

**ECM NUMBER:** #1387755  
**EFFECTIVE DATE:** 31/01/2020

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

This checklist is designed to assist the CHRC Job Owner prior to engaging a principal contractor, to ensure requirements are identified and managed in accordance with WHS Legislation and to ensure compliance to CHRC Contractor Management Procedure whilst contracted by Council.

**Details**
**Contract Name:** \_\_\_\_\_

**Tender Number:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**CHRC Job Owner:** \_\_\_\_\_

**Location of Work:** \_\_\_\_\_

No	Items to Check	Y	N	Comment
1	Is the Principal Contractor a company other than CHRC?	<input type="checkbox"/>	<input type="checkbox"/>	Yes – Construction/Safety Management Plan (C/SMP) to be submitted for review. No – Project Risk Assessment to be conducted to develop Project Risk Register.
2	Will the project be considered a construction site?	<input type="checkbox"/>	<input type="checkbox"/>	Yes – Construction Plan to be submitted and all workers are to have completed the Construction Industry Induction (white card)
3	Has a review of Contractors (C/SMP) been conducted?	<input type="checkbox"/>	<input type="checkbox"/>	No – C/SMP to be reviewed by CHRC Safety Department.
5	Does the C/SMP cover the following:			
5a	<ul style="list-style-type: none"> <li>If a construction site, does the contractor have induction and competency requirements outlined?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Yes – Methodology and requirements must be outlined in C/SMP. No – PC must have a process to induct all workers on the construction site and ensure competency requirements.
5b	<ul style="list-style-type: none"> <li>Safe work practices and procedures including methodology outlining how the contractor will manage hazards on site including the use of SWMS &amp; Permits?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Yes – Methodology and requirements must be outlined in C/SMP. No – Methodology to be provided as part of Construction /Safety Management Plan
5c	<ul style="list-style-type: none"> <li>Methodology on how the consultation process will take place?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Yes – Methodology and requirements must be outlined in C/SMP. No – Process to be provided as part of Construction /Safety Management Plan

5d	<ul style="list-style-type: none"> <li>A procedure for the reporting of incidents and methodology on how they will be investigated?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Yes – Methodology and requirements must be outlined in C/SMP.</i></p> <p><i>No – Process is to be provided as part of Construction /Safety Management Plan</i></p>
5e	<ul style="list-style-type: none"> <li>Emergency procedures and plans?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Yes – Methodology and requirements must be outlined in C/SMP.</i></p> <p><i>No – Process to be provided as part of Construction /Safety Management Plan</i></p>
5f	<ul style="list-style-type: none"> <li>An inspection and monitoring programme for WHS issues and compliance?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Yes – Methodology and requirements must be outlined in C/SMP.</i></p> <p><i>No – Programme is to be provided as part of Construction /Safety Management Plan</i></p>
6	Other requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

The Principal Contractor may use the CHRC C/SMP and associated documentation providing that compliance to the plan is met. This will include the use of the CHRC Authority to Work process, SWMS, permits as well as all persons working under the plan having completed a CHRC WHS Induction.

**This will in no way discharge the contractor’s duties as a Principal contractor under legislation.**

Documentation to be supplied by Contractor	Documentation to be supplied by CHRC

Name of person Scoping task:		Signature:	
Position:		Date:	