CONTRACTORS

Contractor vehicle-risk briefing

Complete with the contractor before work starts. Walk the route together. Re-brief and log it whenever the work area, routes or times change.

Contractor	Job	Dates	Our contact (in charge of the contractor)

Contractor's supervisor	Phone	Their risk assessment seen (date)

Routes in and out, and the work area (sketch or describe; mark where our vehicles cross)

Our vehicles moving nearby	When	Control agreed

Other people on site: other contractors, visiting drivers, visitors

Item	Agreed
Who can stop the work, and how	
How to report a problem or near miss	
Site rules given and explained (incl. penalties for not following them)	
Our own staff told where the contractor is working	

Changes during the job

Date and time	What changed	Who was re-briefed	By

Signed for the site	Signed for the contractor	Date