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Contractor HSE Management System  
Guidelines

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## Guideline for Review of Tenderer Questionnaires

Document No. HSE41C05

### Contract Details

Contractor name: \_\_\_\_\_

Contractor address: \_\_\_\_\_

Contractor representative: \_\_\_\_\_

Fea Contract Manager: Joji Tawake

Contract description: Supply to Qiolevu Road, Sawani

Location of works: Sawani

Timing of works (approximate): Start date: 24/07/17 End date: 01/01/18

**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**

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

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



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