

Contractor Management
HSE Short Term Contractor Tool
4. Requirements

Contractor
0

Site
0

#	HSE Management System Requirement	Evaluation			Comments
		Yes	No	NA	
1	Are <insert Company name> systems of work being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do Contractor procedures align to <insert Company name> standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	What meetings will the Contractor be required to attend? (ie pre-shift or safety meetings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Does the contractor have a copy of the Contractor Safety Requirements Manual? If No, provide a copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Have the following inductions been completed for all personnel? <i>Please document names and dates for completed inductions in section 6.</i>				
	Corporate HSE Induction,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Site Specific Induction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Area specific Induction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Do the contract personnel have the required certificate of competency and licences? <i>Please document certificates and licences held by contractor personnel in section 6.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Do the contract personnel require a pit permit? <i>If yes, attach the completed permits to this document.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are any of the following work permits required to complete the works? <i>If yes, attach the completed permit to the document.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	General work Permit - Hot Work - Confined Spaces - Working @ Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Excavation Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Man cage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Floor & Handrail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Have the proposed works being risk assessed? <i>Attach relevant risk document (ie JSEA or Risk Register)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EHSQ Management Solutions