Fea Contractor HSE Management System Guidelines

Fea Contractor Tenderer HSE Management System Questionnaire

	Document	No.	HSE4	I1C02	
		Contrac	t Details		
Contractor name:					
Contractor address:					
Contractor representative:					
Fea Contract Manager:	Joji Tawake				
Contract description:	Supply to Prop	osed Dev	elopment for	Waiqele Sawmill	
Location of works:	Ratu Dovi Rd.	Nadera			
Timing of works (approxima	te): Sta	rt date:	26/06/17	End date:	11/07/17

Instructions

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

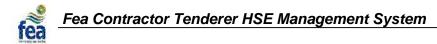
Document No:HSE41002 Rev.2	Custodian: Unit Leader HSE	Page 1 of 5
Created: July 2007	Last Review: July 2009	Next Review: July 2010

Fea Tenderer HSE Management System Questionnaire

This questionnaire forms part of Fea's 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.

Certification		
The information provided in this questionnaire is an accurate su occupational health and safety management system.	mmary of the comp	bany's
Company Name:		
Signed: Name:		
Position: Date:		
Contract Details		
Contract Name:	Contract Number:	
	Yes	No
1. OHS Policy and Management		
Is there a company health and safety policy? If yes provide a copy of the policy		
Comments		
Is there a company OHS Management System manual Or plan?		
If yes provide a copy of the content pages		
Comments		
Are all lougle of cafety responsibilities clearly identified		[]
Are all levels of safety responsibilities clearly identified For all levels of staff?		
If yes provide details		

Document No:HSE41002 Rev.2	Custodian: Unit Leader HSE	Page 2 of 5
Created: July 2007	Last Review: July 2009	Next Review: July 2010



2. Safe Work Practices and Procedures		
Has the company prepared safe operating procedures or Specific safety instructions relevant to this operations? If yes provide a summary listing of procedures or Instructions relevant to its operations		
Comments		
Does the company have any permit to work system? If yes provide a summary listing of permits		
Comments		
Is there a documented incident investigation procedure? If yes provide a copy of a standard incident report form		
Comments		
Are there procedures for maintaining, inspecting and Assesing the hazards of plant operated/owned by the company? If yes provide details		
Comments		
	Yes	No
Comments Are there procedures for storing and handling dangerous substances If yes provide details	Yes	No
Comments Are there procedures for storing and handling dangerous substances If yes provide details	Yes	No
Comments Are there procedures for storing and handling dangerous substances If yes provide details Comments Are there procedures for identifying, assesing and Controlling risks associated with manual handling?	Yes	No
Comments Are there procedures for storing and handling dangerous substances If yes provide details Comments Are there procedures for identifying, assesing and Controlling risks associated with manual handling? If yes provide details	Yes	No
Comments Are there procedures for storing and handling dangerous substances If yes provide details Comments Are there procedures for identifying, assesing and Controlling risks associated with manual handling? If yes provide details Comments	Yes	No

Document No:HSE41002Rev.2Oustodian: Unit Leader HSEPage 3 of 5Created: July 2007Last Review: July 2009Next Review: July 2010



Is a record maintained of all training and induction Program? If yes, provide examples of safety training records		
4 Health and Safaty Workplace Inspection		
 Health and Safety Workplace Inspection Are regular health and safety inspections at worksites undertaken? If yes provide details 		
Comments		
Are standard workplace inspection checklists used to conduct health and safety inspection? If yes provide details		
Comments		
Is there a procedure by which employees can report hazards at the workplace? If yes provide details		
Comments		
5. Health and Safety Consultation	Yes	No
Is there a workplace health and safety committee? Comments		
Are employees involved in decision making over OHS Matters? If yes provide details		
Comments		
Are there emplyee elected health and safety representatives?		
Comments		

Document No:HSE41002 Rev.2	Oustodian: Unit Leader HSE	Page 4 of 5
Created: July 2007	Last Review: July 2009	Next Review: July 2010





	OHS Performance Monitoring here a system for recording and analysing health and Safety performance statistic? If yes provide details	
	Comments	
Are	e employees regularly provided with information on Company health and safety performance? Safety performance statistic? If yes provide details	
	Comments	
Has	s the company ever been convicted of an occupational Health and safety offence? If yes provide details	
	Comments	
7	Company Reference	

7. Company Reference

Please provide the following information for the three (3) most recent contracts completed by the company

	Contract 1	Contract 2	Contract 3
Contract Description			
Client			
Contact			
Phone No.			
No. o f LTI			
No. of person days on contract			
Total Days Lost			

Document No:HSE41002 Rev.2	Custodian: Unit Leader HSE	Page 5 of 5
Created: July 2007	Last Review: July 2009	Next Review: July 2010