

SUPPLIER PRE-QUALIFICATION CHECKLIST

OSB-WHS-Doc-004

Authorised By: C Marks (President)
Rev-1 23/06/2025**RSL NSW**
Oatley sub-Branch

COMPANY NAME		SERVICE / GOOD SUPPLIED	
ABN / ACN		TELEPHONE	
STREET ADDRESS		WEBSITE	
CONTACT PERSON		PRIMARY CONTACT DETAILS	
YEARS ESTABLISHED		NUMBER OF PERSONNEL	

QUESTION	✓	✗	NA	COMMENTS
MANAGEMENT SYSTEM				
Does your company have documented WHS management system?				
Does your company have up-to-date third-party accreditation for OHS / WHS Management Systems (ISO 45001 / 4801)?				
INSURANCES				
Does your company have up-to-date worker's compensation insurance?				Insurer: Expiry:
Does your company have up-to-date professional indemnity insurance?				Insurer: Expiry:
Does your company have up-to-date public liability insurance?				Insurer: Expiry:
Does your company have up-to-date insurances on all plant, equipment, and motor vehicles?				Insurer: Expiry:
WORK PROCEDURES AND PERSONNEL				
Does your company have documented work procedure/s (SWMS, JHAs or SWPs) for the task/s to be performed?				
Are all personnel to be involved in the contracted works competent and do they hold the necessary qualifications, licences, and inductions?				
HEALTH AND SAFETY PERFORMANCE				
Has your company been issued with an improvement notice, prohibition notice or entered into enforceable undertakings under the WHS Act within the last 5 years?				

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Do you maintain a record of health and safety statistics?				
PERSONNEL AND HUMAN RESOURCES				
Have all staff completed the General Construction Induction (blue card / white card)?				
Are all workers competent for the jobs they will be performing?				
Do workers have all licences / VOCs required to operate the relevant plant, machinery and equipment being used on site?				
Are all workers medically fit to conduct their particular job roles?				
PLANT AND EQUIPMENT				
Is all plant, machinery and equipment fit for purpose, considering all legislative, industry and project requirements?				
Has all plant been maintained in line with legislative and manufacturer specifications?				
Has all plant and equipment been fitted with safety devices (if required) (e.g., flashing lights, reverse beepers, emergency stops)?				
Is there a procedure for all equipment to be inspected daily or prior to use (e.g., daily pre-start inspections)?				
FIRST AID AND EMERGENCIES				
Will you have an adequate number of first aiders onsite (1 per 25 workers minimum)?				
Do these first aiders have access to the necessary first aid equipment?				
Do you have procedures for: • Evacuation, and • Medical Treatment?				
NAME AND SIGNATURE				DATE