



VUL-FRM-09-03-Cat 4 Contractor Checklist

This form is only to be used for the category 'Other Contractors (Short Term) (Cat 4)' who will be on site for seven days or less in any 12-month period. Complete one form for each person. No work is to commence until the supervisor has completed the form.			
Nominated Contract Owner:		Signature:	
Contractor – Company Name:			
Contractor – Contact Name / Title:			
Description of work / tasks to be undertaken whilst on site:			
Checklist	Yes	No	N/A
Current Standard 11 (if 'N/A' refer VUL-FRM-07-08 Mine Entry Exception Form).	☐	☐	☐
Current Coal Board Medical (if 'N/A' refer VUL-FRM-07-08 Mine Entry Exception Form).	☐	☐	☐
VUL-FRM-07-08 Mine Entry Exception Form (required if a Standard 11 or Coal Board Medical not to be provided).	☐	☐	☐
Site Induction completed.	☐	☐	☐
Work area / site familiarisation completed.	☐	☐	☐
Are chemicals required? Refer VUL-SOP-056-Hazardous Substances.	☐	☐	☐
All portable electrical equipment has a current test and tag date.	☐	☐	☐
Monitoring and/or Testing Instrumentation calibrated and current (calibration certificate).	☐	☐	☐
Mobile equipment / light vehicles etc. have been inspected and approved for site use?	☐	☐	☐
Pre-Start books in all vehicles and mobile equipment/vehicles?	☐	☐	☐
The contractor has been made aware of specific SHMS requirements related to the work?	☐	☐	☐
The contractor has been informed of Risk Management Practices at the mine, i.e. personal risk assessment, JHA, risk assessment etc?	☐	☐	☐
Fitness for Work Declaration			
How many hours has the contractor worked in the previous seven days? (including travel time)			Hours:
I am not under the influence of any drugs or alcohol, I am physically and mentally fit to undertake the assigned tasks. I shall advise my contract owner / supervisor if I am not fit for duty.			
Applicant:	Signature:	Date:	