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PREQUALIFICATION GUIDE | CLASS 3

Version 0.1 | Issued June 2020

Review Due: June 2022

For each Class 3 Contractor Prequalification, the questions below should be included in the prequalification process. The guidance provided in the right-hand column is for those who are reviewing the responses to determine whether the evidence or comment provided is sufficient.

Note that Class 3 Contractors will operate mainly under Massey University H&S Management processes, so questions about systems and procedures are limited to those activities that remain the responsibility of the contractor

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| **Section** | **Questions for Contractor** | **Guidance to Reviewer** |
| **Commitment & Participation** | How are your staff involved in H&S? | The contractor should make note of several ways in which their staff can be involved in H&S. This might include H&S committees, involvement at meetings, or any other participation programmes that the contractor runs. |
| Is H&S an agenda item at management or business meetings?  If yes, please attach evidence | Evidence that H&S is on senior management meeting agenda, or minutes from these meetings that shows that H&S has been discussed. |
| **Subcontractor Management** | Do you have a process for the prequalification and selection of subcontractors?  If yes, please attach evidence | Contractor should provide evidence of a process. This may be a document that shows how they prequalify subcontractors, or evidence of this in practice. |
| Do you have a process for inducting any subcontractor that you engage?  If yes, please attach evidence | The contractor should show evidence of inductions that cover H&S for all contractors and subcontractors. |
| **H&S Advice** | Who provides your company with H&S support and advice? (internal or external) | The contractor should identify who provides them with H&S advice. This may be a H&S advisor or manager, or an external consultant. This person should be appropriately qualified and competent in H&S management practices, and preferably have H&S as a primary role. |
| **Safe Work** | Do you have a process for carrying out health monitoring of workers exposed to workplace health hazards?  If yes, please attach evidence | Where workers are exposed to health hazards (such as noise, chemicals or asbestos), the contractor should show evidence that exposed workers have their health monitored. A procedure will suffice as evidence, as would evidence of this monitoring in action. |
| Do you have a process for conducting regular H&S inspections of the work area?  If yes, please attach evidence | Contractor should provide evidence that they regularly inspect work areas for H&S issues. Evidence would be the procedure, or examples of completed inspection checklists or similar. |
| How do you manage hazardous substances? | Contractor needs to articulate how hazardous substances and chemicals are managed onsite. This may be in the form of having a procedure for their management, or through registers, MSDS, PPE, Spill and Emergency Response plans etc. |
| Do you have a process for providing and maintaining personal protective equipment (PPE) for your employees?  If yes, please attach evidence | If contractors are required to wear PPE to prevent harm, then the contractor should provide evidence of how this will be chosen, and what the process is for issuing, inspecting and maintaining that PPE. |
| How do you identify, assess and control hazards and risks that you deal with? | The contractor should be able to describe a process that covers risk management that details the steps that they will take to identify, assess and control all risks. This will detail not only how hazard/risk registers are created, but how these are managed as part of a JSA/SWMS etc. |
| Do you produce written work instructions, procedures, or specific safety instructions for the work you do in your own operations?  If yes, please attach evidence | Evidence should be a procedure for development of these documents, or examples of these instructions that are relevant to the job that the contractor is to be engaged for. |
| **Training** | Do you have a process for managing training or competency refresher requirements and ensuring that licences, registrations or certifications remain current?  If yes, please attach evidence | The contractor must show a process that determines how often training or competency refreshers are undertaken, and how all licences, registrations or certifications remain current for the duration of the work. |
| Do you have workers trained in the provision of First Aid?  If yes, please attach evidence | Contractors should have access to trained first aid personnel for the duration of their work. This will preferably be met by the contractors own staff, however if alternative arrangements have been made for the provision of first aid, then the contractor should be able to articulate how this will be provided, and how they are providing assurance that they have sufficient coverage for the type of work, and number of staff working onsite. |
| What safety or job related training do you provide your employees? | Contractor should make comment on what job-specific or safety specific training is provided to employees, and how this has been met. Evidence of required training (such as Confined Space entry) should be provided where this is applicable to the tasks being undertaken for Massey University. |
| **Legal** | Do you have current public liability insurance?  If yes, please attach evidence | It is a Massey University requirement that all contractors have current public liability insurance. The amount of this insurance should be $XX million unless this is not appropriate to the level of risk, however shall not be less than $X Million. The contractor is expected to provide evidence of this insurance, and will be required to maintain this insurance at all times. |
| Do you provide professional Services to Massey University? If yes do you have current professional indemnity insurance?  If yes, please attach evidence | It is a Massey University requirement that all contractors providing professional services have current professional indemnity insurance. The amount of this insurance should be $XX million unless this is not appropriate to the level of risk, however shall not be less than $X Million. The contractor is expected to provide evidence of this insurance, and will be required to maintain this insurance at all times. |
| **References** | Please provide the contact details of appropriate trade references, including a minimum of 1 reference external to Massey University.  1.  2.  3. | Contractor to provide the contact details of at least three trade references, which will include a minimum of 1 reference that is external to Massey University. These references will be asked to provide commentary on H&S performance and systems to verify the evidence provided in this prequalification. These references should reflect the type of work that is going to be undertaken for Massey, and be for work that has taken place in the past 2 years. |