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| **Note:** This Contractor Observation Checklist is designed to provide an indication of contractor WHS compliance to defined requirements and assist in ensuring persons on site are not put at risk by the activities of a contractor. It is not intended to be an exhaustive checklist and the responsible person should make relevant comments about WHS matters not in this checklist, where relevant. In line with Procedure (6) – Contractor Management, as a minimum the following frequency is to be undertaken:   * **General Contract Work - 6 monthly observations**   This checklist should be completed in consultation with the contractor on site at the time of the observation. | | | | | | | | | |
| **Contractor Details** | | | | | | | | | |
| Company / Business Name: | |  | | | | | | | |
| Contractors Site Contact Person: | |  | | Date of Observation: | | |  | | |
| Site Location: | |  | | | | | | | |
| **General** | | | | | | | | | |
| * contractor/s have signed in to site and been inducted? | | | | | Yes | | | No | N/A |
| * contractor/s are on the sites contractor register (regulars)? | | | | | Yes | | | No | N/A |
| * relevant insurances and licences are available? | | | | | Yes | | | No | N/A |
| * workers and others are not at risk from contractor activity? | | | | | Yes | | | No | N/A |
| **Organisation of the Site** | | | | | | | | | |
| * work areas are barricaded to prevent non-authorised access? | | | | | Yes | | | No | N/A |
| * clear access/egress is available for workers and others around the work area? | | | | | Yes | | | No | N/A |
| * site/work area is free from rubbish and obstructions? | | | | | Yes | | | No | N/A |
| **Electrical** | | | | | | | | | |
| * electrical equipment - power tools, leads etc. are tested and tagged? | | | | | Yes | | | No | N/A |
| * portable RCD’s are used, where required? | | | | | Yes | | | No | N/A |
| * leads, plugs, sockets and switches appear to be in good condition (no exposed wires, no mechanical damage)? | | | | | Yes | | | No | N/A |
| **Falls from Height** | | | | | | | | | |
| * harnesses with lanyards being used? | | | | | Yes | | | No | N/A |
| * ladders appear to be in good condition, with no obvious damage evident? | | | | | Yes | | | No | N/A |
| * ladders have 120 kg or above rating? | | | | | Yes | | | No | N/A |
| **Personal Protective Equipment (PPE)** | | | | | | | | | |
| * relevant PPE is being used? | | | | | Yes | | | No | N/A |
| **Notes / Comments:** | | | | | | | | | | |
| Observations completed by: |  | | Signature: | | |  | | | | |
| Observations completed by: |  | | Signature: | | |  | | | | |