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| Tool 26 - Contractor’s Checklist Toolbox |

Use this tool to review your contractor’s health and safety processes.

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| Does our school have a procedure to ensure: | Yes | No |
| 1. Contractors provide evidence of relevant work experience? |  |  |
| 2. The contractor and their workers are appropriately trained, qualified and have current certification for their work as required by law? |  |  |
| 3. Contractors have a positive health and safe work history? |  |  |
| 4. Contractors have provided examples of how they manage their own health and safety at work? |  |  |
| 5. Contractors have provided their injury and incident history? |  |  |
| 6. Contracts includes the contractor’s health and safety responsibilities while at our school? |  |  |
| 7. An on-site induction process is carried out for contracted workers? |  |  |
| 8. The health and safety performance of contractors is actively monitored? |  |  |
| 9. Health and safety is part of the post-contract evaluation? |  |  |
| 10. A hard copy of our school’s health and safety policy is available for contractors? |  |  |
| 11. If an incident or near miss happens, the contractors report this to our school? |  |  |
| 12. Can we prove that we have consulted, collaborated and coordinated with the contractors? |  |  |

Approved by: Date:

Next review date:

Actions arising from Checklist: