

Explanations in this guide are intended to assist you to complete the Contractor Pre-qualification Questionnaire. Numbers on the form relate to the explanatory notes in this guide.

1. Applicant Details

- 1.1 Write the name and contact details of your most senior person with responsibilities for health and safety in your business. This will be the contact we liaise with in relation to an application for Pre-qualification as an STDC Contractor.

2. Health and Safety Policy and Management Commitment

- 2.1 Does your company hold ACC WSMP (Workplace Safety Management Practices) Accreditation or a STDC Accepted Equivalent at any level?

This program recognises employers who have:

- Established health and safety systems.
- Good practices in injury prevention.

WSMP Audit Certificate is required as proof to receive Safety Acceptable status. Equivalence will be considered on a case-by-case basis, evidence will be required to prove competence.

The whole questionnaire is to be completed if you do not have a current ACC WSMP audit certificate.

- 2.2 If you have a policy, photocopy and attach it. If you do not you can write one, or contact your trade organisation who may be able to help you with developing one. A health and safety policy reflects a company's commitment to health and safety.
- 2.3 This statement will reflect who and what responsibilities people within your company have.

3. Safe Work Procedures and Work Practices

- 3.1 Attach a couple of examples of your standard operating procedures for completing the tasks involved in providing the services that you are likely to be carrying out for STDC. These are statements that document how specific tasks are completed safely.

4. Workplace Hazards

- 4.1 Managing hazards in the workplace is an integral part of managing health and safety at work. You will need to provide a copy of your system for identifying hazards. Refer to the WorkSafe New Zealand website for the legislative guidelines and ACC for the WSMP advice.
- 4.2 You will need to provide a copy of the method you use to assess the significance of hazards and an example of how you have controlled a hazard that you have identified using this system.
- 4.3 Hazardous substances must be managed in the workplace. Hazardous substances must be managed in the workplace. For guidance see: www.hazardoussubstances.govt.nz. Evidence may be provided in the form of a hazardous substance register.

5. Plant, Equipment and Vehicles

- 5.1 We are looking for evidence of certification of equipment used to complete the tasks you will undertake for us. Evidence should be in the form of photographs of current tags or a copy of the register of equipment with certification dates. Examples of equipment expected to be certified: lifting gear, safety harnesses, scissor lifts and portable electrical equipment.

6. Incident Reporting and Investigation

- 6.1 A completed accident report and investigation form showing corrective actions completed to control the hazard or a copy of one that you intend to use along with a brief outline of how your reporting system will work.
- 6.2 Near miss events are accidents that do not actually hurt anyone, but they have the potential to hurt people. Near miss events need to be treated with the same rigour as any other safety failure. They need full investigation and control of the hazard to ensure the accident is not repeated and no-one else gets hurt.
- 6.3 It is preferred by STDC that accidents are investigated by trained personnel. Training is available from many training providers. Provide evidence that you have trained investigators in your team. The size of your team will determine how many need training. Investigation training is sometimes also known as Root Cause Analysis Training, 5 Why Training, the NZ Unit Standard Investigation Training, Site Safe Investigation Training or Site Gold Card Investigation Training.

7. Workplace Inspections/Audits

- 7.1 Safety inspections of your workplace to identify hazards and ensure safety is kept as a high focus activity. Provide a copy of three workplace inspection checklists that show corrective actions completed or diary notes of safety inspections and corrective actions happening regularly. It is important these are documented for audit purposes.

8. Consultation and Communication

- 8.1 Please provide documented evidence of health and safety meetings, minutes or diary notes. A health and safety forum needs to provide an opportunity for staff to discuss health and safety risk and decide on corrective actions. These meetings need to be documented and regular.
- 8.2 Health and safety daily toolbox meetings may be part of another meeting but they provide the opportunity to inform staff of any new risks that are likely to be in the area that day. These need to be documented in the other meeting minutes or as a diary note.

9. Subcontractors

- 9.1 Do you engage subcontractors? If so provide a copy of your procedure for engaging, assessing and monitoring subcontractors.

10. Training, Skills, Experience and Competence

- 10.1 As a business we must know that the contractors we engage have the relevant skills and competency to perform tasks safely. Please provide all relevant training information.
- 10.2 If you indicate that you intend to perform high risk tasks for the Council, please provide training evidence and task methodology for that work. Evidence must be in the form of certificate copies or a training register.

11. Performance

11.1 If your company has any information to submit with regard to events and/or offences, please attach a brief outline of the offence you were prosecuted for and the corrective actions you have undertaken to prevent recurrence. Please attach all investigation details provided by WorkSafe New Zealand.

12. Insurance

12.1 Please provide current certificates of insurance for the following policies that relate to your business;

- Public Liability or General Liability Insurance (minimum cover of \$2m).
- Motor Vehicle Insurance.
- Professional Indemnity Insurance if applicable (minimum cover of \$2m).

13. Applicant's Declaration

13.1 Sign the declaration and send your completed form to the address provided.