

**DALRYMPLE BAY COAL TERMINAL P/L (DBCT P/L)**  
**CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE - OHS**

DBCT P/L is committed to ensuring that high standards of Health, Safety and Environment (HSE) are achieved on its site.

The purpose of this document is to provide DBCT P/L with information relating to your organisation's abilities in HSE management.

<b>CONTRACTOR NAME:</b>	
<b>PERSON COMPLETING FORM:</b>	
<b>SIGNATURE &amp; DATE:</b>	

**1. HSE ACCOUNTABILITY**

**1.1 Does your organisation have an authorised and dated Health, Safety and Environment (HSE) policy? Yes/No**

- What position does the signatory hold? \_\_\_\_\_
  - How often is it reviewed? \_\_\_\_\_
  - Are all employees aware of the HSE Policy and its content? .....Yes/No
  - If yes, how are they informed?
- \_\_\_\_\_
- \_\_\_\_\_

**1.2 Is there an HSE Management Plan in place that reflects the organisation's needs and priorities?**

- Have employees had the opportunity to contribute to the HSE Plan? .....Yes/No
- Is it regularly reviewed and updated? .....Yes/No
- When last was it reviewed?.....Date
- Who reviews it and authorises the HSE Plan?.....
- Please provide a copy of the HSE Plan for Pre-Qualification purposes.

**1.3 How are subcontractors (including labour hire personnel) selected and managed?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. HSE CONSULTATION**

**2.1 Does Management consult with their employees about HSE issues?**

**Yes/No**

How is this consultation achieved?

\_\_\_\_\_

\_\_\_\_\_

## 2.2 OHS Committee

- Does your organisation have an OHS Committee? Yes/No
- If yes, are all levels of the organisation represented on the OHS Committee? Yes/No
- What is the role of the OHS Committee within the organisation?

---

---

---

## 3. HAZARD AND RISK MANAGEMENT

Are hazards identified within your organisation? If yes, how is this undertaken and documented? Are environmental hazards included in the hazard identification process?

---

---

---

---

Are the risks associated with the hazards assessed to determine how and when risk control shall be implemented? If yes, how is this performed? How are environmental risks managed?

---

---

---

---

Are Risk Assessments, or equivalent (JSA's), used to describe the way in which a task is to be completed? Yes/No

If yes, could you please attach an example of a Risk Assessment (or equivalent) to this questionnaire?

Are your employees working in high risk occupations eg:

- Working at heights Yes/No
- Cranes and Lifting Yes/No
- Working with Electricity Yes/No
- Working with asbestos Yes/No
- Working in confined spaces Yes/No
- Manual handling Yes/No
- Plant and equipment (hiring or owners) Yes/No
- Working with Hazardous substances Yes/No
- Spray painting Yes/No
- Abrasive blasting Yes/No
- Hot Work Yes/No
- Construction work Yes/No



**5. INJURY MANAGEMENT**

Do you have an Injury Management Program that outlines the organisation's approach to managing injured employees? Yes/No

Do you have a list of alternative duties available for injured employees? Yes/No

Do you have a rehabilitation co-ordinator who manages the process when an employee is injured? Yes/No

If no, who co-ordinates the return to work process for the organisation?

---

---

---

Do you have appropriate numbers of employees with first aid training? Yes/No

**6. REPORTING AND RECORDING**

Do you have an Incident Reporting system? Yes/No

What types of incidents are investigated? Does this include environmental incidents?

---

---

Is there a structured method of investigating incidents? Yes/No

How are action items followed through?

---

---

**6.1 SAFE WORK HISTORY**

- a) Please provide evidence of your Company's safety performance over the last 3 years. If possible include a graph.
- b) Please show any lost time injuries (last 3 years) as the Lost Time Injury Frequency Rate (LTIFR) a sample of the calculation is shown below:

$$\frac{\text{Lost Time Injuries} \times 1 \text{ Million man Hours}}{\text{Actual Man Hours Worked for the Year}} = \text{LTIFR}$$

- c) Please show your All Injury Frequency Rate (AIFR) for the last 3 years. A sample of the calculation is shown below.

$$\text{AIFR} = \frac{\text{Medical Treatments} + \text{Lost Time Injuries} \times 1 \text{ Million Man Hours}}{\text{Actual Man Hours Worked for the Year}}$$

**7. MONITORING AND REVIEW**

Are audits carried out based on the requirements of the HSE Plan? Yes/No  
Who is involved in the audits?

---

---

How often are the audits completed?

---

Are the audit outcomes recorded? Yes/No

How are recommendations recorded and actioned? Yes/No

Are sub-contractors subject to the same audit process? Yes/No

If no, how does the organisation monitor the OHS performance of their sub-contractors?

---

---

---

Are the audit action plans communicated to employees? Yes/No

Are physical and behavioural inspections carried out as per the HSE Plan requirements? Yes/No

Are inspections, testing and tagging completed as per the legislative and manufacturers' requirements? Yes/No

If yes, what type of testing, tagging and inspections are conducted? (Attach any extra material if required).

---

---

---

Have HSE objectives been established? (e.g. no lost time injuries/no environmental incidents) Yes/No

---

---

---

Are objectives set with employee consultation?

---

---

How are these objectives measured and reviewed? (e.g. Once/year via an audit)

---

---