

Contractor Performance Review

ECM NUMBER: #1387751
EFFECTIVE DATE: 03/04/2019

DEPARTMENT: Office of the CEO
UNIT: Work Health and Safety

The checklist provides a platform to assist Central Highlands Regional Council in reviewing the Workplace Health and Safety performance of contractors engaged for minor works by council.

Contractor Performance Review - The information provided in this questionnaire is to be an accurate summary of the company's WHS performance on the nominated Contract.

Company:	Date: ___/___/___
Company Representative:	CHRC Representative:
Contract Name:	Contract Number:

Please rate the contractor's performance against the below criteria, total and record score.

Please tick



Deliverable	Score			Score
	1	2	3	
Was all required WHS documentation supplied and completed.	<input type="checkbox"/> <i>Not completed</i>	<input type="checkbox"/> <i>Completed Satisfactorily</i>	<input type="checkbox"/> <i>Completed and supplied without request from CHRC</i>	
Were there any WHS Incidents on the Contract?	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No Incidents</i>		
Were there any breeches of WHS Legislation on the Contract?	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No Breeches</i>		
Where there any non-Conformances identified during any Site inspections conducted? <i>(A score of 2 will be recorded if no inspections where conducted)</i>	<input type="checkbox"/> <i>Major non-conformance (was council or any other person put at risk?)</i>	<input type="checkbox"/> <i>Minor non-Conformance or (Not applicable if inspections not conducted)</i>	<input type="checkbox"/> <i>No non-conformances recorded</i>	
Were all corrective actions completed satisfactorily. <i>(A score of 2 will be recorded if no corrective actions where assigned to the contractor)</i>	<input type="checkbox"/> <i>Not completed</i>	<input type="checkbox"/> <i>Completed satisfactorily or (not applicable if not assigned)</i>	<input type="checkbox"/> <i>Completed to standard over & above requirements?</i>	
Total Score				

Performance evaluation

Evaluation of Total Score (evaluate total score against below matrix and action outcomes)

7 or less	Less than 10	10	Over 10
Contractor has not met CHRC WHS requirements. <i>Review of contractors WHS capabilities to be conducted before future contracts are awarded.</i>	Contractor has not met CHRC requirements. <i>Monitor progress on future contracts</i>	Contractor has meet CHRC requirements	Contractor has gone over & above CHRC requirements

Comments and Recommendations

Review Sign-off

Name:		Sign:	
Position:		Date:	