Contractor EHS Capability Assessment

Document Number: D02.01

COMPANY NAME:				
ADDRESS:				
CONTACT DETAILS:	Phone:		Fax	
	Email:			

Company Health and Safety Representative

Name:			
Position:		Contact Number	

Company Quality Representative (if different from above)

Name:			
Position:		Contact Number	

Company Environmental Representative (if different from above)

Name:			
Position:		Contact Number	

This Capability Assessment has been fully reviewed by a FCC Representative and ALL responses have been verified by:

_____   _____   _____

Name of FCC Representative   **Signature**   **Date**

	Yes	No
1 **Health & Safety Capability**		
Does your company have EHS certification/accreditation by an external body e.g. NZ ACC WSMP or Partnership Programme (If yes please provide a copy of your current certificate)?	☐	☐
1.1 **Health & Safety Policy & Responsibilities**	☐	☐
Does your Company have a written Health and Safety Policy?	☐	☐
Is the Health and Safety Policy signed by your Company's Manager/Chief Executive?	☐	☐
Have management of your organisation attended training to understand their health and safety legal obligations and evidence is available of this?	☐	☐
Have Supervisors been formally trained to understand the legal responsibilities they hold on behalf of their Organisation for health and safety, and evidence is available of this?	☐	☐
Are health and safety job responsibilities documented for:	☐	☐
Management ☐ ☐ Supervisors	☐	☐
Employees ☐ ☐ Casual Employees	☐	☐

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			Yes	No
Are all workers (that will be assigned to work on any Fletchers site) qualified & competent to carry out their tasks?			☐	☐
Does your Company have third party certification or approvals (Circle applicable items)			☐	☐
QUEST	NZS4801	Site Safe	☐	☐
1.2 Plant & Equipment				
Does your Organisation have a documented preventative maintenance programme for its plant, machinery and equipment?			☐	☐
When using plant and equipment either owned by you, provided to you by Fletcher Building or from any other party (leased, hired, borrowed etc) do you have systems in place to ensure that:			☐	☐
All plant is fitted with safety equipment as per legal requirements and/or Fletchers minimum standards e.g. ROPs/FOP's/COP's, seatbelts, quick hitches etc			☐	☐
Plant and equipment is safe to be used for the purpose it is intended			☐	☐
Your workers who are to operate the plant and equipment are trained in its safe use			☐	☐
Your workers have the correct licences and competencies to operate the plant and equipment			☐	☐
1.3 Work Methods				
Is your scope of work expected to involve working:			☐	☐
At heights			☐	☐
In Confined Spaces			☐	☐
With Chemicals			☐	☐
With Mechanical Plant			☐	☐
Hot Work (welding, working with hot bitumen etc)			☐	☐
With Compressed Gases			☐	☐
Do you have safe work practices in place for all of the above that you have responded "Yes" to?			☐	☐
Is your work expected to involve working around utility services such as:				
Gas ☐ ☐	Electricity		☐	☐
Water ☐ ☐	Telephone		☐	☐
Do you have safe work practices in place for all of the above that you have responded "Yes" to?			☐	☐
1.4 Environment, Health & Safety (EHS) Risk Management				
Does your Organisation have a process to systematically identify hazards and control risks on site in a prioritised way, including the application of FB's risk matrix 9or equivalent) and application of ALARP principles?			☐	☐
Does your Organisation have a system to record risk assessment and controls?			☐	☐
Does your Organisation have a system to advise Fletchers of any risks you will introduce to the work site?			☐	☐
Does your Organisation have a process to ensure the safety of the general public in and around your work site?			☐	☐
1.5 Induction and Training				
Does your Organisation have a worker induction programme that includes EHS?			☐	☐
Does your Organisation maintain records of when workers are inducted and refresher training?			☐	☐
Does your Organisation have specific EHS rules?			☐	☐
If "yes", are the rules fully explained and understood by all workers?			☐	☐

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Does your Organisation provide and record specific health and safety training for workers?	☐	☐
Does your Organisation have a documented and implemented drug and alcohol policy?	☐	☐
Have your workers been alcohol and/or drug tested in the last 3 months?	☐	☐
Does your Organisation hold regular (at least weekly) safety (toolbox) meetings?	☐	☐
1.6 Selection of Subcontractors		
Will your Organisation contract out or involve other personnel besides your own employees in the work you complete for Fletchers?	☐	☐
If yes, does your Organisation have a process to determine the health and safety capability of subcontractors and other workers?	☐	☐
1.7 Incident Management		
Does your Organisation have: An Incident reporting/recording system?	☐	☐
An Incident Investigation Process?	☐	☐
Does your Organisation have a system to report incidents to the PCBU they are working for?	☐	☐
How many Full Time Equivalents (FTE) does your Organisation employ?	☐	☐
Has your Organisation had any of the following Incidents in the last 3 years?		

Fatalities	☐	☐	How Many?		
Serious Harm/Notifiable Incidents	☐	☐	How Many		
Medical Treatment Incidents	☐	☐	How Many		
Close Call/Near Hit/Miss Incidents	☐	☐	How Many (last 12 months)		
Incidents causing damage during a Contract	☐	☐	How Many		

	Yes	No
Has your Organisation ever been prosecuted for a health and safety or Environmental breach?		
1.8 Emergency Preparedness and Response		
Does your organisation have an emergency response plan to deal with work site emergencies?	☐	☐
Will your organisation have Certified First Aiders and trained emergency wardens on site that can respond in the event of an emergency?	☐	☐
1.9 Personal Protective Clothing and Personal Protective Equipment (PPC & PPE)		
Has your organisation assessed the jobs/tasks that require PPC/PPE?	☐	☐
Does your organisation provide/supply PPC/PPE to all workers as required?	☐	☐
Does the PPC/PPE provided comply with local/international Safety Standards?	☐	☐
Have staff been trained in its correct use,, maintenance, replacement and disposal?	☐	☐
1.10 Health Monitoring		
Does your organisation have a system in place to monitor the health of employees and other workers, as appropriate, with regard to any hazards they may be exposed to?	☐	☐
What is the frequency of your health monitoring programme? Please circle the frequency rate (in years).	1 2 3 4 5	
1.11 References		
Provide two referees that can verify your company's capability and commitment to your management of health and safety. Referees may be contacted to verify capability, competency and safe work management.	☐	☐

Name:		Name:	
Company:		Company:	

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				Yes	No
Address:		Address:			
Telephone:		Telephone:			
1.12 **Insurance Coverage**					
Please **attach evidence** from your Insurance Company/Broker of your current Public Liability, Professional Indemnity and/or Motor Vehicle Insurance cover. **Please state any liability limitations for each event.**					
2 **Environmental Management Capability**					
Does your company maintain an ISO 14001 certified Environmental Management System?				☐	☐
Is your company considering ISO 14001 or the EnviroMark programme? If yes, are you able to provide details of the proposed action plan for implementation?				☐	☐
Is your company able to provide a list of environmental consents and permits that are relevant to the company's activities?				☐	☐
Has your company formally assessed the significant environmental aspects of its activities and the associated risks and impacts of these on the environment?				☐	☐
Does your company have a documented Environmental System and / or Environmental Plans?				☐	☐
Does the company have a specific policy or action plan relating to managing waste?				☐	☐
Does the organisation reuse and recycle waste?				☐	☐
Does the organisation try to reduce the waste it produces?				☐	☐
Has your company set targets for environmental improvements, for example, sustainable purchasing, carbon foot print, cleaner production etc?				☐	☐
Does your company have a specific policy or action plan relating to Transport? If yes, does this include:				☐	☐
• A system for planning routes?				☐	☐
• An effective fuel-management system?				☐	☐
• Maintenance schedules for vehicles?				☐	☐
Has the company set up a programme for training workers on environmental issues? If yes, does this include:				☐	☐
Keeping a record of all workers who receive training?				☐	☐
Regular updates on environmental issues?				☐	☐
Within the last three years has your company:				☐	☐
Been prosecuted for non-compliance with the Resource Management Act, a resource consent or permit?				☐	☐
Had any infringement, abatement or enforcement notices served on it by an environmental regulator or authority?				☐	☐
If yes to prosecution or infringement please give details:					