Pre-qualification
Health and Safety Checklist Example

This health and safety pre-qualification checklist for contractors during the pre-tender stage example is not a definitive and organisations should only use as a guide.

Response to health and safety information in a pre-qualification checklist will assist in evaluating potential *tenderers'* commitment and health and safety management systems. This will help ensure that your site has an appropriate level of health and safety practices.

Note: supporting documentation will also need to be provided with the checklist as evidence that health and safety procedures are in place and that they are carried out.

1. Safety Policy and Management Commitment

a. Do you have a written health and safety policy statement? (If yes, please enclose.)
b. Has your health and safety policy been communicated to employees?
c. Do you have particular people who are responsible for ensuring safety? (Please supply organisation chart and staff description.)
d. Who is the most senior person coordinating safety matters? (Please state their name and experience at the end of this checklist.)

2. Procedures

a. Do you have a safety manual?
b. Do you have written working practices and safety instructions?
c. How often are these audited?
d. Do you have procedures for maintaining plant, equipment and vehicles in a safe condition?
e. Are employees actively involved in the development of safety procedures?

3. Hazard Identification

a. Do you have a system to identify hazards during the project?
b. Where hazards are identified, do you have a system to assess significant hazards?
c. Do you have a system for identifying new hazards?
d. Do you have procedures for eliminating significant hazards?

4. Safety Training

a. Is formal safety training given to employees?
b. What form does it take?
c. Is there an induction/orientation programme for new employees/contractors?
d. Have the personnel who will undertake specific work received formal training in all relevant areas?

5. Safety Records

a. What types of safety records are kept by your organisation?
    - Fatalities?
    - Serious harm?
    - Accidents (including near misses)?
    - Hazards?
    - Safety Data Sheets (SDS)?
b. Please supply your organisation's safety record for the last five years.
    - Fatalities.

- Lost days from injury to worker/s.
- Accidents resulting in environmental damage or pollution

c. Have you or your company received any caution or been prosecuted by an enforcement authority (including the Department of Labour) in the last 5 years?

6. Accident Investigation

a. Does your organisation maintain a register for recording injuries and/or cases where an employee suffers serious harm?
b. Do you conduct an investigation into any incident that results in harm to an employee?
c. Do investigations include remedial action plans to initiate future prevention?
d. Do you advise the following parties of the accidents:
    - The employees?
    - Where relevant, the Department of Labour?

7. Safety Awareness

a. Do you have in-house safety meetings?
b. Does your organisation conduct safety inspections?
c. Are all staff involved in safety programmes?
d. Do you have procedures for control of the safety performance of *subcontractors?*
e. Does your organisation supply personal protective equipment to all employees?

8. Emergency Procedures

a. Do you have an emergency plan?
b. Does the emergency plan identify responsibilities and procedures to be followed?
c. Have all staff received training in emergency procedures?
d. Have emergency drills been carried out within the last 12 months?

9. Proposed Safety Management Personnel for this Project

a. Please supply the name, qualifications and experience of the person who you propose will be in control of the place of work for this *project.*

Name: Qualification/Experience:

Please supply details of staff who will be engaged on the *project,* who possess a formal safety qualification, and state the qualification.

Name: Qualification:

Tender Title:

Name Completed by:

Position: Company:

Contact Details:

Date: Signed: