

# Safety and Environmental Contractor Pre-Qualification Application

## Pre-Qualification Process

Contractors seeking to be engaged to perform works and/or services for Queensland Hydro will need to complete a Safety and Environment Prequalification Application prior to engagement. This prequalification process will demonstrate your ability to manage risks related to health, safety, environmental management and the use of heavy vehicles (where applicable) associated with the scope of work to be performed.

The prequalification process involves a desktop assessment of your Safety, Environmental and Heavy Vehicle and transport processes (where applicable) to ensure they meet Queensland Hydro minimum expectations.

The prequalification process has the following steps:

1. Your Queensland Hydro contact will forward you this Safety and Environment Prequalification Questionnaire. The level of prequalification required will be dependent on the nature of the work to be performed. There are three categories of works and/or services:

Category	Description	Pre-Qualification Information Required
1	Contractors deemed to be 'Independent Contractors' as per <b>HS-PRO-0028 Contractor and Supplier Management Procedure</b> .  Typically refers to Contractors appointed to be the nominated Principal Contractor for the works.	<ul style="list-style-type: none"> <li>• Supply public liability and/or professional indemnity insurance certificates of currency</li> <li>• Supply Workcover workers compensation insurance certificates of currency</li> <li>• Provide HSE documentation as required in tender returnable schedules</li> </ul>
2	Field based work performed by a Contractor working under Queensland Hydro safety and environmental management systems and supervision	<ul style="list-style-type: none"> <li>• Supply public liability and/or professional indemnity insurance certificates of currency</li> <li>• Supply Workcover workers compensation insurance certificates of currency</li> <li>• Complete all sections of questionnaire and provide evidence where required</li> </ul>
3	Work that is administrative or advisory in nature and work that is performed in an office environment – for example professional/ consultancy services; IT and general office equipment servicing; services performed offsite	<ul style="list-style-type: none"> <li>• Supply public liability and/or professional indemnity insurance certificates of currency</li> <li>• Supply Workcover workers compensation insurance certificates of currency</li> <li>• Complete Section 1 only</li> </ul>

2. You will complete the Safety and Environment Prequalification Questionnaire and submit with all the necessary supporting documentation to [sep@qldhydro.com.au](mailto:sep@qldhydro.com.au) . Supporting evidence is to be submitted in zipped files attached to the email. Links to Dropbox etc, will not be accepted due to Queensland Hydro's IT security requirements.
3. Your application will be assessed by the Queensland Hydro safety and environmental teams. You may be contacted by the Assessor to clarify your responses or request additional information to complete the process.
4. You will be advised of your outcome – i.e. whether you have met the minimum Safety and Environment Prequalification requirements to undertake work for Queensland Hydro and if not, areas for improvement.

## Verification of competencies

Contractors who provide mobile plant operators (including EWP's etc) as part of the contracting service will be required to submit evidence that these operators have been deemed competent to operate relevant plant and machinery. Once you have a confirmed mobilization date, you will be given instructions on how to upload evidence of competency into the Queensland Hydro online training portal.

## Pre-qualification Questionnaire

This questionnaire has been prepared to assist contractors to demonstrate their ability to manage health, safety and environmental risks, as well as the risks associated with heavy vehicles and transport activities (where applicable) associated with the work to be performed.

If you answer **YES** to any of the questions, please provide supporting detail/ documentation.

If you answer **NO** to any of the questions in Section 3 and 4, this does not determine your pre-qualification status. We may need to speak with you further to clarify information and/ or your work practices.

<b>Section 1:</b>	
<b>Past Safety Performance</b> for previous 3 years. If <b>NO</b> state Nil. If <b>YES</b> provide details.	<b>Response</b>
Have you had any lost time injuries (i.e. an occurrence that resulted in a fatality, permanent disability or time lost from work of one day/shift or more)?	
Have you had any workers compensation claims?	
Have you had any notices issued from a safety regulatory authority (e.g. improvement notice, prohibition notice, infringement notice)?	
<b>Past Environmental Performance</b> for previous 3 years. If <b>NO</b> state Nil. If <b>YES</b> provide details.	<b>Response</b>
Have you had any notices issued from an environmental regulatory authority (e.g. improvement notice, prohibition notice, infringement notice)?	

### Section 2 - Health and Safety System Questions

Item		Yes	No	N/A	Evidence
<b>WHS Policy and Management System</b>	Does your company have a written health and safety policy?				<ul style="list-style-type: none"> <li>E.g. Copy of a Health and Safety Policy signed by Senior Management</li> </ul>
	Does your company have an independently certified or accredited WHS Management				<ul style="list-style-type: none"> <li>E.g. Copy of certification or accreditation certificate</li> </ul>

	system (e.g. ISO 45001 or WHS Accreditation Scheme administered by Federal Safety Commissioner)?				
	Does your company have access to competent health and safety advice?				<ul style="list-style-type: none"> <li>• <i>E.g. Organisational chart showing internal H&amp;S resource</i></li> <li>• <i>E.g. Evidence of contract with H&amp;S consultancy service</i></li> </ul>
<b>Risk Management</b>	Does your company have a method to record hazards and risks relevant to its work activities?				<ul style="list-style-type: none"> <li>• <i>E.g. Documented procedure for hazard identification, risk assessment/management and Examples of completed risk assessment forms and risk registers.</i></li> </ul>
	Does your company have a process for identifying risks and implementing to controls to manage those risks?				<ul style="list-style-type: none"> <li>• <i>E.g. Series of JSAs/ SWMS/SOPs/ procedures or similar, documenting safety hazards, risks and controls</i></li> <li>• <i>E.g. Field verification checklist/ inspection checklist or similar</i></li> </ul>
<b>Safe Work Practices</b>	Does your company have safe operating procedures or specific safety instructions relevant to its operations?				<ul style="list-style-type: none"> <li>• <i>E.g. Examples of JSAs/ SOPs/ SWMS</i></li> </ul>
	Does your company have a permit to work system (e.g. for hot works or excavations)?				<ul style="list-style-type: none"> <li>• <i>E.g. Permit to work procedure</i></li> <li>• <i>E.g. Examples of completed high risk permits for each type of permit the company uses.</i></li> </ul>
	Does your company have a process for recording and reviewing incidents and undertaking following up action?				<ul style="list-style-type: none"> <li>• <i>E.g. Incident reporting &amp; investigation procedure</i></li> <li>• <i>E.g. Incident report form that includes an investigation section.</i></li> </ul>
	Are there procedures for maintaining, inspecting and assessing the hazards of plant operated by the company?				<ul style="list-style-type: none"> <li>• <i>E.g. Plant and equipment procedure</i></li> <li>• <i>E.g. Operation manuals/SOPs/SWMS/JSEA for mobile plant.</i></li> </ul>

	Are there procedures for storing and handling hazardous substances?				<ul style="list-style-type: none"> <li>• E.g. Hazardous substances procedure</li> <li>• E.g. Chemical manifest</li> </ul>
<b>Training</b>	Are there records of all training programs undertaken by employees in your company?				<ul style="list-style-type: none"> <li>• E.g. Documented procedure/ process on training and competency</li> <li>• E.g. Examples of training records on personnel files</li> <li>• E.g. Examples of training database/registers detailing qualifications, tickets, licences and inductions.</li> <li>• E.g. Safety training register (incl. induction, high risk work licences, qualifications, training)</li> </ul>
	For workers who operate plant and machinery, are there records that show the operator has been deemed competent to operate that plant and machinery (i.e. a verification of competency)?				<ul style="list-style-type: none"> <li>• E.g. Process for verifying competency of personnel, including familiarisation training and assessment</li> <li>• E.g. Verification of competency records on personnel files</li> </ul>
<b>Health and Safety Consultation</b>	Is there a process for consulting with employees on health and safety matters?				<ul style="list-style-type: none"> <li>• E.g. Documented Safety Committee charter/agenda/minutes</li> <li>• E.g. Records from toolbox meetings, pre-start meetings, correspondence letters to subcontractors (where relevant).</li> </ul>
<b>Health and Safety Inspections</b>	Is there a process by which employees can report hazards at the workplace?				<ul style="list-style-type: none"> <li>• E.g. Hazard / corrective action register</li> </ul>
	Are regular health and safety inspections at workplaces undertaken?				<ul style="list-style-type: none"> <li>• E.g. Examples of inspection records</li> </ul>
	Do you have a process for checking, reviewing and where necessary improving your health and safety performance?				<ul style="list-style-type: none"> <li>• E.g. Procedure/document outlining the company's internal audit process.</li> <li>• E.g. Examples of auditing schedules/field/operational audits, review meetings/reports/ that have occurred within the previous 12 months.</li> </ul>

Section 3: Environmental System Questions					
Item		Yes	No	N/A	Examples of Evidence
<b>Environmental Policy and Systems</b>	Does your company have a written environmental policy in place?				<ul style="list-style-type: none"> <li>E.g. Copy of an environmental policy or equivalent signed by senior management.</li> </ul>
	Are you committed to complying with Queensland Hydro's environmental policies and EMS				
<b>Risk Management</b>	Does the company have a documented "general environmental management plan" which includes actions, controls, and responsibilities for managing environmental risk?				<ul style="list-style-type: none"> <li>E.g. Formalised "environmental management plan" may include waste management, weed management, minimization of environmental damage, etc.</li> </ul>
	Does your company have a method to record hazards and risks relevant to its work activities?				<ul style="list-style-type: none"> <li>E.g. Documented procedure for hazard identification, risk assessment/management, and examples of completed risk assessment forms and risk registers.</li> </ul>
	Does your company have a process for identifying environmental risks and implementing controls to manage those risks?				<ul style="list-style-type: none"> <li>E.g. Site Work Method Statements capturing environmental risks and controls, inspection checklists, or similar.</li> </ul>
<b>Work Practices</b>	Do you have a documented process for handling and disposing of hazardous materials and waste generated during your work?				<ul style="list-style-type: none"> <li>E.g. Examples of Waste Management Procedures.</li> </ul>
	Are you committed to reducing energy consumption and promoting sustainability in your operations?				<ul style="list-style-type: none"> <li>E.g. Examples of sustainability initiatives (e.g., waste reduction, green procurement, sustainable materials).</li> </ul>
	Do you have established procedures or processes in place to address and				<ul style="list-style-type: none"> <li>E.g. Provide previous evidence of weed declaration forms, etc.</li> </ul>

	comply with biosecurity requirements relevant to the project location and scope of work?				
<b>Environmental Awareness</b>	Is there a process for raising awareness on environmental matters?				<ul style="list-style-type: none"> <li>E.g. Records from toolbox meetings, pre-start meetings, correspondence letters to subcontractors (where relevant).</li> </ul>
<b>Incident Management</b>	Does the organization have a documented "incident reporting and investigation process"?				<ul style="list-style-type: none"> <li>E.g. Procedure for reporting and investigating environmental incidents, including examples of incident reports and their resolution.</li> </ul>

**Section 4 - Transport Activities your business has the capacity to influence and control**

The capacity of your business to influence and control the following transport activities:

To ensure that our transport tasks are carried out safely and comply with the Heavy Vehicle National Law (HVNL), please complete the questions in the checklist below so we can gain an understanding of the systems and processes you have in place to manage the hazards and risks associated with transport activities that you have the capacity to influence and control.

Item		Yes	No	N/A	Examples of Evidence
<b>Heavy Vehicle Driver Licensing, vehicles and vehicle Maintenance</b>	Is your business responsible for or does it have the capacity to influence and control Heavy Vehicle <b>driver licensing</b> ?				<p>Describe your system to ensure driver licences are current and drivers only drive vehicles applicable to their licence class.</p> <p>You should answer this question if your business engages or employs drivers to drive heavy vehicles.</p> <p>For example, your business is:</p> <ul style="list-style-type: none"> <li>an employer of a driver including agency drivers</li> <li>a prime contractor for drivers</li> <li>an operator of vehicles who engages drivers to drive heavy vehicles.</li> </ul>
	Is your business responsible for or does it have the capacity to influence and control <b>vehicle registrations</b> ?				<p>Describe your system to track vehicle registrations to ensure they're current.</p> <p>You should answer this question if your business engages or is an operator of heavy vehicles.</p> <p>For example, your business is:</p> <ul style="list-style-type: none"> <li>an operator who controls the use of heavy vehicles</li> <li>a prime contractor who engages operators of heavy vehicles.</li> </ul>
	Is your business responsible for or does it				Describe your system to ensure heavy vehicles under your control are maintained and

	<p>have the capacity to influence and control <b>vehicle maintenance</b>?</p>			<p>roadworthy. Your response should also explain the training of drivers and other involved parties so they understand their responsibilities relating to daily checks and fault reporting and maintenance requirements.</p> <p><i>You should answer this question if your business engages external providers or employs mechanics to maintain your heavy vehicles. You should also answer this question if your business needs to train drivers and other involved parties in their responsibilities relating to the maintenance requirements of your heavy vehicles.</i></p> <p><i>For example your business is:</i></p> <ul style="list-style-type: none"> <li>• an operator who controls the use of heavy vehicles (including maintenance requirements)</li> <li>• an employer of a driver including agency drivers.</li> </ul>
	<p>Is your business responsible for or does it have the capacity to influence and control the requirement for <b>heavy vehicle gazette notices and permits including the requirement to train drivers in the notice and permit conditions</b>?</p>			<p>Describe your system to ensure your business is aware of, and applies for specific heavy vehicle notices and permits when required. Also describe how drivers are made aware of the conditions listed in these notices and permits.</p> <p><i>You should answer this question if your business is involved with heavy vehicles where gazette notices or specific heavy vehicle permits are required. You should also answer this question if your business needs to train drivers to be aware of the notices and permits and the conditions listed on them.</i></p> <p><i>For example your business is:</i></p> <ul style="list-style-type: none"> <li>• an operator of heavy vehicles where notices or permits are required for the vehicles</li> <li>• in control of scheduling or loading of heavy vehicles where a permit or notice is required</li> <li>• an employer of a driver including agency drivers where notices or permits are required for the vehicles they drive</li> <li>• a prime contractor of a driver where a notice or permit is required for the vehicles they drive</li> <li>• a consignor or consignee who has a specific heavy vehicle access permit in place for their location.</li> </ul>
	<p>Is your business responsible for or does it</p>			<p>Describe your system to ensure your business is aware of, and applies for, any specific heavy</p>

	<p>have the capacity to influence and control <b>the location a heavy vehicle can travel too or routes a heavy vehicle can travel on?</b></p> <p>(For example: B-double and road train routes, specific access permit to your site.)</p>			<p>vehicle routes that are applicable to the locations and vehicle types you operate. Also describe how drivers are made aware of these specific heavy vehicle routes and any special conditions that are applicable to these routes.</p> <p><i>You should answer this question if your business is involved with heavy vehicles that are required to travel on specific heavy vehicle routes to access the locations where your business operates. You should also answer this question if your business needs to train drivers to be aware of the specific routes and conditions applicable to these routes.</i></p> <p><i>For example your business is:</i></p> <ul style="list-style-type: none"> <li>• <i>an operator of heavy vehicles which are required to travel on specific routes or have a permit to access a specific location</i></li> <li>• <i>in control of scheduling or loading of heavy vehicles where specific routes and access conditions apply</i></li> <li>• <i>an employer of a driver including agency drivers where specific routes and access conditions apply to the vehicles they drive</i></li> <li>• <i>a prime contractor of a driver where specific routes and access conditions apply to the vehicles they drive</i></li> <li>• <i>a consignor or consignee who has a specific heavy vehicle access permit in place for their location.</i></li> </ul>
<p><b>Mass, dimension, loading and load restraint</b></p>	<p>Is your business responsible for or does it have the capacity to influence and control <b>mass and dimension?</b></p>			<p>Describe your system to ensure heavy vehicles you control or engage do not exceed mass and dimension limits.</p> <p><i>You should answer this question if your business has any involvement with the mass (Gross and axle mass) and dimension limits of heavy vehicles including the preparation of the paperwork. You should also answer this question if drivers, schedulers, loading managers etc need to be made aware of the specific weight and measurements of the load or products being loaded on a heavy vehicle.</i></p> <ul style="list-style-type: none"> <li>• <i>For example your business is:</i></li> <li>• <i>an operator of a vehicle</i></li> <li>• <i>a prime contractor for a vehicle</i></li> <li>• <i>in control of the scheduling or loading of a heavy vehicle</i></li> <li>• <i>a consigner or consignee of any goods in a vehicle</i></li> </ul>

<p>Is your business responsible for or does it have the capacity to influence and control <b>container weight declarations</b>?</p>				<ul style="list-style-type: none"> <li>• an employer of a driver including agency drivers.</li> </ul> <p><b>Describe your system to ensure heavy vehicles you control or engage to carry containers have a compliant container weight declaration.</b></p> <p><i>You should answer this question if your business has any involvement with containers including the loading, packing, scheduling and the preparation of container weight declaration information. You should also answer this question if drivers, schedulers, loading managers etc need to be made aware of the specific weight of the loaded container or the specific products being loaded in a container.</i></p> <p><i>For example, your business is:</i></p> <ul style="list-style-type: none"> <li>• an operator of a vehicle</li> <li>• a prime contractor for a vehicle</li> <li>• in control of the scheduling or loading of a heavy vehicle</li> <li>• a consigner or consignee of any goods in a container</li> <li>• an employer of a driver including agency drivers.</li> </ul>
<p>Is your business responsible for or does it have the capacity to influence and control <b>loading and unloading safely</b>?</p>				<p><b>Describe your system to ensure vehicles you control or engage are loaded and unloaded safely.</b></p> <p><i>You should answer this question if your business has any involvement with the loading or unloading of heavy vehicles. You should also answer this question if drivers of heavy vehicles need to be made aware of your loading or unloading practices and systems.</i></p> <p><i>For example your business is:</i></p> <ul style="list-style-type: none"> <li>• in control of loading, unloading, packing or scheduling of any goods in a vehicle</li> <li>• an employer of a driver including agency drivers</li> <li>• a prime contractor for the driver.</li> </ul>
<p>Is your business responsible for or does it have the capacity to influence and control <b>loading and unloading delays</b>?</p>				<p><b>Describe your system to notify drivers about delays when loading and unloading.</b></p> <p><i>You should answer this question if your business loads or unloads heavy vehicles and there is potential for delays which may have an effect on the driver's hours or fatigue. You should also answer this question if the driver or other involved parties need to be made aware of the</i></p>

					<p><i>fatigue implications that loading or unloading delays may cause.</i></p> <p><i>For example your business is:</i></p> <ul style="list-style-type: none"> <li><i>in control of loading, unloading, packing or scheduling of any goods in a vehicle</i></li> <li><i>an employer of a driver including agency drivers</i></li> <li><i>a prime contractor for the driver.</i></li> </ul>
	<p>Is your business responsible for or does it have the capacity to influence and control <b>load restraint</b>?</p>				<p><b>Describe your system to ensure loads are restrained appropriately and safely.</b></p> <p><i>You should answer this question if your business has any involvement with restraining or packing goods or loads on a heavy vehicle. You should also answer this question if the driver of a heavy vehicle needs to be made aware of the load restraint and vehicle stability requirements for your load.</i></p> <p><i>For example, your business is:</i></p> <ul style="list-style-type: none"> <li><i>in control of loading or packing of any goods in the vehicle</i></li> <li><i>a consignor or consignee of any goods in a vehicle</i></li> <li><i>an employer of a driver including agency drivers</i></li> <li><i>a prime contractor for the driver.</i></li> </ul>
<b>Vehicle Speed</b>	<p>Is your business responsible for or does it have the capacity to influence and control <b>vehicle speed</b>?</p>				<p><b>Describe your system to ensure your business does not directly, or indirectly, cause or encourage drivers of heavy vehicles to exceed the posted speed limits.</b></p> <p><i>You should answer this question if your business has any involvement with drivers who can exceed the speed limit while driving a heavy vehicle. You should also answer this question if your conduct, requests or contractual arrangements can directly or indirectly cause or encourage the driver of a heavy vehicle to speed.</i></p> <p><i>For example, your business is:</i></p> <ul style="list-style-type: none"> <li><i>an employer of a driver including agency drivers</i></li> <li><i>a prime contractor for the driver</i></li> <li><i>an operator of the vehicle</i></li> <li><i>in control of scheduling, loading, unloading or packing of any goods in a vehicle</i></li> <li><i>a consignor or consignee of any good in the vehicle.</i></li> </ul>

	Is your business responsible for or does it have the capacity to influence and control <b>speed limiters</b> ?				<p><b>Describe your system to ensure your vehicle speed limiters are working as intended and not being tampered with.</b></p> <p>You should answer this question if your business operates or is involved with any heavy vehicles fitted with a device or system that is used to limit the maximum road speed of the vehicle. You should also answer this question if you train drivers about speed limiters including not tampering with them.</p> <p>For example, your business is:</p> <ul style="list-style-type: none"> <li>• an employer of the driver including agency drivers</li> <li>• a prime contractor for the driver</li> <li>• an operator of the vehicle</li> </ul>
<b>Driver Fatigue</b>	Is your business responsible for or does it have the capacity to influence and control <b>scheduling and rostering</b> ?				<p><b>Describe your system for scheduling and rostering drivers and vehicles.</b></p> <p>You should answer this question if your business has any involvement with the scheduling and rostering of drivers and heavy vehicles.</p> <p>For example, your business is:</p> <ul style="list-style-type: none"> <li>• an employer of a driver including agency drivers</li> <li>• a prime contractor for the driver</li> <li>• an operator of the vehicle</li> <li>• in control of scheduling the driver and the vehicle.</li> </ul>
	Is your business responsible for or does it have the capacity to influence and <b>control trip planning</b> ?				<p><b>Describe the system your business uses for trip planning.</b></p> <p>You should answer this question if your business has any involvement with trip planning for drivers and heavy vehicles. You should also answer this question if you need to train drivers and other involved parties about your trip plans.</p> <p>For example your business is:</p> <ul style="list-style-type: none"> <li>• in control of managing the loading or scheduling the driver of the vehicle</li> <li>• an operator of the vehicle</li> <li>• an employer of a driver including agency drivers</li> <li>• a prime contractor for the driver.</li> </ul>
	Is your business responsible for or does it have the capacity to				<p><b>Describe the system your business uses to ensure drivers are fit for duty.</b></p> <p>You should answer this question if your business has any involvement with, or checks to ensure,</p>

	<p>influence and control <b>fitness for duty?</b></p>			<p><i>drivers of heavy vehicles you employ or engage are fit for duty. You should also answer this question if you are involved in training drivers about their responsibilities relating to fatigue.</i></p> <p><i>For example, your business is:</i></p> <ul style="list-style-type: none"> <li>• <i>an employer of the driver including agency drivers</i></li> <li>• <i>in control of managing the loading or scheduling the driver of the vehicle</i></li> <li>• <i>a prime contractor for the driver</i></li> <li>• <i>an operator of the vehicle.</i></li> </ul>
	<p>Is your business responsible for or does it have the capacity to influence and control <b>driving hours?</b></p>			<p><b>Describe the system your business uses to ensure drivers comply with lawful driving hours.</b></p> <p><i>You should answer this question if your business has any involvement with, or checks to ensure drivers of heavy vehicles you employ or engage do not exceed their driving hours. You should also answer this question if you are involved in training drivers about their responsibilities relating to fatigue.</i></p> <p><i>For example, your business is:</i></p> <ul style="list-style-type: none"> <li>• <i>an employer of a driver including agency drivers</i></li> <li>• <i>in control of managing the loading or scheduling the driver of the vehicle</i></li> <li>• <i>a prime contractor for the driver</i></li> <li>• <i>an operator of the vehicle.</i></li> </ul>