|  |  |  |
| --- | --- | --- |
|  | **Completed**  **(Y/N)** | **Comments** |
| Establish a selection and approval process |  |  |
| Select contractors based on competence for the specific task |  |  |
| Ensure you have requested and had sight of the contractor’s health and safety documentation including:   * health and safety policy * risk assessments * method statements * accident records * training records * arrangements for health surveillance |  |  |
| Check the contractor’s own website to see what references are made to health and safety |  |  |
| Review contractor’s accident/incident history |  |  |
| Review HSE notices/prosecution database |  |  |
| Ensure you understand the contractor’s own procedure for the selection, appointment and management of sub-contractors |  |  |
| Establish that the contractor has sufficient insurance cover for the work undertaken, including public liability cover |  |  |
| Implement site induction training |  |  |
| Provide site specific safety rules |  |  |
| Provide details of any hazardous substances/materials on site |  |  |
| Use of permits to work for high risk/high hazard work such as:   * hot work * work at height * access to confined spaces * work with asbestos containing materials * work on or near water * work involving live electricity |  |  |
| Monitor, audit and review the contractor’s safety performance on an ongoing basis |  |  |
| Establish regular communication with contractors |  |  |
| Include contractors in your own safety training |  |  |
| Work with contractors to develop safety initiatives |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by:** |  | **Signature:** |  |
| **Date completed:** |  | **Review date:** |  |

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