

Category 4

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
Assessment overview	Provide a description of your organisation set up	What your primary work activities are, how your health and safety management system is applied across your organisation and any recent changes 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

Management, Supervision, and Business Continuity

Evidence Checklist:

- ☐ Organisational chart with positions and names
- ☐ HazardCo system users and H&S responsibilities chart
- ☐ Business continuity plan document
- ☐ Business continuity plan referencing HazardCo system backup, recovery, and critical H&S processes

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Organisational Chart	Structure of organisation showing key relationships	Organisation chart with positions and names of people Evidence: Organisational chart showing H&S responsibilities	HazardCo Policy and Procedure Document Section: Roles and Responsibilities section. This can be used as a guide to build out your businesses organisational chart
Business Continuity Plan	Plan identifying potential risks to critical operations and response to disruption	Business continuity plan document Evidence: Business continuity plan referencing HazardCo system backup, recovery, and critical H&S processes	The HazardCo Hub functionality and ability to store business records enabling remote data access.

Contractors and Subcontractors

Evidence Checklist:

- ☐ Contractor management procedure document
- ☐ Completed contractor prequalification assessments
- ☐ Contractor agreement with minimum standards
- ☐ Completed SSSP and Task Analysis
- ☐ KPI documentation with monitoring frequency
- ☐ Contractor induction content and records
- ☐ Toolbox meeting minutes showing contractors
- ☐ Site review records identifying contractor activities
- ☐ Audit procedures and completed audit examples

HazardCo Policy Sections Required:

- ☐ Contractor Induction
- ☐ Contractor Management
- ☐ Monitor and Review
- ☐ Workplace reviews
- ☐ Monitoring Health and Safety

HazardCo Hub Evidence:

- ☐ Completed SSSP and Task Analysis
- ☐ Site review records
- ☐ Training registers
- ☐ Tasks showing corrective actions
- ☐ Injury reporting
- ☐ Contractor induction records
- ☐ Toolbox meeting minutes

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Do you engage contractors?	Establishes if you use contractors	If you engage any contractors (organisations or sole traders) answer yes.	
Contractor Engagement Description	Context about your contractor use	Brief description including: 1. number of contractor organisations typically used 2. approximate number of sole traders/individuals 3. frequency of contractor use (weekly/monthly/project-based) Note: If you only engage Sole Traders or Labour Only Hire, state this clearly - remaining questions can be marked N/A with explanation "Contractors are only ST's/LOH"	
Contractor Management Procedure	Overarching contractor management guideline	Procedure covering: prequalification, selection, inductions/documentation, and monitoring/audit	HazardCo Policy and Procedure Document Section: Contractor Induction, Contractor Management

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Contractor Prequalification	Understanding contractor H&S competency and capability	Examples of completed contractor prequalification assessments covering management and commitment, Work procedures and documentation, Training, Hazard management, Incident management, Plant and equipment management, and Monitoring and auditing Evidence: Copies of contractor assessments meeting the evidence requirements	Completed Contractor Prequalification records
Contractor Minimum H&S Requirements	Agreement outlining expectations and minimum standards	Document showing minimum standards, including health and safety legislative requirements and minimum accepted standards. Evidence: Contractor agreement meeting the standards	Evidence: Contractor agreement meeting the standards

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Work Method Statements (<i>some Cat 4</i>)	Written description of how the high risk project work will be carried out	WMS should contain: Description, timing & sequence of scope of works, Plant and equipment to be used, Materials to be used, Impact on other works, Hazard analysis (including any JSA/TA requirements), Loading/unloading and laydown requirements, Training & competency records, Traffic requirements, Emergency procedures for the work, and Control of Subcontractors	HazardCo Hub: Completed Task Analysis. Ensuring the work task steps are completed and provide a good understanding of the work activity from start to finish
Contractor Safety KPIs	Quantifiable measurements of contractor H&S performance	Documentation showing KPIs used (lead/lag indicators) and monitoring frequency Evidence: Safety management activities, behaviour/attitude surveys, lost workdays, property damage, costs	HazardCo Hub: Site review, training registers, tasks showing corrective actions, injury reporting
Contractor Induction	Safety training focused on H&S arrangements for contracted works	Induction content (handbook/material) and completed induction records (signed checklists)	HazardCo Policy and Procedure Document Section: Contractor Induction HazardCo Hub: Contractor induction records and what is covered in the induction process

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Contractor Pre-start Meetings	Daily/shift meetings discussing planned operations and safety	Meeting minutes showing contractor attendance, preferably consecutive	HazardCo Hub: Toolbox meeting minutes showing contractors and safety discussions
Project Control Meetings (<i>Some Cat 4</i>)	Project-level meetings with stakeholders	Meeting minutes including project managers, client representatives, and contractors	HazardCo Hub: Toolbox meeting minutes referencing project goals, assigned tasks, progress, and health and safety.
Contractor Monitoring and Inspection	Process for checking physical conditions, plant/equipment, behaviours	Inspection records identifying contractors are included	HazardCo Policy and Procedure Document Section: Monitor and Review, Workplace reviews, Monitoring Health and Safety HazardCo Hub: Site review records identifying contractor activities
Contractor Audits	Process checking adherence to agreed H&S arrangements	Audit procedures and completed audit examples to make sure contractors adhere to the agreed expectations (e.g., Site-Specific Safety Plan, attendance to meetings, reporting of incidents, and competencies of contractors).	HazardCo Policy and Procedure Document Section: Monitoring Health and Safety HazardCo Hub: Site review records identifying contractor activities

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Subcontractor Audits	Procedure for contractors to audit their subcontractors	Audit procedures and completed audit examples to make sure subcontractors adhere to the agreed expectations (e.g., Site-Specific Safety Plan, attendance to meetings, reporting of incidents, and competencies of contractors). Additional Evidence: Copy of agreed expectations	HazardCo Policy and Procedure Document Section: Monitoring Health and Safety Completed site reviews showing contractors are meeting the outlined expectations.
Post contract review of contractor performance	Procedure for you to review contractors overall performance and provide feedback	Copies of post-contract health and safety reviews that show the contractor's name, include both positive feedback and improvement areas, and confirm the contractor has seen and signed the review.	HazardCo Hub: Review of project records, incident register and reports for site reviews and toolbox meeting records. You will need to review the project records and collate information for your contractor.

Health & Safety Management and Commitment

Evidence Checklist:

- ☐ Signed H&S Policy (within last 12 months)
- ☐ Job descriptions with H&S responsibilities
- ☐ PCBU officers identification
- ☐ H&S performance review
- ☐ H&S advisor qualifications and details
- ☐ Management meeting minutes with H&S agenda
- ☐ KPI documentation

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
H&S Accountability Review	Performance review against H&S responsibilities	Process description or procedure. Additional Evidence: H&S performance review (remove personal identifiers)	
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.	

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
H&S as Fixed Agenda Item	H&S integrated into senior management meetings	Two sets of management/ operations meeting minutes, preferably consecutive within 4-month period <i>Note: Agendas will not be accepted as evidence, and dedicated health and safety meetings which management attend are not acceptable evidence for this question.</i>	HazardCo Hub: Toolbox meeting minutes where management is involved showing H&S as regular agenda items
Health and Safety KPIs	Quantifiable H&S performance measurements	Documentation showing KPIs used (lead/lag indicators) and monitoring frequency Evidence: Safety management activities, behaviour/attitude surveys, lost workdays, property damage, costs	HazardCo Evidence: Site review, training registers, tasks showing corrective actions, injury reporting

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

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
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
Permit to Work (<i>Some Cat 4</i>)	Formal written system for hazardous works	Permit To Work procedure and completed permit examples for hot works, confined space, heights, and electrical isolation	HazardCo Policy and Procedure Document Section: Permit to Work HazardCo Hub: Completed Permit to Work
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

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
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
Hazardous Substances	Managing risk from the use, handling, and storage of hazardous substances	Procedure covering handling/storage, training, monitoring; Two 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
- ☐ Drug and Alcohol policy

HazardCo Hub Evidence:

- ☐ Training register

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Health Monitoring	Testing individuals for health changes due to work exposure	Procedure covering: health risk identification, monitoring type, consent/recordkeeping, response to health evidence	HazardCo Policy and Procedure Document Section: Health Monitoring
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
Mental health training	Health and wellbeing training	Provide a brief description of what your business does to provide mental health or wellbeing training, such as workshops, courses (e.g. Mental Health First Aid), manager training, seminars, or personal development sessions. Including provider, outcomes, date delivered, and participants	HazardCo Policy and Procedure Document Section: Mental Health and Wellbeing Policy. Refer to this when describing your process and how you implement mental awareness and training if applicable.

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Drug and Alcohol policy	Specific Drug and Alcohol Policy	Provide a clear description of your drug and alcohol control process, covering expectations, testing, and any rehabilitation outcomes.	HazardCo Policy and Procedure Document Section: Drug and Alcohol Policy. Refer to your Policy when explaining your process and how you manage drug and alcohol control measures.

Incident Reporting and Investigation

Evidence Checklist:

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

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; <i>Categories 2, 3, and 4</i> : completed investigations	HazardCo Policy and Procedure Document Section: Incident Reporting and Investigation HazardCo Hub: Incident register, completed incident forms <i>Categories 2, 3, and 4</i>: Completed incident investigations
Incident Investigators	Trained investigators maximising learning from events	Information showing investigators' qualifications: NZQA Unit Standard 17601, ICAM, Tripod Beta, TapRoot	Evidence: https://www.hazardco.com/nz/meet-the-hazardco-advisors/ HazardCo Hub: Internal Investigator training register

Workplace Inspection

Evidence Checklist:

- ☐ Completed inspection examples
- ☐ SSSP audit 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	Recently completed inspection examples; Must include physical environment checks, not just worker behaviour	HazardCo Policy and Procedure Document Section: Monitor and Review HazardCo Hub: Recently completed site reviews HazardCo Hub: Completed site review records covering offices, warehouses, vehicles, workshops, and work sites Additional Evidence: Description of how and when workplace inspections are completed.
SSSP Audits	Audits ensuring agreed SSSP systems /processes /activities are met	Completed SSSP audits (periodic audits of active SSSPs, not initial reviews) covering: H&S responsibilities, induction/competencies, JSAs/TAs/permits, incident processes, meeting attendance, equipment monitoring	HazardCo Hub: Completed Site Review on a site with an active SSSP

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
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
- ☐ Management training records (Cat 4)

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
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

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Management and Supervisory Skills Training	Training to improve leadership and management skills	Provide your procedure or detail of how and what training you provide management/supervisors preparing them for challenges involved in the supervision of people and, system/project management	HazardCo Hub: Training Plan and Register

Plant, Equipment, and Vehicles

Evidence Checklist:

- ☐ Equipment maintenance procedure
- ☐ Equipment registers
- ☐ 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. Equipment Registers	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/inspection registers	HazardCo Policy and Procedure Document Section: Plant, Machinery, or Equipment, Vehicle Management HazardCo Hub: Equipment registers, prestart checks

Safety and Environmental 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 Enforcement Action	Environmental prosecutions/ investigations under RMA/environmental regulations in the last 5 years	If 'Yes': Explanation of issue; Clear outline of corrective actions Additional Evidence: An explanation of what the issue was and a clear outline of the corrective actions
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)

Environmental Management Systems and Performance

Evidence Checklist:

- ☐ Signed environmental policy
- ☐ Environmental responsibility documentation
- ☐ Environmental advisor credentials
- ☐ Environmental accreditation certificate
- ☐ Environmental inspection procedures and examples
- ☐ Environmental audit procedures and examples
- ☐ Environmental recognition evidence

HazardCo Policy Sections Required:

- ☐ Environmental and Sustainability Policy

HazardCo Hub Evidence:

- ☐ Completed Site Review

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
Environmental Management Policy	Key statement setting the environmental performance approach and framework	Signed environmental policy (owner/directors/CEO) demonstrating commitment	HazardCo Policy and Procedure Document Section: Environmental and Sustainability Policy
Environmental Responsibility	The most senior person with environmental management responsibility	Name and role of the most senior person with environmental responsibility	Additional Evidence: Environmental responsibility documentation in the HazardCo system
Environmental Advice	Environmental systems support and advice	Name, organisation, specific environmental qualifications, experience (internal/external advisors)	Evidence: https://www.hazardco.com/nz/meet-the-hazardco-advisors/ Additional Evidence: Environmental advisor information and credentials
Environmental Accreditation	Environmental standard accreditation	Current accreditation certificate (e.g., ISO 14001) Evidence: Current environmental accreditation certification	Evidence: Current environmental accreditation certification
Environmental Inspections	Process checking physical conditions, meeting environmental expectations	Environmental inspection procedures and examples	HazardCo Hub: Completed Site Review
Environmental System Audits	Periodic checks of the environmental management system effectiveness	Environmental audit procedure and completed audit examples (not environmental inspections)	HazardCo Hub:: Completed Site Review

PREQUAL Criteria	PREQUAL Details	Minimum Evidence Required	How to achieve using HazardCo
Environmental Recognition	Environmental achievements recognised in last 2 years	If applicable: Description of award/recognition; Evidence of award (certificate, article) for environmental excellence, innovation, problem solving Evidence: Evidence and a description of the award/recognition	

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

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