

BPMC Contractor Health, Safety & Environmental (HSE) Pre-qualification Questionnaire.

1.0 Contractor Information

Company Name:	Company Address:	
	Company Contact:	
Average Number Employees:	Telephone:	
	Email Address:	
Company's Main Activities:		

2.0 Workmen's Compensation Insurance.

Does your Company have a valid workman's compensation insurance policy? (tick box as appropriate)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Please provide copy of the policy</i>		

3.0 HSE Performance

Please provide your safety performance record for the past 12 months.

(As detailed in the Workplace Safety and Health (Incident Reporting) Regulations 2009)

HSE Indicators	2015 – 2016
A. Total Hours worked (all employees)	
B. Total Recordable Incident Rate (TRIR)	
C. Lost Time Incident Rate	
D. Number of recordable Injury cases	
E. Number of lost time Incidents/Illnesses	
F. Number of fatalities	
*TRIR = $C+D+E+F \times 200000 / A$	

4.0 Health and Safety Management Systems

	Questions	Yes	No	N/A
4.1	Leadership & Administration			
4.1.1	Does your company have an HSE Policy Statement that clearly outlines the company's commitment to safety? <i>(if Yes, please provide copy)</i>			
4.1.2	Are the company's HSE policies and procedures communicated to all employees? <i>(provide details)</i>			
4.1.3	Does your management participate in workplace inspections? <i>(provide evidence)</i>			
4.1.4	Does your company Policy outline specific responsibilities for safety for management, employees & sub-contractors?			
4.1.5	Does your company have a HSE Plan and Manual? <i>(submit complete plan and manual)</i>			
4.2	Leadership			
4.2.1	Does your company provide HSE training to management personnel? <i>(provide examples)</i>			
4.2.2	Does your company provide HSE orientation for supervisors and managers? <i>(provide examples)</i>			
4.2.3	Are employees given orientation in regards to the company's safety systems and approach to the management of Health and Safety? <i>(provide details)</i>			
4.3	Inspections			
4.3.1	Does your company HSE program outline the requirement for supervisors and managers to conduct regular inspection of the worksite and equipment?			
4.3.2	Does your company's inspection procedure outline specific responsibility for conducting inspections? Does this include the frequency of inspections, hazard ranking criteria, inspection reporting and follow up requirements for corrective actions? <i>(If Yes provide example)</i>			
4.3.3	Does your company HSE program encourage the prompt reporting of hazardous practice and/or conditions at the worksite?			
4.3.4	Does your company have a program for identifying substandard HSE practices? <i>(If Yes provide details.)</i>			
4.4	Incident / Accident Investigations			
4.4.1	Does your company have written procedure for the reporting and investigation of accidents/incidents and near miss reports? <i>(provide a copy)</i>			

4.4.2	Does your company review and follow up on all incident reports? <i>(If NO then provide explanation?)</i>			
4.4.3	Are incidents reports reviewed and signed by senior management? <i>(Provide examples?)</i>			
4.4.4	Is incident data recorded and evaluated for trends?			
4.4.5	Is historical data, statistics and reports available for review?			
4.4.6	Is formal training provided to those who conduct and complete investigations? <i>(provide evidence)</i>			
4.5	Organisational Rules, Policies and Procedures			
4.5.1	Does your company have a risk assessment process to identify workplace hazards and their appropriate controls? <i>(provide example)</i>			
4.5.2	Does your company have management programs for high risk work, and make reference to site specific rules and procedures for the assessment of hazards and safe work planning prior to engaging in high risk work? (e.g. fall protection, hot work, confined space etc.). <i>(provide evidence)</i>			
4.5.3	Does your company refer to all local legislation?			
4.5.4	Does your company have specific safe work procedures for critical tasks or reference made to specific procedures?			
4.5.5	Does your company have a process that informs your workers of their right to know, participate and to refuse unsafe work and the process for work refusals? <i>(provide example)</i>			
4.6	Skills & Training			
4.6.1	Does your company have specific requirements regarding training(e.g. First Aid, Machine Operator, Rigger etc.)			
4.6.2	Does your company undertake a safety/job induction for all employees? <i>(Provide details)</i>			
4.6.3	Do you have records of training? <i>(provide an example)</i>			
4.6.4	Does your company have a process to ensure that only competent workers including supervision are used on your works? <i>(Provide details)</i>			
4.7	Personal Protective Equipment (PPE)			
4.7.1	Does your company have a policy or specific rules with respect to PPE?			
4.7.2	Does your company have a process addressing the selection, use and maintenance requirements for PPE?			
4.7.3	Are employees provided with instruction and training as required in the proper use of PPE?			
4.8	Health and Hygiene			

4.8.1	Does your company have a formal process for the recognition, evaluation and control of occupational health hazards? <i>(Provide examples)</i>			
4.8.2	Does your company provide accessible and readily available Material Safety Data Sheets at the worksite for products that may be used?			
4.8.3	Does your company have a program for monitoring the use of hazardous substances at the worksite?			
4.9	Safety Meetings			
4.9.1	Does your company undertake daily toolbox talks at the worksite? <i>(provide example)</i>			
4.9.2	Does your company have a regular Management Safety committee meeting with minutes? <i>(provide example)</i>			
4.9.3	Does your company undertake regular safety meetings with employee representation? <i>(provide example)</i>			
4.10	Health and Safety Advice			
4.10.1	Does your company employ a person qualified in Health and Safety? <i>(provide proof of qualification)</i> If NO then who provides HSE advice to your company? <i>(provide details)</i>			