

This questionnaire forms part of DHA's contractor Work Health and Safety (WHS) management process and is to be completed by all DHA contractors. For those questions asking you to "please describe" or "please provide details" or "please provide copies, or examples" you will need to attach all additional documentation together with your completed questionnaire and return to DHA.

The objective of the questionnaire is to provide an overview of the status of your organisation to manage WHS. You are required to verify your responses in the questionnaire by providing evidence of your organisation's ability and capacity in relevant matters.

It is a requirement for all contractors to demonstrate competence and commitment to WHS in accordance with the *Work Health and Safety Act 2011* (WHS Act) in the State/Territory they operate within.

**Contractor to provide a 'yes' or 'no' answer to each of the following questions with supportive information to be attached where requested.**

## Section 1 – WHS management

1.1 Please list the DHA locations where you provide your services:


1.2 Does your organisation have a system in place to manage WHS hazards associated with its locations?

Yes

No

Please describe how hazards/risks are managed in your line of work?


1.3 Does your organisation have a WHS manual, procedure or plan?

Yes   Please provide a copy of the document.

No

## Section 2 – Safe work practices and procedures

2.1 Does your organisation use a risk management approach to identify, assess and control risks associated with the scope of work?

Yes   Please detail how you manage risks in the workplace.

No

 Please attach any relevant supporting documentation (i.e. procedures, risk registers etc).

2.2 Does your organisation undertake any of the following high risk construction work activities?

Yes  Please tick more than one if applicable.  Attach a Safe Work Method Statement (SWMS) for high risk categories.


No

- |                                |                          |                                       |                          |
|--------------------------------|--------------------------|---------------------------------------|--------------------------|
| Work above two metres          | <input type="checkbox"/> | Energised or electrical installations | <input type="checkbox"/> |
| Disturbance of asbestos        | <input type="checkbox"/> | On or adjacent to roadways            | <input type="checkbox"/> |
| Temporary support of structure | <input type="checkbox"/> | On or involving powered mobile plant  | <input type="checkbox"/> |
| Involves the risk of drowning  | <input type="checkbox"/> | In or near a confined space           | <input type="checkbox"/> |
| Refrigerant or chemical lines  | <input type="checkbox"/> | Excavations deeper than 1.5 metres    | <input type="checkbox"/> |

2.3 Does your organisation undertake any of the following high risk work?

Please tick more than one if applicable.

- |                            |                          |                               |                          |
|----------------------------|--------------------------|-------------------------------|--------------------------|
| Scaffolding                | <input type="checkbox"/> | Reach stackers                | <input type="checkbox"/> |
| Dogging or rigging         | <input type="checkbox"/> | Forklift operations           | <input type="checkbox"/> |
| Crane and hoist operations | <input type="checkbox"/> | Pressure equipment operations | <input type="checkbox"/> |

 Please attach a copy of licences that may apply.

2.4 Does your organisation record and investigate incidents?

Yes  Please explain the process.


No

 Please attach any relevant supporting documentation.

2.5 Does your organisation regularly inspect and maintain plant and equipment owned/operated by your organisation?

Yes  Please explain the process.

No

 Please attach copies of your maintenance register(s).

2.6 Does your organisation source Material Safety Data Sheets (MSDS) for chemicals handled and stored?

Yes   Please attach a MSDS for three of the chemicals handled and stored on your work premises.

No

### Section 3 – Subcontractor WHS management

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3.1 Does your organisation engage subcontractors?

Yes


No  Go to Section 4 – WHS training.

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3.2 Does your organisation provide induction training for all subcontractors?

Yes  Please provide details (i.e. copy of an induction training record within the last 12 months).

No

 Please attach any relevant supporting documentation.

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3.3 Does your organisation involve subcontractors in safe work procedures?


Yes  Please describe the process.

No

3.4 Does your organisation provide WHS information to engaged subcontractors?

Yes  Please describe the process.

No

 Please attach any relevant supporting documentation.

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3.5 Does your organisation ensure that subcontractors regularly check and maintain all plant and equipment used on site?

Yes  Please provide details and examples of relevant records and checklists.

No

 Please attach any relevant supporting documentation.

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3.6 Is there a system where subcontractors can report hazards, incidents, noncompliance issues or complaints?

Yes  Please describe the process.

No

3.7 Does your organisation conduct regular reviews of subcontractor works and working practices?

Yes  Please describe the process.


No

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3.8 Does your organisation advise subcontractors of any identified hazards (i.e. work health and safety issues)?

Yes  Please describe the process.

No

 Please attach any relevant supporting documentation.

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### Section 4 – WHS training

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4.1 Have workers of your organisation participated in any work health and safety training?

Yes  Please describe the process.

No

 Please attach any relevant supporting documentation.

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4.2 Does your organisation ensure workers that are required to have certification, a licence or permit to undertake their duties, have current documentation?

Yes  Please provide a list of all workers/subcontractors required to hold a certification, licence or permit and items verifying they hold current documentation.

No

 Please attach any relevant supporting documentation.

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### Section 5 – WHS workplace inspection

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5.1 Does your organisation regularly use standard workplace inspection checklists to conduct work health and safety inspections?

Yes  Please provide details or examples of checklist(s).

No

 Please attach any relevant supporting documentation.


**Section 6 – WHS consultation**

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6.1 Are workers and subcontractors consulted on WHS matters?

Yes  Please describe the process.

No

 Please attach any relevant supporting documentation.

**Section 7 – WHS performance monitoring**

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7.1 Has your organisation been convicted of any WHS or environmental offences in the past five years, or are there any proceedings underway or pending?

Yes  Please provide details.

No

 Please attach any relevant supporting documentation.

7.2 Has your organisation received any WHS or environmental inspector notices in the last 12 months?  
(i.e. improvement or prohibition notices).

Yes  Please provide details.

No

**Respondents details**

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Name

Organisation

Position

Signature

Date

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Please email completed questionnaire and attachments to [whs@dha.gov.au](mailto:whs@dha.gov.au)

or

mail to:

WHS Manager

Defence Housing Australia

26 Brisbane Avenue

BARTON ACT 2600