




You and Defence Housing Australia (DHA) are a Person Conducting a Business or Undertaking (PCBU). You and DHA owe a duty of care to personnel performing work at a DHA managed or owned property. The primary duty imposed on you and DHA, by applicable work health and safety legislation, is to ensure, so far as is reasonably practicable, the health and safety of workers while they are at work for you and DHA. Furthermore, each PCBU has a duty to consult, coordinate and cooperate with each duty holder (PCBU), so far as is reasonably practicable.

The completion of this work health and safety (WHS) survey will assure that you and DHA consult, coordinate and cooperate to ensure, so far as is reasonably practicable, the health and safety of workers while they are at work for you and DHA. All sections must be completed and appropriate evidence attached.

Section 1 - Contractor (PCBU) details

Business name	<input type="text"/>	
DHA contractor ID (if known)	<input type="text"/>	
Primary contact	<input type="text"/>	
Position held by primary contact	<input type="text"/>	
WHS manager or contact	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
	State	Postcode
Phone number	<input type="text"/>	
Email	<input type="text"/>	
Primary trade or service	<input type="text"/>	
Sole trader	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Number of workers* (including subcontractors regularly engaged)	<input type="text"/>	
Certified to AS/NZS ISO 45001	Yes	<input type="checkbox"/>  Attach evidence
	No	<input type="checkbox"/>
	Other	<input type="checkbox"/>  Attach evidence
Accredited by the Office of the Federal Safety Commissioner (OFSC)	Yes	<input type="checkbox"/>  Attach evidence
	No	<input type="checkbox"/>

Section 2 - WHS management system

 **Attach evidence of a process(es) or system that assures compliance with the duties and obligations of a PCBU under applicable health and safety legislation, including compliance with state/territory health directions (pandemic response).**

This evidence is generally referred to as a safety management system or plan, which comprises for example: procedures and/or processes that safely manage the risks associated with the PCBU's business practices; commitment to work in a safe and compliant manner; identification of applicable state/territory WHS legislation; emergency planning; and sub-contractor management.

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

Section 3 - Risk management

Attach evidence of how you, as a PCBU, ensure the health and safety of a worker by:

- eliminating risks to health and safety, so far as is reasonably practicable; and
- if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

An example of such evidence would include a risk management process or plan, hazard identification and reporting, job safety analysis, safe work method statements, safe operating procedures, etc.

Section 4 - High risk work

Identify and attach Safe Work Methods Statements (SWMS) for high risk work that you, as a PCBU, may undertake in completing DHA contracted work.

Risk of a fall 2 metres or more	<input type="checkbox"/>	On or involving powered mobile plant	<input type="checkbox"/>
Involves the risk of drowning	<input type="checkbox"/>	Excavations deeper than 1.5 metres	<input type="checkbox"/>
On or adjacent to roadways	<input type="checkbox"/>	Temporary support of structure	<input type="checkbox"/>
In or near a confined space	<input type="checkbox"/>	Energised services such as electrical, gas, refrigerant	<input type="checkbox"/>
Disturbance of asbestos	<input type="checkbox"/>	No high risk activities are carried out	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="text"/>	

Section 5 - Licenses

5.1 Attach copies of high risk work licenses required to complete DHA contracted work in compliance with applicable work health and safety legislation or a training register that records applicable licensing.

License(s) attached	<input type="checkbox"/>
No license(s) required	<input type="checkbox"/>

5.2 Attach copies of other trade licenses required to complete DHA contracted work in compliance with applicable work health and safety legislation or a training register that records applicable licensing.

License(s) attached	<input type="checkbox"/>
No license(s) required	<input type="checkbox"/>

Section 6 - Induction and WHS training

It is a requirement that all your workers who complete work on behalf of DHA are appropriately inducted and trained for the work activity, role or site. DHA's current WHS induction module will provide you with guidance on your WHS obligations as a PCBU and the generic hazards and risks associated with a DHA workplace. This information will help you develop and implement your WHS induction, training and risk management processes to suit your DHA workplace.

6.1 Has the primary contact or WHS manager/contact completed the current DHA WHS induction module?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Attach evidence of your PCBU's WHS induction and WHS related training undertaken by your workers*

Examples of such training may include induction and training registers, schedules, matrixes, logs and/or certificates.

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

Section 7 - Consultation, coordination and cooperation


 **Attach evidence of how you, as a PCBU, consult with your workers, sub-contractors and others (tenants) on WHS matters. Furthermore, attach evidence of how you will consult, coordinate and cooperate with DHA (as another PCBU) in relation to our duties and obligations under applicable work health and safety legislation.**

Examples for workers include: toolbox meetings, take 5s, WHS committee meetings.


Examples for PCBU include: documented communication plan or processes.

Section 8 - Declaration

8.1 In the past three years have you (if an officer of the PCBU) and/or the PCBU been issued any notices, directions, prohibitions and/or undertakings from a WHS regulator for any work, health and safety incidents and/or non-compliance?

Yes  Attach evidence
No

8.2 In the past three years have you (if an officer of the PCBU) and/or the PCBU been convicted by a Court, or had a judgement issued by a Court, in relation to work health and safety offences?

Yes  Attach evidence
No

8.3 It is acknowledged by Business name
that as a PCBU, this business has a duty to ensure, so far as is reasonably practicable, the health and safety of workers while they are at work for this business and DHA.

Yes
No

8.4 It is acknowledged by Business name
that as a PCBU, this business has a duty to consult, coordinate and cooperate with DHA in relation to all WHS matters affecting this business and DHA, so far as is reasonably practicable.

Yes
No


8.5 It is acknowledged by Business name
that the giving of false or misleading information to the Commonwealth is a serious offence under section 137.1 of the schedule to the *Criminal Code Act 1995* (Cth).

Yes
No

Respondent's name

Position held

Respondent's signature



Date

Is the respondent an officer of the PCBU? Yes No