Question 1 - Insurance

10 points

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.

Each example must include:
- Company name
- Expiry date

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.
NB - Please note that SiteWise do not state what the insurance value must be. This is dictated by the main contractor(s) that you work for.

- ○ Current insurance information provided (10 points).
- ○ No current insurance information provided (0 points).
- ○ Other - not all the insurances provided are current (0 points).

Question 2 - Policy

10 points

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

To show that the officers of the company have a commitment 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 audit report of your health and safety management system. If this is sensitive information, please provide evidence in questions 6, 10 and 14, 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.

- ○ No evidence has been provided (0 points)
- ○ The policy document has not been signed by an officer of the company within the last 24 months (5 points).
- ○ Thank you for the signed policy document (10 points).
- ○ Certification to ISO 45001:2018 (10 points).

Question 3 - Training

15 points

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

To show that all workers are trained and have been assessed by your company as the PCBU as competent to carry out their work.

Please provide the following evidence:

- A clear process document outlining how the company manages internal training, 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

- ○ No evidence has been provided (0 points)
- ○ A process document missing some detail has been provided (5 points).
- ○ A process document or register have been provided (10 points).
- ○ A process document and a register have been provided (15 points).
- ○ Certification to ISO 45001:2018 (15 points).

Question 4 - Engagement

10 points

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.

- ( ) No evidence was provided (0 points).
- ( ) A process document only has been provided (5 points).
- ( ) A process document and example have been provided (10 points).
- ( ) Certification to ISO 45001:2018 (10 points)
- ( ) Not applicable - sole operator.

Question 5 - Hazards/Risk

20 points

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**

• **One** 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.

- ○ No evidence was provided (0 points).
- ○ A process document missing some detail was provided (5 points).
- ○ A process document with all the elements was provided (10 points).
- ○ A process document and register, or inspection were provided (15 points).
- ○ A process document, reviewed register and completed inspection were provided (20 points).
- ○ Certification to ISO 45001:2018 (20 points)

Question 6 - Substances

10 points

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.

- ○ No evidence was provided (0 points).
- ○ A process document only was provided (5 points).
- ○ A process document and current safety data sheet were provided (10 points).
- ○ Certification to ISO 45001:2018 (10 points)
- ○ Not applicable - Hazardous substances are not used or stored.

Question 7 - High-risk

15 points

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

To show how high-risk work is managed. Please provide the following evidence:

- A clear process document outlining how high-risk work is managed, **AND**
- **One** example of a completed safe work method statement that includes the associated permit to work (if applicable), **AND**
- **One** current example of a high-risk license required for the associated work (if required).

NB - the safe work method statement example must be from within the last 12 months.
NB - if no high-risk work has been carried out within the last 12 months, or your company does no carry out high-risk work, please select the N/A option.

- ○ No evidence was provided (0 points).
- ○ A process document only was provided (5 points).
- ○ A process document and one other element were provided (10 points).
- ○ All the required elements were provided (15 points).
- ○ Certification to ISO 45001:2018 (15 points)
- ○ Not applicable - High-risk activity is not undertaken.

Question 8 - Tools

15 points

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 inspection, **AND**
- **One** example of a completed maintenance record.

NB - the examples must be from within the last 12 months. These can have been carried out internally, or by an external agency.
NB - please only select N/A if tools and equipment are not being used by workers to carry out their required work.

- ○ No evidence was provided (0 points).
- ○ A process document only was provided (5 points).
- ○ A process document and one other element were provided (10 points).
- ○ All the required elements were provided (15 points).
- ○ Current certification to ISO 45001:2018 (15 points)
- ○ Not applicable - Tools, plant and equipment are not used.

Question 9 - Fit to work

10 points

How do you consider worker's fitness for work?

To show that workers 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 select the not applicable option.

- ○ No evidence was provided (0 points).
- ○ A process document only was provided (5 points).
- ○ All the required elements were provided (10 points).
- ○ Current ISO 45001:2018 certification (10 points)
- ○ Not applicable - Sole operator only.

Question 10 - Health

10 points

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 completed health monitoring from the last 24 months

NB - the example must be from a health monitoring provider and should have names redacted for privacy
NB - Sole operators can mark this question as not applicable.

- ○ No evidence was provided (0 points).
- ○ A process document only was provided (5 points).
- ○ All the required elements were provided (10 points).
- ○ Certification to ISO 45001:2018 (10 points)
- ○ Not applicable - sole operator.

Question 11 - Emergency 1

5 points

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.

- ○ No evidence was provided (0 points).
- ○ A process document for likely emergency scenarios was provided (5 points).
- ○ Certification to ISO 45001:2018 (5 points)

Question 12 - Emergency 2

5 points

What emergency response is required specific to high-risk work?

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

Please provide the following evidence:

- A clear process document outlining how the company manages any emergency response specific to high-risk work, **OR**
- **One** example of a completed safe work method statement that includes the specific emergency response procedures.

NB - the safe work method statement example must be from within the last **12** months.

NB - if the safe work method statement example submitted in question 7 includes specific emergency response, the same example can be submitted here.

- ○ No evidence was provided (0 points).
- ○ A process document for managing emergency response specific to high-risk activity was provided (5 points).
- ○ A high-risk activity work methodology was provided (5 points).
- ○ Not applicable - High-risk work is not undertaken.
- ○ Certification to ISO 45001:2018 (5 points)

Question 13 - Incidents

15 points

How are events responded to, investigated, and managed?

To show that you have a process to manage events (incidents and near misses), 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).

- ○ No evidence was provided (0 points).
- ○ A process document with missing detail was provided (5 points).
- ○ A process document only was provided (10 points).
- ○ A process document and investigation example were provided (15 points).
- ○ No events reported in the last 12 months (15 points)
- ○ Certification to ISO 45001:2018 (15 points)

Question 14 - Subcontractors

15 points

How do you monitor the health and safety of subcontractors you engage or manage?

To show that the health and safety of subcontractors that you engage or manage is being monitored.

Please provide the following evidence options below:

- A clear process document outlining how subcontractors health and safety is managed, **AND**
- **One** example of completed subcontractor prequalification. This can be an inhouse example or one carried out by an independent service, **AND**
- **One** example of subcontractor review (may include contract reviews, on site spot checks, recorded management discussions, other)

NB– if subcontractors are working under your company's health and safety systems, please provide evidence of this (can include your company safe work method statement signed by the subcontractor(s)).
NB - if independent prequalification is used, this must be specified in the process document provided.
NB - all examples must be from within the last 12 months.
NB - if your company does not engage/manage subcontractors, or have not engaged/managed subcontractors within the last 12 months, please select the not applicable option.

- ○ No evidence was provided (0 points).
- ○ A process document only was provided (5 points).
- ○ Two of the required elements were provided (10 points).
- ○ All of the required elements were provided (15 points).
- ○ A current independent prequalification was provided (15 points).
- ○ Certification to ISO 45001:2018 (15 points)
- ○ Not applicable - The company does not engage or manage subcontractors.

Question 15 - Psychosocial

5 points

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

NB - the policy must have been signed by an officer of the company within the last 12 months.

- ○ No evidence was provided (0 points).
- ○ A policy document was provided (5 points).
- ○ Certification to 45003:2021 was provided (5 points).
- ○ Not applicable - sole operator only.

Question 16 - Prosecutions

0 points

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

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

- ○ Yes
- ○ No

Question 17 - WHS Plan

0 points

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.

- ○ Yes - document attached.
- ○ No