

Category 2.

Section -1

Health and Safety Management Accreditation

Note: If your company holds a PREQUAL recognised health and safety accreditation, some questions will be automatically removed from the assessment.

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required
Business overview	Provide a description of your businesses set up	What your primary work activities are, how your health and safety management system is applied across your organisation and any recent changes you have made.
H&S Accreditation	Accepted Accreditations: • Accredited Employer Partnership Programme • AS/NZS 4801 • OHSAS 18001 • ISO 45001 Not Accepted: ACC Workplace Discount/Safeplus.	Current accreditation certificate

Section 2 - Health and Safety

Health & Safety Management and Commitment

Evidence Checklist:

- ☐ Signed H&S Policy (within last 12 months)
- ☐ Job descriptions with H&S responsibilities
- ☐ PCBU officers identification
- ☐ Meeting minutes showing H&S monitoring
- ☐ H&S advisor qualifications and details

HazardCo Policy Sections Required:

- ☐ Roles and Responsibilities
- ☐ Hazard Identification and Risk Management
- ☐ Monitor and Review

HazardCo Hub Evidence:

- ☐ Toolbox Management meeting minutes
- ☐ Site review records
- ☐ Training registers
- ☐ Tasks showing corrective actions
- ☐ Injury reporting

Additional Resources:

- ☐ HazardCo Advisors: <https://www.hazardco.com/nz/meet-the-hazardco-advisors/>

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Health and Safety Policy	Key statement setting out approach and intentions	Signed policy (owner/directors/CEO) reviewed at least two-yearly, accessible to stakeholders	HazardCo Policy and Procedure Document Section: Health and Safety Policy, signed and dated within the last 12 months
H&S Accountabilities/ Responsibilities	Defined duties for specific organisational roles	Job descriptions with H&S responsibilities OR company documentation outlining responsibilities Additional Evidence: Job descriptions showing H&S requirements, identification of PCBU officers	HazardCo Policy and Procedure Document Section: Roles and Responsibilities
Senior person	Who is the most senior person in the organisation	Who has overall responsibility for health and safety in your organisation and what their role is. Provide the name and role of a person that matches your organisation's structure and other submitted evidence.	
Monitoring Health and Safety	How H&S is systematically managed and monitored	Description of monitoring process OR consecutive meeting minutes showing H&S monitoring frequency Additional Evidence: Meeting minutes showing H&S monitoring and frequency	HazardCo Policy and Procedure Document Section: Monitor and Review

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Health and Safety Advice	Professional occupational health and safety support	Name, organisation, specific H&S qualifications, experience, usage frequency, internal resource time allocation	HazardCo Advisory team credentials: https://www.hazardco.com/nz/meet-the-hazardco-advisors/ Additional Evidence: Other internal/external H&S experts

Safe Work Procedures and Practices

(Relevant Work Activities Only)

Evidence Checklist:

- ☐ Completed work instructions
- ☐ Work instruction review records
- ☐ Signed SSSP with all required elements

HazardCo Policy Sections Required:

- ☐ Standard Operating Procedures (SOPs)
- ☐ Implementing control measures and ongoing review
- ☐ Monitor and Review

HazardCo Hub Evidence:

- ☐ Completed SOPs
- ☐ Completed SSSP documentation
- ☐ Hazard Register
- ☐ Toolbox minutes

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Work Instructions	Step-by-step procedures for standard tasks with limited variation	Completed work instructions showing equipment use/task steps, hazards/risks/controls	HazardCo Policy and Procedure Document Section: Standard Operating Procedures (SOPs) HazardCo Hub: Completed SOPs
Work Instruction Review	How and when work instructions are reviewed	Description, the procedure for reviews, and evidence of recent review (records, before/after comparison)	HazardCo Policy and Procedure Document Section: Implementing control measures and ongoing review, Monitor and Review Evidence: Hazard Risk Register, Toolbox minutes
Site Specific Safety Plans (SSSPs)	Plan showing H&S management for the given project/service	Signed off/working SSSP covering: H&S structure, communication, hazard management, contractors, training, incidents, emergency response, audit/inspection	HazardCo Hub: Completed SSSP documentation with all required elements

Risk Management

Evidence Checklist:

- ☐ Hazard/risk management procedure
- ☐ Hazard/risk register
- ☐ Completed permits to work (if applicable)
- ☐ Signed JSA or Task Analysis
- ☐ Energy isolation procedure (Lock Out Tag Out procedures)
- ☐ Emergency response procedures
- ☐ Work-specific emergency plans
- ☐ 2x Safety Data Sheets (less than 5 years old)
- ☐ Hazardous substances procedure
- ☐ Health monitoring procedure
- ☐ PPE procedure

HazardCo Policy Sections Required:

- ☐ Hazard Identification and Risk Management
- ☐ Permit to Work
- ☐ Lock Out / Tag Out
- ☐ Emergency Management
- ☐ Emergency Rescue Plan
- ☐ Hazardous Substances and Dangerous Goods
- ☐ Health Monitoring
- ☐ Personal Protective Equipment (PPE)

HazardCo Hub Evidence:

- ☐ Hazard/Risk Register
- ☐ Tasks
- ☐ Toolbox minutes
- ☐ Completed Permit to Work
- ☐ Completed Task Analysis
- ☐ Rescue Plan
- ☐ Hazardous Substances Inventory

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Hazard and Risk Management	Systematic process for hazard identification, risk assessment, and hierarchy of control	Hazard/risk management procedure, hazard/risk register, and evidence of the hazard management cycle	HazardCo Policy and Procedure Document Section: Hazard Identification and Risk Management HazardCo Hub: Hazard/Risk Register, tasks, toolbox minutes
Job Safety Analysis / Task Analyses (JSA/TA)	Identification of task steps, hazards/risks, controls, and responsibilities	JSA or TA signed off by all parties, showing the task environment and on-site review	HazardCo Hub: Completed TA
Energy Isolation (Lock out Tag out)	Process ensuring machinery/equipment is inoperable via energy source isolation	Procedure with predetermined steps covering: identification, isolation, zero-energy state, lock/tag placement, removal, re-energisation	HazardCo Policy and Procedure Document Section: Lock Out / Tag Out
General Emergency Response	Response to standard emergency events	Emergency procedure with actual response steps for fire, medical emergencies, and natural disasters	HazardCo Policy and Procedure Document Section: Emergency Management Additional Evidence: Completed Emergency Plan
Work Specific Emergency Response	Response to specific high-risk work emergencies	Specific emergency response plans with actual steps to take for high-risk work, e.g., confined space rescue, fall rescue, spill response, lone worker rescue	HazardCo Policy and Procedure Document Section: Emergency Rescue Plan HazardCo Hub: Rescue Plan

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Hazardous Substances	Managing risk from the use, handling, and storage of hazardous substances	Procedure covering handling/storage, training, monitoring; Three Safety Data Sheets (less than 5 years old) with explosiveness/flammability, toxicity, first aid, firefighting, disposal, and PPE requirements	HazardCo Policy and Procedure Document Section: Hazardous Substances and Dangerous Goods HazardCo Hub: Hazardous Substances Inventory Additional Evidence: 3x Safety Data Sheets (less than 5 years old)
Personal Protective Equipment (PPE)	All protective clothing /equipment where elimination /minimisation doesn't remove risk	Description or procedure covering: PPE needed for work areas/activities, provision of, maintenance/checking and replacement	HazardCo Policy and Procedure Document Section: Personal Protective Equipment (PPE) Additional Evidence: Completed PPE Register

Health and Wellbeing

HazardCo Policy Sections Required:

- ☐ Mental Health and Wellbeing Policy

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Wellbeing and support	Wellbeing support and procedures available to workers	Describe the support programme or initiative you provide and how it benefits your workers eg. wellbeing allowance, EAP access, or other wellbeing initiative	HazardCo Policy and Procedure Document Section: Mental Health and Wellbeing Policy. Refer to this when describing your process and how you implement wellbeing support

Incident Reporting and Investigation

Evidence Checklist:

- ☐ Incident reporting procedure
- ☐ Incident register copy
- ☐ Completed incident report forms
- ☐ Completed investigations

HazardCo Policy Sections Required:

- ☐ Incident Reporting and Investigation

HazardCo Hub Evidence:

- ☐ Incident register
- ☐ Completed incident forms
- ☐ Completed incident investigations
- ☐ Internal Investigator training register

Additional Resources:

- ☐ HazardCo Advisors:

<https://www.hazardco.com/nz/meet-the-hazardco-advisors/>

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Incident Reporting and Investigation	Process to ensure all incidents are reported and investigated	Procedure covering: recording/reporting, investigation processes, corrective actions, notifiable events, record storage; Copy of incident register; Completed incident report forms; Completed investigations	HazardCo Policy and Procedure Document Section: Incident Reporting and Investigation HazardCo Hub: Incident register, completed incident forms Completed incident investigations

Workplace Inspection

Evidence Checklist:

- ☐ Workplace inspection process description
- ☐ Completed inspection examples
- ☐ System audit procedure and examples

HazardCo Policy Sections Required:

- ☐ Monitor and Review
- ☐ Monitoring Health and Safety

HazardCo Hub Evidence:

- ☐ Completed site reviews
- ☐ Completed Site Review on site with active SSSP
- ☐ Completed Health and Safety Check List examples

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Workplace H&S Inspections	Physical inspections preventing injuries through examination	Description of process and completed inspection examples;	HazardCo Policy and Procedure Document Section: Monitor and Review HazardCo Hub: Recently completed site reviews Additional Evidence: Description of how and when workplace inspections are completed.
Health and Safety System Audits	Periodic checks of the H&S management system effectiveness	System audit procedure and completed examples covering: leadership/commitment, hazard identification/control, training /supervision, incident management, employee participation, emergency planning, contractor management, injury management	HazardCo Policy and Procedure Document Section: Monitoring Health and Safety HazardCo Hub: Completed Health and Safety Check List examples (note: system audits, not workplace inspections)

Involving Workers in Health and Safety

Evidence Checklist:

- ☐ Worker participation documentation
- ☐ Prestart/toolbox meeting minutes

HazardCo Policy Sections Required:

- ☐ Worker Participation and Engagement

HazardCo Hub Evidence:

- ☐ Toolbox talks showing worker participation

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Involvement in Health and Safety	Worker engagement and participation practices for ongoing H&S improvement	Documentation showing ongoing worker participation: operations /toolbox meetings with safety, H&S meetings/briefings, worker involvement in procedure development, worker safety suggestions	HazardCo Policy and Procedure Document Section: Worker Participation and Engagement HazardCo Hub: Toolbox talks showing worker participation
Prestart Meetings	Daily/shift meetings at work team level discussing operations and safety	Prestart meeting minutes, preferably consecutive, showing regularity	HazardCo Hub: Toolbox talks

Training

Evidence Checklist:

- ☐ Training procedure
- ☐ Training register
- ☐ Refresher training procedure
- ☐ Completed and signed induction forms
- ☐ Induction content/handbook

HazardCo Policy Sections Required:

- ☐ Training and Supervision
- ☐ Inductions

HazardCo Hub Evidence:

- ☐ Training Plan and Register
- ☐ Completed induction records

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Training Procedure	Process ensuring workers have skills/knowledge for hazard/risk management	Training procedure covering: specific training types, who can train (internal/external), competency determination, recording/currency; Training register showing completed training	HazardCo Policy and Procedure Document Section: Training and Supervision HazardCo Hub: Training Plan and Register
Refresher Training	Process for renewal/refreshing of training	Refresher training procedure covering in-house training, competencies, external certification, and licences	HazardCo Policy and Procedure Document Section: Training and Supervision

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Induction Training	Programme introducing workers to workplace H&S management	Completed and signed induction forms; Induction content (staff handbook, safety manual, referenced documentation) covering: emergency procedures, incident reporting, hazard management, responsibilities, injury management, communication systems, equipment/PPE use	HazardCo Policy and Procedure Document Section: Inductions HazardCo Hub: Completed induction records

Plant, Equipment, and Vehicles

Evidence Checklist:

- ☐ Equipment maintenance procedure
- ☐ Maintenance schedules and certificates
- ☐ Mobile plant/vehicle maintenance procedure
- ☐ Maintenance/inspection registers

HazardCo Policy Sections Required:

- ☐ Mobile Plant
- ☐ Vehicle Maintenance
- ☐ Plant, Machinery, or Equipment
- ☐ Vehicle Management

HazardCo Hub Evidence:

- ☐ Equipment registers
- ☐ Prestart checks

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Equipment Maintenance, Testing, Calibration	Process for keeping equipment in a safe working condition	Procedure covering: equipment requiring maintenance/testing/certification, requirements, frequency, responsibility (internal/external), recording method, currency process; Additional Evidence: Evidence of application, including maintenance schedules and certificates, test tags.	HazardCo Policy and Procedure Document Section: Mobile Plant, Vehicle Maintenance, Plant, Machinery, or Equipment HazardCo Hub: Equipment registers
Mobile Plant/Vehicle Maintenance	Process for keeping work vehicles and mobile plant safe and fit for use	Procedure covering: mobile plant requiring maintenance, requirements (services, WOF), frequency, responsibility, recording, and currency; Additional Evidence: Maintenance schedules, certificates;	HazardCo Policy and Procedure Document Section: Plant, Machinery, or Equipment, Vehicle Management HazardCo Hub: Equipment registers, prestart checks

Contractor Management

Evidence Checklist:

- ☐ Description of contractor engagement (types, numbers, frequency)
- ☐ Completed contractor prequalification assessment
- ☐ Completed contractor induction form and content
- ☐ Completed contractor inspection
- ☐ Contractor attendance at H&S meetings/pre-starts
- ☐ Completed post-contract contractor review

HazardCo Policy Sections Required:

- ☐ Contractor Management

HazardCo Hub Evidence:

- ☐ Contractor prequalification records
- ☐ Contractor induction records
- ☐ Site reviews including contractor inspections
- ☐ Toolbox talks with contractor attendance

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Contractor Engagement	Whether you use contractors to deliver services to clients	Answer based on your actual contractor use. If 'Yes', remaining questions become visible.	

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Description of Contractor Use	Details about contractor engagement patterns	Description covering: 1. Number of contracting organisations used 2. Number of Sole Traders/Labour Only Hire individuals used 3. Frequency of contractor use Critical: Accurate representation required as this determines which questions apply NOTE: <i>If only using Sole Traders/Labour Only Hire, clearly state this. You can then mark remaining questions as N/A</i>	Provide accurate description of contractor engagement.

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Contractor Prequalification	Process to assess contractor H&S competency before engagement	Completed contractor prequalification covering: • Management commitment • Work procedures • Training/licences • Hazard management • Incident management • Plant/equipment • Monitoring • Prosecutions • Insurances Note: May use external service (e.g., IMPAC Additional Evidence: 1x completed assessment (no more than 2 years old), with contractor name visible and sign-off/approval	HazardCo Policy and Procedure Document Section: Contractor Management HazardCo Hub: Contractor prequalification Additional Evidence: If using external prequalification service, provide contractor's completed external assessment

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Contractor Induction	Process to introduce contractors to your workplace H&S system	Completed contractor induction form (signed by both contractor and inductor) covering minimum: • Emergency procedures • Incident/injury reporting • Hazard management • Contractor responsibilities • Injury management • Communication • Equipment/PPE use and maintenance Additional Evidence: 1x completed induction with content (handbook, manual, or detailed form)	HazardCo Policy and Procedure Document Section: Contractor Management HazardCo Hub: Completed contractor induction records Additional Evidence: Induction content must be descriptive (not just tick-box list). Contractor's organisation name must be visible
Contractor Inspection/Monitoring	On-the-job inspection of contractor H&S activity	1x completed contractor inspection showing: • Physical conditions check • Plant/equipment checks • Corrective actions identified and tracked Note: Not just behavioural observations. If part of general site inspection, contractor must be clearly identified by organisation name	HazardCo Hub: Site reviews with contractor inspections Additional Evidence: Description of how contractor inspections are conducted. Inspection should be recent (within 12 months), relevant to contractor activities, with corrective actions assigned and closed out

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Contractor H&S Meetings	Process ensuring contractors participate in H&S discussions	1x pre-start meeting, toolbox talk, JSA, or similar where contractors have participated Contractor organisation name must be visible, signed, dated, and recent (within 12 months)	HazardCo Hub: Toolbox talks showing contractor attendance (organisation name visible) Additional Evidence: Minutes should be specific to daily activities with H&S content discussed
Post-Contract Contractor Reviews	Feedback process to improve future contractor performance	1x completed post-contract H&S review showing: • Contractor name • Positive observations • Improvement opportunities • Contractor acknowledgement/signature • Recent (within 12 months) • Contractor Review Records Note: May be part of wider post-contract review; only H&S component required	

Safety Performance

This section relates to dealings with regulatory bodies: WorkSafe, Environmental Protection Authority, MBIE, Maritime NZ, Civil Aviation Authority

Evidence Checklist:

- ☐ *Prosecution explanations and corrective actions (if applicable)*
- ☐ *Copies of notices and corrective actions (if applicable)*
- ☐ *Investigation reports and corrective actions (if applicable)*
- ☐ *Environmental enforcement documentation (if applicable)*
- ☐ *H&S recognition/award evidence (if applicable)*

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required
H&S Prosecution/Conviction	Prosecutions under H&S legislation in the last 5 years	If 'Yes': Explanation of prosecution; Clear outline of corrective actions to prevent recurrence Additional Evidence: An explanation of the prosecution and a clear outline of the corrective actions
Prohibition, Infringement or Improvement Notices	Notices under H&S legislation in the last 5 years	If 'Yes': Copy of each notice; Clear outline of corrective actions for each notice (includes Enforceable Undertakings) Additional Evidence: A copy of each Notice and a clear outline of the corrective actions for each notice

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required
Health and Safety Investigation	Investigations by H&S enforcement agencies in the last 5 years	If 'Yes': Copy of investigation reports/documents; Clear outline of corrective actions Additional Evidence: A copy of the investigation reports or other documents, and a clear outline of the corrective actions
Environmental Prosecution / Investigation	Prosecutions, convictions, infringement notices, or investigations under Resource Management Act or other environmental regulations in last 5 years	If 'Yes': Explanation of what issue was; Clear outline of corrective actions implemented to prevent recurrence
Health and Safety Recognition	H&S achievements recognised by clients/external bodies in the last 2 years	If applicable: Description of award/recognition; Evidence of award (certificate, write-up); Must be recognition of a significant H&S initiative Additional Evidence: A description of the award/recognition and evidence of the award (e.g., safety award, certificate, write-up, or similar)

Insurance

Evidence Checklist:

- ☐ Motor Vehicle Third Party Liability certificate (if airside work)
- ☐ Motor Vehicle Third Party Liability certificate
- ☐ General Public or Products Liability Insurance certificate
- ☐ Professional Indemnity Insurance certificate (if applicable)

All insurance certificates must show: name of insured, type of cover, coverage dates, dollar value

Format Requirements:

- Amounts: No words, commas, or \$ signs (e.g., 2000000 for 2 million)
- Dates: DD/MM/YYYY format (e.g., 03/08/2019)

Insurance Type	Coverage Details	How to achieve using HazardCo
Motor Vehicle Third Party Liability for Airside Activities	Legal liability for death/disability/property damage when working airside at airports	Evidence: Insurance certificate of currency
Motor Vehicle Third Party Liability	Legal liability for death/disability/third-party property damage (usually 10-20 million, often called 'Section 2 Liability')	Evidence: Insurance certificate of currency
General Public or Products Liability Insurance	Personal injury, property damage, economic loss; damage/injury from product failure (also known as General, Broadform, or Purple Insurance)	Evidence: Insurance certificate of currency

Professional Indemnity Insurance	Claims for alleged negligence/breach of duty in professional services (typically held by advice/consultancy organisations)	Evidence: Insurance certificate of currency
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Note: Cannot accept renewal notices, invoices, or policy schedules without required details

Referees

Evidence Checklist:

- ☐ 3 referee details, including:
 - Name
 - Organisation
 - Email address
 - Phone number
- ☐ 3 referees who can testify to your H&S capability:
 - Clients (current or past)
 - Other organisations worked alongside
 - Professional services (lawyers, accountants)

Note: PREQUAL will not contact referees, but client representatives may contact them