

# Self-inspection checklist



## Contractor engagement and safe work practice

Please note: This is a Vero Insurance sample template only.

Company/Division:	
Performed by:	
Location	
Date:	

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

The risk: Failure to prepare our site for works and continually review						
		Yes	No	N/A	Comments	Completed (date)
Tender process						
	Our objective is clear (we know the task we want performed) and we have formally captured this	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have drawn from within our pre-approved contractors listing (i.e. ones we have worked with previously) and selected at least two, who in our opinion have the necessary skill set to undertake the needed task and we conveyed our objective to seek quotations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Quotations have been received and we have reviewed all to elect the successful contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have confirmed that the contractor has current certificates of insurance and licensed to perform the task/s required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Contracts have been reviewed by our legal representative and we are comfortable to proceed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	The contractor has ensured us that they will use items/materials that conform to relevant Australian Standards. Any variation to standard will be provided to us for acceptance during the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have informed our insurance broker (of the works to be undertaken) and in turn consulted with our insurance risk engineering representative and included their 'best practice' within our project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We frequently update our insurance representatives on works progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pre-works						
	We have delegated an employee responsible for contractor discipline, monitoring and contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	The works area has been defined, barriers and appropriate signage provided to preclude persons/vehicles from entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have performed a 'site condition' report that captures the existing condition of our property (includes photographs) inclusive of buildings, vegetation, roads,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	curbs and guttering etc. This report has been provided to the contractor and signed-off by them accepting the current condition. This will provide ease of assigning liability for any incurred damage, should the need arise at the end of the contract					
	We are familiar with all the supplies to be brought on site and specifically for dangerous goods (i.e. flammable liquids and gases etc.), these will be retained within approved cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Works commence</b>						
	We have inducted the contractor into our site safety policy/procedures and we monitor performance frequently. This includes our hot work permit system, fire system impairment notification, confined space entry permit, working at heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have conducted a works area review with the contractor and their employees, with any anomalies to ours and their expectations rectified immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	The contractor's employees sign into the site through a specified entry point, wear a visitor's tag which is prominently displayed upon their person always. We have a contractor's employee listing which we compare with the persons presenting at the gate and those not on the list, are prevented from accessing the premise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Any differences in contract are reported by the contractor and we negotiate an acceptable compromise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We monitor performance to standards and safety daily, with opportunities to improve undertaken immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We frequently update our insurance broker and insurance company on progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Works complete</b>						
	In conjunction with the contractor, we review the works performed and compare to specifications, completion tests are performed to ensure the task is to specification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We review the site conditions and compare to the original 'site condition' report. Difference in conditions are tabled for negotiation of responsibility and remedied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We advise our insurance broker and insurance company that the works are complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist.