



LABOUR HIRE AGENCIES AND GROUP TRAINING ORGANISATIONS HOST EMPLOYER (PCBU) CHECKLIST

SAFework NSW

AUGUST 2021



LET'S TALK SAFETY



PURPOSE

This checklist can be used by a labour hire agency or group training organisation to assess the placement of workers and obtain preliminary information about the work, work environment and host employer (person conducting a business or undertaking (PCBU)).

WHAT SHOULD HAPPEN?

Retain the original checklist at the labour hire agency or group training organisation and provide a copy to the host PCBU.

LABOUR HIRE AGENCIES AND GROUP TRAINING ORGANISATIONS HOST EMPLOYER (PCBU) CHECKLIST

More information: www.safework.nsw.gov.au/labour-hire

PCBU INFORMATION

Host PCBU business name

Host PCBU address

Host PCBU contact name

Host PCBU telephone

Type of business

SECTION 1. MANAGING SAFETY

Managing safety		Yes	No	Comments. If no, what action is required?
1.1	Does the host PCBU have:			
	a system for managing work health and safety			
	information about the nature of work, including any health and safety risks for the work			
	information about the work environment where the workers will carry out work			
	a system for managing risks at the workplace (including hazard identification and risk assessment procedures)			
	a system of work to ensure that plant and equipment used at the workplace are safe, fit for use, and appropriately maintained			
	a system to verify that workers have the necessary qualifications, licences, skills and training to carry out work safely			
	adequate arrangements in place to provide supervision to workers			
	a system to ensure workplace incidents and injuries are reported, investigated and actions taken to prevent a reoccurrence			

Managing safety		Yes	No	Comments. If no, what action is required?
1.2	Has the information in section 1.1 been documented and if so have you sighted this information?			
1.3	Does the host PCBU have established consultation arrangements in place?			
1.4	Do the consultation arrangements ensure that labour hire workers or group training apprentices and trainees are adequately consulted?			
1.5	Will the host PCBU consult before changing the workers' duties or location?			
1.6	Does the host PCBU have an appointed management representative (a senior manager who is responsible for making sure safety is adequately managed)?			

SECTION 2. THE ORGANISATION

Organisation details		Comments
2.1	What is the host PCBU organisational size?	
2.2	Have you sighted the PCBU's current Workers Compensation Certificate of Currency?	
2.3	Do you know of any injuries the host PCBU has had in the past year?	
2.4	Has the host PCBU identified the most common causes of injury within their workplace?	
2.5	Will labour hire workers, group training apprentices or trainees be working in the areas where there are high rates of injuries?	

SECTION 3. THE WORK

Work details		Validated on workplace visit
3.1	Job title:	
3.2	Summary of tasks:	
3.3	Plant and equipment to be used:	
3.4	Substances and materials to be used:	
3.5	Hours of work:	
3.6	Intended duration of contract:	
3.7	Supervisor (name, position and contact details):	
3.8	Level of supervision to be provided e.g.: Continuous Frequent Occasional Minimal Comment	
3.9	Training provided before commencing work:	

Work details		Validated on workplace visit
3.10	Is personal protective equipment (PPE) required?	
3.11	What type of PPE is required?	
3.12	Who will provide the PPE and replacements?	

SECTION 4. THE WORKER

Worker details		Validated on workplace visit
4.1	Qualifications and/or licences the worker should possess:	
4.2	Experience the worker should possess:	
4.3	Other selection criteria (medical/literacy/numeracy)::	

SECTION 5. THE WORK ENVIRONMENT

Work environment details		Validated on workplace visit
5.1	Physical location of work (e.g. address of workplace):	
5.2	Further details of physical location of work (e.g. workshop, plant number etc.):	

Work environment details		Validated on workplace visit
5.3	Is there a safety coordinator, Health & Safety Committee or Health & Safety Representative?	
5.4	How are safety issues to be reported?	
5.5	Who are safety issues reported to? (name, role and contact details), including from the labour hire agency or group training organisation?	

SECTION 6. HAZARDS IN THE WORKPLACE

Managing safety		Yes	No	Action required
6.1	Areas where pedestrians and vehicles interact			
6.2	Asbestos			
6.3	Confined spaces			
6.4	Dangerous machinery			
6.5	Electrical			
6.6	Falling objects			
6.7	Fatigue			

Managing safety		Yes	No	Action required
6.8	Hazardous chemicals			
6.9	Hazardous noise			
6.10	Hazardous manual tasks			
6.11	Infectious diseases			
6.12	Psychosocial hazards			
6.13	Slips, trips and falls hazards			
6.14	Unguarded equipment and machinery			
6.15	Vehicles/mobile plant			
6.16	Work that requires a High Risk Work (HRW) licence			
6.17	Working at heights			
6.18	Working in hot or cold environments			

Managing safety		Yes	No	Action required
6.19	Working remote or isolated			
6.20	Other, please specify:			

SECTION 7. SUMMARY

Organisation details		Action required
7.1	Any areas that require corrective actions	
7.2	Person responsible to action corrective actions	
7.3	Date for corrective actions to be actioned	
7.4	General comments on suitability of host PCBU for placement of workers	
7.5	<p>Who completed the workplace visit and validated the information provided by the host PCBU?</p> <p>Name:</p> <p>Signature:</p> <p>Date (DD/MM/YYYY)</p>	
7.6	<p>Proceed with placement</p> <p>Yes</p> <p>No</p>	

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Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

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