



**Australian Government**

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**Department of Education, Employment and Workplace Relations**  
**Office of the Federal Safety Commissioner**

# **The Australian Government Building and Construction OHS Accreditation Scheme**

## **Application Form**

**Revised November 2009**

## Who does the Scheme apply to?

The Scheme applies to companies who intend to enter into head contracts for **building work** that is **funded directly or indirectly** by the Australian Government, subject to financial thresholds. The company must operate under a comprehensive Occupational Health and Safety Management System that is utilised on-site.

**If the above does not apply, please contact the FSC assist line on 1800 652 500 to clarify if you are eligible for accreditation.**

### **Building work includes:**

- Buildings, structures or works that form, or are to form, part of land
- Railways and docks
- Fit-outs
- Preparatory/finishing operations
- Multi-dwelling residential developments (more than five)

### **Building work does not include:**

- Work for obtaining oil, natural gas or minerals
- Domestic housing work

### **What is directly funded building work?**

Projects are considered to be directly funded where an Australian Government agency has responsibility for the project funding and development. Directly funded building work includes projects where the Australian Government enters into contracts with persons who will carry out the building work, or may arrange for building work to be carried out.

### **What thresholds apply to directly funded building work?**

The Scheme applies to projects that are directly funded by the Australian Government where the value of the project is at least \$3 million.

### **What is indirectly funded building work?**

Projects are considered indirectly funded where an Australian Government agency contributes funding to a third party recipient, such as a state government, through an Australian Government funding agreement, grant or other program. Indirectly funded building work includes projects where the Australian Government provides funding to a person/s, such as a state or territory government, who may then contract with a person who will carry out the building work, or may arrange for building work to be carried out.

### **What thresholds apply to indirectly funded building work?**

The Scheme applies to projects that are indirectly funded by the Australian Government where:

- the value of the Australian Government contribution to the project is at least \$5 million and represents at least 50% of the total construction project value; or
- the Australian Government contribution to a project is \$10 million or more, irrespective of the proportion of Australian Government funding.

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### Part A: Application Information

This application form can be submitted for accreditation or reaccreditation of the Australian Government Building and Construction OHS Accreditation Scheme (referred to as 'the Scheme').

It is recommended that prior to submitting an application; applicants refer to 'Apply for Accreditation' on the FSC website [fsc.gov.au](http://fsc.gov.au) and review 'Information for Applicants'. If you would like to apply online please refer to FSC Online User Guide (also available from the website).

This application should be completed with reference to all the information contained in Part A of this document. It is important that all claims are supported with documentary evidence.

### Lodgement of Application

Completed applications can be submitted by email or post.

Mail: Director  
Accreditation and Compliance Team  
Office of the Federal Safety Commissioner  
Location Code: C64NB2  
GPO Box 9880  
CANBERRA ACT 2601

Email: [ofsc@deewr.gov.au](mailto:ofsc@deewr.gov.au)

\*Fax: (02) 6121 9270 \*Please call the Office prior to faxing any documents

Website: [www.fsc.gov.au](http://www.fsc.gov.au)

If you are unsure at any point in completing this application please contact the OFSC for clarification on FSC Assist Line - 1800 652 500. Early contact may avoid delays in the progress of your company's application.

## Section 1 - Company details

Applicants should ensure that accreditation is sought for the legal entity which intends to contract for Australian Government building and construction work. Accreditation does not automatically extend to related entities of an applicant company.

These details should include the legal status of your organisation (a company, partnership or sole trader). If your organisation has trust relationships, you must indicate these relationships in the application form. A trust relationship includes subsidiaries, joint ventures, alliances or partnerships with other entities.

Applicants are also required to indicate their company type from the list provided. Note that more than one type can be selected.

## Section 2 - Type of work

The Scheme requires that applicants indicate their proficiency in managing high risk hazards according to different categories. The classification is based on the nature of the construction work and the hazards the builder has previously managed, or will need to manage in the future.

The Scheme uses a three category classification based on the Australian and New Zealand Standard Industrial Classification (ANZSIC). The categories are:

### Category A: Building Construction

Covers the construction, alteration and repair of housing and other residential buildings where the project covers more than 5 houses; and non-residential buildings such as schools, hospitals and prisons.

### Category B: Non-Building Construction

Covers the construction and repair of structures such as roads and bridges, railways, harbours, dams and pipelines.

### Category C: Construction Trade Services

Covers activities such as:

- Site Preparation Services (earthmoving, such as excavating and trench-digging, and the hire of excavation equipment with operators);
- Building Structure Services (concreting, bricklaying, roofing services and structural steel erection services);
- Installation Trade Services (plumbing, electrical, air conditioning and heating services and fire and security system services);
- Building Completion Services (plastering and ceiling services, carpentry, tiling, painting, decorating and glazing services); and
- Other Construction Services (landscaping and other special services such as sand blasting and scaffold construction).

Applicants are asked to indicate their capacity to manage designated high risk construction work in the categories above. The definition of high risk construction work is that used in the *National Standard for Construction Work* [NOHSC:1016 (2005)].

Applicants will need to indicate whether they have had previous experience with the particular hazard and/or whether they can demonstrate the capacity to manage such hazards.

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On the application form, indicate which type of work you have experience in. For each type of construction category (A, B or C) you conduct work in indicate whether your company has had previous experience (PE) or is able to demonstrate the capacity (DC) to manage such high risk work. An example is provided below.

ACCREDITATION CATEGORY: High Risk Construction Work	Category A: Building Construction	Category B: Non-Building Construction	Category C: Construction Trade Services
Example: Construction work involving demolition	DC	PE	

### Section 3 - Key personnel

For this section, applicants will be asked to list the names, experience and qualifications of company OHS staff, project managers and external expertise available to the company. Multiple personnel can be listed.

#### Examples of documentary evidence:

- Résumés
- Curriculum vitae (CVs)
- Certificates of Attainment
- Letters of Recognition

### Section 4 - Current and recent projects (OHS Expertise)

This section concentrates on the type of work an applicant has previously undertaken, in particular whether the builder has completed or is currently undertaking building work for which accreditation is required.

- Question 4.1** Applicants will be required to list the range of building and construction work undertaken in the last two years and the value of these contracts (including current projects). Applicants do not have to list every project they have undertaken. They may provide details of projects which illustrate the scope of building and construction work that their company undertakes.
- Question 4.2** Applicants will be required to provide details of any current or completed projects with the Australian Government (or known to be funded by the Australian Government) in the last two years. They should also indicate the entity with which they contracted for each of these projects.
- Question 4.3** Applicants will be required to outline any specialist expertise the company has in specific hazard or high risk activity fields. Specialist expertise includes internal and external personnel.

## Section 5 - Evidence of OHS planning

An OHS project plan outlines a company's OHS planning approach. For this section, applicants will be required to outline their company's OHS planning approach and support this by **attaching a copy of a current or previous OHS project plan**. The plan should be from a recently completed or current project. A company's application cannot be assessed if an OHS project plan is not included in their application.

Please note that there is no prescribed format for OHS Project Plans, however, the plan should include the elements outlined below. These details are considered by the Office to be important elements of an effective OHS Project Plan.

OHS Plan Elements:

- Details of an OHS design risk assessment undertaken
- A process for incorporating and communicating design changes and subsequent safety measures during project life
- Policy for use of plant, materials, substances used in the project
- Identifies senior manager/board member with OHS responsibility
- Current OHS Policy
- OHS supervision details
- OHS training details
- Requirement and process for training/induction in any emergency procedures or use of equipment
- OHS requirements for selection of subcontractors
- Inducting subcontractors
- Safe Work Method Statements
- Subcontractors comply with responsibilities
- Procedure for consultation on OHS
- Process for enforcing site safety rules and dealing with non-conformance
- Incident reporting procedures
- Method to assess risks
- Safe work procedures for hazards
- Project wide performance reporting procedure
- Record keeping procedures
- Details of emergency plan
- First aid procedures
- Process for monitoring safety including OHS audits and inspections

## Section 6 - Evidence of OHS Management System

Applicants are required to provide evidence of a certified OHSMS by attaching a copy of the company's certificate to AS/NZS 4801 or to OHSAS 18001. Certification should be sought from a JAS-ANZ accredited certification body.

Please note that certification to AS/NZS 4801 or to OHSAS 18001 does not automatically guarantee satisfactory performance against the Scheme criteria. **Applications will not be assessed without a copy of this Certificate.**

### **Mandatory Evidence: Copy of OHS Management Certification to AS/NZS 4801 or OHSAS 18001, certified by a JAS-ANZ accredited certification body**

## Section 7 - Documentary Evidence

One of the criteria to obtain accreditation is satisfactory performance against the focus points. Each focus point consists of several sub-points which identify the details that an applicant must address in their application, and on which a company's application will be assessed.

### **Applicants are required to provide:**

- a statement of capability against each of the elements of the focus points as well as
- documentary evidence to support each claim

**Please ensure that you provide written statements against each element under the focus points. Written statements will be included in the evaluation of your application.**

More than one piece of documentary evidence may be required in order to demonstrate compliance against each element under the focus points. Each application will be evaluated in terms of the depth and quality of information provided.

In all cases, please address and provide evidence against the **ENTIRE** question. Please note that an applicant's documentary information is a vital part of the assessment process, and failure to include this material could significantly delay the desktop assessment of your application. Where a focus point requires specific documentary information, this will be highlighted as Mandatory. Examples of the types of acceptable documentary evidence that can be submitted have been provided under each criterion to assist you to meet this requirement.

Please note that one piece of documentary evidence could be used to evidence several claims made in an application, e.g. toolbox talk records could evidence claims made against Focus Points related to senior management commitment to OHS and Demonstrated effective Subcontractor OHS management.

## Section 8 - Previous OHS performance

The following information should be provided for building and construction work undertaken by the applicant for the specified time frames (calendar year or financial year).

### 8.1 Lost Time Injury Frequency Rate for the last full twelve month period

The Lost Time Injury Frequency Rate (LTIFR) is the number of occurrences that result in a fatality, a permanent disability or time lost from work of one day shift or more for each 1 million hours worked.

The following formula should be applied:

$$\frac{\text{number of lost time injuries in the period}}{\text{number of hours worked in the period}} \times 1\,000\,000$$

The “number of occurrences” in the year refers to all of those occurrences that result in a fatality, a permanent disability or time lost from work of one day shift or more.

The ‘number of hours’ worked in the year refers to the total number of hours worked by all workers in the recording unit including, for example, overtime and extra shifts.

### 8.2 Claims incidence rate for the last full twelve month period

The claims incidence rate is the number of standard workers’ compensation claims per one thousand workers employed.

The following formula should be applied:

$$\frac{\text{number of claims}}{\text{number of workers}} \times 1\,000$$

The “number of claims” refers to all of workers’ compensation claims of duration one week or more which have been recorded for the year.

The “number of workers” is defined as the average number of workers who worked in the recording period. (Persons who were absent from work on paid or unpaid leave for the entire period should be excluded from the calculation.)

### 8.3 Average cost per claim for the last full twelve month period

The average cost for each claim is calculated from the total cost of all workers compensation claims for the year divided by the actual number of workers compensation claims for the year.

### 8.4 Workers’ compensation premium rate for the last full twelve month period

The average annual workers compensation premium paid by the company, expressed as a percentage of the annual remuneration (wages and salaries). That is, the premium paid expressed as a rate (%) rather than as a dollar value.

If the company operates across several jurisdictions, worker’s compensation data should be provided for the jurisdiction in which the company has the highest level of activity.

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### **8.5 OHS improvement, prohibition or infringement notices**

Indicate the number of OHS improvement, prohibition or infringement notices that were issued to the applicant for each of the last full twelve month period.

#### **OHS Improvement notice**

In the various jurisdictions, an OHS inspector may issue an improvement notice if they believe someone has contravened the OHS Act or related regulations, or that a contravention may continue or be repeated. The notice will identify the provisions of the Act that have been, or may be, contravened, the reasons for the notice, and a deadline for remedial action.

An improvement notice may also include directions about how to remedy a breach.

#### **Prohibition notice**

These notices are issued when an OHS inspector determines that there is a serious risk, which needs urgent attention. They are issued for any work that involves or will involve an immediate risk to health, safety and welfare of any person.

This notice may be issued to an employer or any person that has, or may be presumed to have, control over the activity posing the serious risk. The hazardous activity must be stopped immediately and not recommenced until the risk is eliminated.

A Prohibition notice remains in effect until the hazardous situation or matter has been corrected.

#### **Infringement**

OHS regulations may allow for infringement notices to be issued as an alternative to prosecution for an offence that is not indictable.

### **8.6 Prosecutions**

Indicate the number and nature of any prosecution, or pending prosecutions for any breach of OHS for the last full twelve month period.

### **8.7 Fatalities**

Indicate the number and details of fatalities on any site in which the applicant was the head contractor for each of the last three years.

### **8.8 List of top five claim categories**

Indicate from the list provided in the Application Form your company's top five claims categories.

### **8.9 Positive Performance Indicators that the Company uses**

Positive performance indicators (PPIs) focus on how successfully a company is managing and performing in OHS, by monitoring the processes which are intended to produce good OHS outcomes. PPIs may include, but are not limited to:

- number of safety audits conducted against the number scheduled;
- percentage of identified sub-standard conditions corrected;
- percentage of scheduled training sessions completed;
- percentage of attendance at OHS committee meetings;

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- percentage of health and safety representatives (HSR) positions filled;
- percentage of planned workplace OHS inspections completed; and
- percentage of reported incidents investigated, etc.

### **8.10 Peer or industry recognition of a company's OHS processes**

Outline any peer or industry OHS recognition or safety awards that the company has received in the last three years.

Include any awards that the company may have nominated for in the areas of workplace safety initiatives and/or any OHS leadership and contribution to safety categories. Include a brief outline of the details of this nomination.

### **8.11 OHS initiatives**

Provide details of any OHS initiatives that the company may have recently implemented.

**Part B: Application Form**

**Section 1 - Company details**

Refer to Company Details in Application Information for further details before completing this section.

<b>Contact details</b> - Indicate the contact person for this application and for future correspondence		
name		
phone	fax	mobile
email		

Registered name of company	
Trading name (if applicable)	
Australian business number (ABN)	
Australian company number (ACN)	
Type of legal entity (company, partnership, sole trader)	
Business address	
Postal address (if different to above)	
Company telephone number	
Company facsimile number	
Company email address	
Website address	
Is the company involved in any trust relationships? If yes give details.	
Name and ABN of related, associated or subsidiary business entities	
Company OHS manager	
Company Chief Executive Officer	

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<b>Company type – select the categories that apply to your company</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	- Large Commercial Construction - SME Commercial Construction - Residential Construction - Civil Engineering (including any transport associated structures – roads, bridges, tarmacs, rail etc) - Infrastructure (associated with utilities – power, water, telecommunications etc) - Facilities Management & Building Services
<b>Areas of operation – in which states does your company engage in construction work?</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NSW VIC QLD SA WA NT ACT TAS
<b>Does your company intend to enter into head contracts for building work that is funded directly or indirectly by the Australian government?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If your company is currently in a tender process for a scheme project please provide detailed information regarding the tender(s)	
<b>Does your company operate under a comprehensive occupational health and safety management system that is utilised on-site?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If not, please contact the FSC assist line on 1800 652 500 before continuing this application	

## Section 2 - Type of work

Refer to Type of Work in Part A of this form for further details before completing this section.

For each type of construction category (A, B or C) you conduct work in, indicate whether your company has had previous experience (PE) or is able to demonstrate the capacity (DC) to manage such high risk hazards.

<b>Type of work: High Risk Construction hazards</b>	<b>Category A: Building Construction</b>	<b>Category B: Non-Building Construction</b>	<b>Category C: Construction Trade Services</b>
Construction work where there is a risk of a person falling two metres or more			
Construction work on telecommunications towers			
Construction work involving demolition			
Construction work involving the disturbance or removal of asbestos			
Construction work involving structural alterations that require temporary support to prevent collapse			
Construction work involving a confined space			
Construction work involving excavation to a depth greater than 1.5 metres			

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The construction of tunnels			
Construction work involving the use of explosives			
Construction work on or near pressurised gas distribution mains and consumer piping			
Construction work on or near chemical, fuel or refrigerant lines			
Construction work on or near energised electrical installations and services			
Construction work in an area that may have a contaminated or flammable atmosphere			
Tilt-up and precast concrete construction work			
Construction work on or adjacent to roadways or railways used by road or rail traffic			
Work on construction sites where there is any movement of powered mobile plant			
Construction work in an area where there are artificial extremes of temperature			
Construction work in, over or adjacent to water or other liquids where there is a risk of drowning			
Construction work involving diving			

### Section 3 - Key personnel

Refer to Key Personnel in Part A of this form for further details before completing this section.

Name		Position	
Qualifications			
Experience			

Name		Position	
Qualifications			
Experience			

Name		Position	
Qualifications			
Experience			

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Name		Position	
Qualifications			
Experience			

Name		Position	
Qualifications			
Experience			

Name		Position	
Qualifications			
Experience			

**Section 4 - Current and recent projects**

Refer to Current and Recent Projects in Part A of this form for further details before completing this section.

**Question 4.1** Complete this table for current and recent commercial building and construction projects.

Project Name/Location	Value	Start Date	End Date

**Question 4.2** Complete this table for current and recent Australian Government building and construction projects or projects for which accreditation is required

Project Name/Location	Commonwealth or State Government Agency	Value	Start Date	End Date

**Question 4.3** Specialist expertise in specific hazard or high risk activity fields

Details of Specialist Expertise	Hazard / High Risk Activity

**Section 5 - Evidence of OHS planning**

Refer to Evidence of OHS Planning in Part A of this form before completing this section.

You must include a copy of a recent or current OHS project plan.

- **Your application cannot be assessed if this is not provided.**

**Section 6 - Evidence of OHS Management System**

Refer to Evidence of OHSMS in Part A of this form before completing this section.

You must include a copy of your company's OHS Management Certification to AS/NZS 4801 or OHSAS 18001, certified by a JAS-ANZ accredited certification

- **Your application cannot be assessed if this is not provided.**
- **Certification must be undertaken by a JAS-ANZ accredited certification body.**

## **Section 7 - Focus points**

Refer to Documentary Evidence in Part A of this form for further information before completing this section.

### **7.1 Demonstrated senior management commitment to OHS**

#### **Question 7.1.1**

- Provide the name and details of the senior management position within your organisation which has overall OHS responsibility.
- List the responsibilities of this position.
- Is it a responsibility of this position to provide reports on the OHSMS to the Board or to senior management?

#### **Question 7.1.2**

- Attach a copy of your company's OHS policy.
- Are procedures in place to ensure this OHS policy is communicated to all employees, workers, sub-contractors and clients involved in a construction project? If so, include supporting documentary evidence.

#### **Question 7.1.3**

- Are procedures in place to ensure that a site specific OHS project plan is developed for each project? Include supporting documentary evidence.
- Are site specific project plans reviewed and approved by a senior management position? If so, include supporting documentary evidence.

#### **Question 7.1.4**

- Do members of senior management visit project sites to discuss OHS issues with site management? If so, include supporting documentary evidence.
- During site visits, do members of senior management address relevant OHS consultative forums, such as the site OHS committee, tool box talks, etc...? Include supporting documentary evidence.
- During site visits, do members of senior management participate in onsite task observations, such as safety walks, inspections or audits? Include supporting documentary evidence.
- Are procedures in place to ensure senior management involvement in any of the above site related OHS activities occurs regularly? If so, include supporting documentary evidence.

#### **Question 7.1.5**

- Explain senior management's role in your company's OHS reporting process, include supporting documentary evidence.
- Are procedures in place for senior management to monitor, resolve and prevent significant OHS issues? If so, include supporting documentary evidence.

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### Examples of documentary evidence to support Focus Point 7.1:

- a position statement or role description that confirms allocation of OHS responsibility to a senior manager
- an organisation chart that shows a senior manager has responsibility for OHS
- reports to the Board or senior management regarding OHS
- minutes of management review meetings where OHS issues have been reviewed
- health and safety management plan
- company OHS procedure
- corporate safety policy
- résumé of OHS Manager
- extract from induction booklet showing OHS Policy is communicated during induction
- extract from a procedure for OHS Policy to be displayed on site notice board/reception area/visitor areas
- extract from procedure indicating OHS Policy is to be included in tender documentation
- OHS Plan (showing OHS Policy is communicated)
- project start-up procedures
- safety inspection checklist, including check for OHS Policy being displayed
- a procedure indicating that site-specific OHS project plans are to be developed for each project
- a procedure or documented process for the development of site-specific OHS plans, including how often they are developed
- an extract from a site-specific OHS project plan showing plan is signed by a senior manager
- an extract from a procedure requiring site-specific OHS plans to be signed off by a senior manager
- company action plans (including requirement for site-specific OHS plans to be developed)
- position description/role description indicating site-specific OHS plans are to be developed and signed off by a senior manager
- site safety committee meeting records showing senior management representatives have attended
- records of site safety walks showing that senior managers have participated
- records of toolbox talks where senior managers have discussed OHS issues
- a position statement or role description that outlines senior management involvement in onsite audits or inspections
- records of pre-start inspections and meetings including senior managers
- project OHS audit reports indicating senior management involvement
- a procedure outlining the requirement for involvement of senior managers in audits, inspections and consultation on OHS
- line management accountability matrix including Key Performance Indicators (KPIs) for site visits
- extract from health and safety management procedures
- records of safety management meetings
- management and investigation procedures
- a position statement or role description that outlines senior manager involvement in the OHS reporting process
- evidence of OHS reports being sent to senior management
- incident reporting and investigation procedures including senior management role
- Board meeting minutes including review of OHS issues (incidents, non-compliance etc)

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- monthly OHS report and actions arising
- copies of corrective action close-outs
- reports from senior management to the Board regarding OHS issues
- records of actions taken by management to address OHS issues identified (change procedures, toolbox talk, OHS alert etc)
- hazard identification procedure
- continuous improvement procedure
- document outlining roles and responsibilities of senior management
- OHSMS review procedure/records
- emergency procedures

## 7.2 Integration of safe design principles into the risk management process

### Question 7.2.1

- Does your company request or conduct a design risk assessment at the design stage of the project to identify any OHS issues affecting the safety of construction workers that may arise in the construction phase? If so, include supporting documentary evidence.
- Are procedures in place to ensure this occurs during the design stage of each project? If so, include supporting documentary evidence.

### Question 7.2.2

- Are the remaining OHS risks identified in the design risk assessment incorporated into all company and subcontractor site safety plans? If so, include supporting documentary evidence.

### Question 7.2.3

- Are design related OHS risks assessed and controlled during the construction phase of the project?
- What procedures are in place to ensure ongoing assessment, control and recording of design related OHS risks throughout the life of the project? Provide supporting documentary evidence.

### Question 7.2.4

- Are procedures in place to manage design changes during the construction phase? If so, include supporting documentary evidence.
- What is the decision making process for these changes? Provide supporting documentary evidence.
- Are procedures in place to ensure that all design changes are communicated to all workers on site? If so, include supporting documentary evidence.

### Examples of documentary evidence to support Focus Point 7.2:

- evidence of key stages in project safety planning in the company's OHSMS
- procedure for conducting a design risk assessment/concept design risk assessment
- procedure requiring design risk assessments to be undertaken for all projects
- procedure to ensure client/designer has conducted a design risk assessment
- design review checklist

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- safe design analysis process
- design development and review procedure
- design management plan
- minutes from meeting in which design risk assessment results are discussed
- outline of independent designers' responsibilities during the design phase (including the requirement for a risk assessment)
- OHS qualitative risk assessment reports (including reports regarding design risk assessments)
- copy of design consultation/review forms/records
- project risk register which includes design-related risks
- OHS risk planning form including how design risks are to be incorporated into safety plans
- procedure for managing risks including incorporation of any design risks into safety plans
- flowchart outlining hazard identification and risk management process, including design hazards
- procedure requiring subcontractor safety plans to be assessed and approved by contractor
- procedure requiring subcontractors to be inducted into contractor's safety plan
- hazard management procedure for construction phase
- design management procedure
- project OHS hazard workshop minutes/records, including actions arising (including design hazards identified and discussed)
- sample project risk register (including design risks)
- procedure for revising and reissuing safety plan
- job safety analysis procedure (including design risks)
- flowchart showing risk assessment and control procedure (including design-related risks)
- procedure for the assessment and control of OHS risks (including design-related risks)
- OHS risk planning matrix (incorporating design risks)
- records of design changes/variations and actions taken
- table of OHS risks and control measures (including design-related risks)
- sample project risk register and control measures (including design-related risks)
- sample project risk assessment (template)
- evidence of key stages involving design in project safety planning in the company's OHSMS
- site-specific safety checklist
- design review meeting agenda/minutes
- example of a company-specific process for managing risks (including design-related risks)
- template for design change review
- procedure for the review of design changes, including who is to be involved
- position/role description indicating authority to approve design changes
- procedure for the assessment of risks associated with any design changes
- procedure for continuous improvement
- risk assessment procedure, forms and templates
- procedure for updating safety plans and Job Safety Analysis (JSA)/Safe Work Method Statements (SWMS) when design changes are identified

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- excerpt from site safety plan showing plan has been revised and reissued
- procedure for communication of any design changes and changes in risks to those involved in the project
- communication / induction of relevant workers into new JSA/SWMS resulting from design changes.
- risk register indicating where risks and controls have been updated
- toolbox talk or site safety meeting record of design changes being communicated
- design control/management procedure
- outline of decision-making process for design changes
- safety audit forms
- OHS communication and consultation procedures

### 7.3 Whole of project consultation and communication

#### Question 7.3.1

- Are procedures in place for consultation with all workers on health and safety issues? If so, include supporting documentary evidence.
- What issues are included in the OHS consultation process? Include supporting documentary evidence.

#### Question 7.3.2

- Is a procedure in place for communicating OHS information to all workers onsite? If so, include supporting documentary evidence.
- What OHS information is communicated to onsite workers? Provide supporting documentary evidence.
- Are workers notified of their onsite OHS representatives? If so, include supporting documentary evidence.

#### Question 7.3.3

- Does your company provide OHS reports to onsite workers, either via site safety committees or through other means of distribution? If so, include supporting documentary evidence.
- Which of the following subjects are included in the reports:
  - OHS incidents
  - Corrective Actions
  - Identification of Hazards
  - Job Safety Analysis
  - Outcomes from internal inspections and audits
  - Outcomes from external inspections and audits from regulatory bodies
  - Include supporting documentary evidence.

#### **Question 7.3.4**

- Are procedures in place for resolving OHS issues in the workplace? If so, include supporting documentary evidence.
- Are procedures in place for resolving disputes that affect workers onsite? If so, include supporting documentary evidence.

#### **Question 7.3.5**

- Are procedures in place to ensure workers or their site safety representatives are involved in the development and ongoing maintenance of onsite safety? If so, include supporting documentary evidence.

#### **Examples of documentary evidence to support Focus Point 7.3:**

- record of toolbox talk
- record of site safety committee meeting/minutes
- constitution for OHS Committee
- site induction cards/booklets/procedures
- site information booklets
- procedure for site safety committee set-up and frequency of meetings
- procedure for toolbox talks, including their frequency
- procedure for the distribution of safety committee minutes
- procedure for pre-start safety meeting
- company's formal consultation procedure/process
- minutes from weekly project team meetings
- photo of notice board displaying OHS information
- information and training programs (focusing on OHS consultation)
- procedure for consultation and communication on OHS issues
- safety alerts/bulletins
- flowchart showing steps in the consultation process
- communications policy
- consultation procedure
- safety alerts/bulletins
- record of toolbox talk/daily start-up meeting record of site safety committee meeting/minutes
- process for nominating, electing, and communicating the identity of health and safety representatives
- site induction cards/booklets (including identification of the health and safety representatives)
- procedure for site safety committee set-up and frequency of meetings
- procedure for toolbox talks, including their frequency
- procedure for the distribution of safety committee minutes
- procedure for the pre-start safety meeting
- company newsletter/booklets/guidance material on OHS
- records of OHS information sessions

## Application Form

- copy of HSR reports/memos to staff
- minutes from weekly project team meetings
- photo of noticeboard displaying OHS information (including names of health and safety representatives)
- position/job description outlining responsibility for consultation.
- report from project manager to site safety committee covering the elements listed
- any of the above mentioned reports which include sign-off by site safety committee
- report on OHS performance discussed by site safety committee (minutes of meeting)
- incident/accident investigation checklist/procedure requiring notification to the site safety committee
- procedure requiring communication to the site safety committee of actions to be taken as a result of any incident/accident investigation
- procedure for OHS reporting, including what is to be reported to the safety committee
- copy of site inspection/audit/incident/non-conformance reports indicating they are provided to the site safety committee
- example of documents circulated to staff at safety meetings
- minutes from site safety committee meeting where OHS information/statistics have been considered
- procedure for dispute resolution
- procedure for OHS issue resolution
- complaints procedure
- incident investigation procedure
- flowchart outlining dispute resolution/OHS issue resolution process
- site induction booklet/procedure showing all workers are made aware of dispute resolution/OHS issue resolution process
- communication and consultation procedure
- procedure outlining to whom disputes and OHS issues are to be reported
- project code of conduct/site safety rules
- procedure requiring all workers be inducted into site safety procedures
- procedure requiring relevant workers be involved in developing site safety procedures
- JSA/SWMS showing positions of those involved in developing the JSA/SWMS
- tender document/procedure requiring subcontractors to develop and submit SWMS
- minutes of safety committee meetings where JSA/SWMS have been reviewed
- safety walk checklist including list of attendees (position)
- induction booklet/procedure outlining worker involvement in the development of site safety procedures or induction into those procedures
- procedure for JSA/SWMS development
- JSA/SWMS development checklist
- subcontractor OHS plan
- procedure for consultation and communication
- position/job description outlining worker involvement in developing site safety procedures
- procurement procedure outlining requirements of subcontractors

## **7.4 Demonstrated effective subcontractor OHS management**

### **Question 7.4.1**

- Do your procedures require subcontractors to work under an appropriate OHS plan? If so, include supporting documentary evidence.
- What are the minimum requirements that must be incorporated into the OHS plan? Include supporting documentary evidence.

### **Question 7.4.2**

- Attach copies of all site induction documentation, including induction forms, checklists, induction procedures, induction packs and presentations, and any additional induction material.
- Is site induction the same for company workers and subcontractors? Include supporting documentary evidence.
- Provide a description of the induction process. Include supporting documentary evidence.

### **Question 7.4.3**

- Does your company provide OHS information to subcontractors? Include supporting documentary evidence.
- Are procedures in place for providing OHS information to subcontractors? Include supporting documentary evidence.

### **Question 7.4.4**

- Does your company contribute to the Job Safety Analysis process and the development of subcontractors' Safe Work Method Statements? If so, include supporting documentary evidence.
- What procedures are in place to ensure this occurs? Include supporting documentary evidence.

### **Question 7.4.5**

- Are procedures in place to ensure subcontractors are involved in OHS inspections and audits? Include supporting documentary evidence.
- Do these audits and inspections monitor the safety of plant, substances, equipment and temporary structures used by subcontractors? Include supporting documentary evidence.
- What record keeping procedure is in place for these inspections and audits? Include supporting documentary evidence.

### **Examples of documentary evidence to support Focus Point 7.4:**

- excerpt from tender requirements showing OHS Plan is required
- procedure for engaging subcontractors
- procurement process excerpt
- safety information start-up pack for subcontractors
- pre-start subcontractor requirements
- subcontractor document checklist

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- site induction procedure/booklet/checklist
- duty/responsibility statement for subcontractors (either from OHS plan or OHSMS)
- subcontractor/supplier assessment checklist
- subcontractor management procedure
- subcontractor tender and award process
- site induction booklet
- site induction procedure
- subcontractor tender documents clauses including requirement for induction
- subcontractor pre-start requirements
- pre-start checklist
- copy of site induction forms/checklists
- responsibility matrix
- induction manual
- site specific induction pack
- induction register
- Communication and consultation procedure, including process for site induction.
- subcontractor tender requirements
- procedure for JSAs and SWMS
- induction procedure/booklet/checklist
- subcontractor requirements/responsibilities
- procedure for review of subcontractor SWMS
- sample JSA/SWMS included in subcontractor tender documentation
- pre-start checklist/requirements
- consultation and communication procedure including involvement of subcontractors in development of SWMS company safe work instructions
- tender documentation including OHS information
- induction pack/procedure/checklist
- communication and consultation procedure
- photo of site notice board with daily hazard sheet
- toolbox talk records
- pre-start meeting records
- safety alerts/bulletins
- generic/company SWMS
- roles and responsibilities matrix, including what information and to whom it should be communicated
- subcontractor management procedure
- record of subcontractor induction into SWMS/risk register
- information register, including what sent and to whom
- record-keeping procedures
- inspection/audit procedures

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- audit/inspection checklist
- responsibility matrix/position description of who is responsible for audits and who is involved
- site inspection/audit records including attendee list
- schedule for inspections/audits including who is to be involved
- procedure for use of plant, substances and equipment
- pre-start checklist
- pre-start requirements
- subcontractor safety notification
- subcontractor management procedures

## 7.5 Whole of project OHS performance measurement

### Question 7.5.1

- Are subcontractors required to report incidents and non-compliance issues? Include supporting documentary evidence.
- Describe the subcontractor reporting procedure that ensures incidents and non-compliance issues are reported? Include supporting documentary evidence.

### Question 7.5.2

- Are procedures in place for addressing non-conformance with OHS procedures, or non-compliances with OHS legislation? Include supporting documentary evidence.
- Describe your company procedure for investigating an OHS issue, implementing corrective actions and coordinating and implementing preventative measures. Include supporting documentary evidence.

### Question 7.5.3

- Does your company collect OHS performance data across the life of a construction project? Include supporting documentary evidence.
- Does this data include any measures for positive performance indicators?
- Provide a detailed description of the process used to collect, measure and analyse OHS data collected. Include supporting documentary evidence.

### Question 7.5.4

- Does your company produce OHS performance reports? If so, include supporting documentary evidence.
- Are procedures in place for reviewing and assessing OHS performance reports? Who is responsible? Include supporting documentary evidence

### Question 7.5.5

- Are procedures in place to re-evaluate risk management precautions and safety procedures following an OHS incident or accident investigation? Include supporting documentary evidence.

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### **Examples of Documentary Evidence to support Focus Point 7.5:**

- company reporting procedures
- incident/accident reporting procedures
- non-compliance reporting procedures
- subcontractor requirements
- incident management and investigation procedures
- incident/non-compliance report forms
- OHS inspection procedures
- OHS checklist
- position/role description including requirement to report incidents and non-compliance issues
- induction booklet/procedure/checklist requiring subcontractors to report incidents and non-compliance issues
- subcontractor management procedures
- incident register showing reports from subcontractors
- flowchart for incident reporting process
- incident notification and investigation procedure
- procedure for disciplinary action
- examples of notices issued regarding non-conformance
- auditing/investigation procedure (including non-conformance/compliance)
- OHS performance reporting procedure
- consultation and communication procedure including communication of corrective actions and preventative measures
- non-conformance warning system
- corrective actions or action plans raised for non-conformances, including actions taken
- hazard identification procedure
- OHS training procedure
- revised JSA/SWMS or action plan
- incident reporting and review flowchart
- OHS performance monitoring procedure
- OHS performance reporting procedure
- position description/role outlining responsibility for collecting and collating OHS performance data
- examples of period safety reports (including audit reports) including safety statistics and information
- injury analysis reports
- accident/near miss analysis
- monthly project OHS reports
- business unit/region/group OHS report
- OHS performance report for individual subcontractors
- KPI reports
- KPIs including positive performance indicators set in OHS plans/OHSMS

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- position description/role outlining responsibility for reviewing OHS performance information
- copy of Board/management meeting minutes where OHS information has been reviewed and assessed
- procedure for the review of OHS information and performance reports
- incident/non-conformance reporting procedure
- example of regular OHS performance reports being signed off by management
- leadership commitment program (including role in reviewing OHS performance)
- records of review of OHS performance reports, including who reviewed them
- documented outcomes from the review of OHS performance reports
- procedure for continuous improvement
- incident investigation and management procedure including re-evaluation of work practices
- records of re-evaluation of work practices following incident investigation
- copy of reviewed JSA/SWMS
- safety alert/bulletin notifying of changes to work practices
- toolbox talk records where changes in work process have been communicated
- corrective action register including outcomes and target dates
- incident reports, results and recommendations
- incident reporting and review flowchart

## 7.6 OHS training and competency to deal with safety risks

### Question 7.6.1

- Are procedures in place to ensure your company provides training to senior managers, site managers and supervisors in regards to knowledge of health and safety legislation? Include supporting documentary evidence.

### Question 7.6.2

- What processes are in place to ensure all workers involved in high risk activities hold the required certification, licence or permit for the specific task? Include supporting documentary evidence.

### Question 7.6.3

- Are procedures in place to ensure that any new or unforeseen workforce requirements are assessed to determine the needs for additional OHS training for your workers? Include supporting documentary evidence.
- Outline the process for assessing the need for training (such as a training needs analysis) as well as the procedures for providing the training.

### Question 7.6.4

- Are procedures in place for ensuring, during the course of a project, employees who are promoted or placed in supervisory positions are provided with suitable training to manage their new OHS responsibilities? Include supporting documentary evidence.

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### Question 7.6.5

- What procedures are in place to document and record training provided to your workers? Include supporting documentary evidence.

### Question 7.6.6

- Are procedures in place to evaluate the effectiveness of OHS training programs provided to workers? Include supporting documentary evidence.

### Examples of documentary evidence to support Focus Point 7.6:

- induction procedures/checklist/booklet
- training procedure
- procedure for identifying training needs
- position description/role outlining responsibility for assessing training needs and providing/organising training
- individual performance/competency assessments identifying training needs
- competency/training register
- hazard induction procedure/requirement
- list of mandatory training requirements based on position
- training matrix
- fitness for duty assessment
- subcontractor tender requirements including competency requirements (licences, tickets etc)
- subcontractor tender requirements including competency requirements (licences, tickets etc)
- list of mandatory training requirements based on job requirements
- competency/training register
- induction procedures/checklist/booklet
- pre-start requirements/checklist
- subcontractor assessment checklist
- procedure for checking licences and permits
- procurement procedure
- individual performance/competency assessments identifying training needs
- risk assessment procedure
- safety inspection record
- risk assessment procedure
- individual performance/competency assessments identifying training needs
- competency/training register
- procedure for identifying training needs
- procedure for reviewing training and competency
- procedure for the provision of training
- position description/role outlining responsibility for assessing training needs and providing/organising training
- inspection procedures/checklist
- needs analysis process

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- toolbox talk records
- hazard identification and control procedure (including need for training)
- risk register
- resource plan
- individual performance/competency assessments identifying training needs
- competency/training register
- list of mandatory training requirements based on position
- training/competency procedure
- role/position description including areas required for competency
- training gap analysis record
- progression training matrix
- promotion requirements (including training needs)
- record keeping procedures
- training/competency register
- training assessment form
- attendance records for training
- training procedure outlining requirement for record keeping
- induction training records
- records of hazard induction, induction into SWMS
- human resources procedure for record keeping
- training evaluation forms (both template or completed evaluation)
- training review and evaluation procedure
- comments forms regarding training
- challenge test
- review of toolbox talks (agenda, attendance, information provided)
- post-training interview records
- deficiency reports
- position description/role outlining responsibility for evaluating effectiveness of training
- Board/management meeting minutes demonstrating review of training provided

**Section 8 - Previous OHS Performance**

Refer to Previous OHS Performance in Part A of this form before completing these questions.

Provide the following information for building and construction work undertaken by the company in the last three years.

Question		20__	20__	20__
8.1	Lost Time Injury Frequency Rate			
8.2	Claims incidence rate			
8.3	Average cost per claim (in \$)			
8.4	Workers' compensation premium rate %			

**Question 8.5**

Refer to Previous OHS Performance in Part A of this form before completing this question.

Indicate the number of improvement, infringement and prohibition notices that have been issued to your company for the last full twelve months.

Year	20__
Improvement notice	
Infringement notice	
Prohibition notice	

**Question 8.6**

Was your company prosecuted, or is there a pending prosecution against your company, for any breach of OHS law in the last full twelve month period?

If yes, provide details.

**Question 8.7**

For the last three years, please indicate the number, if any, of fatalities on any site in which your company was the head contractor?

Provide details.

## Application Form

### Question 8.8

Refer to List of Top 5 Claims in Part A of this form before completing this question.

From the list provided, please rank your company's top five claims categories, from highest = 1 to lowest = 5.

- \_\_\_\_\_ Falls, trips and slips of a person
- \_\_\_\_\_ Hitting objects with part of the body
- \_\_\_\_\_ Being hit by moving objects
- \_\_\_\_\_ Sound and pressure
- \_\_\_\_\_ Body stressing
- \_\_\_\_\_ Heat, electricity and other environmental factors
- \_\_\_\_\_ Chemical and other substances
- \_\_\_\_\_ Biological factors
- \_\_\_\_\_ Mental stress
- \_\_\_\_\_ Other and unspecified mechanisms of injury

### Question 8.9

Refer to Positive Performance Indicators in Part A of this form before completing this section.

Indicate the positive performance indicators that your company uses.

### Question 8.10

Refer to Peer or Industry Recognition in Part A of this form before completing this section.

Has your company had any peer or industry recognition for safety processes that you may have implemented?

Have you won, or been nominated for any safety awards in the areas of workplace safety and/or OHS leadership?

If yes, provide details of this recognition and/or nominations.

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**Question 8.11**

Refer to OHS Initiatives in Part A of this form before completing this section.

Have you recently introduced or implemented any OHS initiatives within your company?

If yes, provide details of the initiative(s).

**Section 9 - Declaration**

I hereby make application for accreditation under the Australian Government Building and Construction OHS Accreditation Scheme, and declare, on behalf of \_\_\_\_\_ that the information provided herein is true and correct. In so doing, I:

- Agree to the required pre-accreditation onsite audits;
- Agree to comply with all relevant legislation and policies of the Commonwealth;
- Consent to the recording and disclosure of our company name on a register at fsc.gov.au should our accreditation expire while in the process of reaccreditation; and
- Acknowledge that under subsection 137.1 of the Criminal Code Act 1995, giving false or misleading information to the Commonwealth is a serious offence.

name	
position	
date	
signature	

**Section 10 - Attachment Details**

Please attach a completed copy of the Application and Evidence Checklist (available for download from fsc.gov.au "Applying for Accreditation"). This document should list the attachments included with this application.

**Section 11 - Time Taken to Complete Form – not compulsory**

Please provide an estimate of the time taken to complete this form: .....hours.....minutes.

Please include:

- the time actually spent reading the instructions, working on the questions and obtaining the information required; and
- the time spent by your employees in collecting and providing this information.