

# CONTRACTOR HSE MOBILIZATION

Date \_\_\_\_\_

Project \_\_\_\_\_

Completed by \_\_\_\_\_

## Contractor Critical Activities

**TO USE THIS CHECKLIST: Check N/A for items that are not applicable. Assign point value for each line item based on relative importance to your organization. Line items must total 100.**

N/A	No.	Items/Comments	YES	NO	# points
	1.	Site / project-specific HSE execution plan developed.			
	2.	HSE execution plan endorsed by executive and / or project management.			
	3.	HSE standards manual established.			
	4.	Gap analysis between OHS legislation and HSE standards manual completed.			
	5.	Gap analysis between client standards and HSE standards manual completed.			
	6.	HSE standards, practices and procedures are suitably comprehensive for contracted work scope.			
	7.	HSE standards, practices and procedures are available to line management and workers.			
	8.	Line management and workers are knowledgeable in the HSE standards, practices and procedures.			
	9.	Project specific risk assessment has been completed.			
	10.	Project specific risk assessment has been communicated to project management and line supervision.			
	11.	Client standards communicated / distributed to contractor.			
	12.	Kick off meeting held with contractor.			
	13.	Prime contractor identified at kick-off meeting or via contact.			
	14.	Contract identifies superceding HSE standards.			
	15.	Contractor HSE coordinator identified.			
<b>TOTAL / % Compliance</b>					<b>/100</b>