CONTRACTOR MANAGEMENT ATTACHMENT 4

***SECTION 3*** *Framework for Health and Safety Management*

CONTRACTOR HS QUESTIONNAIRE ASSESSMENT GUIDANCE

This questionnaire forms part of the organisation’s contractor evaluation process and is to be completed by contractors and submitted with their tender offer. The objective of this questionnaire is to provide an overview of the contractor’s Health and Safety management system. Contractors must verify their responses to the questionnaire by providing evidence of their ability and capacity in relevant matters.

***ATTACHMENT***

**CERTIFICATION**

Company Name:

|  |  |
| --- | --- |
| Contact Name: | Position: |
| Contract Name/Reference: | Date: |
| Questionnaire Assessed by: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **MANDATORY OR BEST PRACTICE** | **EXAMPLES OF EVIDENCE** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Is there a written company HS policy? | Best Practice | The Policy provided by the contractor should:   Be signed by the CEO or equivalent   Outline clear statement of objectives   Show commitment to improve performance   Be relevant to company operations   Be reviewed on a regular basis |  |  |  |  |
| Does the company have an HS Management System certified by a recognised independent authority? | Best Practice |  Certification demonstrates that the contractor meets minimum standards, verified by an independent party. These may include AS 4801:2001 or ISO 45001 |  |  |  |  |
| Is there a company HS Management System manual or plan? | Best Practice | The company HS manual or plan should include:   Health, safety and environment policy   Management HS responsibilities   General occupational health, safety and environment procedures   Safe Work procedures relevant to the company operations   Public safety procedures   Induction and training procedures   Issue resolution and OHS consultation mechanisms |  |  |  |  |
| Are HS responsibilities clearly identified for all levels of management and staff? | Best Practice | Responsibilities should be documented and include:   HS responsibility statements   Employee’s job descriptions |  |  |  |  |

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| **CRITERIA** | **MANDATORY OR BEST PRACTICE** | **EXAMPLES OF EVIDENCE** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Has the company prepared safe work method statements or specific safety  instructions relevant to its services? | Mandatory | The contractor must be able to demonstrate safe work procedures which:   Are relevant to company operations   Contain a description of the tasks and associated hazards   Outline control measures and methods to minimise health, safety and environment risks |  |  |  |  |
| Does the company maintain a register of injury document? | Best Practice | The register should contain the following information:   Worker’s name   Worker’s occupation or job title   Time and date of injury   Worker’s exact location at the time of the injury   Exact description of how injury was sustained   Nature of injury and the body part(s) affected   Witnesses to the injury, if any   Date of entry in register   Name of person making the entry |  |  |  |  |
| Is there a documented incident investigation procedure? | Best Practice |  Incident reports   Investigation forms   Incident investigation procedure   Completed investigation forms |  |  |  |  |
| Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company? | Mandatory |  Documented risk assessments for relevant plant or risk assessment procedure   Copy of plant operator licences   List of plant requiring registration   Plant maintenance and inspection forms   Pre-start daily safety inspection forms   Plant fault reporting system |  |  |  |  |
| Are there procedures for storing and handling hazardous substances and dangerous goods? | Mandatory |  Manifest or register of chemicals used by the contractor   Material Safety Data Sheets for chemicals used   Safe handling procedures, including personal protective equipment   Relevant training documentation |  |  |  |  |
| Are there procedures for identifying, assessing and controlling risks associated with manual handling? | Mandatory |  Documented risk assessments for manual handling hazards   Systems used to control manual handling risks (work procedures, JSA etc.) |  |  |  |  |
| Is a record maintained of all training and induction programs undertaken for employees in the company? | Best Practice |  Records of training and competencies of employees (licences, permits, certificates)   Records of ‘on the job’ training   Tool box meetings conducted   Induction training programs |  |  |  |  |

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| **CRITERIA** | **MANDATORY OR BEST PRACTICE** | **EXAMPLES OF EVIDENCE** | | **YES** | **NO** | **N/A** | **COMMENTS** |
|  |  |  | Workplace inspection schedules |  |  |  |  |
| Are regular health and safety inspections at worksites undertaken? | Best Practice |    | Completed inspection reports  Records maintained |
|  |  |  | Types of inspections undertaken |
| Is there a procedure by which employees can report hazards at workplaces? | Best Practice |    | Documented hazard reporting procedure and forms  Completed hazard reports |  |  |  |  |
|  |  |  | Document showing structure of committee |  |  |  |  |
| Is there a workplace HS  committee? | Best Practice |  | Meeting schedule/agenda |
|  |  |  | Copies of meeting minutes |
|  |  |  | List of employee health and safety |  |  |  |  |
|  |  |  | representatives |
| Are employees involved  in decision making over HS matters? | Best Practice |  | Documented procedures for consultation and dissemination of information |
|  |  |  | Employee involvement in inspection, accident |
|  |  |  | investigation |
| Is there a system for |  |  |  |  |  |  |  |
| recording and analysing HSE performance statistics including  number and type of | Best Practice |    | Monthly HS reports to management Graphical analysis of incidents and injuries |
| injuries and incidents? |  |  |  |
| Are employees regularly provided with information on company HS performance? | Best Practice |    | Copy of HS noticeboard checklist  HS communication or consultation procedure |  |  |  |  |
| Has the company ever |  | The RP should confirm:   The nature and circumstances of any convictions   Evidence of corrective actions being closed out | |  |  |  |  |
| been convicted of an  occupational health, | Mandatory |
| safety offence? |  |
| Can the company |  |  | Senior manager chairing HS committee |  |  |  |  |
| demonstrate  management | Best Practice |  | Managers with HS KPI’s |
| commitment to HS and |  |  | Managers have HS component in their position |
| a strong safety culture? |  |  | descriptions |
| Please provide references on HS performance for the two (2) most recent contracts completed by the company | Mandatory |    | The reference checks should be used to confirm that the contractors stated HS management system is implemented in the actual works they perform  The previous companies should be able to provide a qualitative assessment of how the contractor performed in regards to HS matters |  |  |  |  |