

## RAPID GLOBAL

Recently Manningham Council along with six other Metropolitan Councils selected Rapid Global to provide a supplier verification portal.

The portal requires each Contractor selected by Council, to complete an OHS based questionnaire to ensure they are compliant to the risk profile assigned to them in their competitive bid process.

The questionnaire requires Contractors to upload their key supplier documentation and certificates, such as Public Liability, Professional Indemnity and Workers Compensation.

### Features and Advantages of the New System

- Councils will be sharing the one OHS and Supplier Risk process. The questionnaire and requirements under each profile will be the same for all seven Councils.
- Contractors only need to upload their public liability and other key documents for all seven councils once.
- Unlike the old IPRO live Supplier verification system, there are only five risk categories with fewer questions. 'Extreme or High Risk' category 1 only contains 34 questions.
- The supplier questionnaire also takes into consideration sole traders and those with fewer resources to invest in Risk and OHS systems
- The cost is capped at \$150, with sole traders tagged as level 5 paying only \$50.
- All costs are tax deductible.

### Cost

Levels	Proposed Cost
Level 1 High Risk Construction Tasks	\$ 150
Level 2 Extreme or High Risk Tasks (Company / Partnership)	\$ 150
Level 3 Extreme or High Risk Tasks (Small Company/Sole Trader)	\$ 100
Level 4 Medium / Low Risk Tasks (Company / Partnership)	\$ 100
Level 5 Medium / Low Risk Tasks (Small Company/Sole Trader)	\$ 50
<b>Grand Total</b>	

### What Do You Need To Do?

The new System starts 1<sup>st</sup> August 2018. Tenderers **do not need** to register with Rapid Global.

When the tender is awarded successful contractors **will be** requested to register with Rapid Global and complete the questions in the risk profile (level 1,2,3,4 or 5) assigned to them in the tender.

Council will assess their questions and put them as compliant.

Once compliant your organisation is eligible to receive work from Manningham Council project officers.

### Council Partners

The seven Councils on the Rapid Global portal include:

1. Manningham City Council

2. Monash City Council
3. Kingston City Council
4. City of Greater Dandenong
5. Greater Shepparton Council
6. Yarra Ranges Shire Council
7. Casey City Council

Please see attached examples of the 5 risk profiles and questions asked.

# Example Questions ONLY

## Level 1 High Risk Construction Tasks

1. Provide a written description of works you believe your company will be undertaking whilst working for Council. **comments box**
2. Do you, your employees or contractors require a Tradespersons', Vehicle, Plant or High Risk Work licence or need to be certified to conduct any work or activity that you expect to undertake? Y or N (If yes is selected the qualifications, certificates and current licences of all staff expected to work on the task will be uploaded or if due to the high volume of employees this is unachievable a list displaying Name of Employee, Title of Certification, ID No. and expiry date will be uploaded prior to commencement of the contract) **upload document**
3. Does the company have a documented OHS Management System that has been reviewed and has been issued a Certificate of Compliance by a JAS-ANZ or other certified independent third party? Y or N. If Yes **upload document** go to Q19

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors OHS system has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment.

**Certificates must be current.**

4. Does the company have a documented OHS Policy, Management System Manual or Plan?  
Y or N. If yes **upload document / Comments field**  
4a. If Yes is answered, has the system been updated/reviewed in the past 24 months? Y or N
5. Does the company have a documented incident investigation system? Y or N If Yes **upload document / Comments field**

Explanation: Contractors must be able to provide evidence of the following.  
Incident report and investigation form, Incident investigation Procedure or Policy document,  
Evidence of a completed Investigation.

6. Does the company conduct Health & Safety Training specific to the tasks that it undertakes for its employees? Y or N (If No is selected you must complete and pass the Council's Online OHS

Induction for Contractors prior to going on site. If Yes is selected training documentation must be supplied) **upload document**

Explanation: Contractors must be able to demonstrate evidence of training or induction programs. Evidence may include:  
Company Induction, SWMS training, Toolbox Meetings, Records of on the job training, Records of training courses attended either onsite or off site by a RTO provider.

7. Does the company carry out regular inspections, maintenance and hazard identification on the plant / equipment you use in your operations that you own or is owned by a (third party, Hired or Borrowed)? Y or N If Yes **upload document**

Explanation: Where required contractors must be able to demonstrate evidence of safe systems of work for tasks involving plant/equipment.  
Evidence may include: (For plant and or Equipment)  
Company register, Maintenance records, Daily or routine inspections, Daily Prestart Inspections, Fault reporting system and forms

8. Are employees involved in the decision making process regarding OHS matters? Y or N (If yes is selected documented evidence on how the employees will be consulted on OHS issues will be required upon request)
9. Is there an OHS workplace committee? Y or N (If yes documented evidence of toolbox meetings or Committee meeting minutes will be required upon request)
10. Are Health & Safety representatives elected by your employees? Y or N (If No is selected provide an explanation **comments field**)

Explanation: The OHS Act says that employers must consult with employees (including contractors) on OHS matters within the workplace. Consultation can take place in many ways however it is best to have some kind of record that the consultation took place if at a later date evidence is required.  
Evidence may include:  
Toolbox discussions, minutes from safety committee meetings, induction training on equipment or plant, SWMS documents signed by all involved in its development.  
Health & Safety Representative – Is an employee that has been elected by the employees of a designated work group to represent them at meetings with company management.

11. Do you foresee your company or any third party sub-contractors you engage, supply or use Hazardous Substances and/or Dangerous Goods to conduct the task? Y or N if yes Q11a is to be answered

11a. Are there procedures for storing and handling hazardous Substances and Dangerous Goods? Y or N

Explanation: The contractor must be able to provide evidence of safe systems of work when storing and handling Hazardous Substances and Dangerous Goods. Evidence may include: Manifest or register of chemicals used by the company for the contract tasks, Safety Data Sheets, Documented risk assessment, SWMS, Safe Handling Procedures, Standard Operating Procedures Training documents. Must include reference to hazardous substance / dangerous goods and PPE

12. Are there procedures for identifying, assessing and controlling risks associated with Hazardous Manual Handling? Y or N If Yes is selected **upload documented** evidence or **comments field**

13. Does the company conduct regular Health & Safety worksite inspections? Y or N (If Yes is selected then documented evidence will be required on request)

Explanation: Inspections can be; Safety Walks, Risk Assessments, Pre-start checks, Daily Inspection Checklists etc.;

14. Is there a procedure by which staff can report hazards in the workplace? Y or N (If yes documented evidence is required) **upload document**

15. Does the company have a procedure for assessing sub-contractor OHS and licencing compliance? Y or N **upload document / comment box**

Prior to engaging a contractor to undertake work for you or your company do you have a documented process you use to establish that the contractor has suitable safe working systems and adequate insurance for the task in place? How do you ensure that you are complying with your duty as an employer towards your employees under section 21 of the OH&S Act 2014?

(A reference to an employee includes a reference to an independent contractor engaged by an employer and any employees of the independent contractor)

16. Do employees on site have access to First Aid Equipment? Y or N

17. Is there a trained First Aider on site at all times of operational duties? Y or N

18. Is there a system for recording and analysing Health & Safety performance results? Y or N (If Yes is selected documented evidence of how this is done will be required upon request.)

19. Do you foresee your company or any third party sub-contractors you engage conducting High Risk Construction Work activities as described in the OHS Regulations 2017? Construction work:  
a. Where there is risk of a person falling more than 2 metres?

- b. At a workplace where there is any movement of powered mobile plant?
  - c. On or near energised electrical installations or services?
  - d. Involving demolition work?
  - e. Involving the removal or likely disturbance of asbestos?
  - f. Involving tilt-up or precast concrete?
  - g. On or adjacent to roadways or railways used by road or rail traffic?
  - h. Involving a confined space?
  - i. Involving structural alterations that require temporary support to prevent collapse?
  - j. On telecommunication towers?
  - k. Involving a trench or shaft if that the excavation depth is more than 1.5 metres?
  - l. Involving the use of explosives?
  - m. In an area that may have a contaminated or flammable atmosphere?
  - n. On or near chemical, refrigerant or fuel lines?
  - o. In, over or adjacent to water or other liquids where there is a risk of drowning?
  - p. Involving a tunnel?
  - q. In an area where there are artificial extremes of temperature?
  - r. On or near pressurised gas distribution mains or piping?
  - s. Involving diving
- Y or N

Explanation: (1) construction work means any work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning, or demolition of any building or structure, or any similar activity.  
 (2) Without limiting sub regulation (1), work referred to in that sub regulation includes the following—

- (a) Installation, testing, maintenance and repair work performed in connection with the construction work;
- (b) The removal from the workplace of any product or waste resulting from the demolition; the prefabrication or testing of elements at a place specifically established for the construction project;
- (c) The prefabrication or testing of elements at a place specifically established for the construction project;

**Example**

An example of a prefabricated element of a structure is a concrete panel.

- (d) The assembly of prefabricated elements to form a building or structure or the disassembly of prefabricated elements, that, immediately before the disassembly, formed a building or structure;
  - (e) The installation, testing and maintenance of gas, water, sewerage, electricity or telecommunications services in or of any building or structure;
  - (f) Any work in connection with any excavation, landscaping, preparatory work, or site preparation performed for the purpose of any work referred to in sub regulation (1) or this sub regulation;
  - (g) Any work referred to in sub regulation (1) performed under water, including work on buoys, obstructions to navigation, rafts, ships and wrecks.
- (3) In these Regulations, **construction work** does not include the following—
- (a) The assembly, disassembly, prefabrication or manufacture of fixed plant;
  - (b) The prefabrication of elements, other than at a place specifically established for the construction project;
  - (c) Routine or minor testing, maintenance or repair work performed in connection with a building or structure; the exploration for, or extraction of, minerals or stone.

If yes is selected you will need to provide a recent completed example to show how you have undertaken similar work in a safe manner. (If you have **NOT** been appointed Principle Contractor completed SWMS or other documentation showing how you plan to conduct the tasks in a safe

manner will need to be supplied to council for inspection prior to commencement of work.) **Upload document / comments field**

20. Does the company have any permit to work systems?

Confined Space,	Radiation,
Working at Heights,	Extreme Atmosphere,
Electrical Maintenance,	Thermal,
Hydraulic,	Gasses or Steam,
Pneumatic,	Kinetic or Gravity

Y or N If yes is selected you will need to provide a recent completed example of the documentation. (If you have not been appointed Principle Contractor completed documentation showing how you plan to conduct the tasks in a safe manner will need to be supplied to council for inspection prior to commencement of work. **Upload documents / comments field**

Explanation: Permit to work systems are not mandatory requirements for contractors to conduct work on Council projects. However the contractor will be required to demonstrate how they plan to successfully conduct duties involving the above list of hazards. As required.

21. Have you, one of your employees or a company that you have been associated with ever been charged or convicted of an OHS or a WHS offence or are currently being prosecuted or had Prohibition Notices, Improvement Notices or Provisional Improvement Notices served on them or the company? Have you had any Worksafe Notifiable Incidents in the past 5 years? Y or N ( If yes provide the nature of the circumstances of the incident and the outcome and or any notices issued by WorkSafe) **comment field**

Explanation: Where a contractor has been charged or convicted of an OHS or WHS offence, or are currently facing prosecution and / or notices that have been issued, the Contractor must provide information regarding:

The nature and circumstances of the incident. Any Prohibition and or Improvement notices issued by WorkSafe. Any provisional improvement notices issued by HSR's. The corrective actions undertaken in response to the conviction and / or issue of notices.

OHS offences refer to Victoria and Western Australia,

WHS offences refer to NSW, QLD, ACT, Tasmania, NT, and Commonwealth Jurisdictions

22. Does the company have a documented Environmental Management System that has been reviewed and certified by a JAS-ANZ or other certified independent third party?

23. Y or N (If yes is selected **upload document** go to Q26)

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors Environmental Management System has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment.  
Certificates must be current.

24. Does the company have an Environmental Policy and/or Procedure?

Y or N If Yes is selected **upload document**

25. Does the company have a documented Environmental Management Plan?

Y or N If Yes **upload document**

26. Has the Company been fined or convicted of an offence by the EPA in the past 5 years?

Y or N (**Comments Field**) If yes provide the nature of the circumstances of the incident and the outcome and or any notices issued by EPA

27. Does the company have a documented Quality Management System that has been reviewed and certified by a JAS-ANZ or other certified independent third party? Y or N If Yes is selected

**upload document** and go to Q32

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors Quality Management System has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment.  
Certificates must be current.

28. Does the company have a Quality Policy and/or Procedure?

Y or N If Yes **upload documents**

29. Does the company *have* a documented Corrective / Preventative Action Procedure?

Y or N If Yes **upload document**

30. Does the company have a Document Control Process? Y or N

31. Does the company have a Customer Complaints Resolution Process?

Y or N If Yes is selected **comments field**

32. Relevant Insurance Requests.



- a. (Public & Product Liability \$20 million minimum) **upload document**
- b. (Professional Indemnity \$10 million minimum) **upload document**
- c. (Motor Vehicle Insurance \$20 million Third Party Minimum) **upload document**
- d. WorkCover (Not required if you are a sole trader) **upload document**
- e. Income Protection (This is recommended for sole traders) **upload document**

33. Do all staff including sub-contractors have a current National Police Check?

Y or N **upload document / comments field**

Not all areas of Manningham require a police check prior to commencing work. You will be informed prior to commencing work if it is required.

Explanation: The Police Check is not an assessment by a government agency. It is only a list of some offences, at a given point in time. Organisations request this list to help them assess a person's suitability for other kinds of work. For example, an organisation might want to know about fraud offences if the tasks provided access to cash.

34. Do all staff including sub-contractors have a current Working with Children's Check?

Y or N **upload document / comments field**

**Level 2 Extreme or High Risk Tasks (Company / Partnership)**

1. Provide a written description of works you believe your company will be undertaking whilst working for Council. **comments box**
2. Do you, your employees or contractors require a (Tradespersons', Vehicle, Plant or High Risk Work licence) or need to be (Certified, Registered or Licenced) to conduct any work or activity that you expect to undertake? Y or N (If yes is selected the qualifications, certificates and current licences of all staff expected to work on the task will be uploaded or if due to the high volume of employees this is unachievable a list displaying Name of Employee, Title of Certification, ID No. and expiry date will be uploaded prior to commencement of the contract) **upload document**
3. Does the company have a documented OHS Management System that has been reviewed and has been issued a Certificate of Compliance by a JAS-ANZ or other certified independent third party? Y or N. If Yes **upload document** go to Q21

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors OHS system has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment. Certificates must be current.

4. Does the company have a documented OHS Policy, Management System manual or plan? Y or N. If Yes **upload document / Comments field**

4a. If Yes, Has the system been updated/reviewed in the past 24 months? Y or N

5. Does the company have a documented incident investigation system? Y or N If Yes **upload document / Comments field**

Explanation: Contractors must be able to provide evidence of the following.  
Incident report and investigation form, Incident investigation Procedure or Policy document,  
Evidence of a completed Investigation.

6. Does the company conduct Health & Safety Training specific to the tasks that it undertakes for its employees? Y or N (If No is selected you and any staff must complete and pass Council's Online OHS Induction for Contractors prior to going on site. If Yes is selected training documentation must be supplied) **upload document**

Explanation: Contractors must be able to demonstrate evidence of training or induction programs. Evidence may include:  
Company Induction, SWMS training, Toolbox Meetings, Records of on the job training, Records of training courses attended either onsite or off site by a RTO provider.

7. Does the company carry out regular inspections, maintenance and hazard identification on the plant / equipment you use in your operations that you own or is owned by a third party(Hired or Borrowed)?? Y or N If Yes **upload document**

Explanation: Where required contractors must be able to demonstrate evidence of safe systems of work for tasks involving plant/equipment.  
Evidence may include: (For plant and or Equipment)  
Company register, Maintenance records, Daily or routine inspections, Daily Prestart Inspections, Fault reporting system and forms

8. Are employees involved in the decision making process regarding OHS matters?  
Y or N (If yes is selected documented evidence on how the employees will be consulted on OHS issues will be required upon request)
9. Is there an OHS workplace committee? Y or N (If yes documented evidence of toolbox meetings or Committee meeting minutes will be required upon request)

10. Are Health & Safety representatives elected by your employees? Y or N (If No is selected provide an explanation **comments field**)

Explanation: The OHS Act says that employers must consult with employees (including contractors) on OHS matters within the workplace. Consultation can take place in many ways however it is best to have some kind of record that the consultation took place if at a later date evidence is required.

Evidence may include:

Toolbox discussions, minutes from safety committee meetings, induction training on equipment or plant, SWMS documents signed by all involved in its development.

Health & Safety Representative – Is an employee that has been elected by the employees of a designated work group to represent them at meetings with company management.

11. Do you foresee your company or any third party sub-contractors you engage supply or use Hazardous Substances and/or Dangerous Goods? Y or N if yes Q11a. is to be answered

11a. Are there procedures for storing and handling hazardous Substances and Dangerous Goods? Y or N

Explanation: The contractor must be able to provide evidence of safe systems of work when storing and handling Hazardous Substances and Dangerous Goods. Evidence may include: Manifest or register of chemicals used by the company for the contract tasks, Safety Data Sheets, Documented risk assessment, SWMS, Safe Handling Procedures, Standard Operating Procedures Training documents. Must include reference to hazardous substance / dangerous goods and PPE

12. Are there procedures for identifying, assessing and controlling risks associated with Hazardous Manual Handling? Y or N If Yes is selected **upload documented** evidence or **comments field**

13. Does the company conduct regular Health & Safety worksite inspections?  
Y or N (If Yes is selected then documented evidence will be required on request)

Explanation: Inspections can be; Safety Walks, Risk Assessments, Pre-start checks, Daily Inspection Checklists etc.;

14. Is there a procedure by which staff can report hazards in the workplace?  
Y or N (If yes documented evidence is required) **upload document**

15. Does the company have a procedure for assessing sub-contractor OHS and licencing compliance? Y or N **Upload documents / comments field**

Prior to engaging a contractor to undertake work for you or your company do you have a documented process you use to establish that the contractor has suitable safe working systems and adequate insurance for the task in place? How do you ensure that you are complying with your duty as an employer towards your employees under section 21 of the OH&S Act 2014?

(A reference to an employee includes a reference to an independent contractor engaged by an employer and any employees of the independent contractor)

16. Do employees on site have access to First Aid Equipment? Y or N

17. Is there a trained First Aider on site at all times of operational duties? Y or N

18. Is there a system for recording and analysing Health & Safety performance results? Y or N (If Yes is selected documented evidence of how this is done will be required upon request.)

19. Does the company or any third party sub-contractor you engage prepare or use, Safe Work Method Statements, Safe Operating Procedures, Job Safety Analysis, Risk Assessments, Operational Instructions or Manufactures Instructions that are relevant to your operations as part of your risk assessment process for tasks other than High Risk Construction Activities? Y or N

If yes is selected you will need to provide a recent completed example to show how you have undertaken similar work in a safe manner. (If you have **NOT** been appointed Principle Contractor completed SWMS or other documentation showing how you plan to conduct the tasks in a safe manner will need to be supplied to council for inspection prior to commencement of work.

**comments field**

20. Does the company have any permit to work systems?

Confined Space,

Working at Heights,

Electrical Maintenance,

Hydraulic,

Pneumatic,

Radiation,

Extreme Atmosphere,

Thermal,

Gasses or Steam,

Kinetic or Gravity

Y or N If yes is selected you will need to provide a recent completed example of the documentation. (If you have not been appointed Principle Contractor completed documentation showing how you plan to conduct the tasks in a safe manner will need to be supplied to council for inspection prior to commencement of work. **Upload documents / comments field**

Explanation: Permit to work systems are not mandatory requirements for contractors to conduct work on Council projects. However the contractor will be required to demonstrate how they plan to successfully conduct duties involving the above list of hazards. As required.

21. Have you, one of your employees or a company that you have been associated with ever been charged or convicted of an OHS or a WHS offence or are currently being prosecuted or had *Prohibition Notices, Improvement Notices or Provisional Improvement Notices served on them or the company? Have you had any Worksafe Notifiable Incidents in the past 5 years? Y or N ( If yes provide the nature of the circumstances of the incident and the outcome and or any notices issued by WorkSafe) comment field*

Explanation: Where a contractor has been charged or convicted of an OHS or WHS offence, or are currently facing prosecution and / or notices that have been issued, the Contractor must provide information regarding:

The nature and circumstances of the incident. Any Prohibition and or Improvement notices issued by WorkSafe. Any provisional improvement notices issued by HSR's. The corrective actions undertaken in response to the conviction and / or issue of notices.

OHS offences refer to Victoria and Western Australia,

WHS offences refer to NSW, QLD, ACT, Tasmania, NT, and Commonwealth Jurisdictions

22. Does the company have a documented Environmental Management System that has been reviewed and certified by a JAS-ANZ or other certified independent third party? Y or N (If yes is selected **upload document** go to Q25)

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors Environmental Management System has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment.

Certificates must be current.

23. Does the company have an Environmental Policy and/or Procedure? Y or N If Yes is selected **upload document**

24. Does the company have a documented Environmental Management Plan Y or N If Yes **upload document**

25. Has the Company been fined or convicted of an offence by the EPA in the past 5 years?

Y or N (**Comments Field**) *If yes provide the nature of the circumstances of the incident and the outcome and or any notices issued by EPA*

26. Does the company have a documented Quality Management System that has been reviewed and certified by a JAS-ANZ or other certified independent third party? Y or N If Yes is selected **upload document** and go to Q31

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors Quality Management System has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment.  
Certificates must be current.

27. Does the company have a Quality Policy and/or Procedure? Y or N If Yes **upload documents**

28. Does the company have a documented Corrective / Preventative Action Procedure? Y or N  
If Yes **upload document**

29. Does the company have a Document Control Process? Y or N

30. Does the company have a Customer Complaints Resolution Process? Y or N If Yes is selected  
**comments field**

31. Relevant Insurance Requests.

- a) (Public & Product Liability \$20 million minimum) **upload document**
- b) (Professional Indemnity \$10 million minimum) **upload document**
- c)
- d) Income Protection (This is recommended for sole traders) **upload document**

32. Do all staff including sub-contractors have a current National Police Check?

Y or N **upload document / comments field**

Not all areas of Manningham require a police check prior to commencing work. You will be informed prior to commencing work if it is required.

Explanation: The Police Check is not an assessment by a government agency. It is only a list of some offences, at a given point in time. Organisations request this list to help them assess a person's suitability for other kinds of work. For example, an organisation might want to know about fraud offences if the tasks provided access to cash.

33. Do all staff including sub-contractors have a current Working with Children's Check?

Y or N **upload document / comments field**

### **Level 3 Extreme or High Risk Tasks (Small Company/Sole Trader)**

1. Provide a written description of works you believe your company will be undertaking whilst working for Council. **comments box**
2. Do you require a (Tradespersons', Vehicle, Plant or High Risk Work licence) or need to be (Certified, Registered or Licence) to conduct any work or activity that you expect to undertake? Y

or N (If yes is selected all qualifications and current licences will be uploaded) **upload document**

3. Do you have a documented OHS Management System that has been reviewed and has been issued a Certificate of Compliance by a JAS-ANZ or other certified independent third party? Y or N. If Yes **upload document** go to Q15

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors OHS system has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment. Certificates must be current.

4. Do you have a documented OHS Policy, Management System manual or plan? Y or N. If **Yes** **upload document / Comments field**. If **No** you may access the Sole Trader OHS Management Pack and download the required documents.

5. Do you have a documented injury/ incident reporting system? Y or N If Yes **upload document / Comments field**. If **NO** you may access the Small Company/Sole Trader OHS Management Pack and download the required documents.

Explanation: Contractors must be able to provide evidence of the following. Incident report and investigation form, Incident investigation Procedure or Policy document, Evidence of a completed Investigation.

6. Have you undertaken Health & Safety Training specific to the tasks that you will undertake?

Y or N (If No is selected you must complete and pass Council's Online OHS Induction for Contractors prior to going on site. If Yes is selected training documentation must be supplied) **upload document**

Explanation: Contractors must be able to demonstrate evidence of training or induction programs. Evidence may include: Company Induction, SWMS training, Toolbox Meetings, Records of on the job training, Records of training courses attended either onsite or off site by a RTO provider.

7. Do you carry out regular inspections, maintenance and hazard identification on the plant / equipment you use in your operations that you own or is owned by a third party( Hired or Borrowed)??

Y or N If Yes **upload document**. If **NO** a template of a Plant and Equipment Register can be

Explanation: Where required contractors must be able to demonstrate evidence of safe systems of work for tasks involving plant/equipment.  
Evidence may include: (For plant and or Equipment)  
Company register, Maintenance records, Daily or routine inspections, Daily Prestart Inspections, Fault reporting system and forms

accessed through the Sole Trader OHS Management Pack.

8. Do you or any third party sub-contractors you engage supply or use Hazardous Substances and/or Dangerous Goods? Y or N if yes Q8a. is to be answered

- 8a. Are there procedures for storing and handling hazardous Substances and Dangerous Goods?

Y or N

Explanation: The contractor must be able to provide evidence of safe systems of work when storing and handling Hazardous Substances and Dangerous Goods. Evidence may include: Manifest or register of chemicals used by the company for the contract tasks, Safety Data Sheets, Documented risk assessment, SWMS, Safe Handling Procedures, Standard Operating Procedures Training documents. Must include reference to hazardous substance / dangerous goods and PPE

9. Do you have procedures for identifying, assessing and controlling risks associated with Hazardous Manual Handling? Y or N If Yes is selected **upload documented evidence or comments field**

10. Do you conduct Health & Safety worksite inspections? Y or N (If Yes is selected then documented evidence will be required on request)

Explanation: Inspections can be; Safety Walks, Risk Assessments, Pre-start checks, Daily Inspection Checklists etc.;

11. Does the company have a procedure for assessing sub-contractor OHS and licencing

Prior to engaging a contractor to undertake work for you or your company do you have a documented process you use to establish that the contractor has suitable safe working systems and adequate insurance for the task in place? How do you ensure that you are complying with your duty as an employer towards your employees under section 21 of the OH&S Act 2014?  
(A reference to an employee includes a reference to an independent contractor engaged by an employer and any employees of the independent contractor)

compliance? Y or N **Upload documents / comments field**



12. Do you have access to First Aid Equipment while on site? Y or N

13. Do you or any third party sub-contractor you engage prepare or use, Safe Work Method Statements, Safe Operating Procedures, Job Safety Analysis, Risk Assessments, Operational Instructions or Manufactures Instructions that are relevant to your operations as part of your risk assessment process for tasks other than High Risk Construction Activities? Y or N

If yes is selected you will need to provide a recent completed example to show how you have undertaken similar work in a safe manner. (If you have **NOT** been appointed Principle Contractor completed SWMS or other documentation showing how you plan to conduct the tasks in a safe manner will need to be supplied to council for inspection prior to commencement of work.

**comments field**

14. Do you have any permit to work systems?

Confined Space,

Working at Heights,

Electrical Maintenance,

Hydraulic,

Pneumatic,

Radiation,

Extreme Atmosphere,

Thermal,

Gasses or Steam,

Kinetic or Gravity

Y or N If yes is selected you will need to provide a recent completed example of the documentation. (If you have not been appointed Principle Contractor completed documentation showing how you plan to conduct the tasks in a safe manner will need to be supplied to council for authorisation prior to commencement of work. **Upload documents / comments field**

Explanation: Permit to work systems are not mandatory requirements for contractors to conduct work on Council projects. However the contractor will be required to demonstrate how they plan to successfully conduct duties involving the above list of hazards. As required.

15. Have you or a company that you have been associated with ever been charged or convicted of an OHS or a WHS offence or are currently being prosecuted or had Prohibition Notices, Improvement Notices or Provisional Improvement Notices served on you or the company? Have you had any Worksafe Notifiable Incidents in the past 5 years? Y or N ( If yes provide the nature of the circumstances of the incident and the outcome and or any notices issued by WorkSafe) **comment field**

Explanation: Where a contractor has been charged or convicted of an OHS or WHS offence, or are currently facing prosecution and / or notices that have been issued, the Contractor must provide information regarding:

The nature and circumstances of the incident. Any Prohibition and or Improvement notices issued by WorkSafe. Any provisional improvement notices issued by HSR's. The corrective actions undertaken in response to the conviction and / or issue of notices.

OHS offences refer to Victoria and Western Australia,

WHS offences refer to NSW, QLD, ACT, Tasmania, NT, and Commonwealth Jurisdictions

16. Do you have a documented Environmental Management System that has been reviewed and certified by a JAS-ANZ or other certified independent third party?

Y or N (If yes is selected **upload document** go to Q19)

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors Environmental Management System has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment. Certificates must be current.

17. Do you have an Environmental Policy and/or Procedure? Y or N If Yes is selected **upload document**

18. Do you have a documented Environmental Management Plan Y or N If Yes **upload document**

19. Have you or a company that you have been associated with ever been charged or convicted of an offence under the EPA in the past 5 years?

Y or N (**Comments Field**) If yes provide the nature of the circumstances of the incident and the outcome and or any notices issued by EPA

20. Do you have a documented Quality Management System that has been reviewed and certified by a JAS-ANZ certified independent third party? Y or N If Yes is selected **upload document** and go to Q25

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors Quality Management System has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment. Certificates must be current.

21. Do you have a Quality Policy and/or Procedure? Y or N If Yes **upload documents**

22. Do you have a documented Corrective / Preventative Action Procedure?

Y or N If Yes **upload document**

23. Do you have a Document Control Process? Y or N

24. Do you have a Customer Complaints Resolution Process? Y or N If Yes is selected **comments field**

25. Relevant Insurance Requests.

a) (Public & Product Liability \$20 million minimum) **upload document**

b) (Professional Indemnity \$10 million minimum) **upload document**

c)

d) Income Protection (This is recommended for sole traders) **upload document**

26. Do you or any sub-contractors have a current National Police Check? Y or N **upload document / comments field**

Not all areas of Manningham require a police check prior to commencing work. You will be informed prior to commencing work if it is required.

Explanation: The Police Check is not an assessment by a government agency. It is only a list of some offences, at a given point in time. Organisations request this list to help them assess a person's suitability for other kinds of work. For example, an organisation might want to know about fraud offences if the tasks provided access to cash.

27. Do you or any sub-contractors have a current Working with Children's Check? Y or N **upload document / comments field**

**Level 4 Medium / Low Risk Tasks (Company / Partnership)**

1. Provide a written description of works you believe your company will be undertaking whilst working for Council. **comments box upload document**
  
2. Do you, your employees or contractors require a (Tradespersons 'or Vehicle licence) or be (Certified, Registered or Licenced) to conduct any work or activity that you expect to undertake? Y or N (If yes is selected the qualifications, certificates and current licences of all staff expected to work on the task will need to be uploaded)  
**upload document / comments field**
  
3. Does the company have a documented OHS Management System that has been reviewed and certified by a JAS-ANZ certified independent third party? Y or N. If Yes **upload document** go to Q12

Explanation: Certification demonstrates that the company meets standards set by a certifying body that the contractors OHS system has been verified by an independent third party – Certification is not a mandatory requirement of Council. If a contractor is undergoing the certification process answer Yes and upload the contact details of the third party conducting the assessment. If necessary contact with the third party will be conducted to verify the progress of the assessment.  
Certificates must be current.

4. Does the company have a documented OHS Policy, Management System manual or plan? Y or N. If Yes **upload document** / Comments field  
  
4a. If Yes, Has the system been updated/reviewed in the past 24 months?  
Y or N
  
5. Does the company or any third party sub-contractor prepare or use, Safe Work Method Statements, Safe Operating Procedures, Job Safety Analysis, Risk Assessments, Operational Instructions or Manufactures Instructions that are relevant to your operations as part of your risk assessment process? If yes is selected you will need to provide a recent completed example to show how you have undertaken similar work in a safe manner. (If you have **not** been appointed Principle Contractor completed SWMS or other documentation showing how you plan to conduct the tasks in a safe manner will need to be supplied to council for inspection prior to commencement of work. **Upload document / comments field**

6. Does the company conduct Health & Safety Training specific to the tasks that it undertakes for its employees? Y or N (If No is selected you must complete and pass Council's Online OHS Induction for Contractors prior to going on site. (If Yes is selected training documentation must be supplied) **upload document**

Explanation: Contractors must be able to demonstrate evidence of training or induction programs. Evidence may include:  
Company Induction, SWMS training, Toolbox Meetings, Records of on the job training, Records of training courses attended either onsite or off site by a RTO provider.

7. Does the company carry out regular inspections, maintenance and hazard identification on the plant / equipment you use in your operations that you own or owned by a third party (Hired or Borrowed)??  
Y or N If Yes **upload document**

Explanation: Contractors must be able to demonstrate evidence of training or induction programs. Evidence may include:  
Company Induction, SWMS training, Toolbox Meetings, Records of on the job training, Records of training courses attended either onsite or off site by a RTO provider.

8. Do you foresee your company or any third party sub-contractors you engage supply or use Hazardous Substances and/or Dangerous Goods?  
Y or N  
8a. Are there procedures for storing and handling hazardous Substances and Dangerous Goods? Y or N

Explanation: The contractor must be able to provide evidence of safe systems of work when storing and handling Hazardous Substances and Dangerous Goods. Evidence may include: Manifest or register of chemicals used by the company for the contract tasks, Safety Data Sheets, Documented risk assessment, SWMS, Safe Handling Procedures, Standard Operating Procedures Training documents. Must include reference to hazardous substance / dangerous goods and PPE

9. Are there procedures for identifying, assessing and controlling risks associated with Hazardous Manual Handling? Y or N
10. Is there a procedure by which your staff can report hazards in the workplace? Y or N (If yes documented evidence is required upon request)

11. Does your company have a procedure for assessing sub-contractor OHS and licencing compliance? Y or N **Upload documents / comments field**

Prior to engaging a contractor to undertake work for you or your company do you have a documented process you use to establish that the contractor has suitable safe working systems and adequate insurance for the task in place? How do you ensure that you are complying with your obligation as an employer towards their employees under section 21 of the OH&S Act 2014?

12. Have you, one of your employees or a company that you have been associated with ever been charged or convicted of an OHS or a WHS offence or are currently being prosecuted or had Prohibition Notices, Improvement Notices or Provisional Improvement Notices served on them or the company? Y or N ( If yes provide the nature of the circumstances of the incident and the outcome and or any notices issued by WorkSafe) **comment field**

Explanation: Where a contractor has been charged or convicted of an OHS or WHS offence, or are currently facing prosecution and / or notices that have been issued, the Contractor must provide information regarding:

The nature and circumstances of the incident. Any Prohibition and or Improvement notices issued by WorkSafe. Any provisional improvement notices issued by HSR's. The corrective actions undertaken in response to the conviction and / or issue of notices.

OHS offences refer to Victoria and Western Australia,

WHS offences refer to NSW, QLD, ACT, Tasmania, NT, and Commonwealth Jurisdictions

13. Do employees have access to First Aid Equipment? Y or N
14. Is there a trained First Aider available at all times of operational duties? Y or N
15. Relevant Insurance Requests.
- (Public & Product Liability \$20 million minimum)
  - (Professional Indemnity \$10 million minimum)
  - (Motor Vehicle Insurance \$20 million Third Party Minimum)
  - WorkCover (Not required if you are a sole trader)
16. Do all staff including sub-contractors have a current National Police Check? Y or N  
**upload document / comments field**

Not all areas of Manningham require a police check prior to commencing work. You will be informed prior to commencing work if it is required.

Explanation: The Police Check is not an assessment by a government agency. It is only a list of some offences, at a given point in time. Organisations request this list to help them assess a person's suitability for other kinds of work. For example, an organisation might want to know about fraud offences if the tasks provided access to cash.

17. Do all staff including sub-contractors have a current Working with Children's Check? Y or N  
**upload document / comments field**

Level 5 Medium / Low Risk Tasks (Small Company/Sole Trader)

1. Provide a written description of works you believe your company will be undertaking whilst working for Council. **comments box upload document**
  
2. Do you require a Tradespersons' or Vehicle licence) or need to be (Certified, Registered or Licenced) to conduct any work or activity that you expect to undertake? Y or N (If yes is selected all qualifications and current licences will be uploaded prior to commencement of the contract) **upload document / comments field**
  
3. Does the company have a documented OHS Management System that has been reviewed and certified by a JAS-ANZ certified independent third party? Y or N. If Yes **upload document** go to Q8
  
4. Do you or any third party sub-contractor prepare or use, Safe Work Method Statements, Safe Operating Procedures, Job Safety Analysis, Risk Assessments, Operational Instructions or Manufactures Instructions that are relevant to your operations as part of your risk assessment process? If yes is selected you will need to provide a recent completed example to show how you have undertaken similar work in a safe manner. **comments field**
  
5. Do you conduct Health & Safety Training specific to the tasks that you will undertake for this task? Y or N (If No is selected you must complete and pass Council's Online OHS Induction for Contractors prior to going on site) (If Yes is selected training documentation must be supplied) **upload document**

Explanation: Contractors must be able to demonstrate evidence of training or induction programs. Evidence may include:  
Company Induction, SWMS training, Toolbox Meetings, Records of on the job training, Records of training courses attended either onsite or off site by a RTO provider.

6. Do you carry out regular inspections, maintenance and hazard identification on the plant / equipment you use in your operations that you own or owned by a third party (Hired or borrowed)?  
Y or N If Yes **upload document**

Explanation: Where required contractors must be able to demonstrate evidence of safe systems of work for tasks involving plant/equipment.  
Evidence may include: (For plant and or Equipment)  
Company register, Maintenance records, Daily or routine inspections, Daily Prestart Inspections, Fault reporting system and forms

7. Do you procedures for identifying, assessing and controlling risks associated with Hazardous Manual Handling? Y or N



8. Have you or a company that you have been associated with ever been charged or convicted of an OHS or a WHS offence or are currently being prosecuted or had Prohibition Notices, Improvement Notices or Provisional Improvement Notices served on them or the company? Y or N ( If yes provide the nature of the circumstances of the incident and the outcome and or any notices issued by WorkSafe)

Explanation: Where a contractor has been charged or convicted of an OHS or WHS offence, or are currently facing prosecution and / or notices that have been issued, the Contractor must provide information regarding:

The nature and circumstances of the incident. Any Prohibition and or Improvement notices issued by WorkSafe. Any provisional improvement notices issued by HSR's. The corrective actions undertaken in response to the conviction and / or issue of notices.

OHS offences refer to Victoria and Western Australia,

WHS offences refer to NSW, QLD, ACT, Tasmania, NT, and Commonwealth Jurisdictions

9. Does your company have a procedure for assessing sub-contractor OHS and licencing compliance? Y or N **Upload documents / comments field**

Prior to engaging a contractor to undertake work for you or your company do you have a documented process you use to establish that the contractor has suitable safe working systems and adequate insurance for the task in place? How do you ensure that you are complying with your duty as an employer towards your employees under section 21 of the OH&S Act 2014? (A reference to an employee includes a reference to an independent contractor engaged by an employer and any employees of the independent contractor)

10. Do your employees have access to First Aid Equipment while on site? Y or N

11. Relevant Insurance Requests.

- a. (Public & Product Liability \$20 million minimum)
- b. (Professional Indemnity \$10 million minimum)
- c.
- d. Income Protection (This is recommended for sole traders)

12. Do all staff including sub-contractors have a current National Police Check? Y / N / NR **upload document / comments field**

Not all areas of Manningham require a police check prior to commencing work. You will be informed prior to commencing work if it is required.

Explanation: The Police Check is not an assessment by a government agency. It is only a list of some offences, at a given point in time. Organisations request this list to help them assess a person's suitability for other kinds of work. For example, an organisation might want to know about fraud offences if the tasks provided access to cash.

13. Do all staff including sub-contractors have a current Working with Children's Check? Y or N  
**upload document / comments field**