**Date:**

**Project manager:**

**Project:**

| Complete | Description | Application | Notes |
| --- | --- | --- | --- |
| Safety Considerations: General | | | |
|  | Has there been an agreed demarcation of the site between your organisation and the contractor?  (This should include site boundaries, access and egress to the site and contractor access to specific areas outside the site boundaries within your organisation.) | If a site boundary is required. |  |
|  | If your project has clear site boundaries established and the site is managed by the contractor, is there an agreed process for site visits by your organisation’s personnel and the provision of PPE? | Not likely to be relevant for BAU projects if no site boundary is established. |  |
|  | Has the contractor been inducted into your organisation’s OH&S requirements? |  |  |
|  | Are your organisation’s policies and standards incorporated into the contractor’s site inductions, including smoking, radios, offensive language, sexual harassment, bullying, etc.? | Where a contractor has established a site boundary and will be conducting site inductions. |  |
|  | Are there any co-occupied work areas (i.e. works in occupied areas or heavy traffic through occupied areas)? What is the management process for such areas? |  |  |
|  | Has the building surveyor signed-off on temporary measures during construction for the preservation of egress for building occupants and appropriate fire separation from construction areas? | Mandatory compliance requirement |  |
|  | Has your organisation’s safety officer reviewed and approved the contractor’s OH&S Plan? | Mandatory compliance requirement |  |
|  | Is there a mechanism for amending OH&S requirements for external unforeseen circumstances (i.e. pandemic)? | Operational procedure / requirement, where relevant |  |
|  | | | |
| Safety Considerations: Reporting | | | |
|  | Does the contractor’s reporting template for safety statistics include:   * Lost time injury frequency rate, medical treatment injury frequency rate, total recordable injury frequency rate; * Lead indicators (e.g. how many inspections conducted); * Number of visits from WorkSafe; * Incident reports; * Corrective actions register; and * Copies of audits conducted?   (Your organisation has a duty under the *Occupational Health and Safety Act 2004* to ensure that the contractor is reporting correctly.) | Mandatory compliance requirement. May not be a mandatory requirement for BAU projects, however, project managers should be aware of these requirements and report safety statistics to your organisation where required. |  |
|  | In the case of notifiable incidents, have the following been agreed between your organisation and the contractor:   * When to inform the relevant statutory authority within the prescribed period; * How and who to contact your organisation (e.g. by phone or email); * When to inform of any notifiable incident; * When to inform of any incident that has the potential to cause public interest (e.g. immediately or within 24 hours); * When to provide a written investigation once it is completed; and * When and how to provide documented evidence that corrective actions from the incidents have been implemented?   (Your organisation has a duty under the *Occupational Health and Safety Act 2004* to ensure that the contractor is reporting correctly.) | Mandatory compliance requirement |  |
|  | Has there been an agreement on how your organisation wants to be included in an investigation team and if it has the ability to independently investigate more serious incidents? |  |  |
|  | What is the reporting process for your organisation’s staff/students to report issues about the project?  (Ideally, this should avoid reporting issues directly to the contractor. Your organisation should set up an internal TAFE process.) |  |  |
|  | | | |
| Safety Considerations: Meetings | | | |
|  | Has the governance and reporting requirements between the contractor and your organisation been established in relation to issues pertaining to OH&S?   * Has the frequency of safety meetings been agreed (e.g. monthly/ quarterly)?; and * Have the required stakeholders been determined for the meetings (e.g. the project manager, superintendent, OH&S safety officer, contractor, and employee representative)? | Mandatory compliance requirement |  |
|  | Does your organisation want to attend the contractor’s own toolbox, pre-start and safety committee meetings? If yes, has this been conveyed to the contractor? |  |  |
|  | | | |
| Safety Considerations: Audits | | | |
|  | Has a safety system audit process been established by your organisation?  (You could choose to audit the contractor at regular intervals.) |  |  |
|  | Do the number and type of safety audits scheduled demonstrate to the project team the documented safety system is implemented at the site and is effective? |  |  |