



Contractor / Supplier / Demonstrator Spot Check Checklist

Business/Brand:		Date:	
Site No:		Site Name:	
Site Manager / Representative Name:			
Contractor / Supplier / Demonstrator Company:		Contractor / Supplier / Demonstrator 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
Contractors, Suppliers and Demonstrators -			
Has the contractor/supplier/demonstrator undergoing the spot check been inducted, with their induction card available?			
Is the contractor/supplier/demonstrator wearing a visitor's sticker/badge identification card?			
Has the contractor/supplier/demonstrator signed in to the Site Contractor/Visitor Sign-in Register?			
Are Work Method Statements (WMSs) available for all physical work being undertaken?			
Are the safety controls outlined in the WMS implemented including controls for any relevant site specific hazards?			
Have barriers or barricading been installed where the nature of the work requires the area to be isolated?			
Are up-to-date (within five years from the date of issue) Material Safety Data Sheets (MSDSs), available for all chemicals used and/or stored on site by the contractor/supplier/demonstrator?			
Are the contractor/supplier/demonstrator's tools and equipment appropriate for the task? For example, metal ladders must not be used for any electrical work and demonstrators must not use gas equipment.			
Is any portable electrical equipment being used tested and tagged (testing and tagging is current) 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?			
Is the contractor/supplier/demonstrator using their own plant, equipment and tools?			
If the contractor/supplier/demonstrator is using site equipment, have they: <ul style="list-style-type: none"> ▶ Obtained approval from the site manager or delegate, and ▶ Provided evidence of any licence or competency required, and/or ▶ Completed any Business/Brand training required for use of the equipment eg SWP 			
Has the contractor/supplier/demonstrator left the workplace clean, in good order and secure for staff and contractors?			



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Contractors Only -			
Where the work requires it, can the contractor provide evidence of relevant licences and/or work permits, for example (but not limited to) electrical or plumbing licence, building approval or Hot Work Permit, Electrical and Gas Work Permit?			
For work that requires a permit, does the contractors Work Method Statement include at a minimum the appropriate controls as outlined in the work permit?			
Are the controls outlined in the work permit and Work Method Statement implemented?			
Demonstrators Only -			
Is the demonstrator's location: <ul style="list-style-type: none">▶ in the area the Site Manager specified▶ situated as close as possible to the power supply required for the demonstration▶ in a position that does not impede traffic flow around gondolas or display cases▶ not obstructing an emergency exit?			
Are the demonstration tables: <ul style="list-style-type: none">▶ stable, with adjustable leg heights. Propping up legs with cardboard, paper or other products is not permitted▶ the type with a recessed top or non-slip surfaces to ensure that cooking apparatus and utensils do not fall off the table▶ without cloths or covers that hang over the edge of the table top?			
Is the cooking equipment used for the demonstration: <ul style="list-style-type: none">▶ always attended by the demonstrator▶ out of reach of children▶ used specifically for the purpose for which it was designed?			
Does the demonstrator: <ul style="list-style-type: none">▶ have equipment and products suitable for cleaning up spillage and discarding samples available▶ ensure that at the completion of the demonstration the demonstration area is thoroughly clear of rubbish and spillage?			
Does the demonstrator: <ul style="list-style-type: none">▶ ensure that electrical leads do not hang over the sides of the demonstration table▶ run electrical leads within the demonstrator unit or are they taped to the side of the demonstration unit▶ ensure that electrical leads are not left across walkways?			
Does the demonstrator use fused multi-power outlets, if multiple power sources are required? Double-adaptors must not be used.			

**Site Manager / Representative's
Signature:**