

Evidence Required for Certification in the Amalgamated Councils of Australia Rapid Global Account

Introduction:

A group of likeminded councils have identified a common process they all undertake requiring the assessment of Contractors OHS compliance with legislation, correct and proper licensing and registration as well as sufficient and correct Insurance for the works they are undertaking.

Each Council was collecting the same information but doing it differently from each other which sometimes led to confusion for Contractor's that worked for multiple Councils, so it was decided to join to streamline the process and make it uniform.

The System:

The certification of contractor's is based on the risk associated with the tasks they will be undertaking for Council. The risk is determined by the Council and the contractor is required to provide documented evidence of their system along with evidence of use of the system. The higher the risk associated with the job the more robust and comprehensive the OHS management system will need to be.

There are 5 levels of Certification that a contractor can be assessed;

1. High Risk Construction.
2. Extreme or High-Risk work not involving Construction. (Company)
3. Extreme or High-Risk work not involving Construction (Individual)
4. Medium to Low Risk work (Company)
5. Medium to Low Risk work (Individual)

Examples of tasks for each risk level:

Level 1 High-Risk Construction - Any of the tasks referred to in the OHS Regulations VIC 2017 Chapter 5-Hazardous Industries Part 5.1 Construction Section 322 What is High Risk Construction?

Level 2 & 3 Extreme or High-Risk work not involving Construction – Any task that has been risk assessed and deemed to be either of an Extreme or High-Risk but does not fall under the definition of Construction work in the OHS Regulations VIC 2017 Chapter 5-Hazardous Industries Part 5.1 Construction Section 321 What is Construction work?

Level 4 & 5 Medium to Low Risk Work – Any tasks that have been risk assessed and deemed to be of either a Medium or Low Risk.

What Evidence is acceptable:

The contractor must be able to demonstrate that first they have an OHSMS that can identify the risks associated with the task and second demonstrate how they have either eliminated or reduced the risk to an acceptable level. On the following pages we have listed the questions in each level and provided some guidance on the types of evidence we will accept.

NOTE: The examples are only a guide and not an exhaustive list. If you are presented with a document that is not on the list or you are unsure of please contact one of the OHS Professionals working with the other councils for discussion and guidance.

Question Level 1, 2 & 3	Examples of accepted evidence
1	This is a Yes or No question no evidence is required.
2	If the contractor describes the type of work council are engaging them to do it is acceptable. This question is designed to ensure the contractor understands the work they are being engaged to undertake.
3	You will need to understand the work being undertaken and know what licence/registration/Training requirements the contractor/staff need before starting work. EG: Construction Induction Cards, Trade Registration/Licence, Asbestos Removal, High Risk Work Licences. If there is a high number of employees a copy of the company skills matrix will suffice.
4	Certificates from any JAZ-ANZ Registered Auditor, Templar Global Registered Auditor, ANAB Registered Auditor, VIC Roads R1, R2 and R3 audited levels, VESI accreditation and CCF accreditation. The wording on the certificate covers the type of works to be carried out and the certification must be to the AS-NZS 4801 or ISO 45001 standard. The companies name and address must be on the certificate. The certificate is within the expiry date.
5	A Manual, Safety Management System or Plan is acceptable if it is in its entirety, has been reviewed in the previous 24 months, signed or authorised by a senior staff member. If this document contains examples of forms and documents that the company uses, then any other evidence that the contractor uploads must be on the same forms that are shown as examples.
6	A copy of a completed Incident Investigation Form. If the contractor has not had a reported incident in the past 24 months we will accept a blank form with the words, "We have not had a reported incident in the past 24 months" signed by a manager.
7	Completed Company Induction Form signed by the inductee and inductor, Signed SWMS, Signed Toolbox meeting minutes, In-house training records, RTO training records either on or off site.
8	Maintenance Records, Daily or Routine Inspection Checklist, Pre-Start Inspections or Fault reporting systems and forms relating to the plant or safety equipment.
9	Minutes from Safety Committee Meetings listing those in attendance. Toolbox meeting record sheet / SWMS any documents must be signed by all parties involved.
10	A list of the people who have been designated to be H/S reps will be sufficient.
11	When Yes is selected the contractor is asked if they have Procedures for storing and handling of H/S D/G. Evidence includes Manifest or Register of chemicals used by the contractor, Safety Data Sheets, Documented Risk Assessments on the use of the H/S D/G, SWMS, Safe Handling Procedures, Standing Operating Procedures or Training Documents. Documents must include a reference to the type of H/S D/G and PPE required.
12	Any SWMS, SOP, JSA or Risk Assessment that makes a reference to Hazardous Manual Handling and what precautions are to be undertaken.
13	Forms or Checklists that record Safety Walks, Risk Assessments, Pre-Start Checks, Daily Inspections. Any form must be signed by the person completing it and where possible cover several days of inspection.
14	A copy of a completed Hazard Report Form. If the company has not had a hazard reported in the past 24 months we will accept a blank form with the words, "We have not had a Hazard reported in the past 24 months" signed by a manager.

15	A completed Sub-Contractor assessment form, List or screenshot of preferred contractors that have been assessed. The assessment must collect evidence of the sub-contractors Insurance, OHSMS, Licence/Registration/Training/Competency to undertake the task.
16	This is a Yes or No question no evidence is required.
17	This is a Yes or No question no evidence is required.
18	If Yes is selected documented evidence of how this is done will be required upon request. Internal Safety Reports for management.
19	A previously completed SWMS from a recent contract (Within the last 24 months) containing a reference to the type of activity that is to be undertaken. The SWMS must be signed by all staff members working from it.
20	Explanation: Permit to work systems are not mandatory requirements for contractors to conduct work on Council projects. However, the contractor will be required to demonstrate how they plan to successfully conduct duties involving the list of hazards. Confined Spaces, Working at Heights, Electrical Maintenance/Interruption, Excavation Works (Dial before you Dig), Asbestos, Hydraulic, Pneumatic, Radiation, Extreme Atmospheres, Thermal, Gasses or Steam, Kinetic Energy or Gravity.
21	Any response must contain; The nature and circumstances of the incident, Any prohibition and or improvement notices issued by WorkSafe, Any provisional improvement notices issued by HSR's, The corrective actions undertaken in response to the conviction and or issue of notices, OHS offences referred to in Victoria and Western Australia or WHS offences that refer to NSW, QLD, ACT, TAS, NT and Commonwealth Jurisdictions.
22	Certificates from any JAZ-ANZ Registered Auditor, Templar Global Registered Auditor, ANAB Registered Auditor, VIC Roads R1, R2 and R3 audited levels, VESI accreditation and CCF accreditation. The wording on the certificate covers the type of works to be carried out and the certification must be to the AS-NZS/ISO 14001 standard. The companies name and address must be on the certificate. The certificate is within the expiry date.
23	Any response must contain; The nature of the incident, any injuries or damage and the outcome of any undertaking or penalty imposed.
24	Any response must contain; The nature and circumstances of the incident, any prohibition and or improvement notices issued by EPA
25	Certificates from any JAZ-ANZ Registered Auditor, Templar Global Registered Auditor, ANAB Registered Auditor, VIC Roads R1, R2 and R3 audited levels, VESI accreditation and CCF accreditation. The wording on the certificate covers the type of works to be carried out and the certification must be to the AS-NZS/ISO 9001 standard. The companies name and address must be on the certificate. The certificate is within the expiry date.
26	Any Policy or Procedure documents that explains how the company monitors/rectifies any non-conformances regarding poor workmanship or quality of goods they are using from their suppliers.
27	Any Policy, Procedure or Statement that explains how the company will prevent poor workmanship/poor quality goods from being used as well as what actions will be taken to rectify poor workmanship or replace goods of poor quality.
28	Can the company provide evidence that their documents are reviewed on a regular basis and that only current versions of documents are being used?
29	Any document from the contractor that provides details on how they receive and deal with complaints from people other than their staff.

30	Either a copy of the persons NPC or a spreadsheet containing the relevant details of all staff NPC. (Number, expiry date, person's name)
31	Either a copy of the persons WWCC or a spreadsheet containing the relevant details of all staff WWCC. (Number, expiry date, person's name)

Question Level 4	Examples of accepted evidence
4.1 Does the service you provide require the use of a vehicle? (does not include vehicles used to travel to and from the work site)	This is a Yes or No question no evidence is required.
4.2 Provide a written description of works you believe your company will be undertaking whilst working for the Council.	If the contractor describes the type of work council are engaging them to do it is acceptable. This question is designed to ensure the contractor understands the work they are being engaged to undertake.
4.3 Do you, your employees or contractors require a Tradespersons or Vehicle licence or need to be certified to conduct any work or activity that you expect to undertake?	Evidence may be Construction Induction Card (Red or White) Builders Registration/Licence, Plumbing Registration/Licence Electrician Licence/Registration, Member of a governing body association.
4.4 Does the company have a documented OHS Management System that has been reviewed and has the company been issued a Certificate of Compliance by a JAS-ANZ or other certified independent third party?	Certificates from any JAZ-ANZ Registered Auditor, Templar Global Registered Auditor. The wording on the certificate covers the type of works to be carried out and the certification must be to the AS-NZS 4801 or ISO 45001 standard. The companies name and address must be on the certificate. The certificate is within the expiry date.
4.5 Does the company have a documented OHS Management System, Manual or Plan?	It is expected that a company will have a documented OHSMS. A Manual or Plan is the preferred evidence as they will include evidence on all systems they have.
4.6 Do you or any third party sub-contractor prepare or use, Safe Work Method Statements, Safe Operating Procedures, Job Safety Analysis, Risk Assessments, Operational Instructions or Manufactures Instructions that are relevant to your operations as part of your risk assessment process?	Explanation: This question allows for the contractor to upload the documents they refer to for conducting their tasks in a safe manner. Any of the listed documents in the question will be acceptable. Note: A SWMS is only mandatory when the task is High Risk Construction Level 1 and requested in Q1.19.

4.7 How does your company document health and safety training inhouse?	Completed Company Induction Form signed by the inductee and inductor, Signed SWMS, Signed Toolbox meeting minutes, In-house training records, RTO training records either on or off site.
4.8 Does the company carry out regular inspections, maintenance and hazard identification on the Safety Equipment you use in your operations? Either that is owned by you or is owned by a third party, (Hired or Borrowed)?	A company register, Maintenance records or Daily or regular inspection checklists.
4.9 Do you foresee your company or any third party sub-contractors you engage, supplying or using Hazardous Substances and/or Dangerous Goods to conduct the task?	When Yes is selected the contractor is asked if they have Procedures for storing and handling of H/S D/G. Evidence includes Manifest or Register of chemicals used by the contractor, Safety Data Sheets, Documented Risk Assessments on the use of the H/S D/G, SWMS, Safe Handling Procedures, Standing Operating Procedures or Training Documents. Documents must include a reference to the type of H/S D/G and PPE required.
4.10 Are there procedures for identifying, assessing and controlling risks associated with Hazardous Manual Handling?	Any SWMS, SOP, JSA or Risk Assessment that makes a reference to Hazardous Manual Handling and what precautions are to be undertaken.
4.11 Is there a procedure by which staff can report hazards in the workplace?	A copy of a completed Hazard Report Form. If the company has not had a hazard reported in the past 24 months we will accept a blank form with the words, "We have not had a Hazard reported in the past 24 months" signed by a manager. If hazards are reported verbally to management a statement stating that is how it is done that is signed by management will be accepted.
4.12 Does the company have a procedure for assessing sub-contractor OHS and licencing compliance?	A completed Sub-Contractor assessment form, List or screenshot of preferred contractors that have been assessed. The assessment must collect evidence of the sub-contractors Insurance, OHSMS, Licence/Registration/Training/Competency to undertake the task. A statement stating that they have completed checks on the sub-contractor's insurance, OHSMS and licences that is signed by management will be accepted.
4.13 Have you, one of your employees or a company that you have been associated with ever been charged or convicted of an OHS or a WHS offence or are currently being prosecuted or had Prohibition Notices, Improvement Notices or Provisional Improvement Notices served on them or the company?	Any response must contain; The nature and circumstances of the incident, Any prohibition and or improvement notices issued by WorkSafe, Any provisional improvement notices issued by HSR's, The corrective actions undertaken in response to the conviction and or issue of notices, OHS offences referred to in Victoria and Western Australia or WHS offences that refer to NSW, QLD, ACT, TAS, NT and Commonwealth Jurisdictions.

4.14 Do employees on site have access to First Aid Equipment?	This is a Yes or No question no evidence is required.
4.15 Is there a trained First Aider on site at all times of operational duties?	This is a Yes or No question no evidence is required.
4.16 Do any of your staff have a current National Police Check?	Either a copy of the persons NPC or a spreadsheet containing the relevant details of all staff NPC. (Number, expiry date, person's name)
4.17 Do any of your staff have a current Working with Children Check?	Either a copy of the persons WWCC or a spreadsheet containing the relevant details of all staff WWCC. (Number, expiry date, person's name)

Question Level 5	Examples of accepted evidence
1.1 Does the service you provide require the use of a vehicle? (does not include vehicles used to travel to and from the work site)	This is a Yes or No question no evidence is required.
1.2 Provide a written description of works you believe your company will be undertaking whilst working for the Council.	If the contractor describes the type of work council are engaging them to do it is acceptable. This question is designed to ensure the contractor understands the work they are being engaged to undertake.
1.3 Do you or sub-contractors require a Tradespersons or Vehicle licence/Certificate or need to be certified to conduct any work or activity that you expect to undertake?	Evidence may be Construction Induction Card (Red or White) Builders Registration/Licence, Plumbing Registration/Licence Electrician Licence/Registration, Member of a governing body association.
1.4 Does the company have a documented OHS Management System that has been reviewed and has the company been issued a Certificate of Compliance by a JAS-ANZ or other certified independent third party?	Certificates from any JAZ-ANZ Registered Auditor, Templar Global Registered Auditor. The wording on the certificate covers the type of works to be carried out and the certification must be to the AS-NZS 4801 or ISO 45001 standard. The companies name and address must be on the certificate. The certificate is within the expiry date.
1.5 Do you or any third party sub-contractor prepare or use, Safe Work Method Statements, Safe Operating Procedures, Job Safety Analysis, Risk Assessments, Operational Instructions or Manufactures Instructions that are relevant to your operations as	Explanation: This question allows for the contractor to upload the documents they refer to for conducting their tasks in a safe manner. Any of the listed documents in the question will be acceptable. Note: A SWMS is only mandatory when the task is High Risk Construction Level 1 and requested in Q1.19.

part of your risk assessment process?	
1.6 How does your company document health and safety training?	Signed SWMS or RTO training records either on or off site.
1.7 Does the company carry out regular inspections, maintenance and hazard identification on the Safety Equipment you use in your operations? Either that is owned by you or is owned by a third party, (Hired or Borrowed)?	A company register, Maintenance records or Daily or regular inspection checklists.
1.8 Are there procedures for identifying, assessing and controlling risks associated with Hazardous Manual Handling?	Any SWMS, SOP, JSA or Risk Assessment that makes a reference to Hazardous Manual Handling and what precautions are to be undertaken.
1.9 Have you, one of your employees or a company that you have been associated with ever been charged or convicted of an OHS or a WHS offence or are currently being prosecuted or had Prohibition Notices, Improvement Notices or Provisional Improvement Notices served on them or the company?	Any response must contain; The nature and circumstances of the incident, Any prohibition and or improvement notices issued by WorkSafe, Any provisional improvement notices issued by HSR's, The corrective actions undertaken in response to the conviction and or issue of notices, OHS offences referred to in Victoria and Western Australia or WHS offences that refer to NSW, QLD, ACT, TAS, NT and Commonwealth Jurisdictions.
1.10 Does the company have a procedure for assessing sub-contractor OHS and licencing compliance?	A completed Sub-Contractor assessment form, List or screenshot of preferred contractors that have been assessed. The assessment must collect evidence of the sub-contractors Insurance, OHSMS, Licence/Registration/Training/Competency to undertake the task. A statement stating that they have completed checks on the sub-contractor's insurance, OHSMS and licences that is signed by management will be accepted.
1.11 Do you have access to First Aid Equipment on site?	This is a Yes or No question no evidence is required.
1.12 Do any of your staff have a current National Police Check?	Either a copy of the persons NPC or a spreadsheet containing the relevant details of all staff NPC. (Number, expiry date, person's name)
1.13 Do any of your staff have a current Working with Children Check?	Either a copy of the persons WWCC or a spreadsheet containing the relevant details of all staff WWCC. (Number, expiry date, person's name)

E-Form Questionnaire:

The E-Form Questionnaire that the contractor answers have been designed so that if the contractor has gone through the process of obtaining 3rd party certification they will not be required to answer all questions. If the contractor answers Yes to Q 4 then 5 – 18 are not required to be answered as the contractor would have been required to provide that information in a 3rd party audit. If the contractor answers Yes to Q 22 they don't have to answer Q 23. If the contractor answers Yes to Q 25 then 26 – 29 are not required to be answered.

General Information:

The contractor does not receive a score when completing this assessment however it is a Pass or Fail outcome. The person reviewing the answers and evidence of the contractor needs to understand the level of complexity required of the contractors OHSMS dependant on the Risk Level being tested. This may require them to enquire with the contractor why the answered "No" to certain questions that would be expected to be answered Yes too.

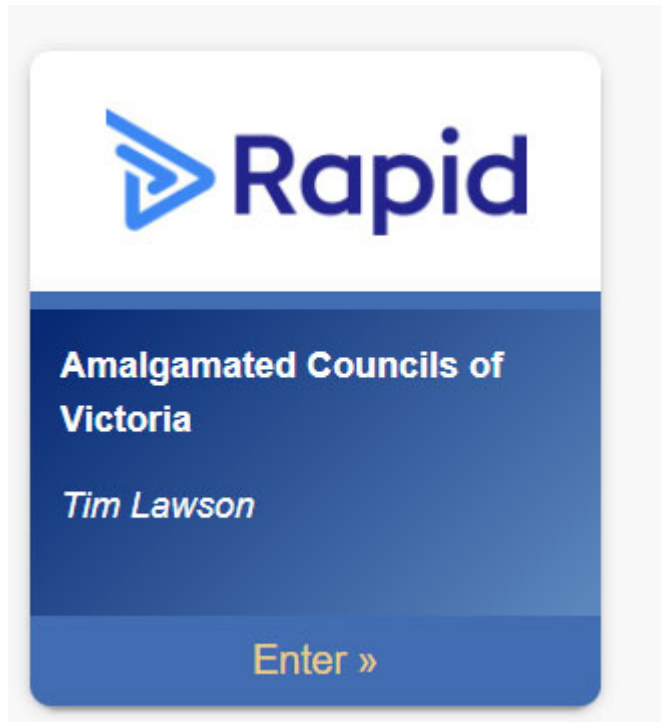
Your own experiences will help you decide what is sufficient evidence at each level. Generally, Risk Levels 4 & 5 will require less evidence to gain certification as the contractors completing those tasks have simpler OHSMS with less documents.

If you are not comfortable that the contractor has an adequate OHSMS that can identify, record and assess hazards then eliminate or reduce the associated risks to an acceptable level they should not be certified.

Changing Contractor's Status in Rapid

This is the process for OHS Consultants to change the status of contractors from 'Tendering' to other 'Risk Level.'

Click in Rapid Global Amalgamated Council of Victoria Section



Click on Contractor Manager Button in Add Ons

↑ Add Ons ⚙️ Scheduled Reports 📈 S

- Admin/Site(s)
- Contractor Manager**
- Manage Personnel Type
- Merge Duplicates
- File Manager
- Forms (Pre-employment)
- Rapid Store
- Notification

Manage Contracto
 Rapid Store

Type in ABN or Contract Number of Contractor in Company Name Section

Company Name
 83 090 539 503

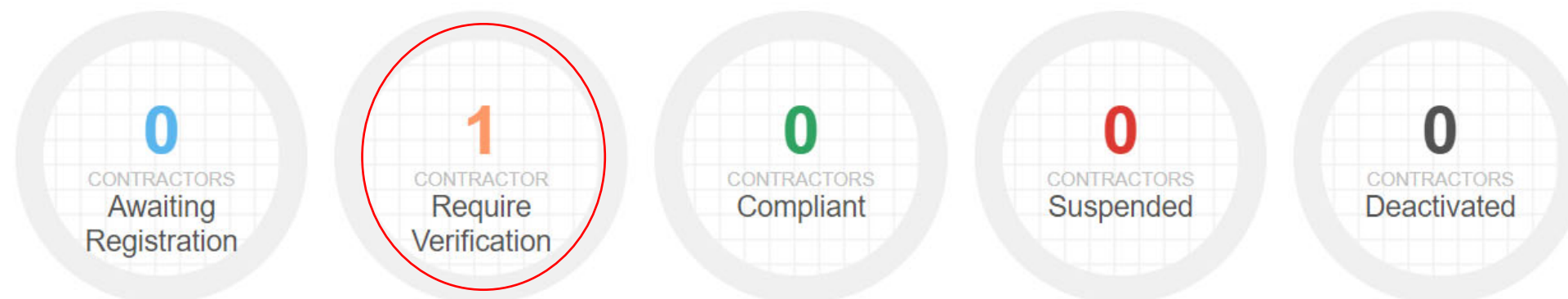
Location
 Select options

Personnel Type
 Select options

Responsible Admin
 Select options


Companies - Total: 1

Add New Contractor



Click on Required verification

Click on the Name of the company

Company List ×					
Company Name ↑	Contact	E-Form Status	Submitted Date	Requested	Responsible Admin
2MH CONSULTING PTY. LTD. 	Mick Hassett 0354222176	DELIVERED	14/12/2020 13:33	21/08/2019 11:47	Natasha Milton

Click on Trainee Personnel Type and Move to New Risk Profile

ABN	83876436927
SUPPLIER ID	83876436927NS2D
Common Name	Click to edit

Contractor Status	NON COMPLIANT Approve Deactivate
E-Form Status	DELIVERED
Sole Trader	No
External ID	Click to edit
Trainee Personnel Type:	Tendering

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