

## WHS management system questionnaire

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.

#### 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).

Section 2 – continued							
2.2 Does your organisation undertake any of the following I	high risk construction work activities?						
Yes Please tick more than one if applicable.	Attach a Safe Work Method Statement (SWMS) for high risk categories.						
Work above two metres							
Disturbance of asbestos	On or adjacent to roadways						
Temporary support of structure On or involving powered mobile plant							
Involves the risk of drowning							
Refrigerant or chemical lines    Excavations deeper than 1.5 metres							
2.3 Does your organisation undertake any of the following Please tick more than one if applicable.	g high risk work?						
Scaffolding	Reach stackers						
Dogging or rigging	Forklift operations						
Crane and hoist operations	Pressure equipment operations						
Please attach a copy of licences that may apply.							
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 S	heets (MSDS) for chemicals handled and stored?						
Yes Please attach a MSDS for three of the	chemicals handled and stored on your work premises.						

## Section 3 – Subcontractor WHS management

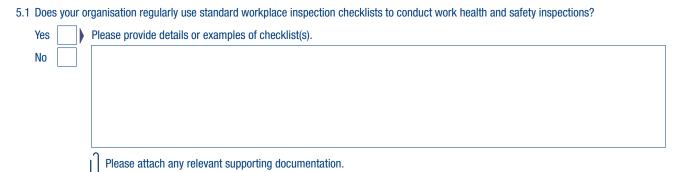
3.1 Does your organisation engage subcontractors?
Yes
No Go to Section 4 – WHS training.
3.2 Does your organisation provide induction training for all subcontractors?
Yes Please provide details (i.e. copy of an induction training record within the last 12 months).
No
Please attach any relevant supporting documentation.
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.
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.
U
3.6 Is there a system where subcontractors can report hazards, incidents, noncompliance issues or complaints?
Yes Please describe the process.
No

Section 3	R – continued
3.7 Does y	your organisation conduct regular reviews of subcontractor works and working practices?
Yes	Please describe the process.
No	
3.8 Does y Yes	vour organisation advise subcontractors of any identified hazards (i.e. work health and safety issues)? Please describe the process.
No	
	Please attach any relevant supporting documentation.
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## Section 4 – WHS training

4.1 Have worker	rs of your organisation participated in any work health and safety training?
Yes	Please describe the process.
No	
	<u> </u>
	Please attach any relevant supporting documentation.
	rganisation ensure workers that are required to have certification, a licence or permit to undertake their duties, have
current docu	
Yes	Please provide a list of all workers/subcontractors required to hold a certification, licence or permit and items verifying they hold current documentation.
	Please attach any relevant supporting documentation.

## Section 5 – WHS workplace inspection



Yes Please describe the process.	6.1 Are	worker	rs and subcontractors consulted on WHS matters?
No	Yes		Please describe the process.
	No		
Please attach any relevant supporting documentation.			Please attach any relevant supporting documentation.

## Section 7 – WHS performance monitoring

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**

Name				
Organisation			Position	
Signature		Date	1	

Please email completed questionnnaire and attachments to whs@dha.gov.au or mail to: WHS Manager Defence Housing Australia 26 Brisbane Avenue

BARTON ACT 2600