**Appendix D**

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| **CONTRACTOR SAFETY MANAGEMENT – CONTRACTOR MONITORING TOOL (FOR CONSTRUCTION/CAPITAL WORK ACTIVITIES)** |

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| **For** [**High risk construction work** or a **Construction project**](#constructionproject) | **COMPLIANCE SCORE** | | |
| **Actual** | **Possible** | **%** |
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| --- | --- | --- | --- |
| **School/Branch, Area** |  | **Date** | / / **Time hrs** |
| **Nature of Project/Activity** |  | **Organisation the contractor is employed by or represents** |  |
| **Name and Position of University personnel who engaged the Contractor** |  |

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| **Reference** | **Audit criteria** | **Minimum requirements to meet criteria**  Each check box requires a conformance score to be recorded.  Evidence is objective i.e. it must be documented | **Conformance Score**  **Yes = 1 / No = 0**  **(Insert N/A where not**  **included in audit score)**  **Score Possible Score** | | **Short Term Corrective Action**  **required** |
| **Process**  **Section**  **8.1 to 8.3**  **Process**  **Section 11** | **Complete inductions**  **Hazard Management** | * Evidence of current induction records for contractor or sub-contractors currently on site have been sighted and are on file  1. White Card (General construction induction training record) 2. [Contractor on-line induction](https://www.adelaide.edu.au/infrastructure/services/contractors-consultants) 3. Workplace specific induction training has been provided. (Note – evidence that this information has been delivered may vary, but could include a checklist of the information provided, on-the-job instructions, toolbox meeting records.) 4. If applicable - Induction for areas containing hazardous chemicals (see Appendix F)  * Safe Work Method Statement(s) have been completed for the activity and meets WHS Legislative requirements. * The SWMS is relevant to activities/tasks being conducted by the contractors. * Contractors are observed to be following the control measures outlined on the Safe Work Method Statement (if applicable). * Where a residual risk of high/very high has been determined, authorisation has been approved/declined by the University in writing in accordance with the Hazard Management chapter of the HSW Handbook. * Where a WHS Management Plan is completed by the Principal Contractor the WHS Regulations (309) have been met. |  | Score 1-4 points for each contractor against the criteria  (as applic)  1 - 4  1 - 4  1 - 4  1 - 4  1 - 4 |  |

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| Signature of person conducting the inspection |  | Signature of the Contractor’s Representative or Principal contractor |  |
| Print name |  | Print name |  |