

TENDERER OHS MANAGEMENT SYSTEM

This questionnaire, forms part of the University tender evaluation process and is to be completed by tenderers and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the tenderers OHS Management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters

Certification

The information provided in this questionnaire is an accurate summary of the company's occupational health and safety management system.

Company Name:.....

Signed :..... Name

Position:..... Date

Contract Details

Contract Name

Contract Number

1 OHS Policy and Management

- 1.1. Is there a written company health and safety policy? **Yes No**
If yes please provide a copy of policy
Comments:
- 1.2 Does the company have an OHS Management System certified by a recognised independent authority (eg SafetyMAP)? **Yes No**
If yes please provide details
Comments
- 1.3. Is there a company OHS Management System manual or plan? **Yes No**
If yes please provide a copy of contents page(s)
Comments
- 1.4. Are health and safety responsibilities clearly identified for all levels of staff? **Yes No**
If yes please provide details

2 SAFE WORK PRACTICES AND PROCEDURES

- 2.1 Has the company prepared safe operating procedures or specific safety instructions relevant to its operations? **Yes No**
If yes, please provide a summary listing of procedures or instructions
Comments
- 2.2. Does the company have any permit to work systems? **Yes No**
If yes, please provide a summary listing or permits

2.3. Is there a documented incident investigation procedure? **Yes No**
If yes, please provide a copy of a standard incident report form.

2.4. Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company? **Yes No**
If yes please provide details

2.5 Are there procedures for storing and handling hazardous substances? **Yes No**
If yes please provide details

2.6 Are there procedures for identifying, assessing and controlling risks associated with manual handling? **Yes No**
If yes, please provide details

3 OHS TRAINING

3.1 Describe how health and safety training is conducted in your company. **Yes No**

3.2 Is a record maintained of all training and induction programs undertaken for employees in your company? **Yes No**
If yes, please provide examples of safety training records.

4 HEALTH AND SAFETY WORKPLACE INSPECTIONS

4.1 Are regular health and safety inspections at work sites undertaken? **Yes No**
If yes, please provide details.

4.2 Are standard workplace inspection checklists used to conduct health and safety inspections? **Yes No**
If yes, please provide details or examples.

4.3 Is there a procedure by which employees can report hazards at workplaces? **Yes No**
If yes, please provide details.

5 HEALTH AND SAFETY CONSULTATION

5.1 Is there a workplace health and safety committee? **Yes No**

5.2 Are employees involved in decision making over OHS matters? **Yes No**
Please comment

5.3 Are there employee elected health and safety representatives? **Yes No**
Please comment

6 OHS PERFORMANCE MONITORING

- 6.1 Is there a system for recording and analysing health and safety performance statistics? **Yes** **No**
If yes, please provide details
- 6.2 Are employees regularly provided with information on company health and safety performance? **Yes** **No**
If yes please provide details
- 6.3 Has the company ever been convicted of an occupational health and safety offence? **Yes** **No**
If yes please provide details

7 COMPANY REFERENCES

7.1 Please provide the following information for the three (3) most recent contracts completed by the company

	Contract 1	Contract 2	Contract 3
Contract Description			
Client			
Contact			
Phone No			
Number of lost time injuries			
Number of person days on contract			
Total days lost due to injuries.			

Review of Tenderer OHS Management System Questionnaire

Contract Name:	
Contract Description:	
Contract Manger:	Date
Contractor:	
Indicate in the following manner :-	
√ Acceptable	× Not Acceptable
N /A Not Applicable	
1. OHS POLICY AND MANAGEMENT	√ × N /A
<p>Company Health and Safety policy The policy provided by the tenderer should</p> <ul style="list-style-type: none"> • be signed by the CEO or equivalent • outline clear statement of objectives • show commitment to improve performance • be relevant to company operations • be reviewed on a regular basis 	
<p>Certified OHS Management System Certification demonstrates that the tenderer meets minimal standards, verified by an independent party. These may include:</p> <ul style="list-style-type: none"> • SafetyMAP (three levels of certification) • NSCA 5 Star System • ISR System <p>Certifications should be available for perusal.</p>	
<p>OHS Management System or Plan The company OHS Manual or Plan should include as a minimum</p> <ul style="list-style-type: none"> • Occupational health and safety policy • Management OHS responsibilities • General occupational health and safety procedures • Safe work procedures relevant to the company operations • Public safety procedures • Induction and training procedures • Issue resolution and OHS consultation mechanisms 	
2. SAFE WORK PRACTICES AND PROCEDURES.	
<p>Safe Work Procedures The tenderer should be able to demonstrate safe work procedures which:</p> <ul style="list-style-type: none"> • are relevant to company operations • contain a description of the tasks and associated hazards • outline control measures and methods to minimise health and safety risks • make reference to any relevant Legislation, Codes of Practice or Australian Standards 	

<p>Safe Work Permits</p> <p>Where relevant, the tenderer should be able to demonstrate safe work permits for the following types of work:</p> <ul style="list-style-type: none"> • Work in confined space • Hot work • Lockout • Roof access • Excavation • Electrical 	
<p>Incident Reporting and Investigation</p> <p>Tenderers should be able to provide evidence of the following</p> <ul style="list-style-type: none"> • incident report and investigation form • incident investigation procedure • evidence of completed investigation forms 	
<p>Plant Safety</p> <p>The tenderer should have mechanisms in place for the identification of hazards, assessment of risks and the implementation of control measures associated with plant. This may include:</p> <ul style="list-style-type: none"> • documented risk assessments for relevant plant or risk assessment procedure • copy of plant operator licences, permits • register of plant requiring registration • list of persons responsible for undertaking plant assessments • plant maintenance and inspection forms • pre start daily safety inspection forms for plant • plant fault reporting system and forms 	
<p>Hazardous Substances</p> <p>The tenderer should provide evidence demonstrating safe handling and storage of hazardous substances:</p> <ul style="list-style-type: none"> • manifest or register of chemicals used by the company • Material Safety Data Sheets for chemicals used • safe handling procedures, including personal protective equipment relevant training documentation 	
<p>Manual Handling</p> <p>The tenderer should be able to demonstrate evidence of: documented risk assessments for manual handling hazards systems used to control manual handling risks (eg; lifting aids, work procedures)</p>	
<p>3. HEALTH AND SAFETY TRAINING</p>	
<p>4.HEALTH AND SAFE WORKPLACE INSPECTIONS</p>	
<p>Regular Inspections</p> <p>Tenderer should provide evidence of:</p> <ul style="list-style-type: none"> • workplace inspections schedules • completed inspection reports • types of inspections undertaken 	

4.HEALTH AND SAFE WORKPLACE INSPECTIONS	
Standard Inspection Checklists Copies of the types of inspection checklists used by the tenderer.	
Hazard Reporting from tenderer Evidence may include <ul style="list-style-type: none"> • documented hazard reporting procedure and forms • completed hazard reports 	
5. HEALTH AND SAFETY CONSULTATION	
Health and safety Committee Evidence may include records that show <ul style="list-style-type: none"> • structure of committee • meeting schedule • minutes of meetings 	
Employee Consultation Tenderer should provide evidence of: <ul style="list-style-type: none"> • List of employee's health and safety representatives. • documented procedure for consultation and dissemination of information employee involvement in inspections, accident investigation	
6. OHS PERFORMANCE MONITORING	
Safety Performance statistics Evidence may include <ul style="list-style-type: none"> • reports on company health and safety injury trend data • performance targets established (e: lost time injuries, person days lost) 	
Health and Safety Performance Information Evidence of information provided to employees <ul style="list-style-type: none"> • records of who receives reports • types of reports produced 	
Conviction of Health and Safety Offence If conviction reported determine: <ul style="list-style-type: none"> • nature and circumstances of incident • corrective actions undertaken 	

CONTRACT OHS SYSTEM APPROVAL / ACCEPTANCE FORM

This document when completed is to be kept with the current version of the Contractor's Health and Safety Plan and Risk Assessment and forms part of the contract documentation

Contract Name:.....

Contract Description:.....

Contract Manager:.....

Contractor:.....

Element	Date Received	Satisfactory/Unsatisfactory
Contractor OHS Management System Questionnaire		
Health and Safety Plan		
Risk Assessment		
Comments:		
Authorisation	Signature	Date
Contractor Manager		
Contractor Representative		

HEALTH AND SAFETY PLAN REVIEW

Contract Name:.....
 Contract Description:.....
 Contract Manager:.....
 Contractor:.....

Health and Safety Plan Elements		Requirements Fulfilled	
		Yes	No
1.	Contract Description		
1.1	Brief description of the scope of work or services	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Summary of major activities and types of work	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Specialist tasks or procedures are documented and reference to safe work procedures and training documented	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Areas of contract requiring special consideration are documented and procedural requirements referenced, eg. Presence of public, traffic management, work restrictions	<input type="checkbox"/>	<input type="checkbox"/>
2	Contract OHS Structure and System		
2.1	Company health and safety policy included	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Names and positions of personnel with specific health and safety responsibilities are documented and the organisation structure is clear	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Contractor employee responsibilities are documented.	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Position and name of senior person who will liase with the University on OHS issues is documented	<input type="checkbox"/>	<input type="checkbox"/>
3.	Contract Induction and Safety Training		
3.1	Outline of the contract induction procedures for employees and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Details of induction modules or induction course content	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Register of personnel completing the induction program	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Details of employee OHS training relevant to the contract	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Register of employees holding authorisations, permits, competency certificates, licences required for the contract	<input type="checkbox"/>	<input type="checkbox"/>

4. Safe Work Practices and Procedures

- | | | | |
|-----|---------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 4.1 | List of company safe work procedures relevant to the contract | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 | Copies of safe work procedures or instructions | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 | Details of contract operations subject to work permits | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 | Work permit procedure documented | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 | Distribution list of employees and/or subcontractors issued with safe work procedures. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.6 | Contract work procedures (all contractors) are documented in a safe work procedure register | <input type="checkbox"/> | <input type="checkbox"/> |

5 Risk Assessment

- | | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 5.1 | Hazardous operations / significant tasks to be undertaken by contractor identified and documented on the risk assessment form | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2 | The hierarchy of controls has been considered in the risk assessment and high hazards have been eliminated where practicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.3 | Control measures are documented with clear procedures on how to achieve the control | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.4 | Evidence of employee training on control measures is included | <input type="checkbox"/> | <input type="checkbox"/> |

6 Workplace health and safety Inspections

- | | | | |
|-----|-----------------------------------------------------------|--------------------------|--------------------------|
| 6.1 | Inspections team documented | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2 | Frequency and type of inspections are included | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3 | Checklists to be used in inspections are included | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.4 | Procedure for actioning inspection findings included | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.5 | Hazard reporting procedures documented and forms included | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.6 | Specific areas targeted for inspection documented | <input type="checkbox"/> | <input type="checkbox"/> |

7. Health and Safety Consultation

- | | | | |
|-----|-------------------------------------------------------------------------|--------------------------|--------------------------|
| 7.1 | List of current employer and employee health and safety representatives | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.2 | Details of membership and operation of the safety committee | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.3 | Reference to company issue resolution procedures | <input type="checkbox"/> | <input type="checkbox"/> |

8. Emergency Procedures

- | | | | |
|-----|----------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 8.1 | Overall emergency plan and structure for the contract | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.2 | Register of emergency equipment and locations | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.3 | Register of current first aiders | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.4 | Arrangements/Co-ordination with other work site occupants in the event of an emergency | <input type="checkbox"/> | <input type="checkbox"/> |

9 Incident Recording and investigation

- | | | | |
|-----|-----------------------------------------------------------------------------------|--------------------------|--------------------------|
| 9.1 | Details of incident reporting and investigation system and procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.2 | Details of how incidents shall be notified to the University | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3 | Details of how incident statistics are to be compiled | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.4 | Accident investigation procedure or details of how accidents will be investigated | <input type="checkbox"/> | <input type="checkbox"/> |

10. Health and Safety Performance Monitoring

- | | | | |
|------|-------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 10.1 | Details of how health and safety performance statistics associated with the contract are reviewed | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2 | Details of how monthly health and safety performance reports will be compiled for review by the University. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.3 | Nature of health and safety performance information presented to employees on a regular basis | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.4 | Outline of auditing program to evaluate Health and Safety Plan effectiveness | <input type="checkbox"/> | <input type="checkbox"/> |

PROJECT RISK ASSESSMENT CHECKLIST - MAJOR

To be submitted prior to project commencement

Contractor Project:		Project location:		Project Manager	
Contractor Representative:				Contract No	
Telephone	Fax			Telephone	Fax
Signature	Date			Signature	Date
	Category of hazard – Will the proposed work involve the following hazards?	Yes ✓ No ✗	What is the specific hazard?	Methods of Controlling Hazard	
1	Working on electrical, gas or water services				
2	Working on platforms				
3	Use of scaffolding				
4	Use of ladders				
5	Elevating work platforms				
6	Work in confined spaces				
7	Fall hazards, working at height				
8	Restricted access/egress				
9	Working at elevated height				

	Category of hazard – Will the proposed work involve the following hazards?	Yes ✓ No ✗	What is the specific hazard?	Methods of Controlling Hazard
10	Working at night			
11	Flooding or water entrapment in workzone			
12	Structural failure			
13	Fire, explosion, sparks			
14	Welding/cutting hazards			
15	Noise hazards			
16	Security/boundary restrictions			
17	Electrical hazards			
18	Airborne contaminants (fume, vapours)			
19	Dust exposure			
20	Chemical storage, hazardous substances Dangerous goods, handling storage			
21	Handling/storage gas cylinders			
22	Start up/shut down procedures			

	Category of hazard – Will the proposed work involve the following hazards?	Yes ✓ No ✗	What is the specific hazard?	Methods of Controlling Hazard
23	Manual handling			
24	Asbestos			
25	Glass			
26	Falling objects			
27	Moving vehicles/machinery/traffic			
28	Hot work or steam			
29	Excavation or shoring hazards			
30	Access requirements by other contractors, public			
31	Work on unsound, unstable or uneven surfaces			
32	Working in low level or artificial light			
33	Operation of plant & equipment			
34	Lasers			
35	Housekeeping			
36	Stairs, steps and landings			
37	Personal protective equipment			
38	Other			

NON CONFORMANCE REPORT

Contractor; Project: Contractor Representative Telephone Signature		Project Location: Fax Date		Project Manager Contract No Telephone Signature		 Fax Date	
Details of Non conformance	Actions required	Completion Date	Verification of completion				
Comments							

CONTRACT MANAGERS CHECKLIST

Location of Contract Works

Contract Reference number

Period of works

.../.../... to .../.../...

Principal Contractor

At the conclusion of the contract the contract manager will be required to certify that the following steps have been taken

The successful tenderer has provided information on their safety management systems and this has been reviewed and deemed satisfactory.

The contractor has provided either

A Risk Assessment or

A Site Safety Plan.

The contract manager must approve both.

A copy of public liability and indemnity insurance has been obtained (copy attached)

A copy of workers compensation insurance has been obtained (copy attached)

The contractor has received induction and been issued with a permit to work.

The contractors performance must be actively monitored throughout the contracted work and a contract performance report must be completed.

Name of contract manager

Signed by contract manager

.../.../...