

# YOUR COMPANY NAME

## CONTRACTOR CHECKLIST

### Contractor checklist

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- Do we have a copy of the contracting company's safety management structure?.....
- Do we know who will have overall responsibility for health and safety whilst the work is being undertaken? .....
- Do we know whether this person has any health and safety qualifications?...
- Will this person visit our premises whilst the project is being carried out?.....
- Do we know who will have day-to-day responsibility for health and safety whilst the contractor is working on our site? .....
- Does the contractor use sub-contracted labour? .....
- Will any sub-contractors be used for our job?.....
- Have their details been provided to us?.....
- If not, have they been asked for?.....
- If the contractor employs five or more people, have we received a copy of their health and safety policy? .....
- Do we have a copy of their Public Liability insurance certificate? .....
- Have we received copies of any risk assessments for the work to be carried out? .....
- Where necessary, have we received copies of any method statements?.....
- Have we asked the contractor for details of its accident record? .....
- Where specialist work is to be carried out, have we received copies of training certificates (e.g. asbestos removal)? .....
- Does the nature of the job make it necessary to ask for references from previous clients? .....
- If so, have these been asked for? .....

Comments/further action to be taken:

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This checklist has been completed to the best of my knowledge.

Signed.....

Date .....

**Note: This checklist is to be retained on file for at least three years.**