### Section A: Defining the contract classification.

#### Q1. What risk is involved with the contract work?
Does the work consist of any of the following activities:
- construction work;
- working in confined spaces;
- working at a height greater than 2 meters;
- working with asbestos;
- working with gas;
- electrical work;
- use of hazardous substances or dangerous goods;
- manual handling;
- installation, use or maintenance of plant or equipment;
- hazardous processes including spray painting, abrasive blasting, welding, electroplating, molten metal and lead processes and lead risk work;
- entry to a laboratory or restricted access area;
- use of subcontractors in any of the above.

If the answer is no the contract is classified as MINOR – proceed to Section B (ii).

#### Q2. Is a Principal Contractor required?
Does the work consist of any of the following?
- Construction work with a value greater than $250K;
- High risk construction work?
- Demolition or asbestos removal where a licence is required?

If the answer is no, the contract is classified as Major and no principal contractor is required. Proceed to Section B (ii).

If the answer is yes, the contract is classified as Major and a Principal Contractor is required to be appointed to the contract. Proceed to Section B (ii).

### Section B: Minimum OHS requirements prior to work commencing.

#### (i) – Minor Contract
If the contract involves purely office work then follow the requirements listed in the [Office Safety Toolkit](#). For any other type of contract then:
- HS003 completed for principal contractor
- HS805 used to induct all staff of contractor
- HS811 completed and signed off for all SWMS

#### (ii) – Major Contract
- HS003 completed for principal contractor
- HS804 included in contract documents
- HS805 used to induct all staff of contractor
- HS809 issued and reporting requirements specified and timeframes scheduled
- HS810 completed and signed off
- HS811 completed and signed off for all SWMS

#### Additional requirements for Major Contract (with Principal Contractor)
Reviewed HS Management Plan given to all contractors and subcontractors by Principal Contractor.

### Section C: Contract monitoring requirements.

#### (i) – Minor Contract
If the contract involves purely office work then follow the requirements listed in the [Office Safety Toolkit](#).

For any other type of contract then:
- On site monitoring of contract to ensure that HS requirements are met. Frequency and nature will depend on the risk associated with the activities undertaken;
- Incident management follow up as required
- HS811 completed for any new activity or where a change is proposed to the original work method

#### (ii) – Major Contract
- On site monitoring of contract to ensure that HS requirements are met. Frequency and nature will depend on the risk associated with the activities undertaken;
- Scheduled meetings with contractor as required;
- Incident management follow up as required.
- HS Management Plan updated and reviewed as required using HS810
- Contractors complete HS809 report monthly if the contract extends beyond 1 month
- HS811 completed for any new activity or where a change is proposed to the original work method

#### Additional requirements for Major Contract (with Principal Contractor)
- HS812 and HS813 to be completed on a regular basis