



# Are your contractor management processes placing you at risk?

If contractors play a significant role in your business, their safety must be a priority - any incidents or near-misses in your workplace can put you at risk. Use our checklist to help clarify what needs to be done and the possible risk if a step is missed.

## Put your actions to the test.

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| <p><b>1.</b></p> <p>Your supplier lists have changed significantly, but you haven't completed a compliance verification process.</p> <p>Each time you add a new supplier, you should be verifying their credentials. If you've made changes, now is the time to audit them and properly assess their compliance.</p> <input type="checkbox"/> | <p><b>2.</b></p> <p>The type or amount of work you're outsourcing to contractors has changed.</p> <p>Checking contractors once doesn't guarantee their suitability for every project. If the nature of the work has changed, you must reassess.</p> <input type="checkbox"/>   | <p><b>3.</b></p> <p>Your supplier lists aren't reviewed regularly.</p> <p>Even if you're on top of your own contractor assessment, their businesses may also go through changes. Regular reviews of your supplier list help to ensure no changes go unnoticed and potentially compromise your business.</p> <input type="checkbox"/> | <p><b>4.</b></p> <p>You don't keep records of contractor licences, restrictions, certifications, authorisations, or insurance credentials.</p> <p>Credentials must be kept up to date to ensure the safety and wellbeing of your contractors and limit your own liability.</p> <input type="checkbox"/>   | <p><b>5.</b></p> <p>Health and safety incidents or near-misses are increasing in frequency and/or severity.</p> <p>An increase in OH&amp;S incidents is a sign your processes and contractor verification need reassessment to avoid further injury.</p> <input type="checkbox"/>   |
| <p><b>6.</b></p> <p>You've expanded across multiple locations without reviewing compliance processes.</p> <p>Different sites and interstate locations have different requirements. If work has already begun, you should review your compliance processes as a matter of urgency.</p> <input type="checkbox"/>                                | <p><b>7.</b></p> <p>A growing number of contractors means it's taking longer to verify their credentials, or verification is being skipped.</p> <p>No business can afford to risk skipped verifications. Automating your processes can help to onboard contractors quicker, even if their credentials are more complex.</p> <input type="checkbox"/> | <p><b>8.</b></p> <p>Contractors are being hired without clear and specific rules.</p> <p>Your safety rules should be clearly documented, and each contractor must be required to complete an orientation and acknowledgment process.</p> <input type="checkbox"/>  | <p><b>9.</b></p> <p>You don't have robust processes to pre-qualify contractors nor communicate safety and compliance requirements.</p> <p>Your business and the safety of your contractors depends on consistent processes and clear communication. Automating and centralising them improves efficiency and overall compliance.</p> <input type="checkbox"/> | <p><b>10.</b></p> <p>You don't know if contractor credentials are expiring or need to be reviewed.</p> <p>Not knowing what needs to be reviewed puts you at enormous risk. Before you can confirm credentials are current and acceptable, you must ensure you have visibility of each part of the contractor relationship.</p> <input type="checkbox"/> |



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