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Contractor Safety Checklist

A contractor control checklist for induction, permits, PPE, risk assessment, method statement review, supervision, emergency arrangements, equipment control, and incident reporting.

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General guidance document. Professional review is required before operational use.

Purpose

This checklist helps organizations control contractor safety before and during work by reviewing documentation, site rules, supervision, permits, equipment, and communication arrangements.

When to Use

Use before contractor mobilization, before high-risk activities, during permit-to-work review, during contractor audits, after incidents, and when contractor scope changes.

Who Should Use It

HSE managers, contractor managers, site managers, supervisors, procurement representatives, facility managers, and employer representatives.

Checklist / Form Table

Item / Requirement	Yes	No	N/A	Comments	Corrective Action	Responsible Person	Due Date
Contractors have completed site induction							
Risk assessment and method statement are reviewed							
Required permits are identified and authorized							
PPE is suitable and used correctly							
Contractor tools and equipment are controlled							
Site supervision and communication are defined							
Emergency arrangements are explained to contractors							
Incident and near-miss reporting process is understood							

Key Review Areas

- Contractor selection, competence, and induction
- Risk assessment and method statement review
- Permit requirements and authorization controls
- PPE, tools, equipment, and inspection status
- Site supervision and communication arrangements
- Emergency arrangements and site-specific hazards
- Incident, near-miss, and unsafe condition reporting
- Close-out review and corrective action follow-up

Common Red Flags

- Contractors starting work without induction
- No reviewed risk assessment or method statement
- Permit-required work performed without authorization
- Uninspected tools or equipment brought to site
- No clear site contact or supervision plan

Recommended Follow-Up

Stop unsafe work where needed, document gaps, agree corrective actions, verify permits and method statements, communicate site rules, and keep contractor performance records for future selection and review.

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Disclaimer: This document provides general HSE guidance only. It is not a legal guarantee, certification, or substitute for site-specific risk assessment, competent professional review, or applicable regulatory requirements.