



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

QUESTIONS	INSTRUCTIONS
<p>01 What insurances does your company hold?</p>	<p>Show that you have adequate insurances in place for the type of work that you undertake, please provide the following evidence: Copies of your current insurances, such as public liability, indemnity, vehicle, general business, or other appropriate for your business.</p> <p>Evidence is required to show the sum insured and expiry dates. Expiry dates must be valid at time of submission. All evidence must be within the expiry to obtain full marks.</p> <p><b>NB:</b> To add insurances: select 'add insurance document' then choose from the drop down options &amp; attach the relevant file.</p>
<p>02 Please provide a copy of your company's Health and Safety Policy and Procedures.</p>	<p>Show that you have a policy and procedures in place to manage the health and safety of your workplace, or have an accreditation of your health and safety management system in place, such as ISO 45001, or similar.</p> <p>Please provide the following evidence: A copy of your health &amp; safety policy and procedures that relates to The Health and Safety at Work Act 2015, OR your health &amp; safety policy, and a copy of current accreditation to a relevant and recognised health &amp; safety standard such as ISO 45001, or similar.</p> <p>The procedures are those that make up your health and safety management system/manual. If your management system is large, please submit your table of contents and procedures for the following:</p> <ul style="list-style-type: none"> <li>• Worker engagement</li> <li>• Hazard and risk management</li> <li>• Training and competency</li> <li>• Emergency management</li> <li>• Incident reporting and investigation</li> <li>• Hazardous substances (if applicable)</li> <li>• Contractor management (if applicable)</li> </ul> <p>Your policy must be signed and dated within the last 24 months by an Officer of your company. Your procedures must show that they have been reviewed within the last 24 months. If you are submitting accreditation certification to a suitable standard, this must be valid and show expiry dates.</p> <p><b>NB:</b> As of 1 June 2021 we will no longer be accepting a SSSP as evidence for this question.</p>
<p>03 How often are health and safety meetings or briefings held?</p>	<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 <a href="#">click here</a>.</p>

04	Do you investigate all incidents and have a process to record incidents including near misses?	<p>Show that you have a process in place to record and investigate incidents and near misses, and discuss these and the outcomes of any investigations with your workers.</p> <p><b>Please provide the following evidence:</b></p> <ul style="list-style-type: none"> <li>• A copy of your completed incident register that shows your history of reporting incidents and near misses for the last 12 months. If no incidents or near misses have been reported, please ensure this is recorded in your register.</li> <li>• An example of a completed investigation that shows an attempt to determine the root cause(s), and completion of identified preventative actions.</li> <li>• Evidence that shows incidents, near misses and the outcomes of any investigations have been communicated to workers. (If you are a sole trader, communication to workers is not required).</li> </ul> <p><b>NB: If no incidents or near misses have been reported in the last 12 months, please provide your completed register, a completed investigation that is no older than 24 months old, and/or evidence that shows you have had discussion with your workers regarding no reporting on a regular basis.</b></p> <p>Incident and investigation documents can be found in <a href="#">Site Safe's SSSP</a>.</p>
05	How do you manage the safety of sub-contractors you engage?	<p>Show that you have a process in place for reviewing the health and safety of your sub-contractors.</p> <p><b>Please provide one of the following types of evidence:</b></p> <ul style="list-style-type: none"> <li>• A preferred sub-contractor list that shows regular update and review</li> <li>• A reviewed/signed off sub-contractors health &amp; safety policy and procedures</li> <li>• A reviewed/signed off workplace safety plan, such as a site specific safety plan or similar</li> <li>• A reviewed/signed off safe work plan specific to a scope of work, such as a task analysis or similar</li> </ul> <p><b>NB: If you do not engage sub-contractors, please select 'do not engage sub-contractors' and this question will be marked as <b>Not Applicable</b>. If you have not engaged sub-contractors in the last 12 months or engage labour only, please select the 'other' option and provide a brief explanation.</b></p>
06	Are you and your workers trained and competent for all aspects of the work you are/ will carry out?	<p>Show that you and your workers are trained, have any relevant qualifications and are competent to perform the work being undertaken. This should include evidence that some of your workers (more than one) have undertaken health and safety training, higher level learning (NZQA level 3 or greater). Evidence can include training recommended by codes of practice, such as MEWP, harness systems, confined space, license endorsements, first aid, trade qualifications and/or other qualifications, as well as a measure of competency/years of experience.</p> <p><b>Please provide one of the following evidence options:</b></p> <ul style="list-style-type: none"> <li>• A copy of your training and competency register that shows evidence of refresher training, a measure of competency/years of experience, and a couple of examples of current training, such copies of certificates or training ID cards (2 - 3 examples).</li> <li>• Copies of current training, such as certificates or training cards, and some examples of completed competency assessments (2 - 3 examples).</li> </ul> <p>To find the Training &amp; Competency Register <a href="#">click here</a></p>
07	How do you record hazards and risks in your workplace?	<p>Show how you record identified hazards and assess their risk in your workplace.</p> <p><b>Please provide one of the following evidence options:</b></p> <ul style="list-style-type: none"> <li>• A copy of your master risk register that shows your identified hazards, risk assessment, controls &amp; evidence of review within the last 24 months</li> <li>• Three to four examples of site-based risk registers or completed task analysis, or similar (including worker involvement)</li> </ul> <p>Hazard register documents can be found in <a href="#">Site Safe's SSSP</a>.</p>
08	What inspections do you carry out for the work you do?	<p>Show that you are monitoring conditions at the workplace for the purpose of preventing injury or illness (workplace can include work vehicles and mobile plant), and that the results are communicated back to your workers.</p> <p><b>Please provide the following evidence:</b></p> <ul style="list-style-type: none"> <li>• A minimum of <b>three examples</b> of health and safety related inspections of the workplace or work vehicles/mobile plant. These must have been conducted within the last 12 months. These must also show the completion of corrective actions that have been required.</li> <li>• Evidence that the results of the inspections are communicated back to your workers. This can also include when no corrective actions have been required, for example toolbox talks.</li> </ul> <p>Self-safety Inspection Checklists can be found in <a href="#">Site Safe's SSSP</a>.</p>

<p>09</p> <p>How do you plan for high risk or critical risk activities?</p>	<p>Show that you have a process in place to manage the hazards and risk associated with any high-risk work that you undertake and that workers are involved in this process.</p> <p><b>Please provide the following evidence:</b></p> <p><b>One - two examples</b> of high-risk work methodologies (JSA, task analysis, SWMS, JSEA, or similar), that show the following elements:</p> <ul style="list-style-type: none"> <li>• How the task will be performed</li> <li>• Associated hazards for that task</li> <li>• Risk assessment of those hazards</li> <li>• Controls for elimination or minimization</li> <li>• Worker involvement</li> </ul> <p><b>NB:</b> <i>If significantly hazardous work is not undertaken by your company, please select the appropriate option below and this question will be marked as not applicable; if agreed by the assessor. If you chose not applicable, your evidence submitted in Q7 will be reviewed to confirm this.</i></p>
<p>10</p> <p>How do you monitor the health of workers who are, or may be exposed to hazardous conditions, products or substances due to the work they carry out?</p>	<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>11</p> <p>If you use or store hazardous substances, products or materials, please provide evidence of how you manage this aspect of your business?</p>	<p>Show that you effectively manage the hazardous substances that you <b>use or store</b> in your workplace.</p> <p><b>Please provide the following evidence:</b></p> <ul style="list-style-type: none"> <li>• A copy of your hazardous substances inventory that shows review within the last 12 months</li> <li>• A couple of examples of current NZ Safety Data Sheets (SDS)</li> <li>• Evidence that you have procedures in place for hazardous substances (SOP, task analysis or similar)</li> <li>• Evidence that workers have relevant training for hazardous substances (could include formal or informal training)</li> </ul> <p><b>NB:</b> <i>if you select not applicable, your evidence submitted in Q7 will be reviewed to confirm this.</i></p> <p>A Hazardous Products and Substances Register can be found in <a href="#">Site Safe's SSSP</a>.</p>
<p>12</p> <p>Has your company been investigated by Work Safe NZ, Civil Aviation or Maritime NZ in the last 5 years?</p>	<p>Declare any prosecutions by Worksafe NZ, Civil Aviation or Maritime NZ in the last 5 years. Please provide any relevant information. If yes please provide evidence of the investigation.</p> <p><b>NB:</b> <i>improvement notices are not investigations.</i></p>