

Contractor Induction Checklist

Written by Gabrielle Condon,
Principal WHS Consultant @ www.ccsafety.com.au



Terms of use.

This template is free to download and use. The information in this document is true and complete to the best of our knowledge. All information is made without guarantee on the part of the author or Axion SD Pty Ltd T/A Altora Solutions. The author and Altora Solutions disclaim and liability in relation to the use of this information.

Contract Law in Australia can be extremely complicated, see <https://business.gov.au/legal/contracts-and-tenders/laws-affecting-contracts> ; engaging a Contract Lawyer may be a possibility for complex industrial situations.

You as a Business Owner, or Principal Contractor, may have employees for a project but also need to hire specialist Trade Contractors, or utilise a Contracting Labour Hire Company which has trades' assistants, or low-skilled workers they hire out. Specialist Trade Contractors may have sub-contractors also to supplement their own workforce.

As the person or company engaging Contractors, the objective is to gather as much information as possible from the company you will engage to ensure you are hiring legally and in compliance with relevant state or territory laws.

It is also important for you to know that the people that the Contracting Company send to work for you, are licenced to perform the work you are hiring them to do, or you may end up engaging an unqualified person NOTE: different states and territories have licencing requirements for handyman jobs over a certain \$ amount, for example; Victoria projects, the handyman must be licenced for work over \$10,000, and NSW over \$5,000.

If a hired person is not licenced and something goes wrong, there will be issues with making an insurance claim due to unlicensed work; there may be health and safety issues; or sub-par work and potential catastrophic consequences to health and safety of work team, clients, or the environment, and maybe affecting your business continuity.

Health and Safety, and Industrial Legislation Australia-wide has put in place stipulations for shared duty of care in the workplace. This means the business owner and managers of other contracting companies as interested stakeholders in a project, must have measures to consult, communicate, and collaborate for safety and compliance. They are all responsible for a safe workplace and safe systems of work. There is shared responsibility and duty of care, as well as shared accountability if things go wrong.

Small to medium companies do not always have the option to hire a Contract Lawyer, but you as a client or a Principal Contractor who needs workers besides employees to complete a project or ongoing job, can follow a few steps to help you protect your business, your workers, the environment, and your business reputation, by hiring the right people with the right licences and skills.

Steps to aid compliance for Contractor Management are:

For civil projects;

- ☐ **Scope Of Works / Contractor or Subcontractor Management Plan** from the principal or client.

It is always important to have a copy of the Scope of Works/ Contractor or Subcontractor Management Plan, as dependent on the Project Scope, the Contractor Company may or may not need to provide evidence of Certificate of Currency for Business Insurances - An example of when Public and Product Liability Insurance may not be required- State Transport NSW covers subcontractors under their own policies for Public and Product Liability.

There may be extra provisos for Policies such as Equal Employment Opportunity, Aboriginal

Importantly in trades;

- ☐ **Contractor Licence**

e.g., When engaging a Contracting Company that provides Tradespeople e.g., electricians, plumbers, gas fitters, carpenters, it is imperative to know that they are compliant with the state or territory regulations for their industry e.g., An electrical company must have an Electrical Contractor Licence to contract, subcontract or advertise their work.

- ☐ **The Individual's Trade Licences/Certification**

When engaging the individual contracted electricians, plumbers, gas fitters, demolition experts, structural engineers, carpenters, asbestos handlers etc, they must have the relevant individual licence / certification for the work they do.

For all projects, it is wise to collect copies of Certificates of Currency for insurances, and copies of the following:

- ☐ Business full trading name, address, contractor licence as applicable, ABN.
- ☐ Names of contractors who will be engaged in the work and their roles.
- ☐ Copies of individual contractor's licences/ certifications, White Cards for Construction
- ☐ Public and Product Liability Insurance
Also depending on project size, there will be a dollar value requirement for cover, and could be other conditions imposed for the contract.
- ☐ Professional Indemnity Insurance as required.
- ☐ Comprehensive Motor Vehicle Insurance, or TPPD insurance, plus registration, if vehicles are to be used on the project site and for project work.
- ☐ Mobile Plant insurances.
- ☐ Workers Compensation Insurance, (and Return to Work Policy).
- ☐ Contractor's Statement, certifying payment of wages, workers compensation & payroll tax.
- ☐ Attendance and sign off at Site Induction / Orientation
- ☐ Attendance at all Safety Meetings.
- ☐ For High-Risk Work as well as above:
- ☐ Site inductions to be attended and records kept.
- ☐ Toolbox Talk / Safety Meeting records of safety consultation to be kept, or if attending the Site Principal safety meetings, all attendees must attend and sign on

- ☐ WHS&E MS- Workplace Health & Safety and Environmental Management System including policies and procedures.
- ☐ First Aid / CPR competencies as required
- ☐ Mobile plant maintenance plan and records to be available, including Daily Pre-start Inspection records.
- ☐ Fire extinguishers, electrical equipment and/lifting equipment inspection test and tagging records to be available.
- ☐ Safe Work Method Statements SWMS for their role, plus sign onto the Principal Contractor SWMS as required.
- ☐ Emergency Management Plan
- ☐ Environment Management Plan
- ☐ Quality Management Plan
- ☐ Quality Conformance records- e.g. Concreters must supply ongoing records of product slump testing in construction works.
- ☐ Training records of Safe Work Procedures SWPs, Safe Operating Procedures SOPs, Safe Work Instructions SWIs, to be available.
- ☐ Records of PPE supplied, and relevant equipment fit tested and maintained e.g., harnesses, lanyards for working at heights, respirators (for asbestos, and respirable crystalline silica exposure) and Self-Contained Breathing Apparatus SCBA for confined space work.
- ☐ Site Specific Risk Assessments (Job Safety Analysis JSAs, Job Hazard Analysis JHAs, Job Hazard Environment Analysis JHEAs of the work site to be available, or if conducted by the Site Principal, all team must attend and sign on.