



Contractors and transient workers

safety checklist

Check	yes	no	n/a
Planning and contract management			
Does the safety and health policy include contractors' responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is safety and health a key criterion in the selection of contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are steps taken to ensure contractors are competent in safety and health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are discussions held with contractors and the job to be undertaken agreed upon before work starts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have your requirements and the contractors' responsibilities for health and safety been set out in writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors made aware of your safe work procedures in advance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors requested to provide safe work method statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do contractors sign in and out and is it always known where they are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors given site information before starting the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check on contractors' arrangements for supervision of their workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the contractor sends different staff, are you notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you request contractors report all incidents/accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments			
Are risk assessments for contracted work conducted with contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you go through a contracted job before allowing work to start?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check on progress with a contracted job and that the contractors are working safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep the whole workforce informed on safety and health issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you take appropriate action if contractors are not working safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a job is finished, do you review how it went, including the safety and health performance of the contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Bulletins

- Agents providing workers – Labour hire
- Labour hire industry and duty of care

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