



Appendix 2 – Contractor Management Checklist

The Authorised Person is to complete this checklist for each contractor engagement. Tick each item when verified; mark N/A where an item does not apply and record any required action or evidence.

Parish / site:	
Contractor / business	
Contractor contact	
Scope and location of works	
Planned start / completion	Start: Completion:
Authorised person / nominee	

1. Before Contractor Works Begin		
Tick	Authorised person check	Evidence / action / N/A
☐	Contractor is suitably experienced and competent for the agreed scope of works.	
☐	Scope, work location, timing, site interfaces, shared risks and required coordination have been reviewed with the contractor.	
☐	Appendix 1 Contractor Compliance Statement is complete.	
☐	Current public liability and, where applicable, workers compensation and other relevant insurance certificates have been received and checked.	
☐	Required qualifications, trade licences, registrations, plant or machinery licences, permits, accreditations and specialist tickets have been sighted, checked for currency and copied where required.	
☐	All proposed subcontractors are identified and subject to the same competency, compliance and safety requirements.	
☐	Site hazards, restrictions and interactions have been identified, including traffic, slips and falls, working alone, hazardous substances, asbestos, environmental hazards and contact with parishioners or the public.	



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☐	A Job Safety Analysis has been completed with the contractor, covering work steps, hazards, risk levels, controls, responsible persons and review triggers.	
☐	Safe Work Method Statements are provided and reviewed for higher-risk work.	
☐	Required permits and local authorisations are identified and approved, including hot work or other task-specific permits where applicable.	
☐	Plant, equipment and proposed systems of work are suitable and safe; required PPE is available and fit for purpose.	
☐	On-site induction is completed, including sign-in/out, visitor identification, site access, security, privacy, safeguarding, first aid, emergency exits, assembly points and relevant policies and procedures.	
☐	Hazard, incident, injury and potentially notifiable incident reporting requirements have been explained, including the need to preserve an incident site where required.	
☐	The required level of supervision and communication arrangements have been set, and affected staff, volunteers, visitors or occupants have been informed.	
☐	All agreed controls are in place, and the authorised person approves work to commence.	

2. During the Contracted Works

Tick	Authorised person check	Evidence / action / N/A
☐	Contractor and subcontractors sign in and out, display required identification and comply with access, security, safeguarding, privacy and site restrictions.	
☐	Work is undertaken within the agreed scope and in accordance with the JSA, Safe Work Method Statements (SWMS), permits, local directions and safe systems of work.	
☐	Required PPE is worn and plant, equipment, tools and work areas remain safe and appropriately controlled.	
☐	Exclusion zones, barriers, signage, housekeeping, access routes and vehicle or pedestrian controls are maintained.	

☐	The agreed level of monitoring and supervision is provided, with regular communication between the authorised person and contractor.	
☐	Changes to scope, conditions, personnel, equipment or hazards are reported before work continues.	
☐	The JSA, SWMS, permits and controls are reviewed and updated when circumstances change, after an incident or near miss, or if a control is ineffective.	
☐	Hazards, incidents, injuries, near misses and safety concerns are reported promptly and actions are recorded.	
☐	Potentially notifiable incidents are escalated immediately, and the site is preserved except where disturbance is necessary to protect a person, provide aid, make the site safe or comply with an authorised direction.	
☐	Unsafe work or non-compliance is stopped or modified until safety is assured; the local leader or manager is contacted for support where required.	
☐	Risk controls are monitored for effectiveness and amended where they are not working.	

3. Contractor Works Completed

Tick	Authorised person check	Evidence / action / N/A
☐	Contractor has advised that the work is complete and has signed out and returned any keys, passes or access devices.	
☐	The completed work has been inspected against the agreed scope, and any defects, incomplete items or unauthorised variations are recorded for rectification.	
☐	The work area is clean and secure; waste, surplus materials, equipment, temporary barriers and trip hazards have been removed or appropriately managed.	
☐	The site has been left free from hazards and presents no risk of injury to staff, volunteers, visitors, parishioners or other persons.	
☐	Services, alarms, fire systems, access routes and affected facilities have been safely reinstated and are operational where applicable.	



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☐	Outstanding hazards or residual risks are documented, controlled and communicated to affected persons.	
☐	Required handover documents have been received, including test results, certificates, permits, warranties, manuals, as-built information or disposal records where applicable.	
☐	Any incident, hazard, near miss, non-compliance or corrective action arising from the work has been closed out or assigned to a responsible person with a due date.	
☐	The contractor's safety performance and the effectiveness of controls have been reviewed, and lessons or required procedural improvements have been recorded.	
☐	Contractor compliance, induction, JSA, SWMS, permits, monitoring, incident and completion records have been filed in the Parish Record Management system.	

Authorised Person Completion Sign-off	
Outstanding actions / comments	
Works accepted as complete and site safe	☐ Yes ☐ No ☐ Subject to actions above
Authorised person name	
Signature	Date:
Contractor acknowledgement	Name: Signature: Date: