The HazardCo Guide to Totika Prequalification

Welcome to your guide for achieving Tōtika prequalification using the HazardCo system. As New Zealand's national construction health and safety prequalification framework, Tōtika helps ensure consistent safety standards across our industry. We've designed this guide to walk you through the process step by step, making it simpler to demonstrate your commitment to workplace safety.

The HazardCo system aligns with Tōtika's requirements, giving you the tools and structure you need to build a robust health and safety program. This guide will help you:

- Navigate the specific evidence requirements for each category, showing you exactly what documentation you need and where to find it in your HazardCo system
- Put your health and safety policies into practice, going beyond paperwork to demonstrate real-world implementation
- Build and maintain safety standards that protect your team and meet industry requirements
- Streamline your documentation process, saving you time while ensuring thoroughness

Think of this guide as your friendly companion through the prequalification journey. We'll show you how to use your existing HazardCo tools and procedures to meet Tōtika's standards, making the process straightforward and manageable. Remember, the goal isn't just to tick boxes – it's about creating a safer workplace for everyone on your team.

If you can find the HazardCo resources you need by using the App, and the Hub by downloading your policy and procedures from the 'Company Details' section, and using the templates section. Use our [Help Centre](#) for additional training on how to use the system, or give us a call on 0800 555 339.

Whether you're new to Tōtika or looking to maintain your existing prequalification, we're here to help you succeed. Let's get started on building a safer construction industry together.

Prequalification Requirements

Sole Traders (ST) Requirements Introduction

As a sole trader, you can use the HazardCo system to efficiently meet the Tōtika ST requirements (ST1-ST17) and establish a strong foundation for health and safety management. This guide will show you how to leverage HazardCo's mobile app, health and safety policies, and training to streamline your documentation process and provide the necessary evidence for prequalification. By following the evidence outlined in this section, you'll be well-prepared to demonstrate your commitment to safety and meet Tōtika's standards.

Evidence Checklist

- ☐ Reference name, company, email and phone number for two references
- ☐ Acknowledgement of sole trader's responsibility for their own H&S onsite
- ☐ Description of how H&S issues are dealt with onsite
- ☐ HazardCo/BeSafe Foundation Toolbox Training records
- ☐ Prosecution, enforcement, investigation, environmental offense details if applicable
- ☐ H&S award and recognition details if applicable
- ☐ **HazardCo Health and Safety Policy and Procedure sections:**

- ☐ Hazard Identification and Risk Management
- ☐ Task Analysis
- ☐ Lock Out / Tag Out
- ☐ Plant, Machinery, or Equipment
- ☐ Incident Reporting and Investigation
- ☐ Notification of Hazardous Work to WorkSafe NZ
- ☐ HazardCo Training and Supervision Procedure
- ☐ Mental Health and Wellbeing Policy
- ☐ **HazardCo Hub:**
  - ☐ Training Register

Sole Traders Core Criteria

Totika Question #	Totika Core Criteria	Totika Criteria Details	Minimum Evidence Required by Business to meet criteria	How to achieve using HazardCo
☐ ST1	Provide two references	Two independent people not related to the trader and ideally people who the trader has delivered work for within the last 5 years	Reference name, company, email and phone number	

☐ ST2	Responsibility	Trader states who is responsible for health and safety when working for a client	Acknowledgement of the ST's responsibility for their own H&S onsite (and everyone else has a part to play)	
☐ ST3	Issues	States how they deal with H&S issues as they arise when working for a client	Description of how issues are dealt with (steps to minimize risk, client notification, work resumption after issue resolution)	
☐ ST4	Hazard/risk identification	States how the trader responds when identifying a hazard/risk when working on a client site	Description indicating they would stop work if immediate threat, manage hazard/risk, notify client, complete documentation	**HazardCo Policy and Procedure Document.** Section: - Hazard Identification and Risk Management
☐ ST5	Safe system of work	States how they establish a safe way to do work and how risks are identified and controlled	Description of hazard management, documentation, reporting, and high-risk work process	**HazardCo Policy and Procedure Document.** Section: - Task Analysis
☐ ST6	Equipment and machinery	States their understanding of machinery and equipment isolation	Description of isolation process including tagged/locked out, testing for zero energy, process for removal, responsibility	**HazardCo Policy and Procedure Document.** Section: - Lock Out / Tag Out
☐ ST7	Maintenance	States processes for maintenance, testing, repair or calibration of work equipment	Description of items being tested/inspected, frequency, and tester information	**HazardCo Policy and Procedure Document.** Section: - Plant, Machinery, or Equipment
☐ ST8	Reporting	States who the trader would advise if involved in or witnessed an incident	Description of communication line after an incident, reporting to client rep/supervisor/manager	**HazardCo Policy and Procedure Document.** Section: - Incident Reporting and Investigation
☐ ST9	Notification	Demonstrates understanding of notification requirements to WorkSafe NZ	Description of when work may need to be notified or notifiable events reported	**HazardCo Policy and Procedure Document.** Sections: - Incident Reporting and Investigation - Notification of Hazardous Work to WorkSafe NZ

☐ ST10	H&S training	Evidence of H&S training in last 3 years	List of H&S training completed in last 3 years with dates; Construction traders must have foundation H&S knowledge assessment	**HazardCo Policy and Procedure Document.** Section: - HazardCo Training and Supervision Procedure **Additional Evidence:** - HazardCo/BeSafe Foundation Toolbox Training (subject to membership tier)
☐ ST11	Licenses and certifications	Evidence of required licenses/certifications for work activity	Copy of current license/certification and expiry date	**HazardCo Policy and Procedure Document.** Section: - Training and Supervision
☐ ST12	Mental Health	Understanding of mental health impact and knowledge of where to seek help	Demonstrate the importance of good mental health and identification with at least one support source	**HazardCo Policy and Procedure Document.** Section: - Mental Health and Wellbeing Policy **HazardCo Hub:** - Training Register
☐ ST13	Prosecution or convictions	Details of H&S prosecutions in the last 5 years	Add information if applicable	
☐ ST14	Enforcement action	Details of enforcement action in the last 5 years	Add information if applicable	
☐ ST15	Investigations	Details of regulator investigations in the last 5 years	Add information if applicable	
☐ ST16	Environmental offences	Details of environmental prosecutions/convictions in the last 5 years	Add information if applicable	
☐ ST17	Awards and recognitions	Details of H&S awards/recognition in the last 5 years	Add information if applicable	

Sub-contractor/Supplier (SB) Requirements Introduction - Category 1 Suppliers

If you're a category 1 supplier, this guide will help you navigate the Tōtika SB requirements (SB1-SB37) using HazardCo's site management features. You'll access site-specific safety planning, worker induction tracking, equipment management, and hazardous work control to provide evidence of compliance. By using your maintained records within the HazardCo system and providing supplementary evidence as outlined in this section, you'll be able to showcase your operational health and safety practices during the Tōtika prequalification process.

Evidence Checklist

Category 1 Suppliers Core Criteria HazardCo References:

- ☐ Meet the HazardCo Advisors page and details of any other H&S experts used
- ☐ HazardCo/BeSafe Foundation Toolbox Training records (subject to membership tier)
- ☐ Prosecution, enforcement, investigation, environmental offense details if applicable
- ☐ H&S award and recognition details if applicable
- ☐ **HazardCo Health and Safety Policy and Procedure sections:**
  - ☐ Health and safety policy document signed and dated within last 12 months
  - ☐ HazardCo Training and Supervision Procedure

- ☐ Induction Procedure
- ☐ Incident Reporting and Investigation
- ☐ Incidents that require WorkSafe notification
- ☐ Notification of Hazardous Work to WorkSafe NZ
- ☐ Near-miss reporting
- ☐ Mental Health and Wellbeing Policy
- ☐ **HazardCo Hub:**
  - ☐ Induction records
  - ☐ Training/Toolbox meeting minutes
  - ☐ Training Register
  - ☐ Completed incident investigation forms

Category 1 Suppliers Core Criteria

Totika Question #	Totika Core Criteria	Totika Criteria Details	Minimum Evidence Required by Business to meet criteria	How to achieve using HazardCo
☐ SB1	H&S Policy	Signed policy with leadership commitment	Signed policy document reviewed at least two-yearly, showing organisational structure and commitments to legal compliance, good practice, and worker consultation	**HazardCo Policy and Procedure Document.** Section: - Health and Safety Policy, dated within the last 12 months

☐ SB2	H&S Policy Communication	How policy is communicated to workers	Evidence of communication via induction/training with worker sign-off confirming understanding	**HazardCo Hub:** - Induction records showing workers have been taken through the policy - Training/Toolbox meeting minutes showing workers have had a chance to ask any questions regarding the policy and confirm their understanding
☐ SB3	Documented procedures	Statement of H&S management system	List of documented procedures/processes covering core H&S elements	Completed and signed **HazardCo Policy and Procedure Document.** Reviewed and dated within the last 12 months.
☐ SB4	H&S Advice	When and who provides competent H&S advice	Name of person providing H&S advice and evidence of using reliable H&S information to guide policy/practice	**Evidence:** https://www.hazardco.com/nz/meet-the-hazardco-advisors/ **Additional Evidence:** - Details of any other internal or external health and safety experts
☐ SB5	Training and competence processes	Process for training and worker competency	Documented procedure and training register showing completed training	**HazardCo Policy and Procedure Document.** Section: - HazardCo Training and Supervision Procedure **HazardCo Hub:** - Training Register
☐ SB6	Induction	Worker induction program	Induction procedure, training register showing completion, and two recent examples	**HazardCo Policy and Procedure Document.** Section: - Induction Procedure **Additional Evidence:** - Copies of induction emails for a site - Copies of employee induction to the company
☐ SB7	Foundation training and assessment	Evidence of foundation H&S training	Training register showing completion and independent assessment evidence	**Evidence:** HazardCo BeSafe Foundation Toolbox training certification for workers, or similar e.g., SiteSafe, ConstructSafe
☐ SB8	Supervision of vulnerable workers	Supervision of vulnerable workers	Process showing on-the-job supervision of workers not yet competent	**HazardCo Policy and Procedure Document.** Section: - Vulnerable workers

☐ SB9	Event recording, reporting, and investigation procedure	H&S event recording/investigation process	Documented procedure and two recent incident report examples	**HazardCo Policy and Procedure Document.** Section: - Incident Reporting and Investigation **HazardCo Hub:** - 2x Completed incident investigation forms
☐ SB10	Investigation	Investigation of significant events	Example of completed investigation for near-misses	**HazardCo Policy and Procedure Document.** Section: - Near-miss reporting **HazardCo Hub:** - A completed investigation form for a near miss
☐ SB11	WorkSafe Notification	Understanding notification requirements	Description of when to notify WorkSafe of notifiable work/events	**HazardCo Policy and Procedure Document.** Sections: - Incidents that require WorkSafe notification - Notification of Hazardous Work to WorkSafe NZ
☐ SB12	Communication and follow-up	Follow-up from investigations	Description of corrective action tracking and worker communication	**HazardCo Hub:** - Toolbox talks relating to incidents provided, showing worker notification/input **Additional Evidence:** - Evidence that any corrective actions that are in place are sufficient and not creating further/alternative risks
☐ SB13	Emergency processes	Documented emergency procedures	Procedures covering general emergencies (fire, earthquake, medical, etc.)	**HazardCo Policy and Procedure document.** Sections: - Emergency Management **HazardCo Hub:** - SSSP showing emergency information - Emergency Plan
☐ SB14	Worker participation	Process for worker participation in H&S	Documented procedure for worker participation	**HazardCo Policy and Procedure document.** Section: - Worker Participation and Engagement
☐ SB15	Meetings	Regular H&S meetings with workers	Description of meeting frequency and reasoning	**Evidence:** Description of how often the following are held and justification as to why this frequency is acceptable:

					- Toolbox - H&S Meetings - Prestarts - Any other health and safety-related meetings
☐ SB16	Hazard/risk identification and risk control processes	Process for hazard/risk identification	Documented procedure, hazard/risk register, and Task Analysis	**HazardCo Policy and Procedure document.** Section: - Task Analysis **HazardCo Hub:** - Hazard/risk register - Copy of completed Task Analysis, dated within the last 12 months
☐ SB17	Hazard/risk control communication	Communication of hazard/risk controls to workers	Evidence of communication method and confirmation of understanding	**HazardCo Hub:** Provide evidence of internal training on the hazards, risks and controls via: - Toolbox minutes - Copies of relevant training - Induction records Make sure that the evidence provided shows workers' understanding
☐ SB18	Hazard/risk control monitoring	Monitoring the hazard/risk controls for effectiveness	Description of monitoring/review activities (inspections, reviews)	**Evidence:** Provide a description of inspections, post-incident review, review of registers, etc
☐ SB19	PPE	Provision and maintenance of PPE	Process showing PPE provision, maintenance, and training	**HazardCo Policy and Procedure document.** Section: - Personal Protective Equipment (PPE) **HazardCo Hub:** - PPE register **Additional Evidence:** - Copies of relevant maintenance, e.g., prestart checks being completed
☐ SB20	Process for monitoring of health risk	Identification of health risks, appropriate monitoring, surveillance, and controls	Description of health risks, controls, and monitoring protocols	**HazardCo Policy and Procedure document.** Section: - Health Monitoring **Additional Evidence:**

					- Description of health risks (nature, frequency of exposure) - Evidence of health monitoring
☐	SB21	Mental Health and Suicide Prevention	Approach to mental health	Documentation explaining the approach and evidence of the training provided (e.g., MATES in Construction)	**HazardCo Policy and Procedure Document.** Section: - Mental Health and Wellbeing Policy **HazardCo Hub:** - Training Register
☐	SB22	Work site health and safety inspections processes	Process for physical inspections	Documented procedure for worksite inspections	**HazardCo Policy and Procedure Document.** Section: - Monitor and Review
☐	SB23	Frequency of inspections	Frequency of inspections	Description of frequency and reasoning	**Evidence:** Description of how often the following are held and justification as to why this frequency is acceptable: - Toolbox - H&S Meetings - Prestarts - Any other health and safety-related meetings
☐	SB24	Contractor management process	Processes for managing subcontractors	Procedure covering prequalification, selection, induction, and monitoring	**HazardCo Policy and Procedure Document.** Section: - Contractor Management
☐	SB25	Sub-contractor engagement	Review of subcontractor systems	Example of recent subcontractor H&S prequalification	**Evidence:** Provide a completed example of a contractor's prequalification, which should meet the minimum standard you accept.
☐	SB26	Cooperation, communication, and consultation with subcontractors	Communication with subcontractors	Description of how minimum H&S requirements are set, induction, communication, and coordination processes. Appropriate to the nature of the work	**HazardCo Policy and Procedure Document.** Section: - Consultation and Communication **Additional Evidence:** - Toolbox talks - Task Analysis - SSSP

				- contracts for work showing H&S expectations
☐ SB27	Performance monitoring	Monitoring subcontractor performance	Description of monitoring methods, frequency/reasoning, and evidence of providing feedback to contractors	**Evidence:** - Toolbox talks - Site reviews/inspections - Behavioural observations - communication providing feedback (e.g., emails/texts)
☐ SB28	Maintenance	Process for plant/equipment maintenance	Documented procedure/process and current maintenance register	**HazardCo Policy and Procedure Document.** Section: - Plant, Machinery, or Equipment **Additional Evidence:** - Current Maintenance/servicing register - Evidence of electrical tagging
☐ SB29	Management	Management of hazardous substances	Documented procedure for storage, transportation, and use	**HazardCo Policy and Procedure Document.** Section: - Hazardous Substances and Dangerous Goods **HazardCo Hub:** - Current Hazardous Substances Inventory **Additional Evidence:** - Safety Data Sheets - Certified Handler training records - Hazardous Substance emergency response plan - Evidence of appropriate emergency response equipment
☐ SB30	Inventory	Hazardous substances inventory	Inventory including product name, quantity, location, and storage requirements	**HazardCo Hub:** - Current Hazardous Substances Inventory showing chemical name, maximum quantity, storage location, location of SDS, segregation requirements, waste controls, and specific instructions
☐ SB31	Safety Data Sheets and labelling	Management of SDS and labeling	Description of SDS sourcing, communication, and labeling process with examples	**Additional Evidence:** - 2x Safety Data Sheets (SDS) - How SDS are sourced and maintained - How SDS are communicated

				- Description of how hazardous substances are appropriately labelled
☐ SB32	Hazardous Substance Training	Training for hazardous substances	Description of training provided, including content and evidence of completion	**Additional Evidence:** - Who provided the training - What training was covered (e.g., how to use, transport, store, and dispose of hazardous substances, with appropriate emergency measures) - Training register/sample of 2x worker training records showing training
☐ SB33	Prosecution or convictions	Details of H&S prosecutions in the last 5 years	Add information if applicable	
☐ SB34	Enforcement action	Details of enforcement action in the last 5 years	Add information if applicable	
☐ SB35	Investigations	Details of regulator investigations in the last 5 years	Add information if applicable	
☐ SB36	Environmental offences	Details of environmental prosecutions in the last 5 years	Add information if applicable	
☐ SB37	Awards and recognitions	Details of H&S awards/recognition in the last 5 years	Add information if applicable	

MB Requirements Introduction - Category 2 suppliers

As a category 2 supplier, you can use this guide to understand how HazardCo's features support compliance with the Tōtika MB requirements (MB1-MB54). You'll leverage HazardCo's integrated platform for safety strategy development, performance monitoring, resource management, and leadership engagement. By following the documentation and evidence recommendations in this section and fully using HazardCo's tools, you'll be equipped to demonstrate a comprehensive safety management system that aligns with Tōtika's expectations.

Evidence Checklist

HazardCo Policy and Procedure Document sections:

- ☐ Examples of decisions considering H&S impacts
- ☐ Meet the HazardCo Advisors page and details of other H&S experts
- ☐ Budget documentation and role descriptions for H&S planning
- ☐ Examples of business improvements and meeting minutes
- ☐ Objectives, KPIs, registers and performance reports
- ☐ Prosecution, enforcement, investigation, environmental offense details if applicable
- ☐ H&S award and recognition details if applicable
- ☐ Contractor feedback records
- ☐ Description of fatigue/stress management / Mates in Construction training
- ☐ Description of health monitoring process
- ☐ HSMS audits
- ☐ Examples of open communication and worker participation
- ☐ **HazardCo Health and Safety Policy and Procedure sections:**
    - ☐ Roles and Responsibilities
    - ☐ Issue Resolution
    - ☐ Objectives
    - ☐ Inductions
    - ☐ Contractor Induction
    - ☐ Client and Visitor Induction
    - ☐ Worker Induction

- ☐ Training and Supervision
- ☐ First Aid Officers
- ☐ Incident Reporting and Investigation
- ☐ Incidents that require WorkSafe notification
- ☐ Near-miss reporting
- ☐ Emergency Management
- ☐ Emergency Rescue Plan
- ☐ Consultation and Communication
- ☐ Worker Participation and Engagement
- ☐ Hazard Identification and Risk Management
- ☐ Identify
- ☐ Assess and Control
- ☐ Psychological Hazards
- ☐ Personal Protective Equipment (PPE)
- ☐ Health Monitoring
- ☐ Alcohol and Other Drugs
- ☐ Monitor and Review
- ☐ Workplace Reviews
- ☐ Monitoring Health and Safety
- ☐ Contractor Management
- ☐ Pre-qualification
- ☐ Overlapping Duties
- ☐ Contractor Induction
- ☐ Monitoring Health and Safety

- ☐ Plant, Machinery, or Equipment
- ☐ Hazardous Substances and Dangerous Goods
- ☐ Labelling
- ☐ Risk Assessment
- ☐ Monitoring
- ☐ **HazardCo Hub:**
  - ☐ SSSP
  - ☐ Induction records
  - ☐ Incident reports
  - ☐ Training/Toolbox meeting minutes
  - ☐ Health and Safety Check
  - ☐ Training register

- ☐ Hazard/Risk Register
- ☐ Site Review
- ☐ Near-miss report
- ☐ Task Analysis
- ☐ Tasks
- ☐ SOPs
- ☐ Toolbox/Meeting minutes
- ☐ PPE Register
- ☐ Contractor Prequalifications
- ☐ Contractor Induction
- ☐ Plant, machinery, Equipment Register
- ☐ Hazardous Substances Inventory
- ☐ Emergency Plans

Category 2 Suppliers Core Criteria

Totika Question #	Totika Core Criteria	Totika Criteria Details	Minimum Evidence Required by Business to meet criteria	How to achieve using HazardCo
☐ MB1	H&S Policy	Signed policy with commitment to H&S	Signed, annually reviewed policy document with leadership commitment	**HazardCo Policy and Procedure Document.** Section: - Health and Safety Policy, dated within the last 12 months
☐ MB2	H&S Policy Communication	Communication of policy to workers	Evidence of communication and confirmation of understanding	**HazardCo Hub:** - Induction records showing workers have been taken through the policy - Training/Toolbox meeting minutes showing workers have had a chance to ask any questions regarding the policy and confirm their understanding
☐ MB3	Accountabilities	H&S accountabilities for key roles	Description of accountabilities, identification of senior manager, with two job description examples	**HazardCo Policy and Procedure Document.** Section: - Roles and Responsibilities **Additional Evidence:**

				- Description of what H&S accountabilities are applied to management roles and how this is done (e.g., job descriptions) - Identify the most senior manager and their role and accountability for H&S - Provide 2x job descriptions showing specific H&S requirements
☐ MB4	Dealing with H&S Issues	Processes for H&S issues resolution	Evidence of procedure or example of issue management that includes issue description, who was affected, how it was managed, actions implemented and who the actions were assigned to, how actions were tracked, and the overall outcome achieved.	**HazardCo Policy and Procedure Document.** Section: - Issue Resolution **Additional Evidence:** - Meeting minutes **HazardCo Hub:** - Toolbox minutes
☐ MB5	Demonstrating Active Commitment	Leaders actively demonstrate commitment	Description and evidence of management engagement in H&S, including whether H&S is an agenda item, what activities/programs they are engaging in with workers, involvement in committees (or similar), the setting and monitoring of performance indicators (KPIs)	**HazardCo Policy and Procedure Document.** Sections: - Objectives **Additional Evidence:** - Toolbox talk/meeting minutes - E-mails showing arranged programs/activities - KPIs
☐ MB6	Considering H&S Impacts	Leaders consider H&S in decision-making	Example of a business decision that considered H&S impacts, including a description of the decision, what were the potential impacts, who was impacted, what decision was made, and the success achieved by the decision.	**Evidence:** - E-mails - Meeting minutes - Toolbox minutes
☐ MB7	Documented system and procedures	Documented H&S management system	Statement advising documented H&S management system (HSMS) covers core H&S elements and a list of documented procedures/processes	Completed and signed **HazardCo Policy and Procedure Document.** Reviewed and dated within the last 12 months.
☐ MB8	Competent H&S Advice	Access to competent H&S advice	Description of advisor(s), qualifications, and example of advice implementation	**Evidence:** https://www.hazardco.com/nz/meet-the-hazardco-advisors/

				Additional Evidence: - Details of any other internal or external health and safety experts - Description of advice used to support H&S decisions
☐ MB9	Resourcing H&S	Planning and budgeting for H&S	Description of budget process and allocation of time for H&S activities including who sets the budget (role), how it is set, who has approval to spend it, what the budget covers. If there is no budget, describe how planning for H&S expenditure is covered including allocation of training time, planning for H&S work activities (carrying our SSSPs, T/A's, Toolbox meetings, site/equipment inspections)	Evidence: - Budget-related documentation with a description covering the requirements - Role descriptions covering budget use/setting/expenditure
☐ MB10	Site Specific Health and Safety plans	Development of site-specific plans	Example of site-specific safety plan with scope, accountabilities, hazard management, training and competency, incident reporting and investigation requirements, sub-contractor/PCBU management/engagement, emergency response, and inspections/audits	Evidence: - A completed SSSP for a worksite
☐ MB11	Continuous Improvement	Processes for H&S improvement	Two examples of business improvements, including a description of the improvement, how it was initiated, who benefited, when, and how the improvement was made, and the overall benefits of the improvement	Evidence: - Two examples covering the requirements - Toolbox minutes/Meeting minutes
☐ MB12	Health and Safety Performance Goals	Setting H&S goals/objectives	Description of goal-setting process, current goals, and tracking method	HazardCo Policy and Procedure Document. Section: - Objectives Additional Evidence: - Current goals

☐ MB13	Monitoring Health and Safety Performance	Monitoring H&S performance	Two recent H&S performance reports and a description of performance measures, including what measures are used (lead/lag indicators), how this is reported, frequency of reporting, who is responsible for reporting, and who has access to the reports	**Evidence:** - Copy of objectives and KPIs - Copies of evidence of KPIs being measured (e.g., incident register, training register, Plant, machinery and equipment register, or any other registers supporting KPI results) - 2x most recent performance reports
☐ MB14	H&S Audit	Process for auditing H&S systems	Documented procedure and example of recent HSMS audit	**HazardCo Policy and Procedure Document.** Section: - Monitoring Health and Safety **HazardCo Hub:** - Health and Safety Check (x2) **Additional Evidence:** - Any other audit format
☐ MB15	Training and competence processes	Process for training and competency	Documented procedure including how requirements are determined, how and where training records are updated, and stored. A copy of a current training matrix (or similar) showing training by role, type of training, when completed, and any refresher dates	**HazardCo Policy and Procedure Document.** Sections: - Training and Supervision - First Aid Officers **HazardCo Hub:** - Training register - covering inductions, first aid, foundation H&S training, and any other relevant/specialist training
☐ MB16	Induction	Worker induction program	Induction procedure covering who receives an induction, when, what is in the induction, and how the records are held. Provide three recent examples of employee inductions to the company (not to site).	**HazardCo Policy and Procedure Document.** Sections: - Inductions - Contractor Induction - Client and Visitor Induction - Worker Induction **HazardCo Hub:** - Evidence of 3x employee inductions to the company (not to site)
☐ MB17	Foundation training and assessment	Foundation H&S training evidence	Training register showing completion and an independent assessment of the training	**HazardCo Hub:** - Training register **Evidence:** - Training verification form for each worker

☐ MB18	Hazardous Work Training	Training for hazardous work (e.g., heights, asbestos, underground, confined space, mobile plant and machinery, buried services, electricity, hazardous substances, radiation, etc)	Description of hazardous work identified and required training/licenses	**HazardCo Policy and Procedure Document.** Section: - Training and Supervision **Evidence:** - Description of hazardous work, what training has been undertaken, and evidence of this training is on the training registers provided previously
☐ MB19	Supervision of vulnerable workers	Supervision of vulnerable workers (vulnerable could be new workers, young workers, inexperienced workers, language barriers, intellectual ability, etc)	Description and records of the on-the-job training/supervision process	**HazardCo Policy and Procedure Document.** Section: - Vulnerable Workers **Evidence:** - Evidence of on-the-job training and supervision taking place
☐ MB20	Event recording, reporting and investigation procedure	Event recording and investigation	Two most recent event/incident report examples and the documented procedure	**HazardCo Policy and Procedure Document.** Sections: - Incident Reporting and Investigation - Incidents that require WorkSafe notification - Near-miss reporting **HazardCo Hub:** - 2x most recent incident reports
☐ MB21	Investigation	Investigation of significant events	Procedure and examples of completed investigations showing root cause analysis	**HazardCo Hub:** - 2x incident investigation forms which go alongside the 2x incidents above
☐ MB22	WorkSafe Notification	Understanding notification requirements	Description of WorkSafe notification requirements for work/events	**HazardCo Policy and Procedure Document.** Sections: - Incidents that require WorkSafe notification - Notification of Hazardous Work to WorkSafe NZ

☐ MB23	Communication and follow-up	Follow-up from investigations, including corrective actions, records, and communication	Process for corrective actions, worker involvement, and evidence of completion	**HazardCo Hub:** - Toolbox talks demonstrating worker involvement/communication to follow up and go alongside the incidents/investigations provided in MB20 & MB21
☐ MB24	Emergency processes	Emergency management processes	Documented procedure for general emergencies	**HazardCo Policy and Procedure Document.** Sections: - Emergency Management - Emergency Rescue Plan
☐ MB25	Specialist Emergency Response	Emergency processes for high-risk work	Process for developing site/activity-specific emergency plans with examples of a site emergency plan and high-risk work emergency plan	**HazardCo Policy and Procedure Document.** Section: - Emergency Rescue Plan **HazardCo Hub:** - Site/Project Emergency Plan (SSSP) - Emergency Plan (for a high-risk work activity)
☐ MB26	Open Communication	Promotion of open communication	Two examples of active communication with workers describing time and date, participants, type of communication, summary, and outcome. A description of how open communication is promoted (e.g., newsletters, policy documents, intranet, posters, etc)	**Additional Evidence:** - Description of how communication is actively promoted - Two examples of open communication meeting the requirements
☐ MB27	Worker engagement and participation	Worker engagement in H&S	Documented procedure with tools and processes for worker consultation (e.g., trained H&S reps, reporting to management), detailing how workers are consulted on H&S matters, and evidence of application	**HazardCo Policy and Procedure Document.** Sections: - Consultation and Communication - Worker Participation and Engagement **Additional Evidence:** - Meeting minutes
☐ MB28	Meetings	Regular meetings to discuss H&S	Description covering the different types of meetings (e.g., pre-starts, toolbox, team meetings, etc), frequency, and appropriate reasoning for frequency	**Additional Evidence:** - Description covering the requirements

☐ MB29	Hazard/risk identification and risk control processes	Hazard identification process	Documented procedure, a current copy of the Hazard/Risk register, and evidence of two recent hazard/risk identification methods	**HazardCo Policy and Procedure Document.** Sections:
				- Hazard Identification and Risk Management
				    - Identify
				    - Assess and Control
				    - Psychological Hazards
				HazardCo Hub:
				- Hazard/Risk Register
				- Completed Site Review
				- Completed Near-miss report
				- Task Analysis
				- Tasks
				- SOPs
				- Toolbox/Meeting minutes
				Additional Evidence:
				- Hazard Board

☐ MB30	Hazard/risk control communication	Communication of controls	Provide evidence and describe the methods that hazards/risks are communicated (e.g., inductions, training, briefing, forums, publications, etc) and verification of worker understanding	**HazardCo Hub:** - Toolbox/meeting minutes - Training register/verification **Additional Evidence:** - Publications - Training material
☐ MB31	Hazard/risk control monitoring	Monitoring control effectiveness	Description of monitoring activities (e.g., inspections, post-incident review, review of registers, critical risk program review, etc) that covers the type of activity, responsibilities, how the monitoring activity is confirmed and recorded, and follow-up process if controls are no longer effective	**HazardCo Policy and Procedure Document.** Section: - Assess and Control **Additional Evidence:** - A description matching the requirements
☐ MB32	Safe Work Instruction	Instructions for both routine and non-routine safe work	Two copies from the following: JSA, Task Analysis, SOP, SSSP, SWMS (or similar) with a description of when and how these work instructions are produced	**HazardCo Hub:** Any two of the following: - Task Analysis - SOP - SSSP

☐ MB33	PPE	Provision and management of PPE	Procedure, list of currently issued PPE, and description of **two** PPE items which cover the type of PPE, why this type was provided, how workers know when to use it and the correct use, how the PPE is managed when not in use, when the PPE is checked for condition, confirmation and provide evidence checks are being carried out and that the PPE is being used effectively.	**HazardCo Policy and Procedure Document.** Section: - Personal Protective Equipment (PPE) **HazardCo Hub:** - PPE Register **Additional Evidence:** - A description of two PPE items matching the requirements
☐ MB34	Process for monitoring of health risk	Health risk monitoring	List of health hazards and description of the monitoring program, including what health monitoring is completed (e.g., lung function, vision, blood tests, hearing tests, etc), who undergoes monitoring, who is it completed by, when and how often is it completed, what information is reported back when health monitoring is completed, and what follow-up takes place based on the results	**HazardCo Policy and Procedure Document.** Section: - Health Monitoring **Additional Evidence:** - A description matching the requirements

☐ MB35	Drugs and alcohol	Drug and alcohol policy	Policy document detailing stance, testing requirements, and procedures	**HazardCo Policy and Procedure Document.** Sections:
				- Alcohol and Other Drugs
				    - Prescription medication
				    - Random Testing
				    - Reporting Requirements
				    - Assistance with alcohol or drug addiction
				    - Investigations
				    - Privacy
				- Signed and dated (within the last 12 months) copy of the Alcohol and Other Drugs Policy

☐ MB36	Stress, Fatigue and Mental Wellbeing	Management of stress, fatigue, mental wellbeing	Description of approach, education/training, planning considerations (e.g., task rotation, shift	**Evidence:** - A description matching the requirements

			work), and mental wellbeing management methods If construction, evidence of engagement with Mates in Construction, Mates4Life, or equivalent programme, including provision of General Awareness Training (or similar) at all levels	- Evidence of Mates in Construction/Mates4life training (or similar) for Construction only

☐ MB37	Work site health and safety inspection processes	Worksite inspection processes	Two recently completed examples and a documented procedure that covers physical environment checks, safe worker behaviour, identifying and recording hazards, corrective actions, and frequency of inspections	**HazardCo Policy and Procedure Document.** Sections:
				- Monitor and Review
				    - Workplace Reviews
				    - Monitoring Health and Safety
				HazardCo Hub:
				- 2x completed site reviews

☐ MB38	Frequency of inspections	Inspection frequency	Description of inspection types and frequency (e.g., daily, weekly, fortnightly, monthly, task specific, etc) with reasoning for this frequency	**Evidence:** - A description matching the requirements

☐ MB39	Contractor management process	Process for managing subcontractors	Documented procedure covering prequalification, contractor selection and requirement setting, pre-commencement (induction, SSSP sign off), contractor monitoring, and contractor audit and review	**HazardCo Policy and Procedure Document.** Sections:
				- Contractor Management
				    - Pre-qualificaition
				    - Overlapping Duties
				- Contractor Induction
				- Monitoring Health and Safety

☐ MB40	Sub-contractor engagement	Prequalification of subcontractors	Two completed examples of contractor prequalification	**HazardCo Hub:** - 2x completed Contractor Prequalifications
☐ MB41	Cooperation, communication, and consultation with sub-contractors	Communication with subcontractors	Evidence of how minimum H&S are set with contractors (e.g., contracts, agreed minimum requirements, SSSP review and sign off), how contractors are inducted into the H&S program, what communication methods are being used (e.g., prestart briefings, toolbox	**HazardCo Hub:** - Contractor Induction (scan in) - Completed and signed Task Analysis (or similar) **Additional Evidence:** - Evidence of minimum requirements being set (e.g., SSSP)

			meetings, monthly safety meetings, electronic communications, etc), and how are work activities coordinated with subcontractors (e.g., Task analysis, JSA, Permit to Work (or similar)).	- Evidence of communication methods
☐ MB42	Performance monitoring	Monitoring contractor performance and providing them feedback	Evidence and a description of monitoring methods (e.g., physical works inspection, Task analysis or SSSP assessments, collection and review of incident information, etc), frequency (e.g., daily, weekly, fortnightly, monthly, etc), reasoning for frequency, and evidence of feedback to the contractor	**HazardCo Hub:** - Site review - Incident Register showing contractor incidents **Additional Evidence:** - Task Analysis/SSSP assessments - Evidence of feedback communication - Other incident registers
☐ MB43	Cooperation with other PCBUs	Coordination, consultation, and cooperation with other organisations	Documented procedure for consultation, communication, and coordination (overlapping duties) includes planning work activities, carrying out work activities safely, identifying those affected by the work activity, ongoing exchange of information, management of communication, coordination of emergency procedures, and the sharing, use, and maintenance of shared facitilies	**HazardCo Policy and Procedure Document.** Section: - Overlapping Duties
☐ MB44	Maintenance	Plant and equipment maintenance	Documented procedure and maintenance registers for mobile plant and equipment, vehicles, lifting equipment, and safety equipment Registers show at a minimum the item, date serviced, whether it met service requirements, maintenance requirements, and the next service date	**HazardCo Hub:** - Plant, machinery, Equipment Register **Additional Evidence:** - Any other registers or servicing records
☐ MB45	Operation	Management and monitoring of plant/equipment operations	Evidence of training and competency assessments, location tracking and control measures, and authorised operator processes	**HazardCo Hub:** - Training verification for operators - Training Register - SOPs - Prestart Checks

				Additional Evidence: - Documentation that supports the operation location (e.g., spreadsheets)

☐ MB46	Management	Hazardous substances management	Documented procedure for storage, transportation, and use that covers types of hazardous substances, inventory, Safety Data Sheet (SDS) management, storage requirements, transportation of substances, and training requirements	**HazardCo Policy and Procedure Document.** Sections:
				- Hazardous Substances and Dangerous Goods
				    - Labelling
				    - Risk Assessment
				    - Monitoring

☐ MB47	Inventory	Hazardous substances inventory	Inventory with product, quantity, location, and storage information	**HazardCo Hub:** - Hazardous Substances Inventory
☐ MB48	Safety Data Sheets and labelling	SDS and labeling management	Description of SDS sourcing (e.g., internet, suppliers, etc), where they are located, how they are communicated to workers, three recent examples of SDS (less than 5 years old), and a description of how hazardous substances are appropriately labelled	**Evidence:** - Description matching the requirements for SDS sourcing and hazardous substance labelling - 3x SDS sheets (less than 5 years old)
☐ MB49	Hazardous Substance Training	Worker training for hazardous substances	Description of training provided detailing who carried out the training, what the training covered (e.g., how to use, transport, store relevant hazardous substances, and safety measures) with three worker records showing the training	**HazardCo Hub:** - Training records for 3x workers **Additional Evidence:** - Description matching the requirements
☐ MB50	Prosecution or convictions	Details of H&S prosecutions in the last 5 years	Add information if applicable	
☐ MB51	Enforcement action	Details of enforcement action in the last 5 years	Add information if applicable	

☐ MB52	Investigations	Details of regulator investigations in the last 5 years	Information provision only
☐ MB53	Environmental offences	Details of environmental prosecutions in the last 5 years	Information provision only
☐ MB54	Awards and recognitions	Details of H&S awards/recognition in the last 5 years	Add information if applicable

LB Requirements Introduction - Category 3 Suppliers

If you're a category 3 supplier, this guide will help you navigate the complex Tōtika LB requirements (LB1-LB54) using HazardCo's features. You'll use HazardCo's platform for multi-site management, corporate risk assessment, integrated compliance tracking, and strategic performance monitoring to maintain a robust, organisation-wide safety culture. By following the documentation and evidence suggestions in this section and providing detailed records from the HazardCo system, you'll be well-prepared to showcase your safety qualifications during the Tōtika prequalification process.

Evidence Checklist

☐ Examples of decisions considering H&S impacts
☐ Meet the HazardCo Advisors page and details of other H&S experts
☐ Budget documentation and role descriptions for H&S planning
☐ Examples of business improvements and meeting minutes
☐ Objectives, KPIs, registers and performance reports
☐ Prosecution, enforcement, investigation, environmental offense details if applicable
☐ H&S award and recognition details if applicable
☐ Contractor feedback records
☐ Description of fatigue/stress management / Mates in Construction training
☐ Description of health monitoring process

☐ Examples of open communication and worker participation
☐ HSMS audits
☐ **HazardCo Health and Safety Policy and Procedure sections:**
    ☐ Roles and Responsibilities
    ☐ Issue Resolution
    ☐ Objectives
    ☐ Inductions
    ☐ Contractor Induction
    ☐ Client and Visitor Induction
    ☐ Worker Induction
    ☐ Training and Supervision
    ☐ First Aid Officers

- ☐ Incident Reporting and Investigation
- ☐ Incidents that require WorkSafe notification
- ☐ Near-miss reporting
- ☐ Emergency Management
- ☐ Emergency Rescue Plan
- ☐ Consultation and Communication
- ☐ Worker Participation and Engagement
- ☐ Hazard Identification and Risk Management
- ☐ Identify
- ☐ Assess and Control
- ☐ Psychological Hazards
- ☐ Personal Protective Equipment (PPE)
- ☐ Health Monitoring
- ☐ Alcohol and Other Drugs
- ☐ Monitor and Review
- ☐ Workplace Reviews
- ☐ Monitoring Health and Safety
- ☐ Contractor Management
- ☐ Pre-qualificaition
- ☐ Overlapping Duties
- ☐ Contractor Induction
- ☐ Monitoring Health and Safety
- ☐ Plant, Machinery, or Equipment
- ☐ Hazardous Substances and Dangerous Goods

- ☐ Labelling
- ☐ Risk Assessment
- ☐ Monitoring
- ☐ **HazardCo Hub:**
  - ☐ SSSP
  - ☐ Induction records
  - ☐ Incident reports
  - ☐ Training/Toolbox meeting minutes
  - ☐ Health and Safety Check
  - ☐ Training register
  - ☐ Hazard/Risk Register
  - ☐ Site Review
  - ☐ Near-miss report
  - ☐ Task Analysis
  - ☐ Tasks
  - ☐ SOPs
  - ☐ Toolbox/Meeting minutes
  - ☐ PPE Register
  - ☐ Contractor Prequalifications
  - ☐ Contractor Induction
  - ☐ Plant, machinery, Equipment Register
  - ☐ Hazardous Substances Inventory
  - ☐ Emergency Plan

Category 3 Suppliers Core Criteria

Totika Question #	Totika Core Criteria	Totika Criteria Details	Minimum Evidence Required by Business to meet criteria	How to achieve using HazardCo
☐ LB1	H&S Policy	Signed policy with commitment to H&S	Signed, annually reviewed policy document with leadership commitment	**HazardCo Policy and Procedure Document.** Section: - Health and Safety Policy, dated within the last 12 months

☐ LB2	H&S Policy Communication	Communication of policy to workers	Evidence of communication and confirmation of understanding	**HazardCo Hub:** - Induction records showing workers have been taken through the policy - Training/Toolbox meeting minutes showing workers have had a chance to ask any questions regarding the policy and confirm their understanding
☐ LB3	Accountabilities	H&S accountabilities for key roles	Description of accountabilities, identification of senior manager, with two job description examples	**HazardCo Policy and Procedure Document.** Section: - Roles and Responsibilities **Additional Evidence:** - Description of what H&S accountabilities are applied to management roles and how this is done (e.g., job descriptions) - Identify the most senior manage and their role and accountability for H&S - Provide 2x job descriptions showing specific H&S requirements
☐ LB4	Dealing with H&S Issues	Processes for H&S issues resolution	Evidence of procedure or process that demonstrates issue management, which includes the issue description, who was affected, how it was managed, actions implemented, and who the actions were assigned to, how actions were tracked, and the overall outcome achieved. Provide two examples that demonstrate the above requirements	**HazardCo Policy and Procedure Document.** Section: - Issue Resolution **HazardCo Hub:** - Toolbox minutes **Additional Evidence:** - Meeting minutes - Documentation that supports the requirements
☐ LB5	Demonstrating Active Commitment	Leaders actively demonstrate commitment	Description and evidence of management engagement in H&S, including whether H&S is an agenda item, what activities/programs they are engaging in with workers, involvement in committees (or similar), the setting and monitoring of performance indicators (KPIs)	**HazardCo Policy and Procedure Document.** Sections: - Objectives **Additional Evidence:** - Toolbox talk/meeting minutes - E-mails showing arranged programs/activities - KPIs

				- Safety surveys
☐ LB6	Considering H&S Impacts	Leaders consider H&S in decision-making	Two examples of business leadership decisions (e.g., projects, CAPEX, major changes, etc) that considered H&S impacts, including a description of the decision, what the potential impacts were, who was impacted, what decision was made, and the success achieved by the decision.	**Evidence:** - E-mails - Meeting minutes - Toolbox minutes - Supporting documentation to meet the requirements
☐ LB7	Documented system and procedures	Documented H&S management system	Statement advising documented H&S management system (HSMS) covers core H&S elements, including worker participation during development, and a list of documented procedures/processes	Completed and signed **HazardCo Policy and Procedure Document.** Reviewed and dated within the last 12 months.
☐ LB8	Competent H&S Advice	Access to competent H&S advice	Description of advisor(s), qualifications, and example of advice implementation	**Evidence:** https://www.hazardco.com/nz/meet-the-hazardco-advisors/ **Additional Evidence:** - Details of any other internal or external health and safety experts - Description of advice used to support H&S decisions
☐ LB9	Resourcing H&S	Planning and budgeting for H&S	Description of budget process and allocation of time for H&S activities including who sets the budget (role), how it is set, who has approval to spend it, what the budget covers. If there is no budget, describe how planning for H&S expenditure is covered including allocation of training time, planning for H&S work activities (carrying our SSSPs, T/A's, Toolbox meetings, site/equipment inspections). Describe how workers are allocated the time and resources for H&S including training allocation, planning time for work activities (e.g., Task Anaylsis, SSSP, safety inspections, audits, etc)	**Evidence:** - Budget-related documentation with a description covering the requirements - Role descriptions covering budget use/setting/expenditure - Description covering the requirements

☐ LB10	Site Specific Health and Safety plans	Development of site-specific plans	Two examples of a site-specific safety plan with scope, accountabilities, hazard management, training and competency, incident reporting and investigation requirements, sub-contractor/PCBU management/engagement, emergency response, and inspections/audits	**Evidence:** - 2x completed SSSPs for worksites
☐ LB11	Continuous Improvement	Processes for H&S improvement	Describe how continual H&S improvement processes work. Provide two examples of business improvements, including a description of the improvement, how it was initiated, who benefited, when, and how the improvement was made, and the overall benefits of the improvement	**Evidence:** - Two examples covering the requirements - Toolbox minutes/Meeting minutes - Description covering the requirements
☐ LB12	Health and Safety Performance Goals	Setting H&S goals/objectives	Description and evidence of goal-setting process, current goals, and tracking method	**HazardCo Policy and Procedure Document.** Section: - Objectives **Additional Evidence:** - Current goals - Plans/objectives
☐ LB13	Monitoring Health and Safety Performance	Monitoring H&S performance	Three most recent H&S performance reports and a description of performance measures, including what measures are used (lead/lag indicators), how this is reported, frequency of reporting, who is responsible for reporting, and who has access to the reports	**Evidence:** - Copy of objectives and KPIs - Copies of evidence of KPIs being measured (e.g., incident register, training register, Plant, machinery and equipment register, or any other registers supporting KPI results) - 3x most recents performance reports
☐ LB14	H&S Audit	Process for auditing H&S systems	Documented procedure and two examples of the most recent HSMS audits	**HazardCo Policy and Procedure Document.** Section: - Monitoring Health and Safety **HazardCo Hub:** - Health and Safety Check (x3) **Additional Evidence:** - Any other audit format

☐ LB15	Training and competence processes	Process for training and competency	Documented procedure including how requirements are determined, how and where training records are updated, and stored. A copy of a current training matrix (or similar) showing training by role, type of training, when completed, and any refresher dates	**HazardCo Policy and Procedure Document.** Sections: - Training and Supervision - First Aid Officers **HazardCo Hub:** - Training register - covering inductions, first aid, foundation H&S training, and any other relevant/specialist training
☐ LB16	Induction	Worker induction program	Induction procedure covering who receives an induction, when, what is in the induction, and how the records are held. Provide three recent examples of employee inductions to the company (not to site).	**HazardCo Policy and Procedure Document.** Sections: - Inductions - Contractor Induction - Client and Visitor Induction - Worker Induction **HazardCo Hub:** - Evidence of 3x employee inductions to the company (not to site)
☐ LB17	Foundation training and assessment	Foundation H&S training evidence	Training register showing completion and an independent assessment of the training	**HazardCo Hub:** - Training register **Evidence:** - Training verification form for each worker
☐ LB18	Hazardous Work Training	Training for hazardous work (e.g., heights, asbestos, underground, confined space, mobile plant and machinery, buried services, electricity, hazardous substances, radiation, etc)	Description of hazardous work identified and required training/licenses	**HazardCo Policy and Procedure Document.** Section: - Training and Supervision **Evidence:** - Description of hazardous work, what training has been undertaken, and evidence of this training is on the training registers provided previously

☐ LB19	Supervision of vulnerable workers	Supervision of vulnerable workers (vulnerable could be new workers, young workers, inexperienced workers, language barriers, intellectual ability, etc)	Description and records of the on-the-job training/supervision process	**HazardCo Policy and Procedure Document.** Section: - Vulnerable Workers **Evidence:** - Evidence of on-the-job training and supervision taking place
☐ LB20	Event recording, reporting and investigation procedure	Event recording and investigation	Three most recent event/incident report examples and the documented procedure	**HazardCo Policy and Procedure Document.** Sections: - Incident Reporting and Investigation - Incidents that require WorkSafe notification - Near-miss reporting **HazardCo Hub:** - 3x most recent incident reports
☐ LB21	Investigation	Investigation of significant events	Procedure and three examples of completed investigations showing root cause analysis	**HazardCo Hub:** - 3x incident investigation forms which go alongside the 3x incidents above
☐ LB22	WorkSafe Notification	Understanding notification requirements	Description of WorkSafe notification requirements for work/events or procedure	**HazardCo Policy and Procedure Document.** Sections: - Incidents that require WorkSafe notification - Notification of Hazardous Work to WorkSafe NZ
☐ LB23	Communication and follow-up	Follow-up from investigations, including corrective actions, records, and communication	Process for corrective actions, worker involvement, and evidence of completion	**HazardCo Hub:** - Toolbox talks demonstrating worker involvement/communication to follow up and go alongside the incidents/investigations provided in LB20 & LB21

☐ LB24	Emergency processes	Emergency management processes	Documented procedure for general emergencies	**HazardCo Policy and Procedure Document.** Sections: - Emergency Management - Emergency Rescue Plan
☐ LB25	Specialist Emergency Response	Emergency processes for high-risk work	Process for developing site/activity-specific emergency plans with examples of a site emergency plan and high-risk work emergency plan	**HazardCo Policy and Procedure Document.** Section: - Emergency Rescue Plan **HazardCo Hub:** - Site/Project Emergency Plan (SSSP) - Emergency Plan (for a high-risk work activity)
☐ LB26	Open Communication	Promotion of open communication	Two examples of active communication with workers describing time and date, participants, type of communication, summary, and outcome. A description of how open communication is promoted (e.g., newsletters, policy documents, intranet, posters, etc)	**Additional Evidence:** - Description of how communication is actively promoted - 2x examples of open communication meeting the requirements
☐ LB27	Worker engagement and participation	Worker engagement in H&S	Documented procedure with tools and processes for worker consultation (e.g., trained H&S reps, reporting to management), detailing how workers are consulted on H&S matters, and evidence of application	**HazardCo Policy and Procedure Document.** Sections: - Consultation and Communication - Worker Participation and Engagement **Additional Evidence:** - Meeting minutes
☐ LB28	Meetings	Regular meetings to discuss H&S	Description covering the different types of meetings (e.g., pre-starts, toolbox, team meetings, etc), frequency, and appropriate reasoning for frequency	**Additional Evidence:** - Description covering the requirements

☐ LB29	Hazard/risk identification and risk control processes	Hazard identification process	Documented procedure, a current copy of the Hazard/Risk register, and evidence of three recent hazard/risk identification methods	**HazardCo Policy and Procedure Document.** Sections:
				- Hazard Identification and Risk Management
				    - Identify
				    - Assess and Control
				    - Psychological Hazards
				HazardCo Hub:

				- Hazard/Risk Register - Completed Site Review - Completed Near-miss report - Task Analysis - Tasks - SOPs - Toolbox/Meeting minutes **Additional Evidence:** - Hazard Board
☐ LB30	Hazard/risk control communication	Communication of controls	Provide evidence and describe the methods that hazards/risks are communicated (e.g., inductions, training, briefing, forums, publications, etc) and verification of worker understanding	**HazardCo Hub:** - Toolbox/meeting minutes - Training register/verification **Additional Evidence:** - Publications - Training material
☐ LB31	Hazard/risk control monitoring	Monitoring control effectiveness	Description of monitoring activities (e.g., inspections, post-incident review, review of registers, critical risk program review, etc) that covers the type of activity, responsibilities, how the monitoring activity is confirmed and recorded, and follow-up process if controls are no longer effective	**HazardCo Policy and Procedure Document.** Section: - Assess and Control **Additional Evidence:** - A description matching the requirements
☐ LB32	Safe Work Instruction	Instructions for both routine and non-routine safe work	Three copies from the following: JSA, Task Analysis, SOP, SSSP, SWMS (or similar) with a description of when and how these work instructions are produced	**HazardCo Hub:** Any three of the following: - Task Analysis - SOP - SSSP
☐ LB33	PPE	Provision and management of PPE	Procedure, list of currently issued PPE, and description of **three** PPE items which cover the type of PPE, why this type was provided, how workers know when to use it and the correct use, how the PPE is managed when not in use, when the PPE is checked for condition, confirmation and provide evidence checks are being carried out and that the PPE is being used effectively.	**HazardCo Policy and Procedure Document.** Section: - Personal Protective Equipment (PPE) **HazardCo Hub:** - PPE Register **Additional Evidence:** - A description of 3x PPE items matching the requirements

☐ LB34	Process for monitoring of health risk	Health risk monitoring	List of health hazards and description of the monitoring program, including what health monitoring is completed (e.g., lung function, vision, blood tests, hearing tests, etc), who undergoes monitoring, who is it completed by, when and how often is it completed, what information is reported back when health monitoring is completed, and what follow-up takes place based on the results	**HazardCo Policy and Procedure Document.** Section: - Health Monitoring **Additional Evidence:** - A description matching the requirements

☐ LB35	Drugs and alcohol	Drug and alcohol policy	Policy document detailing stance, testing requirements, and procedures	**HazardCo Policy and Procedure Document.** Sections:
				- Alcohol and Other Drugs
				    - Prescription medication
				    - Random Testing
				    - Reporting Requirements
				    - Assistance with alcohol or drug addiction
				    - Investigations
				    - Privacy
				- Signed and dated (within the last 12 months) copy of the Alcohol and Other Drugs Policy

☐ LB36	Stress, Fatigue and Mental Wellbeing	Management of stress, fatigue, mental wellbeing	Description of approach, education/training, planning considerations (e.g., task rotation, shift work), and mental wellbeing management methods. Describe an example of work-related stress and fatigue that demonstrates how this is managed, covering how stress and fatigue was addressed, identified and reported, and an example of mental wellbeing if there was any instances where manager intervention was required. If construction, evidence of engagement with Mates in Construction, Mates4Life, or equivalent programme, including provision of General Awareness Training (or similar) at all levels	**Evidence:** - Descriptions matching the requirements - Evidence of Mates in Construction/Mates4life training (or similar) for Construction only

	ID	Topic	Subtopic	Requirements	Evidence

☐	LB37	Work site health and safety inspection processes	Worksite inspection processes	Three recently completed examples and a documented procedure that covers physical environment checks, safe worker behaviour, identifying and recording hazards, corrective actions, and frequency of inspections	**HazardCo Policy and Procedure Document.** Sections:
					- Monitor and Review
					   - Workplace Reviews
					   - Monitoring Health and Safety
					HazardCo Hub:
					- 3x completed site reviews

☐	LB38	Frequency of inspections	Inspection frequency	Description of inspection types and frequency (e.g., daily, weekly, fortnightly, monthly, task specific, etc) with reasoning for this frequency	**Evidence:** - A description matching the requirements

☐	LB39	Contractor management process	Process for managing subcontractors	Documented procedure covering prequalification, contractor selection and requirement setting, pre-commencement (induction, SSSP sign off), contractor monitoring, and contractor audit and review	**HazardCo Policy and Procedure Document.** Sections:
					- Contractor Management
					   - Pre-qualificaiton
					   - Overlapping Duties
					- Contractor Induction
					- Monitoring Health and Safety

☐	LB40	Sub-contractor engagement	Prequalification of subcontractors	Two completed examples of contractor prequalification	**HazardCo Hub:** - 2x completed Contractor Prequalifications
☐	LB41	Cooperation, communication, and consultation with sub-contractors	Communication with subcontractors	Evidence of how minimum H&S are set with contractors (e.g., contracts, agreed minimum requirements, SSSP review and sign off), how contractors are inducted into the H&S program, what communication methods are being used (e.g., prestart briefings, toolbox meetings, monthly safety meetings, electronic communications, etc), and how are work activities coordinated with subcontractors (e.g., Task analysis, JSA, Permit to Work (or similar)).	**HazardCo Hub:** - Contractor Induction (scan in) - Completed and signed Task Analysis (or similar) **Additional Evidence:** - Evidence of minimum requirements being set (e.g., SSSP) - Evidence of communication methods
☐	LB42	Performance monitoring	Monitoring contractor performance and providing them feedback	Evidence and a description of monitoring methods (e.g., physical works inspection, Task analysis or SSSP assessments, collection and review of incident information, etc), frequency (e.g., daily, weekly, fortnightly, monthly, etc),	**HazardCo Hub:** - Site review - Incident Register showing contractor incidents **Additional Evidence:**

			reasoning for frequency, and evidence of feedback to the contractor	- Task Analysis/SSSP assessments - Evidence of feedback communication - Other incident registers
☐ LB43	Cooperation with other PCBUs	Coordination, consultation, and cooperation with other organisations	Documented procedure for consultation, communication, and coordination (overlapping duties) includes planning work activities, carrying out work activities safely, identifying those affected by the work activity, ongoing exchange of information, management of communication, coordination of emergency procedures, and the sharing, use, and maintenance of shared facitilies	**HazardCo Policy and Procedure Document.** Section: - Overlapping Duties
☐ LB44	Maintenance	Plant and equipment maintenance	Documented procedure and maintenance registers for mobile plant and equipment, vehicles, lifting equipment, and safety equipment Registers show at a minimum the item, date serviced, whether it met service requirements, maintenance requirements, and the next service date	**HazardCo Hub:** - Plant, machinery, Equipment Register **Additional Evidence:** - Any other registers or servicing records
☐ LB45	Operation	Management and monitoring of plant/equipment operations	Evidence of training and competency assessments, location tracking and control measures, and authorised operator processes	**HazardCo Hub:** - Training verification for operators - Training Register - SOPs - Prestart Checks **Additional Evidence:** - Documentation that supports the operation location (e.g., spreadsheets)

☐ LB46	Management	Hazardous substances management	Documented procedure for storage, transportation, and use that covers types of hazardous substances, inventory, Safety Data Sheet (SDS) management, storage requirements, transportation of substances, and training requirements	**HazardCo Policy and Procedure Document.** Sections:
				- Hazardous Substances and Dangerous Goods
				    - Labelling
				    - Risk Assessment
				    - Monitoring

	ID	Category	Topic	Requirement	Evidence
☐	LB47	Inventory	Hazardous substances inventory	Inventory with product, quantity, location, and storage information	**HazardCo Hub:** - Hazardous Substances Inventory
☐	LB48	Safety Data Sheets and labelling	SDS and labeling management	Description of SDS sourcing (e.g., internet, suppliers, etc), where they are located, how they are communicated to workers, three recent examples of SDS (less than 5 years old), and a description of how hazardous substances are appropriately labelled	**Evidence:** - Description matching the requirements for SDS sourcing and hazardous substance labelling - 3x SDS sheets (less than 5 years old)
☐	LB49	Hazardous Substance Training	Worker training for hazardous substances	Description of training provided detailing who carried out the training, what the training covered (e.g., how to use, transport, store relevant hazardous substances, and safety measures) with four worker records showing the training	**HazardCo Hub:** - Training records for 4x workers **Additional Evidence:** - Description matching the requirements
☐	LB50	Prosecution or convictions	Details of H&S prosecutions in the last 5 years	Add information if applicable	
☐	LB51	Enforcement action	Details of enforcement action in the last 5 years	Add information if applicable	
☐	LB52	Investigations	Details of regulator investigations in the last 5 years	Add information if applicable	
☐	LB53	Environmental offences	Details of environmental prosecutions in the last 5 years	Add information if applicable	
☐	LB54	Awards and recognitions	Details of H&S awards/recognition in the last 5 years	Add information if applicable	

Principal Contractor (PC) Requirements Introduction

A principal contractor is the contractor with control over the construction phase of a project involving more than one contractor. They should be appointed in writing by the client (commercial or domestic) to plan, manage, monitor, and coordinate health and safety during this phase. As a principal contractor, you can use this guide and HazardCo's tools support compliance with the Tōtika PC requirements (PC01-PC07). You'll use features for project planning, contractor coordination, site access control, and stakeholder engagement that streamline your responsibilities when overseeing multi-contractor projects. Using HazardCo's platform to maintain comprehensive project records, manage design changes, and facilitate communication as outlined in this section, you'll be able to demonstrate your safety leadership during the Tōtika prequalification process.

This section also highlights HazardCo's additional services, such as the Safety by Design policy and procedures, which can further support your proactive approach to safety throughout the project lifecycle.

Evidence Checklist

☐ Example of ensuring client H&S awareness
☐ HazardCo advisor details and other H&S expert qualifications
☐ Examples of managing significant plan/design changes
☐ Additional planning process documentation
☐ **HazardCo Safety by Design Policy ([additional service](#))**
☐ **HazardCo Health and Safety Policy and Procedure sections:**

☐ HazardCo H&S policy
☐ Overlapping Duties
☐ Workplace amenities
☐ additional PCBU consultation documentation
☐ **HazardCo Hub:**
☐ SSSP

Principal Contractors Core Criteria

Totika Question #	Totika Core Criteria	Totika Criteria Details	Minimum Evidence Required by Business to meet criteria	How to achieve using HazardCo
PC01	Cooperation, communication, and consultation with other PCBUs	Leadership in ensuring robust processes for PCBU consultation	Documented procedure showing leadership in managing overlapping duties (e.g., between clients, engineers, designers, etc), assessment of who may be affected by work activities, how are work activities carried out safely, exchange of information, communication management, emergency management, and assurance this is happening in practice over the life of the project	**HazardCo Policy and Procedure Document.** Section: - Overlapping Duties **Additional Evidence:** - Documentation that supports the requirements

PC02	On site welfare	Provision of facilities for worker welfare	Procedure ensuring toilets, drinking water, washing facilities, break areas, and rest areas with three examples	**HazardCo Policy and Procedure Document.** Section: - Health and Safety Policy, signed and dated within the last 12 months - General Workplace Amenities and Hygiene
PC03	Project planning and design	Processes for H&S planning and design	Documented planning processes including site-specific H&S plans, mechanisms to make sure other PCBUs and sub-contractors overarching H&S plans align, work activities do not negatively impact each other, and describe and provide examples from two projects. Describe and provide evidence of how reviewing project performance is completed, and learnings carried forwards.	**HazardCo Hub:** - SSSP **Additional Evidence:** - Documentation and descriptions that support the requirements
PC04	Making the client aware	Ensuring client awareness of H&S responsibilities	An example demonstrating how client awareness was ensured and responsibilities met (or how it was dealt with if they weren't met)	**Evidence:** - Documentation and description that supports the requirements
PC05	H&S management capability	Ensuring necessary H&S skills and experience	Description of how you have the necessary H&S skills, knowledge and capability relevant to the projects of the Principal Contractor, including identified H&S capability requirements by the business, when/why H&S advice is required and whether this is internal/external advice, areas of expertise, qualifications and CPD programme or similar. Provice an example of advice to support H&S project planning, implementation, and improvement. *(n.b. At least one advisor must hold at least a professional level of a recognised H&S registration body in NZ)*	**Evidence:** https://www.hazardco.com/nz/meet-the-hazardco-advisors/ **Additional Evidence:** - Details of any other internal or external health and safety experts - Description meeting the requirements
PC06	Managing change	Processes for managing plan/design changes	Procedures for managing H&S plan or design changes. Describe two examples of significant plan/design changes with H&S	**Evidence:** - Documentation and description that supports the requirements

			issues that had to be managed as a result of the change, who was involved, the process for resolving the issue, and how successfully it was managed	**Additional Evidence:** - HazardCo Safety by Design Policy (additional services)
PC07	Safety in design	Early hazard identification and elimination	Safety in design policy and procedures. Provide two examples of safety in design application to two projects, highlight if you led or worked under a client. Reflect Safety in design good practice.	**Evidence:** - HazardCo Safety by Design Policy and Procedure (additional services) - Documentation and descriptions that support the requirements

Project Designer (PD) Requirements Introduction

A designer is any person or organisation (PCBU) who prepares or modifies a design or arranges for or instructs a person under their control to do so. If you're a project designer, this guide will help you understand how HazardCo's specialised support assists in meeting the Tōtika PD requirements (PD01-PD05). You'll use HazardCo's tools and resources, particularly the Safety in Design (SiD) policy and procedures, to integrate hazard identification and risk management into your design process. By following the documentation and evidence recommendations in this section, maintaining detailed records, and engaging in continuous improvement through HazardCo's training resources and quality management systems, you'll be well-equipped to showcase your design safety expertise during the Tōtika prequalification process.
This section also highlights HazardCo's additional services, such as the Safety by Design policy and procedures, which can further support your proactive approach to safety throughout the project lifecycle.

Evidence Checklist

- ☐ Examples of SiD reports, files, registers
- ☐ Quality management systems and information formats for SiD records
- ☐ Evidence of SiD training and competencies
- ☐ Examples of SiD reviews showing learnings and improvements
- ☐ Example of ensuring client awareness of SiD responsibilities
- ☐ Evidence of projects
- ☐ **HazardCo Health and Safety Policy and Procedure sections:**

- ☐ Consultation and Communication
- ☐ Safety meetings
- ☐ Training and supervision
- ☐ **HazardCo Safety by Design Policy and Procedures (additional service)**
  - ☐ Full SiD signed and dated policy and procedures
  - ☐ Monitoring and review
  - ☐ Quality Management Systems
  - ☐ Information Formats

Designers Core Criteria

Totika Question #	Totika Core Criteria	Totika Criteria Details	Minimum Evidence Required by Business to meet criteria	How to achieve using HazardCo
PD01	Safety in Design (SiD) programme	Leadership in safety in design program	Documented SiD program following good practice with stakeholder engagement, covering assest lifecycle hazards/risks, roles and responsibilities, how the SiD team is formed, mechanisms for communication, consultation, and coordination process over the SiD programme, and evidence of application for two projects	**HazardCo Policy and Procedure Document.** Section: - Consultation and Communication - Safety Meetings **Evidence:** - HazardCo Safety by Design Policy and Procedure Document (additional services) - SiD reports - H&S files - SiD registers - Documentation and evidence to support the requirements

PD02	Record keeping	Management of SiD records	Process for managing SiD information, minutes, document control, and safety reports	**Evidence:**
				- HazardCo Safety by Design Policy and Procedure Document (additional services)
				    - Quality Management Systems
				    - Information Formats
				- Any other procedures that support preparation, reporting, and co-ordinating of the circulation of SiD information

PD03	Safety in design capability	Skills and experience for SiD leadership	Procedure of how SiD training is provided, required competencies and qualifications for those leading/assisting in SiD programmes, and evidence of training	**HazardCo Policy and Procedure Document.** Section: - Training and Supervision **Additional Evidence:** - HazardCo Safety by Design Policy and Procedure Document (additional services) - Evidence of training
PD04	Continuous improvement in safety in design	Review and improvement of SiD processes	Process for continual improvement, post project review and updates to the SiD procedure. Provide a description and evidence of two reviews that shows	**Evidence:** - HazardCo Safety by Design Policy and Procedure Document (additional services) - Monitoring and Review

			improvement and learnings from the project for future projects.	**Additional Evidence:** - Description and evidence for 2x projects that meets the requriements
PD05	Making the client aware	Ensuring client awareness of SiD responsibilities	Description and evidence from a recent project demonstrating how client was made aware of their SiD responsibilities and how compliance met (or how it was dealt with if it was not met)	**Evidence:** - Description and evidence that meets the requirements

By leveraging the HazardCo system, businesses can efficiently meet Tōtika prequalification requirements. HazardCo's structured health and safety documentation, incident reporting tools, and training records provide the necessary evidence to demonstrate compliance with Tōtika standards. Ensuring these processes are properly documented and maintained will facilitate a smoother prequalification process.

If you need support or clarification, our team at HazardCo is always here to help - give us a call 0800 555 339, or check out our help centre for further guidance and information.