



Curtin University Pre-Qualification Questionnaire

1.1 HSE POLICIES AND MANAGEMENT

1.2 Is there a written company Health, Safety and/ or Environment (HSE) Policy(ies)?

Please provide copy of policy(ies):

1.2 Does the company have a written Health, Safety and/ or Environmental Management System?

Please provide copy of your Management System/Plan.

1.3 Does your company hold third party Health, Safety and/ or Environmental accreditation?

(eg Federal Safety Commission accreditation, WorkSafe Plan, AS4801, SafetyMAP, AS9001, ISO14001, etc)

Please provide details and copy(ies) of certification

1.4 Are HSE management responsibilities and accountabilities clearly defined?

Please upload an example position description describing an employee's responsibilities and accountabilities.

1.5 Do you have a Health and Safety Advisor?

1.6 Does your company have a HSE Officer who visits sites on a regular basis to conduct inspections and audits?

Please provide details of frequency of inspections:

1.7 Do you have an Environmental Advisor?

1.8 Are you a Sole Trader?

How many employees does your company employ?

2.0 CONSULTATION PROCESS

2.1 Does your company have Health and Safety Representatives?

Please provide the number of representatives:

2.2 Does the company have a Health and Safety Committee that meets regularly?

Please provide a copy of the most recent minutes or meeting minutes template

2.3 Does your company have an issue resolution process?

Please provide an explanatory document describing your issue resolution



2.4 Does your company involve employees in such processes as risk assessments, inspections and accident investigations?

Provide details of your consultation process.

3.0 SAFE WORK PRACTICES AND PROCEDURES

3.1 Does your company have a hazard management procedure that ensures hazards are identified, risks assessed and controls implemented by competent persons?

Please provide a copy of an example JSA, SWMS or Risk Assessment

3.2 Will your company be engaging Sub-Contractors?

Please upload document.

Do you pre-qualify your sub-contractors to ensure they work within the parameters of your Curtin approved Safety Management System (SMS)?

Do you periodically audit your sub-contractors to ensure compliance with your Safety Management System (SMS)?

Do you periodically inspect your sub-contractors work area?

Do you expect your sub-contractors to employ sub-tier contractors?

Will you periodically audit any sub-tier contractors to ensure compliance with your Safety Management System (SMS)?

Will you periodically inspect sub-tier contractor work areas?

Does your company understand the requirement that all sub-contractors and sub-tier contractors need to complete a Curtin University Contractor Induction prior to commencing work at the University and are responsible for ensuring this occurs?

3.3 Can your company and any subcontractors on this contract demonstrate familiarity with safe work procedures and systems of work?

If yes, please attach evidence of procedures you will use to ensure that subcontractors are competent and managed correctly, including Safe Work Procedures, Job Safety Analysis or specific safety instructions.



3.4 Is your company required to hold any of the following licences:

- Electrical Contractor Licence
- Asbestos Removal Licence
- Controlled Waste Carrier Licence
- Builders Registration
- Demolition Licence
- Plumbing Licence
- Gas Fitting Licence
- Any other licence as defined by Western Australian Legislation

3.5 Please provide Licenses:

A copy of ALL COMPANY LICENCES must be uploaded.

3.6 Will you, or your employees be performing any of the activities listed below at a Curtin University site?

- Any normal activities conducted by trades
- Maintenance
- Access to confined spaces
- Hot work
- Cutting or grinding
- Trenching
- Construction work of any kind
- Working at heights
- Any other high risk works as defined by legislation
- Any other activities designated as high risk by Curtin University as advised by your Project Manager.

Please provide details:

Please provide information about the work that will be completed. (Please contact Properties for the appropriate permit to work).

3.7 Does your company maintain an incident reporting & investigation system that includes reporting to statutory authorities?

3.8 Please provide evidence of:

- Incident report and investigation form(s)
- Incident report and investigation procedure including statutory reporting requirements

3.9 Does your company have procedures for waste management?

Please provide details:

3.10 Does your company have procedures for storm water management?

Please provide details:



4.0 HSE PENALTIES

4.1 Does your company have any pending Health and Safety prosecutions or improvement notices issued by the regulator?

4.2 Has your company been served any HSE prosecutions or improvement notices issued by the HSE regulators in the last three (3) years?

Please give details including outcome and fines:

4.3 Does your company have any pending Environmental prosecutions or improvement notices issued by the regulator?

5.0 INJURIES AND WORKERS COMPENSATION CLAIMS

5.1 Has your company experienced any work related fatalities or serious injuries leading to permanent disability in the last three (3) years.

Please provide details:

5.2 Are statistics kept regarding injury frequency rates?

Please provide details of your companies lost time injury frequency rate, (Number of lost time injuries in accounting period divided by total hours worked in accounting period multiplied by 1000 000) and your company average time lost (total number of days lost multiplied by new claims) for the last three (3) years.

5.3 Does your company have an injury management system?

Please provide evidence.

E.g. Return to Work Policy or Procedure.

6.0 INCIDENT MANAGEMENT AND EMERGENCY PREPAREDNESS

6.1 Does your company have emergency procedures for its operations?

Please provide evidence:

e.g. procedure or process for managing emergencies on Campus.

6.2 Are there procedures for storing and handling of Hazardous Substances and Dangerous Goods (including fuels and paints) and Controlled Wastes?

I can provide evidence of:

Please upload

Completed Manifest of all Chemicals to be used

Please upload

Procedure for Storing and Handling Hazardous Substances & DG

6.3 Does your company have a system for Spill Management?

Please provide evidence: e.g procedure or process for managing spills



7.0 TRAINING/LICENCES

7.1 Does the company require employees, contractors and sub-contractors to complete health and safety inductions?

Please provide details: e.g. Induction procedure or induction checklist

7.2 Have construction workers completed Construction Induction Training?

7.3 Are records maintained for all training and inductions?

Please provide a copy of your training register showing training completed by employees

7.4 Does your company maintain a record of current licences for your employees?

Please provide copies of all employee licences for activities being performed on campus.

8.0 SUB-CONTRACTOR SELECTION

8.1 Does your company have a process to follow when selecting sub-contractors in respect of their HSE management and performance?

Please briefly provide details:

8.2 Has your company received and read a copy of Curtin University Contractor Safety Handbook?

8.3 Has your company made the Handbook available to employees likely to be working at the University?

8.4 Does your company understand the requirement for their employees to complete a Curtin University Contractor Induction prior to commencing work at the University?

9.0 Security Contractors

9.1 Will your company be providing Security Services to Curtin University?

9.2 Can you provide details of your firms structure and holdings?

Please provide details:

9.3 Is your company associated with any other companies or trusts?

Please list:



9.4 Can you provide a list of all partners, directors and key personnel?

Please provide details:

9.5 Do you hold a security agents licence?

Please provide details:

9.6 Do you or your workers hold a security consultants licence?

Please provide details:

9.7 Do you, or your workers hold electrical licences?

Please provide details:

9.8 Do you or your workers hold communications cabling licences?

Please provide details:

9.9 Is your company accredited or certified for Gallagher FT?

9.10 Is your company accredited or certified for Indigo Vision Digital Video Management System?

9.11 Is your company accredited or certified for Jacques Digital Intercom System?

9.12 Is your company accredited or certified for Saito?

9.13 Is your company quality assurance accredited?

Please provide details:

9.14 Are you working towards accreditation?

9.15 When do you expect to become accredited?