

# Contractor Safety Pre-qualification Questionnaire - Instructions

## Introduction

The purpose of this questionnaire is to determine the safety competence of contractors in order to establish a 'pool' of preferred contractors. The intent of this exercise is to streamline the tendering process and further improve the standard of safety for contractors and all clients of Reworks Business Solutions.

## Process

The Contractor Prequalification Process may be initiated by:

- a. Clients of Reworks Business Solutions, as a result of a new contract work requirement (need for contract work)
- b. contracting companies interested in registering with clients of Reworks Business Solutions as contract work providers

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

Questionnaire criteria will provide the assessor with information to assess the extent to which safety is managed by the prequalifying contractor. Once safety is assessed as 'Acceptable', additional requirements may be then considered as part of the tendering process.

Once accepted as a prequalified contractor, prequalification will remain valid as long as the contractor works for client they have applied to contract to. The contractor will need to re-apply if they stop working for the client for 2 or more years. Upon commencement of the contract Reworks Business Solutions will conduct Audits and Spot-checks to ensure that the Contractor complies with the information provided within this document.

In the event that a contractor / company is unable to meet the safety requirements of a particular section(s) of this prequalification questionnaire, Reworks Business Solutions may work with the contractor / company to implement an action plan to meet the safety standards.

NOTE: The contractor / company must inform the client of any changes to the information provided within this questionnaire.

## Completing the Questionnaire

1. Type in the General Information Section A.
2. From Section B onwards answer each question by selecting the button next to the appropriated answer.
3. Where you are asked to provide further information to a question, please capture your comments in the sections provided under the relevant question.
4. Copies of relevant documentation will be requested by the client following award of the contract.

## Where Can I Get More Help?

Please refer to the "Glossary of Terms" tab within this tool to receive the Reworks Business Solutions of terminology used within this questionnaire. The clients Contractor Induction and information pack will be sent out to you on acceptance of your application.

Contact your local safety authority, e.g. Worksafe

### **Document Revision History**

**Version Number:** 4  
**Date:** 1 Feb 2017  
**Nature of Amendment:** Corporate Name Change

# Contractor Safety Pre-qualification Questionnaire

<b>Section A - GENERAL INFORMATION</b>	
Date:	
Company name:	
Contact name:	
Company phone:	
Company address:	
Company email:	
ABN:	
Type of contract work:	
States where work is conducted:	
Is your organisation a:	
Company:	<input type="radio"/>
Sole Trader with 0 employees and 0 contractors:	<input type="radio"/>
Number of employees/contractors:	
1 - 49 (Small Size)	<input type="radio"/>
50 - 199 (Medium Size)	<input type="radio"/>
200+ (Large Size)	<input type="radio"/>
Number of subcontracting companies:	
Past Reworks contact (if any):	

<b>Section B - INSURANCE DETAILS</b>
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<b>1</b>	<b>Mandatory Requirements</b>
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1.1 Does your business have A\$10 million Public Liability Insurance?

<input type="radio"/>	Yes*
<input type="radio"/>	No

1.2 For a Company: does your Company have Workers Compensation Cover?  
For a Sole Trader: do you have Personal Injury Insurance?

<input type="radio"/>	Yes*
<input type="radio"/>	No

1.3 Does your business have Professional Indemnity Insurance (if applicable)?

<input type="radio"/>	Yes*
<input type="radio"/>	No
<input type="radio"/>	Not applicable for services being offered

\* Copies of relevant documentation will be requested by Reworks Business Solutions following award of the contract

<b>Section C - SAFETY MANAGEMENT SYSTEM and POLICY</b>
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<b>2</b>	<b>Safety (OHS) Policy System</b>
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2.1 Does your company have an OHS Policy/System?

<input type="radio"/>	Yes
<input type="radio"/>	No

<b>3</b>	<b>Legislative Requirements</b>
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3.1 How does your company: (a) keep up to date with changes in OHS legislation, Australian Standards and Industry specific requirements; and (b) Ensure all changes are incorporated in the work procedures and practices?

<input type="radio"/>	Automatic updates (eg. Lawlex) are received and incorporated
<input type="radio"/>	Resources are allocated – to keep up to date with changes (manually)
<input type="radio"/>	Reliant on individuals to keep up to date with changes
<input type="radio"/>	No updates in legislation are monitored/incorporated

Please provide brief supporting details:

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**4 External Audits/Self Audits**

4.1 To what level is your company's safety system certified in AS/NZS 4801, SafetyMAP or equivalent? (Large Companies only)

<input type="radio"/>	Fully certified (provide accreditation details below)
<input type="radio"/>	Over 80% of systems developed and/or scheduled for first certification audit by third party
<input type="radio"/>	Have commenced preparation for certification
<input type="radio"/>	No certification
<input type="radio"/>	N/A for Small and Medium Companies, and Sole Traders

Please provide accreditation details (type and year when accreditation was awarded):

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4.2 Does your company conduct (internal) audits of its own operations? (Large and Medium Companies only)

<input type="radio"/>	Yes, internal audits are conducted regularly by qualified personnel
<input type="radio"/>	Yes, internal audits are conducted when time allows
<input type="radio"/>	No, internal audits are not conducted currently but have been in the past (discontinued temporarily)
<input type="radio"/>	No, internal audits are not conducted
<input type="radio"/>	N/A for Small Companies and Sole Traders

If yes, how often and by whom are these audits conducted?

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**Section D - TRAINING and COMPETENCIES**

**5 Qualifications, certification/licences, competencies**

5.1 Do all your employees and subcontractors hold relevant current qualifications, licences, and work permits?

<input type="radio"/>	Yes, all employees and subcontractors hold current qualifications, licences and work permits
<input type="radio"/>	No
<input type="radio"/>	N/A

If yes, please specify details of qualifications, licences and work permits:

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5.2 Do all your employees and subcontractors receive on the job training?

<input type="radio"/>	Yes, all employees and subcontractors receive on the job training and records are kept
<input type="radio"/>	Yes, all employees and subcontractors receive on the job training but records are not kept
<input type="radio"/>	No, only employees receive on the job training
<input type="radio"/>	No, there is no on the job training
<input type="radio"/>	N/A for Sole Traders

**6 Training Completed by Personnel Proposed to Work on client Sites**

6.1 Have you and/or your employees been trained in Safe Work Method Statements / Job Safety Analysis (e.g. how to write/read a WMS/JSA for the work undertaken) ?

<input type="radio"/>	Yes, all employees and subcontractors have been trained in WMS
<input type="radio"/>	Yes, some employees and subcontractors have been trained in WMS
<input type="radio"/>	No, employees and subcontractors have not been trained in WMS

6.2 Have you and/or your employees completed any other OHS or applicable training?

<input type="radio"/>	Yes
<input type="radio"/>	No

*If yes, please specify details of other training:*

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**Section E - SUBCONTRACTOR MANAGEMENT**

Do you/will you use subcontractors on sites?

<input type="radio"/>	Yes - go to Question 7
<input type="radio"/>	No - go to Question 11, Section F

**7 Subcontractor Selection**

7.1 How do you select your sub-contractors?

<input type="radio"/>	Subcontractors are formally selected from a preferred list using a prequalification process
<input type="radio"/>	Subcontractor selection procedure exists and is used
<input type="radio"/>	Subcontractor selection procedure exists but is not used
<input type="radio"/>	Subcontractors are informally selected 'as referred'

*Please provide brief supporting details of how you select your sub-contractors (e.g. preferred list, formal/informal selection procedures, relationships, previous experience):*

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**8 Communication Procedures**

8.1 Will the client's requirements be communicated to the subcontractors?

<input type="radio"/>	Yes, all client requirements are communicated to subcontractors
<input type="radio"/>	No, client requirements will not be communicated to subcontractors

*Please provide brief supporting details of how the clients requirements will be communicated to subcontractors, as relevant:*

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**9 Subcontractor Monitoring/Supervision Processes**

9.1 To what level do you monitor your subcontractors?

<input type="radio"/>	Formal monitoring (checklists) in accordance with a schedule
<input type="radio"/>	Some formal monitoring (checklists), as time allows
<input type="radio"/>	Some informal monitoring
<input type="radio"/>	No monitoring

*Provide details of how you will monitor/supervise/spot-check your sub-contractors on the client's sites (include frequency):*

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**10 Subcontractor Audits**

10.1 Do you audit your subcontractors? (i.e. auditing their safety management systems, procedures and practices)

<input type="radio"/>	Yes
<input type="radio"/>	No
<input type="radio"/>	N/A ( only if subcontractors follow your systems)

**Section F - INCIDENT MANAGEMENT**

**11 Incident Reporting and Investigation Procedure**

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

<input type="radio"/>	Yes
<input type="radio"/>	No

**12 Regulators' activity**

12.1 Have you and/or your company been issued any prosecutions, improvement or prohibition notices over the last 3 years?

<input type="radio"/>	Yes
<input type="radio"/>	No

*If yes, please specify type of prosecutions, improvement or prohibition notices and provide details:*

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**Section G - PLANT and EQUIPMENT**

**13 Plant or equipment on client sites**

13.1 Are you likely to use plant or equipment on the client's sites?

<input type="radio"/>	Yes - go to Question 14
<input type="radio"/>	No - go to Question 18

**14 Risk Assessments**

14.1 Does your company have documented risk assessments for all plant and equipment to be brought onto and used on the client's sites in accordance with the relevant plant regulations? (This includes supporting documentation around Risk Assessments from hiring companies)

<input type="radio"/>	Yes
<input type="radio"/>	No
<input type="radio"/>	N/A, the relevant plant regulations have been checked and a risk assessment is not required

**15 Maintenance Program/Records**

15.1 Do you and/or your company have a documented maintenance program in place for all plant, equipment, tools, including vehicles (where applicable?) (This includes supporting documentation around maintenance programs from hiring companies)

<input type="radio"/>	Yes
<input type="radio"/>	No

*If no, describe how you ensure plant and equipment is fit for purpose:*

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**16 Procedures**

16.1 Does your company have documented procedures/instructions for operating plant and

<input type="radio"/>	Yes
<input type="radio"/>	No

**17 Registration and Licensing**

17.1 Does your company have all plant and equipment registered with the relevant regulator (where required by the legislation)?

<input type="radio"/>	Yes, and we have a register / listing of all registered equipment
<input type="radio"/>	Yes, but we do not have a register / listing of all registered equipment
<input type="radio"/>	No we do not have plant and equipment registered with the relevant regulator
<input type="radio"/>	N/A (Only if not required by the legislation)

**18 Personal Protective Equipment (PPE)**

18.1 Is appropriate PPE issued to your employees and contractors?

<input type="radio"/>	Yes, and our personnel are trained in the use of PPE
<input type="radio"/>	Yes, but our personnel are not trained in the use of PPE
<input type="radio"/>	No
<input type="radio"/>	N/A, a Risk Assessment has been completed and PPE is not applicable

**Section H - OPERATING PROCEDURES**

**19 High Risk Activities**

19.1 Will you and/or your company be undertaking any of the activities as listed in Question 19.2?

<input type="radio"/>	Yes - go to Question 19.2
<input type="radio"/>	No - finish Questionnaire here

19.2

Please tick the type(s) of activities your company will be performing on client sites:

<input type="radio"/>	Asbestos removal/handling
<input type="radio"/>	Confined space entry
<input type="radio"/>	Construction work of any kind
<input type="radio"/>	Demolition
<input type="radio"/>	Drilling on site
<input type="radio"/>	Electrical work
<input type="radio"/>	Hot work in hazardous area
<input type="radio"/>	Installation/replacement of any petrol station equipment (underground or above ground)
<input type="radio"/>	Scaffolding
<input type="radio"/>	Abrasive Blasting
<input type="radio"/>	Tank cleaning or testing
<input type="radio"/>	Welding
<input type="radio"/>	Working at heights
<input type="radio"/>	Transport (truck driving)
<input type="radio"/>	Acrow Props
<input type="radio"/>	Excavation work
<input type="radio"/>	Air Compressor - Portable
<input type="radio"/>	Air Conditioner Installation (Ducted) New Construction
<input type="radio"/>	Hand Held - Petrol fuelled Equipment
<input type="radio"/>	Boom Lift and or Elevated Work Platform
<input type="radio"/>	Brick Block Laying
<input type="radio"/>	Cabinet Installation or Carpentry - Final Fitout
<input type="radio"/>	Caulking - Grouting - Patching
<input type="radio"/>	Concreting including use of machinery , installation, fixing, placing, excavation etc.
<input type="radio"/>	Mobile Crane, equipment or machinery
<input type="radio"/>	Drilling - Directional - Horizontal
<input type="radio"/>	Electrical Work, installation, fitouts
<input type="radio"/>	Framing (Timber or Steel) - Trusses
<input type="radio"/>	Mobile Plant - Earthmoving Equipment
<input type="radio"/>	Painting
<input type="radio"/>	Pipe - UPVC - Installation
<input type="radio"/>	Plasterboard Installation or works
<input type="radio"/>	Plumbing Installation or works
<input type="radio"/>	Carpentry
<input type="radio"/>	Pool Construction



<input type="radio"/>	Power Tools
<input type="radio"/>	Retaining Wall (Post - Sleeper)
<input type="radio"/>	Roofing
<input type="radio"/>	Solar Water Unit Installation
<input type="radio"/>	Trench - Excavations
<input type="radio"/>	Utilities - Locating - Electronic Detection and installations
<input type="radio"/>	Other (please specify):

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 (\* Work on petrol stations must be undertaken in accordance with Australian Institute of Petroleum Work Clearance Procedure)

**20 Operating Procedures and Work Permits**

20.1 Do you and/or your company have documented procedures, including work permits to manage these activities?

<input type="radio"/>	Yes
<input type="radio"/>	No

**21 Work Method Statements (WMS) / Job Safety Analysis (JSA)**

21.1 Have you and/or your company developed Safe Work Method Statements / Job Safety Analysis for all activities typically and routinely undertaken as part of your business?

<input type="radio"/>	Yes
<input type="radio"/>	No

**22 Transport (Truck Driving Contractors only)**

22.1 From the list below, tick the procedures / guidelines / plans that your company has in place:

<input type="radio"/>	Load restraint
<input type="radio"/>	Fatigue management (driving hours, speed limits)
<input type="radio"/>	Dangerous goods transport and storage
<input type="radio"/>	Temperature control
<input type="radio"/>	Mass and dimension limits
<input type="radio"/>	Drug and alcohol









# Contractor Safety Pre-Qualification Questionnaire - 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 Reworks Business Solutions to assess the level of compliance with its obligations to the client and under relevant laws. The contractor must make available all premises, systems, personnel, documentation and information necessary to enable Reworks Business Solutions to ascertain the company's level of compliance.

**Company:** Is a legal entity separate from its shareholders. Companies are regulated by the Australian Securities and Investments Commission. For tax purposes, a company means a body or association, incorporated or unincorporated, but does not include a partnership or a non-entity venture.

**Company Size: Reworks Business Solutions have defined small, medium, and large companies as the following;**

*Small Size Company:* company that employs between 1 to 49 staff or contractors

*Medium Size Company:* company that employs 50 to 199 more staff or contractors

*Large Size Company:* company that employs 200 or more staff or contractors

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

**Job Safety Analysis (JSA):** See Safe Work Method Statement description.

**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.

**OHS 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 OHS policy, and so managing the risks associated with the business of the organisation.

**OHS Policy:** Statement by the organisation of its commitment, intentions and principles in relation to its overall occupational health and safety performance which provides a framework for action and for the setting of its occupational health and safety objectives and targets.

**Personal Protective Equipment (PPE):** Includes all clothing and other work accessories designed to create a barrier against 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 or harm): The likelihood and consequence of that injury or harm occurring.

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

**Safe Work Method Statement (WMS):** Describes the Works 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.

**SafetyMAP:** Safety Management Achievement Program (SafetyMAP) is an audit tool designed for both internal and external audit of an organization's occupational health and safety management system. SafetyMAP, 4th Edition contains 125 audit criteria divided into two levels of achievement (Initial and Advanced). Audits may be conducted at either of these levels of achievement.

**Sole Trader:** A sole trader is an individual who is trading on their own. That person controls and manages the business. Services are solely delivered by the Sole Trader. The Sole Trader will not engage any contractors.

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

### State Regulator Website Links

#### VIC Regulators Website

[www.workcover.vic.gov.au/](http://www.workcover.vic.gov.au/)

#### NSW Regulators Website

[www.workcover.nsw.gov.au/](http://www.workcover.nsw.gov.au/)

#### TAS Regulators Website

[www.wsa.tas.gov.au](http://www.wsa.tas.gov.au)

#### SA Regulators Website

[www.workcover.com](http://www.workcover.com)

[www.eric.sa.gov.au](http://www.eric.sa.gov.au)

#### QLD Regulators Website

[www.whs.qld.gov.au](http://www.whs.qld.gov.au)

#### WA Regulators Website

[www.safetyline.wa.gov.au](http://www.safetyline.wa.gov.au)

#### NT Regulators Website

[www.nt.gov.au/wha](http://www.nt.gov.au/wha)

#### ACT Regulators Website

[www.workcover.act.gov.au](http://www.workcover.act.gov.au)