

Site Subcontractor Onboarding Checklist

A step-by-step checklist for verifying subcontractor licences, insurances and WHS documentation before work begins onsite.

This checklist covers the core verification steps required before a subcontractor is permitted to commence work on site, followed by the ongoing checks needed to keep their compliance position current for the life of the project. Use it as a working document — tick items off as they're completed and use the notes column to record reference numbers, expiry dates or follow-up actions.

Stage 1: Pre-Engagement Verification

Complete before any subcontractor is issued a purchase order, contract or site access.

✓	Item	Notes
☐	Subcontractor's ABN verified as active and correctly matched to the entity being engaged	
☐	Public liability insurance certificate of currency sighted, current, and sufficient for the scope of work	
☐	Workers compensation insurance certificate of currency sighted and current	
☐	Professional indemnity insurance sighted and current (where relevant to the scope of work)	
☐	Relevant trade licences sighted and confirmed current (e.g. electrical, plumbing, high-risk work licences)	
☐	White Card / construction induction card sighted for all workers to be sent to site	
☐	SWMS received for any high-risk construction work and reviewed for suitability to the actual task	
☐	Subcontractor agreement or purchase order issued and signed, referencing the applicable scope of work	

✓	Item	Notes
☐	Subcontractor added to the project's compliance register with all expiry dates recorded	

Stage 2: Site Induction

Complete before the subcontractor's personnel commence physical work on site.

✓	Item	Notes
☐	Site-specific induction delivered to all subcontractor personnel prior to starting work	
☐	Emergency procedures, muster points and site rules communicated and understood	
☐	Site-specific hazards relevant to the subcontractor's scope of work briefed	
☐	Photo identification and White Card sighted and recorded for each individual worker	
☐	Subcontractor personnel issued with appropriate site access (swipe card, sign-in register, etc.)	
☐	SWMS briefed to and signed off by all workers performing the relevant high-risk work	
☐	Plant, equipment and tools to be used on site inspected and confirmed as tagged/compliant where required	

Stage 3: Ongoing Monitoring

Repeat at the frequency appropriate to the length and risk profile of the engagement.

✓	Item	Notes
☐	Insurance certificates of currency re-verified prior to expiry, with renewed certificates obtained	
☐	Trade licences and high-risk work licences re-verified prior to expiry	
☐	SWMS reviewed and re-signed if the scope of work or site conditions change materially	
☐	Subcontractor's compliance with site rules and WHS requirements spot-checked during routine inspections	
☐	Any incidents, near misses or non-conformances involving the subcontractor logged and corrective actions tracked to close-out	

✓	Item	Notes
☐	Compliance register reviewed at agreed intervals to confirm no items have lapsed unnoticed	
☐	New personnel added by the subcontractor during the engagement inducted before starting work	

Stage 4: Demobilisation

Complete once the subcontractor's scope of work is finished and they are leaving site.

✓	Item	Notes
☐	Final inspection of completed works carried out against the agreed scope	
☐	Any outstanding defects or corrective actions documented and assigned a close-out date	
☐	Site access revoked (swipe cards returned, sign-out completed)	
☐	Compliance register updated to reflect the subcontractor's demobilisation date	
☐	Records retained in accordance with your organisation's document retention requirements	

Where KLB Fits In

HOW WE SUPPORT THIS

KLB Consulting Group manages subcontractor onboarding and compliance as an ongoing, embedded service — verifying licences and insurances before engagement, maintaining a live compliance register across every active site, and tracking renewals so a lapse is identified before it becomes a gap in your compliance position, not after.

If you'd like to discuss this with our team, get in touch for a consultation.