Contractor Classification Checklist

Section A: Defining the contract classification.

This question is about identifying the kind of risks that are part of the project work.

**Question 1.** Does the work consist of any of the following activities, or a contract/agreement is in place for the provision of services over a specified period of time (e.g. cleaning, grounds maintenance, tuckshop)?

- Construction work (including high risk construction work) or maintenance work
- Working in confined spaces
- Working at a height greater than 2 metres
- Working with gas or electrical work
- Excavation work
- Use of hazardous substances
- Any activity likely to disturb asbestos containing material (ACM), such as data cabling, installation of smart boards, etc.
- Any activity the BCE site reasonably believes could result in death or bodily harm to staff, students or visitors
- Use of subcontractors in any of the above.

☐ NO, Read right.
☐ YES. Go to question 2.

If the answer is NO, then the contract is classified as MINOR. Proceed to Section B (i).

This question is about whether the project work would require the appointment of a principal contractor.

**Question 2.** Does the work consist of any of the following?

- Construction work with a value greater than $250K

☐ NO. Read right (in orange).
☐ YES. Read right (in red).

If the answer is NO the contract is classified as Major and no principal contractor is required. Proceed to Section B (ii)

If the answer is YES the contract is classified as Major and a Principal Contractor is required to be appointed to the contract. Proceed to Section B (iii)

Section B: Minimum OHS requirements prior to work commencing.

**(i) – Minor Contract**
- BCE site completes the contractor induction process with the contractor:
  - Contractor Induction Manual issued to contractor
  - Site Specific Requirements are covered for the BCE Site
  - Contractor to sign Contractor Induction Register.

**(ii) – Major Contract**
- BCE site completes the contractor induction process with the contractor:
  - Contractor Induction Manual issued to contractor
  - Site Specific Requirements are covered for the BCE Site
  - Contractor to sign Contractor Induction Register.
  - Contractor Safety Plan completed by contractor.
  - Obtain licences and workers comp details.
  - Contractor safe work method statements sighted.

**(iii) – Major Contract (with Principal Contractor)**
- BCE site completes the contractor induction process with contractor:
  - Contractor Induction Manual issued to contractor
  - Site Specific Requirements are covered for the BCE Site
  - Contractor to sign Contractor Induction Register.
  - Notice of Appointment of a Principal Contractor completed and forwarded to OHS Services
  - Construction Risk Management Checklist Completed
  - WHS Management Plan completed (as per s309 WHS Regulation 2011) and copy forwarded to the BCE site.
  - Safe work method statements sighted and updated in WHS Management Plan as required.

Section C: Contract monitoring requirements.

**(i) – Minor Contract**
- General monitoring throughout the course of the contract.

**(ii) – Major Contract**
- On site monitoring of contract to ensure that OHS requirements are met. Frequency and nature will depend on the risk associated with the activities undertaken.
  - Scheduled meetings with contractor as required.
  - Incident management follow up as required.

**(iii) – Major Contract (with Principal Contractor)**
- Meetings with contractor(s) as required.
- Incident management follow up as required.
- WHS Management Plan updated as required.