



**Section A: Defining the contract classification.**

**Section B: Minimum WHS requirements prior to work commencing.**

**Section C: Contract monitoring requirements.**

**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 (i).

**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)

**(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**

- HS803 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

**(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