

Māia Manawanui Whenua Contractor H&S Pre-Qualification

“If you can put your hand on your heart and *truthfully* say you have done everything in *YOUR* power to ensure everyone’s safety, then you are on the right track.”

Company/Contractor:

Date:

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Contractor Details:

<u>Name/Company Name:</u>	
<u>Trading As (If Different):</u>	
<u>Address:</u>	
<u>Main Contact Name:</u>	
<u>Main Contact Phone Number:</u>	
<u>Main Contact Email Address:</u>	
<u>Secondary Contact Name:</u>	
<u>Secondary Contact Phone Number:</u>	
<u>Secondary Contact Email Address:</u>	

H&S Responsibilities:

Can you please describe levels of health & safety responsibilities of workers within your organisation? We require information that identifies what specific health and safety responsibilities people in your business have.

(Submission of H&S Documentation in place of description is suitable.)

Document Submitted? YES / NO

Description:

H&S Risk Management:

How does your organisation identify hazards and assess the related risk? The purpose of this question is to establish:

- Whether you are complying with your legislative requirement to identify and manage hazards and their associated risk.
- The process you go through to manage identified hazards and risks.

Please describe and provide examples of how you plan to manage and communicate H&S risks.

H&S Risk/Hazard Register Submitted? (Compulsory): YES / NO

Other examples may include: Job Safety Analysis (JSA), Site Specific Safety Plan (SSSP), Safety Management Plan (SMP)

Other examples shared:

How would your organisation notify WorkSafe New Zealand of particular hazardous work? Describe below or provide evidence:

Maintenance of plant and Equipment

Provide details on procedures for inspecting, testing, examining, and maintaining plant & equipment to a safe standard for use, as well as the records that show this.

Where you have machinery and/or equipment that requires inspections or certifications i.e., Diggers, Trucks, Lifting equipment, etc. Suitable evidence could be a Preventative maintenance schedule/process, Electrical Test & Tag, Outlook reminders or agency reminders, daily inspection sheets or photographic evidence.

Examples shared:

Supervision & Monitoring:

Please provide evidence of how work is supervised including who will be responsible for the supervision

Please describe or provide evidence: You have a duty to ensure that you provide reasonable and adequate information, training, instruction, and supervision to your workers, to keep them healthy and safe.

Description:

Examples shared:

Monitoring of Health Hazards:

What are the actions you take to check whether you are being exposed to a hazard that could be harmful to your health (or to the health of any of your subcontractors)? For example, some hazards that are harmful to worker health are noise, dust, fumes, herbicides, pesticides, biological hazards.

Under the regulations, you must manage any health risks that arise from being exposed to hazardous work conditions.

Description:

Examples shared:

Emergency Planning:

Our premises are situated in an extremely remote location, where access to immediate medical support may be difficult and time consuming. As a result, we place extreme significance on the importance of pre planning all emergency response prior to works commencing.

Please provide evidence of your plan or details of how you will manage an emergency e.g., personal injury/illness, fire, natural disaster and working alone and in isolation.

Description:

Examples shared:

What emergency equipment do you provide?

Please provide evidence of the emergency equipment your business provides e.g., Register of equipment showing the type, location and service dates, or photos of the equipment, evidence of appropriate training if required.

Description:

Examples shared:

Training & Competency:

How does your business assess the competency of your workers before allowing them to work unsupervised?

Employers must ensure that workers are competent to perform the work they carry out (even if they are licenced). For example, new workers may have minimal, or no experience of your organisations work practices or procedures so must be supervised until they are deemed competent to work on their own. Explain how you check that a worker is competent.

Suitable evidence could be training/competency records signed off by supervisor, or a policy/procedure for assessing competency, or a training matrix.

Description:

Examples shared:

Incident Management:

At MMW, we consider the sharing of H&S incident and near miss information critical to the ongoing management of H&S risks during work. As a result, we expect that all incidents and near misses are communicated to and between all relevant parties in a timely manner, failure to do so may be considered a breach of expectations. Accordingly, the act of reporting of any event will never be considered negatively or lead to penalties.

Please provide evidence of an injury/incident register for your business.

Shared: YES / NO

How does your business ensure that issues identified after injuries/incidents are actioned & completed?

We need to verify that your business is learning from past incidents and that corrective actions are identified and implemented. Evidence of this may include meeting minutes, toolbox talks etc. If you have not had any significant incidents, please tell us how you would learn from the incident.

Description:

Examples shared:

What is your business' process for notifying WorkSafe NZ of a notifiable event?

Who will make the notification to WorkSafe on behalf of your business? When do they notify? How is the notification sent? For information on what events are notifiable please visit the WorkSafe NZ Website

Description:

Examples shared:

Sub-Contractor Management:

Competency:

Explain your process to assess the competency of sub-contractors you engage?

Please describe or provide evidence of: As a lead contractor you have a duty to ensure that any subcontractors you hire are competent and qualified to do the work you are hiring them for. Before you hire a subcontractor, explain how you check that they are competent/qualified to do the work you have hired them to do.

Description:

Examples shared:

Inductions:

Explain what induction programme you conduct for new subcontractors?

You have a duty to keep all workers safe as far as reasonably practicable. This means you have to ensure that new subcontractors are made aware of all hazards, risks, controls, site rules, procedures, expectations etc. Please describe or provide evidence on how you induct new subcontractors.

Description:

Examples shared:

Insurance:

What relevant insurances does your business hold? Please provide evidence. E.g., Public Liability, indemnity etc.

Examples shared:

Declarations:

Prosecutions, events, and notices:

Have you/your organisation had any notices, warnings or prosecutions by any regulatory authorities (WorkSafe, CAA, Maritime NZ, NZ Police etc.) If yes, please share below.

Examples shared:

Has your organisation had any events resulting in environmental damage or pollution in the last five years? If yes, please share below.

Examples shared:

General:

- I declare that the answers given to all questions for, and on behalf of, this organisation are true and correct and I have the authority to complete this declaration.
 - YES / NO
- I understand that MMW may seek further evidence in support of this application
 - YES / NO
- I understand MMW have the right to inspect work sites and health and safety records at any time
 - YES / NO
- If my business is pre-qualified, I agree for these details to be held by MMW
 - YES / NO
- My staff are appropriately trained, qualified, and competent for the tasks they will be required to complete
 - YES / NO

Other Notes:
