TENDERER OCCUPATIONAL HEALTH AND SAFETY (OHS) MANAGEMENT SYSTEM QUESTIONNAIRE

This questionnaire forms part of the SANBI tender evaluation process and is to be completed by tenderers and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the tenderers’ OHS management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

Declaration
The information provided in this questionnaire is an accurate summary of the company’s occupational health and safety management system.

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Signed: ___________________________  Name: ___________________________
Position: ___________________________  Date: ___________________________

Contract details

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Tenderers are required to supply evidence to the questions posed below (see the client’s checklist of what will be considered):

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<thead>
<tr>
<th>1. OHS policy and management</th>
<th>Yes</th>
<th>No</th>
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1.1 Is there a written company health and safety policy?
   If yes, provide a copy of the policy.
   Comments:

   

1.2 Does the company have an OHS management system certified by a recognised independent authority, e.g. NOSA?
   If yes, provide details:

   

1.3 Is there a company OHS management system file available?
   If yes, prepare and provide when requested.
   Comments:

1.4 Are health and safety responsibilities clearly identified for all levels of staff employed?
   If yes, provide appointment letters.

2. Safe work practices and procedures

2.1 Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?
   If yes, provide a summary listing of procedures or instructions.
   Comments:

2.2 Is the company registered with the Compensation Commissioner?
   If yes, provide a letter of good standing for the company.

2.3 Is there a documented incident investigation procedure?
   If yes, provide a copy of a standard incident report form.

2.4 Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/machinery owned by the company?
   If yes, provide procedure document.

2.5 Are there procedures for storing and handling of hazardous substances?
   If yes, provide a copy of a procedure document.

2.6 Are there procedures for identifying, assessing and controlling risks associated with manual handling?
   If yes, provide a copy of procedure and risk assessment documents.

3. OHS training

3.1 Are records maintained of all training and induction programmes undertaken for employees in your company?
   If yes, provide examples of the safety training records, especially for employees to be utilised.

4. Health and safety workplace inspection

4.1 Are regular health and safety inspections undertaken at work sites?
   If yes, provide a copy of such inspection checklists.
4.2 Is there a procedure in place for employees to report hazards at the workplace?

If yes, provide an incident reporting procedural document as example.

5. Health and safety consultation

5.1 Is there a workplace health and safety committee?

5.2 Are there employees elected as health and safety representatives?

Comments:

6. OHS performance monitoring

6.1 Is there a system in place for recording and analysing health and safety performance statistics?

If yes, provide details of such recordings and analyses:

6.2 Are employees regularly provided with information on the company’s health and safety performance?

If yes, provide details of what was communicated:

6.3 Has the company ever been convicted of an occupational health and safety offence?

If yes, provide details of the offence, outcomes and corrective measures implemented:

6.4 Additional checklists

The OHS department must be consulted to provide all other relevant forms.

7. Company references

7.1 Please provide the following information for the three most recent contracts completed by the company:
## 1. OHS policy and management

**Company health and safety policy**

*The policy provided by the tenderer should indicate the following:*
- Be signed by the CEO or equivalent
- Outline clear objective statements
- Show commitment to improve performance
- Be relevant to the company’s operations
- Be reviewed on a regular basis (at least once a year)

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**Certified OHS management system**

Certification demonstrates that the tenderer meets the minimum standards, and that it was verified by an independent party.
- The company indicated the independent party, e.g.: NOSA, etc.
- Indicated certification

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**OHS management system or plan**

The company’s OHS manual or plan should have included as a the following:
- An OHS policy
- Management’s OHS responsibilities
- General OHS procedures
- Safe work procedures relevant to the company’s operations
- A waste management plan and procedures
- An incident/accident management plan and procedures
- Induction and training procedures
- Issued resolution and OHS consultation mechanisms

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**Health and safety responsibilities**

Health and safety responsibilities in the company should have been documented and must demonstrate the following:
- OHS responsibility statements
- Employee’s job description (especially those utilized for the project)
- Demonstrate formal and informal performance appraisal on Health and Safety issues

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2. **Safe work practices and procedures**

The tenderer should have demonstrated safe work procedures which:

- Are relevant to the company's operations
- Contain a description of the tasks and associated hazards
- Outlined control measures and methods to minimize health and safety risks
- Make reference to any relevant legislation, codes of practice, standards or regulations

### Safe work permits

Where relevant, the tenderer should have demonstrated that safe work permits for the following types of work have been issued:

- Work in confined spaces (confined space entry permits)
- Hot work (hot work permits)
- Lockout permits (plant, electrical systems, steam)

### Incident reporting and investigation

Tenderers should have provided evidence of the following:

- Incident/accident reporting and investigation form
- Incident/accident investigation procedure
- Evidence of completed investigation forms
- Corrective measure adopted to correct future similar situations

### Plant safety

The tenderer should demonstrate that mechanisms are in place for the identification of hazards, assessment of risks and the implementation of control measures associated with the plant. This should have included:

- Documented risk assessments for the relevant plant or risk assessment procedure
- A copy of plant operator licenses and/or permits
- A register of plant requiring registration
- A list of persons responsible for undertaking plant risk assessments
- Plant maintenance and inspection forms
- Pre-start daily safety inspection forms for plant
- Plant fault reporting system and forms
- Public and client employee health and safety reports

### Hazardous substances

Tenderer should have provided evidence to demonstrate the safe handling and storage of hazardous substances by supplying the following documentation:

- A manifest or register of chemicals used by the company
- Copies of material safety data sheets for chemicals used
- Safe handling procedures, including personal protective equipment issued
- Proof of the relevant training
3. OHS training

Tenderer should have supplied evidence of the following:
- Training records and competencies of employees (licenses, permits, certificates)
- Records of ‘on the job’ training
- Toolbox talk sessions conducted
- Induction training programmes

4. Health and safety workplace inspections

Regular inspections undertaken
Tenderer should have provided evidence of the following:
- Plant inspection schedules
- Completed inspection reports
- Types of inspections undertaken

Standard inspection checklists
Tenderer should have supplied:
Copies of the types of inspection checklists used.

Hazard reporting from tenderer
The tenderer should have supplied evidence of the following:
- Documented hazard reporting procedures and forms
- Copies of completed hazard reports

5. Health and safety consultation

Health and safety committee
The tenderer should have supplied evidence of the following:
- Structure of the committee/s
- Meeting schedule/s
- Minutes of meetings

Employee consultation
The tenderer should have provided evidence of the following:
- The list of employee health and safety representatives
- Documented procedures for consultation and dissemination of information
- Employee involvement in inspections and accident investigations

6. OHS performance monitoring

Safety performance statistics
The tenderer should have supplied evidence of the following:
- Reports on the company’s health and safety injury trend data
- Performance targets established e.g. lost time injuries, person days lost, etc.
Health and safety performance information
The tenderer should have supplied evidence of the following:
• Records of who received reports
• Types of reports produced and supplied

Conviction of health and safety offence
If the tenderer had been convicted of a health and safety offence, details/casefile should be supply for the client to determine:
• The nature and circumstances of the incident/accident
• Proof of corrective actions undertaken

Comments:

The checklist below is included as a guide only and may be modified to suit specific contract requirements.

GENERAL HEALTH AND SAFETY CHECKLIST

Contract name:
Contract description:
Contractor:
Worksite location: Date:
Persons completing inspection:

Indicate in the following manner:
√ – acceptable × – not acceptable N/A – not applicable

1. Health and safety systems evidence:
   1.1 OHS policy displayed
   1.2 Accident report book available
   1.3 Induction records
   1.4 Rehabilitation policy available
   1.5 Workplace inspection records
   1.6 Emergency procedures
   1.7 Training records
   1.8 Documented safe work procedures
   1.9 Protective clothing and equipment records
   1.10 Material safety data sheets (MSDS) available
   1.11 Health and safety systems manual
   1.12 Health and safety representatives appointed
   1.13 Management safety representative appointed
   1.14 Contract risk assessment available
   1.15 Contract health and safety plan available

2. Housekeeping
   2.1 Work areas free from rubbish and obstructions
   2.2 Surfaces safe and suitable
   2.3 Surfaces free from slip/trip hazards
   2.4 Floor openings covered
2.5 Stock/material stored safely

   Aisles:

2.6 Unobstructed and clearly defined
2.7 Adequate lighting
2.8 Vision at corners
2.9 Wide enough

3. Electrical
3.1 No broken plugs, sockets, switches, etc.
3.2 No frayed or defective leads
3.3 Power tools in good condition
3.4 No work near exposed live electrical equipment
3.5 Tools and leads inspected and tagged
3.6 No strained leads
3.7 No cable-trip hazards
3.8 Switches/circuits identified
3.9 Lock-out procedures/danger tags in place
3.10 Earth leakage systems used
3.11 Start/stop switches clearly identified
3.12 Switchboards secured
3.13 Appropriate fire fighting equipment

4. Mobile plant and equipment
4.1 Plant and equipment in good condition
4.2 Daily safety inspection procedures/checklists
4.3 Fault reporting/rectification system used
4.4 Operators trained and licensed
4.5 Warning and instructions displayed
4.6 Warning lights operational
4.7 Reversing alarm operational
4.8 Satisfactory operating practices
4.9 Fire extinguisher in good condition and operational
4.10 Tyres satisfactory
4.11 SWL of lifting or carrying equipment displayed

5. Machinery and workbenches
5.1 Adequate work space
5.2 Clean and tidy
5.3 Free from excess oil and grease
5.4 Adequately guarded
5.5 Warnings or instructions displayed
5.6 Emergency stops appropriately placed and clearly identifiable
5.7 Operated safely and correctly

   Workbenches:

5.8 Clear of rubbish
5.9 Tools in proper place
5.10 Duckboards or floor mats provided

6. Hazardous substances
6.1 Stored appropriately
6.2 Containers labelled correctly
6.3 Adequate ventilation/exhaust systems
6.4 Protective clothing/equipment available/issued and used
6.5 Personal hygiene – dermatitis control
6.6 Waste disposal procedures
6.7 Material safety data sheets (MSDS) available
6.8 Chemical handling procedures followed
6.9 Chemical register kept
6.10 Appropriate emergency/first aid equipment (shower, eye bath, extinguishers)
6.11 Hazchem signing displayed

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<td>7. Welding</td>
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<tr>
<td>7.1 Gas bottles securely fixed to trolley</td>
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<td>7.2 Welding fumes well ventilated</td>
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<td>7.3 Fire extinguisher near work area</td>
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<td>7.4 Only flint guns used to light torch</td>
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<td>7.5 Flash back spark arresters fitted</td>
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<td>7.6 Vision screens used for electric welding</td>
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<td>7.7 LPG bottles within 10 year stamp</td>
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<td>7.8 Personal protective equipment issued and worn</td>
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<td>7.9 Hot work permit system used</td>
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<td>8. Excavations</td>
<td></td>
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<tr>
<td>8.1 Shoring in place and in sound condition</td>
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<td>8.2 Excavation well secured</td>
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<td>8.3 Signage displayed</td>
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<td>8.4 Banks battered correctly and spoil away from edge</td>
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<td>8.5 Clear and safe access around excavation</td>
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<td>8.6 Separate access and egress points from excavation</td>
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<td>8.7 Safe work procedure in place</td>
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<td>9. Prevention of falls</td>
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<tr>
<td>9.1 All work platforms have secure handrails, guarding or fence panels</td>
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<tr>
<td>9.2 Harnesses and lanyards or belts provided</td>
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<td>9.3 All floor penetrations covered or barricaded</td>
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<td>9.4 Unsafe areas signposted and fenced</td>
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<td>9.5 Safe work procedure in place</td>
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<td>10. Stairs, steps and landings</td>
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<tr>
<td>10.1 No worn or broken steps</td>
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<td>10.2 Handrails in good repair</td>
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<td>10.3 Clear of obstructions</td>
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<td>10.4 Adequate lighting</td>
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<td>10.5 Emergency lighting</td>
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<td>10.6 Non-slip treatments/treads in good condition</td>
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<td>10.7 Kick plates where required</td>
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<td>10.8 Clear of debris and spills</td>
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<td>10.9 Used correctly</td>
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<td>11. Ladders</td>
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<tr>
<td>11.1 Ladders in good condition</td>
<td></td>
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<td>11.2 Ladders not used to support planks for working platforms</td>
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<td>11.3 Correct angle to structure 1:4</td>
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<td>11.4 Extended 1.0 metre above top landing</td>
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<td>11.5 Straight or extension ladders securely fixed at top</td>
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<td>11.6 Metal ladders not used near live exposed electrical equipment</td>
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<td>12. Personal protection</td>
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<td>12.1 Employees provided with personal protective equipment</td>
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<td>12.2 Personal protective equipment worn by employees</td>
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<tr>
<td>12.3 Sun cream and sunglasses provided</td>
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12.4 Correct signage at access points

13. Manual handling
   13.1 Mechanical aids provided and used
   13.2 Safe work procedures in place
   13.3 Manual handling risk assessment performed
   13.4 Manual handling controls implemented

14. Workplace ergonomics
   14.1 Workstation and seating design acceptable
   14.2 Ergonomic factors considered in work layout and task design
   14.3 Use of excessive force and repetitive movements minimised
   14.4 Appropriate training provided

15. Material storage
   15.1 Stacks stable
   15.2 Heights correct
   15.3 Sufficient space for moving stock
   15.4 Material stored in racks/bins
   15.5 Shelves free of rubbish
   15.6 Floors around stacks and racks clear
   15.7 Drums checked
   15.8 Pallets in good repair
   15.9 Heavier items stored low
   15.10 No danger of falling objects
   15.11 No sharp edges
   15.12 Safe means of accessing high shelves
   15.13 Racks clear of lights/sprinklers

16. Confined spaces
   16.1 Risk assessment undertaken
   16.2 Communication and rescue plan in place
   16.3 Safety equipment in good working condition
   16.4 Suitable training provided to employees
   16.5 Confined space permit used

17. Lasers
   17.1 Operator has laser operator licence
   17.2 Signage displayed
   17.3 Laser not used in a manner to endanger other persons

18. Demolition
   18.1 Risk assessment undertaken in advance
   18.2 Access prevented to demolition area
   18.3 Overhead protection in place
   18.4 Protection of general public
   18.5 Safe work procedures in place

19. Public protection
   19.1 Appropriate barricades, fencing, hoarding, gantry secure and in place
   19.2 Signage in place
   19.3 Suitable lighting for public access
   19.4 Footpaths clean and free from debris
   19.5 Dust and noise controls in place
   19.6 Site access controlled
19.7 Traffic control procedures in place
19.8 Public complaints actioned

20. Amenities
20.1 Washrooms clean
20.2 Toilets clean
20.3 Lockers clean
20.4 Meal rooms clean and tidy
20.5 Rubbish bins available – covered

21. First aid
21.1 Cabinets and contents clean and orderly
21.2 Stocks meet requirements
21.3 First aiders names displayed
21.4 First aiders location and phone numbers
21.5 Qualified first aider(s) (Certificates available)
21.6 Record of treatment and of supplies dispensed

22. Lighting
22.1 Adequate and free from glare
22.2 Lighting clean and efficient
22.3 Windows clean
22.4 No flickering or inoperable lights
22.5 Emergency lighting system operational

23. Fire control
23.1 Extinguishers in place
23.2 Firefighting equipment serviced/tagged
23.3 Appropriate signing of extinguishers
23.4 Extinguishers appropriate to hazard
23.5 Emergency exit signage
23.6 Exit doors easily opened from inside
23.7 Exit pathways clear of obstruction
23.8 Alarm/communication system – adequate
23.9 Smoking/naked flame restrictions observed
23.10 Minimum quantities of flammables at workstation
23.11 Flammable storage procedures
23.12 Emergency personnel identified and trained
23.13 Emergency procedures documented – issued
23.14 Emergency telephone numbers displayed
23.15 Alarms tested
23.16 Trial evacuations conducted
23.17 Personnel trained in use of firefighting equipment