

WESTMADE LTD

Contractor Competence Questionnaire

Core Criteria for Demonstration of Contractor Competence

Company Name:

Please provide answers to the questions so that your company can be assessed for competence in carrying out the above contract.

If your company has EXOR or CHAS accreditation or other accreditation service that is a member of SSIP, please provide a copy of your certificate and do not complete the questionnaire

No:	Section	Question	Contractor Response
1	YOUR POLICY AND ORGANISATION FOR HEALTH AND SAFETY		
1a		Please provide a copy of your health and safety policy, showing responsibilities and arrangements	
1b		Is the policy reviewed annually, if not when?	
1c		Who provides competent Health and Safety Advice?	
1d		How are you made aware of new legislation?	
1e		How do you find out technical information in order to carry out your work?	
1f		How is the policy communicated to your workforce?	
2	OUR ARRANGEMENTS FOR HEALTH AND SAFETY		
2a	Work equipment	What do you do to make equipment safe through regular maintenance, inspection and if needed, thorough examination?	
2b		Please provide details of how equipment is inspected and defects reported by employees	
2c	Portable electrical equipment	Has all electrical equipment been tested regularly and a record kept – Please provide details.	
2d	Hazardous substances (COSHH)	Please provide an example of a COSHH assessment made from a data sheet.	

2e	Manual handling	Please provide an assessment made with appropriate actions	
2f	Noise	Please provide details on what procedures are put in place to reduce noise and how is noise monitored	
2g	Vibration	What arrangements are in place to provide compliance with legislation?	
2h	First aid	What arrangements are in place to provide compliance with legislation?	
2i	Fire precautions and risk assessment	Does your premises have a fire risk assessment?	
2j		Please provide an example of a fire risk assessment for a previous project.	
2k	Asbestos	Please provide details of how you make your employees aware of the hazards of asbestos.	
2l	Health surveillance	How do you monitor your employee's health?	
3	ACCESS TO COMPETENT CORPORATE (GENERAL) HEALTH AND SAFETY ADVICE		
3a		Who provides you with competent general health and safety advice?	
4	ACCESS TO COMPETENT CONSTRUCTION HEALTH AND SAFETY ADVICE		
4a		Who provides you with competent construction health and safety advice?	
4b		Please give examples of where you have implemented health and safety advice given within the past twelve months.	

5	TRAINING		
5a		Please provide details of what training your employees have received and how future training needs are identified	
5b		Please provide details of what training management has undertaken.	
6	MONITORING, AUDITING AND REVIEW		
6a		Please provide procedures for checking, auditing, and reviewing your health and safety performance regularly and continually.	
7	CONSULTATION WITH WORKFORCE AND INVOLVEMENT WITH HEALTH AND SAFETY		
7a		How do you involve your workforce with your work?	
8	ACCIDENT REPORTING		
8a		Please provide details on how accidents and near misses are reported.	
9	ACCIDENT STATISTICS		
		Please provide details of accidents in the last three years. This should include;	
9a		Fatalities; Specified Injuries; Over seven days; Non – Reportable.	
		Please provide details on one accident that was investigated and what actions were taken following the investigation	

10	A SAFE METHOD OF WORK FOR WORKING AT HEIGHT		
		What control measures do you employ when undertaking work at height?	
11	SUBCONTRACTING OF WORKS		
11a		Please explain what arrangements are in place for ensuring the competence of any business to which you subcontract work.	
12	GENERAL INFORMATION REQUIRED		
		While undertaking each job with Westmade, we require job notes and pictures throughout your duration on site. Please confirm this requirement	Yes/No