

## Subcontractor Health & Safety 'Due Diligence' Questionnaire

<b>Business Name</b>		<b>Type of Business</b>	
<b>Address</b>		<b>Postal Address</b>	
<b>Contact Person</b>		<b>Position</b>	
<b>Mobile</b>		<b>Email</b>	

### Health and Safety Overview

1.	<p><b>What level of health and safety accreditation does your company have?</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Application submitted</li> <li>• WSD, 4801</li> <li>• WSMP Primary, Site Safe Tier 1</li> <li>• WSMP Secondary, Site Safe Tier 2</li> <li>• WSMP Tertiary,</li> <li>• Other</li> </ul> <p>Please provide evidence of ACC Accreditation (i.e. Copy of ACC Accreditation Certificate)</p>	
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### Health and Safety Management System

2.	<p><b>A Job Safety Analysis, Task Hazard Analysis or Safe Work Procedures is the minimum required for any work you will do.</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• No</li> <li>• Generic</li> <li>• Site Specific not complete</li> <li>• Comprehensive JSA or SWP is available</li> <li>• Other</li> </ul> <p>Provide a copy of a completed and recent site JSA, THA, SWP or pre-start hazard analysis</p>	
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3.	<p><b>How do you communicate health and safety issues to your employees?</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• No communication</li> <li>• Infrequently</li> <li>• Infrequently with minutes taken</li> <li>• Fortnightly minutes taken</li> <li>• Weekly minutes taken</li> <li>• Daily minutes taken</li> <li>• Other</li> </ul> <p>Please provide evidence of how, and how frequently health and safety is discussed with staff (i.e. copies of completed toolbox talks and/or health and safety meeting minutes.)</p>	
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<p>4. <b>Do you report and investigate all accidents and incidents?</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes, but limited evidence of use</li> <li>• Serious accidents only</li> <li>• Injury accidents only</li> <li>• Accidents and first aid</li> <li>• All incidents and accidents</li> <li>• Other</li> </ul> <p>Provide your process for accident reporting and investigation.</p>	
<p>5. <b>How do you manage the safety of any subcontractors you engage?</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• No</li> <li>• Task hazard analysis required</li> <li>• Requested, but not followed up</li> <li>• Checklist used and followed up with subbie</li> <li>• Other</li> </ul> <p>Provide evidence that subcontractor management processes have been implemented. (i.e. copies of completed contractor site specific safety plans, contractor inductions, post contract evaluations.)</p>	
<p>6. <b>Are you and your employees trained to at least the minimum legal requirements for the work you are carrying out, as specified in the relevant legislation, codes, regulations or standards, or are working toward?</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• One introductory course</li> <li>• Some basic training</li> <li>• Comprehensive training regularly updated including leadership</li> <li>• Other</li> </ul> <p>Provide your evidence of staff training (i.e. copies of completed training registers, skills matrix.)</p>	
<p>7. <b>How do you identify, report and control hazards in the workplace?</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Generic Hazards listed some not related to the work</li> <li>• Industry hazards listed</li> <li>• Detailed hazard ID regularly updated</li> <li>• Other</li> </ul>	

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<p>Please provide evidence of a systematic process to identify and control workplace hazards (i.e. Hazard Register, Site Hazard Identification Report.)</p>	
<p>8. <b>What site inspections do you carry out for your work?</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Infrequent</li> <li>• Regular but no follow up</li> <li>• Regular and followed up</li> <li>• Other</li> </ul> <p>Provide evidence the site inspections are conducted in the workplace – (i.e. copies of completed site inspection reports.)</p>	
<p>9. <b>How do you plan for significantly hazardous works?</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Generic</li> <li>• Hazard ID</li> <li>• Detailed task analysis/JSA discussed with staff</li> <li>• Other</li> </ul> <p>Provide evidence that planning is conducted for significantly hazardous work (i.e. – copies of completed task analysis, job safety analysis, and work method statement.)</p>	
<b>Health and Safety Performance and Monitoring</b>	
<p>10. <b>What health monitoring do you carry out for your employees?</b></p> <p>Response options:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• At pre-employment only</li> <li>• Irregular</li> <li>• Pre-employment and annual monitoring</li> <li>• Other</li> </ul> <p>Please provide evidence that health monitoring is carried out for employees exposed to health hazards (e.g. noise.)</p>	
<p>11. <b>Have you been investigated in relation to a serious harm injury or had any improvement notices by the Ministry of Business, Innovation and Employment - Labour (now called Worksafe NZ)?</b></p> <p>If yes provide details.</p>	

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<p>12. Please provide details of and copies of the following insurance certificates</p> <ul style="list-style-type: none"> <li>• Public liability Insurance</li> <li>• Professional Indemnity (when applicable)</li> </ul>	
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Drugs and alcohol is not tolerated in the Construction Industry. By signing this you accept the zero tolerance to the drug and alcohol policy on all projects you may work on.

**Completed on behalf of the Company by:**

<b>Name</b>		<b>Designation</b>	
<b>Signature</b>		<b>Date</b>	