

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 (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).

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.