

Manager Checklist for Contract Management

Last Update: 24 August 2009

All contracts:	<ul style="list-style-type: none"> Is every contract assigned a contractor manager that is familiar with the requirements of the contract, especially the OHS requirements? Is there a local contract management procedure? Have the OHS risks associated with the contract been identified and reviewed by the contract manager? 	Y/N Y/N Y/N
For all contracts other than short-term, one-off engagements:	<ul style="list-style-type: none"> Does the process for selection of contractors include the evaluation of OHS competencies and performance? Where licenses or permits are required, are these verified at the contract selection stage? Are the contractor's insurances up to date and recorded? 	Y/N Y/N Y/N
For all ongoing (1) contracts that have a high to medium risk rating*	<ul style="list-style-type: none"> Are all the contractors given a general contractor induction? Is attendance at the induction documented? Are you aware of the FMS contractor Management System (3) 	Y/N Y/N Y/N
All contracts	<ul style="list-style-type: none"> Is there a standard sign in / sign out procedure for all contractors? Is there a system in place to manage contractor access to work areas? 	Y/N Y/N
For all contracts that have a high to medium risk rating (2)	<ul style="list-style-type: none"> Are all the contractors given a local induction by the contract supervisor? Is all the work covered by job safety assessments (JSA) or safe operating procedures (SOP)? Do you know what contract work requires: permits, isolations, job safety assessments and safe operating procedures? 	Y/N Y/N Y/N
Permits: Permits to do: electrical work, hot work such as welding, working at heights Permits to enter: confined spaces, hazardous locations such as laboratories, plant rooms ...	<ul style="list-style-type: none"> Do you have contract work that requires the use of permits? If so: <ul style="list-style-type: none"> Have you established a permit system? Have your staff been trained in issuing permits? Are permits issued by Deakin staff? 	Y/N Y/N Y/N Y/N
Isolations: Work involving energised plant (electrical plant, pressure plant ...)	<ul style="list-style-type: none"> Do you have contract work that requires isolations? If so: <ul style="list-style-type: none"> Have you established an isolation procedure(s)? Are all your contractors familiar with the isolation procedures? 	Y/N Y/N Y/N
Job Safety Assessments (JSA) Where the hazards involved in each job needs to be assessed	<ul style="list-style-type: none"> Do you have work that requires job safety assessments be carried out? Are job safety assessments checked by or developed with the contract supervisor? 	Y/N Y/N
Standard Operating Procedures (SOP) Where the risks do not vary and agreed procedures have been developed	<ul style="list-style-type: none"> Do you have work that is covered by standard operating procedures? Are standard operating procedures agreed to by all parties and available at all times? 	Y/N Y/N
All contracts:	<ul style="list-style-type: none"> Do contract supervisors check contractors and their compliance with permits, isolations, job safety assessments, safe operating procedures and any other OHS requirements? Are these checks documented and deficiencies addressed? 	Y/N Y/N

Notes:

(1) Ongoing work = work that involves the same contractor (or small group of contract employees) carrying out the work each time. Where the work has a high to medium risk rating and a general induction is not practical then more attention needs to be given to local inductions and evaluation of the contractor's OHS systems

(2) high to medium risk rating = work that has in the past or may in the near future (next three years) result in injuries that require medical treatment or work that requires permits or isolations

(3) [Facilities Management Services Division](#) has developed a computer based system to track and manage contractors including their induction. The Division also provides a chargeable contract management service.

Some of the documentation you should have:

- (1) Written contract management procedure
- (2) Sign in / sign out records (and contractor information sheet)
- (3) Examples of contractor audits or checks

where applicable

- (4) Training records for contract supervisors
- (5) Copies of the licences / permits or their numbers from the contractor
- (6) Records of insurance coverage from the contractor
- (7) Records of general induction
- (8) Copies of job safety assessments
- (9) Safe operating procedures
- (10) Permit procedures and documentation
- (11) Isolation procedures