

Contractor Classification Checklist

Contractor Details.

Contractor:		
Scope of works:		
Timing of works (approximate):	Start date:	End date::

Section A: Defining the contract classification.

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 (eg. 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).

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.
- Copy of Contractor safe work method statements to be obtained.

(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.
- Copy of safe work method statements to be obtained 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.