

The HazardCo Guide to SiteWise Assessment



SITEWISE

Welcome to your guide for achieving SiteWise assessment using the HazardCo system. SiteWise is New Zealand's independent health and safety assessment service that evaluates businesses across 14 key areas. We've designed this guide to walk you through each question step by step, making it simpler to demonstrate your commitment to workplace health and safety.

The HazardCo system aligns with SiteWise's requirements, giving you the tools and structure you need to build a robust health and safety programme. This guide will help you navigate the specific evidence requirements for each question, showing you exactly what documentation you need and where to find it in your HazardCo system.

Think of this guide as your friendly companion through the assessment journey. We'll show you how to use your existing HazardCo tools and procedures to meet SiteWise's standards, making the process straightforward and manageable.

You can find the HazardCo resources you need using the App and Hub by downloading your policy and procedures from the 'Company Settings' 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.

Evidence Checklist

Insurance Documentation:

- Current certificate of currency
- Valid expiry dates

HazardCo Hub Records:

- Toolbox talk minutes (3 consecutive within 12 months)
- Incident register and investigation forms (register showing last 12 months and completed investigation no more than 24 months old)
- Task Analysis
- Contractor list
- Training Plan and Register
- Hazard/Risk register (reviewed within 24 months)
- Site inspection records (minimum 3)

- Contractor prequalification documents
- Hazardous substances inventory and SOP or Task analysis

HazardCo Policy and Procedure Document sections:

- Health and Safety Policy (signed within 24 months)
- Notification of Hazardous Work to WorkSafe NZ
- Health Monitoring
- Mental Health and Wellbeing Policy
- Environmental policy

Additional Evidence:

- independent certification (if applicable)
- Investigation documentation, correspondence, and corrective actions
- Safety Data Sheets

- Health monitoring provider reports

SiteWise Assessment Core Criteria

Q#	SiteWise Question	Minimum Evidence Required by Business to meet criteria	How to achieve using HazardCo
Q1	<p>Insurance What insurance does your company hold?</p>	<p>Copies of current insurance policies appropriate for your business showing the sum insured and expiry dates. All evidence must be within expiry to obtain full marks.</p> <ul style="list-style-type: none"> • Current insurance certificate of currency (public liability, indemnity, vehicle, general business, or other appropriate) • Ensure the sum insured amounts are visible • Ensure expiry dates are current 	
Q2	<p>H&S Policy Provide a copy of the company's Health & Safety Policy and Procedures</p>	<p>Policy and procedures relating to the Health and Safety at Work Act 2015, OR ISO 45001:2018 certification.</p> <p>Note: <i>Policy must be signed and dated within 24 months by an Officer. Procedures must show review within 24 months.</i></p> <p><i>As a minimum, the following sections are required: Worker engagement (not required for sole operators), Hazard and risk management, Training and competency, Emergency management, Incident reporting and investigation, Hazardous substances (if applicable), Contractor management (if applicable)</i></p>	<p>HazardCo Hub:</p> <ul style="list-style-type: none"> • HazardCo Full policy and procedure document • Health and Safety Policies (signed and dated within the last 24 months)

Q#	SiteWise Question	Minimum Evidence Required by Business to meet criteria	How to achieve using HazardCo
Q3	<p>Engagement How often are health and safety meetings or briefings held?</p>	<p>Two examples from within the last 12 months that show how workers have been involved in workplace health and safety. This should clearly show who they were.</p> <p><i>Notes:</i> <i>Examples can include but are not limited to:</i></p> <ul style="list-style-type: none"> ● <i>health and safety representative processes,</i> ● <i>involvement in the assessment of risk,</i> ● <i>involvement in completing investigations, involvement in completing workplace/equipment inspections,</i> ● <i>involvement in the review of hazard control,</i> ● <i>involvement in the review of emergency drills,</i> ● <i>involvement in the review of health and safety systems,</i> ● <i>specific issues raised by workers in meetings</i> <p>The following are not accepted examples inductions,</p> <ul style="list-style-type: none"> ● evidence of workers being communicated to (one way email, posters, noticeboards, other examples of a one-way flow of information) <p>Note: <i>Sole operators are not required to submit evidence for this question; select 'not applicable'.</i></p> <p>Additional Evidence:</p> <ul style="list-style-type: none"> ● For ISO 45001:2018 - provide current certificate and audit report 	<p>HazardCo Hub:</p> <ul style="list-style-type: none"> ● Accident investigation showing worker involvement ● Toolbox talks minutes where any of the following was discussed: <ul style="list-style-type: none"> ○ Incident investigations, review of Health and Safety Meetings/Committee meetings where hazard controls/specific issues discussed what were raised by workers.

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Q4	<p>Incidents How do you record and investigate incidents and near misses?</p>	<p>Incident register for the last 12 months, one completed investigation, and evidence of communication to workers. If no incidents: register showing nil reports plus either old investigation or meeting discussions.</p> <p><i>Note: The investigation should show an attempt has been made to determine the root cause and what preventative actions were carried out to minimise the likelihood of the same event occurring again.</i></p>	<p>HazardCo Hub:</p> <ul style="list-style-type: none"> ● Incident register (12 months history) ● One completed investigation form ● Meeting minutes showing communication of outcomes <p>If no incidents:</p> <ul style="list-style-type: none"> ● Incident Register with nil reports (12 months) and an investigation (within 24 months) OR ● Two meeting records discussing reporting importance

<p>Q5</p>	<p>Sub-contractors How do you prequalify the health and safety systems of subcontractors/contractors that you engage or manage?</p>	<p>Option 1 Evidence from the last 12 months:</p> <ul style="list-style-type: none"> • Prequalification questionnaire, OR • Independent certification eg SiteWise, Tōtika, Impac, ISO 45001:2018, Q Safe Certification, OR • Site-specific plan (SSSP), OR • Task-specific methodology (Task analysis), OR • Preferred contractor list <p>Note:</p> <ul style="list-style-type: none"> • <i>if the prequalification example is an internal document, it must show review and sign off by a representative of your company.</i> • <i>the check/inspection example must have been completed by your company as the main contracting PCBU.</i> <p>Options 2 Labour-only documentation:</p> <ul style="list-style-type: none"> • A copy of your training and competency register, and an example of current training (e.g., certificate, training card), a completed induction, signed by both parties, OR • Signed evidence to show they will be working under your health and safety systems. <p>Note: <i>Sign-off must be by a company representative. Internal prequalification questionnaires require subcontractor health and safety systems. Labour-only evidence should be for the same person. If you haven't engaged subcontractors in the last 12 months, select "not applicable" with a brief explanation.</i></p>	<p>HazardCo Hub:</p> <ul style="list-style-type: none"> • One completed internal Contractor Prequalification showing reviewed and sign off by a representative of your company • One example of completed Site Review of a subcontractor's physical work from within the last 12 months. <p>Additional documents to support review of contractors</p> <ul style="list-style-type: none"> • Reviewed and signed site-specific H&S plan • Reviewed and signed task analysis • SSSP (reviewed within 12 months) • One example of completed Site Review of a subcontractor's physical work from within the last 12 months. <p>For labour-only:</p> <ul style="list-style-type: none"> • Training register with experience AND • Current training certificate AND • Completed induction signed by both parties
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Q6	<p>Training Are workers trained and competent for all work aspects?</p>	<p>Training register showing refresher training and competency/experience. Current training examples, including at least one higher-level learning (NZQA level 3+, codes of practice, licenses, qualifications) <i>Note: Where multiple workers are involved, the evidence provided must be for more than one worker.</i></p> <p>Additional Evidence:</p> <ul style="list-style-type: none"> ● Current training certificates/cards ● At least one higher-level learning example (e.g., NZQA level 3+, trade qualifications) 	<p>HazardCo Hub:</p> <ul style="list-style-type: none"> ● Training Plan and Register showing refresher training and competency measures
Q7	<p>Hazards & Risk How do you record hazards and risks in your workplace?</p>	<p>Master hazard/risk register showing identified hazards, initial risk assessment, residual risk assessment, mitigation controls, and reviewed within 24 months.</p>	<p>HazardCo Hub:</p> <ul style="list-style-type: none"> ● Hazard/Risk register including: <ul style="list-style-type: none"> ○ All workplace hazards identified ○ Initial risk assessment (before controls) ○ Residual risk assessment (after controls) ○ Mitigation controls for each hazard ○ Review date within 24 months

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Q8	<p>Inspections What workplace inspections do you carry out?</p>	<p>Please provide the following evidence:</p> <ul style="list-style-type: none"> • One example of a completed workplace inspection, AND • One example of a completed equipment inspection, AND • Evidence that inspection results are being communicated back to workers as part of a meeting or as allocation of corrective actions. <p>If the communication evidence is a meeting record, please ensure it is submitted here, and not in question 3.</p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>Workplaces can include offices, vehicles, workshops, warehouses, mobile plant, or any other area that work is carried out.</i> • <i>if you are office based and do not use equipment, please provide two completed workplace inspection examples.</i> • Examples can be those completed internally or by external agencies. These must show details of what was inspected. • All examples must be from within the last 12 months. If corrective actions have been identified, these must show as completed in the inspection example(s). 	<p>HazardCo Hub:</p> <ul style="list-style-type: none"> • One example of Site Safety Review (within 12 months) showing completed corrective actions • Meeting minutes showing results communicated to workers • One example of a Vehicle Checklist • Pestart - Electrical tools and equipment checksheet OR • Prestart - Electrical tools and equipment checksheet

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Q9	<p>High Risk Work How do you plan for and manage high-risk or notifiable work?</p>	<p>Methodology of how hazards and risks are controlled. If notifiable: add worker training evidence and WorkSafe notification <i>Note: If high-risk or notifiable work is not undertaken, select 'not applicable'.</i></p>	<p>HazardCo Hub:</p> <p>For non-notifiable high-risk work:</p> <ul style="list-style-type: none"> • Task Analysis or methodology with key steps and worker signatures/meeting minutes showing acceptance, actual or time/date stamped signatures required <p>For notifiable work, also include:</p> <ul style="list-style-type: none"> • Evidence of relevant worker training • Copy of WorkSafe notification
Q10	<p>Health Checks How do you monitor the health of workers exposed to workplace hazards?</p>	<p>Reports from a health monitoring provider showing baseline and/or regular testing. Two occurrences of testing showing monitoring frequency. <i>Note: Sole Operators select 'not applicable' If you believe that the standards are not exceeded, provide an in-depth risk assessment completed by a suitably qualified person (Occupational Hygienist).</i></p> <p>Evidence:</p> <ul style="list-style-type: none"> • Health monitoring provider reports showing baseline/regular testing • Two testing occurrences demonstrating frequency 	<p>HazardCo Hub:</p> <ul style="list-style-type: none"> • HazardCo Policy and Procedure Document. Section: Health Monitoring

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Q11	Hazardous Substances How do you manage hazardous substances?	Inventory reviewed within 12 months, current SDSs (within 5 years), procedures for handling, and evidence of worker training	HazardCo Hub: <ul style="list-style-type: none"> ● Hazardous substances inventory (reviewed within 12 months) ● Current Safety Data Sheets (max 5 years old) ● SOPs or task analysis for hazardous substances ● Training records for workers
Q12	Psychosocial risk How does your company ensure a mentally healthy workplace?	A policy statement or statement of intent regarding ensuring a mentally healthy workplace. This must show evidence of review by the officer of the business within the last 24 months Notes: <i>This can be a statement of intent in the company's health and safety policy statement.</i> <i>Signatures must be actual or time/date stamped electronic signatures.</i> Note: Sole operators select 'not applicable'	HazardCo Hub: <ul style="list-style-type: none"> ● HazardCo Policy and Procedure Document. Mental Health and Wellbeing Policy
Q13	Prosecutions <i>(optional requirement)</i> Has your company been investigated by regulators in the last 5 years?	Evidence of investigation if applicable Note: improvement notices are not investigations Evidence: <ul style="list-style-type: none"> ● Investigation documentation ● Correspondence with regulators ● Corrective actions taken 	

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

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