

# SUB-CONTRACTORS PRE-QUALIFICATION

**To determine the level of health & safety compliance of sub-contractors to your business**

Principal Contractor: \_\_\_\_\_

Business Name of Sub-contractor: \_\_\_\_\_

Business activity of sub-contractor: \_\_\_\_\_

Phone no. of sub-contractor: \_\_\_\_\_ Date: \_\_\_\_\_

<b>To the sub-contractor:</b> The questions below will help us identify how well your business currently addresses health & safety obligations. <b>Do you have:</b>	N/A	YES (please attach evidence)	NO
1. A current Health and Safety Policy?	[REDACTED]		
2. A process for identifying and managing hazards and risks at the work site?			
3. A Hazard Register?			
4. An emergency plan?			
5. A process for informing Worksafe NZ of Notifiable Events?			
6. A register of accidents, incidents and near misses?			
7. A process for site inductions to cover new sites, new workers and visitors?			
8. An ongoing process for training of employees in health and safety?			
9. A register of employee's health and safety training?			
10. A process to ensure sub-contractors are addressing health & safety obligations?			
11. Professional Indemnity and Liability Insurance?	[REDACTED]		
12. Maintenance records for equipment and plant?			

When you have completed the questionnaire please return it to the Principal Contractor noted above along with any supporting evidence. The Principal Contractor will then contact you to confirm your level of health and safety is acceptable, or, provide you with suggestions on how you can reach an acceptable level. Failing to meet an acceptable level of health and safety compliance could prevent you from working on sites under the control of the Principal Contractor.