

Contract WHS Management Checklist

Section A: Defining the contract classification

Q1. What risk is involved with the contract work?

Does the work involve construction or maintenance work; and any of the following activities?

- Work in confined spaces;
- Working at a height greater than 2 metres;
- Demolition work or removal of asbestos;
- Working with gas or electrical work;
- Work in contaminated or flammable atmosphere
- Excavation work at a depth greater than 1.5m;
- Involves tilt-up or precast concrete;
- Is carried out on, in or adjacent to a road;
- Involves movement of powered mobile plant;
- Near water or other liquid that involves a risk of drowning.

If the answer is no the contract is classified as MINOR RISK (category 3) – 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
- Demolition or asbestos removal where a licence is required.

If the answer is no the contract is classified as High Risk 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 WHS requirements prior to work commencing

(i) – Minor Contract (Category 3)

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

(ii) – High Risk Contract (Category 2)

- [Contractor Induction Handbook](#) issued to contractor;
- Obtain licences and workers comp and other insurances details;
- Contractor safe work method statements sighted.

(iii) – Major Contract (Category 1 with Principal Contractor)

- [Principal Contractor WHS Evaluation Checklist completed for principal contractor](#);
- [Contractor Induction Handbook](#) issued to contractor;
- Obtain licences and workers comp details;
- WHS Management Plan completed and given to all contractors and subcontractors by Principal Contractor;
- Safe work method statements sighted.

Section C: Contract monitoring requirements

(i) – Minor Contract (Category 3)

- General monitoring throughout the course of the contract

(ii) – High Risk Contract (Category 2)

- On site monitoring of contract to ensure that WHS 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 (Category 1 with Principal Contractor)

- On site monitoring of contract to ensure that WHS 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;
 - WHS Management Plan updated as required;
 - [Contractors complete TSC WHS performance Report monthly if the contract extends beyond 1 month.](#)

