

Contractor Prequalification Management

A pan-industry process

Prequalification Report

Bain Liquids Limited

Valid From **12 Oct 2017** to **12 Oct 2019**

Category **1**

Number of Employees **5**

Primary Work Type **Waste Removal**

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.



Application ID 5161

Contractor ID 2062

Scoring and Insurances

Overall Score



67%

Section Scores

Health and Safety		67%
Health & Safety Management and Commitment		69%
Safe Work Procedures and Practices		71%
Hazard Management		60%
Incident Reporting and Investigation		50%
Audit and Inspection		50%
Involving Employees		75%
Training		60%
Plant, Equipment and Vehicles		88%
Safety and Environmental Performance		100%

Scoring Key Example



Insurances

Insurance Type	Cover Amount	Expiry Date
Airside MV	10,000,000	25/11/2018
Motor Vehicle	10,000,000	25/11/2018
General Public & Product Liability	10,000,000	25/11/2018

Section Comments

Insurance and Referees

Insurance

The organisation has current insurances in place, the amounts and types of insurances held are displayed in the table at the beginning of this report.

Referees

Referees have not been contacted by PREQUAL but may be contacted by representatives of Clients you have asked to prequalify for, or have allowed your information to be made available to.

Health and Safety

Health & Safety Management and Commitment

An standard health and safety policy is in place.

Excellent health and safety responsibility descriptions have been provided.

An external resource provides health and safety advice to the organisation.

Safe Work Procedures and Practices

The evidence suggests there are basic written work instructions, procedures, and/or specific safety instructions in place for the organisation.

The evidence provided suggests that reviews of work instructions, procedures, and specific safety instructions are carried out regularly.

Hazard Management

The evidence provided indicates the presence of a process for the identification, control, and review of hazards, appropriate to the organisation relative to its size and area/s of activity.

The job safety analysis provided as evidence demonstrates part of the methodology required to produce good JSA's (as defined in the question help function).

The evidence provided indicates the presence of a basic process for the isolation of some energy sources.

The evidence provided indicates the presence of a process for the management of key potential emergency scenarios, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a basic process for the management of hazardous substances.

The evidence provided indicates that appropriate personal protective equipment is provided, it is maintained, and replaced at appropriate times.

Incident Reporting and Investigation

The evidence provided indicates the presence of a basic process for the reporting of incidents.

Audit and Inspection

The evidence provided indicates the presence of a basic process for carrying out workplace inspections.

Involving Employees

The evidence suggests that there are regular opportunities for employee involvement in health and safety.

Training

The evidence provided indicates the presence of a basic process for the training of employees.

The evidence provided in the first question of this section indicates the presence of a process for managing refresher training, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a basic process for the induction of employees.

Plant, Equipment and Vehicles

The evidence provided indicates the presence of a process for the maintenance, testing and/or calibration of equipment, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a comprehensive process for keeping mobile plant and motorised vehicles safe and fit for use.

Safety and Environmental Performance

The organisation has indicated that it has not been prosecuted and convicted for an offence under the Health and Safety in Employment Act 1992 in the last 5 years.

The organisation has indicated that it has not received a Prohibition, Infringement or Improvement Notice under the Health and Safety in Employment Act 1992 in the last 5 years.

The organisation has indicated that it has not been investigated by a health and safety enforcement agency regarding any accident within the last 5 years.

The organisation has indicated that it has not been prosecuted and convicted for an offence under the Resource Management Act or other environmental regulation or bylaw in the last 5 years.

The organisation has indicated that it has received recognition from clients for health and safety excellence, innovation, or problem solving in the last 5 years.

Question - Scores and Comments

Health and Safety

Health & Safety Management and Commitment

Do you have a health and safety policy?	4	A standard health and safety policy is in place and covers most areas expected for the nature of the organisation.
Who is responsible for the management of health and safety in your business? Identify their role and describe what they are responsible for in relation to H&S (free text).	4	Responsibilities are allocated to senior management-Director/CEO/MD.
If health and safety issues come up how do you deal with them? Please write a short description with some recent real examples (free text).	4	The description suggests that health and safety issues are dealt with in a structured manner. Health and safety issues appear to be managed via programmed team meetings.
Who provides your company with H&S advice and support e.g. internal advisor or external consultant/organisation. (free text) Include the following in your answer: 1. the name of the individual (internal or external) or external organisation 2. qualifications of the individual (internal or external) or of key people within the external organisation 3. level of experience of the individual (internal or external) or of key people within the external organisation 4. what you use them for and how often (or what amount of their time is directed to this if internal)	1	An external provider supplies basic health and safety advice and systems support.

Safe Work Procedures and Practices

Do you have written work instructions, procedures, or specific safety instructions for the work you do in your own operations?	2	Two examples of written work instructions, procedures, and/or specific safety instructions were provided as required. Work instructions etc appear to provide specific instruction on how to carry out a work activity but provide no description of the nature of hazards/risks likely to be faced, and the activities required to control them.
Do you review your work instructions, procedures, or specific safety instructions?	4	The evidence provided suggests that reviews of work instructions, procedures, and/or specific safety instructions are carried out regularly.

Hazard Management

Do you have a procedure or process for identifying, controlling, and reviewing hazards that you deal with?	3	A procedure/process for identifying, controlling, and reviewing hazards was provided. Less than the required evidence of the procedure/process being applied in practice was submitted. A hazard register was provided.
Do you complete Job Safety Analyses (JSA - also referred to as Task Analysis) for work you do?	2	One job safety analysis was provided as evidence. The job safety analysis was regarded as of limited quality.

Do you have a process/procedure (s) for managing the isolation (lockout-tagout) of live energy sources e.g. electrical equipment, moving machinery, hydraulics, live process lines etc?	2	The procedure or description of process provided as evidence was not clear.
Do you have documented procedures for general emergencies e.g. fire, medical, earthquake?	3	A documented procedure/process for the management of key potential emergency scenarios was provided.
Do you have documented procedures for emergencies related to the work activities you undertake e.g. confined space entry and work at heights rescue, chemical spill, working alone etc?	1	The documented procedure/process provided as evidence was not clear.
Do you have a process for managing hazardous substances?	2	A procedure or description of the process for managing hazardous substances was provided. No safety data sheet was provided as evidence.
Do you provide personal protective equipment (PPE) to your staff?	4	The description clearly indicates how personal protective equipment is provided. The description clearly indicates how personal protective equipment is maintained. The description clearly indicates how personal protective equipment is replaced.

Incident Reporting and Investigation

Do you have an incident reporting and investigation process/procedure?	2	A procedure/process description for incident reporting and investigation was provided. The procedure provided no clear process for the reporting of serious harm. No procedure/process description for incident investigation was provided. Two incident reports were provided as evidence as required. The incident reports were regarded as of limited quality. An incident register was provided.
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Audit and Inspection

Do you conduct H&S inspections of your work areas? (This includes in your own workplace).	2	A description of the process for carrying out workplace inspections was provided. One completed workplace inspection was provided as evidence as required. The completed inspection provided was of limited quality.
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Involving Employees

Do your staff have an opportunity to be involved in health and safety?	3	A description of the process for providing employees the opportunity for involvement in health and safety was provided. Opportunities for involvement in health and safety are provided via programmed health and safety meetings. Minutes of meetings were provided and indicate that the opportunity for involvement in health and safety is regular. The minutes provided as evidence were light.
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Training

<p>Do you have a procedure/process that ensures the provision of any required training for employees?</p> <p>This may include:</p> <ol style="list-style-type: none"> 1. On job training 2. Trade certification, e.g. electrical, plumbing, carpentry, mechanics, boilers, rigging, welding, etc 3. Licenses e.g. forklift, crane, scaffolding, powder actuated hand tools, heavy transport, asbestos etc 4. Specialist training e.g. confined space entry, work at heights, permit receiving, isolations, excavation etc. 	2	<p>A limited description of the range of training carried out for employees was provided.</p> <p>Less than required evidence of this training being carried out in practice was submitted.</p> <p>A training matrix was provided.</p>
<p>Do you have a procedure/process to manage training and/or competency refresher requirements and ensure any licenses or certifications remain current e.g. forklift licenses, electrical registration, scaffolding, Approved Handlers, asbestos, etc.</p>	3	<p>A procedure or description of the process for managing refresher training was provided.</p>
<p>Do you have an employee health and safety induction programme?</p>	2	<p>A copy of the induction content was provided.</p> <p>Two recently completed inductions were provided as evidence as required.</p> <p>The induction content was regarded as of limited quality.</p>

Plant, Equipment and Vehicles

<p>Do you have a process for the maintenance, testing and/or calibration of equipment including lifting equipment, safety equipment, test equipment, tooling etc?</p>	3	<p>A procedure or description of the process for the maintenance, testing and/or calibration of equipment was provided.</p> <p>Less than the required evidence of the procedure/process being applied in practice was submitted.</p> <p>Equipment registers showing schedules and status of maintenance, testing and/or calibration were provided.</p>
<p>Do you have a process to keep your mobile plant (e.g. forklifts, scissor lifts etc) and motorised vehicles (e.g. cars, motor bikes, utes, vans etc) safe and fit for use? This includes plant/vehicles borrowed or hired.</p>	4	<p>A procedure or description of the process for keeping mobile plant and motorised vehicles safe and fit for use was provided.</p> <p>Adequate evidence of the procedure/process being applied in practice was submitted.</p> <p>Mobile plant and vehicle registers showing schedules and status of maintenance and/or certification were provided.</p>

Safety and Environmental Performance

<p>Has your organisation or staff been prosecuted and convicted for an offence under the Health and Safety in Employment Act 1992 in the last 5 years? This includes current and previous staff.</p> <p>We will be undertaking a court base search of your company.</p>		<p>A Courtbase search has found no record of prosecution against the Organisation or their current or previous employees, for any offence under the Health and Safety in Employment Act 1992, within the last 5 years.</p>
<p>Have you been investigated by a health and safety enforcement agency (WorkSafe, MBIE, MNZ, or CAA) regarding any accident within the last 5 years?</p>		<p>The Contractor has indicated they have had no dealings with any enforcement authorities regarding any accidents within the last 5 years.</p>

<p>Has your organisation or staff 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? This includes current and previous staff.</p> <p>We will be undertaking a court base search of your company.</p>		<p>A Courtbase search has found no record of prosecution against the Organisation or their current or previous employees, for any offence under the Resource Management Act within the last 5 years.</p>
<p>Have you or your staff been recognised by Clients or other external bodies for health and safety excellence, innovation, or problem solving etc in the last 5 years?</p>	<p>4</p>	<p>The level of recognition is considered significant and signals outstanding achievement.</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.



THIS IS TO CERTIFY THAT:
Bain Liquids Limited

HAS BEEN **ASSESSED** FOR CONTRACTOR PRE-QUALIFICATION

Valid From **12 Oct 2017** to **12 Oct 2019**


Primary Work Type **Waste Removal**

Category **1**



Paul Kennedy
Chief Executive



 working to keep your work safe

