Tenderer OH&S Management System Questionnaire

Version: 07 | Date approved: 30/07/2020 | Review date: 30/07/2025

This questionnaire forms part of the Corporation's 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. If shortlisted, tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

All tenderers are required to complete

a) either Part A or Part B; and
b) Part C; and
c) Part D

OHS contract information provided within previous 12 months	
The information required in this questionnaire was provided for: Contract Name:..... Contract No.....	Date:.....
1.1.1. **1.1.2. Contract Details:** Contract Name:.....	Contract Number:.....

PART A

If the tenderer is accredited under one of the following listed schemes the tenderer shall specify which one(s) and shall provide a copy of current certification under such scheme(s) with its tender.

	Yes	**No**
1 OH&S Pre-Qualification and Certification		

		Yes	No
1.1	Is your OH&S Management System prequalified and Accredited (eg AS4801, SafetyMAP, CCF etc) *If Yes, Provide Details and attach copy of certificate.*	☐	☐

PART B

Where the Tenderer is not certified under a scheme listed in Part A, the Tenderer shall complete Part B of this form.

		Yes	No
1	**OHS Policy and Management**		
1.1	Is there a written company health and safety policy?	☐	☐
1.2	Is there a company OHS Management System manual or plan?	☐	☐
1.3	Are health and safety responsibilities clearly identified for all levels of staff?	☐	☐
2	**Safe Work Practices and Procedures**		
2.1	Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?	☐	☐
2.2	Does the company have any permit to work systems?	☐	☐
2.3	Is there a documented incident investigation procedure?	☐	☐

		Yes	No
2.4	Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?	☐	☐
2.5	Are there procedures for storing and handling hazardous substances?	☐	☐
2.6	Are there procedures for identifying, assessing and controlling risks associated with manual handling?	☐	☐
2.7	Are there procedures and plans prepared for in the event of an emergency?	☐	☐
3	**OHS Training and Induction**		
3.1	Is health and safety training conducted in your company?	☐	☐
3.2	Do you have a General Induction Program eg. White Card or equivalent?	☐	☐
3.3	Do you have a Site Specific Induction Program?	☐	☐
3.4	Do you have specific task training certificates/qualification etc for OH&S issues relevant to the contract? e.g. Confined space entry, asbestos removal etc	☐	☐

		Yes	No
3.5	Is a record maintained of all training and induction programs undertaken for employees in your company?	☐	☐

4 Health and Safety Workplace Inspection

4.1	Are regular health and safety inspections at worksites undertaken and documented?	☐	☐
4.2	Are standard workplace inspection checklists used to conduct health and safety inspections?	☐	☐
4.3	Is there a procedure by which employees can report hazards at workplaces?	☐	☐

5 Health and Safety Consultation

5.1	Is there a workplace health and safety committee?	☐	☐
5.2	Are employees involved in decision making over OHS matters?	☐	☐
5.3	Are there employee elected health and safety representatives?	☐	☐
5.4	Is there a suitably qualified person(s) engaged to provide advice in relation to the OHS of employees?	☐	☐

		Yes	No
6	**OHS Performance Monitoring**		
6.1	Is there a system for recording analysing and improving health and safety performance?	☐	☐
6.2	Are employees regularly provided with information on company health and safety performance?	☐	☐
6.3	Has the company ever been convicted of an occupational health and safety offence? *If Yes, provide details.*	☐	☐
6.4	Are you able to provide details of: • The major industry classification listed on your Workcover premium notice?; and	☐	☐
	▪ What percentage of your total remuneration was your confirmed Workcover premium for the last full financial year? .....%	☐	☐

PART C

1. Company References

The tenderer shall provide the following information for the three most recent contracts completed by the company

Tenderer OH&S Management System Questionnaire

Version: 07 | Date approved: 30/07/2020 | Review date: 30/07/2025

	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			

Tenderer OH&S Management System Questionnaire

Version: 07 | Date approved: 30/07/2020 | Review date: 30/07/2025

PART D

The tenderer must confirm that all details provided on this form are an accurate record of their OH&S Management System and OH&S Performance.

Certification
The information provided in this questionnaire is an accurate summary of the company's occupational health and safety management system and performance. Company: Name:..... ... Signed:..... Name:..... ..... Position:..... Date:..... .....
Contract Details: Contract Name:..... Contract Number:.....