

Contractor Risk Management Planning Quick Reference Tool Construction / Maintenance

HSE-CHK-005



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1. Is it a construction project (over \$250,000)?	<input type="checkbox"/> WHS Management Plan is required <input type="checkbox"/> Does WHS Accreditation Scheme apply? (over \$4 million funded by the Australian Government)	Send to JCU HSE Unit to review the plan. Riskware audit record.
2. Does the job involve construction work (\$ does not matter)?	<input type="checkbox"/> White Cards (General Construction Induction) <input type="checkbox"/> SWMS for all high risk activities	
3. Does the work involve high risk work activities? Please note: JCU require SWMS to be developed for high risk activities for both construction and maintenance work.	<input type="checkbox"/> Risk of fall > 2m <input type="checkbox"/> Demolition of an element of a structure that is load bearing <input type="checkbox"/> Work on a telecommunication tower <input type="checkbox"/> Disturbance of Asbestos <input type="checkbox"/> Involves structural alterations or repairs that require a temporary support to prevent collapse <input type="checkbox"/> Confined space <input type="checkbox"/> In or near a shaft, tunnel or trench with a depth > 1.5m <input type="checkbox"/> Involves the use of explosives <input type="checkbox"/> On or near pressurised gas mains or piping <input type="checkbox"/> On or near chemical, fuel or refrigerant lines <input type="checkbox"/> On or near any energised electrical installation or service <input type="checkbox"/> An area that has a contaminated or flammable atmosphere <input type="checkbox"/> Tilt-up or precast concrete elements <input type="checkbox"/> On, in or adjacent to a road or other traffic corridor that is in use, other than pedestrians <input type="checkbox"/> Movement by powered mobile plant <input type="checkbox"/> An area that has artificial extremes of temperature <input type="checkbox"/> In or near water or other liquid where there is a risk of drowning <input type="checkbox"/> Diving work	JCU Rep to review: <ul style="list-style-type: none"> • Check all high risk work is identified • Is it site specific • Describes step by step work method (hazards & risks) • Includes specific control measures • Details who is responsible for monitoring SWMS • Is developed in consultation with appropriate personnel • All workers have signed SWMS • Process for communicating changes to SWMS If you require assistance / advice please contact the HSE Unit.
4. Does the work require licences? Refer to page 3 for a complete list of licences	<input type="checkbox"/> Asbestos licence (class A – friable) (class B- non-friable) <input type="checkbox"/> High risk work licences (WHSQ) <input type="checkbox"/> Trade contractor (QBCC) <input type="checkbox"/> Builder (QBCC) <input type="checkbox"/> Electrical licences (WHSQ) <input type="checkbox"/> Demolition licence (WHSQ) <input type="checkbox"/> Fire Protection licences (QBCC)	JCU Rep is required to confirm the licence matches the scope of works. HSE Unit available to provide assistance on request.
5. Will the work require permits to work to be completed?	<input type="checkbox"/> Excavation <input type="checkbox"/> LV Isolation <input type="checkbox"/> HV Exclusion Zone <input type="checkbox"/> Transport Corridor <input type="checkbox"/> Hot Works <input type="checkbox"/> Energy Isolation <input type="checkbox"/> Working at heights <input type="checkbox"/> Fire Protection System Isolation <input type="checkbox"/> Asbestos	Permits to Work are Issued by the Estate Directorate

6. Are there any specific legislative obligations to be met (e.g. CoP, AS)	<input type="checkbox"/> Include in specification / purchase order	HSE Unit available to provide assistance on request.
7. Clearly determine responsibilities of contractor / JCU	<input type="checkbox"/> Shared duties are clearly defined in specification / purchase / work order	HSE Unit available to provide assistance on request.
8. Induction	<input type="checkbox"/> Contractors have access to induction prior to arrival at site <input type="checkbox"/> ID card required	Online induction
9. Communication / consultation requirements	<input type="checkbox"/> Site / area specific induction <input type="checkbox"/> Pre-start meeting <input type="checkbox"/> Are scheduled meetings required to monitor progress? <input type="checkbox"/> Are there any critical control points (e.g. risk unable to be assessed initially – Stop work points) <input type="checkbox"/> Communication between the JCU rep and Onsite Contractor available at all times (e.g. mobile phone numbers) <input type="checkbox"/> Is the contractor aware that they must consult the JCU Representative prior to changing SWMS / scope of works	JCU Representative to coordinate
10. Works completion	<input type="checkbox"/> Inspection of area to confirm it is free of hazards <input type="checkbox"/> Permits signed off <input type="checkbox"/> Documentation / training of new installations have been organized / completed.	JCU Representative to conduct

JCU may choose to coordinate a series of contractors in a project. In this case, a safety plan must be developed to coordinate the works.

<p style="text-align: center;">JCU risk and hazards</p> <p><i>What JCU hazards and risks may impact on the contractor? These need to be communicated to the Contractor:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Access <input type="checkbox"/> Electrical <input type="checkbox"/> Chemicals/ Asbestos <input type="checkbox"/> Pressurised equipment <input type="checkbox"/> Radiation <input type="checkbox"/> Restricted area (PC 2/3 and anatomy laboratories) <input type="checkbox"/> JCU supplied plant / equipment – highlight risks and provide SOP / SWP's risk assessments, rules, manufacturer's instructions <input type="checkbox"/> Risk of fall (JCU specific controls / hazards) – details of anchor points, roof access rules, etc. <input type="checkbox"/> Student / staff activity affecting work <input type="checkbox"/> Water risks <input type="checkbox"/> Extreme temperatures <input type="checkbox"/> Traffic / working on JCU roads / carparks <input type="checkbox"/> Hot work options <input type="checkbox"/> Waste management <input type="checkbox"/> Emergency management <input type="checkbox"/> Working in isolation <input type="checkbox"/> Impacts on ventilation <input type="checkbox"/> Notification requirements (to occupants affected by works) 	<p>Safety documentation that may be required depending on the work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction WHS management plans <input type="checkbox"/> SDS chemicals, equipment manuals <input type="checkbox"/> Safe work method statements for high risk construction work – specific to work <input type="checkbox"/> Job specific risk assessments <input type="checkbox"/> A Construction/demolition plan <input type="checkbox"/> Permits to work <input type="checkbox"/> Copies of licences/certifications <input type="checkbox"/> Insurance documents <input type="checkbox"/> Specialist design or technical data <input type="checkbox"/> Safety in design reviews <input type="checkbox"/> Monitoring certificates (e.g. asbestos / mould)
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High risk work licences (WHSQ):

BB-Basic boiler operation
BI – Intermediate boiler operation
BS – Boiler standard
C0 – Slewing mobile crane over 100t
C1 – Slewing mobile crane up to 100t
C2 – Slewing mobile crane up to 20t
C6 – Slewing mobile crane up to 60t
CB – Bridge and gantry crane
CD – Derrick crane
CN – Non-slew mobile crane
CP – Portal boom crane
CS – Self-erecting tower crane
CT – Tower crane
CV – Vehicle loading crane
DG – Dogging
ES – Reciprocating steam engine
HM – Material hoist
HP – Personnel and material hoist
LF – Forklift truck
LO – Order-picking forklift truck
PB – Concrete placing boom vehicle
RA – Advanced rigging
RB – Basic rigger
RI – Intermediate rigging
RS – Reach stacker
SA – Advanced scaffolding
SB – Basic scaffolding
SI – Intermediate scaffolding
TO – Turbine operation
WP – Boom elevated work platform

Electrical Licences

Electrical mechanic licence
Electrical linesperson licence
Electrical fitter licence
Electrical joiner licence
Restricted electrical work licence
Electrical work training permit