

Risk-based health and safety pre-qualification information

About pre-qualification

Pre-qualification helps hiring businesses check, before work starts, whether a contractor can manage its health and safety risks. WorkSafe New Zealand expects hirers to ask contractors about their work health and safety as part of good practice. However, pre-qualification is not compulsory.

Pre-qualification can be done in various ways, including through conversations. Reasonable evidence for how you manage risks should depend on the size and complexity of the work, the degree of risk involved, and the potential for harm. Pre-qualification is only one part of contractor management and should sit alongside consultation, coordination, onboarding or induction, supervision and other on-the-job due diligence.

Using this template

This template is not a checklist. The template covers core topics that are common in pre-qualification. It aims to help small businesses tendering for work think about and bring together examples of their health and safety practices. This can help make pre-qualification conversations easier. While the questions below are not a checklist, they can help you get started.

If you do not have formal records or documents for an area of pre-qualification, consider how else you could describe or show your health and safety planning and practices. Can you give real examples? Can a referee confirm that, and how it went? Do you have photos, emails or other types of information that backs up what you describe?

This template supports WorkSafe's position on pre-qualification: **The work health and safety information needed before hiring contractors**. WorkSafe does not manage how this template is used or see any user details.

Common health and safety topics for pre-qualification

1. Business information

Give a summary of your business size and the experience you have that relates to the work that you're prequalifying for:

What are the main health risks and safety risks for the types of work you do: (reference these when relevant in the information you provide on the following topics)

2. Key personnel

Name of person responsible for your health and safety:

Health and safety qualifications and experience of nominated person:

Key worker roles on the project: (or for the services you provide)

Health and safety qualifications and experience of your workers in those key roles:

3. Sub-contractors

Will you use sub-contractors for this project: ☐ Yes ☐ No
If no, skip to part 4

Which tasks will they carry out:

How do you assess their ability to do the work: (such as qualifications and training)

References

For similar work.

1. Name:

Contact number:

2. Name:

Contact number:

3. Name:

Contact number:



How do you monitor/control the safety performance of sub-contractors:

At the start of a job, how do you inform new sub-contractors about your expectations and ways of working:

4. Associations, memberships and/or competent advice and assessments

If you can, give examples of how your business connections, memberships, or other sources of professional advice have helped you decide how to manage your main health and safety risks. This might include trade or employers' associations or health and safety organisations that you belong to (such as any pre-qualification schemes, compliance with health and safety standards, independent assessments schemes) and/or other advice or assessments by health and safety professionals. This can help to show your commitment to keeping yourself and others safe:

5. Your health and safety record and any interventions (last 5 years)¹

Injury prevention programme approval: ☐ Yes ☐ No

Lost days from injury to workers:¹

Fatalities:¹

Notices, warnings or prosecutions from the regulator:¹
(WorkSafe, CAA, Maritime NZ)

6. Policy and procedures

Do you have a written health and safety policy: ☐ Yes ☐ No

Do you have written health and safety procedures: (list if applicable) ☐ Yes ☐ No

7. Hazard identification and risk assessment

Do you have a risk register: ☐ Yes ☐ No

Hazard identification and risk assessments you have carried out:

Systems or methods to identify and assess risks in health and safety: (refer to procedures in part 6 if relevant)

Procedures or agreed methods to manage risks: (refer to procedures in part 6 if relevant)

Note: if you do high-risk work, such as regulated high-risk activities, or work with hazardous substances² or other substances hazardous to health,³ a hiring business will probably require specific details about how you manage the related risks.

8. Worker engagement, participation, representation and communication (if you employ workers)

Agreed procedures for worker engagement, representation and consultation:

Other records, such as pre-start and toolbox talk content and attendance, or health and safety/HSR meeting agendas and notes/minutes:

How do you share information with workers, receive their ideas or feedback, and involve them in developing or reviewing and updating work practices:

¹ You may want to briefly describe the background to your accident and injury data or interventions, and what your business learnt or improved as a result of these events. This can also help to show commitment to keeping yourself and others safe.

² Defined by the Hazardous Substances and New Organisms Act 1996. See also WorkSafe guidance 'About Hazardous Substances'.

³ Defined by the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

9. Information, training and supervision (if you employ workers)

Induction programme/methods for new workers: (how you inform them about your expectations and practices)

Ongoing health and safety training and information sharing methods:

Supervision arrangements for new/vulnerable workers: (such as apprentices, trainees and migrant workers)

Your health and safety representation arrangements: (HSRs and/or committee)

10. Coordination

How you consult, cooperate and coordinate effectively with clients or contractors you work alongside or for:

11. Emergency procedures and planning

Provide details of any plans you have in case of an emergency: (including what situations you plan for, what arrangements you have, what training you, and your workers, have for those situations, and any practice drills you do)

12. Checking, investigating and improving health and safety

How do you check and maintain tools, plant, equipment and vehicles in safe condition:

What routine checks, such as inspections or audits, or other feedback methods, including conversations or end-of-job reviews, do you have to identify areas for improvement:

Do you keep an accident and incident register:

☐

Yes

☐

No

Procedures for investigating an accident or near miss:

Procedures for notifying WorkSafe if/when a notifiable event occurs:

Procedures for notifying the lead PCBU if/when an accident or incident occurs:

What happens to the results of checks, investigations, inspections and audits: