



## Tenderer Health, Safety and Environmental Management Systems Questionnaire

This questionnaire forms part of the Organisation's tender evaluation process and is to be completed by tenderers who are not listed on the Australian Government Building and Construction Accreditation Register, Department of Treasury and Finance Construction Supplier Register, or VicRoads Pre-qualification Registration Scheme; or do not possess current third party accreditation of their safety management system and/or environmental management system and submitted with their tender offer.

The objective of the questionnaire is to provide an overview of the status of the tenderers' OHS management system and/or environmental management system and form the basis of further audit. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

The questionnaire is divided into three parts:

- OHS Management System
- Environmental Management System
- Referees

The combination of OHS and environmental issues is abbreviated throughout this document as HSE.

## Certification by Contractor

The information provided in this questionnaire is an accurate summary of the Contractor's OHS and Environmental (HSE) Management Systems.

### Organisation

Name:.....

### Status of Health & Safety Management System (please tick as appropriate)

- Australian Government Building and Construction Accreditation Register
- Pre-qualified (DTF)                       Pre-qualified (VicRoads)
- 3<sup>rd</sup> party accredited OHSMS (specify.....)  
Provide copy of current certificate of accreditation / certification

### If any of the above, complete only Part 1 Item 6.3 and Part 3.

- To be assessed by East Gippsland Water  
(complete remainder of Parts 1 and 3 of questionnaire in total)

### Status of Environmental Management System (please tick as appropriate)

- 3<sup>rd</sup> party accredited EMS (specify.....)  
Provide copy of current certificate of accreditation / certification

### Complete only Part 2 Item 5.3 and Part 3.

- To be assessed by East Gippsland Water  
(complete remainder questionnaire in total)

Signed:..... Name:.....

Position:..... Date:.....

**PART 1 Tenderer OHS Management System Questionnaire**

		Yes	No
<b>1</b>	<b>OHS Policy and Management</b>		
1.1	Is there a written OHS policy? <i>If yes provide a copy of policy. Comments.</i> ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the Contractor previously had an OHS Management System certified/accredited by a recognised independent authority (eg: CCF IMS, SafetyMAP, NSCA, etc)? <i>If Yes provide details</i> ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is there an OHS Management System manual or plan? <i>If yes provide a copy of contents page(s). Comments</i> ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are OHS responsibilities clearly identified for all levels of staff? <i>If Yes provide details:</i> ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Safe Work Practices and Procedures</b>		
2.1	Has the Contractor prepared safe operating procedures or specific safety instructions relevant to its operations? <i>If yes, provide a summary listing of procedures or instructions. Comments</i> ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Does the Contractor have any permit to work systems? <i>If Yes, provide a summary listing or permits:</i> ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
2.3	Is there a documented incident investigation procedure? <i>If Yes provide a copy of a standard incident report form.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the Contractor or supplied to the Contractor? <i>If Yes, provide details</i> ..... ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Are there procedures for storing and handling hazardous substances? <i>If Yes, provide details</i> ..... ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Are there procedures for identifying, assessing and controlling risks associated with manual handling? <i>If Yes, provide details</i> ..... ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>OHS Training</b>		
3.1	Describe how OHS training is conducted in your organisation ..... ..... ..... .....		
3.2	Is a record maintained of all training and induction programs undertaken for employees in your organisation? <i>If Yes, provide examples of safety training records</i> ..... ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>

**4 OHS Workplace Inspection**

4.1 Are regular OHS inspections at worksites undertaken?    
*If Yes, provide details:*

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4.2 Are standard workplace inspection checklists used to conduct OHS inspections?    
*If Yes, provide details or examples:*

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4.3 Is there a procedure by which employees can report hazards at workplaces?    
*If Yes, provide details*

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**5 OHS Consultation**

5.1 Is there a workplace OHS committee?

5.2 Are employees involved in decision making over OHS matters?    
*If Yes, provide details*

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5.3 Are there employee elected representatives?    
*Comments*

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**6 OHS Performance Monitoring**

6.1 Is there a system for recording and analysing OHS performance statistics?

*If Yes, provide details:*

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6.2 Are employees regularly provided with information on your organisation's OHS performance?

*If Yes, provide details:*

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6.3 Has the Contractor ever been convicted of an occupational health and safety offence?

*If Yes, provide details:*

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**PART 2 Tenderer Environmental Management System (EMS) Questionnaire**

		Yes	No
<b>1</b>	<b>Environment Policy and Management</b>		
1.1	Is there a written Environment policy? <i>If yes provide a copy of policy. Comments.</i> ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the Contractor previously had an EMS certified/accredited by a recognised independent authority? <i>If Yes provide details</i> ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is there an EMS manual or plan? <i>If yes provide a copy of contents page(s). Comments</i> ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are EMS responsibilities clearly identified for all levels of staff? <i>If Yes provide details:</i> ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Environmentally Sound Practices and Procedures</b>		
2.1	Has the Contractor prepared operating procedures or specific instructions relevant to the environmental management its operations? <i>If yes, provide a summary listing of procedures or instructions. Comments</i> ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Is there a documented environmental incident investigation procedure? <i>If Yes provide a copy of a standard incident report form.</i>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
2.3	Are there procedures for identifying and assessing the environmental aspects and impacts of the Contractor's activities, products and services? <i>If Yes, provide details</i> ..... ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Are there procedures for storing and handling hazardous substances, checking adequacy of storage and responding to accidental releases to the environment? <i>If Yes, provide details</i> ..... ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>3 EMS Training</b>			
3.1	Describe how EMS training is conducted in your organisation ..... ..... ..... .....		
3.2	Is a record maintained of all training and induction programs undertaken for employees in your organisation? <i>If Yes, provide examples of safety training records</i> ..... ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>4 EMS Workplace Inspection</b>			
4.1	Are regular EMS inspections at worksites undertaken? <i>If Yes, provide details:</i> ..... ..... ..... .....	<input type="checkbox"/>	<input type="checkbox"/>



4.2 Are standard workplace inspection checklists used to conduct EMS inspections?    
*If Yes, provide details or examples:*  
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**5 EMS Performance Monitoring**

5.1 Is there a system for recording and analysing EMS performance statistics?    
*If Yes provide details:*  
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5.2 Are employees regularly provided with information on your organisation's EMS performance?    
*If Yes, provide details:*  
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5.3 Has the Contractor ever been convicted of an environmental related offence?    
*If Yes, provide details:*  
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### **PART 3 References**

Please provide the following information for the three (3) most recent contracts completed by the Contractor:

	Contract 1	Contract 2	Contract 3
Contract Description			
Client			
Contact			
Phone No			
Number of person days on contract			
Number of lost time injuries			
Total days lost due to injuries			
Number of environmental incidents			
Total days lost due to environmental incidents			