

Competency Checklist for Contractors

Please complete the following questionnaire with accompanying supporting information and return to the Architect with your tender.

| | |
|--|--|
| Contractor's Name | |
| Address | |
| Telephone No. | |
| Fax No, | |
| Email | |
| Completed by (<i>print name</i>) Position: Signature: Date: | |

Please answer the following questions and supply relevant information as requested, providing supporting details and documentation as necessary separately.

1. Provide brief examples of work carried out previously of a similar nature and/or scale.

2. Confirm your organisation are aware of their obligations under the Construction (Design & Management) Regulations 2015.

Yes ☐

No ☐

3. Does your company have SSIP (Safety Schemes in Procurement) certificate? If so please provide copy of certificate.

4. If more than five people are employed, provide a copy of your Organisation's Safety Policy as required by S.2 (3) of the Health & Safety at Work Act etc. 1974.

[N.B. Contractor who employs less than 5 operatives. Attention should be drawn to HSE Publication, Essentials of Health & Safety at Work, ISBN Ref. 0717661792]

5. Who in your Organisation has day-to-day responsibility for Health & Safety?

Name:

Position:

6. Provide details of relevant experience and qualifications of the person named at 5 above.

7. Provide details of your Organisation's Health & Safety Management procedures.
8. Provide examples of construction and risk assessments prepared in accordance with the Management of Health & Safety at Work Regulations 1999 (S1 1999/2051).
9. Provide details of the training and continued training of key staff who are likely to be employed on this project.
10. Provide details of how you intend to manage, monitor and control Health & Safety during contract work.
11. Provide details of any on going safety training which you would provide to your employees and to others to ensure their competence.
12. Provide details of any measures which you would adopt to ensure the competence of any sub-contractors appointed by you to undertake the works.
13. Provide details of any recent visit/inspection by HSE.

14. Provide details of any formal notices that have been issued or legal proceedings that have been taken against your Organisation by the Health & Safety Executive in the last 3 years.

17. Provide details of any accidents/incidents reported by, or on behalf of your Organisation to the Health & Safety Executive during the last 3 years (as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (S1 1995/3163)).

Note: *Method Statements will be required before the commencement of any work activities relating to:*

- *Management of Health & Safety at Work Regulations 1999*
- *Control of Substances Hazardous to Health Regulations 2002*
- *Working at Height Regulations*
- *Construction (Design & Management) Regulations 2015*

Signed: Date