

SITEWISE ASSESSMENT QUESTIONS

Question 1 - Question 1

What insurances does your company hold?

To show that you have adequate insurances in place for the type of work that you undertake, please provide the following evidence: Copies of your current insurances, such as public liability, indemnity, vehicle, general business, or other appropriate for your business.

Evidence is required to show the sum insured and expiry dates. Expiry dates must be valid at time of submission. All evidence must be within the expiry to obtain full marks.

NB. To add insurances: select 'add insurance document' then choose from the drop down options & attach the relevant file.

Question 2 - Question 2

Please provide a copy of your company's Health & Safety Policy, and Procedures

To show that you have a policy and procedures in place to manage the health and safety of your workplace, or have certification of your health and safety management system to ISO 45001:2018.

Please provide **one** of the following evidence:

A copy of your health & safety policy and procedures that relates to The Health and Safety at Work Act 2015, **OR** a copy of current certification and report that shows that the assessment requirements are covered within the scope of the ISO 45001 audit.

The procedures are those that make up your health and safety management system/manual. If your management system is large, please submit your table of contents and procedures for the following:

- Worker engagement
- Hazard and risk management
- Training and competency
- Emergency management
- Incident reporting and investigation
- Hazardous substances (if applicable)
- Contractor management (if applicable)

Your policy must be signed and dated within the last 24 months by an Officer of your company. Your procedures must show that they have been reviewed within the last 24 months.

If you are submitting certification for ISO 45001:2018, please also submit the audit report. If this is sensitive information, please provide evidence in questions 5, 10, and 11 to show that they are in the scope of the certification or select the N/A option.

NB: If ISO 45001 certification is issued to an Australian based company, any associated NZ business must be included for this exemption to be considered.

Question 3 - Question 3

How often are health and safety meetings or briefings held?

To show how often you engage with your workers regarding health & safety, as well as providing them a platform to participate in health & safety.

Please provide the following evidence: A minimum of three consecutive records/examples of safety meetings to validate the frequency you have selected. Records must be from within the last 12 months and include:

- Date of meeting
- Health and safety topics discussed
- Names/signatures of workers present. If signatures cannot be obtained please state this in your answer, with the reason why. (For example – signatures not obtained as no sharing of pens during covid, or online meeting only)

NB – for companies who do not employ any staff (Sole Operator), this question can be eliminated and will be marked as not applicable if you select the appropriate option below.

Question 4 - Question 4

How do you record & investigate incidents and near misses?

To show that you have a process in place to record and investigate incidents and near misses and discuss the outcomes of any investigations with your workers. Please provide the following evidence:

- A copy of your completed incident register that shows your history of reporting incidents and near misses for the last 12 months. If no incidents or near misses have been reported, please ensure this is recorded in your register.
- An example of a completed investigation that shows an attempt to determine the root cause(s), and completion of identified preventative actions.
- Evidence that shows incidents, near misses and the outcomes of any investigations have been communicated to workers. (If you are a sole trader, communication to workers is not required).

NB – if no incidents or near misses have been reported in the last 12 months, please provide your completed register, a completed investigation that is no older than 24 months old, and/or evidence that shows you have had discussion with your workers regarding no reporting on a regular basis.

Question 5 - Question 5

How do you manage the safety of sub-contractors/contractors you engage, or manage?

To show that you have a process in place for reviewing the health and safety of sub-contractors who are either engaged by your company or managed by your company. Please provide **one** of the following types of evidence that is from within the last 12 months:

- A preferred sub-contractor/contractor list that shows regular updates and review (please note that this will only score 5 marks)
- A reviewed/signed-off sub-contractor/contractor health & safety policy and procedures
- A reviewed/signed-off workplace safety plan, such as a site-specific safety plan or similar
- A reviewed/signed off safe work plan specific to a scope of work, such as a task analysis or similar

NB - If you do not engage sub-contractors, please select 'do not engage sub-contractors' and this question will be marked as **Not Applicable**. If you have not engaged sub-contractors in the last 12 months or engage labour only, please select the 'other' option and provide a brief explanation.

Question 6 - Question 6

Are you and your workers trained and competent for all aspects of the work you carry out?

To show that you and your workers are trained, have any relevant qualifications and are competent to perform the work being undertaken. This should include evidence that some of your workers (*more than one*) have undertaken health and safety training, higher level learning (NZQA level 3 or greater). Evidence can include training recommended by codes of practice, such as MEWP, harness systems, confined space, license endorsements, first aid, trade qualifications and/or other qualifications, as well as a measure of competency/years of experience.

Please provide **one** of the following evidence options:

- A copy of your training and competency register that shows evidence of refresher training, a measure of competency/years of experience, and a couple of examples of current training, such copies of certificates or training ID cards (2 - 3 examples; please include higher level learning examples where applicable).
- Copies of current training, such as certificates or training cards, and some examples of completed competency assessments (2 - 3 examples; please include higher level learning examples where applicable).

Question 7 - Question 7

How do you record hazards and risks in your workplace?

To show how you record identified hazards and assess their risk in your workplace. Please provide **one** of the following evidence options:

- A copy of your master risk register that shows your identified hazards, risk assessment, controls & evidence of review within the last 24 months.
- Three to four examples of site based risk registers from different sites worked on within the last 12 months.
- Three to four examples of completed methodologies for different tasks (task analysis, SWMS, or similar). These are for work carried out within the last 12 months and must include risk assessment and worker involvement.

Question 8 - Question 8

What workplace inspections do you carry out?

To show that you are monitoring conditions at the workplace for the purpose of preventing injury or illness (*workplace can include work vehicles and mobile plant*), and that the results are communicated back to your workers. Please provide the following evidence:

- A minimum of **three** examples of health and safety related inspections of the workplace or work vehicles/mobile plant. These must have been conducted within the last 12 months. These must also show the completion of corrective actions that have been required.
- Evidence that the results of the inspections are communicated back to your workers. This can also include when no corrective actions have been required. For example this information could be captured in your toolbox talks/meeting minutes.

Question 9 - Question 9

How do you plan for high risk or critical risk activities?

To show that you have a process in place to manage the hazards and risk associated with any high-risk work that you undertake and that workers are involved in this process. Please provide the following evidence:

One or two examples of completed work methodologies (JSA, task analysis, SWMS, JSEA, or similar) from work completed in the last 12 months. The examples must show the following elements:

- How the task will be performed
- Associated hazards for that task
- Risk assessment of those hazards
- Controls for elimination or minimization
- Worker involvement

NB - If significantly hazardous work is not undertaken by your company, please select the appropriate option below and this question will be marked as not applicable; if agreed by the assessor. If you chose not applicable, your evidence submitted in Q7 will be reviewed to confirm this.

Question 10 - Question 10

How do you monitor the health of workers who are, or may be exposed to hazardous conditions, products or substances due to the work they carry out?

To determine if workers are experiencing health effects from potential exposures. Health monitoring can also confirm that control measures are preventing harm. You will need to know if the health hazards exceed the Workplace Exposure Standards (WES) and Biological Exposure Indices (BEI):

**Please see [here](#) for a more info around WES and BEI from WorkSafe.*

Evidence of regular monitoring is required. **NB** - If you believe that the indices/standards are not exceeded, please provide an in-depth risk assessment that has been completed by a suitably qualified person. Also, if you chose not applicable your evidence submitted in Q7 will be reviewed to confirm this.

Please provide any of the following evidence:

- A report, letter or document from a health monitoring provider that shows pre-employment/baseline and/or regular testing have been carried out. If the report states that the testing is baseline only, it will be marked as such. NB: names of personnel tested can be redacted for privacy reasons.
- Reports, letters, or documents from two occurrences of testing (*this will be dependent of your monitoring frequency*) from a health monitoring provider.

NB - If you are a Sole Operator or think that this question does not apply to your workers, please select the option 'No employees or, workers have no exposure' which indicates this question may be "Not applicable".

NB - As a PCBU, if you require your workers to use respiratory protective equipment (RPE), you must ensure that the RPE is fitted correctly for each worker by conducting fit testing. This ensures that workers are wearing proper fitting RPE. Although fit testing is required, please note that it IS NOT health monitoring.

Question 11 - Question 11

If you use or store hazardous substances, products or materials, please provide evidence of how you manage this aspect of your business?

To show that you effectively manage the hazardous substances that you **use or store** in your workplace.

Please provide the following evidence:

- A copy of your hazardous substances inventory that shows review within the last 12 months
- A couple of examples of current NZ Safety Data Sheets (SDS)
- Evidence that you have procedures in place for hazardous substances (*SOP, task analysis or similar*)
- Evidence that workers have relevant training for hazardous substances (*could include formal or informal training*)

NB – if you select not applicable, your evidence submitted in Q7 will be reviewed to confirm this.

Question 12 - Question 12

Has your company been investigated by Work Safe NZ, Civil Aviation or Maritime NZ in the last 5 years?

Please declare any prosecutions by Worksafe NZ, Civil Aviation or Maritime NZ in the last 5 years.

If yes please provide evidence of the investigation. (This requirement is optional)

NB – improvement notices are not investigations.