



Contractor Management Checklist – Minor Works & Maintenance

Maintenance and upgrade work can pose risks to the health and safety of staff and students unless work is carefully planned. Under the 2004 Occupational Health and Safety (OHS) Act, the school owes a duty of care to contractors carrying out the work. This duty of care cannot be removed, even by agreement.

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

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

		Yes ✓	No ✓
1.	Has the contractor been briefed about known hazards at the school which may affect their work?	<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"/>
3.	Has the contractor documented control strategies to eliminate or reduce the risks associated with these hazards?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the contractor provided evidence of their competency to undertake the works such as licences & certificates (see Attachment B) as well as public liability and workcover insurance?	<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?	<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"/>
7.	Have access arrangements been confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have appropriate isolation barriers been put in place?	<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"/>
10.	Has the contractor inducted their employees and sub contractors about the safety plan for this job?	<input type="checkbox"/>	<input type="checkbox"/>

More information can be obtained from the **OHS Guidelines** (distributed to all schools in 1994) pages 65 & 69-70. Also from the **Schools of the Future Reference Guide** section 6.14.17.15. For further advice on your specific situation contact Noel Arnold & Associates, Department of Education & Training OHS team on (03) 9890 8811.

Disclaimer

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