

# Contractor WHS Management Procedure

## INTERNAL PROCEDURE– WHS-FO-114



### Contractor Site Inspection Checklist

Date of Inspection:		Time of Inspection:	
Site Location:			
Type of Work:			
Contractor:			
Contractor Address:			
Contractor Name/Signature:			
Inspected by (Name/Position/Signature):			

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
<b>1. General Risk Management</b>					
Site Specific Risk Assessment completed prior to work commencing and controls implemented i.e. public access, weather and identified hazards.					
Safe Work Method Statements (SWMS) relevant for work sighted.					
SWMS have appropriate controls documented and implemented.					
Contractor trained in the SWMS and SWMS signed by the contractor undertaking the work.					
Work tasks/activities conducted in accordance with the requirements of the SWMS.					
Permit to work procedures are available and completed for confined space entry, work at heights/roof access, hot work, excavation, asbestos removal, etc.					
Isolation / tagging systems are used for unsafe or defective equipment.					

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2. Training and Induction					
Relevant operation licenses sighted i.e. riggers, climbers, plant and equipment.					
Site specific site induction required and completed.					
SWMS document training required for task/activity and verified on site i.e. licence/competency.					
Permit to work competency / licence sighted for confined space entry, work at heights/roof access, hot work, excavation, asbestos removal, etc.					
3. Work Environment					
Adequate lighting for tasks/activities performed.					
Work site clean and free of rubbish - bins available and used.					
Passageways, stairways, pathways and work areas defined and clear of obstructions.					
Exclusion zones / prohibited areas have barricades and warning signs.					
Work site external boundaries defined and public access restricted e.g. fencing.					
Access / exit in safe condition.					
Storage of materials on site in designated areas.					
Overhead protection at head strike areas is provided (i.e. areas barricaded or fenced, to prohibit entry).					
4. Emergency Response					
Emergency plan / procedure including contacts available on site.					
Adequate first aid facilities provided e.g. first aid kit in vehicle and workers trained.					

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Contractor's vehicle fitted with a fire extinguisher on-board and workers trained in its use.					
Incident/near miss reporting form available on site.					
<b>5. Electrical Risks</b>					
Electrical equipment inspected, tested and tagged in accordance with AS/NZS 3760:2010.					
Power boards and power leads in safe operating condition.					
Electrical leads positioned to avoid tripping and damage e.g. off ground.					
Low hanging overhead power wires have tiger tails attached.					
<b>6. Plant and Equipment</b>					
Maintenance of equipment and expiry dates sighted (e.g. lifting equipment).					
Contractor has all relevant operator licences / verification of competency.					
Registration for vehicles and plant sighted.					
Plant, equipment and tools in good condition.					
Machine guards in place.					
SWMS for activity on site and followed.					
Plant and equipment risk assessments available on-site.					
<b>7. Working at Heights</b>					
Working at heights / roof access permit sighted.					
Working at heights training has been provided to all workers involved and verified.					
Tool lanyards are being used to prevent tools from falling.					
Emergency and rescue procedures has been prepared for working at heights (in case a fall arrest system is used).					

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Fall restraint/arrest system is being used.					
Fall arrest equipment has two hooks to ensure that the worker is attached to the structure / tower.					
Fall arrest equipment has been inspected in the last 6 months.					
Entry to work areas where work at heights is being undertaken is restricted i.e. fencings and barricades.					
Handrails/protective rails are in place					
SWMS sighted and followed.					
<b>8. Confined Space</b>					
Confined space entry permit sighted.					
Spotter on site.					
Confined space training has been provided to all workers involved and verified.					
SWMS sighted and followed.					
Emergency procedures for confined spaces are in place, e.g. First Aid and Rescue Procedures.					
<b>9. Hazardous Manual Tasks</b>					
SWMS to identify hazardous manual tasks and appropriate controls are implemented e.g. use of manual aids and workers trained.					
Manual Aids e.g. trollies and pulleys are available on site and used.					
Workers have been trained in the safe performance of relevant hazardous manual tasks. Training has been verified.					
<b>10. Hazardous Chemicals</b>					
An up-to-date hazardous chemicals register is available.					

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SWMS list precautions to be used when working with hazardous chemicals.					
Safety Data Sheets (SDS) sighted for hazardous chemicals used on site (no older than 5 years).					
Flammable/combustible materials, gas cylinders and other hazardous materials are stored safely on-site.					
Hazardous chemicals safely stored and containers clearly identified.					
Workers are trained in hazardous chemical safety, and training has been verified.					
<b>11. Hazardous Materials</b>					
Asbestos Registers available from GCC which identifies asbestos locations and asbestos-containing materials (ACM) labelled.					
<b>12. Radio Frequency Radiation (RFR)</b>					
RFR exposure tags worn when working around RFR.					
SWMS sighted and followed.					
PPE documented in SWMS worn.					
<b>13. Use of Elevating Work Platforms (EWP)</b>					
Contractor licensed to operate EWP and sighted.					
Working at heights permit sighted.					
Working at heights training has been provided to all workers involved and verified.					
<b>14. Use of Ladders</b>					
Ladders inspected and in good condition.					
Ladders have non-slip feet fitted and properly secured at top and bottom.					
Metal ladders are not used for electrical tasks.					

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15. Personnel Protective Equipment (PPE)					
SWMS or site rules establish required PPE for work activities.					
PPE is available, worn and maintained in good working order.					
UV protection (e.g. sunscreen, hat, sunglasses, etc.) available and used.					
PPE signage in place.					
16. Environmental					
Dust suppression, such as using wet techniques is in place.					
Stock piles are protected from wind.					
Plant and equipment are maintained to minimise emissions.					
Site hours of operation of plant, equipment and power tools are observed.					
Works emitting excessive noise are identified.					
PPE hearing protection is used in noisy environments.					
SWMS for the work activity documents noise hazards and any PPE requirements.					
Storm water and run off controls are in place.					
Soil on roadways controls are in place.					
Discharge is contained and controlled on site e.g. pump out, contaminated soil, chemicals and other.					
Waste contractor records are available.					
Waste reduction plan is in place.					
17. Other Identified Hazards and Risks during Inspection:					