

The objective of the form is to provide an overview of how you manage work health and safety. All questions must be answered and relevant documentation attached.

It is a requirement for all DHA service providers to demonstrate competence and commitment to WHS in accordance with relevant legislation.

Section 1 - Contractor details

Business name

DHA contractor ID (if known)

Primary contact

Position held by primary contact

Address

<input type="text"/>	
<input type="text"/>	
State	Postcode

Phone number

Email

Primary trade or service

Sole trader No
Yes **Go to Section 2.**

**Number of workers*
(including subcontractors
regularly engaged)**

Section 2 - WHS commitment

Does your business have a work health and safety policy? No
Yes **Please attach a copy of your WHS commitment statement or policy. Go to Section 3.**

How do you demonstrate to your workers* your commitment to work health and safety?

*Workers include employees, contractors and sub-contractors, employees of contractors and sub-contractors, labour hire, outworkers, apprentices and trainees, students gaining work experience and volunteers.

Section 2 - WHS commitment - *continued*

Is there a process to identify legal and other requirements that are applicable to the company's activities, products and services?

No

Yes

Please attach relevant supporting documentation.

Section 3 - Risk management

Demonstrate your business approach to risk management (e.g. risk management policy, procedures, job safety analysis (JSAs), safe work method statements (SWMS) and/or safe operating procedures (SOPs).

Please attach evidence or examples of your organisations risk management approach to work.

Section 4 - High risk work

Please tick any high risk construction task that you carry out for DHA.

Risk of a fall 2 metres or more

Involves the risk of drowning

On or adjacent to roadways

In or near a confined space

Disturbance of asbestos

Refrigerant or chemical lines

On or involving powered mobile plant

Excavations deeper than 1.5 metres

Temporary support of structure

Energised electrical installations

No high risk activities are carried out. **Go to Section 5.**

Please attach any relevant supporting documentation. Any high risk construction work must be included in a safe work method statement (SWMS). Please attach your SWMS and appropriate examples.

Please tick any high risk work tasks that you carry out for DHA that requires licences.

Scaffolding

Telehandler

Demolition

Reach stackers

Dogging or rigging

Forklift operations

Asbestos assessor/removalist

Crane and hoist operations

Pressure equipment operation

Boom type elevated work platform (11m+)

Please attach copies of all of the licences you or your workers* have for the above high risk tasks.

Section 5 - Induction and WHS training

Does your business provide induction and WHS-related training for your workers*?

No

I am a sole trader. **Go to Section 7.**


Yes

Please attach evidence of induction and WHS related training undertaken by your workers* (e.g. Induction and training registers/schedules/matrixes/logs and/or certificates).

* Workers include employees, contractors and sub-contractors, employees of contractors and sub-contractors, labour hire, outworkers, apprentices and trainees, students gaining work experience and volunteers.

Section 6 - WHS consultation

How are your workers* consulted on WHS matters?

 Please provide supporting documentation of how your workers* are consulted on WHS matters (e.g. Consultation policy, procedures, meeting minutes, tool box meetings, start-up meetings and/or pre-start meetings).

Section 7 - WHS performance monitoring

Have you or your business been convicted of any WHS/OHS or environmental offences in the past five years, or are there any proceedings underway or pending?

No

Yes

 Please attach any relevant supporting documentation.

Have you or your business received any WHS/OHS/OSH or environmental notices issued by a State or Federal Regulator or Court in the last 12 months?

No

Yes

 Please attach any relevant supporting documentation.

Primary contact's signature

Date

The personal information you provide DHA is collected, used and disclosed in accordance with our Privacy Policy, which is available at dha.gov.au/privacy

* Workers include employees, contractors and sub-contractors, employees of contractors and sub-contractors, labour hire, outworkers, apprentices and trainees, students gaining work experience and volunteers.