




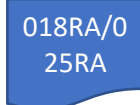
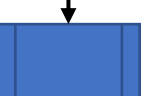








Process Flow Chart Contractor Management (6)

024T
(October 2022)

Task	Process	Resource	Links
Develop Contractor Register and review annually			Contractor Register (025F)
Obtain copies of paperwork (eg Public Liability; Professional Indemnity; Workers Compensation; Trade Licence; etc)			Contractor Letter (024F)
Review purpose for engaging contractors prior to engagement			
Conduct 'Impact to Site' risk assessment			Contractor - Major Building (018RA) Contractor - Minor Works (025RA)
Induct contractors onto worksite (any workers engaged directly by contractors are inducted by them)			Contractor Induction Checklist (028F) Service Providers Health and Safety Induction Checklist (026F)
Process in place for contractors to sign in and out of worksite			Sign In/Out Form (030F)

Undertake regular monitoring of contractors				<div>071F/</div> <div> Contractor Observation Checklist - Major Projects (071F) Contractor Observation Checklist - General Contractor (073F) </div>
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