# CONTRACTOR WHS MANAGEMENT CHECKLIST

## Section A: Defining the work classification.

### Q1. Is the job a one-off or of short duration and will the contractor be supervised throughout?

- If the answer is ‘Yes’ the works are classified as **MINOR** – proceed to Section B (i)
- If the answer is ‘No’ proceed to Q2 for further classification.

### Q2. Is the work low risk and not in connection with construction work* e.g. consultancy or financial auditing?

- If the answer is ‘Yes’ the works are classified as **LOW RISK** – proceed to Section B (ii)
- If the answer is ‘No’ proceed to Q3 for further classification.

### Q3. Is the work service related work and not in connection with construction work* e.g. cleaning, security?

- If the answer is ‘Yes’ the works are classified as **MODERATE** – proceed to Section B (iii)
- If the answer is ‘No’ proceed to Q4 for further classification.

### Q4. Is the work classified as construction work* or in connection with construction work*?

- If the answer is ‘Yes’ the works are classified as **MAJOR** – proceed to Section B (iv)
- If the answer is ‘No’ contact the WHS Unit for further advice.

*Further details and clarification for construction work and what is classed as ‘in connection with construction work’ is outlined in Appendix 1 of the Contractor WHS Guidelines.

## Section B: Minimum WHS requirements prior to work commencing.

### (i) Minor Works

- Local Induction given to contractor regarding University, i.e. amenities, parking, etc.
- Contractor WHS Induction Checklist to be completed before work commences only if no local induction checklist developed

Proceed to Section C (i) for monitoring requirements

### (ii) Low Risk Work

- Register employees and business on SitePass
- Complete Contractor Induction on SitePass

Proceed to Section C (ii) for monitoring requirements

### (iii) Moderate Works

- Register employees and business on SitePass
- Complete Contractor Induction on SitePass
- Contractor Induction Guide issued to contractor

Proceed to Section C (iii) for monitoring requirements

### (iv) Major Works

- Register employees and business on SitePass
- Complete Contractor Induction on SitePass
- Contractor Induction Guide issued to contractor
- If works valued at >$250K and Principal Contractor engaged:
  - Register business on SitePass
  - Contractor Induction Guide issued to contractor
  - Complete a WHS Management Plan and distribute to all contractors and subcontractors involved.

Proceed to Section C (iv) for monitoring requirements

## Section C: Work monitoring requirements.

### (i) Minor Works

- Supervision at all times during works
- Incident management follow up as required

### (ii) Low Risk Work

- General monitoring throughout the course of the works
- Incident management follow up as required

### (iii) Moderate Works

- On site monitoring of works to ensure that WHS requirements are met. Frequency and nature will depend on the risk associated with the activities undertaken
- Scheduled meetings with contractor as required
- Incident management follow up as required

### (iv) Major Works

- On site monitoring of works to ensure that WHS requirements are met. Frequency and nature will depend on the risk associated with the activities undertaken
- Scheduled meetings with contractor(s) as required
- Incident management follow up as required
- WHS Management Plan updated as required
- Contractors complete WHS Performance Report for Contractors monthly if the works extend beyond 1 month