

Contractor Prequalification Management

A pan-industry process

PREQUALIFICATION REPORT

GLOBAL RENOVATIONS LIMITED

Valid from 17 Oct 2021 to 17 Oct 2023

Category Sole Trader

Number of Employees 1

Primary Work Activity - Property Maintenance

Disclaimer

This report has been prepared by PREQUAL for the Contractor using our professional judgment based on information provided by the Contractor. PREQUAL have accepted comments and reviewed source documentation as provided by the Contractor but have not attempted to verify the accuracy of such information. PREQUAL does not accept any responsibility for the accuracy or completeness of the information supplied, or how the information is used by either the Contractor or any other organisation or individual accessing this report.

This report provides a view as to the likely state of defined aspects of the Contractors health and safety management systems and their application. This is done in the context of a prequalification process not an in depth audit or review.

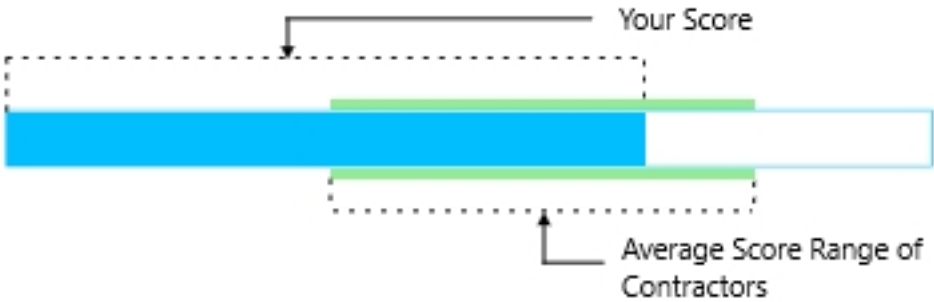
SCORING AND INSURANCE



Sections Scores

Health & Safety	<div></div>	89%
General Health & Safety	<div></div>	100%
Risk Management	<div></div>	83%
Incident Reporting	<div></div>	100%
Training	<div></div>	50%

Scoring Key Example



Insurances		
Insurance Type	Cover Amount	Expiry Date
Motor Vehicle	NZ\$10,000,000.00	08/10/2023
Public Liability	NZ\$2,000,000.00	08/10/2023

QUESTIONS AND RESPONSES

Key - Response Indicates



Good understanding



Some understanding



Limit understanding

Health & Safety

General Health & Safety Questions

Contractor Response

Describe below who you think is responsible for your health and safety when you are carrying out work on site for a Client?

4

I am the sole worker for my company I have responsibilities for my safe work practices, this would include but not limited to - safe tools that are test and tagged NZ Standard 3760, safety of others passing or entering my workspace, hazard identification, periodic checking of the work place - site checks, having an operations manual- for reference to best practice, skills tracking - where certification needs to be noted and renewals diarised ahead Emergency protocols - such as first aid , evacuation of buildings and a clear understanding of the clients established safety protocols , accident records , that include corrective actions process, rehabilitation process Site Tool box meetings with the client to ensure all are in the know - safety wiseThe client is also deemed to have responsibilities under section 37 (PCBU) of the 2015 Act In summary - I have clear responsibilities for my work area and the client - usually the building owner has a shared responsivity to oversee the safe work onsite

Please describe below, if health and safety issues come up when working on site for your Client how do you deal with them?

4

This will depend the "safety issues that come up when working on site" - this might mean that the client diverts visitors to the building or indeed I isolate my work area from people passing in proximity - the solution would be to hold / document a meeting where the "issues " are raised , a hazard register is compiled and the control measure are agreed on by all parties Thes processes need to be regularly reviewed and kept current / relevant to safe practice

Please enter your response to both of these questions in the text box below.

1. Where do you go to get health and safety advice?
2. How often would you seek health and safety advice?

4

I have been referred to a Health and Safety consultant of 24 years experience by the Auckland Council who has provided me with a web based platform called safety on Line This provides a structure around a bring up / diary system that provides planning / organisation of my business - The consultant is Bob Parsons nzworksafe@xtra.co.nz 0272013073

Risk Management Questions

Contractor Response

<p>Please describe below what you would do if you identify a hazard while carrying out work on your Client/s site.</p>	2	<p>Before starting a job we survey the job for Health and Safety aspect as most of the jobs are small and usually short term we do the following(1) Plan the job / work / resources needs / tooling / time allocation This includes PPE - safety boots, hearing protection high viz helmet where appropriate(2) plan the safety aspects - including emergency protocols - this would include communication, first aid, evacuation protocols, safe tooling within the capabilities of my skills sets (3) writing a task analysis that sets out the steps of execution in a safe planned manner - in other words - work to a plan anticipating all potential outcomes. (4) Identify all potential hazards and record them in a hazard register where the control measures are clear succinct and reasonable</p>
<p>Do you undertake any formal job safety analysis (task analysis) before starting work?</p>	4	<p>Yes JSA - As I am a one man band my scope of tasking is very limited - I have to work alone and so carrying a communication device is paramount - fully charged smart phone that has emergency alarm setting and a First Aid AP (St Johns) installed I would plan the steps of the task and load them on to my web based platform - these are re useable documents that once templated, can be used over again and become useful for training other in future should the need arise.I would register all of the hazard issues with appropriate controls and PPE would be part of the risk mitigation The steps of executing the task would be noted in bullet points that are easily understood esp in terms of safe work practice - to myself and others in the buildingIsolation of the workplace must be documented and put in place to ensure the safety of others - ie building residents / visitors A meeting process with the client building owner needs to be carried out at least weekly with a structured format / accidents debriefed</p>
<p>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, safety equipment, test equipment, tooling etc.?</p>	4	<p>Yes Test and Tagging of electrical gear - 3 monthly A / NZ standard 3760 - compliance altho most of our gear is now battery operated - Otherwise we do not need to calibrate in the tasking / tooling that we do</p>
<p>Incident Reporting Questions</p>		<p>Contractor Response</p>
<p>Please describe below who you would advise if you have an incident while carrying out work on your Client's site?</p>	4	<p>(1) Minor issues - are written up on the web platform and reported to the client as the the turns of engagement require this process (2) Serious harm - The injured must be dealt with hospitalised / doctors / emergency centres. The client must be informed when practical, Worksafe must be informed as soon as possible and my H & S Consultant informed as soon as possible so that I receive the best advice according to the circumstance All accidents / incident and near misses are entered into the web platform for weekly debrief of what happened , how we improve and prevent re occurrence In summary we need to learn from our experience and share information with all interested parties</p>
<p>As a self-employed person are you required to report a Notifiable Event, Illness or Injury (that you have) to WorkSafe New Zealand?</p>	4	<p>Yes</p>
<p>Training Questions</p>		<p>Contractor Response</p>

<p>Have you completed any health and safety training in the last 3 years e.g. First Aid, H&S Representative, Incident Investigation, Hazard Management, Fire Warden, H&S Auditing, H&S Leadership/Supervision.</p>	2	<p>Yes! am currently undertaking Health and Safety training with Bob Parsons and to date we have covered (1) Hazard ID(2) Site checking - for safe aspect where we are building a comprehensive checklist of safe aspect / safe practice / ensuring proper resourcing (3) Induction to sites (4) Induction of employees - whenever that arises(5) Tracking of skills and review process at least 6 monthly \ (6) Meetings agendas / timespans / review / topics of the months (7) Emergency protocols We are yet to do the followingThe law as it applies to small business Reporting Serious Harm to Worksafe The duty of care as an employer - for when that eventuates</p>
Health & Safety Performance Questions		Contractor Response
<p>Has your organisation been prosecuted and convicted for an offence under the Health and Safety at Work (HSAW) Act 2015 in the last 5 years?</p> <p>Note: Assessors will be undertaking a court base search of your company.</p>		<p>No</p>
<p>Has your organisation received a Prohibition, Infringement or Improvement Notice issued under the Health and Safety at Work (HSAW) Act 2015 within the last 5 years?</p> <p>Note: Any notices issued by WorkSafe, MBIE, Maritime NZ (MNZ) or Civil Aviation Authority (CAA)?</p>		<p>No</p>
<p>Have you been investigated by a health and safety enforcement agency WorkSafe, MNZ, or CAA regarding any accident within the last 5 years?</p>		<p>No</p>
<p>Have you ever been prosecuted and convicted for an offence, received infringement notices, or been investigated by an enforcement agency under the Resource Management Act or other environmental regulation or bylaw in the last 5 years?</p> <p>Note: Assessors will be undertaking a court base search of your company.</p>		<p>No</p>
<p>Have you been recognised by your client or other parties for health, safety, or environmental excellence, innovation, or problem solving?</p>		<p>No</p>

ABOUT PREQUAL

Prequalification assesses the health and safety systems, and other management processes used by a Contractor, to provide the Client with an indication of their ability to perform work that is aligned with good practice and the Client's own aspirations.

Impac PREQUAL combines the experience and track record of Impac with freshly-developed business processes that provide a fast, efficient and cost effective contractor prequalification service for Clients and Contractors', benchmarked against both international best practice and local experience(our model has been developed with reference to a range of contractor prequalification processes in BHP, Rio Tinto, Construction Line, CHAS, and the Federal Safety Commissioner, as well as the experience of local Client organisations such as Carter Holt Harvey, Fonterra and Air NZ).

The PREQUAL process is a truly Client-led approach, with Clients, not Contractors, setting the standards to be met. A Governance Group made up of senior health and safety and procurement specialists from amongst the foundation clients ratify prequalification standards, key decisions, and ensure that Client expectations are the driving consideration.

The result is a process that has benefits for both Clients and Contractors. These include significant cost and time savings, meaningful feedback, and a focus on continual improvement, all of which result in increased confidence in the Contractor Prequalification outcome.

Contractors are required to typically complete the prequalification process two yearly and this will meet the requirements of a significant and ever increasing number of Client organisations.

CERTIFICATE

THIS IS TO CERTIFY THAT

GLOBAL RENOVATIONS LIMITED

has been assessed and successfully completed

PREQUAL prequalification

Valid until: 17 Oct 2021 - 17 Oct 2023

ASSESSMENT RATING



Property Maintenance

Sole Trader

+IMPAC

PREQUAL

Identifying safe Contractors