

Appendix 3 Contract Supervising Officer SHE Checklist and Contract Signoff

COMPANY NAME

CONTRACT TITLE

PRIOR TO APPROVAL

- Contractor Pre-Selection SHE checklist completed
- Risk Assessment for work received and checked
- Method Statement for work received and checked
- STFC related risks provided to the Contractor
- Safety management and supervision arrangements agreed
- Contractor's staff welfare and first aid arrangements agreed

ON FIRST ARRIVAL AT SITE

- Induction video viewed and/or induction information provided
- All risk assessments and management arrangements still relevant
- 'STFC Information to Contractors' provided
- Contractors are aware of relevant STFC SHE codes for work planned
- Check relevant contractor licences to undertake work planned
- Check training/competence of contractors to undertake work

STFC Contract Supervising OfficerDate.....

PRIOR TO COMMENCING WORK ON SITE

- Discuss planned work
- Discuss Local/Site Risks & Hazards
- Ensure contractor staff have read and understood Risk Assessment(s)
- Ensure contractor staff have read and understood Method Statement(s)
- Discuss Local/Site Emergency Procedures – fire, medical, radiation
- Discuss Local/Site Alarm Systems
- Discuss STFC Accident, injury and Near Miss Reporting requirements
- Discuss Local/Site welfare (parking; toilets; wash room; restaurant ...) & first aid
- Discuss Environmental implications of work, responsibility for waste

Contractor's Site Manager/Supervisor.....Date.....