



Contractor Spot Check Checklist



Site:	Date:		
Coles Group representative:			
Contractor's name:			
Where the answer to a question or a number of questions is No , raise a Corrective Action Report (CAR). Include safety non-conformance details on the CAR. Only raise one CAR for each spot check.			
Checklist	Yes	No	N/A
Have all the contractor's employees been inducted, with induction cards available?			
Are all the contractor's employees wearing visitor's stickers or badges or Coles Group identification cards?			
Have all the contractor's employees signed in to the Site Contractor/Visitor Sign-in Register?			
Are Work Method Statements (WMSs) available for all works?			
Are the safety controls identified in the WMS in use, for example personal protective equipment and signage?			
If appropriate, are there licences and permits on display on or in the possession of the contractor, for example electrical, building approval or plumbing licences?			
Are up-to-date Material Safety Data Sheets (MSDSs), within five years from the date of issue, available for all chemicals on site? MSDSs must include Australian emergency contact details			
Are the contractor's tools and equipment appropriate for the task? For example, metal ladders must not be used for any electrical work.			
Is the portable electrical equipment tested and tagged and in good condition (ie look for damaged leads, exposed wires)			
Is the portable electrical equipment used in conjunction with a residual current device (RCD) or safety switch?			
Are contractors using their own plant, equipment and tools? Only suppliers facing or replacing stock can use equipment with permission from the Store Manager.			
Have the contractor's employees left the workplace clean, in good order and secure for staff and contractors?			
Coles Group representative's signature:			