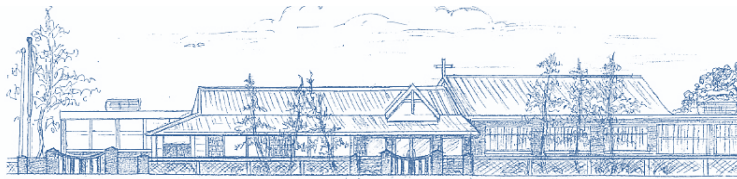


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# CONTRACTOR MANAGEMENT

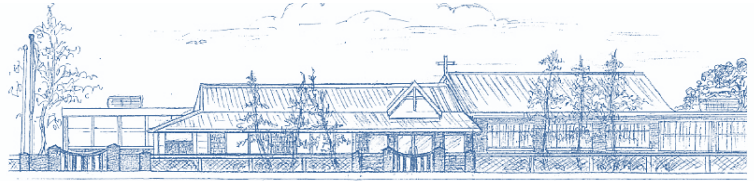
After the criteria has been reviewed and is deemed acceptable by the organization, the contractor is required to undergo site induction to ensure the contractor is aware of the site rules, procedures, standards and requirements.

## CONTRACTOR INFORMATION:

Name of Contractor			
Legal Business Name			
Structure of Business	Sole Proprietor	Partnership	Incorporated Company
Business Address			
Phone	Bus:	Mob:	
Fax			
CAN			
ABN			
Registered for GST	Yes	No	
Nature of work to be performed			
References/Referees (attach copies)			
Licences/Certificates/Qualifications (attach copies)			
Membership/Registration with relevant groups or associations.			
Staff/Subcontractors to be used during the contract.			
Documentation Required (attach if relevant)	Job Safety Analysis		
	Plant Assessments		
	Plant Maintenance Records		
	Material Safety Data Sheets		
	Other		
Induction	Required	Completed	Reviewed

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## CONTRACTOR MANAGEMENT:

After the criteria has been reviewed and is deemed acceptable by the organization, the contractor is required to undergo site induction to ensure the contractor is aware of the site rules, procedures, standards and requirements.

CRITERIA	YES/NO N/A	COMMENTS/NOTES
<p><b><u>Amenities:</u></b>            A tour of the site has been conducted.</p>		
<p><b><u>Site Rules/Policies:</u></b>            First Aid, smoking, personal protective equipment PPE, parking, housekeeping, emergency procedures, security &amp; behavior rules have been explained or arranged.</p>		
<p><b><u>Accidents/Incidents:</u></b>            The contractor has been made aware of the requirements to report all accidents, incidents, hazards and near misses immediately.</p>		
<p><b><u>Checklist &amp; Acknowledgement:</u></b>            The contractor has completed a signed the First Day Induction Checklist and signed the 'State of Acknowledgement'.</p>		
<p><b><u>Identification Pass:</u></b>            The contractor has been issued with a temporary visitor identification pass or permanent long-term ID (if applicable)</p>		
<p><b><u>Other Notes as required:</u></b></p>		

**CONTRACTOR CHECKS:**

The following outlines the checks necessary to be made before a Contractor commences work.

Criteria	Yes/No N/A	Comments /Notes
<p><b><u>Service Criteria:</u></b> The contractor has supplied clear information about the services/s intended to be provided.</p>		
<p><b><u>Licenses/Permits:</u></b> The contractor has supplied evidence of currency if licenses and permits are required to perform any of the tasks eg. Confined space, hot work, electrical, forklift, plant etc.</p>		
<p><b><u>Insurance Information:</u></b> The contractor has provided evidence for the following:</p> <ul style="list-style-type: none"> <li>• Workers Compensation Insurance</li> <li>• Motor Vehicle Third Party Property Insurance</li> <li>• Public Liability Insurance</li> </ul>		
<p><b><u>Competency:</u></b> The contractor is competent and trained to conduct the work safely and without risk to themselves and others.</p>		
<p><b><u>Policies:</u></b> What policies or work practice procedures exist? eg. Waste disposal, chemical handling, safety signage, fire prevention etc.</p>		
<p><b><u>Hazard Analysis:</u></b> The contractor has provided details of the hazards associated with the regular conduction of tasks/services.</p>		
<p><b><u>Hazard Control:</u></b> The contractor has provided details of the control measures that are in place.</p>		
<p><b><u>Risk Management:</u></b> The contractor has assessed the risk associated with performing their work-on-site.</p>		
<p><b><u>Risk Management:</u></b> The contractor has implemented suitable risk control measures.</p>		