

UNIVERSITY OF WAIKATO FACILITIES MANAGEMENT DIVISION

CONTRACTOR HEALTH AND SAFETY DOCUMENT CHECKLIST

Name of Contractor _____

Contact person _____

Please provide copies of the following:

- A clear Policy Statement which is signed and dated.
- The name of the person (or position) with assigned Health & Safety Responsibilities.
- Hazards and controls (provide examples of any recently completed forms, Hazard Register, Site Specific Plan, etc.)
- An indication of a system in place for reporting and investigating accidents.
- Emergency procedures.
- Provisions for induction training of new employees (if applicable).
 - Record of ongoing training (note of any courses, seminars, toolbox talks, etc).
 - Record of training contractors/subcontractors (if applicable).

If you have a Health and Safety Policy Manual with all the relevant information included, please forward a copy of this to us. The university's Health and Safety Coordinator will then assess your documentation and once the standard has been met, this will be approved for a period of 2 years.

If you require assistance with this please contact Karleen Purchase (FMD H&S Rep) at karleen@waikato.ac.nz or Ph. 07 838 4081.