



CONTRACTOR REVIEW

Health & Safety/Contractor Management

Contractor Company Details	
Company Name:	
Address:	
Key Contact Name:	
Email:	
Phone Number:	

To be completed by the Contractor

Required Information	Response	Comments/Evidence
Have any of the following changed since the last review: legal entity, trading name or ownership? If yes, provide details.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes above , a new accreditation is required. Your Golden Bay Contract Manager will need to give you new supplier and contractor accreditation documentation to complete.		
Do you hold all licences, registrations, endorsements, and competencies required for the services you provide to GB?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
For workers assigned to GB work, do they hold the required competencies, licences or endorsements for their tasks?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Is plant and equipment used for GB work inspected and maintained, fit for purpose, and current with any certification, inspection or registration required by law or by GB site requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Do workers attending GB sites hold current GB H&S induction and site-specific induction for all the GB site(s) they work at?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
In the past 12 months, has your organisation had any of the following: fatalities, notifiable events, lost time injuries, medical treatment injuries, or work-related property/environmental damage? If yes, provide a brief summary.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Have you received any improvement, prohibition or enforcement notices, or are there any current prosecutions relevant to the services you provide to GB?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	



CONTRACTOR REVIEW
Health & Safety/Contractor Management

Before work started, were site hazards, controls, and roles/responsibilities clearly communicated? If no, or only partly, please explain.

Did any new or changed hazards arise during work? If yes, how were they communicated and managed with GB?

Is there anything we could do better?

Contractor EHS Agreement

I/We acknowledge that I/we have received and read the Contractor EHS Agreement.

I/we undertake and agree that my/our workers shall at all times observe and comply with relevant legislation and applicable Health, Safety & Environmental procedures and instructions.

Name		Position	
Signature		Date	



CONTRACTOR REVIEW

Health & Safety/Contractor Management

To be completed by Golden Bay Contract Owner/Manager

Assessment Item	Meets	Partly Meets	Does Not Meet	N/A	Comments / Evidence
Contractor Work Performance					
Quality of work met requirements and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work was completed within agreed timeframes or delays were communicated, justified, and managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication with Golden Bay was timely, clear, and constructive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping and work area management were acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health & Safety Performance					
Complied with Golden Bay health and safety requirements and site rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Required risk assessments, JSEAs, SWMS were completed and suitable for the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Required PPE was used correctly and consistently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incidents, hazards, and near misses were reported promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Performance					
Environmental risks and controls were identified and managed for the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste, spills, dust, noise, and housekeeping were managed appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental incidents or non-conformances were reported promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality					
Required quality assurance documentation or technical support was provided where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Products or services conformed to agreed specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality issues or defects were managed effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



CONTRACTOR REVIEW

Health & Safety/Contractor Management

Golden Bay (Office use)

If a contractor's health and safety performance does not meet the requirements, the Contract Owner/Manager must document the issues, agree with the contractor on the required corrective actions, and monitor their implementation through to completion. Where necessary, a Health and Safety Improvement Plan must be implemented for the contractor to remain approved.

As part of the contractor performance and accreditation review, the Contract Owner/Manager must review the contractor's accreditation documentation with the contractor.

All review records must be stored in the contractor's SharePoint folder/contractor management records. The Contract Owner / Manager must update the contractor's SharePoint database to record the last reviewed date and the public liability insurance expiry date.

Does the Contracting Company re-qualify as an Accredited Golden Bay Contractor?

- Yes
- Yes, but subject to compliance with the Health and Safety Improvement plan as detailed on page 6 attached.
- No Contractor to be disqualified in the SharePoint Contractor Database.

Review Completed by GB Contract Owner/Manager:

Contract Owner/Manager	Name:	Signature:	Date:
-------------------------------	--------------	-------------------	--------------



CONTRACTOR REVIEW
Health & Safety/Contractor Management

Contractor Health and Safety Improvement Plan (If applicable)

Issues to be Addressed	Improvement Required	Action by Date	Completion Date