

H&S018 Appraisal of Level 2 & 3 Contractor's Performance and Approval for Re-certification.

Instructions: WDC Representative or H&S Field Officer is to forward this form to the Contractor requiring recertification prior to due dates along with current "H&S Handbook for Contractors"

PART A: To be completed by the Contractor Representative

Contractor Company Name (As it is to appear on Register):

Current postal address:

Current email address:

Current phone number/s: No of employees:

Service provided: Used by Council staff to search for services

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Changes within the Contracting Company over last 12 months				
Details	Yes	No	If Yes, attach documentation	
Reported serious harm accidents or incidents (Local & National), or received Infringement Notices or Prosecutions by Worksafe (NZ) Ltd			<i>Attach details</i>	
Health & Safety Policy change			<i>Attach your current H&S Policy statement</i>	
Company Registration lodged with companies office in last year			<i>Advise if any change to Company details</i>	
Insurance cover or policy change			<i>Attach a copy of your current Public Liability and Professional Indemnity (if relevant) certificates</i>	
Accidents, Incidents, Near Misses, all serious harm injuries and any Emergencies and Events you had during the past 12 months.			<i>Attach evidence to show you are recording, investigating and reporting accidents, incidents, near misses and any preventative measures put in place.</i>	
Risk Management			<i>Attach evidence to show you have a system to identify hazards, assess the level of risk for each hazard and have controls and monitor hazards in your workplace and/or worksites</i>	
Worker Engagement			<i>Attach evidence to show you have worker participation and engagement in your workplace/s, e.g. H&S meeting minutes, Toolbox meeting minutes, H&S Committee, Pre-start forms</i>	
Training & Induction e.g. Asbestos Class A or B or AC pipe, CSE, Scaffolding Working at Heights etc.			<i>Attach evidence that you train and maintain training records, competencies and qualifications of your Workers, and that you induct your workers, other PCBU workers, Visitors and Volunteers into your workplaces / work sites.</i>	
Note any H&S initiatives that have reduced injuries or improved safety that you have implemented into the Workplace in the last 12 months, or plan to introduce into the Workplace in the next 12 months.			<i>Attach</i>	
WDC H&S Procedure Requirements			No	Yes
Have you received a current version of WDC Health and Safety Handbook?				
Is there any reason that you are unable to comply with any of the requirements in the Handbook?				
Do you understand all of Councils H&S requirements?				
Have all of your new employees and subcontractors been inducted onto WDC worksite.				

Contractor Representative's Name &
Position

Signature & Date

PART B: To be completed by WDC Representative
Name of Contractor Organisation:.....

Section B1: Contractor / Consultant Work Status	Yes	No	NA	Comments	
Have you used this contractor or consultant in the last 12 months?					
Do you plan to use them within the next 12 months?					
Has the risk level for this contractor/consultant changed?				If yes, what is new Level of work? <small>Level 1 = Low Risk, Level 2 = Medium Risk, Level 3 = High Risk</small>	
Do they require any specialist licensing, certification or training?				If yes, describe;	
Section B2: Levels 2 & 3 Risk Contractor H&S Performance	Unsatisfactory 0 – 35%	Needs Improvement 36% - 49%	Acceptable 50% - 64%	Requirements Fully Met 65% - 85%	Exceeds Requirements 86% - 100%
Rating:	0	5	10	15	20
How have you found contractor PPE compliance?					
How have you found contractor work safety performance?					
How have you found H&S compliance to WDC requirements?					
How have you found the contractor to have communicated incidents, issues and injuries and in general with you?					
Describe any concerns about the contractors H&S performance? <small>(Issues, non-compliances, etc.)</small>					
Any other relevant information for this performance review?					
How have you found the contractor to manage hazards?					
How have you found the contractor to manage inductions? <small>(Of their own employees, sub contractors and visitors inducted onto site)</small>					
How have you found the contractor manages housekeeping?					
How have you found the contractor to manage regular site inspections and supervision?					
How have you found the contractor manages Plant/Equipment? <small>(Inspected regularly, certified etc)</small>					
How have you found contractors use the permit system? <small>(Where relevant)</small>					
How have you found the contractor manages their sub-contractors?					
How have you found the contractor manages the training of their employees (or self)?					
Performance Rating : % of 100 =					
How do you intend to ensure the contractor, their workers and subcontractors are inducted onto the job site and aware of council hazards?					
Section B4: Senior Manager Approval	Yes	No	NA	Comments	
My Department and Group Manager have been made aware of any concerns I have about this contractor				<i>Note: Information of contractors due for recertification has been provided to Managers in advance by H&S personnel</i>	

 Council Representative's Name &
 Position

Signature & Date