**Contractor Work, Health & Safety (WHS) Assessment and Acknowledgement Form**

# **Introduction**

The contractor WHS assessment process applies to contracting entities intending to perform work with Tasmanian Ports Corporation (TasPorts). Examples include, but are not limited to:

1. Construction or demolition of buildings and other structures;
2. Additions, alterations or reconstruction of buildings and other structures;
3. Installation work and maintenance and repairs of buildings and other structures.

This assessment is valid for 36 months. During this time, the contractor is required to notify TasPorts in the event of:

1. A change in ownership structure, or
2. A significant interaction with a regulatory body such as WorkSafe, AMSA etc. This includes, but is not limited to, improvement notices, prohibition notices, enforceable undertakings or prosecutions.

TasPorts reserves the right to request a new assessment from the contractor, or remove them from the assessment list, at any time.

Completing this assessment does not guarantee that a contractor will be invited to undertake work with TasPorts.

Applications consist of this completed assessment along with requested supporting documents and are submitted to either your TasPorts’ contact or included in tenders/proposals.

# **Your contact details**

|  |  |
| --- | --- |
| **Application contact***Person to communicate with about this application and subsequent renewal.* | **Name**: Click or tap here to enter text. **Email**: Click or tap here to enter text.  |
| **Work Health and Safety (WHS) contact***Your company’s most senior safety representative* | **Name**: Click or tap here to enter text. **Email**: Click or tap here to enter text.  |

# **Company details**

|  |  |
| --- | --- |
| Company name | Click or tap here to enter text. |
| Trading name | Click or tap here to enter text. |
| Type of entity | Click or tap here to enter text. |
| ABN/ACN | Click or tap here to enter text. |
| Description of services | Click or tap here to enter text. |
| Location of services | Click or tap here to enter text. |
| Physical address | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |
| Number of years under current ownership structure | Click or tap here to enter text. |
| Number of Employees:*Not including subcontractors* | Click or tap here to enter text. |

# **WHS Performance Indicators**

The following information should be provided for work undertaken by your company for the last three years.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Last year** | **Two years ago** | **Three years ago** |
| **Total Recordable Injuries (TRI)***TRI = Fatalities + Lost Time Injuries + Medical Treated Injuries + Restricted Work Injuries*  |  |  |  |
| **Number of workdays lost as a result of workplace injury** |  |  |  |
| **Number workers compensation claims** |  |  |  |
| **Number of WorkSafe and/or AMSA Notifiable Incidents**<https://worksafe.tas.gov.au/topics/Health-and-Safety/notify-worksafe#What-incidents-must-be-reported?> |  |  |  |

**4.1 Notices, infringements and prosecutions**

The following information should be provided for work undertaken by your company for last three years. *These are notices issued by WorkSafe Tasmania, Australian Maritime Safety Authority, etc.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Last Year | Two Years Ago | Three Years Ago |
| Number of Improvement Notices: |  |  |  |
| Number of Prohibition Notices: |  |  |  |
| Number Enforceable Undertakings: |  |  |  |
| Number of Prosecutions: |  |  |  |

**4.2 Fatal incidents**

Has your company had any work-related fatalities and/or any fatalities occur on any site in which your company was the Principal Contractor in the last three years?

☐ Yes, *Please provide details.*

☐ No

# **Safety Management System | Sample documents**

Contractors must have an appropriate and active systems of work in place to satisfy WHS legislation and TasPorts requirements. Please supply the following with the assessment application:

1. Your company WHS Policy, and
2. A sample Safe Work Method Statement (SWMS), and
3. For construction contract works greater than $250,000, a sample Project WHS Management Plan.

**5.1 Communication and consultation**

Does your company have processes in place to communicate WHS information with your staff, TasPorts and other key stakeholders?

☐ Yes

☐ No

Does your company endorse consulting with TasPorts and other key stakeholders in work planning, assessing risk and the collaborative development of controls?

☐ Yes

☐ No

**5.2 Safe Systems of Work**

Does your company have third party WHS management system certification(s)? *Note that third party certifications are not mandatory but encouraged.*

☐ Yes, *Please attach copies of current certificates.*

☐ No

Does your company have a process to identify hazards and manage risk?

☐ Yes

☐ No

Does your company undertake a regular review of critical risks, such as internal audits and/or critical risk workshops?

☐ Yes

☐ No

**5.3 Inductions, training, qualifications and licenses**

Does your company maintain records of all inductions, training, qualifications and licenses?

☐ Yes

☐ No

Does your company have a system to ensure these are current?

☐ Yes

☐ No

**5.4 Subcontractor management**

Does your company engage subcontractors?

☐ Yes

☐ No

If yes, do you consult subcontractors in work planning, assessing risk and the collaborative development of controls?

☐ Yes

☐ No

**5.5 Insurance**

TasPorts requires contractors to hold and maintain the following insurances as a minimum. Note that specialised insurance may also be required as described in contract documents, such as Professional Indemnity, Marine Hull and Machinery etc.

Please supply the following certificates of currency with the assessment application:

1. Workers’ Compensation or Personal Accident/Disability
2. Public Liability

# **Contractor Heath Safety Security and Environment acknowledgement form**

TasPorts requires you ensure all your employees and all other persons under your control are made aware of all the requirements noted above before entering our premises or commencing any work for TasPorts. Please acknowledge your acceptance of TasPorts’ requirements by signing below.

I / We hereby certify that:

6.1 All persons, employees and sub-contractors used by us have the necessary training, qualification and competency to carry out all work in a safe and satisfactory manner, without placing themselves, Tasmanian Ports Corporation (TasPorts) staff, visitors or any other person on TasPorts’ premises at risk of injury.

6.2 All of our employees, agents or other people under our control are not employees of TasPorts.

6.3 All work will be carried out in a safe competent manner in compliance with; and all processes, plant, equipment and materials used or supplied will comply with all applicable Federal and/or State legislation and associated regulations and all relevant Australian Standards and National/State Codes of Practice.

I / We agree to:

6.4 Pay for or make good all damage caused by us or any employees or subcontractors engaged by us whilst carrying out work for, or on the premises of TasPorts.

6.5 Accept responsibility under the Workers Rehabilitation and Compensation Act 1988 (the Act) for any accident, injury or illness that may be caused to any of our employees and ensure that other persons under our control who are not employees are either covered by the Act or have personal accident / disability insurance cover as appropriate, whilst carrying out work for, or on the premises of TasPorts.

6.6 Abide by any inductions, notifications and safety rules (including drug and alcohol testing), received in verbal, written or digital form, pertaining to all work we carry out for TasPorts, both now and in the future.

6.7 Immediately advise TasPorts’ management of any safety incident, injury, near-miss, observed hazard, security incident, equipment failure, property or environmental damage, including contamination of any land or water in and around the port.

6.8 Ensure that all our employees, sub-contractors or other people under our control are qualified and competent to undertake the scheduled work and have been advised of the abovementioned TasPorts safety, environment and security requirements and will comply with them.

6.9 Renew the abovementioned insurances, and any additional insurances specified in contract documents, by the due date(s) and provide updated copies of certificates of currency to TasPorts.

TasPorts requires you ensure all your employees and all other persons under your control are made aware of all the requirements noted above before entering our premises or commencing any work for TasPorts.

Please acknowledge your acceptance of TasPorts’ requirements by signing below.

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |
| **Signed:** |  |