

Subcontractor compliance checklist

Free template, use it however you like

SUBCONTRACTOR

BUSINESS NAME	ABN	TRADE
CONTACT PERSON	MOBILE	EMAIL
PROJECT / SITE	EXPECTED START DATE	

DOCUMENTS SIGHTED BEFORE THEY START

ITEM	SIGHTED	NUMBER / POLICY NO.	EXPIRY DATE	NOTES
Public liability insurance (certificate of currency)	☐			
Workers' compensation insurance, if they employ workers	☐			
Trade or contractor licence for the work	☐			
White cards for each worker coming on site	☐			
High risk work licences (e.g. scaffolding, rigging, plant)	☐			
SWMS for any high risk construction work	☐			
Plant and equipment records (if bringing plant)	☐			
Safety data sheets for hazardous chemicals	☐			

BEFORE WORK STARTS

ITEM	DONE	DATE
Site induction completed for every worker	☐	
SWMS reviewed and workers have read it	☐	
Site rules, hours and access arrangements explained	☐	
Emergency procedure, first aid and assembly point covered	☐	
Contact for safety issues on this site agreed	☐	

Insurance types, amounts and licence classes depend on your contract and your state. Check what your contract and your own insurer require, and diary a reminder before each expiry date.

CHECKED BY	SIGNATURE	DATE
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