



Auditor's Name

Signed Auditor

Date

Signed Suppliers  
Representative

## Contractor/Sub Contractor Management

ELEMENT	CRITERIA	SCORE	COMMENTS
1. Principal carries out a formal evaluation of prospective subcontractors H&S system prior to employment	<input type="checkbox"/> Evidence from contractor/subcontractor showing principal audited contractor/subcontractor prior to employment and requested records of past health and safety performance		
2. Health and safety expectations and responsibilities are written into all contracts.	Evidence from contractor/subcontractor that contract with principal <input type="checkbox"/> Outlines legal responsibilities <input type="checkbox"/> Outlines contractor/subcontractor and CHHF requirements <input type="checkbox"/> Contractor/subcontractor can provide understanding of CHHF requirements		
3. The contract includes health and safety management performance criteria and responsibilities.	Contract between contractor/subcontractor includes <input type="checkbox"/> Performance targets for H&S <input type="checkbox"/> Measurement of performance targets <input type="checkbox"/> Enforcement of standards <input type="checkbox"/> Staff training and competencies		
4. Induction to on-site health and safety procedures is undertaken by a designated person managing the contract for the supplier, for all contracted staff who may be exposed to workplace hazards on-site.	<input type="checkbox"/> Contractor/subcontractor can provide evidence of H&S induction with principal covering CHHF requirements		
5. There is a process to carry out formal annual health and safety systems audits of suppliers and regular operational inspections of their worksites.	<input type="checkbox"/> Contractor/subcontractor can detail the timing and results of Systems and Operational audits carried out by the principal. <input type="checkbox"/> Audits meet at least same standards as CHHF		

### Safety Management Effectiveness Audit For Principals

Audit Scoring

Does not meet criteria = 0

Criteria partially met = 1

Criteria fully met = 2

6. There is a clear corrective action process associated with these audits	<input type="checkbox"/> Contractor/subcontractor can detail non conformances from audits and inspections and the corrective actions taken to rectify the non conformances <input type="checkbox"/> Has the principal verified the follow up action has been taken?		
7. The principal carries out hazard identification with contractor/subcontractor prior to block commencement?	<input type="checkbox"/> Documentation to show principal and contractor/subcontractor have carried out on site Pre Operation hazard identification <input type="checkbox"/> Effective controls were agreed between principal and contractor/sub contractor <input type="checkbox"/> Hazards identified included those identified to the principal by CHH <input type="checkbox"/> Hazards and controls documented to sub contractor by principal		
8. Principals clearly involve contractor/subcontractor in operational planning <i>Question contractor/subcontractor</i>	<input type="checkbox"/> Contractor/subcontractor has been issued with block information in sufficient time to allow them to carry out a hazard assessment of the next work site <input type="checkbox"/> Contractor/subcontractor has the opportunity to review work methods to reduce risks from unidentified hazards during pre block checks <input type="checkbox"/> Principal reviews work methods if new hazards are identified and they can reduce risk		

GENERAL FINDINGS

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**Safety Management Audit For Suppliers**

Audit Scoring

Does not meet criteria = 0

Criteria partially met = 1

Criteria fully met = 2

RECOMMENDED CORRECTIVE ACTIONS

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