Checklist for contractors entering Northern Territory Government schools

| **Contractor details** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company name | |  | | | | | | |
| Phone | |  | | | | | | |
| Contractor name | |  | | | | | | |
| Mobile | |  | | | | | | |
| Location of work | |  | | | | | | |
| Start date | |  | | | Finish date |  | | |
| **Type of work** | | | | | | | | |
| Tick the boxes relevant to indicate the types of work you will be undertaking. | | | | | | | | |
|  | Electrical work |  | Asbestos work |  | Work at heights | |  | Tree inspection |
|  | General gardening |  | Pest control |  | Plumbing work | |  | IT or communication |
|  | General construction |  | General maintenance |  | Operating machinery | |  | Air conditioning work |
|  | Other, please specify |  | | | | | | |
| **Control measures** | | | | | | | | |
| Tick the boxes relevant to indicate the precautions you will be taking to manage the risks. | | | | | | | | |
|  | Protective clothing |  | Safety data sheets |  | Portable ladder | |  | Housekeeping |
|  | Safety harness |  | Air monitoring |  | Temporary fencing | |  | Warning signs |
|  | Eye protection |  | High risk licence |  | Temporary handrails | |  | Spill kit |
|  | Hearing protection |  | White card |  | Erect barriers | |  | Skip or wheelie bin |
|  | Enclosed footwear |  | Asbestos licence |  | Hard hat | |  | Fire watch |
|  | Breathing protection |  | Electrical test and tag |  | Mobile work platforms | |  | JSA/SWMS/Safe work instruction |
|  | Isolation tag or lock out |  | Electrical licence – A class |  | Electrical licence – restricted | |  | Fire system bypass or isolation |
|  | Supervision of apprentice or trainee |  | Other,please specify |  | | | | |

| **Contractor declaration** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Tick the boxes relevant to indicate the prestart actions you and your team have completed. | | | | | | |
|  | Completed site sign in and induction | |  | Agree to report all incidents to the school leadership as soon as possible | | |
|  | Agree to follow all site rules whilst on site | |  | I have a written JSA/SWMS/Safe work plan | | |
| I agree to carry out the above stated work, follow the site rules, safe work procedures and implement the agreed precautions outlined in my work plan and in this pre-start checklist. | | | | | | |
| Contractor signature | |  | | | Date |  |
| Further information Please return the completed checklist to Reception. | | | | | | |

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