



SPNZ CONTRACTOR HEALTH AND SAFETY PRE-QUALIFICATION GUIDE



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1. Introduction

South Port NZ (SPNZ) is dedicated to the health and safety of our workers, contractors, partners, visitors, and others affected by our activities. We believe everyone has the right to go home safe and are committed to exemplary environmental performance.

As part of our SPNZ Monitoring Framework outlined in CUSP (reference in [Appendix 1](#)), we pre-qualify all contractors before they work on our properties or as part of our operations. We aim to make this process straightforward, easy, and transparent.

1.1 Purpose

Pre-qualification and biennial evaluations ensure contractors meet commitments, comply with legal requirements, and maintain health and safety standards.

1.2 Application

Contractors complete a pre-qualification questionnaire via Vault by answering questions and submitting required information. This process repeats every two years.

1.3 Scope

A SPNZ Contractor is a business (PCBU) that provides a service directly to SPNZ.

2. SPNZ Pre-Qualification

Pre-Qualification ensures our contractors are committed to safety and the environment. It verifies that systems are in place to support this commitment and that you and your workers can work safely.

As a contractor, you must demonstrate understanding of your duties under the Health and Safety at Work Act 2015 and any environmental requirements related to your operations. **Approval is granted for two years but may be limited based on work duration, risks, scope, number of subcontractors and health and safety performance.**

Pre-Qualification is internationally recognised as best practice for contractor management. It allows you to review your business's health and safety conditions and effectiveness. We aim to make this process simple while meeting legislative requirements. This helps us understand your business and ensures alignment with our requirements.

If you have concerns or need clarification, please contact SPNZ health and safety team.

2.1 Benefits of Collaboration

Pre-qualifying contractors is crucial for achieving our shared goals in health, safety, and project success. It helps us:

- Understand how each business's activities impact safety risks and overall work.
- Eliminate assumptions that could lead to non-compliance with legislation.
- Ensure the right business is managing specific risks effectively.

By working together through pre-qualification, we can prevent miscommunications, meet deadlines, and maintain a safe working environment for everyone.

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2.2 Vault Contractor Management System



The Pre-Qualification process is the first step in our collaboration. It helps us ensure that we have the best partners working with us. This must be completed before

starting any work for SPNZ. For an understanding of our expectations, please refer to the CUSP and section 3.5 Minimum Health and Safety Requirements ([Appendix 1](#)).

1. Registration in Vault Contractor

To start the Pre-Qualification process, register in our online contractor management system, Vault Contractor. Complete this form with your company details: <https://forms.office.com/r/V9DWzCb1PV>. Once we receive your information, your organisation will be added to Vault Contractor.

Your nominated contact will receive an email from 'Vault' with the subject 'New Pre-Qualification,' providing access to the Vault's Contractor portal to edit your company details and answer pre-qualification questions. For Portal Registration, refer to the first part of this video [Portal Registration](#) (Vault).

2. SPNZ Overlapping Duties and PCBU Agreement

Before beginning the Pre-Qualification process, Vault Contractor will prompt you to review the terms and conditions, which holds the SPNZ Overlapping Duties and PCBU Agreement. You will need to download, read, and sign this agreement. A scanned copy of the signed agreement will be requested in the questionnaire and should be attached as a PDF file. We strongly recommend keeping a copy for your records.

3. Complete Pre-Qualification Questionnaire

Next step is to click on the Pre-Qualification Questionnaire and complete the questions. The questionnaire saves as you go, this means you can log out and back in before submitting. Attach supporting documentation where requested.

Once submitted, a SPNZ Health and Safety Advisor will review it. You may be asked for additional information if needed.

2.3 Grading



The grading framework:

- 0-49% - prequalification rejected
- 50-74% - additional information needed
- 75-100% prequalification accepted

The prequalification system grades third-party health & safety capabilities and publishes the results in a database accessible to South Port management, streamlining contractor selection and tendering.

After your assessment, you'll receive a report with your grade and improvement suggestions from a South Port Health & Safety Advisor. We aim to

complete all online assessments within 5-10 working days, prioritising urgent jobs to ensure timely service.

You can visit Vault to view video tutorials outlining step-by-step instructions. Please click on the hyperlinks below:

- [Self-Management - Contractor Portal – Damstra](#)
- [Portal Registration & Prequalification - Contractor Portal – Damstra](#)



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2.4 Third-Party Accreditation (SiteWise, IMPAC, Tōtika)

If your business has third-party accreditations from Tōtika, Impac, ISN, Site Wise, ISO45001, ACCAEP or Safe Plus, MTOC etc., we gladly accept those certifications. However, you will still need to follow the Pre-qualification process providing the following:

- The current third-party certificate and assessment report.
- Current insurance certificates as per the questionnaire.
- Signed SPNZ Overlapping Duties and PCBU Agreement.

This simplifies your Pre-qualification process while ensuring all necessary documentation is in place.

2.5 Contractor Classification

To ensure that businesses are asked to undertake assurance activities proportional to their need, we take the following criteria into account:

- Company size
- Low or high risk for primary work activity
- Use of sub-contractors.

Based on the above criteria decide to what Category (Cat) your business most fits:

- **Cat ST** - Sole trader (no employees), low risk activity, no sub-contractors.
- **Cat 1** - Small size (employs no more than 20 people), low risk activity, no sub-contractors.
- **Cat 2** - Medium to large size (more than 20 people) and/or high-risk work activity, with or without Sub-contractors.

Note: If you are a sole trader or a small contractor performing in high-risk activities or employing sub-contractors, you should select Category 2. In [Appendix 2](#) examples of low and high-risk work activities are listed to assist in selection of suitable category.

2.6 Requirements for Submitted Evidence

Contractors must provide verifiable evidence that they meet the core criteria. If the type of evidence is not specified, they can submit practical forms like photos, examples, references, or scans.

Important: any evidence submitted for an assessment must be less than 12 months old in JPG, PDF or PNG formats.

Note: While carrying out vault contractor pre-qualification please use the instructions for guidance.

If you need any additional directions, please email Charlotte Melvin at cmelvin@southport.co.nz or Oxana Lee at olee@southport.co.nz.

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2.7 Questionnaire Guidance for Category ST Contractors

Category ST (Cat ST) contractors are sole traders' organisations with main operations of low risk that do not engage sub-contractors. All questions answered "YES" should be supported by the minimum required evidence. Contractors should have the option to mark certain questions as "Not Applicable" if they provide a sufficient reason for this to be accepted.

Core Criteria	Questions	Minimum Evidence Requirements - ST	Scoring [%]												
INSURANCE AND COMPLIANCE															
1	Please provide current certificates of insurance for the policies that relate to your organisation.	<p>The following must be provided:</p> <ul style="list-style-type: none">➡ The company's certificate of public liability insurance (min. cover \$5m).➡ Motor Vehicle Insurance.➡ Professional Indemnity Insurance if applicable (min. cover of \$2 m).➡ Certificate of contract works insurance “Contractors all Risk” if applicable (min. cover of \$2m)	No score given. Information provision only												
2	Please sign the SPNZ Overlapping Duties and PCBU Agreement and upload it. Keep a copy for your records.	<p>The SPNZ Overlapping Duties and PCBU Agreement is signed and available in PDF format.</p> <p><i>Note: Access the agreement via "Terms and Conditions" in your Contractor Portal. Log in, navigate to "Assessment" in the left menu, and click on your Questionnaire under the Qualifications column (e.g., ST Contractors). You'll find "Terms and Conditions" on the next page. See the screenshot.</i></p>	No score given. Information provision only. If no evidence provided, request a signed agreement. <div><div>Qualification</div><div><div>Cat 2 Contractors</div><table><tr><td>Company</td><td>South Port NZ Ltd</td></tr><tr><td>Name</td><td>Cat 2 Contractors</td></tr><tr><td>Status</td><td>In-progress</td></tr><tr><td>Assigned Date</td><td>23/04/2025</td></tr><tr><td>Expiry Date</td><td>--</td></tr><tr><td>Terms and Conditions of "South Port NZ Ltd"</td><td>Below are terms and conditions Full Terms and conditions</td></tr></table></div></div>	Company	South Port NZ Ltd	Name	Cat 2 Contractors	Status	In-progress	Assigned Date	23/04/2025	Expiry Date	--	Terms and Conditions of "South Port NZ Ltd"	Below are terms and conditions Full Terms and conditions
Company	South Port NZ Ltd														
Name	Cat 2 Contractors														
Status	In-progress														
Assigned Date	23/04/2025														
Expiry Date	--														
Terms and Conditions of "South Port NZ Ltd"	Below are terms and conditions Full Terms and conditions														
3	Has your organisation been assessed for any of the following recognised H&S certifications, verifications, or assessments: ISO45001, SafePlus Totika, SiteWise, ACCAEP, MTOC etc.?	<p>If yes, ➡ the copy of certificate and report issued by third party assessor should be provided.</p> <p>IF MINIMUM EVIDENCE REQUIREMENTS ARE MET, NO FURTHER ASSESSMENT IS REQUIRED</p> <p><i>Note: Ensure to submit insurance certificates & signed SPNZ Overlapping Duties and PCBU Agreement below.</i></p>	0 – no evidence provided, continue with other questions. If minimum evidence is met. The following scoring should apply where applicable: <ul style="list-style-type: none">• Current ISO 45001 certification – 100• Performing/ Leading (SafePlus) – 100.• Developing (SafePlus) – 60.• Primary (ACCAEP)-75• Secondary/ Tertiary- (ACCAEP)-100• All certificates/ reports are current. Expiry is 2 years from the assessment date.												
GENERAL HEALTH AND SAFETY															
4	Provide two independent, unrelated references from the last 5 years, plus evidence of your work experience under Primary PCBU’s safety system.	<ul style="list-style-type: none">➡ Provide Reference Name, Company, Email and Phone Number.➡ Examples: Completed Job Safety Analysis (JSAs), toolboxes lead by PCBU etc.	0 – No references provided 1 – One reference provided 2 – Two non-independent or outdated references. 3 – See details and minimum evidence requirements. 4 – References provide a strong independent account of how the assessed party is enhancing safety through their work.												

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Core Criteria	Questions	Minimum Evidence Requirements - ST	Scoring [%]
5	Please describe who is mainly responsible for your health and safety on a client's site?	<p>➡ Acknowledge that Sole Traders are responsible for their own health and safety on site, but everyone else also play a role.</p>	<p>0 – Could not state who is responsible</p> <p>1 – Solely states the responsibilities of those upstream to them</p> <p>2 – Solely states their own obligations but cannot state the obligations of others.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Provides supplementary evidence demonstrating how they take responsibility for their H&S whilst onsite e.g., HS Policy Statement</p>
6	Please describe how you deal with Health and Safety (HS) issues that come up when working on client's site?	<p>Description of how issues are dealt with i.e. steps to minimise risk, client notification, work only resumes once issues has been solved etc.</p> <p>➡ Provide supporting evidence, such as record(s) of resolved issues.</p>	<p>0 – Cannot articulate how H&S issues are resolved.</p> <p>1 – Can only provide an account of one way to resolve issues.</p> <p>2 – Can state two ways in which they resolve issues.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Provides evidence of how they have successfully resolved a recent HS issue with a client.</p>
TRAINING AND COMPETENCE			
7	<p>Are you fully trained and competent to ensure safe task completion, hold current licence and or certificate and any HS training?</p> <p><i>This may include:</i> trade certification: electrical; licenses: forklift; Permit Receiver training US17588 etc.</p>	<p>➡ Provide a copy of the current licence(s)/ certification and expiry dates.</p> <p>This will be based on work activities that Sole Trader undertakes.</p> <p>This maybe be "N/A"</p>	<p>0 – no evidence provided</p> <p>1 – Basic technical & HS training, but nothing within the last 5 years or licence has expired.</p> <p>2 – Basic technical & HS training, but nothing within the last 3 years.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Provides a comprehensive set of evidence demonstrating currency of professional skills, HS training, experience, aptitude, & knowledge. Or N/A</p>
INCIDENT AND NEAR MISS REPORTING, RECORDING, AND INVESTIGATION			
8	Please describe who would you notify if you had an incident on a client's site?	<p>➡ Describe the line of communication after an incident.</p> <p>➡ Provide a most recent example of an event/incident report.</p> <p>It should indicate that all incidents are reported to the Client i.e. representative, supervisor, or manager.</p>	<p>0 – no evidence provided</p> <p>1 – Can demonstrate a partial understanding of this element with no account of how they apply it.</p> <p>2 – Can demonstrate a partial understanding and application of this element (no example provided).</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Evidence provided of how they recently reported an incident to an external party.</p>
9	Please describe your understanding of what Notifiable Work or Notifiable Events (incidents) you are required to report to WorkSafe/Maritime.	<p>➡ Description/procedure of when your work may need to be notified to Regulator (WorkSafe/Maritime), or a notifiable event reported to them.</p> <p>Note, if your work involves high-risk activities that require notification to the Regulator, then you should be completing pre-qual under Cat 2.</p>	<p>0 – no evidence provided</p> <p>1 – Can demonstrate a partial understanding of this element with no account of how they apply it.</p> <p>2 – Can demonstrate a partial understanding and application of this element.</p> <p>3 – See details and minimum evidence</p> <p>4 – Evidence provided of a process or procedure that ensures appropriate external notifications are made.</p>

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Core Criteria	Questions	Minimum Evidence Requirements - ST	Scoring [%]
EMERGENCY MANAGEMENT & RESPONSE			
10	What are your emergency procedures for the work you do?	<p>➡ Provide the documented procedure or describe steps.</p>	<p>0 – no evidence provided</p> <p>1 – Procedure missing detail for a meaningful response.</p> <p>2 – See details & minimum evidence requirements.</p> <p>3 – Evidence of regular tests of emergency responses and associated improvements</p>
HAZARD AND RISK MANAGEMENT			
11	<p>Please describe how you identify the hazards and risks that may arise when you carry out work for your client.</p> <p>Do you perform a formal job safety analysis before starting work?</p>	<p>Provide:</p> <p>➡ Description of how hazards are managed, documented, reported.</p> <p>➡ Current Hazard/ Risk register,</p> <p>➡ A recent <u>example</u> of a JSA, Task Analysis (TA), Standard Operating Procedure (SOP) or similar for work activity.</p>	<p>0 – no evidence provided</p> <p>1 – Can demonstrate an understanding of the documentation that may be produced but can't demonstrate how it is practically applied to work.</p> <p>2 – Articulates some understanding of practically applying suitable controls to manage a risk.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Recent evidence of a suitable and sufficient safe system of work, that the sole trader helped develop and has applied.</p>
12	Do you have required PPE for the work being undertaken, is it regularly checked and maintained and are you competent in its correct use?	<p>➡ List PPE currently required for the work you do.</p>	<p>0 – no evidence provided</p> <p>1 – Some required PPE is missing from the list.</p> <p>2 – See details & minimum evidence requirements.</p> <p>3 – In addition to minimum requirements, shows how technical specifications for PPE are identified i.e., through a combination of regulatory requirements, industry standards, and specific workplace needs.</p>
13	Can you explain your understanding of the lockout-tagout requirements for isolating equipment and energy sources (like electrical equipment and machinery) at your client's sites?	<p>➡ The description of the isolation process should include:</p> <ul style="list-style-type: none"> • Tagging/locking out equipment • Testing for a zero-energy state • The removal process • Assigned responsibilities 	<p>0 – no evidence provided</p> <p>1 – Able to demonstrate an understanding of one element of the isolation process</p> <p>2 – Able to demonstrate an understanding of two elements of the isolation process</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Provides evidence of an implemented safe isolation process/procedure for their equipment or machinery. Or N/A</p>
14	Do you have a process for the maintenance, testing and/or calibration of your equipment to ensure it is safe for use e.g. lifting equipment, test equipment, tools etc.?	<p>➡ Describe the maintenance, testing, and calibration of equipment, including:</p> <ul style="list-style-type: none"> • Items tested/inspected • Checks/inspections performed • Frequency • Tester (internal/external) <p>➡ Provide two copies of evidence of the latest tests/ checks/ calibrations completed.</p>	<p>0 – no evidence provided</p> <p>1 – Can demonstrate a partial understanding of this element with no account of how they apply it.</p> <p>2 – Can demonstrate a partial understanding and application of this element.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Can provide a documented plan for maintenance/checking/ testing/ repair/ calibration of their work equipment.</p> <p>Or N/A with explanation.</p>

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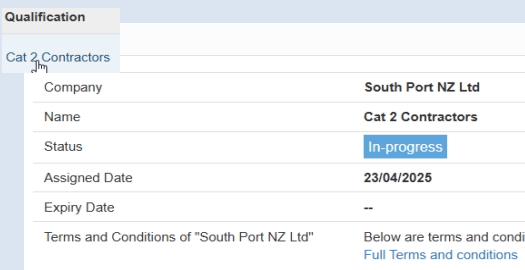
Core Criteria	Questions	Minimum Evidence Requirements - ST	Scoring [%]
HAZARDOUS SUBSTANCES			
15	<p>If you use or store hazardous substances, products or materials, do you maintain a hazardous substances inventory?</p> <p>"N/A" if hazardous substances, other than general household type & quantities, clearly not held.</p>	<p>➔ Provide a <u>hazardous substances inventory</u> covering the following minimum elements:</p> <ul style="list-style-type: none"> • Product/chemical name • Maximum quantity likely to be stored • Location it is stored • Specific storage/segregation requirement. 	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements, provide a hazardous substances inventory covering:</p> <ul style="list-style-type: none"> • The inventory is reviewed, up to date and dated • Information on incompatible substances is detailed • The location of all SDSs • The inventory should describe the waste's nature, maximum quantity, location, and storage requirements. • WorkSafe HAZNO Inventory list. Or N/A
HEALTH AND SAFETY PERFORMANCE HISTORY			
16	<p>Has your company faced any H&S convictions, investigations/enforcement actions by a HS Regulator in the last 5 years, including prohibition/improvement notices or formal warnings?</p>	<p>If yes, ➔ provide:</p> <ul style="list-style-type: none"> • Offence charged (when and where) • Conviction details (when and sentence) • Enforcement action details and status • Copy of the primary enforcement document 	<p>No score given.</p> <p>Information provision only</p>

2.8 Questionnaire Guidance for Category 1 Contractors

Category 1 (Cat 1) contractors are small organisations with main operations of low risk that do not engage sub-contractors. All questions answered "YES" should be supported by the minimum required evidence. Contractors should have the option to mark certain questions as "Not Applicable" if they provide a sufficient reason for this to be accepted.

Core Criteria	Questions	Minimum Evidence Requirements – Cat 1	Scoring [%]
INSURANCE AND COMPLIANCE			
1	<p>Please provide current certificates of insurance for the policies that relate to your organisation.</p>	<p>The following must be provided:</p> <ul style="list-style-type: none"> ➔ The company's certificate of public liability insurance (min. cover \$5m). ➔ Motor Vehicle Insurance. ➔ Professional Indemnity Insurance if applicable (min. cover of \$2 m). ➔ Certificate of contract works insurance "Contractors all Risk" if applicable (min. cover of \$2m) 	<p>No score given.</p> <p>Information provision only.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 1	Scoring [%]
2	Please sign the SPNZ Overlapping Duties and PCBU Agreement . Upload it. Keep a copy for your records.	The SPNZ Overlapping Duties and PCBU Agreement is signed and available in PDF format. <i>Note: Access the agreement via "Terms and Conditions" in your Contractor Portal. Log in, navigate to "Assessment" in the left menu, and click on your Questionnaire under the Qualifications column (i.e. Cat ST Contractors). You'll find "Terms and Conditions" on the next page. See the screenshot.</i>	No score given. Information provision only. If no evidence provided, request the agreement again. 
3	Has your organisation been assessed for any of the following recognised H&S certifications, verifications, or assessments: ISO45001, SafePlus Totika, SiteWise, ACCAEP, MTOC etc.?	If yes, the ➡ copy of certificate and report issued by third party assessor must be provided. IF MINIMUM EVIDENCE REQUIREMENTS ARE MET, NO FURTHER ASSESSMENT IS REQUIRED <i>Note: Ensure to submit insurance certificates & signed SPNZ Overlapping Duties and PCBU Agreement below.</i>	0 – no evidence provided, continue with other questions. If minimum evidence is met. The following scoring should apply where applicable: <ul style="list-style-type: none"> Current ISO 45001 certification – 100 Performing/ Leading (SafePlus) – 100. Developing (SafePlus) – 60. Primary (ACCAEP)-75 Secondary/ Tertiary- (ACCAEP)-100 All certificates/ reports are current. Expiry is 2 years from the assessment date.
GENERAL HEALTH AND SAFETY			
4	Health and Safety Policy Do you have a written Health and Safety Policy which is signed by the CEO/ Managing Director and dated within the last 2 years?	If yes, ➡ provide a policy statement reviewed within the last 2 years, signed/ dated by senior management, detailing organisation's HS responsibilities, and accountabilities. The policy must commit to legal compliance, good HS practice, and worker consultation on HS matters.	0 – no evidence provided 1 – Policy with only one element of the minimum requirements. 2 – Policy with only two elements of the minimum requirements. 3 – See details & minimum evidence requirements. 4 – Additionally, to the minimum evidence requirements, the contractor must show policy implementation e.g., within the HSMS.
5	Policy Communication Are all workers made aware of the Health and Safety Policy?	The organisation must show how the policy is communicated to workers, including updates, through induction, training, or briefings, with signed confirmations. ➡ Provide supporting evidence, such as records.	0 – no evidence provided 1 – Has a policy, no evidence of communication 2 – Policy has not scored 3 in core criteria No 4 . 3 – See details & minimum evidence requirements. 4 – Show innovation in how the policy is communicated and implemented.
6	Do you have documented health and safety management system (HSMS) and procedures/ processes covering core HS elements?	➡ Provide statement to this effect plus a list of documented procedures in the HSMS (e.g., contents page of your HS Manual), covering the minimum Core Criteria. Further sections require evidence of specific documented processes.	0 – no documented procedures 1 – Missing most of the procedures required. 2 – Missing some of the procedures. 3 – See details & minimum evidence requirements. 4 – Demonstrates innovation in incorporation of new tech. & best practices with regular updates and feedback from staff.

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 1	Scoring [%]
TRAINING AND COMPETENCE			
7	<p>Are you and your workers fully trained and competent, with a documented process to ensure safe task completion?</p> <p><i>This may include: on job training; trade certification: electrical; licenses: forklift; specialist training: hazardous substances, permit receiver US17588 etc.</i></p>	<p>➡ Provide a documented procedure detailing how H&S training requirements are determined, and how training records are updated and stored. Or supplied in core criteria №6 above.</p> <p>➡ Include a training matrix/ competency register showing required H&S training by role, including HS Reps training, type of training, completion dates, and refresher requirements/ dates.</p> <p>➡ Permit Receiver US17588 training is required for Team leader on site.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement with some gaps. Evidence supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – A current training and competency register covering required training, skills, experience, and knowledge for each role. Training certificates shall be held against each employee. The register clearly indicates the competence level needed versus what they have, along with their currency.</p>
8	<p>How young, unskilled, new, and other vulnerable workers are appropriately supervised and coached/ trained on the job?</p>	<p>➡ Covered in training procedure or HSMS reference above in core criteria №7 shows that: on the job-process ensures workers who are not yet competent are directly supervised by someone competent until they can safely perform tasks.</p> <p>The training register includes on-the-job training records where applicable, inductions etc.</p>	<p>0 – no evidence provided</p> <p>1 – Worker supervision is provided but not structured to vulnerable groups.</p> <p>2 – Vulnerable workers are identified, but no coherent plan to deliver consistent levels of supervision.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – The training and competency system outlines competence levels, specifies direct supervision for vulnerable workers, and details their progression to indirect or remote supervision.</p>
INCIDENT AND NEAR MISS REPORTING, RECORDING, AND INVESTIGATION			
9	<p>Do you have a documented procedure for incident and near miss recording, reporting and investigation?</p>	<p>➡ Provide <u>documented procedure</u> if not supplied already in core criteria №6.</p> <p>➡ Provide two most recent event/ incident report examples.</p>	<p>0 – no evidence provided</p> <p>1 – Reporting is evident but not follow-up/ learning/ investigation.</p> <p>2 – Reporting and investigation is a policy/ process but lacks evidence of current activity.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – A confidential reporting process for all workers, with evidence of implementation, a feedback loop, & investigations focusing on systemic issues, not individual blame, involving workers.</p>
10	<p>Do you investigate all significant Health and Safety incidents including high potential near misses?</p> <p>“N/A” if no significant incidents.</p>	<p>➡ Either covered in procedure above or a description that demonstrates this.</p> <p>➡ Provide a recent investigation report example that uncovers root causes beyond individual actions.</p>	<p>0 – no evidence provided</p> <p>1 – There is a process, but evidence of investigations being carried out.</p> <p>2 – Some incidents are investigated.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Investigations documented and undertaken by a person trained and competent in investigations.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 1	Scoring [%]
EMERGENCY MANAGEMENT & RESPONSE			
11	Do you have documented emergency procedures that cover general emergencies your workers may be exposed?	<p>➡ Provide the documented <u>procedures</u> if not supplied already in core criteria №6.</p> <p>Should cover general emergencies such as fire, earthquake, medical event, tsunami (if relevant), verbal or physical assault (if relevant), bomb threat (if relevant).</p>	<p>0 – no evidence provided</p> <p>1 – Procedure missing reasonably foreseeable emergency scenarios</p> <p>2 – Procedure covers most likely emergencies but lacks sufficient detail for a meaningful worker response.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Evidence of regular tests of emergency responses and associated improvements</p>
ENGAGEMENT, AND PARTICIPATION			
12	Do you have a documented procedure or process that encourages and allows for workers to engage and participate in H&S matters?	<p>➡ Provide documented procedures for worker engagement in H&S (e.g., HS committee meetings, toolbox talks, prestart meetings etc.) if not supplied in core criteria №6.</p> <p>➡ To verify frequency, provide at least two consecutive examples, like minutes or diary entries from weekly meetings.</p>	<p>0 – no evidence provided</p> <p>1 – Understanding of worker participation but no evidence of activity.</p> <p>2 – Evidence of worker participation activity, but no supporting policy for this.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Trained HS Reps with evidence of them undertaking their function.</p>
13	Do you have regular meetings/ briefings with workers where health and safety matters are discussed, and workers have the opportunity to raise any issues? <i>If yes what is their frequency and why is this viewed as appropriate?</i>	<p>➡ Frequency and reasoning described in line with the following (and viewed as appropriate for the nature of the operation):</p> <ul style="list-style-type: none"> • At start of every job (prestart) • Daily • Weekly • Fortnightly • Monthly • Other. 	<p>0 – no evidence provided</p> <p>1 – Evidence of minimal H&S meetings provided, falling short of expectations for this type of operation.</p> <p>2 – Evidence supports most of the requirement but falls short of expectations for this type of operation.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Meets minimum evidence requirements and shows innovative ways of engaging workers in H&S discussions.</p>
HAZARD AND RISK MANAGEMENT			
14	Do you have a documented procedure for the identification of hazards and management of their risk(s)? This includes both hazards and risks associated with a physical environment and those associated with work activities.	<p>Provide: ➡ Current Hazard/ Risk register, ➡ a recent example of a Job Safety Analysis (JSA), Task Analysis (TA), Standard Operating Procedure (SOP), or Safe Work Method Statement (SWMS) or similar for work activity, and ➡ a documented procedure.</p> <p>The procedure should cover:</p> <ul style="list-style-type: none"> • Responsibilities for hazard/risk identification and management • Coverage of all organisational aspects • Methods for identifying and assessing hazards/risks, including physical, environmental, work activities, new projects/sites, and significant changes • Consideration of safety and occupational health hazards/risks • Processes for determining controls using the hierarchy of control • Regular review of hazards and controls 	<p>0 – no evidence provided</p> <p>1 – Basic hazard identification with significant gaps, partially supported by uploaded evidence.</p> <p>2 – Has addressed the requirement with Hazard Analysis and processes for controls with some gaps. Evidence is available that supports most of the requirement, but not all.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements can demonstrate how hazards are prioritised and how critical controls are communicated and monitored for effectiveness.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 1	Scoring [%]
15	Are all workers provided with appropriate PPE for the work being undertaken, is it regularly checked and maintained and are workers trained and competent in its correct use?	<p>➔ Provide a list of all PPE currently provided to workers.</p>	<p>0 – no evidence provided</p> <p>1 – Some required PPE is missing from the list.</p> <p>2 – See details & minimum evidence requirements.</p> <p>3 – In addition to minimum requirements, shows how technical specifications for PPE are identified i.e., through a combination of regulatory requirements, industry standards, and specific workplace needs including examples where front-line workers are consulted on PPE selection and use.</p>
16	<p>What safety inspections or audits do you carry out for the work you do?</p> <p><i>Note: provide completed site inspections or safety audits. For non-worksite activities, include vehicle, venue, or machinery inspection records.</i></p>	<p>➔ Documented procedure should cover:</p> <ul style="list-style-type: none"> physical environment checks check for safe worker behaviour identifying and recording hazards how corrective actions are managed frequency of inspections (prestart, daily, weekly, fortnightly, other.) <p>➔ Provide two recent examples of completed workplace safety inspections.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition, show how workers and H&S Reps are engaged in these activities and what are managers and other leaders' role.</p>
17	<p>Do you have a procedure or documented process for the appropriate maintenance of any plant and/or equipment you use as part of your work?</p> <p>"N/A" if plant and equipment clearly not used.</p> <p><i>Note: Plant & equipment (mobile/fixed) include industrial plant, lifting (slings, strops, chains), & safety (lanyards, gas testers) equipment.</i></p>	<p>➔ Documented procedure/process on plant and/or equipment maintenance supplied.</p> <p>Procedure/process should cover:</p> <ul style="list-style-type: none"> what plant & equipment is maintained frequency of maintenance <p>➔ Current register/s (or similar) shows at least: item, date serviced, whether item met service requirements, any maintenance requirements, next service date.</p> <p>This can be accepted on its own to meet requirements of this question.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition, can show system accredited to an AS/NZS 4024.1201:2014 (Safety of Machinery) standard.</p>
HAZARDOUS SUBSTANCES MANAGEMENT			
18	<p>If you use or store hazardous substances, products or materials, do you maintain a hazardous substances inventory?</p> <p>"N/A" if hazardous substances, other than general household type & quantities, clearly not held.</p>	<p>➔ Provide a hazardous substances inventory covering the following minimum elements:</p> <ul style="list-style-type: none"> Product/chemical name Maximum quantity likely to be stored Location it is stored Specific storage/segregation requirement. 	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements, provide a hazardous substances inventory covering:</p> <ul style="list-style-type: none"> The inventory is reviewed, up to date and dated Information on incompatible substances is detailed The location of all substances SDS Where waste is generated, the inventory describes the nature of the waste, maximum quantity likely present, location of waste, and other storage requirements. <p>• WorkSafe HAZNO Inventory list. Or N/A</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 1	Scoring [%]
19	<p>Have workers been trained in the safe use and handling of the hazardous substances they use or are exposed to?</p> <p>“N/A” if hazardous substances, other than general household type & quantities, clearly not held.</p>	<p>➡ Describe hazardous substances training provided, including:</p> <ul style="list-style-type: none"> Trainer details Training content (hazards, safe use, transport, storage, emergency measures) <p>➡ Provide evidence of training, referencing the Training Register in core criteria No7 or records for three workers.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition, to minimum evidence req.:</p> <ul style="list-style-type: none"> Supervision, instruction by knowledgeable & experienced personnel Information on all hazardous substances workers may encounter Physio-chemical and health hazards of substances Safe use procedures for equipment, including PPE Practice for safe equipment and PPE usage Workers’ obligations under the Health & Safety at Work (Hazardous Substances) Regulations 2017 Emergency actions for hazardous substances Training matrix with records of training and instruction Certified Handler for substances requiring supervision & control where applicable.
OCCUPATIONAL HEALTH AND WELLBEING			
20	<p>Have you identified any occupational health hazards/ risks that require health monitoring/ surveillance, and do you carry this out?</p> <p>“N/A” if no health hazard exposures</p>	<p>➡ List identified health hazards/risks requiring health monitoring/ surveillance. Describe health monitoring provided, including:</p> <ul style="list-style-type: none"> Types of health monitoring (e.g., hearing tests, lung function tests, vision, musculoskeletal) Who receives health monitoring (e.g., all workers, role/task-based) Timing (pre-employment, annual) Follow-up actions based on monitoring results 	<p>0 – no evidence provided</p> <p>1 – Basic response with significant gaps partially supported with uploaded evidence.</p> <p>2 – Partially addressed with some gaps. Evidence supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements shows evidence that occupation health and/or occupational hygiene specialist advice is sought and applied to these processes.</p>
21	<p>Does your organisation have a workplace drug and alcohol policy?</p>	<p>➡ Provide <u>the Drug and Alcohol policy</u> and/or details including:</p> <ul style="list-style-type: none"> Organisation’s stance on drugs& alcohol 	<p>0 – no evidence provided</p> <p>1 – Addressed the requirement with some gaps. Evidence supports most of the requirement.</p> <p>2 – See details & minimum evidence requirements.</p> <p>3 – In addition to minimum evidence requirements, policy includes:</p> <ul style="list-style-type: none"> Types of testing (e.g., pre-employment, post-incident, reasonable cause, random) Post-incident testing procedures Random testing selection process, frequency, and workforce percentage tested <p>4 – In addition, demonstrates how the organisation supports and rehabilitates workers providing non-negative results.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 1	Scoring [%]
22	How does your organisation manage work-related stress, fatigue and mental wellbeing?	<p>➔ Provide <u>Fatigue Management policy/</u> or describe your organisation's approach to managing work-related stress, fatigue & mental wellbeing incl.:</p> <ul style="list-style-type: none"> Education/training for senior leaders on identifying/managing stress, mental wellbeing, and fatigue Consideration of stress & fatigue during work/project planning (e.g., required hours off, task rotation) Management of workers' mental wellbeing, incl. identifying changes & creating positive environments. Providing EAP/OCP services. 	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements the organisation shall have a formal fatigue management system that evidences fatigue reduction in workers.</p>
HEALTH AND SAFETY PERFORMANCE HISTORY			
23	Has your company faced any H&S convictions, investigations, or enforcement actions by a HS Regulator in the last 5 years, including prohibition or improvement notices or formal warnings?	<p>If yes, ➔ provide:</p> <ul style="list-style-type: none"> Offence charged (when and where) Conviction details (when and sentence) Enforcement action details and status Copy of the primary enforcement document 	<p>No score given.</p> <p>Information provision only</p>

2.9 Questionnaire Guidance for Category 2 Contractors

Category 2 (Cat 2) contractors are medium (more than 20 employees) to large organisations with core organisation operations of high risk that may or may not engage subcontractors. All questions answered "YES" should be supported by the minimum required evidence. Contractors should have the option to mark certain questions as "Not Applicable" if they provide a sufficient reason for this to be accepted.

Core Criteria	Questions	Minimum Evidence Requirements – Cat 2	Scoring												
INSURANCE AND COMPLIANCE															
1	Please provide current certificates of insurance for the policies that relate to your organisation.	<p><u>The following must be provided:</u></p> <ul style="list-style-type: none">➔ The company's certificate of public liability insurance (min. cover \$5m).➔ Motor Vehicle Insurance.➔ Professional Indemnity Insurance if applicable (min. cover of \$2 m).➔ Certificate of contract works insurance "Contractors all Risk" if applicable (min. cover of \$2m)	No score given. Information provision only.												
2	Please sign the SPNZ Overlapping Duties and PCBU Agreement . Upload it. Keep a copy for your records.	<p>The SPNZ Overlapping Duties and PCBU Agreement is signed and available in PDF format.</p> <p><i>Note: Access the agreement via "Terms and Conditions" in your Contractor Portal. Log in, navigate to "Assessment" in the left menu, and click on your Questionnaire under the Qualifications column (e.g., Cat# Contractors). You'll find "Terms and Conditions" on the next page. See the screenshot.</i></p>	No score given. Information provision only. If no evidence provided, request the agreement again. <div><div>Qualification</div><div>Cat 2 Contractors</div><table><tr><td>Company</td><td>South Port NZ Ltd</td></tr><tr><td>Name</td><td>Cat 2 Contractors</td></tr><tr><td>Status</td><td>In-progress</td></tr><tr><td>Assigned Date</td><td>23/04/2025</td></tr><tr><td>Expiry Date</td><td>--</td></tr><tr><td>Terms and Conditions of "South Port NZ Ltd"</td><td>Below are terms and conditions Full Terms and conditions</td></tr></table></div>	Company	South Port NZ Ltd	Name	Cat 2 Contractors	Status	In-progress	Assigned Date	23/04/2025	Expiry Date	--	Terms and Conditions of "South Port NZ Ltd"	Below are terms and conditions Full Terms and conditions
Company	South Port NZ Ltd														
Name	Cat 2 Contractors														
Status	In-progress														
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Core Criteria	Questions	Minimum Evidence Requirements – Cat 2	Scoring
3	Has your organisation been assessed for any of the following recognised H&S certifications, verifications, or assessments: ISO45001, SafePlus Totika, SiteWise, ACCAEP, MTOC etc.?	<p>If yes, the ➡ copy of certificate and report issued by third party assessor must be provided.</p> <p>IF MINIMUM EVIDENCE REQUIREMENTS ARE MET, NO FURTHER ASSESSMENT IS REQUIRED</p> <p><i>Note: Ensure to submit insurance certificates & signed SPNZ Overlapping Duties and PCBU Agreement below.</i></p>	<p>0 – no evidence provided, continue with other questions.</p> <p>If minimum evidence is met. The following scoring should apply where applicable:</p> <ul style="list-style-type: none"> Current ISO 45001 certification – 100 Performing/ Leading (SafePlus) – 100. Developing (SafePlus) – 60. Primary (ACCAEP)-75 Secondary/ Tertiary- (ACCAEP)-100 All certificates/ reports are current. <p>Expiry is 2 years from the assessment date.</p>
LEADERSHIP			
4	<p>Health and Safety Policy</p> <p>Do you have a written Health and Safety Policy which is signed by the CEO/ Managing Director and dated within the last 2 years?</p>	<p>If yes, ➡ provide a policy statement reviewed within the last 2 years, signed/ dated by senior management, detailing organisation's HS responsibilities, and accountabilities.</p> <p>The policy must commit to legal compliance, good HS practice, and worker consultation on HS matters.</p>	<p>0 – no evidence provided</p> <p>1 – Policy with only one element of the minimum requirements.</p> <p>2 – Policy with only two elements of the minimum requirements.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Additionally, to the minimum evidence requirements, the contractor must show policy implementation e.g., within the HSMS.</p>
5	<p>Policy Communication</p> <p>Are all workers made aware of the Health and Safety Policy?</p>	<p>The organisation must show how the policy is communicated to workers, including updates, through induction, training, or briefings, with signed confirmations. ➡ Provide supporting evidence, such as records.</p>	<p>0 – no evidence provided</p> <p>1 – Has a policy, no evidence of communication</p> <p>2 – Policy has not scored 3 in core criteria No 4.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Show innovation in how the policy is communicated and implemented.</p>
PROCEDURES TO SUPPORT HEALTH AND SAFETY			
6	Do you have documented health and safety management system (HSMS) and procedures/ processes covering core HS elements?	<p>➡ Provide statement to this effect plus a list of documented procedures in the HSMS (e.g., contents page of your HS Manual), covering the minimum Core Criteria.</p> <p>Further sections require evidence of specific documented processes.</p>	<p>0 – no documented procedures</p> <p>1 – Missing most of the procedures required.</p> <p>2 – Missing some of the procedures.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Demonstrates innovation in incorporation of new tech. & best practices with regular updates and feedback from staff.</p>
7	<p>When working on a SPNZ site do you develop site (or service) specific health and safety plans (SSSPs)?</p> <p>"N/A" if a Principal Contractor.</p>	<p>➡ Provide one recent, site-specific example covering the scope of work, H&S accountabilities, hazard/risk management, training, incident reporting and investigation, subcontractor management, emergency response, inspection and audit.</p>	<p>0 – no documented procedures</p> <p>1 – Missing most of the procedures required.</p> <p>2 – Missing some of the procedures.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements the supplier shall show how front-line workers contribute to the development of site or project specific plans.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 2	Scoring
8	Does your organisation have a procedure/ process in place for conducting audits of its HSMS on a regular basis?	<p>➔ Provide copies of the two most recent HSMS audits.</p> <p>➔ Include a documented procedure detailing audit frequency, responsibility for arranging audits, who conducts them, who reviews and improves findings, and how corrective actions are captured and implemented.</p>	<p>0 – no evidence provided</p> <p>1 – Missing most of the procedures required.</p> <p>2 – Missing some of the procedures.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements the organisation shall demonstrate how senior management are engaged in formerly reviewing the HSMS at least annually.</p>
TRAINING AND COMPETENCE			
9	Are you and your workers fully trained and competent, with a documented process to ensure safe task completion? <i>This may include: on job training; trade certification: electrical; licenses: forklift; specialist training: hazardous substances, permit receiver US17588 etc.</i>	<p>➔ Provide a documented procedure detailing how H&S training requirements are determined, and how training records are updated and stored.</p> <p>➔ Include a training matrix/ competency register showing required H&S training by role, including HS representatives, and workers' type of training, completion dates, and refresher requirements/dates.</p> <p>➔ Permit Receiver US17588 training is required for Team leader on site.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement with some gaps. Evidence supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements the organisation shows how on-site verification of skills is applied.</p>
10	How young, unskilled, new, and other vulnerable workers are appropriately supervised and coached/ trained on the job?	<p>➔ Training procedure supplied in core criteria No 9 or provided here. It shows that: on the job-process ensures workers who are not yet competent are directly supervised by a competent person until they can safely perform tasks.</p> <p>The training register includes on-the-job training records where applicable, inductions etc.</p>	<p>0 – no evidence provided</p> <p>1 – Worker supervision is provided but not structured to vulnerable groups.</p> <p>2 – Vulnerable workers are identified, but no coherent plan to deliver consistent levels of supervision.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – The training and competency system outlines competence levels, specifies direct supervision for vulnerable workers, and details their progression to indirect or remote supervision.</p>
11	Have workers required to carry out hazardous work (e.g., in hazardous atmospheres, environments, with chemicals, substances, or explosives) been provided with the appropriate training and/or hold the required licenses or certifications? "N/A" if hazardous work not undertaken	<p>Describe the following:</p> <p>➔ what hazardous work has been identified</p> <p>➔ what the required specialist training, a licence, or certification is for that work</p> <p>Training register supplied in core criteria No 9, shows specialist training has been completed.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement with some gaps. Evidence supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements the organisation shows an example of how hazardous work training is applied and monitored for efficiency.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 2	Scoring
INCIDENT AND NEAR MISS REPORTING, RECORDING, AND INVESTIGATION			
12	Do you have a documented procedure for incident and near miss recording, reporting and investigation?	<p>➔ Provide <u>documented procedure</u>.</p> <p>➔ Provide three most recent event/incident report examples.</p>	<p>0 – no evidence provided</p> <p>1 – Reporting is evident but not follow-up/ learning/ investigation.</p> <p>2 – Reporting and investigation is a policy/ process but lacks evidence of current activity.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – A confidential reporting process for all workers, with evidence of implementation, a feedback loop, and investigations focusing on systemic issues, not individual blame, involving workers.</p>
13	Do you investigate all significant Health and Safety incidents including high potential near misses?	<p>➔ Either covered in procedure above or a description that demonstrates this.</p> <p>➔ Provide three recent investigation reports that uncover root causes beyond individual actions.</p>	<p>0 – no evidence provided</p> <p>1 – There is a process, but no evidence of investigations being carried out.</p> <p>2 – Some incidents are investigated.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Investigations documented and undertaken by a person trained and competent in investigations.</p>
EMERGENCY MANAGEMENT & RESPONSE			
14	Do you have documented emergency procedures that cover general emergencies your workers may be exposed to?	<p>➔ Provide the documented <u>procedures</u>.</p> <p>Should cover general emergencies such as fire, earthquake, medical event, tsunami (if relevant), verbal or physical assault (if relevant), bomb threat (if relevant).</p>	<p>0 – no evidence provided</p> <p>1 – Procedure missing reasonably foreseeable emergency scenarios</p> <p>2 – Procedure covers most likely emergencies but lacks sufficient detail for a meaningful worker response.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Evidence of regular tests of emergency responses and associated improvements</p>
15	Does your business develop emergency plans for high-risk work activities e.g. work at height, confined space entry, hot work etc?	<p>➔ Please provide a copy of the specialist <u>emergency plan</u> for high-risk activities.</p> <p><i>Note: This item may not apply ("N/A") if your organisation does not perform high-risk activities or if does them always under principal/leading contractors' plan.</i></p>	<p>0 – no evidence provided</p> <p>1 – Basic response with significant gaps, partially supported by uploaded evidence.</p> <p>2 – Evidence supports most of the requirement, but some gaps remain.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements the organisation shows how these plans are practiced, to ensure they will work.</p>
ENGAGEMENT, AND PARTICIPATION			
16	Do you have a documented procedure or process that encourages and allows for workers to engage and participate in H&S matters?	<p>➔ Provide documented procedures for worker engagement in H&S e.g., H&S Committee meetings, toolbox talks, prestart meetings etc.</p> <p>➔ To verify frequency, provide at least three consecutive examples, like minutes or diary entries from weekly meetings.</p>	<p>0 – no evidence provided</p> <p>1 – Understanding of worker participation but no evidence of activity.</p> <p>2 – Evidence of worker participation activity, but no supporting policy for this.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Trained HS Reps with evidence of them undertaking their function.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 2	Scoring
17	Do you have regular meetings/briefings with workers where H&S matters are discussed, and workers have the opportunity to raise any issues? <i>If yes what is their frequency and why is this viewed as appropriate?</i>	<p>➔ Covered in procedure above or described here: the type, nature, and frequency of regular/structured meetings with workers where H&S matters are discussed. Frequency and reasoning described in line with the nature of the operation as appropriate:</p> <ul style="list-style-type: none"> • At start of every job (prestart) • Daily • Weekly • Fortnightly • Monthly • Other. 	<p>0 – no evidence provided</p> <p>1 – Evidence of minimal H&S meetings provided, falling short of expectations for this type of operation.</p> <p>2 – Evidence supports most of the requirement but falls short of expectations for this type of operation.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – Meets minimum evidence requirements and shows innovative ways of engaging workers in H&S discussions.</p>
HAZARD AND RISK MANAGEMENT			
18	Do you have a documented procedure for the identification of hazards and management of their risk/s? This includes both hazards and risks associated with a physical environment and those associated with work activities.	<p>Provide the current ➔ <u>hazard/risk register</u>, ➔ examples of three recent hazard/risk identification methods (within the last two years), and ➔ a <u>documented procedure</u>.</p> <p>The procedure should cover:</p> <ul style="list-style-type: none"> • Responsibilities for hazard/risk identification and management • Coverage of all organizational aspects • Methods for identifying and assessing hazards/risks, including physical, environmental, work activities, new projects/sites, and significant changes • Consideration of safety and occupational health hazards/risks • Processes for determining controls using the hierarchy of control • Regular review of hazards and controls 	<p>0 – no evidence provided</p> <p>1 – Basic hazard identification with significant gaps, partially supported by uploaded evidence.</p> <p>2 – Has addressed the requirement with Hazard Analysis and processes for controls with some gaps. Evidence is available that supports most of the requirement, but not all.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements can demonstrate how hazards are prioritised and how critical controls are communicated and monitored for effectiveness.</p>
19	Do you produce written work instructions, JSA's, Task Analysis, SWMS, and/or standard operating procedures, and/or other specific safety instructions for the work you do?	<p>Covered in the above procedure/description detailing the production of written work instructions, suitable for the organisation's risk profile.</p> <p>➔ Please provide copies of any three of the following documents for the work activity: JSA, TA, SOP, or SWMS.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to meeting minimum requirements, demonstrate how front-line workers contribute to developing and improving these instructions.</p>
20	Are all workers provided with appropriate PPE for the work being undertaken?	<p>➔ Provide a list of all PPE currently provided to workers.</p>	<p>0 – no evidence provided</p> <p>1 – Some required PPE is missing from the list.</p> <p>2 – See details & minimum evidence requirements.</p> <p>3 – In addition to minimum requirements, shows how technical specifications for PPE are identified i.e., through a combination of regulatory requirements, industry standards, and specific workplace needs including examples where front-line workers are consulted on PPE selection and use.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 2	Scoring
21	Do you carry out regular safety inspections or audits for the work you do? What are they?	<p>➡ Provide procedure that covers:</p> <ul style="list-style-type: none"> physical environment checks check for safe worker behaviour identifying and recording hazards how corrective actions are managed frequency of inspections <p>➡ Provide three recent examples of completed site inspections/ safety audits. Note: for non-worksite activities, include vehicle/ machinery/ workplace safety inspection records.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition, shows how H&S Reps, managers, & other leaders have specific objectives for contributing to these activities.</p>
22	Do you have a procedure or documented process for the appropriate maintenance of any plant and/or equipment you use as part of your work? “N/A” if plant and equipment clearly not used. <i>Note: Plant & equipment include industrial plant, mobile P&E, lifting equipment (slings, strops, chains), & safety equipment (lanyards, gas testers, etc.).</i>	<p>➡ Provide documented procedure/ process on plant and/or equipment maintenance, covering at least:</p> <ul style="list-style-type: none"> what plant & equipment is maintained frequency of maintenance <p>➡ Provide samples of maintenance register/s (or similar) that show maintenance is carried out for:</p> <ul style="list-style-type: none"> mobile plant and equipment vehicles lifting equipment safety equipment <p>Register/s (or similar) should show at least: item, date serviced, whether item met service requirements, any maintenance requirements, next service date.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition, can show system accredited to an AS/NZS 4024.1201:2014 (Safety of Machinery) standard.</p>
CONTRACTOR MANAGEMENT			
23	How do you manage the safety of contractors you may engage? “N/A” if sub-contractors are clearly not engaged.	<p>➡ Documented procedure supplied, covering (per WorkSafe Guidance):</p> <ul style="list-style-type: none"> Prequalification Contractor selection and requirements Pre-commencement (induction, SSSP sign-off) Contractor monitoring Contractor audit and review. 	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition, can demonstrate the use of third-party accreditation systems like Tōtika, SiteWise etc as part of these processes.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 2	Scoring
24	Do you prequalify each subcontractor (PCBU) prior to engagement to confirm they have an appropriate HSMS? “N/A” if sub-contractors are clearly not engaged.	<p>➡ Documented procedure or description of process confirms subcontractors are prequalified as should be submitted in the above question.</p> <p>➡ Provide two examples of recent sub-contractor H&S prequalification.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition, can show that all sub-contractors are on the third-party accreditation systems register.</p>
25	Do you have processes to ensure you communicate and work with subcontractors on matter of health and safety to ensure work is coordinated to manage risks to H&S. “N/A” if sub-contractors are clearly not engaged.	<p>➡ Documented procedure/process or detailed description includes:</p> <ul style="list-style-type: none"> Setting minimum H&S requirements with subcontractors (contracts, agreed minimums, SSSP review/sign-off) Inducting subcontractors into the H&S program Communication methods with subcontractors (prestart briefings, toolbox meetings, weekly/monthly H&S or operations meetings, electronic communications) Coordinating work activity with subcontractors (e.g., JSA, PTW systems, work coordination meetings) <p>➡ Provide evidence of the above.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition, shows how senior management regularly and formerly discusses H&S matters with sub-contractor senior management.</p>
26	Do you regularly monitor your contractors H&S performance and provide feedback on this to them? If yes what is the frequency of this and why is this viewed as appropriate? “N/A” if sub-contractors are clearly not engaged.	<p>➡ Documented procedure/process or detailed description should include:</p> <ul style="list-style-type: none"> Physical works inspection Observation of workers/activity Assessment against JSA/TA/SWMS (or similar) Audit against subcontractor SSSP (or similar) Collection & review of incident data <p>Describe the frequency and reasoning for each monitoring activity (daily, weekly, fortnightly, monthly, other).</p> <p>➡ Provide evidence of the above.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements demonstrates use of a suite of lead indicators collaboratively agreed with sub-contractors.</p>

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 2	Scoring
27	<p>Do you have processes to consult, communicate, and coordinate activities with other organisations you might work with or in the vicinity of?</p> <p>“N/A” if you have a Principal Contractor.</p>	<p>➡ Documented procedure/process or detailed description shows how the organisation manages overlapping duties, including:</p> <ul style="list-style-type: none"> • Planning work activities to avoid conflicts • Ensuring safe execution of work activities • Assessing who else may be affected • Exchanging relevant information between organizations • Managing communication to all workers if required • Coordinating emergency procedures • Sharing, maintaining, and using shared facilities 	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Requirement addressed with some gaps. Evidence supports most of it.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements the organisation shall show how senior management regularly meet with other PCBU senior management to discuss and collaborate on H&S matters</p>
HAZARDOUS SUBSTANCES MANAGEMENT			
28	<p>If you use or store hazardous substances, products or materials, do you maintain a hazardous substances inventory?</p> <p>“N/A” if hazardous substances, other than general household type and quantities, clearly not held.</p>	<p>➡ Provide a <u>hazardous substances inventory</u> covering the following minimum elements:</p> <ul style="list-style-type: none"> • Product/chemical name • Maximum quantity likely to be stored • Location it is stored • Specific storage/segregation requirement 	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements, a hazardous substances inventory should cover:</p> <ul style="list-style-type: none"> • The inventory is reviewed, up to date and dated • Information on incompatible substances is detailed • The location of all substances SDS • Where waste is generated, the inventory describes the nature of the waste, maximum quantity likely present, location of waste, and other storage requirements. • WorkSafe HAZNO Inventory list Or N/A
29	<p>Have workers been trained in the safe use and handling of the hazardous substances they use or are exposed to?</p> <p>“N/A” if hazardous substances, other than general household type and quantities, clearly not held.</p>	<p>➡ Describe hazardous substances training provided, including:</p> <ul style="list-style-type: none"> • Trainer details • Training content (hazards, safe use, transport, storage, emergency measures) <p>➡ Provide evidence of training, referencing the Training Register in core criteria No 9 or records for three workers.</p>	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum evidence requirements:</p> <ul style="list-style-type: none"> • Supervision and instruction by knowledgeable and experienced personnel • Information on all hazardous substances workers may encounter • Physio-chemical and health hazards of substances • Safe use procedures for equipment, including PPE • Practice for safe equipment and PPE usage • Workers’ obligations under the Health & Safety at Work (Hazardous Substances) Regulations 2017 • Emergency actions for hazardous substances • Training matrix with records of training and instruction • Certified Handler for substances requiring supervision and control. Or N/A

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Core Criteria	Questions	Minimum Evidence Requirements – Cat 2	Scoring
OCCUPATIONAL HEALTH AND WELLBEING			
30	Have you identified any occupational health hazards/ risks that require health monitoring/ surveillance, and do you carry this out? “N/A” if no health hazard exposures	<ul style="list-style-type: none"> ➡ List identified health hazards/risks requiring health monitoring/ surveillance. Describe health monitoring provided, including: <ul style="list-style-type: none"> • Types of health monitoring (e.g., hearing tests, lung function tests, vision, musculoskeletal) • Who receives health monitoring (e.g., all workers, role/task-based) • Timing (pre-employment, annual) • Follow-up actions based on monitoring results 	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Has addressed the requirement although some gaps have been identified. Evidence available that supports most of the requirement.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements shows evidence that occupation health and/or occupational hygiene specialist advice is sought and applied to these processes. Or N/A</p>
31	Does your organisation have a workplace drug and alcohol policy?	<ul style="list-style-type: none"> ➡ Provide the <u>Drug and Alcohol policy</u> and/or details including: <ul style="list-style-type: none"> • Organisation’s stance on drugs and alcohol • Types of testing (e.g., pre-employment, post-incident, reasonable cause, random) • Post-incident testing procedures • Random testing selection process, frequency, and workforce percentage tested 	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Requirement addressed with some gaps. Evidence supports most of it.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition, demonstrates how the organisation supports and rehabilitates workers providing non-negative results.</p>
32	How does your organisation manage work-related stress, fatigue and mental wellbeing?	<ul style="list-style-type: none"> ➡ Provide <u>Fatigue Management policy</u>/describe your organisation’s approach to managing work-related stress, fatigue & mental wellbeing incl.: <ul style="list-style-type: none"> • Education/training for senior leaders on identifying/managing stress, mental wellbeing, and fatigue • Consideration of stress and fatigue during work/project planning (e.g., required hours off, task rotation) • Management of workers’ mental wellbeing, including identifying changes and creating positive environments. ➡ Provide one example each incl.: <ul style="list-style-type: none"> • Addressing stress and fatigue in planning, identifying, & reporting issues • Managing mental wellbeing and any necessary managerial interventions. • Providing EAP/OCP services. 	<p>0 – no evidence provided</p> <p>1 – Attempted a basic response containing significant gaps which may be partially supported with uploaded evidence.</p> <p>2 – Requirement addressed with some gaps. Evidence supports most of it.</p> <p>3 – See details & minimum evidence requirements.</p> <p>4 – In addition to minimum requirements the organisation shall have a formal fatigue management system that evidences fatigue reduction in workers.</p>
HEALTH AND SAFETY PERFORMANCE HISTORY			
33	Has your company been convicted of a health and safety offence, investigated, or faced enforcement action by a H&S Regulator in the last 5 years , including prohibition or improvement notices, or formal warnings?	<p>If yes, ➡ provide:</p> <ul style="list-style-type: none"> • Offence charged (when and where) • Conviction details (when and sentence) • Enforcement action details and status • Copy of the primary enforcement document 	<p>No score given.</p> <p>Information provision only</p>

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Appendix 1 – References

CUSP

Reference: <https://southport.co.nz/uploads/CUSP-2025.pdf>

Other

Notification of Particular Hazardous Work. Maritime.

Reference: <https://www.maritimenz.govt.nz/commercial/safety/notifications/incident-notification/>

Hot work notification to Environment Southland (es.govt.nz)

Reference: <https://www.es.govt.nz/online-services/hot-work-notification?ed-step=1>

Appendix 2 – Examples of High-Risk Work Activities

If an organisation selects any of the following as their main or primary work activity, they will be classified as a Category 2 Contractor:

Asbestos Removalist (Class A&B), Surveyors & Assessors	Installation and Servicing of Hydraulic Systems
Abseiling/Rope Access	Installation and Servicing of Plant and Equipment
Biohazards or Infectious Materials Services	Installation or Servicing of Pressure Vessels
Chemical/Commercial Cleaning Services	Labour Hire Services
Construction/Building Maintenance Services	Mobile Crane Services
Demolition Services	Mobile/Stationary Plant, and Equipment Servicing
Diving Services (Commercial)	Mobile Plant Operation (EWP, Hiab, Sweepers)
Drain Laying/Clearing Services	Oil and Gas Inspection & Engineering Services
Drilling Services (incl. Hydrocarbon)	Passenger Transport
Excavation/Trenching Services	Painting Services
Explosive Blasting Services	Quarrying Services
Fuel Supply or Storage	Recycling Services
Fishing Services	Roofing Services
Gas Services (High Pressure)	Sandblasting Services
Glazing	Scaffolding Erection and Dismantling
Hazardous Substances Storage and Transport	Stevedoring/ Marshalling Services
Heavy Transport (operate mobile plant or vehicles over 3.5t)	Tower Crane Services
Electrical Services including High Voltage	Traffic Management Services
Hot Work (Welding etc)	Waste Management Services
Installation and Maintenance of Fire Systems	

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