



**CATHOLIC
EDUCATION**
WESTERN AUSTRALIA

Contractor Information - Complete in all cases

Name of school or office
& address

Name of contractor

Contracting business name:

Date:

Contractor phone no.

Name of CEWA Responsible
Person

Contact no.

Specific work location details: (such as room no.)

PART A: Contractor Documentation Requirements – Contractor NOT on Zycus

Qualification/tickets required for task	YES	NO
Working with Children Check (if applicable)	☐	☐
Nationally Coordinated Criminal History Check (NCCHC) as issued by the Department of Education. (For one-off contractors without this check, a full escort must be carried out).	☐	☐
Unless a one-off and escorted, Mandatory Reporting training must be completed.	☐	☐
Provide certificate of currency for Public Liability	☐	☐
Provide certificate of currency for Workers Compensation cover (if applicable – insurance requirement)	☐	☐
Contractor has been advised of the CEWA WHS Directions (Part C of this checklist) and agrees all workers (contractors or subcontractors) will comply.	☐	☐

Work to be Undertaken (brief description)

Compulsory	YES	NO
Will the contractor be doing Hot Works (welding, metal cutting or tasks where sparks can be produced)?	☐	☐
If yes, has a declaration of a Total Fire Ban (TFB) for the area been checked?	☐	☐
A written risk assessment is required and MUST be produced at the time of arrival at the CEWA workplace. This may be done at the site after scoping the task but must be complete prior to starting the task.	☐	☐

Comments

Part B: Arrival of contractor - Work Area Orientation	YES	NO
Contractor workers has been given a copy of the CEWA General WHS Directions (Part C)	☐	☐
Asbestos Containing Material (ACM) register has been checked and signed for work area (if relevant).	☐	☐
Has the contractor been shown the evacuation map?	☐	☐
Has the contractor been shown the location and rules regarding suitable toilet facilities?	☐	☐
Is the contractor aware that all hazards and incidents are to be reported to CEWA?	☐	☐
Is the contractor doing hot works? (Welding, metal cutting or tasks where sparks can be produced).	☐	☐
If yes, have they checked for a Total Fire Ban Declaration?	☐	☐
Has a written risk assessment been carried out (must be done before work starts and may require a scope of job location). A shoots risk assessment may be sufficient. Any high risk construction is required to have a Safe Work Method Statement (SWMS).	☐	☐

Details of contractor workers in team		
Name	Signature	Date

Contractor Acknowledgment of Part B and Part C - General WHS Directions.			
Contractor Worker's Signature: (I have clearly understood this Induction)		Date:	
CEWA Contact Signature		Date:	

Part C: General WHS Directions

1. All visiting contractors must report to administration or office reception to sign in.
2. All contractors must have the details of their CEWA responsible person to contact at any time during the visit to the CEWA workplace.
3. Please follow the directions given at reception and always show respect to staff. If you are mistreated, please report this.
4. Contractors have a duty to ensure they work in a safe manner.
5. All tasks must have a written risk assessment, and all control measures followed.
6. High risk work construction work must have a Safe Work Method Statement. Ask to scope the work prior to doing the task if required.
7. No high-risk work to be carried out in isolation.
8. Contractors must wear high visibility clothing when working near moving traffic or plant areas.
9. Report all injuries and near misses to the CEWA Responsible Person.
10. The Asbestos register kept at reception MUST be checked prior to work.
11. Contractors to supply their own equipment for Hot Works. A check if a Total Fire Ban has been declared on the day of hot works must be completed and all restrictions complied with.
12. For hazardous chemicals, they must be labelled and stored correctly, with Safety Data Sheets available.
13. Mains powered electrical equipment to be tagged.
14. No smoking or vaping on CEWA sites.