

Contractor Document Checklist



BENEFITS

Many companies use contractors for certain aspects of their operations, either on a regular basis or sporadically. Before a contractor performs work in your workplace or on your worksite, you need to take steps to ensure that the contractor runs a safe operation that complies with the OHS laws. One key step to take is to pre-qualify contractors, that is, screen them before you officially hire them.

HOW TO USE THE TOOL

As part of your pre-qualification process, ask all contractors to provide you with certain key documents relating to their OHS program and other aspects of their operations, such as their OHS policy, emergency procedures and fit for duty policy. Use this checklist to ensure that you get all of the necessary documents and to note any deficiencies in those that you receive.