

CONTRACTOR SAFETY MANAGEMENT – CONTRACTOR MONITORING TOOL (FOR CONSTRUCTION/CAPITAL WORK ACTIVITIES)

For [High risk construction work](#) or a [Construction project](#)

COMPLIANCE SCORE		
Actual	Possible	%

School/Branch, Area		Date	/ /	Time	hrs
Nature of Project/Activity		Organisation the contractor is employed by or represents			
		Name and Position of University personnel who engaged the Contractor			

Reference	Audit criteria	Minimum requirements to meet criteria <small>Each check box requires a conformance score to be recorded. Evidence is objective i.e. it must be documented</small>	Conformance Score Yes = 1 / No = 0 <small>(Insert N/A where not included in audit score)</small>		Short Term Corrective Action required
			Score	Possible Score	
Process Section 8.1 to 8.3 Process Section 11	Complete inductions Hazard Management	<input type="checkbox"/> Evidence of current induction records for contractor or sub-contractors currently on site have been sighted and are on file 1. White Card (General construction induction training record) 2. Contractor on-line induction 3. Workplace specific induction training has been provided. (Note – evidence that this information has been delivered may vary, but could include a checklist of the information provided, on-the-job instructions, toolbox meeting records.) 4. If applicable - Induction for areas containing hazardous chemicals (see Appendix F) <input type="checkbox"/> Safe Work Method Statement(s) have been completed for the activity and meets WHS Legislative requirements. <input type="checkbox"/> The SWMS is relevant to activities/tasks being conducted by the contractors. <input type="checkbox"/> Contractors are observed to be following the control measures outlined on the Safe Work Method Statement (if applicable). <input type="checkbox"/> Where a residual risk of high/very high has been determined, authorisation has been approved/declined by the University in writing in accordance with the Hazard Management chapter of the HSW Handbook. <input type="checkbox"/> Where a WHS Management Plan is completed by the Principal Contractor the WHS Regulations (309) have been met.		Score 1-4 points for each contractor against the criteria (as applic) 1 - 4 1 - 4 1 - 4 1 - 4	

Signature of person conducting the inspection		Signature of the Contractor's Representative or Principal contractor	
Print name		Print name	

HSW Handbook	Contractor Safety Management	Effective Date:	9 July 2018	Version 3.0
Authorised by	Associate Director, HSW	Review Date:	9 July 2021	Page 2 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			