

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 at the vineyard/winery 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 vineyard/winery rules (eg speed limits, alcohol) and my expectations of their behaviour	<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 vineyard/winery 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"/>