



2022 CONTRACTOR COMPLIANCE CHECKLIST

MUST HAVE COMPLIANCES

1. ABN Check/ Company Registration:

Companies, businesses, and other traders must be registered before they can operate legally in Australia, a check on the businesses ABN will quickly disclose if a business is operating legally, and is a critical step to avoid big problems down the line.

2. GST Registration:

Being registered for GST means that your organisation must pay the GST included in its sales or service. To be compliant, a contractor must submit proof of registration.

3. Details of Service:

Providing information regarding your scope of service will aid in the development of a custom compliance process as well as an understanding during the onboarding and administration procedures.

4. Company [service specific] Trade License:

The contractor company will need to provide their trade license in order to be deemed qualified to work within your operation. An example of this includes a building license if you require any building modifications or maintenance.

5. Professional Indemnity Insurance:

Professional indemnity insurance protects the contractor against claims for alleged negligence or breach of duty arising from an act, error, or omission in the performance of professional services.

6. Public Liability Insurance:

Public liability cover offers both financial and legal protection to contractors if they are found responsible for a workplace accident that caused property damage or personal injury to a third party.

7. Product Liability Insurance:

Product liability insurance protects the contractor against the cost of compensation for personal injuries caused by your faulty product, loss of or damage to property caused by a faulty product, and unforeseeable circumstances such as product faults that the quality control system could not identify.

8. Workers Compensation Insurance:

Workers compensation insurance is a compulsory insurance for most employers in every state and territory in Australia. It can provide protection to workers if they suffer a work-related injury or a disease. Injured workers may be entitled to receive compensation for lost wages, medical treatment, and return to work assistance.

9. WHS Policy and Management:

The purpose of this plan is to establish and maintain an effective health and safety management system, with commitment to implementing a structured approach to workplace health and safety in order to achieve a consistently high standard of safety performance.

10. Safe Work Method Statement (SWMS/ JSA):

This is a document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

11. Subcontractor Statement:

A Subcontractor Statement is a contract between a principal contractor and a subcontractor. A completed and signed form helps protect from the workers compensation premiums, payroll tax, and wages due or payable by the subcontractor.

12. White Card:

Safety is possibly the most important consideration in construction. When a worker remembers the guidelines and enforces them, this helps ensure that the workplace is a safe environment. White Card training is an industry requirement and proof an individual can identify safety hazards, how to report on it, act accordingly, and helps you prepare for your working environment.

OVERLOOKED COMPLIANCES

13. Hazardous Substance Register & Safety Data Sheet:

All hazardous chemicals that are stored, handled, or used at a workplace must be listed on the register and be readily accessible to all workers involved in the use, storage, and handling.

14. Historical Incident Report:

This mandatory reporting aims to provide transparency between contractors and clients, allowing a level of information and understanding that will be useful in determining policies and procedures to prevent past incidents from happening again.

15. ISO Certificate/ System (WHS, QMS, EMS)

Environmental management policy is a systematic approach to finding practical ways for saving water, energy, materials, reducing negative environmental impacts. A quality management system is a set of policies, processes, and procedures required for planning and execution in areas that can impact the contractor's ability to meet customer requirements.

16. Drug and Alcohol Testing (on-site)

Drug and alcohol testing is one action an employer can take to determine if employees or job applicants are under the influence of drugs and alcohol before entering a worksite. Up to 10% of deaths and injuries in the workplace are most commonly due to drugs or alcohol. Testing works best when implemented based on a clear, written policy that is shared with all employees, along with employee education about the dangers of alcohol and drug abuse.

17. Site Specific Induction:

A site induction ensures that the entire workforce is familiar with health and safety risks associated with the construction site as well as emergency procedures. Each induction should be unique to each site and highlight unique safety risks.

18. Permit to Work System (job-specific):

The Permit to Work System provides a systematic disciplined approach to assessing the risks of a job and specifying the precautions to be taken when performing work under compromised conditions e.g. hot weather or confined spaces.

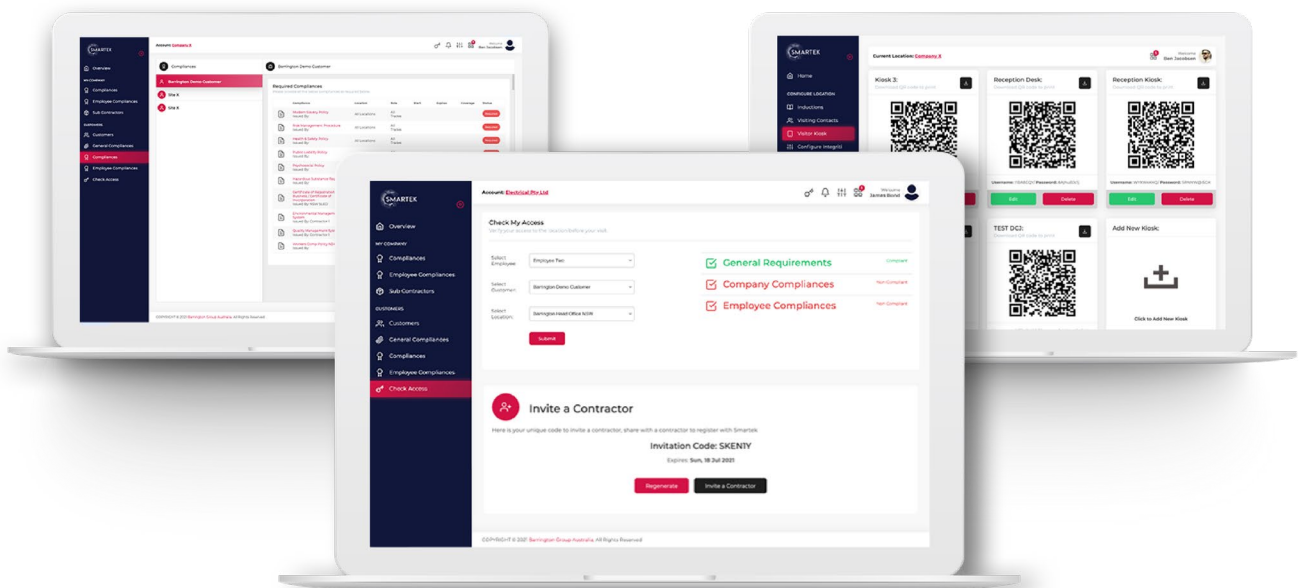
19. COVID19 / Flu Vaccination:

A vaccination certificate provides a level of safety in high-risk industries such as Aged Care and Healthcare. Providers mandate Flu and COVID vaccinations as part of their operational security and risk mitigation efforts.

20. Access Control Solution:

Establishing your compliances is a principal step, but if there is no system to control access to a site your compliance rate will ultimately suffer. Scan in using a swipe card or QR code and check workforce compliances in real-time, denying access to those who do not meet requirements at both company and employee level. Smartek offers custom access control solutions for every operation, making managing compliances as easy as possible.

Need help managing your compliances?



REQUEST DEMO



hello@smartek.net.au



smartek.net.au



1300 238 724