



Category 1 Assessment Westcon Constructions Pty Ltd

Assessment Summary

Assessment Conducted: 21/11/2016

Competency Achieved: Yes



Assessment Conducted By

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Category 1 Assessment

WHS Management

Code	Requirement	Answer	Documentation	Competency	Assessor Note
O2	Attach a copy of the table of contents and signed health & safety policy from your health and safety manual.	Please find attached contents page from our from our WCM-001 Health & Safety Manual	WHS POLICY.pdf, TABLE OF CONTENTS.pdf	Yes	
O5	Has your company ever been convicted of a work health and safety offence? State yes or no in the comments and if yes, tell us what actions you took to stop it happening again.	Nil		Yes	NW

Risk Management

Code	Requirement	Answer	Documentation	Competency	Assessor Note
RM1	Attach your written risk management procedure from your safety manual or plan.	Please find attached our corporate Risk Management Procedure	WCP003_Risk_Management_Rev001.pdf	Yes	
RM2	Tell us how you let employees know about hazards and how to deal with them before they start work. We need to see how it's done so attach any documents you use - examples would be training records or risk assessments/safe work method statements that have a 'read and understood' section signed off by employees.	Before any project is started or new process is started, a risk assessment is completed in the form of a project risk register, SWMS or similar format. Please see attached SWMS signed off.	SWMS.pdf	Yes	
RM5	Show us you plan to work safely by attaching copies of risk assessments/safe work method statements signed by you and any employees doing the work. They need to be recent so make sure they are dated in the last 12 months and relevant to your Cm3 client's work - If you ticked yes to any hazards in Question 1.1 of your activity classification these need to be in the documents.	Please See attached SWMS for a recent project that was completed.	SWMS - filled out.pdf, SWMS_Installation_New_Flooring_01092016.pdf, SWMS.pdf	Yes	See above
RM6	Tell us how you (and your employees) deal with hazards they find on a client's site - how they let you know and what they are supposed to do. This needs to be in writing as well so attach a copy of the document and an example hazard report you've received in the last year.	An initial Risk Assessment is completed on site. if any hazards are identified outside of the risk assessment then a Continual Improvement form is completed and submitted to the project Manager for assessment and close out. Please find attached sample report. NEW - Please find attached procedure	HAZARD REPORT.pdf, WCP028_Hazard_Reporting.pdf	Yes	

Training

Code	Requirement	Answer	Documentation	Competency	Assessor Note
T1	Tell us about your training/induction process for new workers and attach a copy of the checklist you use (or written procedure) so we can see what safety information you cover.	All employees and workers on our sites are inducted. Employees complete a general company safety induction before they start work. All construction works complete a site induction prior to coming onto site.	WCF009_Site_Induction.pdf	Yes	
T2	We need to see that you are doing Inductions for new starters so attach an example - a checklist that has been signed and dated by staff or a register of all inductions completed.	Please find attached sample induction form.	INDUCTION SAMPLE.pdf	Yes	
T3	Tell us how you train employees to deal with the hazards of their work - you must include training for hazards ticked in your Cm3 activity classification and attach examples of your workers training records or training register.	As discussed, No High Risk work is undertaken by the company employees. Please see list of white cards for workers.	WCF046_Worker_Trade_Lic.pdf	Yes	

Communication

Code	Requirement	Answer	Documentation	Competency	Assessor Note
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RC1	Your employees need to be updated on safety information as things change (new hazards, equipment or incidents occurring). Tell us how you communicate this information regularly and attach recent evidence of it happening - this can include tool box talk records, meeting minutes or even emails.	We have a consultation & Communication process in place. This includes holding toolbox talks, safety signage and meetings with all relevant personnel. Please see attached a sample toolbox talk completed for the a past site.	TOOLBOX TALK.pdf	Yes	
RC3	Tell us how employees report safety incidents to you as their employer, or how you record incidents as a sole operator. Attach your written procedure and an example incident report or a copy of your incident register.	All safety reporting including incidents, injuries near misses are recorded on the Continual Improvement form. See attached Risk Management procedures, NCR procedure and the sample Continual Improvement form. NEW - The NCR reporting procedure outlines this process. Thanks	WCP021_Control_of_Nonconformances_Rev001.pdf, WCF013_Continual_Improvement_Form.pdf	Yes	
WHS Procedures					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
S3	Tell us in the comments if you are using plant or equipment on your clients work sites. If yes, show us your employees have been trained to use it safely by attaching training certificates, a training register or meeting/tool box minutes.	All Plant & Equipment is subcontractors on site, however some hire Plant & Equipment is used. See attached hire plant operator assessment for hire equipment used on site. The checklist is used for Westcon employees for hired plant. NEW - Temp Employee, Roger Bonnet - Project Manager - Trained in SWI for Mobile plant.	HIRE OPERATOR SIGNOFF.pdf	Yes	
S4	Tell us in the comments if you are using electrical equipment on your clients work sites. If yes, attach your test and tag register showing date of last testing, results and when it's due for re-test.	None on site. All Subcontractors.		N/A	
S5	Tell us in the comments if plant or equipment used on your clients work sites requires maintenance or calibration. If yes - attach a copy of your maintenance/calibration schedule or examples of maintenance/calibration reports from the last 12 months.	None - Only plant used is Hired plant.		N/A	
S6	Tell us in the comments if any plant/equipment used on client sites requires regular or pre-start inspection and what this is e.g. mobile plant, elevated work platforms, harnesses, lanyard, fall arrest equipment etc. Attach checklists or similar documents from the last twelve months to show us its being done.	Again all hire equipment. I have attached a form if required in the future. Nil records to date as not needed.		N/A	
S8	Tell us in the comments if you provide employees with personal protective equipment (PPE) as part of their work on client sites (excluding high visibility vests and safety boots). If yes state what PPE, how they are trained to use it properly and attach records e.g. training register, tool box talk, signed SWMS, induction records, meeting minutes and/or or training certificates/records.	All employees are required to wear PPE on site. A training session on the correct use of the PPE is conducted and signed off at the induction stage. Please see attached induction sample with PPE section.		Yes	
S11	Tell us in the comments if you are using hazardous chemicals at client sites. If yes, attach a copy of your hazardous chemical inventory and three current safety data sheets. If there are less than three on your inventory, you can just attach the safety data sheets.	All hazardous chemicals are subcontractors, however please see attached our Hazardous Chemical Register and SDS File	HAZ CHEM REGISTER.pdf, EMER-CLAD-SATIN-SDS.pdf, IBD_WWI-000000000000000015282_000_APC_RAW.pdf, IBD_WWI-0000000000000000494422_000_APC_RAW.pdf	Yes	
S13	If you are using hazardous chemicals, tell us how you have trained employees to work safely with them and attach the records.	All workers are trained in the used of the SDS and the use of the Chemical prior to using it. See attached records.		N/A	subcontractors



S14	Tell us how employees get first aid treatment if they are at a client's site and how you check that your company first aid kits are up to date. Attach a copy of your kit checks and first aid risk assessment or procedure.	All sites have first aid kits in the safety area or site office. Regular checks are conducted with monthly project inspections. See attached checklist we use for sites. NEW - See attached First Aid procedure	WCF040_First_Aid_Kit_Check.pdf, WCP029_First_Aid.pdf	Yes	
Monitoring					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
EM1	Tell us how you have checked employees are following safety procedures (supervision/safety observations/audits/inspections). Attach records of this being done in the last twelve months.	All monitoring and inspections are carried out as part of our inspection register. Please see example of monthly project inspection.	MONTHLY CHECKLIST.pdf	Yes	
EM4	Tell us in the comments if you are in New Zealand and employing workers under the age of 16. If yes, attach a policy or procedure that describes how you manage young people as outlined in New Zealand Health and Safety legislation.	No.		N/A	
Subcontractors					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
SU1	Tell us how you check your sub-contractors have the right safety processes in place before starting work for you. This needs to be in writing so attach your procedure or a detailed checklist that you use.	All sub-contractors are subject to a review following our contractor management procedure. Please find attached.	WCP008_Subcontractor_Conrol_Rev001.pdf	Yes	
SU7	Describe how you tell subcontractors about your safety requirements (safety induction) before they start work for you. To show us it's being done, attach an example of your records - this can be an induction register or signed checklist.	All subcontractors must complete subcontractor questionnaire prior to being approved. All subcontractor employees are subject to an induction prior to working on site. Please find attached samples	Subby Checklist.jpg	Yes	
SU2	Tell us how you get subcontractors safety documents (safe work method statement/risk assessment) before they start work for you. Attach signed examples of these from the past 12 months. You must provide examples for any high risk jobs they are doing.	As discussed - Please see attached Subby signed SWMS	HSF05.4_Rev_01_Safe_Work_Method_Statement_Confined_Space.pdf, SWMS_126_3_Excavation_SpringField_Approved.pdf, Installation_of_Awning_of_Proposed_Building_SWMS01082016_Rev_001-0.pdf	Yes	
SU3	Tell us how you check on your subcontractors to make sure they are working safely and following their procedures. Show us it's being done by attaching example records from the last 12 months - checklists, reports or even meeting minutes or emails.	A regular check is completed on the Site safety and also all of the Subcontractors. Please see attached sample checklist. NEW - See now attached. NEW - This is not dated 2015 - It was dated 2016. This is a handwriting issue. The date on the form is 2016 in the footer. Thanks	MONTHLY CHECKLIST.pdf	Yes	
SU5	Tell us how you check subcontractors licences and training certificates for the work they are doing. Attach examples of sub-contractors training certificates and licences.	All licences and Training certificates needed are checked off at the approval stage and also listed in the company SWMS. Please see attached licences listed in the company SWMS. NEW - See attached examples.	CERTIFICATE OF CURRENCY Public Liability 280217.pdf, Tim Kennard Confined space.PDF, Tim Kennard Drivers Licence.PDF, Tim Kennard Forklift Licence.PDF, Tim Kennard White Card.PDF, WHS Certificate 2-06-2016-Water Wheel Pumps.pdf	Yes	
Trade Licences					



Code	Requirement	Answer	Documentation	Competency	Assessor Note
TL1	If your workers require trade licences, tell us how you track them and their expiry dates. Attach records of this - you must include any licences you have listed in Question 5.5 of the activity classification.	See attached as discussed.	WCF045_Subcontractor_Trade_Lic_01.pdf	Yes	
Principal Contractor					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
PC2	Attach copies or a register of your subcontractor's general construction induction training cards or State Equivalent.	Please see attached subcontractors training register with construction card numbers on the register.	SUBBY REGISTER.pdf	Yes	
PC4	Tell us in the comments if you are using plant or equipment that has to be registered with your State Safety Regulatory Authority such as WorkCover (e.g. mobile / tower cranes). If yes, attach documents showing this has been done.	None at this stage.		N/A	
PC5	Attach your procedure/s for dealing with emergencies on client sites (medical/first aid, evacuation, spills etc.).	Please see attached the project Plan which includes an emergency management section and flow chart.	WCPL001_Project_Management_Plan_Rev_Beach_St.pdf	Yes	
PC1	Attach a copy of a current or previous project Health and Safety Management Plan, signed and dated within the last twelve months.	Please see attached the a project management plan completed in the past.	WCPL001_Project_Management_Plan_Rev_Beach_St.pdf	Yes	
PC3	Tell us about your permit to work process (e.g. hot work, electrical isolation and confined space entry). Attach copies of completed permit to work forms from the last 12 months, for relevant client activities.	We have procedure and a system for permit to work. A permit to work form is used to ensure a permit is completed for required works. This form must be signed off prior to works undertaken. NEW - When hot work, electrical work, confined space, working at heights or as suggested in the PTW form is required, The project manager must complete a PTW form in consultation with the applicable workers. The form and safety risks are to be discussed and the permit completed. The permit is to remain with the applicable subby or Westcon person doing the work until the duration is completed. Only the project management can sign off on the bottom of the permit to work at the end of the works.	PTW -SAMPLE.pdf	Yes	