

## Introduction

The purpose of this questionnaire is to determine the safety competence of businesses in order to establish the Work Health and Safety maturity level of prequalified contractors. The intent is to streamline the tendering process and further improve safety for contractors/suppliers and clients of the City of Greater Geraldton (City).

## Process

The Contractor/Supplier Prequalification Process may be initiated as a result of:

- A new contract work requirement; or
- A contractor wishing to prequalify for future contract work opportunities with the City during the tendering process.

In both cases a copy of the Contractor/Supplier Prequalification Questionnaire is issued to and completed by the business seeking prequalification.

Responses to the questionnaire will provide the City with information to assess the extent to which safety is managed by the prequalifying business.

Once accepted as a prequalified contractor, prequalification will remain valid for the term of the contract. The City will conduct audits and Spot Checks to ensure that contractors comply with information provided.

In the event that a contractor does not meet the required standards, the City may work with the contractor to implement an action plan to meet the standards.

## Completing the Questionnaire

- All businesses are to provide details requested in Section A, B and C.
- Suppliers of goods and/or services would be expected to only complete A, B and C.
- Contractor's that are involved in construction work activities or high risk work would be required to answer all questions.
- Where you are asked to provide further information to a question, please attach the relevant supporting evidence referencing the question number and title.
- Copies of other relevant documentation will be requested by the City following award of a contract.

Please refer to the "Glossary of Terms" located at the end of this package as a reference to unfamiliar phrases.

Section A – General Information		
Date:		
Contractor Name:		
Contact Name:		
Contact Phone:		
Address:		
Email:		
ABN:		
Type of Contract Work:		
Is your Organisation a:		
Company:	<input type="checkbox"/>	
Partnership:	<input type="checkbox"/>	
Trustee:	<input type="checkbox"/>	
Sole trader:	<input type="checkbox"/>	
Other (please specify):	<input type="checkbox"/>	
Number of Workers/Contractors:		
1 – 49 (Small)	<input type="checkbox"/>	
50 – 199 (Medium)	<input type="checkbox"/>	
200+ (Large)	<input type="checkbox"/>	
Number of Subcontracting Companies		

## Section B – Insurance Details

1. Mandatory Requirements						
Does your business have minimum \$10 Million Public Liability Insurance?			YES*	<input type="checkbox"/>	NO	<input type="checkbox"/>
<u>Do you</u> have Workers Compensation Insurance?			YES*	<input type="checkbox"/>	NO	<input type="checkbox"/>
<u>For a Sole Trader:</u> do you have Personal Injury Insurance?			YES*	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you have Professional Indemnity Insurance (if applicable)?		YES*	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A <input type="checkbox"/>

\* Copies of relevant documentation will be requested by the City following award of a contract.



Section C – Work Health & Safety (WHS) Management System and Policy

2. WHS Management System and WHS Policy

Do you have a WHS Policy?	YES*	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you have a WHS Management System?	YES*	<input type="checkbox"/>	NO	<input type="checkbox"/>

If you have answered NO to both in Question 2 (above) you are not required to complete the rest of the form. (Submit as is). If you have answered yes to any, please continue.

3. Legislative Requirements

How do you:

(a) Keep up to date with changes in WHS legislation, Australian Standards and Industry specific requirements; and

(b) Ensure all changes are incorporated in the work procedures and practises?

Automatic updates are received and incorporated.	<input type="checkbox"/>
Resources are allocated to keep up with changes (manually checked).	<input type="checkbox"/>
Reliant on individuals to keep up with changes.	<input type="checkbox"/>
No updates in legislation are monitored/incorporated.	<input type="checkbox"/>
Other:	

Please provide and attach supporting details with this document.

4.1 External Audits

To what level is your safety system certified, ISO 45001 or equivalent?

Fully certified.	<input type="checkbox"/>
Over 80% of systems developed and/or scheduled for first third party audit.	<input type="checkbox"/>
Have commenced preparation for certification.	<input type="checkbox"/>
No certification.	<input type="checkbox"/>

Please provide and attach accreditation details with this document.

## 4.2 Self Audits

Do you conduct (internal) audits of your operations?

Yes, internal audits are conducted regularly by qualified personnel.

☐

Yes, internal audits are conducted when time allows.

☐

No, internal audits are not conducted currently but have been in the past.

☐

No, internal audits are not conducted.

☐

The City may request proof of audits carried out.

## Section D – Training and Competency

### 5.1 Qualifications, certification, licences and competencies

Do all your workers and subcontractors hold relevant and current qualifications, licences and certifications?

YES\*

☐

NO

☐

N/A

☐

The City will request proof of competencies of personnel engaged in works.

### 5.2 Do all of your workers receive on the job training as required?

Yes, all workers receive on the job training and records kept.

☐

Yes, all workers receive on the job training no records kept.

☐

No workers receive on the job training.

☐

### 5.3 Training completed by personnel to work onsite

Have you and/or your workers been trained in Safe Work Method Statements/Job Hazard Analysis (how to write/read and SWMS/JHA for the work to be completed)?

Yes, all workers have been trained.

☐

Yes, some workers have been trained.

☐

No, workers have not been trained.

☐

#### 5.4 Further WHS Training

Have you and/or your workers completed any other WHS or applicable training?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, please specify details of other training and attach to this document.

#### Section E – Subcontractor Management

Will you be using subcontractors for any part of your works?	
Yes – complete full questionnaire.	<input type="checkbox"/>
No – go to section F, question 10.	<input type="checkbox"/>

#### 6. Subcontractor Selection

How do you ensure your subcontractors have appropriate safety systems in place?	
Subcontractors are formally selected from a preferred list using a prequalification process.	<input type="checkbox"/>
Subcontractor selection procedure exists and is used.	<input type="checkbox"/>
Subcontractor selection procedure exists but is not used.	<input type="checkbox"/>
Subcontractors are informally selected.	<input type="checkbox"/>

Please provide brief supporting details of how you select your subcontractor and attach with this document.

#### 7. Communication Procedures

Will the City's requirements be communicated to the subcontractors?	
Yes – all City requirements are communicated to subcontractors.	<input type="checkbox"/>
No - City requirements will not be communicated to subcontractors.	<input type="checkbox"/>

### 8. Subcontractor Monitoring/Supervision process

To what level do you monitor your subcontractors?

Formal monitoring (checklist).

☐

Some formal monitoring as time allows.

☐

Some informal monitoring.

☐

No monitoring.

☐

### 9. Subcontractor Audits

Do you audit subcontractors (safety systems, procedures etc.)?

Yes

☐

No

☐

N/A (Follow your System.)

☐

## Section F – Incident Management

### 10. Incident reporting and Investigation procedure

Do you have a procedure/process in place to ensure all incidents are reported and investigated?

Yes

☐

No

☐

### 11. Regulator's activity

Have you been issued any prosecutions, enforceable undertakings, improvement or prohibition notices over the last 3 years?

Yes

☐

No

☐

If yes, please specify the type of infringement and provide details, attach with this document.

Section G – Plant and Equipment

Plant or Equipment on City sites

Are you likely to use plant or equipment on City sites?

Yes – Go to question 14.

☐

No – No go to question 18.

☐

14. Risk Assessments

Do you have documented risk assessments for all plant and equipment to be brought onto and used on City sites in accordance with relevant plant regulations?

Yes

☐

No

☐

N/A the relevant plant regulations have been checked and risk assessment is not required.

☐

15. Maintenance program/records

Do you have a documented maintenance program in place for all plant, equipment, tools, including vehicles?

Yes

☐

No

☐

If NO, describe how you ensure plant and equipment is fit for purpose.

16. Procedures

Do you have documented procedures/instructions for operating plant and equipment?

Yes

☐

No

☐

17. Registration and Licensing	
Do you have a plant and equipment register and is all plant and equipment registered/licenced as per legislation?	
Yes	<input type="checkbox"/>
Do not have a plant and equipment register but all plant and equipment is registered/licenced as per legislation.	<input type="checkbox"/>
No	<input type="checkbox"/>

18. Personal Protective Equipment (PPE)	
Is appropriate PPE issued to your workers?	
Yes, and our personnel are trained in the use of PPE.	<input type="checkbox"/>
Yes, but our personnel are not trained in the use of PPE.	<input type="checkbox"/>
No	<input type="checkbox"/>

## Section H – Operating Procedures

19. Work Activities	
19.1 Will you be undertaking any of the activities listed in question 19.2?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

19.2 Please indicate the types of activities you will be performing on City sites			
Asbestos removal/handling	<input type="checkbox"/>	Caulking – Grouting - Patching	<input type="checkbox"/>
Confined Space Entry	<input type="checkbox"/>	Concreting including use of machinery	<input type="checkbox"/>
Construction work of any kind	<input type="checkbox"/>	Mobile Crane	<input type="checkbox"/>
Demolition	<input type="checkbox"/>	Drilling	<input type="checkbox"/>
Electrical work	<input type="checkbox"/>	Mobile Plant – Earthmoving equipment	<input type="checkbox"/>
Hot Work	<input type="checkbox"/>	Painting	<input type="checkbox"/>
Scaffolding	<input type="checkbox"/>	Pipe – Installation	<input type="checkbox"/>
Abrasive Blasting	<input type="checkbox"/>	Plasterboard Installation	<input type="checkbox"/>
Tank cleaning or testing	<input type="checkbox"/>	Plumbing Install or works	<input type="checkbox"/>





Welding	<input type="checkbox"/>	Pool Construction	<input type="checkbox"/>
Working at Heights	<input type="checkbox"/>	Use of power tools	<input type="checkbox"/>
Transport (truck driving)	<input type="checkbox"/>	Roofing	<input type="checkbox"/>
Excavation work	<input type="checkbox"/>	Solar/Solar water install	<input type="checkbox"/>
Air Conditioner Installation	<input type="checkbox"/>	Utility Locating	<input type="checkbox"/>
Boom lift or Elevated Work Platform	<input type="checkbox"/>	Other Please Specify	<input type="checkbox"/>
Brick Block Laying	<input type="checkbox"/>	Other Please Specify	<input type="checkbox"/>
Cabinet Installation or carpentry	<input type="checkbox"/>	Other Please Specify	<input type="checkbox"/>

## 20. Operating Procedure and Work Permits

Do you have documented procedures, including work permits to manage these activities?

Yes

☐

No

☐

## 21. Safe Work Method Statements (SWMS) and Job Hazard Analysis (JHA)

Do you have documented SMWS/JHA, including work permits to manage these activities?

Yes

☐

No

☐

## 22. Transport (Truck Driving Contractors Only)

From the list below indicate the procedures/guidelines/plans that you have in place:

Load Restraint

☐

Fatigue Management

☐

Dangerous Goods Transport and Storage

☐

Mass and Dimension Limits

☐

Drug and Alcohol

☐

The City of Greater Geraldton may ask for additional proof/documentation to qualify any of the answers to questions in this document.

## Glossary of Terms

**Audit:** A systematic examination against defined criteria to determine whether activities conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organisations policy and objectives.

Audits of the contractor's safety management systems may be conducted by the City to assess the level of compliance with its obligations to the City and under relevant laws. The contractor must make available all premises, systems, personnel, documentation and information necessary to enable the City to ascertain the contractor's level of compliance.

**Incident:** Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss.

**Job Hazard Analysis (JHA):** Describes the Works/tasks to be completed, outlines the steps involved and identifies associated hazards and the risk control measures that will be implemented to eliminate or reduce risk.

**Monitor:** Regularly keeping watch over processes to ensure that the business objective is being met. Monitoring can happen at different stages of the process. Different people may be monitoring different aspects of a process.

**Work Health & Safety (WHS) Management System:** That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the risks associated with the business of the organisation.

**Work Health & Safety (WHS) Policy:** Statement by the organisation of its commitment, intentions and principles in relation to its overall work health and safety performance which provides a framework for action and for the setting of its work health and safety objectives and targets.

**Partnership:** A formal agreement made by two or more parties to jointly manage and operate a company.

**Personal Protective Equipment (PPE):** Includes all clothing and other work accessories designed to protect the wearer from workplace hazards. Examples include safety goggles, blast shields, hard hats, hearing protectors, gloves, respirators, aprons, and work boots.

**Plant or Equipment:** Plant includes all machinery and equipment (including scaffolding), both stationary and mobile, tools and implements used in the workplace.

Plant that is regulated under Health and Safety legislation does not just include heavy industrial plant used in manufacturing and construction environments. It also includes plant used for entertainment such as amusement park rides, medical equipment, and office machinery and equipment such as photocopiers and paper guillotines.

**Risk** (in relation to any potential injury, harm or loss): The likelihood and consequence of injury, harm or loss occurring.

**Risk Assessment:** The overall process of estimating the magnitude of risk and deciding what actions will be taken.

**Safe Work Method Statement (SWMS):** Is a legal document that outlines high risk construction work activities carried out within a workplace, the hazards that may arise from these activities and safety measures put in place to control risks.

**Sole Trader:** A sole trader is an individual who is trading on their own. That person controls and manages the business.

**Subcontractor:** An individual or company hired by a principal or head contractor to perform a specific task as part of the overall project.

**Trustee:** An individual or company carrying out business on behalf of a trust's members (or beneficiaries).