



NZCTA04

CONTRACTOR PRE WORK APPLICATION

Please complete this questionnaire prior to commencing any work for The Club.

1. Scope

This assessment is used by The Club to assess the extent to which our Contractors are committed to Health and Safety. The assessment considers a wide range of issues relevant to Health and Safety. Based on the assessment response, we will determine if the Contractor qualifies as an "Approved Contractor".

2. Contractor Details

Name of Company		
Postal Address		
Street Address		
Email Address		
Company Representative		
Phone/Mobile		
Type of Service to be Provided		

3. Questions to be Answered by Contractor

3.1 Policies	Yes	No
1. Do you have a written Health and Safety Policy?		

Attach copy of policy

3.2 Insurance	Yes	No
2. Do you have Public Liability Insurance?		
3. Do you have Motor Vehicle Insurance?		

Attach copies of Insurance policies to this document



NZCTA04

3.3 Occupational Health and Safety Systems	Yes	No
4. Is your company a member of an ACC Workplace Safety Management Program/WSD		
5. What is your current level of Accreditation? (please circle) Primary Secondary Tertiary		
6. Do you conduct internal/external audits?		

3.4 Training and Competencies	Yes	No
7. Do all your employees and sub-contractors hold Current qualification/licences and permits to conduct their work?		
8. Do you have a documented list of the skills and training your employees require?		
9. Do you have employee induction programme that includes Health and Safety Training?		
10. Have all your employees been trained on how to identify hazards and risks in the workplace?		

You must be able to provide evidence of training on request.

Please explain how you test and document the competency of your employees:

3.5 Incident Management Reporting	Yes	No
11. Does your company have processes and procedures for reporting incident and accidents		
12. Are all incidents and accidents investigated?		
13. Has your company had Fatalities, Notifiable Injuries, Incidents or Illness, Lost Time Injuries and incidents causing property damage during a contract in the last year? (If so how many)		
14. Has your company been prosecuted for a Health and Safety or Environmental Breach?		

If so please explain and indicate how you have taken steps to prevent a reoccurrence of this:



3.6 Plant and Equipment	Yes	No
15. Does your company have a documented system for maintenance of all plant and equipment?		
16. Do you ensure that all plant and equipment is fitted with the correct and legal safety provisions?		
17. Is appropriate PPE issued to your employees to carry out work?		

3.7 Emergency Procedures	Yes	No
18. Does your company have emergency response procedure to deal with work-site emergencies?		
19. Have your employees been trained and understand on what to do in an emergency situation?		
20. Have your employees been trained in First Aid?		
21. Will you be conducting high risk activities – eg Work at Heights, Hot Work, Excavation Work		
22. Do you have a rescue plan in place and are employees trained to carry out rescues in these particular situations?		

3.8 Hazard Management	Yes	No
23. Does your company have a process to identify, report and control hazards and risks in the workplace?		
24. Does your company use Task Analysis Work Sheets (TAWS) or Job Safety Analysis System (JSA)		

3.10 Selection of Sub-Contractors	Yes	No
25. Does your Company have a process to assess the health and safety and training capacity of sub-contractors?		
26. Is the performance of sub-contractors monitored as work is undertaken?		



NZCTA04

4. Other relevant information

If there is any other information you wish to provide please include it here:

5. Conditions

It is an expectation that all contractors, sub-contractors and their employees will comply with the Health and Safety at Work Act 2015 and relevant statutory requirements while conducting work on The Club grounds.

Signed for and on behalf of the contractor by:

Full Name of Contractor Representative: _____

Signature: _____

Date: _____