

SUPPLIER PRE-QUALIFICATION CHECKLIST

SS-WHS-FOR-004

Authorised By: N Owen
Rev 1 29/09/2023



COMPANY NAME		SERVICE / GOOD SUPPLIED	
ABN / ACN		TELEPHONE	
STREET ADDRESS		WEBSITE	
CONTACT PERSON		PRIMARY CONTACT DETAILS	
YEARS ESTABLISHED		NUMBER OF PERSONNEL	

QUESTION	✓	x	NA	COMMENTS
MANAGEMENT SYSTEM				
<i>Does your company have documented WHS management system?</i>				
<i>Does your company have up-to-date third-party accreditation for OHS / WHS Management Systems (ISO 45001 / 4801)?</i>				
INSURANCES				
<i>Does your company have up-to-date worker's compensation insurance?</i>				<i>Insurer:</i> _____ <i>Expiry:</i> _____
<i>Does your company have up-to-date professional indemnity insurance?</i>				<i>Insurer:</i> _____ <i>Expiry:</i> _____
<i>Does your company have up-to-date public liability insurance?</i>				<i>Insurer:</i> _____ <i>Expiry:</i> _____
<i>Does your company have up-to-date insurances on all plant, equipment, and motor vehicles?</i>				<i>Insurer:</i> _____ <i>Expiry:</i> _____
WORK PROCEDURES AND PERSONNEL				
<i>Does your company have documented work procedure/s (SWMS, JHAs or SWPs) for the task/s to be performed?</i>				
<i>Are all personnel to be involved in the contracted works competent and do they hold the necessary qualifications, licences, and inductions?</i>				
HEALTH AND SAFETY PERFORMANCE				
<i>Has your company been issued with an improvement notice, prohibition notice or entered into enforceable undertakings under the WHS Act within the last 5 years?</i>				

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<i>Do you maintain a record of health and safety statistics?</i>				
PERSONNEL AND HUMAN RESOURCES				
<i>Have all staff completed the General Construction Induction (blue card / white card)?</i>				
<i>Are all workers competent for the jobs they will be performing?</i>				
<i>Do workers have all licences / VOCs required to operate the relevant plant, machinery and equipment being used on site?</i>				
<i>Are all workers medically fit to conduct their particular job roles?</i>				
PLANT AND EQUIPMENT				
<i>Is all plant, machinery and equipment fit for purpose, considering all legislative, industry and project requirements?</i>				
<i>Has all plant been maintained in line with legislative and manufacturer specifications?</i>				
<i>Has all plant and equipment been fitted with safety devices (if required) (e.g., flashing lights, reverse beepers, emergency stops)?</i>				
<i>Is there a procedure for all equipment to be inspected daily or prior to use (e.g., daily pre-start inspections)?</i>				
FIRST AID AND EMERGENCIES				
<i>Will you have an adequate number of first aiders onsite (1 per 25 workers minimum)?</i>				
<i>Do these first aiders have access to the necessary first aid equipment?</i>				
<i>Do you have procedures for:</i>				
<ul style="list-style-type: none"> • Evacuation, and • Medical Treatment? 				
NAME AND SIGNATURE				DATE