



**Mining & Quarrying**  
OCCUPATIONAL HEALTH &  
SAFETY COMMITTEE

OHS - Making Contracts Work

# Contractor Safety Checklists



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## WHAT are the Contractor checklists?

This kit contains a range of Checklists specifically aimed at assisting Quarry Managers to select and assess Contractors required to perform particular tasks on Quarry sites.

A *General Pre-Selection Checklist for Contractors* is provided for the preliminary assessment of all types of Contractors and specific hazard related issues are covered by the subsequent range of Contractor type or job specific Checklists.

Checklist Number	Checklist Title
1	Abrasive Blasting & Painting Contractors
2	Blast Hole Drilling Contractors
3	Blasting Contractors
4	Building & Roofing Contractors
5	Cranes / Lifting Contractors
6	Crushing & Screening Contractors
7	Electrical Contractors
8	Excavation & Site Works Contractors
9	In-Quarry Tip Truck Contractors
10	Maintenance & Welding Contractors
11	Plant Construction & Machinery Installation Contractors
12	Plumbing Contractors
13	Road Cartage Contractors
14	Tyre Fitting Contractors

Each checklist is supported by brief directions on the reverse side and a comprehensive Glossary of terms at the end of this kit.

Loose-leaf copies of each Checklist are included for ease of photocopying when the need arises.

## WHY use the Contractor checklists?

In many cases the tasks and hence the hazards of those tasks may not be well known to Quarry Managers. Regardless of this fact, the *Occupational Health, Safety & Welfare Regulations 1995* place substantial personal responsibilities on Quarry Managers for the health and safety of all people on their Quarry site.

The objective of this kit is to provide Quarry managers with a usable, relevant tool to guide them in the task of selecting, assessing and monitoring the work of Contractors who are providing services on their Quarry site.

## WHEN to use the Contractor checklists

Whenever you have a requirement to engage a Contractor you should consider making use of the QuarrySafe package “ OHS - Making Contracts Work”. You may then find it useful to make use of these checklists as a part of Steps 3 & 4.

In the case of very simple contract tasks, it may be quite practical to make use of the checklist system as a stand alone process.

These checklists can also be quite easily used as guidance when your own employees are required to carry out some of these tasks.

## HOW to use the Contractor checklists

### STEP 1

The Quarry Manager conducts an assessment of the proposed Contractors using the *General Pre-Selection Checklist for Contractors*.

1. Be sure to fully describe the extent and details of the contract in Section 1, so that the capabilities of the contractor can be properly matched to the requirements of the work.
2. Where possible, contact prior clients of the Contractor to confirm their expertise for Section 2.
3. It is important to ensure that you view original documents as required in Section 3 as all of these requirements are dictated by legislation. The use of an unlicensed person not only poses increased risk but also the possibility of non-complying work which may need to be rectified.
4. Apart from the direct legal implications of Contractors not being properly insured, there is also the possibility of your organisation being held liable for uninsured losses. It is essential that current and adequate insurance documents are viewed, copied and kept on file. Most reputable Contractors are well versed in these requirements and will have no hesitation in providing the required documents.

5. Section 5 of the Checklist provides for a review of OHS management, documentation and practices applicable to the Contractor. This will be of particular importance when dealing with larger organisations or more complex contract tasks.

## STEP 2

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The Quarry Manager chooses the appropriate Checklist for the proposed work.

1. Discuss with the Contractor proposed work methods, precautions and equipment to be used and note these on the Checklist. The importance of this step is to confirm that the Contractor has considered all aspects that may be necessary for the safe completion of the work.
2. The body of the Checklist provides a listing of common relevant hazards and frequently used control measures. These are by no means all of the options available and an objective review of the proposed procedures and equipment should be conducted. Suggested control measures for the identified hazards should be inspected and validated.
3. All sections of the checklist to this point must be completed to ensure that no aspect is overlooked. If unsure of the meanings of any of the terms, consult the *Glossary of Terms* at the end of this kit.

## STEP 3

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Choose the most suitable Contractor for the job and continue with the requirements of the remainder of the Checklist.

1. Ensure that all Contractor and sub-contractor employees are registered for site work. All registered employees must be given a site OHS induction and all information necessary for working safely on the site.
2. It is the general responsibility of the Quarry Manager to ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
3. In common with all nominated hazardous work processes, Contractor employees should also be required to make use of relevant Work Permits in a similar way to quarry employees. Refer to the QuarrySAFE Work Permits Save Lives system.

## STEP 4

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1. The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area provided.
2. The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below. It is of particular importance that the Contractor understands and agrees to the application of all hazard control measures to any sub-contractors that he may employ on the contract.

Checklist Number	Checklist Title	Page
	General Pre-Selection Checklist for Contractors	7 - 8
1	Abrasive Blasting & Painting Contractors	9 - 10
2	Blast Hole Drilling Contractors	11 - 12
3	Blasting Contractors	13 - 14
4	Building & Roofing Contractors	15 - 16
5	Cranes / Lifting Contractors	17 - 18
6	Crushing & Screening Contractors	19 - 20
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8	Excavation & Site Works Contractors	23 - 24
9	In-Quarry Tip Truck Contractors	25 - 26
10	Maintenance & Welding Contractors	27 - 28
11	Plant Construction & Machinery Installation Contractors	29 - 30
12	Plumbing Contractors	31 - 32
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## 1. Contractor Details

Company / Business name: \_\_\_\_\_

ABN (Australian Business Number): \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Brief description of contract: \_\_\_\_\_

Period of contract: \_\_\_\_\_ Time - from: \_\_\_\_\_ to: \_\_\_\_\_

## 2. Fields of Expertise

Examples of previous relevant experience: \_\_\_\_\_

## 3. Licence Requirements

- |                          |                          |                                   |                          |                                |                          |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------------|--------------------------|
| Building Work Contractor | <input type="checkbox"/> | Crane & Hoist Operator            | <input type="checkbox"/> | Rigging                        | <input type="checkbox"/> |
| Electrical Contractor    | <input type="checkbox"/> | Forklift Truck Operation          | <input type="checkbox"/> | Pressure Equipment Operation   | <input type="checkbox"/> |
| Electrical Worker        | <input type="checkbox"/> | Load Shifting Cert. of Competence | <input type="checkbox"/> | Asbestos Removal Work          | <input type="checkbox"/> |
| Plumbing Contractor      | <input type="checkbox"/> | Appropriate Drivers Licence       | <input type="checkbox"/> | Blasters licence               | <input type="checkbox"/> |
| Plumbing Worker          | <input type="checkbox"/> | Scaffolding (Appropriate Class)   | <input type="checkbox"/> | Explosives transport & storage | <input type="checkbox"/> |
| Gas Fitting Contractor   | <input type="checkbox"/> | Dogging                           | <input type="checkbox"/> | EPA License                    | <input type="checkbox"/> |
| Gas Fitting Worker       | <input type="checkbox"/> |                                   |                          |                                |                          |

## 4. Insurance Requirements

Workers Compensation and/or Personal Accident Insurance  WorkCover Reg. No or Policy No: \_\_\_\_\_

Public and/or Product Liability Insurance  Policy No : \_\_\_\_\_

Professional Indemnity Insurance  Policy No : \_\_\_\_\_

Vehicle, plant & equipment insurance  Policy No : \_\_\_\_\_

## 5. Contractor OHS Management

Select as appropriate to the task and the proposed contractor.

- |  |                          |                                     |                          |
|--|--------------------------|-------------------------------------|--------------------------|
| OHS Policy   | <input type="checkbox"/> | Duties and Responsibilities defined | <input type="checkbox"/> |
| Procedures for Hazard Identification, Assessment & Control | <input type="checkbox"/> | Safety & Induction Training         | <input type="checkbox"/> |
| Emergency Procedures                                       | <input type="checkbox"/> | Task specific safe work procedures  | <input type="checkbox"/> |

## See over for direction to the task and contractor specific checklist for this contract

Certification we, the undersigned, certify that all items indicated above have been checked and are correct.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

P.T.O.



## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from specific tasks not usually a part of Quarrying.

## WHEN to use the Checklists:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

### STEP 1

- Quarry Manager conducts an assessment of the proposed Contractors using the **General Pre-Selection Checklist for Contractors**.
  - Be sure to fully describe the extent and details of the contract in Section 1.
  - If possible, contact prior clients of the Contractor to confirm their expertise in Section 2.
  - Ensure that you view original documents as required in Sections 3 and 4.
  - Be prepared to review, discuss and validate all documents offered for Section 5.
- If unsure of any terminology used in these checklists, please refer to the **Glossary of Terms**.

### STEP 2

- Having short-listed suitable Contractors, refer to the task specific Checklists listed below to conduct a more detailed assessment in relation to the work to be done.

Checklist Number	Checklist Title
1	Abrasive Blasting & Painting Contractors
2	Blast Hole Drilling Contractors
3	Blasting Contractors
4	Building & Roofing Contractors
5	Cranes / Lifting Contractors
6	Crushing & Screening Contractors
7	Electrical Contractors
8	Excavation & Site Works Contractors
9	In-Quarry Tip Truck Contractors
10	Maintenance & Welding Contractors
11	Plant Construction & Machinery Installation Contractors
12	Plumbing Contractors
13	Road Cartage Contractors
14	Tyre Fitting Contractors

- This assessment can be used as a part of the final selection process.
- Each Checklist is also a preliminary guide for the conduct of the contract work.

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Abrasive blasting equipment	Nozzle must have automatic shutoff	<input type="checkbox"/>	<input type="checkbox"/>
	Hose whip restraints fitted	<input type="checkbox"/>	<input type="checkbox"/>
	Static electricity earthed	<input type="checkbox"/>	<input type="checkbox"/>
Abrasive materials	No siliceous or toxic dust exposures	<input type="checkbox"/>	<input type="checkbox"/>
	Containment of dusts and overblast	<input type="checkbox"/>	<input type="checkbox"/>
	Cleanup required after completion	<input type="checkbox"/>	<input type="checkbox"/>
	Washing / showering facilities required	<input type="checkbox"/>	<input type="checkbox"/>
Surface coatings (paints)	Secure temporary flammable liquid storage	<input type="checkbox"/>	<input type="checkbox"/>
	Prevention and containment of spills	<input type="checkbox"/>	<input type="checkbox"/>
	Hazardous substances risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
	Containment of spray paint over-spray	<input type="checkbox"/>	<input type="checkbox"/>
	Mechanical ventilation in enclosed areas	<input type="checkbox"/>	<input type="checkbox"/>
	Spray booth used for movable items	<input type="checkbox"/>	<input type="checkbox"/>
Solvents & thinners	Secure temporary flammable liquid storage	<input type="checkbox"/>	<input type="checkbox"/>
Fire & explosion	No ignition sources near spray painting	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate fire fighting equipment close by	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights	Elev. work platforms/scaffolding/ladders secured	<input type="checkbox"/>	<input type="checkbox"/>
	Safety harness and lanyard	<input type="checkbox"/>	<input type="checkbox"/>
Un authorised access	Restrict access to abrasive blasting/spray painters	<input type="checkbox"/>	<input type="checkbox"/>
Lack of co-ordination	Quarry Manager or delegate to supervise	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag

Site induction

Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear

Ear protection

Respiratory protection

Abrasive blast suit

Eye protection

Hard hat

Airline respirator/ hood

Disposable overalls

High visibility clothing

Other: \_\_\_\_\_

## Permits Required for the Contracted work

Hot Work Permit

Confined Space Work Permit

Isolation/Lockout Work Permit

Excavation Work Permit

Temporary Opening Work Permit

P.T.O.

Refer to QuarrySAfe Work Permits

## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

Please refer to the *Glossary of Terms* for explanations of any unfamiliar terms on this form.

### STEP 1

- Having completed the **General Pre-Selection Checklist for Contractors:**
  - Discuss with the Contractor proposed work methods, precautions and equipment to be used and note these on this Checklist.
  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

- Having chosen a suitable Contractor:
  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

I have personally checked and verified all items detailed on the reverse side of this form.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Blast Hole Drilling Contractors Checklist

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Drill Rig	Correct equipment for the task	<input type="checkbox"/>	<input type="checkbox"/>
	Controls labelled & serviceable	<input type="checkbox"/>	<input type="checkbox"/>
	Air / hydraulic hoses undamaged	<input type="checkbox"/>	<input type="checkbox"/>
	Safety pins / chains on airline couplings	<input type="checkbox"/>	<input type="checkbox"/>
	No oil or air leaks	<input type="checkbox"/>	<input type="checkbox"/>
	Drill rods and couplings serviceable	<input type="checkbox"/>	<input type="checkbox"/>
	Cabin access -steps and handholds	<input type="checkbox"/>	<input type="checkbox"/>
Uneven/unstable ground	Site preparation before work commences	<input type="checkbox"/>	<input type="checkbox"/>
Drill bit sharpening	Grinding stone serviceable / guards in place	<input type="checkbox"/>	<input type="checkbox"/>
Blast design	Burden and spacing to optimise fragmentation	<input type="checkbox"/>	<input type="checkbox"/>
	Ground vibration/airblast - design and monitoring	<input type="checkbox"/>	<input type="checkbox"/>
Airborne Dust	Dust collector fitted, serviceable & used	<input type="checkbox"/>	<input type="checkbox"/>
	Sealed, air-conditioned operator cabin	<input type="checkbox"/>	<input type="checkbox"/>
Noise	Sealed, noise attenuated operator cabin	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling	Mechanical handling of drill rods	<input type="checkbox"/>	<input type="checkbox"/>
	Drill rod racking	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights	Marking / protection of bench edges	<input type="checkbox"/>	<input type="checkbox"/>
	Harness and lanyard for climbing mast	<input type="checkbox"/>	<input type="checkbox"/>
Working alone	Means of communication	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection   
 Eye protection  Respiratory protection  High visibility clothing   
 Other: \_\_\_\_\_

## Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit   
 Refer to QuarrySAfe Work Permits P.T.O.

## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

Please refer to the *Glossary of Terms* for explanations of any unfamiliar terms on this form.

### STEP 1

- Having completed the **General Pre-Selection Checklist for Contractors:**
  - Discuss with the Contractor proposed work methods, precautions and equipment to be used and note these on this Checklist.
  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

- Having chosen a suitable Contractor:
  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

I have personally checked and verified all items detailed on the reverse side of this form.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Explosives	In serviceable condition	<input type="checkbox"/>	<input type="checkbox"/>
	Transported and stored correctly	<input type="checkbox"/>	<input type="checkbox"/>
Blast design	Burden and spacing to optimise fragmentation	<input type="checkbox"/>	<input type="checkbox"/>
	Ground vibration/air-blast -design and monitoring	<input type="checkbox"/>	<input type="checkbox"/>
Charging holes	Holes checked for water/obstruction	<input type="checkbox"/>	<input type="checkbox"/>
	Holes checked for extreme deviation	<input type="checkbox"/>	<input type="checkbox"/>
	No metal materials or tamping	<input type="checkbox"/>	<input type="checkbox"/>
Flyrock	Clear benches and floors of loose rock	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate burden and stemming	<input type="checkbox"/>	<input type="checkbox"/>
Static electricity	Earthing of bulk loaders	<input type="checkbox"/>	<input type="checkbox"/>
	Suspend operations if necessary	<input type="checkbox"/>	<input type="checkbox"/>
Wiring circuits - electric - non electric	Correct connectors/ test before firing	<input type="checkbox"/>	<input type="checkbox"/>
	Correct connectors / inspect before firing	<input type="checkbox"/>	<input type="checkbox"/>
Electrical storms - lightning	Make safe - clear area	<input type="checkbox"/>	<input type="checkbox"/>
Unauthorised access	Restrict access / signs / barricades	<input type="checkbox"/>	<input type="checkbox"/>
	Warning siren	<input type="checkbox"/>	<input type="checkbox"/>
Fumes / Gases	Restrict access until cleared	<input type="checkbox"/>	<input type="checkbox"/>
Misfire / partial detonation	Inspect and make safe before resuming work	<input type="checkbox"/>	<input type="checkbox"/>
Ground vibration / airblast	Appropriate shot design / monitoring	<input type="checkbox"/>	<input type="checkbox"/>
Lack of co-ordination	Quarry manager or delegate to supervise	<input type="checkbox"/>	<input type="checkbox"/>
	Direct communication with Quarry manager	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  High visibility clothing   
 Eye protection  Respiratory protection  Other: \_\_\_\_\_  
 Shot-firers shelter  Ear protection

## Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit

Refer to QuarrySAFE Work Permits

P.T.O.

## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

Please refer to the *Glossary of Terms* for explanations of any unfamiliar terms on this form.

### STEP 1

- Having completed the **General Pre-Selection Checklist for Contractors:**
  - Discuss with the Contractor proposed work methods, precautions and equipment to be used and note these on this Checklist.
  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

- Having chosen a suitable Contractor:
  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

I have personally checked and verified all items detailed on the reverse side of this form.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Building & Roofing Contractors Checklist

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Excavation	Excavation work permit	<input type="checkbox"/>	<input type="checkbox"/>
Cranes & lifting	Ref. Cranes & Lifting Contractors Checklist No 5	<input type="checkbox"/>	<input type="checkbox"/>
Contractors tools & equipment	Appropriate, clean & serviceable	<input type="checkbox"/>	<input type="checkbox"/>
	Extension leads tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Powered portable tools tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Residual current devices used	<input type="checkbox"/>	<input type="checkbox"/>
	Protected temporary power supplies	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous substances	Inventory, risk assessment & control	<input type="checkbox"/>	<input type="checkbox"/>
	MSDS available	<input type="checkbox"/>	<input type="checkbox"/>
Manual & mechanical handling	All manual handling tasks assessed	<input type="checkbox"/>	<input type="checkbox"/>
	Mechanical handling equipment available	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights	Temporary railings	<input type="checkbox"/>	<input type="checkbox"/>
	Elevating work platform / secured ladders	<input type="checkbox"/>	<input type="checkbox"/>
	Safety harness & lanyard	<input type="checkbox"/>	<input type="checkbox"/>
Fragile roofing materials	Aust. Standard steel mesh installed	<input type="checkbox"/>	<input type="checkbox"/>
Falls of materials	Temporary barricades and protective awnings	<input type="checkbox"/>	<input type="checkbox"/>
	Restricted access to building area	<input type="checkbox"/>	<input type="checkbox"/>
Lack of co-ordination	Quarry Manager or delegate to supervise	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection   
 Eye protection  Respiratory protection  High visibility clothing

Other: \_\_\_\_\_

## Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit

Refer to QuarrySAfe Work Permits

P.T.O.



## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

Please refer to the *Glossary of Terms* for explanations of any unfamiliar terms on this form.

### STEP 1

- Having completed the **General Pre-Selection Checklist for Contractors:**
  - Discuss with the Contractor proposed work methods, precautions and equipment to be used and note these on this Checklist.
  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

- Having chosen a suitable Contractor:
  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

I have personally checked and verified all items detailed on the reverse side of this form.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please see over for instructions and sign off

### Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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### Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Crane & equipment	Suitable type & capacity for required task	<input type="checkbox"/>	<input type="checkbox"/>
	Review Daily Crane Operator Checklist	<input type="checkbox"/>	<input type="checkbox"/>
	Condition and cleanliness	<input type="checkbox"/>	<input type="checkbox"/>
	Capacity, condition, storage, tagging of slings, chains, hooks and shackles etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Stable operating surface & levelling blocks	<input type="checkbox"/>	<input type="checkbox"/>
Crane operations	Control & slinging by certificated Rigger/Dogman	<input type="checkbox"/>	<input type="checkbox"/>
	Restricted access to working area	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Riding load or hook is prohibited</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Loads never lifted or suspended over workers</b>	<input type="checkbox"/>	<input type="checkbox"/>
Electrocution	<b>Overhead power lines shielded or shut down</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Vulnerable power lines protected	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights	Provision of fixed access	<input type="checkbox"/>	<input type="checkbox"/>
	Elevating work platform	<input type="checkbox"/>	<input type="checkbox"/>
	Safety harness and lanyard	<input type="checkbox"/>	<input type="checkbox"/>
	Ladders must be secured	<input type="checkbox"/>	<input type="checkbox"/>

### Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

### Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection   
 Eye protection  Respiratory protection  High visibility clothing

Other: \_\_\_\_\_

### Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit

Refer to QuarrySAfe Work Permits

P.T.O.

## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

Please refer to the *Glossary of Terms* for explanations of any unfamiliar terms on this form.

### STEP 1

- Having completed the **General Pre-Selection Checklist for Contractors:**
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  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

- Having chosen a suitable Contractor:
  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

I have personally checked and verified all items detailed on the reverse side of this form.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Crushing & Screening Contractors Checklist

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Crushing & Screening Plant	General condition & maintenance	<input type="checkbox"/>	<input type="checkbox"/>
	Operator protection (noise, dust & weather)	<input type="checkbox"/>	<input type="checkbox"/>
	Controls labelled and functional	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency stops to all plant components	<input type="checkbox"/>	<input type="checkbox"/>
	Guarding of all moving parts	<input type="checkbox"/>	<input type="checkbox"/>
	Power supplies protected and sign-posted	<input type="checkbox"/>	<input type="checkbox"/>
	Plant dust suppression adequate	<input type="checkbox"/>	<input type="checkbox"/>
	Fixed access to plant requiring servicing	<input type="checkbox"/>	<input type="checkbox"/>
	Safe working procedures documented	<input type="checkbox"/>	<input type="checkbox"/>
	Protected from vehicle impact	<input type="checkbox"/>	<input type="checkbox"/>
Earthmoving Plant	Suitable type & capacity for required tasks	<input type="checkbox"/>	<input type="checkbox"/>
	General condition & maintenance	<input type="checkbox"/>	<input type="checkbox"/>
	Free of hydraulic leaks	<input type="checkbox"/>	<input type="checkbox"/>
	Review Daily Plant Operator checklist	<input type="checkbox"/>	<input type="checkbox"/>
	Operator protection (dust, noise & weather) rops	<input type="checkbox"/>	<input type="checkbox"/>
	Seat belts fitted and worn	<input type="checkbox"/>	<input type="checkbox"/>
	Ground engaging wear parts serviceable	<input type="checkbox"/>	<input type="checkbox"/>
Fuel supplies	Temporary storage tanks protected from vehicles and banded to contain spills	<input type="checkbox"/>	<input type="checkbox"/>
	No ignition sources / extinguishers provided	<input type="checkbox"/>	<input type="checkbox"/>
Lack of co-ordination	Quarry Manager or delegate to supervise	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection   
 Eye protection  Respiratory protection  High visibility clothing   
 Other: \_\_\_\_\_

## Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit

Refer to QuarrySAFE Work Permits

P.T.O.

## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

Please refer to the *Glossary of Terms* for explanations of any unfamiliar terms on this form.

### STEP 1

- Having completed the **General Pre-Selection Checklist for Contractors:**
  - Discuss with the Contractor proposed work methods, precautions and equipment to be used and note these on this Checklist.
  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

- Having chosen a suitable Contractor:
  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

I have personally checked and verified all items detailed on the reverse side of this form.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Electrocution	Isolation of circuits (test before touch)	<input type="checkbox"/>	<input type="checkbox"/>
	Extension leads tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Portable power tools tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Residual current devices used	<input type="checkbox"/>	<input type="checkbox"/>
	Non-conductive ladders (industrial quality)	<input type="checkbox"/>	<input type="checkbox"/>
	Temporary power supplies	<input type="checkbox"/>	<input type="checkbox"/>
Buried services	Excavation Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
Entrapment in moving machinery	Isolation and lock-out	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights	Provision of fixed access	<input type="checkbox"/>	<input type="checkbox"/>
	Elevating work platform	<input type="checkbox"/>	<input type="checkbox"/>
	Scaffolding	<input type="checkbox"/>	<input type="checkbox"/>
	Safety harness & lanyard	<input type="checkbox"/>	<input type="checkbox"/>
Fire	Isolation of circuits	<input type="checkbox"/>	<input type="checkbox"/>
	Hot Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate fire fighting equipment to hand	<input type="checkbox"/>	<input type="checkbox"/>
Working alone	Means of communication	<input type="checkbox"/>	<input type="checkbox"/>
Non-complying installations	Calibrated testing equipment	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate of Compliance	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection   
 Eye protection  Respiratory protection  High visibility clothing

Other: \_\_\_\_\_

## Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit

Refer to QuarrySAfe Work Permits

P.T.O.

## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

Please refer to the *Glossary of Terms* for explanations of any unfamiliar terms on this form.

### STEP 1

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  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

- Having chosen a suitable Contractor:
  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

I have personally checked and verified all items detailed on the reverse side of this form.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Excavation & Site Works Contractors Checklist

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Excavation plant	Review Daily Operator Checklist	<input type="checkbox"/>	<input type="checkbox"/>
	Correct for the task	<input type="checkbox"/>	<input type="checkbox"/>
	ROPS / FOPS protection fitted	<input type="checkbox"/>	<input type="checkbox"/>
	Seat belts fitted and worn	<input type="checkbox"/>	<input type="checkbox"/>
	Visual check of mechanical condition / cleanliness	<input type="checkbox"/>	<input type="checkbox"/>
	Hydraulic leaks	<input type="checkbox"/>	<input type="checkbox"/>
	Ground engaging wear parts serviceable	<input type="checkbox"/>	<input type="checkbox"/>
	Lifting points properly engineered & sound	<input type="checkbox"/>	<input type="checkbox"/>
Other plant (Rollers, compactors etc.)	Correct for the task	<input type="checkbox"/>	<input type="checkbox"/>
	Condition & cleanliness	<input type="checkbox"/>	<input type="checkbox"/>
Buried services	All services located and marked	<input type="checkbox"/>	<input type="checkbox"/>
	Excavation Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
Unstable /Uneven ground	Site preparation before work	<input type="checkbox"/>	<input type="checkbox"/>
Collapse of earth walls	Depth > 1.5m - shoring required	<input type="checkbox"/>	<input type="checkbox"/>
	Excavation Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
Falls into excavations	Restricted access to work area	<input type="checkbox"/>	<input type="checkbox"/>
	Excavation Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated soils	EPA approved disposal	<input type="checkbox"/>	<input type="checkbox"/>
Working alone	Means of communication	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection   
 Eye protection  Respiratory protection  High visibility clothing

Other: \_\_\_\_\_

## Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit

Refer to QuarrySAfe Work Permits

P.T.O.



## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

Please refer to the *Glossary of Terms* for explanations of any unfamiliar terms on this form.

### STEP 1

- Having completed the **General Pre-Selection Checklist for Contractors:**
  - Discuss with the Contractor proposed work methods, precautions and equipment to be used and note these on this Checklist.
  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

- Having chosen a suitable Contractor:
  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

I have personally checked and verified all items detailed on the reverse side of this form.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# In-Quarry Tip Truck Contractors Checklist

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Trucks	Review Daily Driver Checklist / vehicle logbook	<input type="checkbox"/>	<input type="checkbox"/>
	Suitable type & capacity for required tasks	<input type="checkbox"/>	<input type="checkbox"/>
	General condition & maintenance	<input type="checkbox"/>	<input type="checkbox"/>
	Free of hydraulic leaks	<input type="checkbox"/>	<input type="checkbox"/>
	Functional reversing beepers /lights	<input type="checkbox"/>	<input type="checkbox"/>
	No overloading	<input type="checkbox"/>	<input type="checkbox"/>
	Driver protection (noise, dust & weather)	<input type="checkbox"/>	<input type="checkbox"/>
	ROPS / FOPS fitted based on risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts fitted and used	<input type="checkbox"/>	<input type="checkbox"/>	
Stockpile dumping	Strict supervision of safe dumping procedures	<input type="checkbox"/>	<input type="checkbox"/>
Traffic control	Observance of prohibited areas & speed limits	<input type="checkbox"/>	<input type="checkbox"/>
Fuel supplies	Temporary storage tanks protected from vehicles and bunded to contain spills	<input type="checkbox"/>	<input type="checkbox"/>
	No ignition sources / extinguishers provided	<input type="checkbox"/>	<input type="checkbox"/>
Airborne dust	Sealed, air-conditioned operator cabin	<input type="checkbox"/>	<input type="checkbox"/>
Working alone	Means of communication	<input type="checkbox"/>	<input type="checkbox"/>
Lack of co-ordination	Quarry Manager or delegate to supervise	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection   
 Eye protection  Respiratory protection  High visibility clothing

Other: \_\_\_\_\_

## Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit

Refer to QuarrySAfe Work Permits

P.T.O.

## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

## HOW to use the Checklists:

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### STEP 1

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  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

- Having chosen a suitable Contractor:
  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

I have personally checked and verified all items detailed on the reverse side of this form.

Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Maintenance & Welding Contractors Checklist

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Entrapment in moving machinery	Machinery Isolation and Lockout Permit	<input type="checkbox"/>	<input type="checkbox"/>
	Guard removal / replacement	<input type="checkbox"/>	<input type="checkbox"/>
Contractors tools and equipment	Appropriate, clean & serviceable	<input type="checkbox"/>	<input type="checkbox"/>
	Extension leads tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Powered portable tools tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Residual current devices used	<input type="checkbox"/>	<input type="checkbox"/>
Welding / cutting	Identification of fire hazards	<input type="checkbox"/>	<input type="checkbox"/>
	Screening for welding flash prevention	<input type="checkbox"/>	<input type="checkbox"/>
Welding fumes	Local or general ventilation	<input type="checkbox"/>	<input type="checkbox"/>
Fire	Hot Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate fire fighting equipment to hand	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous substances	Risk assessment and control	<input type="checkbox"/>	<input type="checkbox"/>
Confined spaces	Confined Space Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
Manual & mechanical handling	All manual handling tasks assessed	<input type="checkbox"/>	<input type="checkbox"/>
	Mechanical handling equipment available	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights	Provision of fixed access / secured ladders	<input type="checkbox"/>	<input type="checkbox"/>
	Elevating work platform	<input type="checkbox"/>	<input type="checkbox"/>
	Safety harness and lanyard	<input type="checkbox"/>	<input type="checkbox"/>
Working alone	Means of communication	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection  Apron   
 Eye protection  Respiratory protection  High visibility clothing  Welding shield   
 Other: \_\_\_\_\_

## Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit

Refer to QuarrySAFE Work Permits

P.T.O.

## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

- When you have a requirement to engage a Contractor. (Can also be used as guidance when your own employees are required to carry out some of these tasks).
- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

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  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

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  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

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## Certification

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Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Plant Construction & Machinery Installation Contractors Checklist

Please see over for instructions and sign off

## Proposed work methods

Description:

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Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Notifiable tasks	DAIS notifications for excavation/demolition	<input type="checkbox"/>	<input type="checkbox"/>
Excavation	Excavation work permit	<input type="checkbox"/>	<input type="checkbox"/>
Cranes and lifting	Ref. Cranes & Lifting Contractors Checklist No 5	<input type="checkbox"/>	<input type="checkbox"/>
Contractors tools and equipment	Appropriate, clean & serviceable	<input type="checkbox"/>	<input type="checkbox"/>
	Extension leads tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Powered portable tools tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Residual current devices used	<input type="checkbox"/>	<input type="checkbox"/>
Welding / cutting	Identification of fire hazards	<input type="checkbox"/>	<input type="checkbox"/>
	Screening for welding flash prevention	<input type="checkbox"/>	<input type="checkbox"/>
Welding fumes	Local or general ventilation	<input type="checkbox"/>	<input type="checkbox"/>
Fire	Hot Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate fire fighting equipment to hand	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous substances	Risk assessment and control	<input type="checkbox"/>	<input type="checkbox"/>
Confined spaces	Confined Space Work Permit		
Manual & mechanical handling	All manual handling tasks assessed	<input type="checkbox"/>	<input type="checkbox"/>
	Mechanical handling equipment available	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights	Fixed access or elevating work platform	<input type="checkbox"/>	<input type="checkbox"/>
	Safety harness and lanyard	<input type="checkbox"/>	<input type="checkbox"/>
Lack of co-ordination	Quarry manager or delegate to supervise	<input type="checkbox"/>	<input type="checkbox"/>
Unauthorised access	Restrict access to construction site	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

Visitors register / name tag  Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection  Apron   
 Eye protection  Respiratory protection  High visibility clothing  Welding shield

Other: \_\_\_\_\_

## Permits Required for the Contracted work

Hot Work Permit  Confined Space Work Permit  Isolation/Lockout Work Permit   
 Excavation Work Permit  Temporary Opening Work Permit

Refer to QuarrySAFE Work Permits

P.T.O.

## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

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- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

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  - Review proposed procedures and equipment by inspecting and verifying suggested control measures for the identified hazards.
  - All sections of the checklist must be completed to ensure that no aspect is overlooked.

### STEP 2

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  - Ensure that all Contractor employees are registered for site work, given site OHS induction and all information necessary for working on the site.
  - Ensure that all Contractor employees are in possession of Personal Protective Equipment that is required to be worn on the site, and for the specific hazards of their contract work.
- Ensure that Work Permits which may be required for specified hazardous work are enacted. Refer to the QuarrySAfe Work Permit system.

### STEP 3

- The Quarry Manager or his delegated representative should signify the completion of this process by signing off in the area below.
- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

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Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge and agree with all items detailed on the reverse of this form. I agree to ensure that all employees and sub-contractors engaged in this work will fully comply with the control measures indicated.

Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Plumbing & Gas-Fitting Contractors Checklist

*Please see over for instructions and sign off*

## Proposed work methods

Description:

Proposed precautions: (Job Safety Analysis (JSA) preferred)

Equipment to be used:

## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Electrocution	Extension leads tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Portable power tools tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>
	Residual current devices used	<input type="checkbox"/>	<input type="checkbox"/>
Buried services	Excavation Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
Collapse of trenching	Excavation Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
Leaks of gas, water, compressed air	Isolation of services ( & gas detection)	<input type="checkbox"/>	<input type="checkbox"/>
Entrapment in moving machinery	Isolation and lock-out	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights	Provision of fixed access	<input type="checkbox"/>	<input type="checkbox"/>
	Elevating work platform/ ladders secured	<input type="checkbox"/>	<input type="checkbox"/>
	Safety harness & lanyard	<input type="checkbox"/>	<input type="checkbox"/>
Fire & explosion	Hot Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate fire fighting equipment to hand	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos and SMFs	Wetting down and containment	<input type="checkbox"/>	<input type="checkbox"/>
	Personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>
Working alone	Means of communication	<input type="checkbox"/>	<input type="checkbox"/>
Non-complying installations	Inspection & testing	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate of Compliance	<input type="checkbox"/>	<input type="checkbox"/>

## Site Registration (applies to all contractor personnel and others visiting site on their behalf)

- Visitors register / name tag       Site induction   
 Site Map issued (showing emergency assembly areas and fire equipment)

## Personal Protective Equipment (Complying with Australian Standards)

- Safety Footwear       Hard hat       Ear protection   
 Eye protection       Respiratory protection       High visibility clothing   
 Other: \_\_\_\_\_

## Permits Required for the Contracted work

- Hot Work Permit       Confined Space Work Permit       Isolation/Lockout Work Permit   
 Excavation Work Permit       Temporary Opening Work Permit

*Refer to QuarrySAFE Work Permits*

P.T.O.



## WHY use the Checklists?

- To assist in the selection of a reliable, competent contractor who will meet all legal requirements in relation to Occupational Health & Safety.
- To provide specific guidance for Quarry Managers relating to the identification and control of hazards arising from work not usually a part of the Quarrying process.

## WHEN to use this Checklist:

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- As a part of Steps 3 & 4 of "OHS - Making Contracts Work" or as a stand alone in the case of very simple contract tasks.

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- The Contractor should indicate that all aspects of the work are understood and accepted by signing off in the area below.
- Contractor must report to the Quarry manager any unforeseen hazards encountered during the work.

## Certification

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Quarry Manager Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Please see over for instructions and sign off*

## Proposed work methods

Description:

Proposed precautions: (Job Safety Analysis (JSA) preferred)

Equipment to be used:

## Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Trucks	Review Daily Driver Checklist / vehicle logbook	<input type="checkbox"/>	<input type="checkbox"/>
	Suitable type & capacity for required tasks	<input type="checkbox"/>	<input type="checkbox"/>
	General condition & maintenance	<input type="checkbox"/>	<input type="checkbox"/>
	Free of hydraulic leaks	<input type="checkbox"/>	<input type="checkbox"/>
	Functional reversing beepers /lights	<input type="checkbox"/>	<input type="checkbox"/>
	Provision for covering loads	<input type="checkbox"/>	<input type="checkbox"/>
	Safe access to load area	<input type="checkbox"/>	<input type="checkbox"/>
	Compliance with highway load limits	<input type="checkbox"/>	<input type="checkbox"/>
	Driver protection (noise, dust & weather)	<input type="checkbox"/>	<input type="checkbox"/>
	Seat belts fitted and used	<input type="checkbox"/>	<input type="checkbox"/>
Traffic control	Observance of prohibited areas & speed limits	<input type="checkbox"/>	<input type="checkbox"/>
Fuel supplies	Temporary storage tanks protected from vehicles and bunded to contain spills	<input type="checkbox"/>	<input type="checkbox"/>
	No ignition sources / extinguishers provided	<input type="checkbox"/>	<input type="checkbox"/>
Working alone	Means of communication		
Lack of co-ordination	Quarry Manager or delegate to supervise	<input type="checkbox"/>	<input type="checkbox"/>

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## Personal Protective Equipment (Complying with Australian Standards)

Safety Footwear  Hard hat  Ear protection   
 Eye protection  Respiratory protection  High visibility clothing   
 Other: \_\_\_\_\_

## Permits Required for the Contracted work

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Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Please see over for instructions and sign off*

### Proposed work methods

Description:

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---

Proposed precautions: (Job Safety Analysis (JSA) preferred)

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Equipment to be used:

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### Review of proposed procedures & equipment

Hazard	Control Measure	Checked	N/A
Jacks and stands	Wheel chocks	<input type="checkbox"/>	<input type="checkbox"/>
	Sound base blocks on firm, level ground	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate capacity jack	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate capacity stands	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling	Bars and levers	<input type="checkbox"/>	<input type="checkbox"/>
	Manually operated cradles/trolleys (truck tyres)	<input type="checkbox"/>	<input type="checkbox"/>
	Tyre grab and crane for larger EM tyres	<input type="checkbox"/>	<input type="checkbox"/>
Explosive failure during de-mounting	Deflate and remove valve core before demounting divided or similar wheels (both where dual)	<input type="checkbox"/>	<input type="checkbox"/>
Bead breaking	Hydraulic bead breaker	<input type="checkbox"/>	<input type="checkbox"/>
	Slide hammer	<input type="checkbox"/>	<input type="checkbox"/>
Explosive failure during inflation	Inspection/testing & cleaning of components of multi-piece rims for condition and correct fit.	<input type="checkbox"/>	<input type="checkbox"/>
	Proper seating of multi-piece rims	<input type="checkbox"/>	<input type="checkbox"/>
	Use of inflation cage or other restraint	<input type="checkbox"/>	<input type="checkbox"/>
	Use of remote inflation gauge or auto shut-off	<input type="checkbox"/>	<input type="checkbox"/>
Tightening/loosening wheel nuts	Correct size socket wrench	<input type="checkbox"/>	<input type="checkbox"/>
	Correct length bar/ torque wrench/ torque multiplier	<input type="checkbox"/>	<input type="checkbox"/>
Glue & buffing solution (liquid & vapour)	Gloves, ventilation, no smoking	<input type="checkbox"/>	<input type="checkbox"/>
Compressed air	Never direct towards eyes or skin	<input type="checkbox"/>	<input type="checkbox"/>
Noise	Ear muffs/plugs during noisy tasks	<input type="checkbox"/>	<input type="checkbox"/>
Tyre fire	Isolate vehicle, beware explosions, fog and foam	<input type="checkbox"/>	<input type="checkbox"/>
Working alone	Means of communication	<input type="checkbox"/>	<input type="checkbox"/>

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Contractor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Glossary of Terms

**Airborne dust-** Fine dust produced by drilling, handling, crushing and transport of quarry materials can remain in the air for long periods of time, presenting potential health hazards for people working in the area.

**Appropriate Driver's Licence-** The drivers of all vehicles and mobile plant should be licensed to drive that particular vehicle. It is good practice to insist on this requirement on mining leases and similar properties, which are not normally considered to be public roads, as insurers may decline liability in some cases.

**Appropriate, clean & serviceable tools and equipment-** In considering the appropriateness of tools and equipment, it may be necessary to consider carefully the risks of not using the correct items. Clean and serviceable means free of accumulated oils, greases, dirt etc and not showing signs of damage.

**Asbestos Removal Work-** Asbestos removal work means the removal of any material comprising asbestos or containing amounts of asbestos. It can only be undertaken by licensed asbestos removal contractors.

**Blasters licence-** means a license authorising the conduct of a blasting operation.

**Building work Contractor-** All individuals or companies engaged in building work are required to be licensed.

**Bundling-** is the installation of an impermeable floor and walls under and around liquid storage tanks to prevent spilled materials from escaping into the environment and to contain any fire.

**Certificates of compliance-** are required to be provided by licensed contractors for all electrical, plumbing & gas-fitting work. These are your evidence that work of this kind has been completed in accordance with the required standards.

**Condition & cleanliness-** means undamaged and free of build-ups of oils, greases and dirt etc.

**Confined space-** means an enclosed or partially enclosed space which is not a usual workplace. It may have restricted means of entry and exit, atmospheric contaminants or oxygen deficiency, or may be subject to engulfment by the entry of solid or liquid materials. In the quarry context, this may include bins, silos, feed hoppers, chutes, reclaim tunnels etc.

**Compressed air-** in high velocity directed streams, presents significant risk of eye injury either directly or through flying particles, and of penetrating the skin causing air entry into the bloodstream and possible death. Operators must ensure that they never direct compressed air stream at any part of their body or in the direction of any other person.

In the context of tyre fitting, compressed air represents a very powerful reservoir of stored energy which has the potential to cause serious injury or death if correct work methods are not employed.

**Crane & Hoist Operators-** must possess a Certificate of Competency for the operation of the specific crane or hoist.

**Dogging-** People undertaking the direction of crane operations and the lifting of loads must possess a Certificate of Competency for this purpose.

**Electrical Contractor-** All individuals or companies involved in electrical contracting are required to be licensed.

**Electrical Worker-** All individuals performing electrical work are required to be licensed.

**Electrical, isolation of circuits-** means the positive interruption of electrical energy through the use of lockable full current isolating switches. In all cases, the circuit must be tested before any work is performed on any part of the wiring or attached electrical plant.

**Elevating work platforms-** means a telescoping, articulating or scissor device used to move people, equipment or materials to and from an elevated work location.

**Explosives in serviceable condition-** means that explosives are within their designated expiry date and that there are no visible signs of damage or deterioration.

**Explosives transported and stored correctly-** means that the appropriate licenses and permits are held and that all requirements of those licenses and permits as well as the relevant Regulations are met.

**FOPS-** are protective structures that should be fitted over the operators cabin on mobile plant to ensure that the operator is safe from falling objects.

**Forklift Truck Operation-** All employees operating forklift trucks are required to possess a Certificate of Competency.

**Fragile roofing-** means any roofing materials which will not support a person walking on them. They include roofs constructed of corrugated fibro-cement sheeting (asbestos) and skylights made of fibreglass or similar materials.

**Gas-fitting Worker-** All individuals performing gas-fitting work are required to be licensed.

**Gas-fitting Contractor-** All individuals or companies involved in gas-fitting contracting are required to be licensed.

**Hazardous substance-** means any substance which has the potential to cause injury due to short-term exposure, and/or illness due to any exposure, regardless of duration.

**Isolation and Lockout-** means the disconnection of energy supplies to the plant to be worked on. This will include physically locking switches and valves in the “off” position and securing of danger tags on them to ensure that other people are aware that power must not be reconnected. In the case of many crushing plants with interlocked circuits, a comprehensive plan of isolation must be communicated to employees and contractors. Refer to QuarrySAfe Work Permits

**Job Safety Analysis (JSA)-** is a systematic method of looking at each segment of a task and the equipment used, to identify all potential hazards and to develop control measures to ensure that the safest possible work methods are employed. Refer to the QuarrySAfe OH&S Resource Manual, OHSP 5.3, Job Safety Analysis.

**Lack of coordination-** Many contractor projects on a quarry site will involve contractors performing work in and around operating plant and machinery. For this reason, all employees as well as contractors must be made aware of the work activities of each other and the need to avoid increased risk due to lack of coordination.

**Ladders-** All ladders used by contractors or employees must be of industrial strength and construction, rather than manufactured for domestic purposes. Where a ladder is to be used, it is essential to ensure that the feet have a firm and level base and where possible the top of the ladder should be secured to the structure.

**Lifting points-** In the context of earthmoving machinery, lifting points are often fitted to buckets and booms for the purposes of placing pipes etc. These lifting points must be properly engineered for the loads involved and not subject to damage by the normal earthmoving activities of the machine.

**Manual handling-** means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing.

**Material Safety Data Sheets (MSDS)-** are detailed disclosures of product information which must be provided by the manufacturer of the product for the information of employers and employees. They will include full disclosures of health & safety hazards and recommended control measures for the safe use of the material.

**Means of communication-** In the context of working alone, this can mean either a means by which the employee or contractor can contact someone in an emergency, or a regularly scheduled contact or visit by another person to the person working alone.

**Non-conductive ladders-** All people engaged in working on electrical circuits must use access ladders which are made entirely of wood or other non electrically conductive materials. Quarry Managers must not allow anyone to do electrical work unless they have ladders specifically marked as being suitable for electrical work.

**Plumbing Contractor-** All individuals or companies involved in plumbing contracting are required to be licensed.

**Plumbing Worker-** All individuals performing plumbing work are required to be licensed.

**Pressure Equipment Operation-** All persons operating scheduled pressure equipment must possess the appropriate Certificate of Competency.

**Quarry Manager or delegate to supervise-** In the context of contract works, this means that the Quarry Manager or another competent person should periodically visit the contract site during the day, in much the same way as they do with their own quarry operations. During this process, the progress of the work and adherence to standards and procedures can be monitored.

**Residual Current Devices (RCDs)-** are either hard-wired or portable devices which detect small leakages of current to earth or across other polarities and terminate supply quickly enough to reduce the risk of electrocution.

**Restricted access-** means to limit and control the access to work areas, so as to minimise the likelihood of people not involved in the work being exposed to hazards in the work area.

**Rigging-** People undertaking the direction of crane operations, lifting of loads and the erection of structural steelwork etc must possess a Certificate of Competency for this purpose.

**ROPS-** are protective structures that should be fitted over the operators' cabin on mobile plant to ensure that the operator is safe in the event of the machine rolling over. The operators of plant equipped with ROPS should always wear a seat belt to ensure that they are not thrown out of the cabin during a rollover.



**Safety harness and lanyard-** means a full body harness which is secured to a sound mounting point by a safety lanyard, which will prevent a person falling more than two metres.

**Scaffolding-** Persons erecting scaffolding must be properly trained and in most cases, must hold a Certificate of Competency for the particular type and height of scaffolding being erected or removed.

**Shoring-** means the support of earth walls in trenches and excavations to ensure that people working in them are not at risk due to a collapse.

**Shot-firers shelter-** The shot-firer must have a suitably protected position from which to initiate the firing of quarry shots.

**Siliceous or toxic dust-** All types of stone contain at least some crystalline silica. For this reason, all quarry dusts should be treated with caution unless actual monitoring indicates that personal exposures of employees and others are low enough to be considered insignificant.

**SMFs-** Synthetic Mineral Fibres are man made fibres which are used for insulating and other purposes. Examples are glasswool, rockwool, Fibrefrax, Kaowool etc.

**Tagging of slings and chains-** All slings and chains used in lifting must be tagged by the manufacturer to indicate their lifting capacity and should be tagged when subsequently tested and inspected to ensure that any defects or deterioration are detected before use.

**Unauthorised access-** means the trespass in a restricted area by a person with no valid reason to be there. The consequences can be injury or death due to exposure to unfamiliar hazards in that area.

**Unstable/uneven ground-** In the context of the operation of cranes, earthmoving plant or drill rigs, this means working surfaces which may not have sufficient bearing capacity to support the equipment or may have a slope which is outside the capacity of the machine for safe operation.

**Vulnerable power lines-** means power lines which may be in a position to be damaged by the operation of any mobile plant or machinery.

**Working alone-** means working in an area which is remote or isolated from others and involves the operation or maintenance of hazardous plant or substances, or work which is otherwise dangerous for a person to perform alone.