



Record Keeping

Project OHS File, Divisional OHS Department, Archive

**THIS QUESTIONNAIRE ALONG WITH THE REQUIRED DOCUMENTATION MUST BE RETURNED WITH THE TENDER DOCUMENTS**

**This process shall be evaluated by the WBHO Divisional Coordinator and or Project Safety Officer.**

**Legend:**

- 1** **Totally unacceptable.**
- 2** **Acceptable if documents are updated with new procedures to cover legal requirements.**
- 3** **Acceptable.**

Company Name \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 Tel Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Project Name \_\_\_\_\_

Compensation Commissioner Fund No. \_\_\_\_\_  
 1 2 3 [Comments:](#)

List the main operational functions which the company performs.

\_\_\_\_\_

1. Does the company have a written Policy in place covering Health Safety and Environmental issues? Yes / No.  
If yes, provide copy.

\_\_\_\_\_

1 2 3 [Comments:](#)

2. Does the company have a safety management system or program in place and if so please provide details?

\_\_\_\_\_

1 2 3 [Comments:](#)

3. Provide a copy of the Health, Safety and Environmental plan for the proposed work.

1 2 3 [Comments:](#)

4. Does the company employ a full time Safety Officer/Manager or attain the services of a Safety Consultant, if so please provide details of the competency of the person?

\_\_\_\_\_

1 2 3 [Comments:](#)

5. Does the company train supervisors in safety related issues – provide course details?

\_\_\_\_\_

1 2 3 [Comments:](#)

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6. Provide an organogram of the proposed management of the company for this project.

1	2	3	Comments:
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7. Provide competency details of the above persons within the organogram.

1	2	3	Comments:
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8. Does the company have trained First Aiders on the construction projects?

1	2	3	Comments:
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9. Does the company have trained Health & Safety Representatives on the construction projects?

1	2	3	Comments:
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10. Does the company conduct general and task specific safety induction training for all employees? Provide details.

1	2	3	Comments:
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12. Does the company hold regular internal safety meetings on your projects and if so how often?

1	2	3	Comments:
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13. Has the company or any of its employees been prosecuted under any HSE related legislation over the past 5 years, if so please provide details?

1	2	3	Comments:
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14. Does the company have a system in place to ensure that contractors they employ comply with all applicable legislation, principle contractor and client requirements? If so please provide details?

1	2	3	Comments:
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15. Please complete the table regarding injury and man-hour statistics for the current year and previous 3 years.

YEAR	A	B	C	D	L.T.I.F.R
	Total No of work related injuries requiring medical attention from either a Doctor or Hospital (Compensation Claims)	The No of Lost Time Injuries, i.e., those workers who were booked off work for more than one day.	No. of Fatal Accidents	Total Man-hours worked by all employees	$\frac{B + C \times 1000000}{D}$
Current year					
1	2	3	Comments:		

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16. Please provide full details of fatal incidents?

1	2	3	Comments:
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17. The following documents must accompany this Health, Safety and Environmental questionnaire.

- 17.1 Copy of the Letter of Good Standing with the Compensation Commissioner.
- 17.2 Copy of company Safety Policy.
- 17.3 Health, Safety and Environmental Policy.
- 17.4 Documented Health, Safety and Environmental Plan.
- 17.5 CV of Safety Officer/Manager, Consultant or person fulfilling the role.
- 17.6 Project Organogram of Management of the construction project.
- 17.7 CV's of the Management reflected within the Organogram.

1	2	3	Comments:
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18. Has the tendered made provisions for the cost of Health, Safety and Environmental protection for its employees and environment under the following headings to comply with the legal legislation. Provide details under each section.

18.1	12 Monthly Medicals and psychological fitness certification of Plant Operators and persons working on heights.		
1	2	3	Comments
18.2	Competency training of Supervisors, Operators of Plant, Machinery and Vehicles.		
1	2	3	Comments
18.3	PPE issued free of charge to employees according to Risk Assessments, Clients and Legislated requirements.		
1	2	3	Comments
18.4	Eating and changing Facilities for employees.		
1	2	3	Comments
18.5	Project Health, Safety and Environmental File.		
1	2	3	Comments
18.6	Fall protection Plan for the project.		
1	2	3	Comments
18.7	Any additional training required by Legislation regarding employee safety or competency.		
1	2	3	Comments
18.8	Scheduled Maintenance on Plant, Machinery or Vehicles used on the Project.		
1	2	3	Comments
18.9	WCA or FEM – Compensation Commissioner payments.		
1	2	3	Comments
18.10	Safety Signage and equipment needed to perform the work on the project safely.		
1	2	3	Comments
18.11	Equipment needed to gain access to different levels.		
1	2	3	Comments
18.12	In the event of spillages from Hazardous chemicals or Flammable Liquids, sufficient cleanup operations.		
1	2	3	Comments



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Completed by \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Contact number \_\_\_\_\_  
 Date \_\_\_\_\_  
 Signature \_\_\_\_\_

Total Score	
Question 1	
Question 2	
Question 3	
Question 4	
Question 5	
Question 6	
Question 7	
Question 8	
Question 9	
Question 10	
Question 11	
Question 12	
Question 13	
Question 14	
Question 15	
Question 16	
Question 17	
Question 18.1	
Question 18.2	
Question 18.3	
Question 18.4	
Question 18.5	
Question 18.6	
Question 18.7	
Question 18.8	
Question 18.9	
Question 18.10	
Question 18.11	
Question 18.12	
<b>Maximum Score Achievable</b>	<b>87</b>
<b>Total Assessment Score</b>	
% Achieved = Total Score Achieved / Maximum Score Achievable x 100	

<b>D</b>	0 – 40%	Not Acceptable – Contractor not to be appointed
<b>C</b>	41 – 60 %	Contractor to be given 5 days to achieve acceptable standard if standard is not achieved then do not appoint.
<b>B</b>	61 – 80%	Contractor to be given 5 days to achieve acceptable standard if standard is not achieved then do not appoint
<b>A</b>	81 – 100%	Acceptable – Appoint Contractor

Accepted by (WBHO) \_\_\_\_\_  
 Designation \_\_\_\_\_  
 DATE \_\_\_\_\_

This document to be kept on file with the WBHO Tendering Department/Site QS/Site Safety officer.