

Sole Trader SHE-prequalification question set

To assist you in attaining SHE pre-qualification, below is an indication of the questions/evidence of what you will be asked to submit, in your online application, using the SHE portal.

HAZARD/RISK MANAGEMENT SECTION

How does your organisation identify hazards and assess the related risk?

How does your organisation ensure you have appropriate controls in place to reduce the risks?

How does your organization monitor and review controls?

What are the critical risks in the work your organization undertakes?

What are the actions you take to check whether you are being exposed to a hazard that could be harmful to your health (or to the health of any of your subcontractors?) For example, some hazards that are harmful to worker health are noise, dust, fumes, herbicides, pesticides, biological hazards.

How do you check whether your health is being affected by hazards you are exposed to at work?

How would your organization notify WorkSafe New Zealand or particular hazardous work?

Provide details on procedures for inspecting, testing, examining and maintaining plant and equipment to a safe standard for use, as well as the records that show this.

PARTICIPATION AND COMMUNICATION

How does your organization communicate with your clients, sub-contractors, workers, volunteers and other PCBU's on health and safety matters?

SUPERVISION AND MONITORING

How does your organisation ensure that issues identified during inspections/audits are actioned and completed?

EMERGENCY PLANNING

Please provide a copy of your organisations emergency plans

What emergency equipment do you provide?

INJURY PREVENTION AND MANAGEMENT

How does your organization ensure that issues identified after injuries/incidents are actions and completed?

What is your organisation's process for notifying WorkSafe NZ of a notifiable event?

SUB-CONTRACTOR MANAGEMENT

Will you engage sub-contractors as part of the work you undertake?

1.1 Explain your process to assess the competency of sub-contractors you engage

1.3 How do you ensure health and safety is considered as part of your selection of these contractors?

1.5 Explain what induction programme you conduct for new subcontractors?

1.7 Explain your procedure for measuring or checking the safety performance of subcontractors

INSURANCES

Please provide a copy of your current certificate for Public Liability

What other relevant insurances does your business hold? Please provide evidence

GENERAL

Has your organisation had any notices, warnings or prosecutions by any regulatory authorities (WorkSafe, CAA, Maritime NZ, NZ Police etc.)

Has your organisation had any events resulting in environmental damage or pollution in the last three years?