

SITWISE ASSESSMENT QUESTIONS AUSTRALIA

Question 1 - Question 1

What insurance does your company hold?

To show that you have adequate insurance 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.

NB - If you have current Workers Compensation Insurance (or exemption), please ensure this is provided.

NB - The uploaded documents must be permanent data files (such as pdf which cannot be altered).

NB - All evidence must be current at the time of submission to be able to be marked.

Question 2 - Question 2

Health and Safety Policy or Certification to ISO 45001:2018.

To show that your company's officers are committed to workplace health and safety and compliance with relevant legislation.

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

- A copy of the company's health and safety policy statement that has been signed by an officer of the company within the last 24 months, **OR**
- A copy of current certification to ISO 45001:2018

NB - the policy statement must state the current health and safety legislation.

NB - if you are providing certification to ISO 45001:2018, please also provide the associated report of your health and safety management system.

Question 3 - Question 3

Are your workers trained and competent for the work that they undertake?

To show that all workers are trained and have been assessed as competent to carry out their work.

Please provide the following evidence:

- A clear process document outlining how the company manages internal and external training, and assessment of competency, **AND**
- A copy of a training register that shows all current training, and a measure of competency.

NB - the measure of competency can be years of experience

Question 4 - Question 4

How do you engage with workers regarding workplace health and safety?

To show that workers are engaged with, and participate in workplace health and safety.

Please provide the following evidence:

- A clear process document outlining how the company engages with workers and gives them an opportunity to participate in health and safety, **AND**
- **One** example showing how workers have been involved in workplace health and safety.

NB - the example must show a record of workers present, and be from within the last 12 months.

NB - Sole operators can mark this question as not applicable.

Question 5 - Question 5

How do you manage hazards in the workplace and the risk they pose to workers?

To show how workplace hazards and risk are managed.

Please provide the following evidence:

- A clear process document outlining how the company manages risk. This must include processes for the following:

Hazard identification and reporting
Assessment of risk
Control of risk, **AND**

- An example of a risk register, that has been reviewed within the last 12 months, **AND**
- **One** example of a workplace inspection that shows completion of corrective actions (if required).

NB - the risk register example must include risk assessment.

NB - the inspection example must be from within the last 12 months.

Question 6 - Question 6

How do you manage any hazardous substances in the workplace?

To show how hazardous substances are managed.

Please provide the following evidence:

- A clear process document outlining how the company manages the use, control and storage of hazardous substances, **AND**
- **One** example of a current safety data sheet.

Question 7 - Question 7

How do you manage any high-risk activity being undertaken?

To show how high-risk activities are managed. Please provide the following evidence:

- A clear process document outlining how high-risk activity is managed, **AND**
- **One** example of a work methodology that includes the associated permit to work (if applicable), **AND**
- **One** current example of any required high-risk licenses (if required).

NB - the example must be from within the last 12 months.

Question 8 - Question 8

How do you manage the integrity of workplace tools, plant, and equipment?

To show how tools and equipment are inspected and maintained.

Please provide the following evidence:

- A clear process document outlining how tools and equipment are inspected and maintained, **AND**
- **One** example of a completed equipment inspection, **AND**
- **One** example of a completed maintenance record.

NB - the examples can be internal or external.

Question 9 - Question 9

How do you consider worker's fitness for work?

To show that worker's being fit for work is considered.

Please provide the following evidence:

- A clear process document outlining that worker's fitness for work is considered, **AND**
- **One** example of completed fitness for work check.

NB - Depending on the content of your process document, this could include redacted examples of pre-employment medicals, pre-employment drug and alcohol testing, job descriptions specifying required physical aspects, other)
NB - Sole operators can mark this question as not applicable.

Question 10 - Question 10

How do you determine if health monitoring is required, and that it is undertaken?

To show that the health of workers is being regularly monitored to determine if they are experiencing health effects from potential exposures. Health monitoring can also confirm that control measures are preventing harm.

Please provide the following evidence:

- A clear process document outlining how health exposures will be identified and what required health monitoring will be undertaken, **AND**
- **One** example of recently completed health monitoring.

NB - the frequency of health monitoring is determined by the health monitoring provider.
NB - Sole operators can mark this question as not applicable.

Question 11 - Question 11

What procedures are in place for potential likely emergencies?

To show that the company has identified the likely emergency situations that could occur.

Please provide the following evidence:

- A clear process document outlining how the company will identify and respond to likely emergency situations.

NB - likely emergency situations can include, but are not limited to fire, flood, earthquake, tsunami, terrorism, cyber-terrorism.

Question 12 - Question 12

What emergency response is required for specific high-risk activity?

To show that the company has identified what emergency response is required specific to high-risk activity.

Please provide the following evidence:

- A clear process document outlining how the company manages any emergency response specific to high-risk activity,**OR**
- **One** example of high-risk activity that requires and includes specific emergency response procedures.

NB - the example must be from within the last 12 months.

Question 13 - Question 13

How are incidents responded to, investigated, and managed?

To show that you have a process for the response, investigation, and actions following events, including statutory reporting, rehabilitation and return to work.

Please provide the following evidence:

- A clear process document outlining how the company manages events. This must include the following components:

Response processes.

Statutory reporting requirements.

How workers are rehabilitated and return to work is managed, **AND**

- **One** example of a completed investigation from within the last 12 months that includes completion of preventative actions.

NB - if no events have occurred in the last 12 months, please provide your investigation template.

NB - events can be incidents or near misses(near hits).

Question 14 - Question 14

How do you monitor the health and safety of sub-contractors you engage or manage?

To show that the health and safety of sub-contractors that you engage is being monitored.

Please provide **ONE** the following evidence options below:

Option 1

- A clear process document outlining how sub-contractors health and safety is managed, **AND**
- **One** example of a sub-contractor's system of work, which includes training and competency, **AND**
- **One** example of sub-contractor review (may include contract reviews, on site spot checks, recorded management discussions)

NB – if sub-contractors are working under the company's health and safety systems, please provide evidence of this (can include but is not limited to a safe work plan signed by the sub-contractors). Training and competency will still be required.

NB - the examples must be from within the last 12 months.

Option 2

An example of current external independent prequalification.

Question 15 - Question 15

How do you manage workplace psychosocial harm?

To show that your company has processes in place to ensure a mentally healthy workplace.

Please provide one of the following options:

- A copy of the company's policy for managing workplace psychosocial risks, **OR**
- Certification to ISO 45003:2021

Question 16 - Question 16

How do you manage environmental sustainability?

To show that your company has processes in place to manage environmental sustainability.

Please provide one of the following options:

- A copy of the company's environmental policy statement, **OR**
- A copy of current certification to ISO 14001.

NB - a single page policy which meets the scope within section 4.2 of ISO 14001 would suffice.

Question 17 - Question 17

Has your company undertaken works that required a WHS Management Plan as per state legislation?

If yes - please provide a copy for current or previous works. This can be just a template.

Question 18 - Question 18

Have you been prosecuted by the Safety Regulator, or received an improvement or prohibition notices in the last 5 years?

If yes - a register of notices should be provided, detailing the action taken and resolution status.