

Contractor WHS Management Procedure Questionnaire

The Contractor/Supplier is to be asked to show evidence that WHS systems/documentation exist to assist company assess their suitability (copies of the below documents need to be obtained and kept on file).

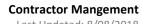
This document can be used to confirm that the health and safety requirements for each contractor have been defined and that the outcomes correspond to the agreement between the contractor and the company. All items shall be completed by the Contractor and verified by the Contract Officer/Administrator. Items shall be marked N/A if not applicable. The frequency of these evaluations shall depend on the duration of the project and/or shall be done annually as a minimum.

Contractor/Supplier WHS Management Procedure Questionnaire

Contractor/ Cupplier 11110 1				
The purpose of this questionnaire is to provide an overview of the status of your WHS management system. You may be required to verify your responses noted in the questionnaire by providing verification				
documentation.				
Company Name:				
Business purpose:				
	Yes	No	Comments	
Do you have the relevant qualifications, authorisations, endorsements, permits and licences for the proposed work?				
Do you have documented procedures for:				
 WHS Management Plan/Job Safety Analysis/Safe Work Method Statements for tasks to be conducted? 				
Incident Reporting/WorkCover notification?				
 Inspecting, assessing and maintaining plant & hand-held tools 				
 Storage & handling of hazardous chemicals/dangerous goods, including SDS (not more than 5 years old) 				
Permit to Work Systems for:				
 Confined spaces 				
 Roofs/Work at height 				
 Electrical safety 				
Hot work				

Document Owner Version Scheduled Review Date Date Reviewed

PA CE 7-01 Legal 1 September 2017 September 2015





Last Updated: 8/08/2018 Page 2 of 2

 Excavations 					
Hazardous manual handling / manual tasks					
Wearing personal protective equipment					
Health and safety consultation / representatives					
 Isolation & tag-out systems (defective equipment) 					
Inspection/maintenance records available for plant & equipment used					
Staff supervision					
Risk assessments completed for all items of plant and hazardous chemicals used					
Do you have (indicate insured amount):					
Public liability insurance?					
Professional indemnity insurance?					
Workers compensation insurance?					
Have you ever been convicted of a WHS offence?					
The information provided in this questionnaire is an accurate summary of the Company's WHS Management System.					
Name			Position		
Signature			Date		

PA CE 7-01 Legal 1 September 2017 September 2015