

Checklist – Questions to ensure your painting and building maintenance contractor is WHS compliant

Contractor Name _____

Department _____

Date commenced _____

Name of Main Contact _____

Job title _____

Induction checklist	YES	NO	N/A	NOTES
Have you completed the following with the contractor ?				
Organisation overview and site tour				
Rights and responsibilities				
Your WHS policies and Procedures				
Workplace Hazards				
Incident reporting and first -aid facilities				

CHECKLIST – QUESTIONS TO ENSURE YOUR PAINTING AND BUILDING MAINTENANCE CONTRACTOR IS WHS COMPLIANT

Scope of work	YES	NO	N/A	NOTES
Obtain information from the contractor about work that might include a risk of injury.				
Has the contractor provided a scope of work to be done and listed what activities might cause injury?				
Has the contractor provided the types of injury or illness that might result due to the work done?				
Has the contractor been advised to report serious, unprecedented incidents or new hazards				
General Precautions and Safety	YES	NO	N/A	NOTES
Obtain information from the contractor about general safety precautions pertaining to the maintenance project. You may also check 'Yes' if the item is covered as part of the contractor's safety management plan.				
Has the contractor supplied a safety management plan?				
Has the contractor provided proof of safety systems through certification or accreditation?				
Has the contractor provided valid licenses necessary for all work to be done?				

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Safety specific to painting works	YES	NO	N/A	NOTES
Obtain information from the contractor about safety precautions pertaining to painting specific jobs.				
Has the contractor supplied a list of what type of paint will be used, including low-VOC paints?				
Has the contractor addressed managing issues with ventilation?				
Has the contractor supplied a list of protective equipment (incl. Clothing,, masks, footwear and eyewear) to be worn on site?				
If spray painting or powder coating works are to be conducted, has the contractor provided appropriate safety measures to be taken throughout the works? (e.g. ventilation systems, fire and explosion, exposure control, impact to electricals? etc.)				
Has the contractor addressed working from heights requirements? (e.g. harnesses, ladders, scaffolding)				
Has the contractor provided a plan for accessing hard-to-reach areas, such as balconies?				
Has the contractor addressed Fall Prevention measures?				

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Has the contractor supplied a list of chemicals that will be used as part of the works carried out (including toxic and non-toxic) and detailed the safe handling of these chemicals?				
Will the contractor provide appropriate signages (including warning signs) and materials to restrict public access where painting works will be carried out?				
Will the contractor provide reasonable protection of the building infrastructure while carrying out the works? (e.g. protective covering on floors, or areas not meant to be painted)				
Other WHS considerations	YES	NO	N/A	NOTES
Obtain information from the contractor about safety precautions pertaining to painting specific jobs.				
Has the contractor addressed all areas of risk with fire and explosion?				
If working outdoors, has the contractor addressed managing issues with heat?				
If working with machinery, has the contractor addressed managing issues with noise?				
If working with electricity, has the contractor addressed managing issues with electrocutions and burns?				
Has the contractor detailed a plan for waste management? (incl. Disposing of waste material, housekeeping and cleanups)				