

Contractor Management & Record Keeping Checklist

This checklist reflects the minimum practical steps a farm business should be able to demonstrate if engaging Contractors or labour providers.

Contractor Engagement & Classification

- Contractor is a genuine business entity (ABN verified).
- Worker classification has been considered (employee vs contractor).
- Risk of sham contracting assessed.
- Contractor can subcontract or delegate (where applicable).
- Contractor provides their own tools/equipment (where relevant).

Written Agreement

- Written Contractor or service agreement in place (even if basic).
- Scope of work clearly defined.
- Responsibility for tax and super addressed.
- WHS cooperation and site rules acknowledged.
- Fair Work wage standards agreed.
- Insurance requirements specified.

Identification & Site Control

- Contractor has advised who will attend site.
- Each individual worker is identifiable by name.
- Workers are authorised before attending site.
- Dates of attendance are recorded.
- System exists to know who is on site at any time.

Inductions & Safety Information

- Contractor workers receive site-specific safety information.
- Key hazards explained (plant, vehicles, chemicals, biosecurity etc.).
- Site rules communicated.
- Induction or briefing acknowledged (sign-off or digital record).

Wage Compliance (Primary Contractors)

- Expectation set that Fair Work minimum standards apply.
- Award, Agreement or pay structure confirmed.
- Proportionate wage verification requested (where labour is supplied).
- Redacted or summary payroll evidence accepted.

Privacy-Appropriate Handling of Information

- Payroll material provided in redacted or aggregated form.
- Information accessed only by authorised persons.
- Records stored securely.

Subcontractors

- Contractor required to advise if subcontractors will attend.
- Subcontractors authorised before attending site.
- Subcontractor workers identified on site.
- Safety information provided or confirmed.

Insurance Verification

- Public Liability insurance certificate obtained.
- Workers Compensation coverage confirmed (where applicable).
- Coverage is current and appropriate for the work.
- Certificates retained on file.

Records & Evidence

- Contractor details recorded and agreements retained.
- Worker attendance, induction records and safety briefings retained.
- Invoices and payment records retained.



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