|  |  |
| --- | --- |
| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety  engage a service provider/contractor checklist |

# University’s contact details

|  |  |
| --- | --- |
| Authorising officer: | Contact details: |
| Contract manager: | Contact details: |
| Other: | Contact details: |

# Service provider/contractor

|  |  |
| --- | --- |
| Name of contractor: | Company name: |
| Mailing address: | |
| Phone: | Email: |

# Description of works

|  |  |
| --- | --- |
| Location (Bld number/room number etc): | Commencement date: |
| Other: | |

|  |
| --- |
| **Describe work or attach relevant document (eg quote for works):** |

### **Duration of contract**

Once-off / task specific  Preferred supplier  Fixed Term (details)

**What is the Risk Rating?**

Low  Medium  High  Very high

**Has a risk assessment been undertaken?**

Yes  No (complete if risk rating is medium or above)  N/A

**What Risk Control Measures will be implemented by the University to minimise the risk?**

|  |
| --- |
| **Describe:** |

**Health and safety requirements**

**Low risk work**

|  |  |
| --- | --- |
| **Requirements** | |
|  | Service provider/contractor to be supervised at all times by an authorised representative of the University. |
|  | Local induction provided, if not supervised at all times. |
|  | Service provider/contractor has provided a copy of qualifications or licences required to undertake the work.  Qualifications/licences sighted (list):  N/A |

**Medium risk work**

|  |  |
| --- | --- |
| **Requirements** | |
|  | Service provider/contractor to be supervised at all times by an authorised representative of the University. |
|  | Local induction provided, if not supervised at all times. |
|  | Service provider/contractor has provided a copy of qualifications or licences required to undertake the work.  Qualifications/licences sighted (list):  N/A |
|  | Service provider/contractor has provided suitable safe work procedures (eg SOP, JSA, SWMS) for the work. The procedure(s) takes into consideration:  health and safety legal requirements  risks to service provider’s/contractor’s personnel from the University’s operations  risks to service provider’s/contractor’s personnel from the service provider’s/contractor’s own activities  risks to University of Melbourne employees, students or visitors from service provider’s/contractor’s activities |

**High or very high risk work**

|  |  |
| --- | --- |
| **Requirements** | |
|  | Local induction provided, if not supervised at all times. |
|  | Service provider/contractor has provided a copy of qualifications or licences required to undertake the work.  Qualifications/licences sighted (list):  N/A |
|  | Service provider/contractor has provided suitable safe work procedures (eg SOP, JSA, SWMS) for the work. The procedure(s) takes into consideration:  health and safety legal requirements  risks to service provider’s/contractor’s personnel from the University’s operations  risks to service provider’s/contractor’s personnel from the service provider’s/contractor’s own activities  risks to University of Melbourne employees, students or visitors from service provider’s/contractor’s activities  **Very high risk work only**  Where reasonably practicable, the service provider/contractor has a suitable Health & Safety Management Plan.  Yes  No (delivery of services is of such duration as to make the provision of a plan not reasonably practicable) |

# Verification of suitability

This declaration is completed by the authorising officer.

The service provider/contractor has been assessed in accordance with the Health & Safety: Service provider/contractor requirements.

Suitable to undertake the work  Not suitable to undertake the work

# Monitor service provider/contractor

|  |
| --- |
| Conformance  Non conformance  N/A  **Describe (where applicable):** |

# Review service provider/contractor

|  |
| --- |
| Extend/renew contract  Do not extend/renew contract  N/A  **Describe (where applicable):** |