

Sole Trader Questions:

### **HAZARD/RISK MANAGEMENT SECTION**

How does your organisation identify hazards and assess the related risk?

How does your organisation ensure you have appropriate controls in place to reduce the risks?

How does your organisation monitor and review controls?

What are the critical risks in the work your organisation undertakes?

What are the actions you take to check whether you are being exposed to a hazard that could be harmful to your health (or to the health of any of your subcontractors?) For example, some hazards that are harmful to worker health are noise, dust, fumes, herbicides, pesticides, biological hazards.

How do you check whether your health is being affected by hazards you are exposed to at work?

How would your organization notify WorkSafe New Zealand of particular hazardous work?

Provide details on procedures for inspecting, testing, examining and maintaining plant and equipment to a safe standard for use, as well as the records that show this.

### **PARTICIPATION AND COMMUNICATION**

How does your organisation communicate with your clients, sub-contractors, workers, volunteers and other PCBU's on health and safety matters?

### **SUPERVISION AND MONITORING**

How does your organisation ensure that issues identified during inspections/audits are actioned and completed?

### **EMERGENCY PLANNING**

Please provide a copy of your organisation's emergency plans

What emergency equipment do you provide?

### **INJURY PREVENTION AND MANAGEMENT**

How does your organisation ensure that issues identified after injuries/incidents are actions and completed?

What is your organisation's process for notifying WorkSafe NZ of a notifiable event?

## **SUB-CONTRACTOR MANAGEMENT**

Will you engage sub-contractors as part of the work you undertake?

1.1 Explain your process to assess the competency of sub-contractors you engage

1.3 How do you ensure health and safety is considered as part of your selection of these contractors?

1.5 Explain what induction programme you conduct for new subcontractors?

1.7 Explain your procedure for measuring or checking the safety performance of subcontractors

## **INSURANCES**

Please provide a copy of your current certificate for Public Liability

What other relevant insurances does your business hold? Please provide evidence

## **GENERAL**

Has your organisation had any notices, warnings or prosecutions by any regulatory authorities (WorkSafe, CAA, Maritime NZ, NZ Police etc.)

Has your organisation had any events resulting in environmental damage or pollution in the last three years?