

---

# VENDOR HSEQ FAQ FORM

**For Vendors Doing Business with  
The Baker Group (Tas) Pty Ltd**



# PART 1. WORKPLACE HEALTH AND SAFETY

## A Certified WHS Management System

Can you provide current evidence of an independently certified WHS Management System in accordance with AS/NZS 4801 or its equivalent? Yes No

*If you answered 'Yes' please provide a copy of your Certificate of Conformity for the WHS Management System and proceed to Section D.*

## B Self-determination and Self-declaration of WHS Management System

Have you, or an interested/external party determined your WHS Management System to meet the requirements of AS/NZS 4801 or its equivalent? Yes No

*If you answered 'Yes', by signing and submitting this Form you are making a self-declaration your WHS Management System has been assessed and meets the requirements of AS/NZS 4801 or its equivalent. Please proceed to Section D.*

Have you, or an interested/external party determined your WHS Management System to meet the requirements of the WHS Act and Regulations? Yes No

*If you answered 'Yes', by signing and submitting this Form you are making a self-declaration your WHS Management System has been assessed and meets the requirements of the WHS Act and Regulations. Please proceed to Section C.*

## PART 1. WORKPLACE HEALTH AND SAFETY (cont)

### C Does your WHS Management System document the following:

Provided and implemented processes for complying with the work, health and safety duties and obligations of a Person Conducting a Business or Undertaking (PCBU)?

Yes      No

Acquired and keep up-to-date knowledge of work health and safety matters?

Yes      No

Maintain an understanding of the nature of its operation and of the hazards and risks associated with those operations?

Yes      No

*Make available and use appropriate resources and processes to eliminate or minimise risks to health and safety from your work, including the provision and maintenance of:*

1. Work environment(s)?

Yes      No

2. Plant and structures?

Yes      No

3. Systems of work?

Yes      No

4. Use, handling and storage of plant, structures and substances?

Yes      No

5. Facilities?

Yes      No

Make available and use processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information?

Yes      No

Verify the implementation of its WHS resources and processes?

Yes      No

## PART 1. WORKPLACE HEALTH AND SAFETY (cont)

### D High Risk Activities

Does your proposed delivery of the goods and/or services include any activity that involves:

1. Working at heights	Yes	No
2. Electrical works	Yes	No
3. Working with live electricity	Yes	No
4. Demolition works	Yes	No
5. Excavations and trenches	Yes	No
6. Working near underground services	Yes	No
7. Working in or near moving traffic	Yes	No
8. Crane lifting	Yes	No
9. Working in hazardous gas areas including hot work	Yes	No
10. Working alone at a construction site	Yes	No
11. Asbestos related work	Yes	No
12. Hazardous substances/chemicals	Yes	No
13. Confined space entry	Yes	No
14. The use of explosives	Yes	No
15. Carrying out services on or near pressurised gas mains or piping	Yes	No
16. Engaging subcontractors to complete the goods and/or services	Yes	No
17. Working with and around high risk plant	Yes	No

*If you answered 'Yes' to any of the above you may be required to supply a sample copy of your safe work method statement and risk assessment*

## PART 2. ENVIRONMENT

### A Certified Environmental Management System

Can you provide current evidence of an independently certified Environmental Management System (EMS) in accordance with AS/NZS ISO 14001? Yes No

*If you answered 'Yes' please provide a copy of your certificate of conformity for the EMS and continue to Section C.*

### B Non-Certified Environmental Management System

Does your company have an Environmental Management Policy? Yes No

Has the policy been signed by senior managers of the company? Yes No

Does your Environmental Policy demonstrate commitment to the environment and understanding of environmental obligations under legislation? Yes No

Do you have documented procedures to handle an environmental incident? Yes No

Do you undertake waste audits, environmental audits or monitoring programs to minimise environmental impacts? Yes No

Will all fuels, solvents, chemicals and materials to be used, be stored and disposed of in a manner complying with Environmental Legislation? Yes No

Does your company demonstrate a commitment to waste reduction, recycling, energy efficiency and greenhouse gas emissions reductions? Yes No

*If you answered 'Yes' you may be required to supply a copy of your procedure or Environmental management manual.*

## PART 2. ENVIRONMENT (cont)

### C Certified Environmental Management System

Does your company have written procedures or processes for identifying and maintaining environmental training and competency requirements? Yes No

Do your company, employees and/or subcontractors have the relevant environmental approvals, licenses or permits. required to provide the goods and/or services? Yes No

*If you answered 'Yes' please provide certified copies of the relevant licences, permits, authorities, certificates, training etc.*

*Have you ever had any of the following issued to you under any environmental legislation?*

1. Prosecutions Yes No

2. Improvement notices Yes No

3. Prohibition notices Yes No

4. Fines/infringements Yes No

*If you answered 'Yes' to any of the above, please attach details.*

## PART 3. QUALITY

### A Certified Quality Management System

Can you provide current evidence of an independently certified Quality Management System (QMS) in accordance with AS/NZS ISO 9001? Yes    No

*If you answered 'Yes' please provide a copy of your certificate of conformity for the QMS and continue to Section C.*

### B Non-Certified Quality Management System

*Does your Quality Management System document the following procedures?*

1. Document and data control Yes    No

2. Purchasing controls Yes    No

3. Control of client supplied product Yes    No

4. Product identification and traceability Yes    No

5. Quality Work process controls Yes    No

6. Inspection and testing Yes    No

*If you answered 'Yes' you may be required to supply a copy of your procedures or Quality Management Manual.*

## PART 3. QUALITY (cont)

### C Quality Competency and Performance History

Does your company have written procedures or process for identifying and maintaining Quality training and competency requirements? Yes No

Does your company understand and can comply with, legislation requirements, standards and codes of practice relating to the good and/or services provided? Yes No

From a formal quality audit completed in the last financial year, how many of the following were identified?

Major Non-Conformance Record

Minor Non-Conformance Record

Observations

*If you answered 'Yes' to any of the above, you may be required to supply a copy of the audit report.*

#### Completed By:

Company:

Name Job title

Date Signature

THE BAKER GROUP CORPORATE PROCUREMENT USE ONLY

#### Reviewed by:

Name

Title

Signature

Date

#### Endorsed by:

Name

Title

Signature

Date