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| **Organisation Name:** | | |  | | | | **Date:** | |
| **Insurances required but not numbered.** | | | | | | | | |
|  | **Operational Need Determination** | | | | | | | |
|  | Please detail the works or services your company provides: | | | | | | | |
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|  | Please list the companies that have requested you to undertake works on site. This can include PON, the stevedore, shipping/cargo agent, tenant, primary contractor etc.  Please provide a contact name and email address for each company: | | | | | | | |
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|  | If your company is undertaking works for Port of Newcastle, please list the Port of Newcastle contact person, otherwise tick NA. | | | | | | | |
|  | Please advise which PON sites you will be performing work at: | | | | | | | |
|  | Shipping Berths | | | Other Sites | | | | |
|  | Kooragang Berth 2 | | | Cruise Terminal | | | | |
|  | Kooragang Berth 3 | | | Newcomen St Office | | | | |
|  | Mayfield Berth 4 | | | Mayfield Site | | | | |
|  | West Basin Berths 3 & 4 | | | David Allan Dredge and Dyke Berth 6 | | | | |
|  | Dyke Berths 1 & 2 | | | Dyke Point | | | | |
|  | Channel Berth | | | 60m Tower | | | | |
|  | NA | | | Navigation aids | | | | |
|  | Unknown | | | Breakwaters | | | | |
|  |  | | | Vacant Land | | | | |
|  |  | | | NA | | | | |
|  |  | | | Unknown | | | | |
|  | **Additional Insurance Requirements** | | | | | | | |
|  | Does your work involve construction or repair of marine assets or ships, working from a vessel or marine platform, or will you be using watercraft?  If yes, please upload a copy of your Marine Liability Insurance and/or Ship Repairers Liability Insurance and/or Protection Indemnity Insurance that adequately covers your marine work for not less than $20 Million | | | | | Yes | | No |
|  | **Notifiable Incident / Dangerous Occurrences** | | | | | | | |
|  | Has your organisation been convicted of any WHS offence or received any regulatory agency notices (including prohibition, improvement or penalty notices) in the past 3 years, or are there any proceedings underway or pending? | | | | | Yes | | No |
|  | If yes, please provide details: | | | | | | | |
|  | Has your organisation reported any notifiable incidents to a Government regulatory agency *(e.g. SafeWork NSW, Workcover)* in the past 3 years? | | | | | Yes | | No |
|  | If yes, please provide details: | | | | | | | |
|  | **Risk Management** | | | | | | | |
|  | Please provide a SWMS that covers the works or services your company provides.  Please select at least one of the options below Identifying any high risk construction work activities that your organisation may perform for the Port of Newcastle:   |  |  |  |  | | --- | --- | --- | --- | | Work that involves a risk of a person falling more than 2 metres. |  | Work that is carried out on a telecommunication tower. |  | | Work that involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure. |  | Work that is carried out on or near:   * pressurised gas distribution  mains or piping. * chemical, fuel or refrigerant lines. * energised electrical installations  or services. |  | | Work that involves structural alterations or repairs that require temporary support to prevent collapse |  | Work that is carried out in an area that may have a contaminated or flammable atmosphere. |  | | Work that is carried out in or near a confined space. |  | Work that involves tilt-up or precast concrete. |  | | Work that involves the use of explosives |  | Work that involves, or is likely to involve, the disturbance of asbestos. |  | | Work that is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel. |  | Work that is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians. |  | | Work that is carried out in an area at a workplace in which there is any movement of powered mobile plant. |  | Work that is carried out in an area in which there are artificial extremes of temperature. |  | | Work that is carried out in or near water or other liquid that involves a risk of drowning |  | Work that involves diving work  Note: All diving work at PON is considered high risk. |  | | No High Risk works being undertaken |  |  |  |   If any high risk box is ticked, we require one uploaded completed example (i.e. a SWMS completed on the job) of a Safe Work Method Statement (SWMS) for one of the high risk works.  If the ‘no high risk’ box is ticked, company to upload an example of a safe Work Method Statement (SWMS) completed for previous works undertaken for the business. | | | | | | | |
|  | Are you accredited to AS/NZS 4801 or ISO 45001?  If yes, please upload your certification then skip to Question 10.  If no, please proceed to the next question.  **Please note:** While you are skipping to question 10 you will be asked to provide a job specific SWMS and you may be audited prior to commencing work on site. | | | | | Yes | | No |
|  | The Risk Management Procedure should detail the process from the identification of hazards, to the control of associated risks utilising the Hierarchy of Controls.  PON expects Contractors to have safety risk management processes in place that identifies and controls hazards.  Please upload a copy of your companies Risk Management Procedure or Safety Plan. | | | | | | | |
|  | **Training, Instruction, Information & Supervision** | | | | | | | |
|  | PON expects that contracting companies ensure their employees licences, training and competencies are current and that records are maintained (e.g. drivers licences, qualifications, high risk work licences, confined space training etc.)   * *Please upload a copy of the Training Register and* * *Please upload an example of an employee’s high risk work licence. If your company does not undertake high risk, please upload a copy of an employee’s drivers licence, training certificate or qualification.* | | | | | | | |
|  | Does the organisation provide supervision to its employees? | | | | | Yes | | No |
|  | **First Aid** | | | | | | | |
|  | WHS Safety Regulation 2017 requires companies to provide an adequate number of workers that are trained to administer first aid at the workplace, or to ensure that workers have access to an adequate number of other persons who have been trained to administer first aid.  Please upload a copy of a workers First Aid Certificate OR please provide evidence of how first aid is managed by your business: | | | | | | | |
|  | **Incident Notification** | | | | | | | |
|  | Does the organisation have incident reporting procedures or processes? This includes reporting internally and externally to regulatory authorities and the customer/client. | | | | | Yes | | No |
|  | **Communication** | | | | | | | |
|  | Does the organisation have processes in place for consultation, communication, coordination and cooperation with their employees, sub-contractors, PON and other relevant parties?  If yes, please upload an example. This can include safety newsletters, toolbox talk record, meeting minutes etc. | | | | | Yes | | No |
|  | **Managing Subcontractors** | | | | | | | |
|  | Does your organisation engage subcontractors?  If no, skip to question 10.  If yes, list the subcontractors used by your organisation: | | | | | Yes | | No |
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|  | Does your organisation provide induction training and supervision for all subcontractors? | | | | | Yes | | No |
|  | Is there a system in place for reviewing subcontractors' safety plans/risk assessments/safe work method statements? | | | | | Yes | | No |
|  | **Environmental Management** | | | | | | | |
|  | Has your organisation been convicted of any environmental offence or received any regulatory agency notices (including prohibition, improvement or penalty notices) in the past 3 years, or are there any proceedings underway or pending?  If yes, please provide details: | | | | | Yes | | No |
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|  | Has your organisation reported any notifiable environmental incidents to a Government regulatory agency *(e.g. EPA NSW)* in the past 3 years?  If yes provide details: | | | | | YES | | NO |
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|  | **Environmental Risk Management** | | | | | | |  |
|  | Port of Newcastle require that all contractors have considered the impacts of their works on the environment. Examples include waste management, water pollution, spills containment, noise, soil disturbance etc. These can be documented in a stand-alone environmental risk assessment or incorporated with WHS in a Job Safety and Environmental Analysis (JSEA).  Please upload a completed example risk assessment (i.e. completed from a past job on site) to this section that has considered these risks, even if you have already uploaded a JSEA in the WHS Section. | | | | | | |  |
|  | **Waste Management** | | | | | | | |
|  | Are you a waste contractor?  If No, please go to the next question.  If Yes, please upload copies of your waste licences (handling, transport, storage). | | | | | YES | | NO |
|  | Does the organisation have a procedure for the management and correct disposal of waste? | | | | YES  NO  *If no please explain in comments* |  | | |
|  | **Sustainability** | | | | | **Comments** | | |
|  | Port of Newcastle expects all contractors undertaking works on our sites to demonstrate they have sustainable work practices. Examples include waste reduction, reduce reuse recycle, energy efficiency etc.  Does the organisation adopt sustainable practices?  If yes, please detail examples:  If no, please provide a reason why the organisation doesn’t adopt sustainable practices: | | | | YES  NO  *If no please explain in comments* |  | | |
|  | **Accreditation** | | | | |  | |  |
|  | Is your company accredited to ISO 14001?  If yes, please upload a copy of your accreditation and skip to 17.1.  If no, please continue to the next question. | | | | | YES | | NO |
|  | **Environmental Risk Management cont.** | | | | | **Comments** | | |
|  | Does the organisation have a procedure to identify and manage environmental risks? | | | | YES  NO  *If no please explain in comments* |  | | |
|  | **Environmental Emergency Preparedness & Response** | | | | | **Comments** | | |
|  | Does the organisation maintain a list (including volumes) of all chemicals and hazardous materials used on site? | | | | YES  NO  *If no please explain in comments* |  | | |
|  | Does the organisation maintain spill kits on site appropriate to the works? | | | | YES  NO  *If no please explain in comments* |  | | |
|  | Does the organisation have a procedure in place to manage its response in the event of an environmental incident/emergency? | | | | YES  NO  *If no please explain in comments* |  | | |
|  | **Training & Competency** | | | | | **Comments** | | |
|  | Does the organisation provide environmental information to its workers? (An example would be a tool box talk). | | | | YES  NO  *If no please explain in comments* |  | | |
|  | Does the organisation provide environmental training specific to the type of works (*e.g. Blue Book soil and erosion management training*)? | | | | YES  NO  *If no please explain in comments* |  | | |
|  | **Industrial Relations – Due Diligence** | | | | | | | |
|  | All employees working for the company must be engaged under either a current industrial award, enterprise agreement or contract of employment.  Please select one of the following options that your employees are engaged under and upload a copy of the corresponding document:  Industrial Award  Enterprise Agreement  Contract of employment  If your organisation uses more than one industrial instrument please select just one and ensure that the document that is uploaded here matches the Payslip in the next question. | | | | | | | |
|  | PON requires contractors to provide pay slip documented evidence to verify that contractors are paying their employees their legal entitlements under Australian employment law and are meeting their obligations under the Fair Work Act and related legislation.  This will mitigate the possibility of enforcement action being taken by the courts and/or Fair Work Ombudsman against PON and maintain the sustainability of effective employment conditions for PON and contractor workers.    Please provide a payslip that shows rate of pay and classification or level, with the staff members name removed for an employee who is paid under the industrial instrument uploaded in the previous question. | | | | | | | |
|  | Does the applicant meet all contractual and legal obligations in respect of their employees and/or sub-contractors engaged in respect of both State and Commonwealth legislation? | | | | YES  NO  *If no, then please provide reasons why?* |  | | |
|  | Are payments made by PON to your company exempt for Payroll Tax (PRT)?  *Please select one exemption from the list below. Failure to nominate an exemption may result in a PRT liability for PON.*  *IMPORTANT: Failure to select an exemption may result in your company not being approved for works. For further clarification on which exemption to select please refer to your company’s HR/ finance/payroll teams or the Office of State Revenue website http://www.revenue.nsw.gov.au/taxes/payroll/factsheet/contractor, ‘Exempt Contracts’ section which explains each of the exemptions in detail.*  Exemption 1 – supply of labour is ancillary to supply or use of goods owned by your company.  Exemption 2 – services PON do not normally require and provided by your company who provides such services to the general public.  Exemption 3 – services normally required for less than 180 days in the financial year.  Exemption 4 – services provided for 90 days or less in any one financial year.  Exemption 5 – your company does not qualify under the exemptions 1 -4, but the Chief Commissioner is satisfied your company provides services of this type to the public generally within that financial year.  Exemption 6 – your company engages labour (2 or more persons must be hired by our company) to fulfil the contract.  Exemption 7 – your company conveys goods in a vehicle they provide.  Exemption 8 – your company provides services by procuring persons for insurance coverage.  Exemption 9 – your company sells door to door solely for domestic purposes. | | | | | YES  NO | | |
|  | **Declaration** | | | | | | | |
| I hereby certify that answers provided on this Questionnaire and any attachments to be correct and open to review by Port of Newcastle, or its Authorised Agents. | | | | | | | | |
| **Name:** | |  | | | | | | |
| **Position Title:** | |  | | | | | | |
| **Telephone:** | |  | | | | | | |
| **Email:** | |  | | | | | | |
| **Date:** | |  | | | | | | |
| **Signature:** | |  | | | | | | |