

CONTRACTOR

WHS MANAGEMENT PLAN SITE REVIEW FOR PRINCIPAL

An appointed Principal Contractor must prepare a site-specific WHS Management Plan for all construction projects.

During the implementation of a contract where MRC has appointed a Principal Contractor, the MRC Representative or a person authorised by MRC may verify the implementation of the contractor's WHS management plan using this form.

It is the responsibility of the Principal Contractor to determine any actions in response to any concerns or issues raised by MRC.

Contract Details:

Contract No.		Project Name	
Principal Contractor			

Ref	Criteria	Addressed	Comments / Observations
1 General and administrative requirements			
1.1	Has the WHS management plan been reviewed and, if necessary, revised to ensure it remains up to date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2	Is the plan readily accessible to any worker who is to carry out construction work at the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2 Consultation, cooperation, and coordination			
2.1	Is the contractor consulting, cooperating and coordinating with other duty holders on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.2	Is the contractor consulting with workers on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3 Managing WHS incidents			
3.1	Is the contractor managing WHS incidents, including managing investigations and notifying WHS Queensland when appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4 Provision of information, training, and instruction			
4.1	Have site-specific health and safety rules been prepared and displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.2	Have all people at the workplace been informed of any site-specific health and safety rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.3	Have workers carrying out construction work at the workplace been informed of the content of the WHS management plan and any revisions of the plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.4	Have workers been provided with suitable and adequate information, training, and instruction on the: <ul style="list-style-type: none"> • scope of works; • work to be carried out; • risks associated with the work; • control measures to be implemented? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.5	Do workers undertaking construction work hold a General Induction for Construction (white) Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5 Licenses			
5.1	Do workers who are carrying out high risk work hold the appropriate high risk work licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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6 Safe work method statements (SWMS)			
6.1	Have SWMS been prepared for high risk construction work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.2	Are SWMS readily accessible to relevant workers carrying out high risk construction work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.3	Are relevant workers aware of, trained in, and understand the contents of SWMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7 Facilities and the work environment			
7.1	Have facilities for workers been provided, including: <ul style="list-style-type: none"> • toilets (at least 1 toilet for each 15, or part of 15, workers); • drinking water (an adequate supply of potable, clean and cool drinking water); • washing facilities (clean water for washing the hands and face); • eating facilities (room or sheltered area)? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.2	Has a safe system for the collection, storage, and disposal of excess or waste materials been implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8 Site signage			
8.1	Have signs been installed that: <ul style="list-style-type: none"> • show the principal contractor's name and telephone contact numbers (including an after-hours telephone number); • show the location of the site office for the project, if any? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9 Public access and workplace security			
9.1	Have provisions been made to ensure, so far as is reasonably practicable, that the workplace is secured from unauthorised access?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10 First aid			
10.1	Are there provisions for ensuring first aid at the construction workplace, including: <ul style="list-style-type: none"> • the provision of first aid equipment for the workplace; • facilities for the provision of first aid; • an adequate number of workers trained to administer first aid? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11 Emergency preparedness and response			
11.1	Has an emergency plan has been prepared for the workplace, that provides for the following: <ul style="list-style-type: none"> • emergency procedures; • testing of emergency procedures; • information, training and instruction in emergency procedures? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Reviewer:

Name		Position		Date	
Signature					

Contractor:

Name		Signature		Date	
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