

EHS

TRADE CONTRACTOR / SUBCONTRACTOR DOCUMENTATION CHECKLIST

PROBUILD SITE:	
CONTRACTOR NAME:	
SUBCONTRACTOR TO: (IF APPLICABLE)	
ON SITE EHS CONTACT NAME AND PHONE	
COMPANY EHS CONTACT NAME AND PHONE:	
RTW COORDINATOR NAME AND PHONE:	

DOCUMENTATION REQUIRED	TICK	DATE
Completed copy of Probuild EHS Documentation Pack including:		
• Completed hazard assessment on contract scope of works		
• Completed SWMS for immediate "High Risk" tasks (other SWMS to be provided as the contract works progress)		
• Completed Hazardous Substance and Dangerous Goods Register		
• Current MSDS's for identified Hazardous Substances and Dangerous Goods		
• Company Return to Work programme details		
• Company suitable duties register		
Certificates of Currency Copies of certificates of Currency MUST be supplied for the following:		
• Workers Compensation Expiry Date:		
• Public Liability Expiry Date:		
Subcontractors: Any subcontractors you use on site MUST provide all documents listed above.		
The following subcontractors are to be utilised on this project and will be reporting to us:		
Subcontractor:	Task:	
Subcontractor:	Task:	
Subcontractor:	Task:	
A separate "documentation required" checklist and attachments has been included with the submission.		

Reviewer:	
Name:	
Signature:	
Date:	

All documentation is to be forwarded onto the EHS Facilitator / Contract Administrator for review, at least 72 hours prior to the site induction.

Incomplete or inadequate documentation may result in the contractor / subcontractor not being allowed to commence work on site.