



Australian Government

Department of Jobs and Small Business
Office of the Federal Safety Commissioner

Work Health and Safety Accreditation Scheme

Accreditation/Reaccreditation Application Form

January 2018

Who does the Scheme apply to?

The Work Health and Safety Accreditation Scheme (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 Workplace Health and Safety Management System (WHSMS) that is utilised on-site.

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.

Building work does not include:

- Work for obtaining oil, natural gas or minerals
- Single dwelling 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 \$4 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:

A head contract under the project includes building work of \$4 million or more (GST inclusive) AND:

- the value of the Australian Government contribution to the project is at least \$6 million (including GST) and represents at least 50 per cents of the total construction project; OR
- the Australian Government contribution to a project is \$10 million (including GST) or more, irrespective of the proportion of Australian Government funding.

Application Form

This application form can be submitted for accreditation or reaccreditation under the Work Health and Safety Accreditation Scheme (the Scheme).

Lodgement of Application

Completed applications can be submitted by email, post, courier or hand delivered.

The Office of the Federal Safety Commissioner is located at:

Level 2, 10 Mort St, Canberra:

Mail: Director
Accreditation and Audit Team
Office of the Federal Safety Commissioner
Location Code: C10MT2
GPO Box 9880
CANBERRA ACT 2601

Email: FSCAccreditationApplications@jobs.gov.au

Phone: 1800 652 500

Website: www.fsc.gov.au

If you need help completing this application form please contact the OFSC on the FSC Assist Line **1800 652 500**. Early contact may avoid delays in the progress of your company's application.

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Section 1 - Contact details

The contact person for this application will be your key correspondent during the application process. Feel free to select more than one category for this person as required. For example, your application contact can also be your reporting contact and your audit contact.

Definitions:

Application contact (mandatory)	Your company's contact person throughout the process of applying for and undergoing accreditation.
WHS contact (mandatory)	Your company's most senior safety/systems manager.
Reporting Contact (mandatory)	Needed after achieving accreditation. This contact person will coordinate all incident reports, biannual reports, and Scheme Project reports, and will be contacted by the OFSC in the management of all Scheme reporting requirements.
CEO (mandatory)	Your company's Chief Executive Officer, Managing Director or equivalent.
Audit contact (mandatory)	This contact person will coordinate all accreditation audit site arrangements and will be contacted by the OFSC in the management of all Scheme audit requirements.
Other	Any other relevant contact person who does not fit any of the above definitions.

Note: a person may be the contact for one or more of the above roles.

<input checked="" type="checkbox"/> Application contact	<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> WHS contact
<input type="checkbox"/> Reporting contact	<input type="checkbox"/> Audit contact	<input type="checkbox"/> Other

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<input type="checkbox"/> Application contact	<input checked="" type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> WHS contact
<input type="checkbox"/> Reporting contact	<input type="checkbox"/> Audit contact	<input type="checkbox"/> Other

<input type="checkbox"/> Application contact	<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> WHS contact
<input type="checkbox"/> Reporting contact	<input type="checkbox"/> Audit contact	<input type="checkbox"/> Other

<input type="checkbox"/> Application contact	<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> WHS contact
<input type="checkbox"/> Reporting contact	<input type="checkbox"/> Audit contact	<input type="checkbox"/> Other

***Note: please include additional contacts as required by duplicating this page.**

Section 2 – Company Information

Applying for Joint Accreditation?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <ul style="list-style-type: none"> • please answer the next question regarding joint application contact details; • please complete an additional Company Details table for each entity in the joint application.
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Is the Application Contact the single contact for each entity in the joint application?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide additional contact details in section 1. Specify the respective entity for each contact person in the Position field of the contact details table.
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You 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 your company.

You are also required to indicate your company type and localities of operation from the list provided. Note that more than one company type and locality can be selected.

Company Details

Registered name of company	
Trading name (if applicable)	
Australian Business Number (ABN)	
Australian Company Number (ACN)	
Year of company establishment example: YYYY	
Number of employees do not include subcontractors	
Type of Works Select all categories that apply to your company. Your company does not have to be undertaking such work at this time, but has done work of this nature in the past or has the capability to perform it in the future.	<input type="checkbox"/> Commercial Construction <input type="checkbox"/> Residential construction <input type="checkbox"/> Civil construction <input type="checkbox"/> Facilities management and building services

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<p>Brief description of company operations</p> <p>Please provide a paragraph describing your company and the type of projects and works you have completed to date.</p>	
<p>Company Type Select one.</p>	<p> <input type="checkbox"/> Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Proprietary company <input type="checkbox"/> Public Company (Ltd) </p>
<p>Company telephone #</p>	
<p>Company email address</p>	
<p>Company website address</p>	
<p>Physical address</p>	<p>Postal address</p>

<p>Does the company currently have a third party WHSMS certification?</p> <p>Note: there is no mandatory requirement for your company to hold any third party WHS Management System certification to apply for accreditation. The details collected here are for information only.</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a description and expiry date for each certification. </p>
<p>Name of Certifying Body</p>	<p>Date of Expiry</p>

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Areas of operation

Select from the list the regions of Australia where your company has the capacity to perform building. By ticking a State/Territory, all regions within will automatically be selected. Individual regions can be selected from the list. You do not need to be undertaking work there at present.

<input type="checkbox"/> NSW <ul style="list-style-type: none"><input type="checkbox"/> Capital Region<input type="checkbox"/> Central Coast<input type="checkbox"/> Central West<input type="checkbox"/> Coffs Harbour - Grafton<input type="checkbox"/> Far West and Orana<input type="checkbox"/> Hunter Valley exc Newcastle<input type="checkbox"/> Illawarra<input type="checkbox"/> Mid North Coast<input type="checkbox"/> Murray<input type="checkbox"/> New England and North West<input type="checkbox"/> Newcastle and Lake Macquarie<input type="checkbox"/> Richmond - Tweed<input type="checkbox"/> Riverina<input type="checkbox"/> Southern Highlands and Shoalhaven<input type="checkbox"/> Sydney - Baulkham Hills and Hawkesbury<input type="checkbox"/> Sydney - Blacktown<input type="checkbox"/> Sydney - City and Inner South<input type="checkbox"/> Sydney - Eastern Suburbs<input type="checkbox"/> Sydney - Inner South West<input type="checkbox"/> Sydney - Inner West<input type="checkbox"/> Sydney - North Sydney and Hornsby<input type="checkbox"/> Sydney - Northern Beaches<input type="checkbox"/> Sydney - Outer South West<input type="checkbox"/> Sydney - Outer West and Blue Mountains<input type="checkbox"/> Sydney - Parramatta<input type="checkbox"/> Sydney - Ryde<input type="checkbox"/> Sydney - South West<input type="checkbox"/> Sydney - Sutherland	<input type="checkbox"/> VIC <ul style="list-style-type: none"><input type="checkbox"/> Ballarat<input type="checkbox"/> Bendigo<input type="checkbox"/> Geelong<input type="checkbox"/> Hume<input type="checkbox"/> Latrobe - Gippsland<input type="checkbox"/> Melbourne - Inner<input type="checkbox"/> Melbourne - Inner East<input type="checkbox"/> Melbourne - Inner South<input type="checkbox"/> Melbourne - North East<input type="checkbox"/> Melbourne - North West<input type="checkbox"/> Melbourne - Outer East<input type="checkbox"/> Melbourne - South East<input type="checkbox"/> Melbourne - West<input type="checkbox"/> Mornington Peninsula<input type="checkbox"/> North West<input type="checkbox"/> Shepparton<input type="checkbox"/> Warrnambool and South West <input type="checkbox"/> QLD <ul style="list-style-type: none"><input type="checkbox"/> Brisbane - East<input type="checkbox"/> Brisbane - North<input type="checkbox"/> Brisbane - South<input type="checkbox"/> Brisbane - West<input type="checkbox"/> Brisbane Inner City<input type="checkbox"/> Cairns<input type="checkbox"/> Darling Downs - Maranoa<input type="checkbox"/> Fitzroy<input type="checkbox"/> Gold Coast<input type="checkbox"/> Ipswich<input type="checkbox"/> Logan - Beaudesert<input type="checkbox"/> Mackay<input type="checkbox"/> Moreton Bay - North<input type="checkbox"/> Moreton Bay - South<input type="checkbox"/> Queensland - Outback<input type="checkbox"/> Sunshine Coast<input type="checkbox"/> Toowoomba<input type="checkbox"/> Townsville<input type="checkbox"/> Wide Bay	<input type="checkbox"/> SA <ul style="list-style-type: none"><input type="checkbox"/> Adelaide - Central and Hills<input type="checkbox"/> Adelaide - North<input type="checkbox"/> Adelaide - South<input type="checkbox"/> Adelaide - West<input type="checkbox"/> Barossa - Yorke - Mid North<input type="checkbox"/> South Australia - Outback<input type="checkbox"/> South Australia - South East <input type="checkbox"/> WA <ul style="list-style-type: none"><input type="checkbox"/> Bunbury<input type="checkbox"/> Mandurah<input type="checkbox"/> Perth - Inner<input type="checkbox"/> Perth - North East<input type="checkbox"/> Perth - North West<input type="checkbox"/> Perth - South East<input type="checkbox"/> Perth - South West<input type="checkbox"/> Western Australia - Outback<input type="checkbox"/> Western Australia - Wheat Belt <input type="checkbox"/> TAS <ul style="list-style-type: none"><input type="checkbox"/> Hobart<input type="checkbox"/> Launceston and North East<input type="checkbox"/> South East<input type="checkbox"/> West and North West <input type="checkbox"/> NT <ul style="list-style-type: none"><input type="checkbox"/> Darwin<input type="checkbox"/> Northern Territory - Outback <input type="checkbox"/> ACT
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These regions have been taken from the [ABS's Australian Statistical Geography Standard \(ASGS\)](#). The regions the OFSC is using specifically come from the Statistical Area Level 4 (SA4) ASGS Edition 2011.

Further information and maps of the regions can be found at

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1270.0.55.001July%202011?OpenDocument>

Section 3 - Previous WHS performance

Please note: if you are applying for reaccreditation you are not required to complete section 3 of this form. This information will be gathered from ongoing OFSC reporting requirements.

The following information should be provided for building and construction work undertaken by your company for the specified time frames (Australian financial year 1 July – 30 June).

3.1 Positive Performance Indicators

<p>Does the company track positive performance indicators?</p> <p>Positive performance indicators measure actions that provide good WHS outcomes and are a measure of how successful good WHS practices are. Positive performance indicators may include toolbox talks, safe work method statements, WHS training, safety initiatives implemented on site. Please note: there is no mandatory requirement for your company to currently be undertaking any positive performance indicators to apply for accreditation. The details collected here are for information only.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If yes, please provide details:</p> 	

3.2 WHS Performance Rates for last complete financial year

The following information should be provided for building and construction work undertaken by your company for the specified time frames, last complete financial year.

Lost Time Injury Frequency Rate

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.

Time Period	20__/__
Number of lost time injuries in the period	
Number of hours worked in the period	
Frequency Rate	

Claims incidence rate for the last complete Australian financial year

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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 duration is the length of time a worker is absent from work.

The “number of workers” is defined as the average number of company 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.) Subcontractors do not count towards this.

Time Period	20__/__
Number of claims	
Number of workers	
Frequency Rate	

Average cost per claim for the last complete Australian financial year

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

Time Period	20__/__
Total cost of all compensation claims	
Number of workers compensation claims	
Average cost	

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Workers compensation premium rate for the last complete Australian financial year

The average annual workers compensation premium paid by your 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 your 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.

Time Period	20__/__
Annual remuneration (wages & salaries) The combined salaries of your workers for the 12 month period.	
Workers compensation premium paid	
Workers compensation premium % rate	

3.3 Notices and Infringements

Indicate the number of WHS improvement, prohibition or infringement notices that were issued to your company for the last complete Australian financial year, and any that have been issued subsequent to the last complete Australian financial year.

WHS improvement notice

In the various jurisdictions, an WHS inspector may issue an improvement notice if they believe someone has contravened the WHS 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 WHS 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.

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Infringement

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

Time Period	20__/__/__
Number of improvement notices	
Number of probation notices	
Number of infringement notices	

Please attach copies/details of all notices.

It is important that you update the OFSC on any developments relating to your WHS performance, including all notices.

3.4 WHS Prosecution

Was your company prosecuted, or is there a pending prosecution against your company, for any breach of WHS law in the last complete Australian financial year, or subsequent to the last complete Australian financial year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

3.5 Fatal Incidents

For the last <u>three</u> complete financial years, did any fatalities occur on any site in which your company was the head contractor. Include any fatalities that have occurred subsequent to the last <u>three</u> complete financial years.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide all details:	

Please attach copies/details of all relevant fatality investigation reports.

Section 4 – Upcoming Scheme Tender

Is your company currently involved in a tender process for a Scheme project? Please provide detailed information regarding the tender(s), including key dates.

Involved in Scheme tender?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project name	
Australian Government agency	
Tender closing date	
Estimated contract signing date	
Estimated project start date	

Project name	
Australian Government agency	
Tender closing date	
Estimated contract signing date	
Estimated project start date	

Project name	
Australian Government agency	
Tender closing date	
Estimated contract signing date	
Estimated project start date	

***Note: please include additional tender details as required by duplicating this page.**

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Section 5 – Accreditation Audit Site Details

To satisfy the requirements of Scheme Accreditation your company must undergo an on-site audit process. This process will verify the quality and implementation of your WHS Management System.

You must provide the following information of up to three current projects on which your company is currently the head contractor. The nominated projects must have your company’s WHS Management System in use. Please include any additional information regarding these projects that may be relevant.

Project 1

Name of project			
Type of Works		<input type="checkbox"/> Commercial Construction <input type="checkbox"/> Residential construction <input type="checkbox"/> Civil construction <input type="checkbox"/> Facilities management and building services	
Expected date of completion			
Description of the project			
Funding source			
Project value			
Possible dates for audit			
Are you the principal contractor for the project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your WHSMS being implemented on the project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current managed hazards on site		<input type="checkbox"/>	10. On or near pressurised gas lines
<input type="checkbox"/>	1. Where there is a risk of a person falling from height	<input type="checkbox"/>	11. On or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	2. On telecommunications towers	<input type="checkbox"/>	12. On or near energised electrical installations and equipment
<input type="checkbox"/>	3. Involving demolition	<input type="checkbox"/>	13. In an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/>	4. Involving the management or removal of asbestos	<input type="checkbox"/>	14. Tilt-up and precast concrete construction work
<input type="checkbox"/>	5. Involving structural alterations, structural support systems and temporary structures	<input type="checkbox"/>	15. Traffic management works
<input type="checkbox"/>	6. Involving a confined space	<input type="checkbox"/>	16. Operation of mobile plant

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<input type="checkbox"/>	7. Involving excavation	<input type="checkbox"/>	17. In an area where there are artificial extremes of temperature
<input type="checkbox"/>	8. The construction of tunnels	<input type="checkbox"/>	18. Diving works
<input type="checkbox"/>	9. Involving the use of explosives	<input type="checkbox"/>	19. Work in, over or adjacent to water/liquids
Details of works currently occurring on site			
Average number of subcontractors on site			
Names/s and contact details of the site contact person / project manager			
Construction type		<input type="checkbox"/> Design and Construct <input type="checkbox"/> Construction only	
Site address			

Project 2

Name of project			
Type of Works	<input type="checkbox"/> Commercial Construction <input type="checkbox"/> Residential construction <input type="checkbox"/> Civil construction <input type="checkbox"/> Facilities management and building services		
Expected date of completion			
Description of the project			
Funding source			

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Project 2 continued

Project value			
Possible dates for audit			
Are you the principal contractor for the project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your WHSMS being implemented on the project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current managed hazards on site		<input type="checkbox"/>	20. On or near pressurised gas lines
<input type="checkbox"/>	10. Where there is a risk of a person falling from height	<input type="checkbox"/>	21. On or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	11. On telecommunications towers	<input type="checkbox"/>	22. On or near energised electrical installations and equipment
<input type="checkbox"/>	12. Involving demolition	<input type="checkbox"/>	23. In an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/>	13. Involving the management or removal of asbestos	<input type="checkbox"/>	24. Tilt-up and precast concrete construction work
<input type="checkbox"/>	14. Involving structural alterations, structural support systems and temporary structures	<input type="checkbox"/>	25. Traffic management works
<input type="checkbox"/>	15. Involving a confined space	<input type="checkbox"/>	26. Operation of mobile plant
<input type="checkbox"/>	16. Involving excavation	<input type="checkbox"/>	27. In an area where there are artificial extremes of temperature
<input type="checkbox"/>	17. The construction of tunnels	<input type="checkbox"/>	28. Diving works
<input type="checkbox"/>	18. Involving the use of explosives	<input type="checkbox"/>	29. Work in, over or adjacent to water/liquids
Details of works currently occurring on site			
Average number of subcontractors on site			
Names/s and contact details of the site contact person / project manager			
Construction type		<input type="checkbox"/> Design and Construct <input type="checkbox"/> Construction only	
Site address			

Project 3

Name of project			
Type of Works		<input type="checkbox"/> Commercial Construction <input type="checkbox"/> Residential construction <input type="checkbox"/> Civil construction <input type="checkbox"/> Facilities management and building services	
Expected date of completion			
Description of the project			
Funding source			
Project value			
Possible dates for audit			
Are you the principal contractor for the project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your WHSMS being implemented on the project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current managed hazards on site		<input type="checkbox"/>	30. On or near pressurised gas lines
<input type="checkbox"/>	19. Where there is a risk of a person falling from height	<input type="checkbox"/>	31. On or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	20. On telecommunications towers	<input type="checkbox"/>	32. On or near energised electrical installations and equipment
<input type="checkbox"/>	21. Involving demolition	<input type="checkbox"/>	33. In an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/>	22. Involving the management or removal of asbestos	<input type="checkbox"/>	34. Tilt-up and precast concrete construction work
<input type="checkbox"/>	23. Involving structural alterations, structural support systems and temporary structures	<input type="checkbox"/>	35. Traffic management works
<input type="checkbox"/>	24. Involving a confined space	<input type="checkbox"/>	36. Operation of mobile plant
<input type="checkbox"/>	25. Involving excavation	<input type="checkbox"/>	37. In an area where there are artificial extremes of temperature
<input type="checkbox"/>	26. The construction of tunnels	<input type="checkbox"/>	38. Diving works
<input type="checkbox"/>	27. Involving the use of explosives	<input type="checkbox"/>	39. Work in, over or adjacent to water/liquids

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Details of works currently occurring on site	
Average number of subcontractors on site	
Names/s and contact details of the site contact person / project manager	
Construction type	<input type="checkbox"/> Design and Construct <input type="checkbox"/> Construction only
Site address	

Section 6 – System Map

This System Map must be completed for each criterion in relation to your WHS management system.

In this section you are required to provide information about your WHS management system and the names and location of documents within your WHS management system that address the requirements of each criterion. You will need to provide information in the first column and at least one further column, for each criterion in order for this section to be completed. Please note you are not required to provide copies of any documents, just titles and location references in the table below.

Please note that while no system documentation should be attached to this application, this information will be required to be presented at the on-site audit.

It is strongly recommended that you familiarise yourself with the FSC Audit Criteria Guidelines. These Guidelines will provide useful information when completing the System Map. The FSC Audit Criteria Guidelines are available on www.fsc.gov.au.

WH3 Legal Requirement

Criteria		Name of process	Name of Template/Record	Page/Clause number
WH3.1	<p>There is a documented process to ensure all health and safety legislation, codes of practice and Australian standards are identified relevant to:</p> <ul style="list-style-type: none"> • the company operations; and • the project/site activities. 			
WH3.2	<p>There is a documented process to ensure all current health and safety legislation, codes of practice and Australian standards relevant to the project are readily available on site and workers are informed of the method of access.</p>			
WH3.3	<p>There is a documented process to ensure changes to health and safety legislation, codes of practice and Australian standards relevant to the company and project are reviewed and processes updated as required.</p>			

WH12 Hazard Identification Risk Assessment and Control (HIRAC)

Criteria		Name of process	Name of Template/Record	Page/Clause number
WH12.1	There is a documented HIRAC methodology.			
WH12.2	There is a documented process to ensure the project HIRAC process is undertaken by personnel trained in the use of the company's HIRAC methodology and tools.			
WH12.3	There is a documented process to ensure project specific HIRAC is conducted.			
WH12.4	There is a documented process to liaise with client/public/other entities to implement a HIRAC process for any hazards impacting any of the parties.			
WH12.5	There is a documented process to define the company's acceptable risk level and management actions to be taken if assessed risk is higher than that level.			
WH12.6	There is a documented process to ensure control measures are established for identified hazards in accordance with: <ul style="list-style-type: none"> • the Hierarchy of Control; and • applicable legislation, codes of practice and Australian standards. 			
WH12.7	There is a documented process to evaluate the effectiveness of company, project and task specific HIRAC processes.			

WH13 Emergency Preparedness and Response

Criteria		Name of process	Name of Template/Record	Page/Clause number
WH13.1	There is a documented process to identify potential emergency situations for the project.			
WH13.2	There is a documented process to ensure procedures/plans are developed and regularly reviewed for identified emergency situations			
WH13.3	There is a documented process to ensure emergency response arrangements are communicated to all personnel and visitors.			
WH13.4	There is a documented process to ensure designated emergency personnel for the project: <ul style="list-style-type: none"> • have been inducted in the site-specific emergency procedures/plans; and • have obtained any qualification or formal training defined by the company as required to fulfill the role. 			
WH13.5	There is a documented process to ensure emergency practice drills: <ul style="list-style-type: none"> • are scheduled and carried out on site; • are scenario based and test a variety of the identified potential emergency situations; • are recorded and evaluated for effectiveness; and • incorporate a process for the identification and management of corrective actions. 			
WH13.6	There is a documented process to ensure a qualified person identifies site first aid equipment and requirements in accordance with relevant legislation, codes of practice and Australian standards.			

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Criteria		Name of process	Name of Template/Record	Page/Clause number
WH13.7	There is a documented process to ensure a competent person identifies site emergency equipment and requirements.			
WH13.8	There is a documented process to ensure inspection, test and maintenance requirements for emergency and first aid equipment are identified, scheduled and undertaken.			
WH13.9	<p>There is a documented process for managing critical incidents, including:</p> <ul style="list-style-type: none"> • the company’s definition of a critical incident; • clearly defined roles; • return-to-work of injured workers; • employee assistance/counselling; and • the process for review of the effectiveness of critical incident response procedures. 			

WH14 Health Surveillance and Exposure Monitoring

Criteria		Name of process	Name of Template/Record	Page/Clause number
WH14.1	<p>There is a documented process to ensure a competent person completes a site-specific assessment of potential health hazards, including:</p> <ul style="list-style-type: none"> • biological; • physical; and • chemical/atmospheric contaminants. 			
WH14.2	<p>There is a documented process to ensure that, where identified as required, personal exposure to health hazards is measured and evaluated on the project by a formally trained person.</p>			
WH14.3	<p>There is a documented process to ensure that worker health surveillance/monitoring:</p> <ul style="list-style-type: none"> • is carried out in accordance with identified health hazards; • is carried out in accordance with relevant legislation, codes of practice and Australian standards; and • includes a process for management and communication of health monitoring results and records. 			
WH14.4	<p>There is a documented process to ensure inspection, measuring and test equipment related to health and safety is identified, calibrated, and maintained in accordance with manufacturers' requirements and relevant legislation, codes of practice and Australian standards.</p>			
WH14.5	<p>There is a documented process to ensure the management of hazardous chemicals on the project.</p>			

WH15 Incident Investigation and Corrective Action

	Criteria	Name of process	Name of Template/Record	Page/Clause number
WH15.1	<p>There is a documented process to ensure all health and safety incidents are reported, recorded, and investigated as defined by the company's system, with external notification completed where required.</p>			
WH15.2	<p>There is a documented process to ensure Investigations:</p> <ul style="list-style-type: none"> • are undertaken by a trained person(s); • identify the factor(s) that led to the incident; • incorporate a process for the identification and management of corrective actions; • involve and/or are reviewed by site/senior management as defined by the company's system; and • prompt a review of relevant processes/procedures. 			
WH15.3	<p>There is a documented process to manage corrective actions, including:</p> <ul style="list-style-type: none"> • specified target completion dates; • allocated responsibility for addressing corrective actions; • closure of corrective actions by the specified completion date; and 			

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Criteria		Name of process	Name of Template/Record	Page/Clause number
	<ul style="list-style-type: none"> identifying organisation- wide issues and ensuring lessons learnt are communicated throughout the organisation. 			

WH17 Health & Safety Management System Audit

Criteria		Name of process	Name of Template/Record	Page/Clause number
WH17.1	<p>There is a documented process to ensure a health and safety management system audit program is established for the company and project, and audits are scheduled in accordance with the program.</p>			
WH17.2	<p>There is a documented process to ensure that the audit program defines the audit:</p> <ul style="list-style-type: none"> scope; methodology; reporting requirements; and process for identifying and managing corrective actions. 			
WH17.3	<p>There is a documented process to ensure that formally trained personnel undertake audits in accordance with the schedule.</p>			

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FP1 Senior Management Commitment

Criteria		Name of process	Name of Template/Record	Page/Clause number
FP1.1	There is a documented process to ensure that senior managers demonstrate participation in the company HIRAC processes.			
FP1.2	There is a documented process to ensure WHS reports are produced that: <ul style="list-style-type: none"> • monitor performance against the WHS objectives and targets defined by the organisation; • are regularly reviewed by senior management; and • are communicated to site management. 			
FP1.3	There is a documented process to ensure senior managers, site managers and supervisors are trained in WHS obligations/due diligence, and the company's WHS management system requirements relevant to their role.			
FP1.4	There is a documented process that ensures senior managers regularly visit the site and discuss WHS issues with site management and workers.			

FP2 Integration of Design Issues into the Risk Management Process

Criteria		Name of process	Name of Template/Record	Page/Clause number
FP2.1	Where the Principal Contractor is involved in the design or has input into the design, a documented process exists for ensuring risk assessments are undertaken at the design stage to identify, assess and control WHS buildability issues that may arise during construction.			

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Criteria		Name of process	Name of Template/Record	Page/Clause number
FP2.2	Where the Principal Contractor has no input into the design, a documented process exists for ensuring design-related WHS buildability issues are identified, assessed and controlled at the pre-construction phase.			
FP2.3	There is a documented process to ensure residual buildability hazards identified in FP2.1 and FP2.2 are transferred and addressed in the project specific risk assessment process.			
FP2.4	There is a documented process to ensure a HIRAC process is conducted on changes to design during construction, with any new hazards or changes to hazard controls communicated to relevant workers.			

FP3 Whole of Project Consultation

Criteria	Name of process	Name of Template/Record	Page/Clause number
<p>FP3.1</p> <p>There is a documented process for the establishment of WHS consultation, cooperation and coordination arrangements, including:</p> <ul style="list-style-type: none"> • agreement on the establishment of consultation arrangements with workers on site; • consultation with workers or their representatives when WHS issues arise; • a program to ensure regular meetings with minutes of the meetings available to all workers; and • training for health and safety representatives/WHS committee members where requested/required. 			
<p>FP3.2</p> <p>There is a documented process for WHS issue resolution that is communicated to all workers on site.</p>			
<p>FP3.3</p> <p>There is a documented process to ensure workers, or their health and safety representatives, are involved in the development of site safety procedures relevant to the work they are undertaking.</p>			

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FP4 Management of Subcontractor WHS

Criteria		Name of process	Name of Template/Record	Page/Clause number
FP4.1	There is a documented process to ensure details from the Principal Contractor’s WHS plan and/or project risk assessment are provided to subcontractors as applicable to the scope of works they are undertaking prior to the commencement of work.			
FP4.2	There is a documented process to ensure health and safety considerations are included in subcontractor selection/procurement.			
FP4.3	There is a documented process to ensure SWMS are developed for all high-risk construction work as defined in relevant legislation, codes of practice and Australian standards, and these are reviewed by the Principal Contractor against company defined criteria prior to the commencement of work.			
FP4.4	There is documented process to ensure a common system of site induction for all subcontractors and workers.			
FP4.5	There is a documented process to ensure subcontractors participate in undertaking WHS inspections with the Principal Contractor.			
FP4.6	There is a documented process to ensure work is undertaken in accordance with SWMS.			

FP5 Project Performance Measurement

Criteria		Name of process	Name of Template/Record	Page/Clause number
FP5.1	There is a documented process to ensure WHS performance reports are produced at a project level and incorporated into the company WHS reporting process.			

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Criteria		Name of process	Name of Template/Record	Page/Clause number
FP5.2	<p>There is a documented process to ensure that a project-specific WHS management plan is developed for each project that:</p> <ul style="list-style-type: none"> • is signed off/authorised by the senior management position allocated overall WHS responsibility for the project; • clearly defines the WHS roles and responsibilities for the project; • outlines the scope of works for the project and how they will be managed; and • includes specific prompts for review and evaluation. 			
FP5.3	<p>There is a documented health and safety inspection program that:</p> <ul style="list-style-type: none"> • defines intervals and criteria for inspections; • uses workplace specific checklist(s) to monitor compliance; and • incorporates a process for the identification and management of corrective actions. 			

FP6 Training Arrangements

Criteria		Name of process	Name of Template/Record	Page/Clause number
FP6.1	<p>There is a documented process to identify minimum WHS training, competency,</p>			

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Criteria		Name of process	Name of Template/Record	Page/Clause number
	qualification and licensing requirements for workers on the project.			
FP6.2	There is a documented process to ensure identified minimum WHS training, competency, qualification and licensing requirements are verified.			
FP6.3	There is a documented process to ensure workers are inducted in the site safety procedures relevant to the work they are undertaking.			
FP6.4	There is a documented process to record WHS training provided to employees.			

Section 7 - Declaration

I hereby make application for accreditation under the Australian Government Building and Construction WHS Accreditation Scheme, and declare; on behalf of (company name)

_____ that the information provided herein is true and correct. In so doing, I:

- Agree to the required pre-accreditation on-site audits;
- Agree to comply with all relevant legislation and policies of the commonwealth;
- Acknowledge that under subsection 137.1 of the Criminal Code Act 1995, giving false or misleading information to the Commonwealth is a serious offence;
- Have included details for project sites suitable for on-site audit; and
- Have included system reference details in response to each criterion in Section 6 of this application form.
- Confirm that the same WHS management system is implemented across each company and all building work.
- Confirm that a consistent, shared WHS management structure and controls exists for both(all) listed builders.
- Agree that all corrective or compliance actions initiated from any of the listed builders will apply to the jointly accredited builder as a whole.

Name
Position
Date

Signature
