



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

	QUESTIONS	INSTRUCTIONS
01	What Insurances does your company hold?	Please provide copy(s) of insurance certificates or other relevant documents to support your answer. Insurances such as Public Liability, Indemnity, Vehicle, General business insurance or other relevant insurances are applicable here and must be valid at the time of submission.
02	Please provide a copy of your company's Health and Safety Policy and Procedures.	A valid Health & Safety Policy and Procedures document needs to relate to the current legislation (Health and Safety at Work Act 2015), align with the type of work you are involved with, be signed and dated by an officer of the company and have been reviewed and/or updated within the last 24 months.
03	How often are health and safety meetings or briefings held?	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. For more information on Tool Box talks click here .
04	Do you investigate all incidents and have a process to record incidents including near misses?	Please provide evidence such as completed incident investigation forms for any injuries or near misses that has occurred in the last 12 months. 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. Incident and investigation documents can be found in Site Safe's SSSP .
05	How do you manage the safety of contractors you may engage?	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. 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. NB: If you do not engage subcontractors, please select "We do not engage subcontractors" and this question will be marked as N/A. Contractor evaluation information can be found on Site Safe's SSSP page .
06	Are you and your workers trained and competent for all aspects of the work you are/will carry out?	Please provide evidence of your workers' qualifications and/or training and competencies, which may also include years of experience, level & expiry dates where applicable. Workers should be trained to at least the minimum required by legislation, regulations and/or approved codes of practise, standards and industry best practise. Some points will be awarded if you can demonstrate you are working towards attaining certain standards. Evidence should include all health and safety based training, skills training, trade licences (LBP, Gas fitters, Plumbers etc) trade qualifications, equipment & operator licences and years of experience NB, along with your register we will need a selection of certificate/licence copies (2-3 examples minimum). To find the Training & Competency Register click here Please click here for the video tutorial.

07

How do you record hazards and risks in your workplace?

Please provide evidence that a systematic process to identify and control hazards is in place.

This should include copies of a hazard register or a site hazard identification report which links hazards to a specific scope of works and shows it is regularly updated or checked.

Where a hazard board is used, please upload **at least three photos** taken on different days to show the board is being checked and updated regularly.

Hazard register documents can be found in [Site Safe's SSSP](#).

08

What inspections do you carry out for the work you do?

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.

NB: *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.*

Self-safety Inspection Checklists can be found in [Site Safe's SSSP](#).

09

How do you plan for high risk or critical risk activities?

Please provide evidence that planning is carried out for significantly hazardous work. This would include but not limited to:

- remote or isolated tasks
- atmospheres with the potential for fire or explosion
- raised and falling objects
- loose material in enclosed spaces
- substances hazardous to health
- notifiable works

Evidence should include a copy of a detailed and comprehensive TA/JSA/SWMS and include staff signatures showing they have been informed and agree with the process.

NB: *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.*

10

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?

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.

11

If you use or store hazardous substances, products or materials, please provide evidence of how you manage this aspect of your business?

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.

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.

NB: *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.*

A Hazardous Products and Substances Register can be found in [Site Safe's SSSP](#).

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Has your company been investigated by Work Safe NZ, Civil Aviation or Maritime NZ in the last 5 years?

This question is not assessed, however findings are published on your assessment report.