## CONTRACTOR SUPERVISOR CHECKLIST

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| --- | --- | --- | --- |
| Work Order No: |   | Date: |   |
| Contractor: |   |
| Contractor Supervisor: |   |
| Port of Newcastle Representative: |   |
| Description of task: |  |

Work Preparation

| Item | Yes | No | N/A |
| --- | --- | --- | --- |
| Contractor is pre-qualified by PON and qualified to work on PON sites |[ ] [ ] [ ]
| The contractors have been inducted before accessing PON sites and work areas |[ ] [ ] [ ]
| The contractors are aware of the scope of works |[ ] [ ] [ ]
| The contractors have been informed of the known hazards and risks of the PON work site |[ ] [ ] [ ]
| The contractors are aware of all interactions that may affect them or the work |[ ] [ ] [ ]
| The contractor’s Safe Work Method Statements have been reviewed |[ ] [ ] [ ]
| Appropriate permits have been completed e.g., Confined Space, Hot Work, Working at Heights, HV Access Permit, Excavation and Penetration Permit, Contractor Electrical Permit to Work, Low Voltage Live Work Permit. |[ ] [ ] [ ]
| All persons are aware of the isolation requirements and have applied their locks |[ ] [ ] [ ]
| All tools and equipment are tested and tagged and fit for purpose |[ ] [ ] [ ]
| Where there is use of hazardous substances, SDSs are available |[ ] [ ] [ ]
| Pe-start inspections have been conducted on vehicles, mobile equipment, and EWPs |[ ] [ ] [ ]
| All persons are aware of the emergency procedures |[ ] [ ] [ ]
| All persons are appropriately licenced and competent to undertake the task |[ ] [ ] [ ]
| All persons have the required PPE |[ ] [ ] [ ]
| All persons are aware of requirements for reporting all incidents and near misses immediately |[ ] [ ] [ ]
| All contractors are aware of what site they are on |[ ] [ ] [ ]
| Contractors have their own first aid supplies and trained personnel to administer first aid |[ ] [ ] [ ]
| Is the contractor/s fully vaccinated against Covid-19? |[ ] [ ] [ ]
| If the contractor/s are not fully vaccinated, do they have an approved PON vaccination exemption? |[ ] [ ] [ ]
| The contractor or subcontractor is transporting goods or materials under the National Heavy Vehicle Law (if yes, they must complete Contractor Supervisor Checklist – Chain of Responsibility FM-0505) |[ ] [ ] [ ]
| *Work cannot continue until all of the applicable answers above are “yes”.* |  |  |  |
| Contractor Supervisor(Name): |  | **Signature:** |  |
| Port of Newcastle Representative (Name): |  | **Signature:** |  |

Work Completion

| Item | Yes | No | N/A |
| --- | --- | --- | --- |
| Is the work area clean, tidy, and in a safe condition? |[ ] [ ] [ ]
| Were there any injuries, incidents, or near misses? |[ ] [ ] [ ]
| Has the electrical, water, or fire safety system been restored? |[ ] [ ] [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor Supervisor(Name): |  | **Signature:** |  |
| Port of Newcastle Representative (Name): |  | **Signature:** |  |

Guidelines

1. The checklist is to be used with Category 1 Contractors who are not nominated as Principal Contractors.
2. The checklist is to be completed for every job or when the job location or scope changes.
3. Where the work being undertaken is an after-hours breakdown, the Contractor Supervisor is to complete the Work Preparation Section and the Work Complete Section. The checklist shall be completed on the next working day by the PON Representative.
4. Where the PON Representative cannot attend the pre-start meeting for the job, the Contractor Supervisor is to complete the Work Preparation Section and the Work Complete Section. The checklist shall be completed on the next working day by the PON Representative. **Note:** The PoN Representative may not be able to attend the pre-start meeting due to multiple work fronts.
5. A heavy vehicle is defined in the [Heavy Vehicle National Law (HVNL)](https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations) as a vehicle that has a gross vehicle mass (GVM) or aggregate trailer mass (ATM) of more than 4.5 tonnes. The GVM of a vehicle is the maximum it can weigh when fully loaded, as specified by the manufacturer. Examples include semi-trailers, B double, rigid truck and dog and other special purpose vehicles.

**Note**

This form is used to support contractor management and is completed for every job or when the job scope changes, for Category 1 Contractors who are not nominated as Principal Contractors. This form relates to the following procedure: **Contractor Management WHS 0504**.