CCI Catholic Church Insurance

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CHECKLIST

Contractor Management

The following Checklist is intended to provide general information to assist clients in managing contractors. This is not an exhaustive Checklist of all possible controls.

Where the organisation answers the question with a 'no', further investigation of the risk and possible control measures should be determined and implemented.

	Yes	No	N/A	If No, actions required	Date
A. Organisation management practices					
1. Has a contractor management policy been established?	☐	☐	☐	_____	__/__/__
2. Has a contractor management procedure been established?	☐	☐	☐	_____	__/__/__
3. Is a representative nominated to manage organisation and contractor risks?	☐	☐	☐	_____	__/__/__
4. Are all contractor policies and procedures properly communicated to personnel?	☐	☐	☐	_____	__/__/__
5. Are procedures routinely tested for performance and results issued to management?	☐	☐	☐	_____	__/__/__
6. Are personnel regularly updated on changes in contractor policies or procedures?	☐	☐	☐	_____	__/__/__
B. Risk management					
1. Are risks by contractors identified, assessed, ranked and prioritised in order of risk level?	☐	☐	☐	_____	__/__/__
2. Are risk controls tested for performance and adequacy?	☐	☐	☐	_____	__/__/__
3. Is a contractor risk register established to summarise identified risks to the organisation?	☐	☐	☐	_____	__/__/__
4. Are risk assessments issued by the contractor prior to the commencement of work?	☐	☐	☐	_____	__/__/__
5. Are contractor risk controls supported with relevant WHS policies and procedures?	☐	☐	☐	_____	__/__/__

	Yes	No	N/A	If No, actions required	Date
C. Contractor assessment and verification					
1. Does the contractor have an WHS management system?	☐	☐	☐		/ /
2. Are records issued to demonstrate the active operation of their WHS management system?	☐	☐	☐		/ /
3. Is a project manager nominated and WHS management plan prepared by the principal contractor where the cost of works meet or exceed your state or territory's WHS regulation requirements?	☐	☐	☐		/ /
4. Do contractor WHS management plans detail what systems and procedures will apply during the term of works?	☐	☐	☐		/ /
5. Are work licences and permits and insurance certificates of currency presented for adequacy and approval?	☐	☐	☐		/ /
6. Is there a system to ensure insurance certificates of currency remain valid during works?	☐	☐	☐		/ /
D. Induction and training					
1. Is adequate induction and training provided to contractors and stakeholders who are undertaking works?	☐	☐	☐		/ /
2. Does the nominated representative in your organisation induct contractors in your policies, procedures and rules?	☐	☐	☐		/ /
3. Are stakeholders updated if a change is made to organisation policies or procedures?	☐	☐	☐		/ /
4. Does your contractor provide induction and training to their employees and sub-contractors?	☐	☐	☐		/ /
5. Is a copy of the contractor induction register issued to the organisation for verification?	☐	☐	☐		/ /
6. Does the register indicate details of each employee's WHS training competency?	☐	☐	☐		/ /
E. Monitoring					
1. Are random or regular WHS inspections undertaken to monitor compliance and performance?	☐	☐	☐		/ /
2. Is supervision undertaken to monitor contractor conformance to WHS practices?	☐	☐	☐		/ /
3. Is there a procedure to report hazards or breaches?	☐	☐	☐		/ /
4. Are reported WHS breaches highlighted to remind users of their obligations?	☐	☐	☐		/ /
5. Are breaches reviewed and corrected to avoid repeat offences?	☐	☐	☐		/ /
6. Do the organisation and contractor report back to one another on performance results?	☐	☐	☐		/ /
7. Are corrective actions checked and verified for WHS compliance?	☐	☐	☐		/ /
8. Is a procedure established for incident notification?	☐	☐	☐		/ /

	Yes	No	N/A	If No, actions required	Date
F. Completion of works					
1. Are buildings and surrounding grounds checked and left in a safe condition?	☐	☐	☐		/ /
2. Are certificates of warranty, safety and workmanship handed over?	☐	☐	☐		/ /
3. Are safe work and operating procedures provided for new equipment?	☐	☐	☐		/ /
4. Are new rules, policy and procedures required for new building and equipment?	☐	☐	☐		/ /
5. Are contractor project records and reports kept in accordance with your state or territory WHS requirements?	☐	☐	☐		/ /
G. Other					
1.	☐	☐	☐		/ /
2.	☐	☐	☐		/ /
3.	☐	☐	☐		/ /
4.	☐	☐	☐		/ /
5.	☐	☐	☐		/ /
6.	☐	☐	☐		/ /
7.	☐	☐	☐		/ /
8.	☐	☐	☐		/ /

If you would like further information about Contractor Management, please contact the risk*support* Helpdesk on:

1300 660 827

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