**Infrastructure and Assets**

# Contractor Work Health and Safety Evaluation Form

This form is used to obtain information about a Contractors Work Health and Safety (WHS) performance. The West Moreton Health (WMH) procedure for “Managing Work, Health and Safety Duties for Contractors” establishes four categories of contractors who provide services to WMH. The following flow diagram represents the standard and level of information to be provided to West Moreton Health (WMH) based upon the category of contractor.

## Guidance for Completing this Form

This form consists of four parts. The flowchart and Table 1 below outline the parts of the form that should be completed to comply with the procedure. Figure 1 (Contractor Evaluation Flowchart outlines the evaluation process that contractors will undergo prior to commencing work with WMH).

|  |
| --- |
|  Table 1 - Extract: Procedure for Managing Work, Health and Safety Duties for Contractors |
|  | **Contracted services** | **Standard** | **Documentation** |
| Category 1Consultant, Professional Contractor | Providing expert advice on technical and professional mattersFeasibility studies where recommendations are madeDeveloping and designing a benchmarking framework/process and/or standard | No formal WHS evaluation required, however the WMH Work Representative must ensure the Consultant / Professional Contractor is made aware of their WHS obligations specified in the relevant contract agreementThe Consultant / Professional Contractor must be able to provide evidence that they are competent to deliver their specific works and have effective management of WHS processes.The contractor must be under the supervision of the WMH representative or have been inducted into the work area | Part A of the form may need to to be completed to assess the impact of activity. Informal assessment of the hazard/risk elements of Part C that apply to the work. *Note: Completion of the document is at the discretion of the WMH Representative based on type of access, impact of the activity and hazard/risk exposure* |
| **Category 2**Low/medium Risk Works Contractor | Work which is assessed as having a low or medium risk of workplace injury or illness or environmental harm.Examples include (but are not limited to):Key note speakers, workshop facilitators, presenters.Testing, maintenance or repair work of a minor nature (e.g. pan sanitizer, fire pump testing), office furniture removal | No formal WHS evaluation required; however, the responsible WMH Works representative must ensure the Contractor is made aware of their WHS obligations specified in the relevant contract agreement.The Contractor must be able to provide evidence that they are competent to deliver their specific works and have effective management of WHS processes.This can be demonstrated through the provision of a written risk assessment of the work to be undertaken supported by evidence of licences, permits or authorities required to perform the work | Parts A may need to be completed to assess the impact of activity and relevant hazard/risk sections of Part C of the form to be completed in consultation with the WMH Representative*Note: Completion of the document is at the discretion of the WMH Representative based on type of access, impact of the activity and hazard/risk exposure** If required, complete all questions relating to the hazards associated with the contracted work or indicate Not Applicable (N/A)
 |
| **Category 3**High Risk Works Contractor | ‘High-risk construction work’ or work requiring a ‘high risk work licence' as defined in Work Health and Safety and Electrical Safety legislation eg;* Work requiring a high-risk permit to work (e.g. hot work, energy isolation, working in confined spaces, working at heights, working with asbestos)

Other contracted work when evaluated through a risk assessment process shows that it poses a significant risk of serious injury, illness or environmental harm | Contractor must supply safe work method statements (SWMS) for legislative high-risk construction work before works commence.Review of SWMS to be completed before works commence using the SWMS Review Tool.For work which is not classified as ‘high risk construction work’, the WMH Works Representative in control of the workplace must ensure a safe system of work (i.e. JHA/JSEA) is documented by the Contractor prior to commencing work activities | Complete Part A, relevant hazard/risk specific sections of Part C and Part D of the form* Complete all questions relating to the contracted work or indicate Not Applicable (N/A)
* Insert page numbers as indicated, from their WHS Management Plan (or other relevant document) for the construction work
* Provide a copy of their WHS Management Plan (or other relevant document) for the construction work
* Provide a copy of all SWMS (or other safe system of work) relevant to the construction work
* Provide a copy of all licences, permits and authorities relevant to the construction work
 |
| **Category 4**Construction Project Principal Contractor | Contracted work on a project that involves ‘construction work’, where the capital cost of the construction work is $250,000 or more. Examples include (but are not limited to):Capital Works ProjectsLarge maintenance or renovation projects | Principal Contractor must provide the WMH Works Representative a copy of their Project WHS Management Plan prior to the commencement of the project.* If legislative high-risk construction work is involved, SWMS and/or permits to work must also be supplied to the WMH Works Representative before the commencement of works.
* WMH Works Representative to review the Contractor
 | Prior to the appointment of the Contractor and/or before the commencement of construction work, the contractor must:Complete parts A, B, C and D of the form* Complete all questions relating to the contracted work or indicate Not Applicable (N/A)
* Insert page numbers as indicated, from their WHS Management Plan for the construction work
* Provide a copy of their WHS Management Plan for the construction work
* Provide a copy of all SWMS relevant to the construction work
* Provide a copy of all licences, permits and authorities relevant to the construction work
 |



Figure 1: WHS Contractor Evaluation Flowchart (Reference WMH Procedure for “Managing Work, Health and Safety Duties for Contractors”)

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**Part A: Notice of Impacting Activity**

Note: *An impacting activity is any action that may disrupt the normal operation of the hospital or neighbouring sites or cause discomfort to patients, staff members or the general public. Examples of impacting activities include Infrastructure projects,* *significant maintenance activities in an operational area,* *isolation of hospital infrastructure services and environmental issues such as dusty and noisy work. This notice is to be completed and communicated to the relevant clients/stakeholders when activities are likely to interrupt or disrupt the normal operation of the hospital /facility*

|  |  |  |  |
| --- | --- | --- | --- |
| Permit No: |  | Work Order/Project No.: |  |
| Company name: |  | Vendor/OIC Name: |  |
| WMH Facility:  |  | Building: |  |
| Level: |  | Room(s): |  |
| Description of proposed work/activity: |  |
| Expected start and finish dates/times  | Start date / / Start time: : Finish date / / Finish time :  | [ ]  Additional Information  |

|  |
| --- |
| Requestor contact details – (minimum 2) |
| Name: | Email: | Mobile: |
| Name: | Email: | Mobile: |
| Name: | Email: | Mobile: |

**Systems/Services that will be Impacted/Interrupted**

|  |  |  |  |
| --- | --- | --- | --- |
| Infrastructure Services Impact | Clinical Services Impact | Operational Services Impact | Environmental Conditions |
| [ ]  Electrical | [ ]  Patient Flow | [ ]  Fire Detection | ☐ Noise/Vibration |
| [ ]  Water/Drainage | [ ]  Clinical Access/Egress | [ ]  Fire Prevention | ☐ Dust |
| [ ]  Communications | [ ]  Pneumatic Tube (Lampson)  | [ ]  Fire Egress | ☐ Fumes |
| [ ]  Medical Gases | [ ]  Medical Vacuum | ☐ Vehicle Movement | [ ]  Asbestos Removal |
| [ ]  Lifts | [ ]  Nurse Call/Duress Alarms | [ ]  Security System | [ ]  Restricted Access |
| [ ]  HVAC | [ ]  Infection Control | [ ]  Communications | [ ]  pest management |
| [ ]  Natural/LP Gas | [ ]  Emergency Response | [ ]  Code Yellow |  |
| [ ]  Other (specify) |

**Supporting Permits**

|  |  |  |
| --- | --- | --- |
| [ ]  Working at height | [ ]  Excavation & Ground Penetration | [ ]  Communications room access |
| [ ]  Fire services isolation | [ ]  Electrical/Mechanical isolation | [ ]  Fire penetration |
| [ ]  Asbestos work area access  | [ ]  Hot work | [ ]  Live (Energised) work |
| [ ]  Confined space | [ ]  Environmental Disturbance Control Permit | [ ]  Other (specify) ………………… |

**Assessment of Impacting Activity**.

During the proposed impacting activities, the systems/services/areas indicated above can expect some and/or all the following impacts/interruptions.

|  |  |  |
| --- | --- | --- |
| Impacts (and/or Risks) | Treatment Plan/Control Strategies | Consultation/Stakeholders |
|  |  |  |

Attachments: Include marked up site plans or any relevant documentation i.e. risk assessments, SWMS to demonstrate the controls for the impacting activity and any other risk mitigation strategy

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Assessment/SWMS (Attach if required) | [ ]  Yes | [ ]  No  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Impacting Activity Advice. (Attach if required) | [ ]  Yes | [ ]  No  |  |

**Requested by:**

|  |  |
| --- | --- |
| Project Manager/Trade Co-Ordinator/Contractor/Other: *I am satisfied that persons/stakeholders impacted have been consulted.*  | Name: Role:Signature: Date: |

**Endorsed by:**

|  |  |
| --- | --- |
| Facilities Maintenance Manager/I&A Supervisor/Manager ITS:*I am satisfied that persons impacted have been consulted.*  | Name: Role:Signature: Date: |

**Approved by:**

|  |  |
| --- | --- |
| Duty Executive / Service Support Director / Delegate:*I approve the interruption/impact to services specified in this Notice.* | Name: Role:Signature: Date:  |

**Impacting Activity Advice**

Use this template as a *separate* communication tool where an approved NIA is likely to impact on an operational area over an extended period i.e. an infrastructure project. This advice should be sent to stakeholders to highlight the ongoing or milestone impacts of a project

[ ]  Consolidated Advice (Week Commencing): / /

[ ]  Specific Project Advice

[ ]  Urgent Work Advice

**Description of** proposed **work/activity**

**Contact Information**

**What is happening**

* 1. < subheading description>

**Work will include:**

**What to expect:**

* 1. < subheading description>

**Work will include:**

**What to expect:**

**More Information**

To find out more about <name of project> contact < >

or

<website location>

Infrastructure and Assets

## Part B: Responsibilities of Principal Contractor (PC)

WHS management plan elements for a Construction Project (construction work > $250K)

*The following elements apply to construction project where the value of construction work is greater than 250K and/or where an appointment of Principal Contractor has been made within the terms of a WMH contract*

| **Contract Conditions, Work Health and Safety Regulation, Code of Practice,** | **WMH Requirements** | **Contractor Self Check** | **Supporting Information****Insert details as required** | **Indicate Page/ Ref in WHS Plan.** | **WMH Check** |
| --- | --- | --- | --- | --- | --- |
| **Yes / No / N/A** | **Yes / No** |
| 1 | Duties of the Principal ContractorWork Health and Safety Regulation 2011 Part 6.4 | The principal contractor for a construction project to prepare a written WHS management plan for the workplace before work on the project commencesThe principal contractor for a construction project to ensure that SWMS are prepared, and copies are available before work on the project commences | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Process to develop a WHS management planProcess to communicate the WHS management planProcess to review the WHS management planProcess to develop and maintain copies of SWMS |  | [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ]   |
| 2 | **Further health and safety duties—specific sections**Work Health and Safety Regulation 2011 s314 | The principal contractor for a construction project to establish arrangements for ensuring compliance at the workplace with respect to the following regulatory provisionsChapter 3 General Risk and Workplace Management, part 3.2,* division 2: General working environment
* division 3: First aid
* division 4: Emergency plans
* division 5; Personal Protective Equipment
* division 7: Managing risk for airborne contaminants
* division 8: Hazardous atmospheres
* division 9: Storage of flammable or combustible substances
* division 10: Falling objects

Chapter 4, part 4.4.* Falls
 | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Policies developed and processes established for monitoring compliance of the specific sections of the regulation |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| 3 | **Further health and safety duties—specific risks** Work Health and Safety Regulation 2011 S315 | The principal contractor for a construction project is to manage risks to health and safety associated with the:* the storage, movement and disposal of construction materials and waste at the workplace;
* the storage at the workplace of plant that is not in use;
* traffic in the vicinity of the workplace that may be affected by construction work carried out in connection with the construction project;
* essential services at the workplace
 | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Policy developed and processes established for managing the specific risks and for monitoring compliance associated with nominated regulatory provisions |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| 4 | **Security of the Workplace**Work Health and Safety Regulation 2011 s.298 | The principal contractor for a construction project is to make arrangements for ensuring that the workplace is secured from unauthorised access. | [ ] / [ ]  / [ ]  | Process developed to manage access to the workplace |  | [ ]  / [ ]  |

## Part C: Responsibilities of Contractors - WHS Management Plan Elements

The minimum elements the plan must state:

* the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project
* the arrangements in place, between any persons conducting a business or undertaking at the workplace for managing health and safety risks at the workplace
* the arrangements in place, between any persons conducting a business or undertaking at the workplace for consultation, cooperation and the coordination of activities in relation to compliance with their duties
* the arrangements in place for managing any work health and safety incidents that occur
* any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules
* the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace
* the identification of all licences, permits and authorities relevant to the construction work
* *Check box and indicate the page number in the WHS management Plan.*

| **WMH Standard, WHS Regulation,** **Code of Practice,**  | **WMH Requirements** | **Contractor Self Check** | **Confirm details or insert as required** | **Page/ Ref in WHS Plan.** | **WMH Check** |
| --- | --- | --- | --- | --- | --- |
| **Yes/ No/N/A** | **Yes / No** |
| **1** | **WHS Management Plan**Work Health and Safety Regulation 2011 s.309 | A WHS management plan has been prepared for the workplace and has been completed by the principal contractor prior to work on the project commencing. | [ ] / [ ]  / [ ]  | Management Plan developed and key elements relating to legislative responsibilities identified |  | [ ]  / [ ]   |
| **2** | **WHS Policies and Responsibilities** | Details of WHS policies, statement of commitment and responsibilities of parties.  | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  [ ] / [ ]  / [ ]  | WHS PolicyStatement of commitmentResponsibilities of Parties* Officer (Due Diligence)
* Person (in law) conducting the business of undertaking
* Persons in a supervisory role
* Persons with specific / statutory responsibilities i.e. HSR, H&S Advisor/manager/Officer, Site Security Officer, Emergency Officer, First Aid Officer
* Worker

The WHS Management Plan outlines the safety responsibilities assigned to these role positions. |  | [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ] [ ]  / [ ]  [ ]  / [ ] [ ]  / [ ]  |
| **3** | **Supervisory Arrangements**  | Supervision policies and procedures determined | [ ] / [ ]  / [ ]  | Supervision process in place |  | [ ]  / [ ]  |
| **4** | **Infection Control** | Details of WHS policies, statement of commitment and responsibilities of parties. | [ ] / [ ]  / [ ]  | Policy developed and processes established for monitoring compliance. |  | [ ]  / [ ]  |
| **5** | **Human Resource Policies****Fitness for Work****Drug and Alcohol,** **Fatigue Management****Workers Behavioural Standards****Workplace Harassment and Work-Related Violence** | Details of WHS policies, statement of commitment and responsibilities of parties. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Policy developed and processes established for monitoring compliance. |  | [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ]   |
| **6** | **Management of Information for project specific safety requirements** | Details any project specific WHS requirements that persons are to comply with and the arrangements for ensuring that all persons at the workplace are informed of these requirements. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Processes in placeSafety Boards / Information DisplaysEmail communicationsHazard AlertsWHS Committee minutes and recommendationsIncident investigation outcomesInspection reportsOther \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **7** | **Arrangements for consultation, cooperation and coordination.*****Workers*** | The plan includes details of how the Contractor will carry out consultation with workers. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Pre-Commencement meetings Scheduled subcontractor meetings WHS meetingsToolbox meetings WHS committee meetingsOther \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **Public and other Duty Holders** Arrangements for consultation, cooperation, and coordination**.** | The plan includes consultative arrangements with public and other Duty Holders who may be affected by the construction project.  | [ ] / [ ]  / [ ]  | Process for consulting with people and workplaces who may be affected.  |  | [ ]  / [ ]  |
| **8** | **Risk Management**Work Health and Safety Regulation s297  | The plan includes details of how the Contractor will identify hazards and manage risks associated with the construction work | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Risk Management Plan that establishes onsite policy and processes for identifying hazards and managing risks.Risk assessment tools* Take Five
* SWMS
* JHA / JSEA
* Specific onsite risk tools i.e. Infection control, hot works, confined space entry
 |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| The plan includes processes for monitoring controls and review of Hazards / Risks throughout the life of the project. | [ ] / [ ]  / [ ]  [ ] / [ ]  / [ ]  | Process for monitoring controls& reviewing Hazards/ RisksRisk Register in place |  | [ ]  / [ ] [ ]  / [ ]  |
| **9** | **Subcontractor controls** | Sub-contractor Management practices within the WHS Plan. Indicate item page number in WHS Plan. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Pre-Start meetings Toolbox talksOther \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | [ ]  / [ ]  [ ]  / [ ] [ ]  / [ ]  |
| **10** | **Subcontractors training** | Contractor has established processes for the management of subcontractor legislative training  | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Site / Location Safety InductionFire Evacuation / EmergenciesIncident/accident procedureFirst AidElectrical SafetySWMS (High Risk Work)JHA /JSEAHazardous Chemical SafetyPPEOther \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **11** | **Incident Management**Work Health and Safety Regulation 2011 s.309,313. | Arrangements for preserving the incident site for Notifiable incidents | [ ] / [ ]  / [ ]  |  Procedure in place |  | [ ]  / [ ]  |
| Arrangement for immediately notifying the Contractor or Principals’ contract supervisor for Notifiable incidents  | [ ] / [ ]  / [ ]  | Process in place to contact Contractor or Principals’ contract supervisor |  | [ ]  / [ ]  |
| Notification to the WHS/ESO regulator and emergency services as necessary. | [ ] / [ ]  / [ ]  | Process in place to contact Emergency Services and WHS Qld /ESO.  |  | [ ]  / [ ]  |
| Reporting of all WH&S incidents to the Principles’ contract Supervisor weekly.  | [ ] / [ ]  / [ ]  | Process in place to contact Principles’ contract supervisor |  | [ ]  / [ ]  |
| Arrangements for managing the investigation of an incident. | [ ] / [ ]  / [ ]  | Details of investigation policy including appointment of investigators |  | [ ]  / [ ]  |
| Policy & Procedure for reporting near misses | [ ] / [ ]  / [ ]  | Process in place |  | [ ]  / [ ]  |
| Action plan to implement controls to reduce the risk of an incident from re-occurring | [ ] / [ ]  / [ ]  | Process in place |  | [ ]  / [ ]  |
|
| **12** | **Emergency Management Planning***Work Health and Safety Regulation S43* | Emergency plan for the construction project / site (e.g. Fire, flood, storm, traffic accident, construction accident, medical emergency) | [ ] / [ ]  / [ ]  | Emergency / Evacuation Planning place |  | [ ]  / [ ]  |
| Arrangements for testing the emergency plan | [ ] / [ ]  / [ ]  | Evacuation drill planned and conducted |  | [ ]  / [ ]  |
| Arrangements for Emergency induction and instructions to all workers on site. | [ ] / [ ]  / [ ]  | Emergency / Evacuation induction for site |  | [ ]  / [ ]  |
| Emergency List of persons with responsibilities (e.g. Site Supervisor, WHSO, Traffic Control, Fire Warden, First Aid) and their required duties  | [ ] / [ ]  / [ ]  | ECO team training in placeECO team signage postedTraffic control process and staff trained  |  | [ ]  / [ ]  |
| **13** | **Information, training and instruction for workers.***Work Health and Safety Regulation**.* | Worksite specific training requiredWHS Plan covers how induction, training and instruction on hazards and risks will be communicated to workers including control measures | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Risk Management procedureIdentified Site Hazards as per WHS PlanSite / Location SafetyFire Evacuation / EmergenciesFirst AidSWMS (High Risk Work)Hazardous Chemical SafetyPPEOther \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ]  [ ]  / [ ] [ ]  / [ ]  [ ]  / [ ] [ ]  / [ ]  [ ]  / [ ]  |
| **14** | **Legislative Training Requirements**  | General Construction Induction Card *(White card)* | [ ] / [ ]  / [ ]  | Process and Register in place |  | [ ]  / [ ]  |
| Hazardous Chemicals SDS | [ ] / [ ]  / [ ]  | Process and Register in place |  | [ ]  / [ ]  |
| Workers trained in use of Safe Work Method Statements | [ ] / [ ]  / [ ]  | Process and Register in place |  | [ ]  / [ ]  |
| Site Induction process *(including visitors)* | [ ] / [ ]  / [ ]  | Process and Register in place |  | [ ]  / [ ]  |
| **15** | **Legislative Requirements****(Electrical Safety)***Electrical Safety Regulation 2013. Division 1, 3, 4*Work Health and Safety Regulation 2011 s.291 | Contractor has developed SWMS have or has provisions to ensure that SWMS will be prepared, for any work carried out on or near energised electrical installations. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Process for electrical isolation (including arrangements for de-energising, Lock Out Tag Out, testing and working on energised equipment) Process for testing of electrical equipment by a licenced electrical worker and register of test certificates. |  | [ ]  / [ ] [ ]  / [ ]  |
| **16** | **Legislative Requirements (Authorisation and Licencing)**Electrical Safety Regulation Division 2Work Health and Safety Regulation Chapter 12,Work Health and SafetyRegulation 2011 s.81 | **Electrical work Licence**Contractor to ensure that electrical work is performed by the holder of an electrical work licence that authorises the performance of the work**High Risk Work Licence**All high-risk work activities requiring a high-risk work licence under the regulations has been identified.**Demolition Work**Contractor to ensure that demolition work in not conducted unless the person holds a licence to carry out demolition work | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Process to identify the relevant licence of competent persons who undertake electrical work. Register of competent persons licenced to undertake electrical work in place.Process to identify the relevant licence and licence holder of persons who undertake “High Risk Work”.Register of competent persons licenced to undertake “High Risk Work” in place.Process to identify the relevant business licence and competent person who undertake “Demolition Work”. |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **17** | **General Working Environment****Workplace Facilities**Work Health and Safety Regulation S40, 41, Schedule 5A | Toilets, hand washing facilities, eating facilities and drinking water identified in plan are appropriate to the:nature of the workhazards at the workplacesize and location of the workplacenumber and gender breakdown of workers. | [ ] / [ ]  / [ ]  | Process to demonstrate that facilities are in place and available  |  | [ ]  / [ ]  |
| **18** | **First Aid**Work Health and Safety Regulation S42 | First Aid Facilities and First Aid equipment The first aid provisions planned for the construction workplace are appropriate to the:nature of the work and the workplace hazardssize and location of the workplacenumber and occupations of the workers and other people who will be present at the workplace. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Provided by the Principal Provided by the ContractorProvided by the Sub - Contractor |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| Arrangements for a First Aid Officer to be available on site.  | [ ] / [ ]  / [ ]  | Provided Location on site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | [ ]  / [ ]  |
| **19** | **Personal protective equipment**Work Health and Safety Regulation S44, 45, 46, 47 | The Contractor to provide the personal protective equipment (including Respiratory Protective Equipment) to workers at the workplace. | [ ] / [ ]  / [ ]  | Process to demonstrate that PPE is provided and available (including fit testing of Respiratory Protective Equipment) |  | [ ]  / [ ]  |
| **20** | **Plant and equipment** | Contractor to ensure that plant / equipment will remain safe for the users, includes maintenance, pre-start checks, competent persons register and SWMS for mobile plantContractor to ensure that unserviceable/unsafe plant and equipment is identified and removed from service Defective and Unsafe Equipment – Lockout / Tag-Out | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Process and Register for Plant and Equipment in placeCurrent Inspection certificate Plant Registration certificatePrestart check listSWMSRegister and process for identifying Out of service plant and equipment and placing out of service tags Process in place for Lockout /Tag out to be placed on all plant that is under repair and maintenance |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **21** | **Work Environment**Work Health and Safety Regulation 2011 s.40 | Appropriate provisions have been made for the assessment and mitigation of other potential work environment hazards, including:* the clear identification of work areas
* appropriate floors and surfaces
* sufficient lighting
* ventilation
* temperature extremes
* outdoor work
* work near essential services.
 | [ ] / [ ]  / [ ]  | Risk management process in place and hazards are documented  |  | [ ]  / [ ]  |
| **22** | **Excavation Work and Essential Underground Services**Work Health and Safety Regulation 2011 s.305Work Health and Safety Regulation 2011 s.291 | All hazards associated with excavation work that will be carried out at the workplace have been identified and provisions have been made to manage the associated risks.SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out in or near:* a shaft or trench with an excavated depth greater than 1.5m
* a tunnel.

Essential ServicesThe plan includes provisions to ensure that essential services including gas, water, sewerage, telecommunications, electricity, chemicals, fuel and refrigerant in pipes or lines have been identified prior to excavation work being undertaken.  | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Risk management process in place and hazards are documented Permit system in place to authorise condition relating to excavation workProcess for SWMS to be developed and controls identified for excavationsProcess for Information about underground services communicated to affected workers, visitors and/ others, as applicable.  |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **23** | **Risk of Falls** (Working at Heights)Work Health and Safety Regulation 2011 s.78Work Health and Safety Regulation 2011 s.291 and s.299 | All fall hazards reasonably likely to cause injury have been identified and provisions have been made to manage the associated risks.SWMS have been prepared, or provisions have been made to ensure they will be prepared before the work commences, for any work carried out at a height of 2m or more. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Risk management process in place and hazards are documented Process for SWMS to be developed and controls identified risk of falls |  | [ ]  / [ ] [ ]  / [ ]  |
| **24** | **Ladders and platforms supported by ladders** | The plan includes a process to identify the design, load rating and operational use of ladders and platforms provided for the construction work | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Risk management process in place and hazards are documented Process for developing, reviewing and distributing SWMS  |  | [ ]  / [ ] [ ]  / [ ]  |
| **25** | **Falling Objects**Work Health and Safety Regulation 2011 s.54 | The plan includes a process to identify all falling object hazards reasonably likely to cause injury have been identified and provisions have been made to manage the associated risks. | [ ] / [ ]  / [ ]  | Risk management process in place and hazards are documented  |  | [ ]  / [ ]  |
| **26** | **Welding and Hot Work**Work Health and Safety Regulation 2011 s.49Welding processes Code of Practice 2013, 3.1 Airborne contaminantsWork Health and Safety Act 2011 s.19(1)Welding processes Code of Practice 2013, 3.6 Compressed and liquefied gases | Workers are not exposed to welding fumes that contain a substance or mixture in an airborne concentration that exceeds the exposure standard for the substance or mixture.Compressed and liquefied gas cylinders are stored and handled in accordance with AS 4332-2004 – The storage and handling of gases in cylinder. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Risk management process in place and hazards are documented Permit system in place to authorise condition relating to hot workAppropriate PPE has been provided for workers performing welding workNon-flammable screens or partitions have been installed where appropriateSigns have been erected to warn workers and passers-by that welding is occurringProcess for ensuring the security of Compressed and liquefied gas cylinders |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **27** | **Demolition Work**Work Health and Safety Regulation 2011 s.291 | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work involving the demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Risk management process in place and hazards are documented Process for SWMS to be developed and controls identified for demolition work  |  | [ ]  / [ ] [ ]  / [ ]  |
| **28** | **Confined Spaces**Work Health and Safety Regulation 2011 s.66Work Health and Safety Regulation 2011 s.291Work Health and Safety Regulation 2011 s.67Work Health and Safety Regulation 2011 s.68Work Health and Safety Regulation 2011 s.69 | All hazards associated with confined spaces have been identified and provisions have been made to manage the associated risks.SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out in or near a confined space.The plan includes provisions for the management and issue of confined space entry permits.The plan includes a procedure for ensuring confined spaces are signed in accordance with the regulations.The plan includes provisions for ensuring appropriate communication and safety monitoring for workers entering a confined space. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Risk management process in place and hazards are documented Process for developing, reviewing and distributing SWMS Permit system in place to authorise conditions relating to confined space entryProcess for identifying confined spaces and for signage to be placed adjacent to the confined spaceProcess for assessing the competency of worker entering confined spacesProcess for * continuous communication with the workers from outside the space
* monitoring of conditions within the space by a standby person

Process for the provision and testing of confined space monitoring equipment |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **29** | **Scaffolding**Work Health and Safety Regulation 2011 s.201 and s.202Work Health and Safety Regulation 2011 s.204Work Health and Safety Regulation 2011 s.225Work Health and Safety Regulation 2011 s.225 | The plan includes provisions to ensure that scaffolding is installed and constructed having regard to the information provided by the designer, manufacturer, importer or supplier of the plant, or a competent person. The plan includes provisions for ensuring that any person who installs, assembles, constructs, commissions or decommissions, or dismantles scaffolding is a competent person.The plan includes provisions for ensuring that scaffolding is not used until written confirmation is received from a competent person stating the construction of the scaffold has been completed.The plan includes provisions for ensuring that scaffolding and any supporting structures are inspected by a competent person: | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Process in place to obtain relevant information and to ensure that hazards are documented Process for ensuring the competency of person who installs scaffolding Permit system in place to authorise conditions relating to persons using or accessing scaffoldProcess for managing the inspection of scaffolding |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **30** | **Traffic Management**Work Health and Safety Regulation 2011 s.291Code of Practice**:** Traffic management for construction ormaintenance work | The plan includes provisions to ensure that the appropriate transport authority has been consulted and a Traffic management plan has been established to manage the risk associated with the delivery of project materials and the movement of plant and equipmentSWMS have been prepared, or provisions have been made to ensure they will be prepared, for any work carried out on, in or, adjacent to a:* road
* railway
* shipping lane
* other traffic corridor

that is in use by traffic other than pedestrians. | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Risk management process in place and hazards are documented Road permit and closures are in place to authorise conditions relating to traffic management Process for SWMS to be developed and controls identified for risks associated with the delivery of project materials and the movement of plant and equipment. |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **31** | **Hazardous Chemicals**Work Health and Safety Regulation 2011 s.351, s.354, s.355 and s.356 | The plan includes details how the contractor will manage risk from hazardous chemicals. (SWMS + SDS + Chemical register) | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Process and register in placeProcess developed to provide workers with access to Safety Data Sheets |  | [ ]  / [ ] [ ]  / [ ]  |
| **32** | **Housekeeping / waste management**Work Health and Safety Regulation 2011 s.315 | The plan includes provisions for the storage, movement and disposal of construction materials and waste at the workplace  | [ ] / [ ]  / [ ]  | Process for material storage and movement as well as waste disposal in place and monitored |  | [ ]  / [ ]  |
| **33** | **SWMS for High Risk Construction Work**Work Health and Safety Regulation 2011 s.291 | SWMS have been prepared, or provisions have been made to ensure they will be prepared, for any high risk construction work carried out: | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Process for developing SWMS Process for reviewing SWMSProcess for distributing SWMS |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **34** | **SWMS to be used in this project** | **Process:**Identify all high-risk construction work tasks ***Tick all items that apply***.* Include with the Project Safety Plan a copy of each SWMS, if item is ticked (at right).

NB: Review the SWMS using the SWMS review Tool (Part D). | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Works on a roof or platform that may result in a fall greater than 2mDemolition of a load bearing structureWork likely to involve the disturbance of asbestosInstallation of temporary supports for structural alterations or repairsConfined space entry or adjacent to a confined spaceWork in or near a shaft or trench with and excavated depth greater than 1.5 metres or a tunnelWorks carried out on or adjacent to energised electrical installations or services Tilt-up or precast concrete elementsWorks carried out where there may be a contaminated or flammable atmosphereWorks involving the use of explosivesWorks carried out on fuel, gas, chemical or refrigerant lines or within 5m of fuel, gas, chemical or refrigerant storage vessels, valves or flangesWorks carried on, in or adjacent to a road railway, shipping lane or other traffic corridor in use by traffic other than pedestriansWorks involve the movement of powered mobile plantWorks carried out in an area that are subjected to artificial extremes of temperatureWorks are carried out in or near water or any other liquid that involves the risk of drowningWorks that involve diving workWork on or near pressurised gas mains or pipingWork on a telecommunication tower |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **35** | **Communication of SWMS to be used in this project** | How will High Risk SWMS be communicated to workers, contractors | [ ] / [ ]  / [ ]  | Procedure and register in place |  | [ ]  / [ ]  |
| **36** | **JHA/JSEA for other Construction Work that has been assessed as medium to high risk**Work Health and Safety Regulation 2011 Part 3.1 | JHA/JSEA have been prepared, or provisions have been made to ensure they will be prepared, for any other construction work that has been assessed as medium to high risk e.g. infection control processes, accessing high security work areas  | [ ] / [ ]  / [ ] [ ] / [ ]  / [ ] [ ] / [ ]  / [ ]  | Process for developing JHA/JSEA Process for reviewing JHA/JSEAProcess for distributing JHA/JSEA |  | [ ]  / [ ] [ ]  / [ ] [ ]  / [ ]  |
| **37** | **JHA/JSEA to be used in this project** | **Process:**Identify all assessed medium / high-risk work tasks  | [ ] / [ ]  / [ ]  | List below |  | [ ]  / [ ]  |

## Part D: Contractor Safe Work Method Statements (SWMS) Review Form

Work Safety and Wellbeing

**Process -**

1. Attach a copy of all Safe Work Method Statements for the High-Risk Construction Work.
2. Complete the form (all questions) for each SWMS attached below or indicate N/A

|  |
| --- |
| Section 1 - Contractor Details |
| Business Name:  |   |
| Trading as:  |   |
| Address:  |   | Email |   |
| Phone Number: |   | Mob: |   |
| ABN: |   | ACN |   |
| Contractor Representative / Lead:  |   | **WMH Contract Manager:** |   |

|  |
| --- |
| **Section 2** |
| **Mandatory:**(tick only if details are correct) | [ ]  Company name[ ]  ABN[ ]  Location of works (address/building/floor) [ ]  Construction work date (s)[ ]  Signed by Contractor Senior Manager / Supervisor ***SWMS will not be accepted if any of the above information is not included*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **SAFE WORK METHOD STATEMENTS (SWMS) REVIEW CHECKLIST***Where ‘NO’ has been marked you must explain the differences in the comments at Section 3* | **Contractor Self Check** | **SWMS Page/Ref** | **WMH Check** |
| **Yes / No / N/A**  | **Yes / No** |
| **1** | Do the SWMS’s list emergency response information? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]   |
| **2** | Do the SWMS’s include a description of the scope of works? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |
| **3** | Do the SWMS’s define the actual step-by-step method of doing the work? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |
| **4** | Do the SWMS’s identify the hazards associated with each step of doing the work? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |
| **5** | Do the SWMS’s define controls to manage the risk to health and safety associated with each step of the work? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |
| **6** | Do the SWMS’s indicate that the risk to health and safety associated with each step of the work has been adequately addressed? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7** | Do the SWMS’s demonstrate use of the hierarchy of control?*(Elimination, substitute, isolation, engineering, administrative, or personal protective equipment)* | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |
| **8** | Do the SWMS’s include the details of any competency requirements, tickets or licences required to operate machinery and perform the work (where applicable)? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |
| **9** | Do the SWMS’s identify the plant, tools & equipment most likely to be used? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |
| **10** | Do the SWMS’s include the details of the inspection and maintenance checks that will be, or have been carried out on the plant, tools and equipment to be used? (Note in the control measures) | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |
| **11** | Do the SWMS’s identify environmental risks relevant to the work and the mitigation measures necessary to manage those risks? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |
| **12** | Has the contractor identified a requirement for relevant permits to work, e.g. live electrical work, confined space, hot works, roof access, work at heights, building works etc? | [ ] / [ ]  / [ ]  |  | [ ]  / [ ]  |

|  |
| --- |
| **Section 3 - ACTION REQUIRED** |
| SWMS Page No | SWMS’s Review - Action Required or General Comments |
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|  |  |
|  |  |
| **Section 4** |
| **Reviewed by WMH Representative / Contract Manager:** Name Click or tap here to enter text. Signature ………………….**Reviewed by I&A Staff (if applicable):** Print Name Signature | **Date:** Click or tap to enter a date.**Date:** |