

New Contractor Pre-Qualification Questionnaire



The following questionnaire is designed to help us review your health and safety processes to ensure your business has a system & procedures to manage health & safety risks when carrying out work for the Stratford District Council. You must complete the questionnaire before you can be approved to work on our worksites. Please complete all questions in the survey & be aware that we may conduct site reviews to verify that relevant systems & documentation are in place.

This checklist is to confirm that you have a system or procedures in place showing you have the ability to address your responsibilities as a Person Conducting a Business or Undertaking (PCBU) under the Health & Safety at Work Act 2015 (HSWA). The Council is accountable under legislation for any health and safety failings made by contractors and subcontractors to the Council while working for Council. Therefore, this questionnaire helps to provide us with some assurance that you have identified the health and safety risks relevant to your work and have measures in place to minimise any risk events.

Please ensure that you have a copy of the Stratford District Council Pre-Qualified Contractor Manual, available from our website.

Company / Business Name and Address :

Type/s of work engaged to do :

	Roading	
	3 Waters	
	Open Spaces	
	Electrical	
	Plumbing	
	Building – general	
	Engineering	
Other – please specify		

Company Contact :

Name:	Mobile:
Position:	Email:

Health and Safety Prequalification - Risk Guide

The value of the potential contract is not a consideration when evaluating safety risk as SDC are interested in the risk of harm, regardless of contract value.

A Contractor's generic safety risk level will fall into one of three categories:

- 1. High risk – e.g. Working at Heights, Confined Spaces**
- 2. Moderate risk – Work that is not minor**
- 3. Low Risk – Minor work or consultancy**

Definition of Supplier

The term 'Supplier' has now been broadened to mean any "provider of services or goods, either directly to the employer or to another supplier in the supply chain – contractors, subcontractors, consultants, suppliers and service providers might now all be described as Suppliers.

Source UK Government

If the contract falls into the **moderate** or **high** safety risk category, then Council H&S Prequalification is required before a contract is approved. Pre-qualification can apply to all procurement categories (type 1, 2 or 3) as pre-qualification is required for all work that is safety risk assessed as moderate or high, which can be in any of the procurement types.

Supplier Health and Safety Risk categories

The table below provides indicative examples to help you assess the likely health and safety risks associated with the provision of goods, services or physical works.

Category	Examples	PreQual Y/N	Site Specific Safety Plan (SSSP)	Requirements
Low	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> • Supply of goods or services who will not come onto council property (includes trainers) • Supply of goods or services who may come onto council property to deliver or pick up vehicles or goods or items or documents, where there is minimal manual handling • Power and water supply companies who only come onto site to read meters • Caterers who deliver food into council premises, under supervision of a council person • Courier drivers who deliver goods • Trainers, who will be undertaking low risk training on Council property or managing Council projects , who do not attend physical works sites of moderate or higher risk • Consultants working from own premises • IT consultants involved in minor physical work (e.g. computer use) • Photocopier repair service personnel • People who supply and service water coolers/ vending machines • Personal hygiene suppliers in office based facilities • Office plant care • Painting where no at height work will take place and only acrylic paint used 	No	No	<p>Visitor Procedure</p> <p>Supervision</p>

Category	Examples	PreQual Y/N	Site Specific Safety Plan (SSSP)	Requirements
Moderate	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> • General maintenance work • Environmental work involving hand tools but no powered tools or machinery (diggers, chainsaws, trimmers etc) • Work using volunteers involving hand tools but no powered tools or equipment (diggers, chainsaws, trimmers etc) • Commercial cleaners • Work on roofs and ceiling e.g. airconditioning repairs/service but not working over 1 metre. • Electrical work • Plumbing • Brazing and soldering • Brazing and soldering • Consultants working from own premises • IT consultants involved in minor physical work (e.g. computer use) • Photocopier repair service personnel • People who supply and service water coolers/ vending machines • Personal hygiene suppliers in office based facilities • Office plant care • Excavations that are not notifiable to WorksafeNZ • Working at height below one metre • Trainers, who will be undertaking moderate risk or above training on company premises. • IT consultants involved in medium physical work (e.g. manual handling) • Consultants or project managers working on Council property or managing Council projects, who attend physical works sites of moderate or higher risk • Other forms of painting not classified as low risk 	Yes	No	<ul style="list-style-type: none"> - Pre qualification Supervision On site Inductions JSA's Monitoring Monthly Reporting

Category	Examples	PreQual Y/N	Site Specific Safety Plan (SSSP)	Requirements
High	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> • Building projects involving structural work • IT consultants involved in significant work (e.g. work around mains voltage electricity installing building cabling) • Environmental work involving power tools or machinery (diggers, chainsaws, trimmers etc) • Work using volunteers involving powered tools or machinery (diggers, chainsaws, trimmers etc) • Working at height > 1 metre • Demolition/ relocation • Work involving a harness/ Height • Work on or around a roof • Work on or around water • Lone work • Pest Control • Work where permits to work are required • Handling hazardous (and toxic) chemicals HASNO • Work involving mobile plant • Confined space entry work • Work with, or removal of, asbestos material • Diving Work (breathing compressed air) • Tree felling • Tree pruning that requires notification to WorksafeNZ • Use of explosives • Hot work – welding, gas cutting, grinding, etc • Any hazardous work that requires notification to Worksafe NZ 	Yes	Yes	<p>Pre qualification</p> <p>Supervision</p> <p>On site Inductions</p> <p>JSA's/SSSP's</p> <p>Monitoring</p> <p>Monthly Reporting</p> <p>Auditing</p>

1. Safety Policy & Management

1.1 Our health & safety system has been audited against a recognised standard, eg Worksafe – Safeplus ISO45001 or SiteWise green or gold :
 Yes No

If yes, please specify & provide evidence. Note: ACC accreditation is no longer valid.

If you answered **yes** to Question 1.1, go to **Section 12 – Subcontractors. You do NOT have to complete questions 1.2 - 11. If No please complete entire questionnaire.**

1.2 We have a Health & Safety Policy that is signed by management :
 Yes No

1.3 Our Health & Safety Policy has been distributed & read by all of our workers:
 Yes No

If Yes, please provide copy as evidence. If No, you can either write one or contact your trade organisation who may be able to help you in developing one. Note – this is a mandatory requirement.

2. Health & Safety Procedures

2.1 Our work practices & safety instructions are documented in our health & safety procedures manual & reviewed at least every 2 years (eg Policy & Procedures document or similar) :
 Yes No

If yes, provide copy of sections relevant to SDC related work. If no, please explain why not.

3. Hazard Management – This is a critical part in health and safety management in that it enables businesses to be proactive in identifying and controlling risks on-site.

3.1 We have a documented list of hazards & the risk controls for our work (Hazards Register or similar). These have been read by & are available to all our workers :
 Yes No

If yes, please provide copy of hazard register.

3.2 We have a documented process to identify & control (eliminate or minimise) hazards & risks on a per-job basis (eg. a Task Analysis (TA), Work Method Statement (WMS), or Job Safety Analysis (JSA) Site Specific safety Plan (SSSP)) :
 Yes No

If yes, please provide examples.

3.3 All workers have received information on the minimum Personal Protective Equipment (PPE) required on site & for specific tasks. The PPE has been supplied to workers & they have training in its correct use :

*If yes, please provide evidence
If no, please explain why not.*

Yes No

4. Notifiable Works – A list of notifiable works can be found on the WorkSafe website.

4.1 We have “Notifiable” works associated with our work :

Yes No

If yes, please provide a description of the work.

4.2 We understand we have to notify WorkSafe NZ of any Notifiable Work 24 hours prior to the start of the work & will so do on the prescribed form :

Yes No

If yes, please provide evidence

5. Plant, Equipment and Vehicles

5.1 We have a documented procedure for maintaining vehicles, plant & equipment to a schedule & in a safe condition (Plant & Equipment Register or similar) :

Yes No

*If yes, please provide evidence
If no, please advise how you will ensure that any plant, equipment and vehicles used while carrying out work for Council are safe and fit for purpose.*

6. Hazardous Substances – Please mark as N/A if you do not use hazardous substances in any aspect of your work.

6.1 We have a Hazardous Substances Register (if relevant) that includes types & quantities of all our hazardous substances. We have copies of Safety Data Sheets for all hazardous substances:

Yes No N/A

If yes, please provide evidence

6.2 We have a certified Handler for hazardous substances where required (they are listed in our Training Plan & Register) :

Yes No N/A

If yes, please provide evidence

7. Safety Inspections & Safety Reviews

7.1 We conduct regular documented work site safety inspections or reviews of our sites we work on :

Yes No

If yes, please provide completed example

7.2 The results of the safety inspections are discussed with all workers & the main contractor/PCBU if required :

Yes No

If yes, please provide evidence

8. Emergencies

8.1 We have a documented emergency plan specific to each worksite that all workers are made aware of during site induction :

- Yes No
 N/A – always work under main contractor's plan

If yes, please provide an example

8.2 We have a first aid kit & trained first aid person on our worksite to give assistance in the event of an accident (they are listed in our Training Plan & Register) :

- Yes No

9. Safety Records (last 5 years)

9.1 We have had safety or environmental notices, warnings or prosecutions from an enforcement agency such as WorkSafe NZ, Council or the Police.

- Yes No

If yes, please provide details and copy of report, or examples.

9.2 We keep a record of any events (accidents, incidents or near misses) in an Event Register or similar:

- Yes No

10. Event Reporting & Investigation

10.1 We have procedures for event (injury, illness or incident) reporting & investigation :

- Yes No

10.3 We will notify WorkSafe NZ &, where applicable, the principal, of any notifiable events :

- Yes No

If yes to any of the above, please provide copies, examples (not blank)

10.2 We record & investigate all events & near misses:

- Yes No

10.4 We inform all workers of the outcome of any event & any remedial action required :

- Yes No

11. Worker Engagement / Communication

11.1 We conduct regular safety meetings (toolbox talks) :

- Yes No

If yes, please provide details and an example.

11.3 All workers are inducted onto our work sites :

- Yes No

11.2 Site hazards & risk controls are displayed using site Hazard Boards :

- Yes No

11.4 We have worker participation processes, eg safety meetings &/or H&S Representatives:

- Yes No

If yes, please provide completed example

12. Contract Workers (Subcontractors)

12.1 We employ Contract Workers for our work :
 Yes No

*If you answered **no** to **12.1** go to section **13. Training***

If yes, please list subcontractors to be used for SDC work.

12.2 Each of our Contract Workers has their own active on site health & safety management system and has been sighted and checked off by us :
 Yes No

12.3 Each of our Contract Workers competence has been formally assessed or reviewed (they have the skills, systems & procedures to work safely on site) :
 Yes No

If yes, please provide evidence

12.5 We have procedures for reviewing the safety performance of Contract Workers, eg Site Reviews, audits :

Yes No

If yes, Please provide evidence

12.4 We (principal) have an induction procedure for all new Contract Workers working for us on our work sites & all Contract Workers are inducted :

Yes No

If yes, Please provide evidence

13. Safety training

13.1 Our workers have had some form of basic health & safety training, eg. Practical Steps, Site Safe Passport or equivalent :

Yes No

If yes please specify & provide evidence.

13.2 We have a record of all relevant training & competency for each of our workers, On job training and induction? (Training Plan & Register or similar) eg. Licence #, LBP, CPD, registered Electrician, First Aid, Hazardous Substances, H&S Training, Heights, Forklift, Power Actuated Tools, Power Tools etc. Expiry dates are included:

Yes No

If yes please provide a completed induction form of an employee and training evidence

13.3 Our Site Supervisors & Managers have been trained in relation to H&S responsibilities & documentation required on site :

Yes No

If yes please provide evidence.

13.4 Workers who undertake specific hazardous work have received formal training in the safe practices required eg. Asbestos removal, excavations, scaffolding etc :

Yes No N/A

If yes please provide evidence.

13.5 All workers who are not yet competent in a specific tool or substance are supervised by someone with relevant competence & experience

Yes No N/A

14. Insurance

14.1 Does your Organisation carry Public Liability Insurance?

Yes No N/A

If yes provide policy and number stating dollar amount, with expiry date of policy.

14.2 Does your Organisation carry Professional Indemnity Insurance?

Yes No N/A

If yes provide policy and number stating dollar amount, with expiry date of policy

I, the Contractor, agree that the information provided in this questionnaire is correct as at the date printed below and that I will not be approved as a Contractor to work for the Stratford District Council until I sign the Health and Safety Agreement.

Signature :

Date :

Name and
Position :

Please return the completed form to:

Mail : Health and Safety Advisor, Stratford District Council, PO Box 320, Stratford, 4352
Attention: Owen Konkin

Or

Email : okonkin@stratford.govt.nz