



Contractor HSE Management System
Guidelines

Guideline for Review of Tenderer Questionnaires

Document No. HSE41C05

Contract Details

Contractor name: _____

Contractor address: _____

Contractor representative: _____

Fea Contract Manager: Joji Tawake

Contract description: MV Upgrade for Mr. Wenbin Sun at Kavika Place, off Vudi Street, Muanikau

Location of works: Kavika Place, off Vudi Street, Muanikau

Timing of works (approximate): Start date: 26/06/17 End date: 30/06/17

Instructions

This document is to be submitted part of the HSE tender specification to potential bidders. They are to be submitted back to Fea for evaluation.

Guideline for Review of Tenderer OHS Management System Questionnaire

Review of Tenderer OHS Management System Questionnaire	
<p>Contract Name:.....</p> <p>Contract Description:.....</p> <p>Contract Manager:.....Date:.....</p> <p>Contractor:.....</p>	
<p>Indicate in the following manner:</p> <p style="text-align: center;">Acceptable Not Acceptable N/A Not Applicable</p>	
<p>1. OHS Policy and Management</p>	
<p>1.1 Company Health and Safety Policy</p> <p>The Policy provided by the tenderer should:</p> <ul style="list-style-type: none"> • be signed by the CEO or equivalent • Outline clear statements of objectives • Show commitment to improve performance • Be relevant to the company operations • Be revised on a regular basis 	
<p>1.2 OHS Management System or Plan</p> <p>The Company OHS Manual or Plan should include as a minimum:</p> <ul style="list-style-type: none"> • OHS Policy • Management OHS Responsibilities • General OHS Procedures • Safe Work procedures relevant to the company operations • Public safety procedures • Induction and Training procedures • Issues Resolution and OHS consultation mechanism 	
<p>1.3 Health and Safety Responsibilities</p> <p>Health and Safety responsibilities in the company should be documented and may comprise:</p> <ul style="list-style-type: none"> • OHS responsibility statements • Part of employees job description <p>Line managers and supervisors should be formally held accountable for health and safety performance of their employees</p>	

<p>2. Safe Work Practices and Procedures</p>	
<p>2.1 Safe Work Procedures</p> <p>The Tenderer should be able to demonstrate safe work procedures which:</p> <ul style="list-style-type: none"> • are relevant to company operations • contain a description of the tasks and associated hazards • outline control measures and methods to minimise health and safety risks • make reference to any relevant Legislation. Codes of Practice or Approved Standards 	
<p>2.2 Safe Work Permits</p> <p>Where relevant, the tenderer should be able to demonstrate safe work permits for the following types of work:</p> <ul style="list-style-type: none"> • Isolation/Lockout permits (electrical/mechanical systems) • work in Confined Spaces (Confined Space Entry Permits) • Hot Work (Hot Work Permits) 	
<p>2.3 Incident Reporting and Investigation</p> <p>Tenderers should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • Incident report and investigation form • Incident investigation procedure • Evidence of completed investigation forms 	
<p>2.4 Plant Safety</p> <p>The tenderer should have mechanism in place for the identification of hazards, assessment of risks and the implementation of control measures associated with plant. This may include:</p> <ul style="list-style-type: none"> • Documented risk assessment for relevant plant or risk assessment procedure • Copy of plant operator licence • Register of plant requiring registration • Plant maintenance and inspection form • Pre-start daily safety inspection forms for plant • Plant fault reporting system and forms 	
<p>2.5 Hazardous Substances</p> <p>Tenderer should provide evidence demonstrating safe handling and storage of hazardous substances:</p> <ul style="list-style-type: none"> • Manifest or register of chemicals used by the company • Material Safety Data Sheet for chemical used • Safe handling procedures, including personal protective equipment • Relevant training documentation 	
<p>2.6 Manual Handling</p> <p>The Tenderer should be able to demonstrate evidence of:</p> <ul style="list-style-type: none"> • Documented risk assessments for manual handling hazards • Systems used to control manual handling risks (e.g. lifting aids, work procedures) 	

3. Health and Safety Training	
<p>Tenderer should be able to demonstrate evidence of:</p> <ul style="list-style-type: none"> Records of training and competencies of employees (licences, permits, Certificates) Record of 'on the job' training Tool box meeting conducted Induction training program 	
4. Health and Safety Workplace Inspection	
4.1 Regular Inspections	
<p>The Tenderer should provide evidence of:</p> <ul style="list-style-type: none"> Workplace inspection schedules Completed inspection reports Types of inspections undertaken 	
4.2 Standard Inspections Checklist	
<p>Copies of the types of inspection checklist used by the tenderer</p>	
4.3 Hazard Reporting from tenderer	
<p>Evidence may include:</p> <ul style="list-style-type: none"> Documented hazard reporting procedures and forms Completed hazards report 	
5. Health and Safety Consultation	
5.1 Health and Safety Committee	
<p>Evidence may include records which show:</p> <ul style="list-style-type: none"> Structures of committees Meeting schedules Minutes of meetings Training of committees 	
5.2 Employee Consultation	
<p>Tenderer should provide evidence of:</p> <ul style="list-style-type: none"> List of employee health and safety representatives committees Documented procedure for consultation and dissemination of information Employee involvement in inspections, accident investigations 	
6. OHS Performance Monitoring	
6.1 Safety Performance Statistics	
<p>Evidence may include:</p> <ul style="list-style-type: none"> Reports on company health and safety injury trend data Performance targets established (e.g. lost time injuries, days lost) 	
<p>Comments.....</p> <p>.....</p> <p>.....</p>	



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