



**IMPORTANT: ANY EVIDENCE SUBMITTED FOR AN ASSESSMENT MUST BE WITHIN THE LAST 12 MONTHS.**

	QUESTIONS	INSTRUCTIONS
01	What health and safety accreditation does your company have?	<p>Please provide a copy of any certification or other relevant documents to support your answer. Certification may include accreditation audited to 4801 or 18001.</p> <p>If you are in the process of applying for accreditation, points will be awarded if proof of application has been made. Please upload such documentation to show the process has been initiated.</p>
02	Do you use a Site Specific Safety Plan (SSSP) as the minimum required for any work you undertake?	<p>If you use a SSSP, please upload a comprehensive and recent example (within the last 12 months). A comprehensive example of a SSSP should include the following: an agreement or statement of intent, a hazard/risk register, a completed T/A, JSA or SWMS, a record of training and competencies for workers, an emergency response plan, toolbox meetings or pre-start discussion minutes, an inspection checklist, an incident/accident register and a hazardous substance register and/or inventory (if used).</p> <p><b>NB:</b> If you do not use a SSSP or Safety Management Plan due to the type of the work you carry out (consultants and non construction contractors) please provide a copy of an up-to-date and relevant Health and Safety Policy and Procedures or Standard Operating Procedures (SOP), which is appropriate for your business.</p> <p>To download a free copy of the SSSP, please see <a href="http://www.sitesafe.org.nz/sssp">www.sitesafe.org.nz/sssp</a></p>
03	How often are health and safety meetings or briefings held?	<p>As you do not employ any staff (sole operator) this question can be eliminated and will be marked as not applicable (N/A) by selecting the appropriate option.</p> <p>For more information on Tool Box talks, please see <a href="http://www.sitesafe.org.nz/toolboxtalks">www.sitesafe.org.nz/toolboxtalks</a></p>
04	Do you investigate all incidents and have a process to record incidents including near misses?	<p>Please provide evidence such as completed incident investigation forms for any injuries or near misses that has occurred in the last 12 months.</p> <p>If no incidents or near misses have been reported or investigated, please provide a copy of your incident register which has been signed off periodically showing no incidents or near misses have occurred during that time frame.</p> <p>Incident and investigation documents can be found in Site Safe's SSSP: <a href="http://www.sitesafe.org.nz/sssp">www.sitesafe.org.nz/sssp</a></p>
05	How do you manage the safety of contractors you may engage?	<p>If you engage sub-contractors (other than labour only arrangements) please provide a copy of a SSSP or Safety Plan that has been completed by a sub-contractor and signed off by you and the sub-contractors.</p> <p>There should also be a completed evaluation form filled in which shows that the SSSP has been reviewed to ensure all relevant information has been included.</p> <p><b>NB:</b> If you do not engage subcontractors, please select "We do not engage subcontractors" and this question will be marked as N/A.</p> <p>Contractor evaluation information can be found in Site Safe's SSSP: <a href="http://www.sitesafe.org.nz/sssp">www.sitesafe.org.nz/sssp</a></p>

06	Are you trained and competent for all aspects of the work you will carry out?	<p>Please provide evidence of your qualifications and/or training and competencies, which may also include your years of experience.</p> <p>You should be trained to at least the minimum required by legislation, regulations and/or approved codes of practise, standards and industry best practise. Points can be awarded if you can demonstrate you are working towards attaining certain standards.</p> <p>Evidence should include all health and safety based training, skills training, trade licences (LBP, Gas fitters, Plumbers etc) trade qualifications, equipment and operator licences and years of experience.</p> <p>Competency Register documents can be found in Site Safe's SSSP: <a href="http://www.sitesafe.org.nz/sssp">www.sitesafe.org.nz/sssp</a></p>
07	How do you record hazards in your workplace?	<p>Please provide evidence that you have a systematic process in place to identify hazards and assess the level of risk. Evidence could include a copy of a risk register or a risk assessment which links hazards to specific scope of works and shows it is assessed, monitored and updated if required.</p> <p>Hazard register documents can be found in Site Safe's SSSP: <a href="http://www.sitesafe.org.nz/sssp">www.sitesafe.org.nz/sssp</a></p>
08	What inspections do you carry out for the work you do?	<p>Please provide evidence that you have a structured approach which allows you to carry out inspections that may be required. In construction, this evidence should include copies of completed site inspection checklists or safety audits. At least three examples are required in order to verify frequency and follow-up. Vehicle, equipment, machinery and plant inspections may also be supplied.</p> <p><b>NB:</b> <i>If you do not work on or visit worksites, other examples may include vehicle, venue, office or plant and machinery registers (showing inspection prior to work commencing or other regular inspections) which may be carried out in relation to the work you do.</i></p> <p>Self-safety Inspection Checklists can be found in Site Safe's SSSP: <a href="http://www.sitesafe.org.nz/sssp">www.sitesafe.org.nz/sssp</a></p>
09	How do you plan for significantly hazardous and/or critical risk activities?	<p>Please provide evidence that planning is in place for any high risk work carried out by your company. This could include but is not limited to; remote or isolated tasks, atmospheres with the potential to cause fire or explosion, raised and falling objects, loose material in enclosed spaces, substances hazardous to health and all notifiable works.</p> <p>Evidence could include a copy of a detailed and comprehensive Task Analysis/JSA/SMWS and include evidence of staff participation e.g. toolbox talk minutes, staff signatures.</p> <p><b>NB:</b> <i>If significantly hazardous work is not undertaken by your company, please select the appropriate option and this question will be marked as N/A if agreed by your assessor.</i></p>
10	What health monitoring do you carry out for your workers?	<p>As you do not employ any staff (sole operator) this question can be eliminated and will be marked as not applicable (N/A) by selecting the appropriate option.</p>
11	Do you maintain a hazardous substances/products register or inventory in relation to potentially hazardous products, materials and substances?	<p>Please provide evidence of a register which records all hazardous products, substances or material that is brought to, or used on, any worksite you operate in. A register must show how you manage and control this aspect of your work and needs to be completed before any work starts, and updated as changes occur.</p> <p>In order to gain full marks for this question you need to provide a comprehensive register complete with Material Safety Data sheets and Safe Work Method Statements.</p> <p><b>NB:</b> <i>If you do not use or store hazardous products, substances or materials, please select the appropriate option and this question will be marked as N/A if agreed by your assessor.</i></p> <p>A Hazardous Products and Substances Register can be found in Site Safe's SSSP: <a href="http://www.sitesafe.org.nz/sssp">www.sitesafe.org.nz/sssp</a>.</p>
12	Has your company been investigated by WorkSafe NZ within the last five years?	<p>This question is not assessed, however findings are published on your assessment report.</p>