"> <li>• Are work activities supervised and regularly inspected by a competent person to ensure that they proceed safely?</li> </ul>		
<b>Training and assessment:</b> <ul style="list-style-type: none"> <li>• Are records of WHS training and qualifications kept?</li> <li>• Does training include:                             <ul style="list-style-type: none"> <li>• Specialist safety training (such as confined spaces)?</li> <li>• Industry induction certification?</li> <li>• Work activity induction?</li> <li>• Site specific induction?</li> </ul> </li> <li>• Do all workers have a construction induction card?</li> <li>• Do all workers have appropriate licences or certificates of competency for high risk work including but not limited to:                             <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Forklift</li> <li>• Crane</li> <li>• Rigging</li> <li>• Asbestos</li> <li>• Vehicle</li> </ul> </li> </ul>		
<b>Staff behaviour:</b> <ul style="list-style-type: none"> <li>• Do staff health and safety issues include policies such as drug and alcohol misuse, smoking or sun safety?</li> <li>• Are disciplinary procedures in place for workers who do not comply with WHS requirements?</li> <li>• Are they adhered to?</li> </ul>		
<b>Injury management</b> <ul style="list-style-type: none"> <li>• Is there a nominated first aider?</li> <li>• Are first aid kits provided and maintained at all worksites relative to the work to be performed?</li> <li>• Is there a documented system for reporting injuries?</li> <li>• Is there a responsible person for notifying WorkCover of reportable accidents / incidents?</li> <li>• Is there a documented system for investigating accidents / incidents and undertaking corrective actions?</li> </ul>		

Item	Rating 1 to 5	Comments/ Changes Recommended
<b>Emergency procedures:</b> <ul style="list-style-type: none"> <li>• Are there emergency procedures?</li> <li>• Is there a nominated person responsible for managing emergencies?</li> </ul>		
<b>Fire protection:</b> <ul style="list-style-type: none"> <li>• Is there fire fighting equipment provided and maintained?</li> <li>• Are maintenance records kept?</li> <li>• Are employees trained in the use of the equipment?</li> </ul>		
<b>Record Keeping:</b> <ul style="list-style-type: none"> <li>• Is there a documented system of supplying relevant information and managing WHS records?</li> <li>• Is there a nominated person responsible for records management?</li> </ul>		
<b>Sub-Contractors:</b> <ul style="list-style-type: none"> <li>• Are there procedures for checking any sub-contractor's WHS systems and managing contractors on site?</li> </ul>		
<b>Plant and equipment:</b> <ul style="list-style-type: none"> <li>• Are risk assessment procedures in place for use of plant?</li> <li>• Is there a documented system for recording, inspecting and maintaining plant (including hired in plant)?</li> </ul>		
<b>Electrical equipment:</b> Is there a system to ensure that: <ul style="list-style-type: none"> <li>• Electrical equipment is tagged and tested in accordance with legislation and the results recorded?</li> <li>• New or hired equipment is checked for safety prior to use and staff are provided with training on how to work safety with electrical equipment?</li> </ul>		
<b>Personal protective equipment:</b> <ul style="list-style-type: none"> <li>• Is PPE regularly inspected and maintained?</li> <li>• Are records kept of PPE issued and maintained?</li> <li>• Are workers trained in the use of PPE?</li> </ul>		
<b>Other:</b>		
<b>Other:</b>		
<b>Other:</b>		

Item	Rating 1 to 5	Comments/ Changes Recommended

<b>Overall Rating</b>	
<b>1</b>	Excellent – All requirements are met or exceeded.
<b>2</b>	Good – All requirements are met.
<b>3</b>	Acceptable – The requirements are generally met.
<b>4</b>	Barely acceptable – The requirements have been addressed but there is need for improvement.
<b>5</b>	Unacceptable – The requirements have not been adequately addressed.
General comments: ..... ..... ..... ..... ..... ..... ..... ..... .....	

<b>Diocese to Complete:</b>	
Diocese Representative:   Position:	Date:   Signature:
<p><b>A CONTRACTOR CANNOT BE ENGAGED UNTIL CONTRACTOR CHECKLIST IS COMPLETED</b></p>	