



Contractor & Worker Compliance Management

## CHEKCLIST

### CONTRACTOR'S WORK

Before Work Starts	DONE
Check the OHS experience of the contractor (previous work reference).	
The contractor has an occupational health and safety policy/procedures.	
Supervision of work: the contractor must explain how it intends to supervise the work, who is responsible for it and how it will communicate in the event of an incident or accident.	
Obtain proof of OHS body registration from the contractor.	
Obtain a copy of the contractor's liability insurance policy.	
Obtain safety data sheets for products used by the contractor.	

Contractor's Worker Orientation	DONE
Written procedure communicated to all your employees for welcoming staff and supervising the contractor's work.	
Your internal managers are trained on the procedure to follow when welcoming staff and supervising the work.	
The procedure for welcoming and supervising the work must provide for an orientation meeting for representatives of the contractor before carrying out the work. During this meeting your work manager must:	
<ul style="list-style-type: none"><li>• Inform the contractor of the entry and exit rules in force</li></ul>	
<ul style="list-style-type: none"><li>• Indicate to the contractor the location of the assembly place, the location of first aid kits, eyewash stations and any other relative information in the event of an emergency</li></ul>	
<ul style="list-style-type: none"><li>• Communicate and provide the contractor with the OHS rules in force in your establishment concerning:</li></ul>	
<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>○ Mandatory personal protective equipment</li></ul></li></ul>	
<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>○ Working at height and using a lifting platform</li></ul></li></ul>	
<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>○ Hot work (welding, heating, grinding, etc.)</li></ul></li></ul>	



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<b>Contractor's Worker Orientation (<i>continued</i>)</b>		<b>DONE</b>
<ul style="list-style-type: none"><li>○ The emergency evacuation procedure</li></ul>		
<ul style="list-style-type: none"><li>○ Disposal of hazardous waste and other waste</li></ul>		
<ul style="list-style-type: none"><li>○ Lockout of equipment (hand in your lockout sheets and train if necessary)</li></ul>		
<ul style="list-style-type: none"><li>○ The use and inspection of lifting equipment such as forklift, overhead crane, etc.</li></ul>		
<ul style="list-style-type: none"><li>○ Interior and exterior circulation of pedestrians and motorized vehicles</li></ul>		
<ul style="list-style-type: none"><li>○ Working alone, enclosed, confined or restricted spaces</li></ul>		
<ul style="list-style-type: none"><li>○ Any other rules relevant to your establishment</li></ul>		

<b>Contractor's Work Planning</b>		<b>DONE</b>
Identify all types of work to be done		
Carry out the inspection jointly with the contractor of the work site to be carried out, identifying the risks		
Determine jointly with the contractor the procedures/methods to be put in place to secure the premises (supervisor, security perimeter, padlocking, work permits, etc.)		
Place hand washing stations near each accessible entrance as well as near areas where staff work (according to the Verification Sheet – Surface Maintenance).		

<b>During Work</b>		<b>DONE</b>
Regularly check the application of security measures by the contractor		
If necessary, remind us of the OHS rules to follow		

<b>After Work Is Completed</b>		<b>DONE</b>
Check the maintenance of the premises (cleanliness, safety of equipment and premises)		
Discuss with the contractor's manager the progress of all the work carried out		