



Contractor Risk Management Template

9 Jun 2026 / Darion Fisher

Complete

Score	13 / 14 (92.86%)	Flagged items	1	Actions	1
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This template assesses the risks associated with individual contractors and their activities on a construction site, covering safety, legal and compliance, financial, reputational, and environmental risk categories.

It is completed by a project manager or site supervisor: once before a contractor mobilizes, and again at each project phase gate, after any incident or near-miss, or whenever a new contractor or subcontractor is onboarded. Record all scores and evidence at the time of assessment, not retrospectively.

Any item answered No is automatically flagged. Assign a corrective action with a named owner and target completion date before the contractor begins work. Escalate immediately if a risk scores 15 or above or involves an expired certification, insurance lapse, or active OSHA non-conformance.

Name of inspector	Darion Fisher
Position / role	Site supervisor
Date of assessment	09.06.2026
Site / project location	Wasilla, AK 99654, USA (61.58087629999999, -149.4410597)
Contractor name	Melissa Dunn
Contractor activity / scope of work	Structural Engineering
Project phase	Structural

Flagged items & Actions

1 flagged, 1 action

Flagged items

1 flagged, 1 action

Section 1: Pre-Qualification and Vetting

Has the contractor's workers' compensation coverage been confirmed as active?

No

Final compensation still being negotiated. Need to finalize ASAP

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 16.06.2026 10:34 PST | Created by: SafetyCulture Staff

Finalize contractor compensation agreement

Other actions

0 actions

Section 1: Pre-Qualification and Vetting

1 flagged, 1 action, 6 / 7 (85.71%)

Answer each item based on the evidence and documentation available at the time of assessment. Any item answered No is automatically flagged. Add a photo as evidence and assign a corrective action before the contractor starts work.

Verify the contractor's qualifications, certifications, and track record before allowing mobilization. Check all documentation against the scope of work submitted at tender. Do not proceed if any item cannot be confirmed.

Is the contractor's trade license current and valid for the scope of work on this site?

Yes

Does the contractor hold a current public liability insurance certificate?

Yes

Has the contractor's workers' compensation coverage been confirmed as active?

No

Final compensation still being negotiated. Need to finalize ASAP

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 16.06.2026 10:34 PST | Created by: SafetyCulture Staff

Finalize contractor compensation agreement

Are all personnel working under this contractor holding current working-at-heights certifications (where applicable)?

Yes

Has the contractor provided a verifiable record of past incident history, including any relevant citations or non-conformances?

Yes

Has the contractor's competency been independently verified for the activities listed in the scope of work?

Yes

Submitted portfolio and performance appraisals from past work.

Has a pre-qualification checklist been completed and approved by the project manager prior to this assessment?

Yes

The next section contains the risk scoring, mitigation and review log.

Add one row for each contractor risk identified. Complete all columns across scoring, mitigation, and review.

Risk scoring: score Likelihood (1–5) and Consequence (1–5) and manually multiply to get the Risk rating.

Ratings of 15 or above require immediate action and must be escalated to the project manager before contractor mobilization. Do not grant site access until resolved. Ratings of 8–14 require a documented mitigation plan. Ratings below 8 are monitored.

Review: update the Last reviewed, What changed, and Next review date columns at each project phase gate, after any incident or near-miss, and whenever a new contractor or subcontractor is mobilized.

Section 2: Risk Scoring, Mitigation and Review Log

	Risk description	Category	Likelihood (1-5)	Consequence (1-5)	Risk rating	Mitigation control	Owner	Target date	Last reviewed	What changed	Next review date
1	Weather conditions affection construction and structural tasks	Safety risk and delayed productivity	3	4	12	Mitigate					
2	Material supply delays from vendor issues	Third party risks	2	3	6	Transfer					

Section 3: Post-table Escalation Gates

2 / 2 (100%)

Are all identified risks rated below 15?

Yes

Are all mitigation controls within their target completion dates?

N/A

Have all contractors and subcontractors mobilized since the last review been added to the risk log?

Yes

Section 4: Regulatory Compliance Alignment

4 / 4 (100%)

Confirm that this risk assessment addresses the applicable regulatory and standards requirements. Flag any standard that cannot be confirmed.

Does the risk log structure align with the ISO 31000:2018 process (identify, analyze, evaluate, treat, and monitor)?	Yes
Does the contractor oversight and monitoring record meet ISO 45001:2018 clause 8.1.4 requirements?	Yes
Are hazard identification and corrective action records documented in line with OSHA 29 CFR 1926 requirements?	Yes
Has insurance coverage expiry been logged in the risk table with a 30-day review trigger set for each contractor?	N/A
Have all applicable regulatory references been confirmed and linked to the relevant rows in the risk log?	Yes

Completion Page

Submitting this template creates a timestamped, auditable record of the contractor risk assessment. All responses are saved automatically.

Any item answered No in Sections 1,3 and 4 generates a flagged corrective action that must be assigned to a named owner before the contractor is permitted on site.

Any risk in the log scoring 15 or above must be escalated to the project manager immediately. Do not grant site access until the risk is resolved and documented.

Review all open flagged items before submitting and confirm each has an assigned owner and target date.

Inspector sign-off

Darion Fisher

Darion Fisher
09.06.2026 10:40 PST

Supervisor sign-off

Gladys Wong

Gladys Wong
09.06.2026 10:40 PST
