



Document Owner: OSH Safety Officer

Created date : 08/12/2014

OSH Management System
**CONTRACTOR OSH OBLIGATIONS
 CHECKLIST**

Revised Date: 31/07/2017

Version : 2.0

The Shire of Augusta Margaret River acknowledges that it has a Duty of Care obligation under the Occupational Safety and Health Act 1984 to provide to all its employees (including contractors and their employees) a safe workplace and a safe system of work.

It is therefore required that Contractors carrying out any work for the Shire shall be required to comply with the Shire's Occupational Safety and Health Policies and Procedures.

This will entail the following:

Contractor Obligations

	TICK <input checked="" type="checkbox"/>
1. The Contractor and its employees having all necessary current licences / qualifications appropriate to the work being undertaken.	
2. The contractor must ensure that all their staff have been trained in the safe use and operation of plant and equipment that they are required to operate in carrying out the work.	
3. Wearing appropriate and necessary Personal Protective equipment when carrying out any work duties.	
4. Ensuring that all plant and equipment used in carrying out those duties are regularly maintained and in a safe working order.	
5. All necessary plant and equipment have all the necessary guards in place and meet the requirements of Occupational Safety and Health Regulations 1996, and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out.	
6. First aid kits are provided in each of your work vehicles and staff trained	
7. Work sites, during and after, must be left in a clean / tidy and safe condition.	
8. All of your workers are aware that they must report any accident, near miss or hazardous situations	
9. Workers working under Safe Work Practices are to follow procedures.	
10. All tasks requiring Safe Work Method Statements/ Safe Work Procedures are to be available upon request.	
SHIRE OF AUGUSTA MARGARET RIVER PROCEDURES & POLICY	TICK <input checked="" type="checkbox"/>
You have been provided with a copy of the Shire of Augusta Margaret River Occupational Safety and Health Policy.	

An Online Safety induction will follow once contractor forms assessed.

[Date sighted / / Name:]

OFFICE USE ONLY

- LICENCES CURRENT
- PUBLIC LIABILITY INSURANCE COVER CURRENT
- PROFESSIONAL LIABILITY INSURANCE CURRENT
- WORKERS COMPENSATION INSURANCE CURRENT
- SAFTEY PROCEDURES



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