SUBCONTRACTOR/SUPPLIER SAFE WORK METHOD STATEMENTCHECKLIST

PROJECT:_____**JOB No:**_____**DATE:**_____

SUBCONTRACTOR: _____**SCOPE/ACTIVITY DETAILS**: _____

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	b) Detailed Description of Work to be Carried Out								
2	Subcontractor's work Site Supervisor is identified (Name:)								
3	Australian Standards, Statutory Acts / WHS Legislation and Codes of Practice are listed including Workers Compensation legislation including where they are kept								
4	Construction/installation (step by step) methods are listed								
	a) All the Safety and Environmental hazards listed for each step								
	b) Safety Risk Controls listed for each hazard for each step								
	c) Person responsible for implementing, monitoring and controlling hazard / safety controls Who will inspect and approve work area for conditions, protective measure and plant and equipment and power tools for use								
	d) High Risks identified & controls listed								
	e) Height works to be carried out - use of EWP / Scaffold / Controls listed:								
	f) Any works in ceiling spaces?: Controls listed:				Date:				
5	A Risk assessment has been carried out listing results ie Does the SWMS identify the Consequence, Likelihood and revised Risk Rating for each hazard								
6	List of workers and their qualifications (Cert / Licence No's) inc Workcover Induction Card No								
7	A List of what training is given to person/s involved with the work.								
7a	Additional training needs listed to complete the works								
8	PPE to be used: Mandatory identified- individually listed (not the word PPE)								
9	A list of Permits and licences required to complete the job (circle) - SWMS has identified a) Hotworks b) Height Works c) Demolition d) isolation e) Haz Substance								
10	A List of the Products/materials to be used on job								
	a) SDS attached								
	c) Safe storage/handling instructions (where are haz sub going to be stored – what does the SDS say?)								
11	Name / list of Plant, Tools and Equipment going to be used								
	Details of inspection and maintenance checks that will be or have been carried out on the plant and equipment listed for use								
12	House keeping requirements (general) identified								
13	Subcontractor site representative's have been consulted and read / signed the SWMS								
14	Have the hazards been assessed in accordance with Proline's Risk / Hazard Register located in the WHS Management Plan and Site Induction (have all these items been included / addressed)								

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