

SITWISE ASSESSMENT QUESTIONS

Question 1 - Insurance

What insurances 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. Expiry dates must be valid at time of submission. All evidence must be within the expiry to obtain full marks.

NB. Invoices only, without associated certificates of cover cannot be assessed.

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

Question 2 - H&S Policy

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 options:

A copy of your health & safety policy and procedures that relate to The Health and Safety at Work Act 2015, **OR** a copy of current certification to ISO 45001:2018.

The procedures are those that make up your health and safety management system. If your management system is large, as a minimum, please submit the following procedures:

- Worker engagement (not required for sole operators)
- 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, with an actual or time/date stamped electronic signature. If signed in another language, the written English name must also be provided.

Your procedures must show that they have been reviewed within the last 24 months. These procedures should clearly show how each of the required components of your health and safety management system are managed, and must be aligned with the current legislation.

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 or select the N/A option if these elements do not apply to your business. For all questions that are applicable, please select the ISO 45001:2018 option. No evidence is required for these questions. Please note that all certifications are verified by the assessor.

Maritime operators - please provide your most recent MOSS audit and current MTOC. Also provide evidence in questions 5, 10 and 11, or select the N/A option for these questions if they are not applicable to your business.

Operators of aircraft - please provide your aviation SMS certification, and provide evidence in questions 5, 10 and 11, or select the N/A option for these questions if they are not applicable to your business.

NB - If ISO 45001:2018 certification is issued to an Australian-based company, any associated New Zealand business must be included in the scope of the certification, and accompanied by the New Zealand operations audit.

Question 3 - Engagement

How often are health and safety meetings or briefings held?

To show how often you engage with your workers regarding health and safety, as well as providing them a platform to participate in health and safety. Please note that this question is marked based on frequency of meetings.

To validate the frequency you have selected, please provide **three consecutive** examples of health and safety meetings. Each example must be from within the last **12 months** and include:

- Date the meeting was held
- Details of the health and safety topics discussed
- A record of workers that were present. If signatures cannot be obtained please state this in your answer, with the reason why (for example - online meeting only). Please note that if photos are included of attendees, please also provide a list of their names.

NB - If one of the required elements is not present in all examples, the score for the next option will be awarded (weekly to fortnightly).

NB - It is recommended that informal meetings (toolbox talks for example), contain worker signatures to show attendance.

NB - The evidence provided in this question will only be used for the communication component of questions 4 and 8 as a last resort. Please ensure separate communication evidence is submitted in those questions.

NB - Sole Operators are not required to submit evidence for this question and can select the not applicable option.

Question 4 - Incidents

How do you record and 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 incident register with **regular** entries to show the history of reporting incidents and near misses for the last **12 months**. This should include regular entries for periods when no reporting has occurred.
- **One** example of a completed investigation that shows an attempt has been made to determine what the root cause or root causes were that caused the event to happen. It should also show what preventative actions were carried out to minimise the likelihood of the same event occurring again.
- Evidence that shows incidents, near misses, and the outcomes of any investigations have been communicated to workers at meetings. This can include evidence that a safety alert (or similar) has been communicated to workers. This does not include just noting that no incidents or near misses have occurred. Please ensure the meeting record showing this is submitted here, not in question 3.

If no incidents or near misses have been reported in the last 12 months, please provide **one** of the following options:

- A copy of your incident register with **regular** entries of no reporting for the last 12 months, **AND** a completed investigation that is no older than 24 months, **OR**
- A copy of your incident register with **regular** entries of no reporting for the last 12 months, **AND** a minimum of **two examples** of meeting records that show discussion with workers regarding reporting requirements and/or the importance of reporting. This **does not** include just noting that no incidents or near misses have occurred.
- **Sole operators only** - A completed incident register for the last 12 months that shows regular entries stating that no incidents or near misses have occurred.

Question 5 - Sub-contractors

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

To show that you have a process in place to prequalify the health and safety systems of sub-contractors/contractors that are engaged or managed by your company. Please provide **one** of the evidence examples from the options below that best align with your processes. All examples must be from within the last 12 months.

If you prequalify your subcontractors full health and safety management systems, choose one of the options below.

- **One** example of a completed and signed internal prequalification questionnaire that has been carried out by your company. This should include supporting information such as the subcontractors health and safety management system that was reviewed. OR
- **One** example of current independent prequalification (SiteWise, Totika, Impac or similar, ISO 45001:2018).

If you prequalify your subcontractors site specific or task specific systems, choose one of the options below.

- **One** example of a reviewed and signed site-specific health and safety plan,OR
- **One** example of a reviewed and signed task specific methodology/process,OR
- A preferred subcontractor/contractor list that shows review within the last 12 months.

If you engage labour-only sub-contractors, please provide evidence from within the last 12 months of:

- A copy of their training register that includes their years of experience, **AND**
- **One** example of current training (certificate or training card for example), **AND**
- A completed induction, signed by both parties, **OR** evidence that they have signed to show they will be working under your health and safety systems.

NB - Sign off is by a representative of your company.

NB- If independent prequalification or ISO certification certificates are being provided, these must be current at the time of submission.

Question 6 - Training

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

To show that all workers are trained and assessed as competent (by you as the PCBU) to perform the work being undertaken. This should include evidence that some of your workers (**more than one**) have undertaken higher-level learning. Higher-level learning includes NZQA unit standards level 3 and above, training recommended by codes of practice, driver license endorsements, trade, or other qualifications.

Please provide the following evidence:

- A copy of your training and competency register that shows evidence of refresher training **and** a measure of competency or years of experience, **AND**
- A couple of examples of current training (certificates, training ID cards, certifying licenses for example). This must include at least one example of current higher-level learning.

Question 7 - Hazards & Risk

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 a copy of your master risk register that includes the following elements:

- The hazards that have been identified in your workplace (this includes all areas where work is undertaken).
- Initial risk assessment (before controls have been implemented) for each hazard.
- Residual risk assessment (after controls have been implemented) for each hazard.
- Mitigation controls for each hazard.
- Evidence that the register has been reviewed within the last **24 months**.

NB - If your master register is part of a site-specific safety plan or similar, please clarify this in your answer.

Question 8 - Inspections

What workplace inspections do you carry out?

To show that you, as the PCBU are monitoring conditions at the workplace for the purpose of preventing injury or illness, and that the results of these 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. These must have been conducted within the last **12 months**. These must also show the completion of any required corrective actions, **AND**
- Evidence that the results of the inspections are communicated back to your workers as part of a meeting or as allocation of corrective actions. This can also include when no corrective actions have been required. Please ensure the meeting record showing this is submitted here, not in question 3.

NB - Workplaces can include offices, workshops, warehouses, vehicles, mobile plant, or any other area where work is carried out.

Question 9 - High Risk Work

How do you plan for and manage high-risk or notifiable work?

To show that you have a process in place to manage the hazards and risks associated with any high-risk or notifiable work undertaken, and that workers are involved in this process.

If you carry out both of the above, please **only submit evidence for one of the options**

If you carry out high-risk work that is **NOT notifiable to Worksafe**, please provide the following:

- **One** methodology that shows how the work will be carried out. This must show the key steps of how the task was undertaken by the workers.
- Evidence of how the methodology was communicated to **and** accepted by workers carrying out the work. This can include sign-off by the workers on the methodology or evidence that the methodology was discussed at a meeting. Both will require actual or time/date-stamped signatures.
- Evidence that those workers carrying out the work have had the relevant training.

If you carry out high-risk work that **IS notifiable to Worksafe**, please provide the following:

- **One** methodology that shows how the work will be carried out. This must show the key steps of how the task was undertaken by the workers.
- Evidence of how the methodology was communicated to **and** accepted by workers carrying out the work. This can include sign-off by the workers on the methodology or evidence that the methodology was discussed at a meeting. Both will require actual or time/date-stamped signatures.
- Evidence that those workers carrying out the work have had the relevant training.
- A copy of the notification to Worksafe.

NB - The training component should ideally show relevant certificates or training cards, and be current.

NB - If high-risk or notifiable work is not undertaken by your company, please select **not applicable**. If you choose this option, and there is contradictory evidence elsewhere in the assessment, this will not be marked as such.

Question 10 - Health Checks

How do you monitor the health of workers who are, or may have been exposed to workplace health hazards?

To determine if workers are experiencing health effects from potential workplace 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 click [here](#) to access the WES and BEI from WorkSafe.*

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 (Occupational Hygienist). Also, if you chose not applicable, and there is contradictory evidence elsewhere in the assessment, this will not be marked as such.

Evidence of regular monitoring is required. The evidence provided must show that your company as the PCBU has conducted the monitoring. To show 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 has been carried out. If the evidence states that the testing is baseline only, it will be marked as such.
- Reports, letters, or documents from two occurrences of testing (*this will be dependent of your monitoring frequency*) from a health monitoring provider.

NB - Names of personnel tested can be redacted for privacy reasons.

NB - If invoices are being submitted, they must clearly show what health monitoring has been carried out (hearing, lung function for example).

NB - If you are submitting a booking confirmation, please select the 'other' option. Bookings only will be accepted once. Subsequent years should be able to show that baseline as a minimum has been completed.

NB - If you are a Sole Operator, the **not applicable** option can be selected.

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, and does not need to be submitted as evidence for this question.

Question 11 - Haz Substances

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 safety data sheets (no older than 5 years).
- 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 - Please note that safety data sheets should be NZ versions where possible.

NB - If you select not applicable, and there is contradictory evidence elsewhere in the assessment, this will not be marked as such.

NB - Please note that the regulations require specific information to be recorded in an inventory. Not including all the elements may result in a lowered score. Please refer to the following link for what is required - [here](#).

Question 12 - Mental Health

How does your company ensure a mentally healthy workplace?

To show that you, as the PCBU manage the psychosocial risks to ensure a mentally healthy workplace.

Do you have a policy or procedure that describes how a mentally healthy workplace is managed?

NB - If you are a sole operator, please select not applicable.

NB - This is a non-scoring question, therefore will not affect your final score.

Question 13 - Environment

How does your company manage environmental sustainability?

To show that you have a policy or procedure in place for environmental management (sustainability)

Do you have a policy or procedure that describes how environmental sustainability is managed?

NB - This is a non-scoring question, therefore will not affect your final score.

Question 14 - Prosecutions

Has your company been investigated by Work Safe 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.