

## Appendix 1

# Pre-qualification questionnaire

Example

## 1. Key information

Tender title:

### Business information

Number of workers in your business:

Corporate structure:

A summary of experience relevant to the work being tendered for:

References:

### Key personnel

Name:

Qualifications:

Experience of nominated person representing the lead contractor:

Key workers on the project:

Their health and safety qualifications:

## 2. Details and procedures

### Insurance and accident compensation

Public liability insurance held:

Accreditation in injury prevention programmes:

### Compliance with standards

Provide evidence that you are complying with the appropriate health and safety standards:

### Associations and/or memberships

Provide details of any trade or employers' associations or health and safety organisations that you belong to:

### Health and safety experience

Worker engagement, participation and representation practices in your organisation:

Safety records such as accident and risk registers:

Relevant hazard information: (such as Safety Data Sheets)

Where necessary, also supply records for the last five years of health and safety interventions, such as:

Fatalities:

Lost days from injury to workers:

Accidents resulting in environmental damage or pollution:

Notices, warnings or prosecutions by WorkSafe:

# Pre-qualification questionnaire

## Policy

Written health and safety policies:

How these policies are communicated to workers:

## Subcontractors

Subcontractors that will be used on this project, and which tasks they will carry out:

Your assessment of their competency:

Whether health and safety was considered in their selection:

Induction programmes for new subcontractors:

Procedures for controlling the safety performance of subcontractors:

## Organisation

How the work will be supervised:

Who will be responsible for supervision:

## Arrangements

Provide an outline of the procedures in place to ensure a safe system of work. Include details on.

Documented work practices and safety instructions, including how often they are audited:

Procedures for maintaining plant, equipment, structures and vehicles in a safe condition:

Personal protective equipment supplied to workers:

## Information, training and supervision

Health and safety training and information that managers/supervisors receive:

Health and safety information, instruction, supervision and training that workers receive:

Induction programmes for new workers:

Health and safety representatives in your organisation:

## Emergency procedures

Provide details of your emergency procedures and planning.

Roles and responsibilities in an emergency:

Emergency training that workers receive:

Emergency drills that have been carried out in the last 12 months:

## Planning and setting performance standards

Provide details on planning and setting performance standards for complex or high-risk projects:

**Risk assessment**

Formal risk assessments that you have carried out in the past

Systems to identify and assess risks to health and safety:

Procedures to manage risks to health and safety:

**Accident investigation**

Procedures for investigating accidents and near-misses:

Procedures for notifying WorkSafe when a notifiable event occurs:

Procedures for notifying the lead PCBU when an accident occurs:

**Hazardous substances**

Any hazardous substances used while carrying out the work:

Safety Data Sheets for the hazardous substances:

Compliance certificates for required sites:

Which workers are certified handlers of hazardous substances:

**Plant and equipment**

Provide details on procedures for inspecting, testing, examining and maintaining plant and equipment to a safe standard for use, as well as the records that show this:

**Health monitoring**

Provide details on any health monitoring of workers with regards to specific risks relating to the work:

**Measuring and improving health and safety**

How performance is assessed:

Safety meetings and committees:

Safety inspections or audits:

**3. Review**

Provide details on what happens to the results of checks, investigations and audits.

**Completed by**

Name:

Contact details:

Date: DD / MM / YEAR

Signed: