CONTRACTOR MANAGEMENT ATTACHMENT 3

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

CONTRACTOR HS QUESTIONNAIRE – HIGH RISK

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**

The information provided in this questionnaire is an accurate summary of the company’s health, safety and environment management system.

Company Name:

|  |  |
| --- | --- |
| Contractor Representative: | Signature: |
| Position: | Date: |
| Contract Name/Reference: | Contract Number/Reference: |

**CONTRACT DESCRIPTION**

Brief description of the scope of works:

List locations where work will be undertaken:

List the major activities and types of work to be completed:

|  |  |  |
| --- | --- | --- |
| **HEALTH AND SAFETY POLICY AND MANAGEMENT** | **YES** | **NO** |
| Is there a written company Health and Safety policy?   If yes provide a copy of the policy   Comments |  |  |
| Does the company have an HSE Management System certified by a recognised independent authority (e.g. AS 4801:2001)   If yes provide details |  |  |
| Is there a company Health and Safety Management System manual or plan?   If yes provide a copy of the content page(s)   Comments |  |  |
| Are Health and Safety responsibilities clearly identified for all levels of management and staff?   If yes provide details/examples   Comments |  |  |

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| **SAFE WORK PRACTICES AND PROCEDURES** | **YES** | **NO** |
| Has the company prepared JSEAs, work instruction plans or specific health and safety instructions relevant to its services and activities?   If yes provide a summary listing of procedures or instructions   Comments |  |  |
| **RISK MANAGEMENT** | **YES** | **NO** |
| Is there a register of incidents   If yes provide a copy (may be desensitised) |  |  |
| Is there a documented incident investigation procedure?   If yes provide a copy of a standard incident report form |  |  |
| Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?   If yes provide details |  |  |
| Are there procedures for storing, handling and disposal of hazardous substances and dangerous goods?   If yes provide details |  |  |
| Are there procedures for identifying, assessing and controlling risks associated with manual handling?   If yes provide details |  |  |
| **HEALTH AND SAFETY TRAINING** | **YES** | **NO** |
| Is a record maintained of all training and induction programs undertaken for employees in the company?   If yes provide examples of safety training records |  |  |

Describe how Health and Safety training is conducted and verified within the company:

|  |  |  |
| --- | --- | --- |
| **WORKPLACE INSPECTIONS** | **YES** | **NO** |
| Are regular health, safety and environmental inspections at worksites undertaken?   If yes provide details |  |  |
| Is there a procedure by which employees can report hazards at workplaces?   If yes provide details |  |  |
| **CONSULTATION AND WORKER PARTICIPATION** | **YES** | **NO** |
| Is there a workplace Health and Safety committee?   If yes provide details of structure |  |  |
| Are employees involved in decision making over Health and Safety matters?   If yes provide details |  |  |
| **HEALTH AND SAFETY PERFORMANCE MONITORING** | **YES** | **NO** |
| Is there a system for recording and analysing Health and Safety performance statistics including number and type of injuries and incidents?   If yes provide details |  |  |
| Are employees regularly provided with information on company health and safety performance?   If yes provide details |  |  |

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| --- | --- | --- |
| **REGULATORY ACTION** | **YES** | **NO** |
| Has the company ever been convicted of an occupational health and safety offence?   If yes provide details  Has the company been issued with an environmental infringements notice, enforceable undertaking or otherwise prosecuted on environmental grounds?   If yes provide details |  |  |
| **MANAGEMENT COMMITMENT** | **YES** | **NO** |
| Can the company demonstrate management commitment to Health and Safety and a strong safety culture?   May include:  ~ Senior manager chairing Health and Safety committee  ~ Managers with Health and Safety KPI’s  ~ Managers having a Health and Safety component in their position descriptions |  |  |
| **OTHER CONTRACT SPECIFIC REQUIREMENTS** | **YES** | **NO** |
|  |  |  |
| **COMPANY REFERENCE** | | |

Provide the following information for the two (2) most recent contracts completed by the company

|  |  |  |
| --- | --- | --- |
|  | **1ST CONTRACT** | **2ND CONTRACT** |
| Contract Description |  |  |
| Client |  |  |
| Name of Client Contact |  |  |
| Phone Number Client Contact |  |  |
| Total number of work hours |  |  |