

CONTRACTOR OHS MANAGEMENT CHECKLIST



Section A: Defining the contract classification.

Q1. What risk is involved with the contract work?

Does the work consist of any of the following activities:

- Construction work or maintenance work;
- Working in confined spaces;
- Working at a height greater than 2 metres;
- Demolition work or removal of asbestos;
- Working with gas or electrical work;
- Use of hazardous substances;
- Excavation work;
- Entry to a laboratory or restricted access area;
- Any activity assessed as having significant OHS risk
- Use of subcontractors in any of the above;

If the answer is no the contract is classified as **MINOR** – proceed to Section B (i).

If the answer is **yes** proceed to Q2 for further classification.

Q2. Is a Principal Contractor required?

Does the work consist of any of the following?

- Construction work with a value greater than \$250K;
- High risk construction work?
- Demolition or asbestos removal where a licence is required?

If the answer is no the contract is classified as **Major** and no principal contractor is required. Proceed to Section B (ii)

If the answer is yes the contract is classified as **Major** and a **Principal Contractor** is required to be appointed to the contract. Proceed to Section B (iii)

Section B: Minimum OHS requirements prior to work commencing.

(i) – Minor Contract

- General induction given to contractor regarding University, i.e. amenities, parking, etc.

(ii) – Major Contract

- [Induction Guide](#) issued to contractor;
- Obtain licences and workers comp details;
- [Induction Checklist](#) completed before work commences;
- Contractor safe work method statements sighted.

(iii) – Major Contract (with Principal Contractor)

- [Contractor Evaluation](#) completed for principal contractor;
- [Induction Guide](#) issued to contractor;
- Obtain licences and workers comp details;
- [Induction Checklist](#) completed before work commences;
- OHS Management Plan completed and given to all contractors and subcontractors by Principal Contractor;
- Safe work method statements sighted and updated in OHS Management Plan as required.

Section C: Contract monitoring requirements.

(i) – Minor Contract

- General monitoring throughout the course of the contract

(ii) – Major Contract

- On site monitoring of contract to ensure that OHS 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.

(iii) – Major Contract (with Principal Contractor)

- On site monitoring of contract to ensure that OHS 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;
- OHS Management Plan updated as required;
- Contractors complete UOW OHS performance Report monthly if the contract extends beyond 1 month.