

4.3) this checklist may be used for contractors

NATIONAL UNIVERSITY OF SINGAPORE
DEPARTMENT OF CHEMISTRY
CONTRACTOR RISK MANAGEMENT CHECKLIST

Contractor Responsibility

1. Submit a risk assessment for the work activities to be conducted prior to start work and their workers briefed on the risks involved.
2. Submit relevant licences applicable to any regulated equipment.
3. Give adequate instruction to their workers on the possible dangers in the labs and keep a record showing that the contractors brief their workers before they commence work.
4. Monitor and supervise their workers safety and health regularly.
5. Inform the NUS representative of any incidents or accidents immediately.
6. Instruct their workers not to start Hot Work without permit.
7. Provide all necessary personal protective equipment.
8. Details of Contractor:

Name of Contractor:		NRIC/FIN no:	
Company:		Contractor/Supervis or contact no.	
Date of Start work:		Date of Completion:	
Location of Work:		Scope of work:	

Responsibility of Lab in Charge:

Item	Completed?
1. Request Risk Assessment from Contractor(Vendor)	
2. Provided vendor with:	
a. Emergency Contact numbers	
b. Hazards and Risks in the surrounding areas	
c. Evacuation Route	
d. First Aider contacts	

If Vendor/Contractor is conducting any demolition work, Hot-Work, Working at Heights, using lifting equipment and any other work that may require a permit from the Department, please provide the following:

	Completed?
Barricaded area and signage placed	
Equipment used	
Training certs of worker competency	
Special permits (hot-work, working at heights, lifting work, confined spaces, electrical installation)	
Sketch of area to conduct work	
List of Workers (submit as attachment)	
List of PPE used	

NUS Representative/Lab In Charge
Name:

Contractor

Signature:

Signature:

Date:

Date:

After Completion of Work

The Contractor hereby hands back the completed working area in good working condition.

NUS Representative
Name:

Contractor
Supervisor Name:

Signature:

Signature:

Date:

Date: