

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 Each check box requires a conformance score to be recorded. Evidence is objective i.e. it must be documented	Conformance Score Yes = 1 / No = 0 (Insert N/A where not included in audit score)		Short Term Corrective Action required
			Score	Possible Score	
Process Section 8.1 to 8.3	Complete inductions	<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)		Score 1-4 points for each contractor against the criteria (as applic)	
Process Section 11	Hazard Management	<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.		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	