

USC CONTRACTOR HEALTH AND SAFETY CHECKLIST



Please use the following checklist (in conjunction with the *Contractor Induction Guide*) to ensure that you have fulfilled all requirements for working at USC. For the purpose of this checklist and all USC Contractor documents the term 'worker' refers to: the employees of the Contractor, any subcontractors and/or labour hire people engaged for the purpose of the contract and their employees. If you have any concerns or questions regarding this checklist or any of the information provided in this package, please contact the USC Contact Person.

Contractor:
USC Contact Person:

1.0 SAFETY DOCUMENTS REQUIRED PRIOR TO COMMENCING WORK AT USC

Contractors are required to provide their USC Contact Person with the following documentation prior to commencing work at USC (for clarification refer to *Contractor Induction Guide*)

Documentation	Yes	No	N/A
Safety Management Plan (Principal Contractors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe Work Method Statement (high-risk work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment (sighted and signed by all workers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant licences (eg for high-risk and electrical work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulatory permits (where required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White Cards for workers (construction work only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed (and authorised where applicable) USC permits (eg hot work, confined spaces)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers engaged by the contractor have completed USC's online safety module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SDSs if using hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.0 ARRIVING AT USC – GUIDE

	Yes	No
I have read the Contractor Induction Guide	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of how to access relevant USC policies, procedures and guidelines	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of how to access USC Health Safety and Wellbeing information on the USC website	<input type="checkbox"/>	<input type="checkbox"/>
I have identified the building/site access requirements with the USC Contact Person	<input type="checkbox"/>	<input type="checkbox"/>
I have organised parking arrangements with the USC Contact Person	<input type="checkbox"/>	<input type="checkbox"/>
I have organised time with the USC Contact Person for site induction	<input type="checkbox"/>	<input type="checkbox"/>
I have clarified any issues with the USC Contact Person	<input type="checkbox"/>	<input type="checkbox"/>

3.0 ONGOING MONITORING WHILE WORKING AT USC

Your USC Contact Person will monitor your adherence to your submitted safety documents and relevant WHS legislation and Australian Standards. If at any time you, or one of your workers, is observed by a USC employee to be acting unsafely, you will be instructed to suspend your work and take immediate action to rectify the situation. If repeated health and safety breaches are observed, this may be considered a breach of your contract and you may be instructed to leave the site.

If you have ticked "No" to any of the questions please contact your USC Contact Person. Ticking "Yes" to all relevant questions indicates that you, and where appropriate your workers, meet the Health and Safety requirements to commence work at USC.

Please sign below, indicating that you and your workers meet the requirements and that while working at USC you and your workers will work in accordance with your provided safety documents and current WHS legislation.

Name:	
Signature:	Date:

Please forward a copy of the completed and signed document to the person contracting your services.