

Checklist for Workers Compensation insurance

Contract name:
 Contract number:

Use this checklist to confirm that the contractor's Workers Compensation insurance is satisfactory. If any unsatisfactory requirements are identified, refer to Procurement Practice Guide *Construction insurance*, Section 2 - Checking Insurance for guidance on further action.

- 1. A certificate of currency has been received

- 2. The insurer is acceptable to WorkCover NSW.
 (See the list of acceptable insurers maintained on the WorkCover website at: www.workcover.nsw.gov.au/Agents_Insurers/ListofInsurers/default.htm)

- 3. The certificate of currency:
 - 1. Accurately names the contractor as the "insured".

 - 2. Shows the Date of Issue and is valid for a period of no more than 12 months after that Date.

 - 3. Is current.

 - 4. Shows the Policy Number.

 - 5. Appropriately identifies the 'industry' or 'nature of the business' of the contractor.

 - 6. Shows the number of employees, and that number is consistent with the number that the contractor is expected to employ.

 - 7. Shows the wages.

Record the expiry date of the policy for checking of currency in the future.

Name: Position title:

Signature: Date: