

## Contractor Health & Safety Assessment Check List

| Questions you should Ask   | Yes/No |
|--|--------|
| Have you identified all aspects of the work you want the contractor to do?   |        |
| Have you included the health and safety implications of the work in the job specification?   |        |
| Is the work construction or building work? If so, do you know what more you need to do to comply with the Construction (Design and Management) Regulations 2007? |        |
| Have you made enquiries about the competence of the contractor? If so have you checked for evidence before they get the job?                                     |        |
| Have you assessed the risk of the work and the agreed action to control the risk with the contractor?  |        |
| Have you provided the contractor and their employees about the risks?  |        |
| Have you provided the contractor and their employees with your emergency procedures?   |        |
| Have you provided instructions, information and training to your own employees?  |        |
| Have you put arrangements with the contractor to coordinate your activities during the work?   |        |
| Have you consulted your employees about the work and how they can raise any concerns?  |        |
| Have you identified who will be responsible for the work that you will expect them to do?  |        |
| Have you identified who will supervise the work and how?   |        |
| Have you put in place arrangements to keep a check on how the work is going against what you have agreed with the contractor?                                    |        |
| Have you agreed how the job will be reviewed to learn any lessons from it?   |        |