

# HOST BUSINESS COMPLIANCE CHECKLIST

What every builder, civil contractor and project owner should verify before engaging a labour hire provider in Queensland.

Two enforcement actions have made this a live commercial issue, not a paperwork formality: a prosecution out of **Chinchilla (March 2026)** and fines exceeding **\$240,000 in Mount Isa (late 2025)**, both under the Labour Hire Licensing Act 2017. Under the Act, a host business that knowingly engages an unlicensed provider carries its own exposure — "we didn't check" is not a defensible position. This checklist covers what to verify before you sign, and what stays your responsibility once workers are on site.

## 01 LICENSING

- ☐ The provider holds a **current licence** under the Labour Hire Licensing Act 2017 — not one that "was current," checked against the public register on the date of engagement.
- ☐ The licence covers the **specific type of work** being supplied (general labour, plant operation, skilled trades).
- ☐ You have a documented record of having checked the licence — dated, and kept on file for your own protection.

## 02 WHS SYSTEMS

- ☐ The provider can **show you** their WHS systems and induction process — not just describe them verbally.
- ☐ Roles and responsibilities for site induction, PPE, and incident reporting are **agreed in writing** before the first worker arrives on site.
- ☐ There's a clear, agreed **incident escalation path** covering both the host site and the labour hire provider.

## 03 INSURANCE & TRACK RECORD

- ☐ The provider carries insurances **appropriate to the specific work** being performed on your site, not a generic policy.
- ☐ The provider can demonstrate a track record on **sites similar to yours** — scale, sector, and risk profile.
- ☐ References from other host businesses are available and willing to speak to the provider's

## 04 WHAT STAYS YOUR RESPONSIBILITY AS A HOST

Engaging a licensed provider does not transfer every duty away from your business. Under Queensland WHS law, host businesses and labour hire providers can hold duties toward the same worker at the same time. Here's broadly how that splits in practice.

| AREA               | TYPICALLY THE HOST'S RESPONSIBILITY                   | TYPICALLY THE PROVIDER'S RESPONSIBILITY                        |
|--------------------|-------------------------------------------------------|----------------------------------------------------------------|
| Site induction     | Site-specific induction, hazard ID for that workplace | General WHS training and inductions                            |
| PPE                | PPE relevant to tasks performed on your site          | Confirming workers are fit and competent to wear/use it        |
| Supervision        | Day-to-day supervision while on site                  | Ensuring the worker placed is qualified for the role           |
| Tickets & licences | Confirming currency for site-specific tasks           | Verifying and maintaining ticket/licence records               |
| Incident reporting | Reporting what happened on your site                  | Reporting to meet their own obligations, supporting the worker |

**The businesses that manage this well don't leave it to assumption.** They agree who runs induction, who supplies which PPE, and who the incident escalation path runs through — in writing, before the worker sets foot on site.

**\$240K+**

MOUNT ISA FINES, LATE 2025

**2017**

LABOUR HIRE LICENSING ACT

**2**

PARTIES CAN HOLD DUTIES AT ONCE

## 05 BEFORE YOU SIGN

- ☐ Licence checked and dated on file.
- ☐ WHS and induction responsibilities agreed in writing.
- ☐ Insurance certificates sighted and appropriate to the work.
- ☐ Track record and references confirmed for similar sites.

This checklist is general information, not legal advice. For a compliance question specific to your business or site, the Labour Hire