

CONTRACTOR TO COMPLETE PRIOR TO COMMENCEMENT OF WORK

category 3: minor contract safety questionnaire

Company Name:	ABN:
Address:	
Name of person completing this form:	Signature:
Position within Company:	Date:

Safe Work Practices and Procedures		Yes	No
1	<p>Has the Company prepared Standard Operating Procedures (SOPs) or specific WHS instructions relevant to its operations?</p> <p>If Yes, please provide a summary listing of procedures or instruction.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Is there a documented Incident Reporting and Investigation Procedure?</p> <p>If Yes, please provide a copy of this and of a standard Incident Report form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
WHS Training		Yes	No
1	<p>Is WHS training conducted in your Company?</p> <p>If Yes, describe how WHS training is conducted in your Company and provide relevant documentation.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Is a record maintained of all training and induction programs undertaken for workers?</p> <p>If Yes, please provide a training register/evidence of training.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Do all workers and sub-contractors complete an induction prior to commencing work?</p> <p>If Yes, please provide a copy of the induction.</p>	<input type="checkbox"/>	<input type="checkbox"/>
WHS Inspections		Yes	No
1	<p>Is there a procedure by which workers can report hazards within workplaces?</p> <p>If Yes, please provide a hazard report form.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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WHS Consultation		Yes	No
1	<p>Is there a Health and Safety Committee (HSC)? If Yes, please provide details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Are workers involved in decision-making regarding WHS matters?</p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Are there worker-elected Health and Safety Representatives (HSRs)? If Yes, please provide details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Where there are no HSRs or HSC, are there regular WHS meetings held with workers to communicate relevant information e.g. incidents, hazards, inspection outcomes, WHS performances, etc? If Yes, please provide details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Insurances		Yes	No
1	<p>Does the Company have current Professional Indemnity insurance? If Yes, please provide a copy.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Does the Company have current Workers Compensation insurance? If Yes, please provide a copy.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Does the Company have current Public Liability (\$20 million) insurance? If Yes, please provide a copy.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Please provide copies of any other relevant Insurances.</p>	<input type="checkbox"/>	<input type="checkbox"/>