

Contractor Occupational Health & Safety Checklist

Maintenance and upgrade work can pose risks to the health and safety of staff and students unless work is carefully planned. Under the *Occupational Health and Safety Act 2004 (Vic.)*, the School owes a duty of care to contractors carrying out work in addition to staff, students, parents and members of school community visiting the campus.

This checklist is to be completed prior to commencement of work.

School Responsible Officer (SRO):	Date:
Contractor:	Job:
Signature:	

		Yes ✓	No ✗	N/A ✗
1.	Has the contractor been briefed about known hazards at the School which may affect their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the contractor identified the hazards associated with the proposed works from setting up the work area to completion of the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the contractor documented control strategies to eliminate or reduce the risks associated with these hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the contractor provided evidence of their competency to undertake the works, such as licences and certificates as well as public liability and workcover insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has the contractor provided evidence that all equipment to be used is safe, properly maintained and appropriate to the task? (Includes electrical equipment, ladders, equipment guards and signage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has the contractor been advised about informing the SRO about their location while working at the School?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Have access arrangements been confirmed, particularly when works are undertaken outside regular school hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have appropriate isolation barriers been put in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Has the contractor been briefed about relevant School policies such as smoking and alcohol as well as emergency procedures and people to contact in the event of an accident or injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Has the contractor been provided with a copy of the School site plan indicating evacuation plans and emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Has the contractor inducted their employees and sub contractors about the safety plan for this school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is the contractor aware of their responsibility to report to the SRO any concerns related to safety hazards observed on the School campus – including those not directly related to the contractor's area of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: A copy of this form is kept by the School. Contractors who do not have regular visits to the site (at least once per month) will be expected to complete a new checklist to ensure that information is up-to-date and relevant.