

Dear Subcontractor,

Contract Holdings Ltd requires for all subcontractors who are allocated work to complete this prequalification questionnaire and become approved health and safety accredited subcontractors.

All subcontractors must have a valid accreditation prior to the commencement of work on any of our sites. Upon successful accreditation, the subcontractor can work on any of our sites that the subcontractor has been allocated work to for the duration of 12 months. Accreditation will be required to be renewed annually and where a new subcontractor is engaged on a new project.

What is the purpose of this process?

Assessing safety systems helps our company ensure that both we and our subcontractors are compliant in meeting our legal obligations to identify and manage all risk in our workplace and to work together to prevent injuries and or accidents.

Why are filled-out forms required, and not just blank templates?

Unfortunately, blank templates don't provide proof that there are working safety systems within a business. The forms we're looking for don't have to be long-winded, they just have to show that there are working systems in place. If you require examples of what we are looking for please contact the Contract Construction Health and Safety Manager.

Accreditation Instructions:

- Section 1 – includes four questions, answer with a tick box and provide supporting information
- Section 2 – Includes required documentation to be supplied, answer with a tick box and attach a completed filled out example of how you apply these five points in your workplace.
- Sign and submit to Contract Holdings for assessment.

If you have any further questions to the above process please do not hesitate to contact our Health and Safety Manager Steph Cerpa on:

- 021-390 706 or
- scerpa@contract-construction.co.nz

Please fill out the next page, provide the required documentation and submit to:

- QSupport@contract-construction.co.nz (preferred option) or
- Contract Holdings
28 Buchan Street
Sydenham
Christchurch

Once your documentation has been reviewed and approved you will receive a confirmation notification of your accreditation. *Please note that this accreditation will be required to be renewed annually.*

We appreciate your commitment in making our sites a healthy and safe work environment.

Sincerely,

The Contract Holdings Team.

OP.F05 Subcontractor Pre-Qualification Questionnaire



Please answer the following questions and return this form to Contract Construction **with a filled-out example for each applicable section**. If you require assistance, please contact our Health and Safety Manager who is available to assist you in meeting your employer safety requirements and our accreditation requirements.

Company Details			
Company Name			
Contact Person			
Phone Number			
Email			
Section 1: Prequalification Questions	Please tick applicable answer		
	Yes – Info attached	No	
Will you be using/employing subcontractors at any time on our worksites? <i>If so please provide their names and training & competency details</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your Company have current Insurances? <i>If so please provide your current Insurance certificates</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your company have any type of Health and Safety Accreditation? <i>E.g. Sitewise / ACC /or other</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has your business faced prosecution, fines or received stop work, prohibition or improvement notices, issued by Worksafe NZ within the last 5 years? <i>If so, please provide a record of issued non-compliances and their outcome</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 2: Required Documentation to be supplied	Please tick applicable answer		
	Yes – example attached	Require assistance	N/A
Provide a copy of a filled-out hazard/risk identification and control completed from a previous job within the last 12 months <i>E.g. Task Analysis / Job Safety Analysis / Safe Work Method Statement / Pre-start</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide us with a copy of your Company emergency procedures <i>E.g. Fire / Injury / Fall Arrest Recovery Plan from a manual or any previous SSSP</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide us with a copy of your Company Hazardous Substances Register and accompanying Material Safety Data Sheets (if applicable) <i>E.g. For paints / epoxy / solvents / adhesives / paslode / chemicals / gasses etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide us with evidence of your/your employee's training & competency for the work they are expected to do <i>E.g. Competency / Site Safe passports / Training Register with ID and expiry dates</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate how your company record and reconcile incidents & near-misses <i>E.g. Filled-out Incident Report / Incident Register / Written Procedure</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Contractor Declaration:

Our Company understands that our staff are required to bring the following documentation with them to each Contract Construction work site:

A Site-Specific Safety Plan including – (*but not limited to*)

- Training & competencies register (e.g. passports/training register)
- Our Hazard I.D. and Control form (e.g. Task Analysis / Pre-Start Checklist)
- Safety Data Sheets for substances we bring to site (legal requirement)

We understand that failure to produce this documentation when first arriving to site will result in our works being stopped until the documentation has been approved and brought to site.

We commit to report any accidents or incidents that occur onsite, and or any hazards that may put our workers or other workers at risk to Contract Construction.

We have communicated this to our Company staff members and will only send employees who are trained (or directly supervised by someone who is trained) in their work tasks to Contract Holdings Limited sites.

Company Representative Name	Signature	Date

Contract Holdings Office Use Only		<i>Accreditation approved</i>
CHL Assessor Name	Signature	Date