

SF2.2

Safety 1st Checklist for contractors at all events

EVENT NAME

CLUB/ORGANISER

EVENT DATE

PERMIT NUMBER

CONTRACTOR ADDRESS

COURSE CHECKER

SIGNATURE

DATE

- For each contractor listed in Contractor List (on the previous page) copy this page.
- The following questions should be considered and checked for each contractor. To assist in answering questions, please refer to the Glossary for Contractors At Events. (Document No. SF 2.3)
- The amount of time and effort spent in controlling/monitoring contractors should be proportionate to the level of risk involved.
- Once you are confident in a contractor's safety standards the amount of monitoring can be reduced but should never stop.
- Each Organiser has the responsibility to check hazards, and assess and address them accordingly.
- All pages of this document must be completed and returned to Motorsport Australia via the Stewards of the Meeting at the end of the event.

QUESTIONS TO BE CONSIDERED

(Questions may be answered before the event starts if the correct information is available, except for C5.1, C5.2 & C5.3)

CONTRACTUAL DOCUMENTS

YES/NO
N/A OR TRA

- C1.1 Is there a written or a firm agreement or contract between the organiser and contractor for the provision of the required services?
- C1.2 Does the contractor have a Public Liability Insurance Policy?
- C1.3 Have you sighted the contractors Public Liability Insurance Policy to ensure that it is appropriate?

OCCUPATIONAL HEALTH AND SAFETY POLICY

- C2.1 Does the contractor have an OH&S Policy?
- C2.2 Does the contractor have a Public Liability Insurance Policy?

GENERAL QUESTIONS TO ASK THE CONTRACTOR

- C3.1 Does the contractor have a Safety Management System? If so, obtain a copy. If not, a risk assessment should be undertaken of their major activities.
- C3.2 Does the work required of the contractor require any involvement with the event infrastructure (e.g. fuel dump, fire precautions, emergency access, etc.)?
- C3.3 Is the contractor aware of their OH&S responsibilities to take all reasonable steps to identify and understand hazards and risks in knowledge of the work being performed?
- C3.4 Is the contractor aware of the event's OH&S reporting requirements?
- C3.5 Is the contractor aware of the system used for identifying, assessing and controlling risks (TRA Form)?

SITE INDUCTION / WORK PROCEDURES

- C4.1 Is the contractor aware of Emergency Procedures for the site?
- C4.2 Has the Event Organiser arranged to conduct a Site Induction for this Contractor?
- C4.3 Has the event Organiser requested all appropriate SWMS (Safe Work Method Statement) & JSA (Job Safety Analysis) from the Contractor?
- C4.4 Has the Contractor confirmed MSDS are to be available for hazardous materials on site?
- C4.5 Has the Contractor confirmed that Fuels/Lubricants/Solvents/Resins will be stored/handled safely?

DURING EVENT ASSESSMENT

- C5.1 Is the Contractor generally demonstrating an OH&S focused attitude and conduct?
- C5.2 Did you receive any reports about the contractors conduct?
- C5.3 Did these reports require investigations to be made?