

Contractor health and safety prequalification form

This form is to assess the health and safety (H&S) capability, systems and performance of contractors working with Thames-Coromandel District Council (TCDC). It supports our commitment to ensuring safe work environments for all workers. Once approved, TCDC H&S Approved Contractor status is valid for two years. Please complete in full and **attach related documents** where requested.

1. Company information

Company name:	Company trading as name:
Physical address:	H&S contact name:
Main company contact:	Title:
Main company contact phone:	Mobile:
Main company contact email:	Email:

2. Do you hold any of the following H&S external accreditation certification?

- ☐ Yes: only complete questions 3 to 6 and 14 and **attach certificate/s**
- ☐ No: complete all questions
- ☐ ISO 45001
 - ☐ SiteWise Gold
 - ☐ ISN
 - ☐ IMPAC Prequal (for categories 3 & 4, must be 5 stars)
 - ☐ Tōtika
 - ☐ SHE Prequal

3. Work or services type

- 3.1 Provide an outline of the type of work or services your company can undertake for TCDC (include all work or services, not just those you are supplying for an initial contract – this is the work you would like this TCDC H&S Contractor Assessment to include):

- 3.2 Which TCDC department/s can you undertake work for: (include all departments, not just those you are supplying for an initial contract – these are the departments you would like this TCDC H&S Contractor Assessment to cover):

- | | | |
|--|---|--|
| ☐ Water | ☐ Waste water | ☐ Waste facilities |
| ☐ Parks and open spaces | ☐ Harbour/wharf facilities | ☐ Property and facilities |
| ☐ Cemeteries | ☐ Swimming pools | ☐ Roding |
| ☐ Environmental/coastal | ☐ Events | ☐ Other _____ |

- 3.3 Does your work involve any of the following critical risks (**if yes, attach related H&S procedures**)?

- | | | |
|---|---|---|
| ☐ Asbestos | ☐ Confined spaces | ☐ Working on/near roads |
| ☐ Hazardous substances | ☐ Working on or near water | ☐ Working at height |
| ☐ Excavation and trenching | ☐ Energy Sources | ☐ Mobile plant/equipment |
| ☐ Plumbing/gas/drainage | ☐ Hot works | ☐ Craneage |
| ☐ Work in the vicinity of services | ☐ Working with the public | ☐ Other _____ |

4. Incident/accident management

- 4.1 Do you maintain an incident/accident register? ☐ Yes ☐ No
- 4.2 How many LTI events have you had in past three years? _____
- 4.3 How many near miss events have you had in the past three years? _____
- 4.4 Have you had any Worksafe notifiable events in the past five years? ☐ Yes ☐ No
- 4.5 Have you ever received any Worksafe improvement/infringement/prohibition notices, formal warnings or been prosecuted for H&S legislation breaches? ☐ Yes ☐ No

If you answered yes to 4.4 or 4.5, please provide details (focus on improvement actions taken) and relevant Worksafe documents confirming they accepted

5. Training, competency and supervision

Are all your workers trained and competent to safely undertake their work? ☐ Yes ☐ No

(**attach a training and competency register** for all workers showing current training and competency for the work that they will be undertaking. Note: this must include expiry dates, NZQA standard where relevant, current first aiders and competency assessments).

6. Insurance

Please provide your insurance details (**attach insurance certificates**):

	Public Liability	Professional Indemnity	Motor Vehicle Third Party	Other
Sum insured				
Policy number				
Insurer				
Expiry date				

IF YOU HOLD EXTERNAL H&S ACCREDITATION CERTIFICATION, DO NOT COMPLETE QUESTIONS 7-13

7. H&S policy

Does your organisation have a current H&S policy (**attach policy**)? ☐ Yes ☐ No

8. Drug and alcohol policy

Does your organisation have a current Drug and Alcohol policy (**attach policy**)? ☐ Yes ☐ No

9. Risk management

Do you have a hazard risk register (**attach register**)? ☐ Yes ☐ No

Do you have a process to identify, assess and control H&S risks (**attach example e.g. SSSP, JSA**)? ☐ Yes ☐ No

10. Contractor management

10.1 Do you engage contractors or subcontractors? ☐ Yes ☐ No

10.2 Do you have a contractor H&S prequalification process (**attach example**)? ☐ N/A ☐ Yes ☐ No

11. Work with other PCBU's

Outline how do you consult, cooperate and coordinate with other PCBU's on work:

12. Worker engagement

12.1 Do you have designated H&S representatives? ☐ Yes ☐ No

12.2 How do you engage with workers on H&S (e.g., H&S committee, toolbox talks)?

13. Emergency preparedness

13.1 Do you have emergency procedures in place for your work activities (**attach example**)? ☐ Yes ☐ No

13.2 Do you ensure workers are familiar with emergency procedures? ☐ Yes ☐ No

14. Declaration

Obligations

When contractor is a TCDC H&S Approved Contractor, they hold the following obligations and must:

- a) comply in all respects with New Zealand law governing H&S including but not limited to:
 - i) the H&S at Work Act 2015 (HSWA) and any amendments or replacement legislation;
 - ii) all regulations made under HSWA and any other industry related legislation;
 - iii) all relevant industry and Worksafe codes of practice and guidelines.
- b) maintain any training, H&S accreditation and insurance certification specified in this questionnaire and TCDC H&S pre-qualification approval during the term of their approval.
- c) immediately advise TCDC of any pending investigations, possible enforcement action, prosecution or fines, or improvement or prohibition notices issued by WorkSafe NZ; and
- d) advise TCDC of the outcome of any enforcement action undertaken against them by WorkSafe NZ.
- e) provide any changes, updates or revisions to the approved H&S management system or TCDC H&S Approved Contractor status to the Council within 10 days of such changes being made.
- f) read, understand and abide by Council H&S policies and procedures.
- g) ensure a job specific health and safety plan, JSA or SSSP (or similar) is implemented for each and all works being undertaken on behalf of TCDC before works commence.

I will ensure the obligations set out above while I am a TCDC H&S Approved Contractor are complied with by my company and workers (including subcontractor workers) and acknowledge that the TCDC may suspend or cancel my approval status if I do not comply with these obligations.

I declare that the information given by me on behalf of the company and any attached documentation is true, complete and correct and I am an authorised signatory for the company. A false statement or dishonest answer to any question may be grounds for immediate disqualification or termination from contracts/employment with TCDC.

I agree to promptly notify TCDC if any of the information supplied changes.

By signing this the Contractor agrees to the above:

Name _____ Position _____
Company _____ Date _____
Signature _____

TCDC office use only: Project/Contract/Hiring Manager to add Contractor details and upload all prequalification documentation into Damstra, then if approved, select *Approved Company*. Contact a TCDC H&S Business Partner at healthandsafetyteam@tcdc.govt.nz if you require support or have any queries.

- ☐ **Contractor meets TCDC H&S requirements and is TCDC H&S Approved Contractor**
- ☐ **Contractor does not meet TCDC H&S requirements and is not a TCDC H&S Approved Contractor**

Name _____ Position _____

Date _____ Signature _____

Notes _____
