# Construction Supplier Register Low value works projects - Response to OHS evaluation criteria

## Applicant details

|  |  |
| --- | --- |
| Applicant’s business name |  |
| Applicant’s ABN |  |
| Name of person completing this form |  |
| Contact telephone for person completing this form |  |

## Applicant’s statement

I, the Applicant:

* declare that I am authorised to make this statement on behalf of the Applicant,
* declare that all the information provided in this template response to OHS evaluation criteria is current, accurate and may be relied on, and
* acknowledge that the Construction Supplier Register may undertake additional compliance checks requiring me to submit further documentary evidence of my financial standing.

|  |  |
| --- | --- |
| Name of person making this statement |  |
| Electronic signature of person making this statement (print if none) |  |
| Date |  |

This document was electronically signed in accordance with the COVID-19 Omnibus (Emergency Measures) (Electronic Signing and Witnessing) Regulations 2020.

## Using this template

### Category – Low value works projects

This template supports the Construction Supplier Register category - Low value works projects (projects with a value less than $500,000 (inclusive of GST)).

Applicants for this category can use this template as part of their response to the OHS evaluation criteria.

### How to use this template

Respond to each criterion.

Evidence in response to a criterion may need:

* Supporting evidence
* A response on this template
* Both supporting evidence and a response on this template.

The type of evidence that may be used in response to each criterion is described in **Low value works projects Guide to mandatory OHS management criteria**.

### How to submit supporting evidence

Where supporting evidence is submitted on paper:

* label each item of supporting evidence, in the top right hand corner, with the applicant’s name and the criterion number, for example:  
  White Building Pty Ltd Criterion 2.

Where supporting evidence is submitted electronically:

* label each file with the applicant’s name and the criterion number, for example:   
  Lopez Building Pty Ltd – Criterion 2’.
* if there is more than file, label the files with the applicants name and the criterion number plus -1, -2, and so forth. For example:  
  Lopez Building Pty Ltd – Criterion 2-1’, Lopez Building Pty Ltd – Criterion 2-2’ and so forth.

Some items of supporting evidence may be used for more than one criterion. Where this happens:

If submitting on paper:

* label each item of supporting evidence, in the top right hand corner, with the applicant’s name and the criterion number, for example:  
  Li Building Pty Ltd Criterion 2 and Criterion 4a.

If submitting electronically:

* label each file with the applicant’s name and the criterion number, for example:  
  Patel Building Pty Ltd – Criterion 2 and Criterion 4’.
* if there is more than file, label the files with the applicants name and the criterion number plus -1, -2, and so forth. For example:  
  Patel Building Pty Ltd – Criterion 2-1 and Criterion 4a’, Patel Building Pty Ltd – Criterion 2-2 and Criterion 4a’ and so forth.

### When to submit this template and evidence

Submit this template and evidence with your application to the Construction Supplier Register.

## Response to OHS criteria

### Criterion 1: OHS Policy

The supplier of Works’ organisation-specific OHS Policy.

*The response to this criterion requires supporting evidence.*

### Criterion 2: Officers’ governance of OHS

The identity of the officers of the supplier of Works, as defined in the **Occupational Health and Safety Act 2004** and the means by which those officers effectively govern the supplier of Works in relation to OHS.

Note: This does not apply to a supplier of Works who is a sole trader, but does apply to a company, partnership, alliance or association.

*The response to this criterion requires both:*

* *a response in the text box below*
* *supporting evidence.*

|  |
| --- |
| Insert your response here |

### Criterion 3: OHS Advisors

Curriculum Vitae of person(s) with relevant OHS qualifications engaged or employed to advise the supplier of Works on OHS matters.

*The response to this criterion requires supporting evidence.*

### Criterion 4: Consultation and issue resolution

### 4a. Management representation for consultation, issue identification and response

The identity of the organisation’s management OHS representative / officer and any other resources assisting the identification of OHS concerns, their consideration and response.

Details of satisfactory training / qualifications or source of assistance.

*The response to this criterion requires both:*

* *a response in the text box below*
* *supporting evidence.*

|  |
| --- |
| Insert your response here |

### 4b. Elected Health & Safety Representative

**Where a Health & Safety Representative has been elected**

The identity of any employee(s) of the supplier of Works, or an employee of another employer where a multi-employer work-group has been agreed under Division 2 of Part 7 of the **Occupational Health and Safety Act 2004**, elected as a Health and Safety Representative under **Occupational Health and Safety Act 2004** and details of training undertaken by them.

*The response to this criterion requires supporting evidence.*

**Where a Health & Safety Representative has not been elected**

Certification by the supplier of Works that there has been no request for designated work groups and the election of Health and Safety Representatives

*The response to this criterion requires a response in the text box below.*

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| --- |
| Insert your response here |

### 4c. Consultation and issue resolution procedures

How consultation and issue resolution are undertaken with employees and Health and Safety Representatives (if any) as required by the **Occupational Health and Safety Act 2004** and regulations.

*The response to this criterion requires supporting evidence.*

### 4d. Health & Safety Committee

**Where a Health & Safety Committee has been established**

Details of any Health and Safety Committee (where appropriate) and the charter or constitution or rules that show how the Committee operates (meeting the requirements of Part 7 of the **Occupational Health and Safety Act 2004**)

*The response to this criterion requires supporting evidence.*

**Where a Health & Safety Committee has not been established**

Certification by the supplier of Works that there has been no request for the establishment of a Health and Safety Committee.

*The response to this criterion requires a response in the text box below.*

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| --- |
| Insert your response here |

### Criterion 5: Currency of awareness of OHS

Method(s) used to keep updated on changes to OHS legislation, regulations and guidelines and other information to maintain ongoing awareness of OHS requirements.

*The response to this criterion requires supporting evidence.*

### Criterion 6: Induction and training

### 6a. Processes

Details of processes by which the supplier of Works ensures that no person enters or works upon a construction site without induction or otherwise in compliance with requirements of regulations.

*The response to this criterion requires supporting evidence.*

### 6b. Records

Confirmation that OHS induction and necessary training of supplier of Works’ employees and sub-contractors are ensured. Induction of people other than employees of the supplier of Works to workplaces under the management or control of the supplier of Works should also be provided for.

The purpose of the induction is to ensure that the employees and others have an awareness of the workplace specific hazards and risks and measures in place to manage the risks (including emergency and evacuation measures).

The purpose of training is to enable the supplier of Works’ employees and sub-contractors to perform their work in a way that is safe and without risks to their health.

*The response to this criterion requires supporting evidence.*

### Criterion 7: Hazard identification and risk control

### 7a. Hazards and risk control

The means by which hazards and risks associated with the activities of the supplier of Works are identified, assessed and controlled

*The response to this criterion requires supporting evidence.*

### 7b. Compliance with legal requirements

The means for compliance with specific legal requirements.

Note: Health and Safety Coordination Plans are required to be developed and maintained by supplier of Works where they are appointed to the role of Principal Contractor.

(Regulations 335, 336 and 337 of the **Occupational Health and Safety Regulations 2017**)

*The response to this criterion requires supporting evidence.*

### Criterion 8: Contractor and sub-contractor safety management

Procedures for managing the obligations of the supplier of Works under the **Occupational Health and Safety Act 2004** for the safety of independent contractors (sub-contractors) engaged by the supplier of Works and of the employees of sub-contractors and others.

*The response to this criterion requires supporting evidence.*

**Criterion 9: Emergency response**

### 9a. Procedures and first aid

Effective emergency response procedures including review and testing requirements, the availability of suitable first aid facilities, and employee first aid training.

*The response to this criterion requires supporting evidence.*

### 9b. Information and testing

The effective dissemination of emergency response information and of testing of emergency response procedures in the past 12 months.

*The response to this criterion requires supporting evidence.*

**Criterion 10: Incident notification, investigation and response**

### 10a. Internal incident notification

System for the notification of all incidents internally and (where relevant) to the employer with management and control of the workplace.

*The response to this criterion requires supporting evidence.*

### 10b. Notification of incidents to WorkSafe Victoria

**Where a notifiable incident has occurred**

System for the notification of incidents to WorkSafe Victoria as required by Part 5 of the **Occupational Health and Safety Act 2004** (immediate oral notification of death, serious injury or an incident involving immediate risk to people from specified events).

*The response to this criterion requires supporting evidence.*

**Where a notifiable incident has not occurred**

Where there has been no notifiable incidents as outlined in **Criterion 10b**, the supplier of Works must provide a signed statement to that effect.

*The response to this criterion requires a response in the text box below.*

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| --- |
| Insert your response here |

**Criterion 11: Enforcement activity**

This performance criterion seeks evidence of the supplier of Works’ response to enforcement activity.

**Where there has been enforcement activity**

Enforcement activity within the past 24 months or issues raised by any WorkSafe Victoria, Environment Protection Authority, Energy Safe Victoria or other relevant inspectorate and/or Health and Safety Representative including:

* prohibition notices;
* improvement notices;
* written directions;
* provisional improvement notices issued by a Health and Safety Representative;
* activities relating to an incident notified to WorkSafe Victoria under Part 5 of the **Occupational Health and Safety Act 2004**; and
* any prosecution commenced by WorkSafe Victoria or completed, within the period.

*The response to this criterion requires supporting evidence.*

**Where there has been no enforcement activity**

Where there has been no relevant inspectorate or regulatory activity, notices, or prosecutions of the kind outlined in **Criterion 11** the supplier of Works must provide a signed statement to that effect.

*The response to this criterion requires a response in the text box below.*

|  |
| --- |
| Insert your response here |

**Criterion 12: Workers Compensation insurance**

Comparison of the supplier of Works’ insurance premium rate with that of the industry as a reflection of the supplier of Works’ claims history.

The supplier of Works’ current insurance premium rate not exceeding 150% of industry rate for the past 3 years.

Not required for self‑employed person not having employees or deemed employees.

*The response to this criterion requires supporting evidence.*

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