

# CHECKLIST FOR CONTRACTORS

## EXAMPLE CHECKLIST

| Make sure I have:  |                       |
|--|-----------------------|
| Made clear where they will be going/working  | <input type="radio"/> |
| Advised them of anything they wouldn't expect that would be a risk to them   | <input type="radio"/> |
| Advised of other activity on farm that could pose a risk to them   | <input type="radio"/> |
| Determined what they are going to be doing, what risks that poses to others and how we are going to manage and communicate those risks | <input type="radio"/> |
| Advised of farm rules (eg speed limits, alcohol) and my expectations of their behaviour on farm  | <input type="radio"/> |
| Advised of any relevant emergency procedures   | <input type="radio"/> |
| Determined appropriate time in/time out reporting  | <input type="radio"/> |
| Got contact details  | <input type="radio"/> |
| Made notes on what I told them   | <input type="radio"/> |

| If necessary I will:                         |                       |
|--|-----------------------|
| Print and mark-up farm map                   | <input type="radio"/> |
| Get them to call in at house before starting | <input type="radio"/> |
| Take them over any difficult area            | <input type="radio"/> |