Contractor WHS Prequalification Requirements

Purpose

Before a contractor is engaged, ARRC must undertake a prequalification process proportionate to the work. The purpose of prequalification is to establish whether the contractor is capable of performing the work safely and whether its systems, experience and resources are appropriate to the risk profile.

This document sets out ARRC Gold Coast's minimum Work Health and Safety (WHS) requirements for all contractors engaged to perform work for or on behalf of ARRC. Contractors must demonstrate, maintain and apply suitable systems, competent people, safe work methods and effective monitoring processes to manage WHS risks associated with their scope of work throughout the engagement.

Legislative and Standards Framework

The contractor must comply with all applicable legislation, regulations, codes of practice, Australian Standards and ARRC site requirements, including but not limited to the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), relevant Queensland Codes of Practice, the Heavy Vehicle National Law Act 2012 and Heavy Vehicle National Law where transport activities involving heavy vehicles are within the contractor's control or influence.

Minimum WHS Requirements

These minimum WHS requirements apply to all ARRC contractors. Prequalification evidence should be proportionate to each engagement's scope and risk profile and demonstrate how the contractor will meet its legal duties.

Prior to commencement of work for ARRC the contractor will supply project specific documentation reflecting their engagement.

Requirement Area	Minimum Requirement	Suggested Prequalification Evidence
Business pre-qualification	The contractor must hold current business registrations, licences, workers compensation insurance, public liability insurance and any other insurances required for the scope of work.	ABN or Business Registration, Licences, Certificates of Currency.
WHS Management System	The contractor must have a documented WHS management system proportionate to the work risk profile and capable of managing hazards, consultation, training, incident reporting, emergency preparedness and corrective actions.	Sample Project WHS Management Plan, WHS System Overview, ISO 45001 Certification if held.
WHS Policy and Leadership Commitment	The contractor must maintain a current WHS policy signed or endorsed by senior management and communicated to workers and subcontractors.	Current signed WHS Policy and evidence of how the policy is communicated to workers.

Requirement Area	Minimum Requirement	Suggested Prequalification Evidence
Subcontractor Management	Where subcontractors are engaged, the contractor must ensure appropriate arrangements are in place to consult, cooperate and coordinate activities and verify that applicable WHS duties are being met.	Subcontractor Management Procedure
Risk Management	The contractor must identify hazards, assess risks, apply the hierarchy of controls and review controls when work conditions change or following incidents. Where the scope includes high-risk construction work, the contractor must prepare and implement SWMS before work commences, identifying the high-risk work, hazards, risks, controls and how those controls will be implemented, monitored and reviewed.	Risk Management Procedure, sample Project Risk Register, samples of completed Risk Assessments and SWMS where applicable.
Consultation and Communication	The contractor must consult, cooperate and coordinate with ARRC, workers, subcontractors and other duty holders on WHS matters.	Consultation and Communication Procedure, sample of Consultation Records (Toolbox Talks, Prestart Briefings, Safety Meetings).
Emergency Preparedness	The contractor must have emergency procedures suitable for the work environment, including evacuation, first aid, fire response	Emergency Response Plan, First Aid Arrangements, Emergency Contact List and Drill or Test Records where available.
Incident and Hazard Reporting	The contractor must have a documented process for reporting, recording, investigating and escalating incidents, injuries, near misses, hazards and unsafe conditions. Corrective actions must be assigned, tracked to completion and reviewed for effectiveness.	Incident and Hazard Reporting Procedure, Sample Corrective Action Register, evidence of close-out and Trend Review Records where available.
Training and Competency	The contractor must ensure workers are inducted, trained, licensed and competent for assigned work, including task-specific and high-risk work requirements.	Training and Competency Procedure, Sample Training and Competency Register, Sample Verification of Competency (VOC) Records.
Plant and Equipment	The contractor must ensure all plant, vehicles, tools and equipment used for the work are fit for purpose, maintained in safe working condition and operated only by competent and authorised workers. Plant and equipment must be risk	Plant and Equipment Procedure, Sample Plant and Equipment Register, Sample Plant Risk

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	assessed, inspected, serviced, guarded where required, subject to pre-start checks and defect reporting, and removed from service where unsafe or non-compliant.	Assessments, Sample Maintenance Log.
Assurance Activities	The contractor must undertake planned WHS assurance activities to verify that controls are implemented and effective. This includes workplace inspections, supervisor checks, audits, plant and equipment checks, corrective action tracking, trend review and participation in ARRC-led assurance activities where required.	Inspection and Audit Schedule, Sample Completed Inspection or Audit Reports, Sample Corrective Action Register, KPI or Performance Reports and confirmation of nominated assurance responsibilities.
Supervision and Oversight	The contractor must provide competent supervision proportionate to the risk and complexity of the work.	The proposed supervision model for the scope and risk profile of the work. WHS specific training and competencies of nominated supervisors.
Chain of Responsibility (CoR)	Where the contractor performs, controls or influences heavy vehicle transport activities, the contractor must identify its Chain of Responsibility functions and manage transport safety risks so far as is reasonably practicable. This includes scheduling, fatigue, speed, mass, dimension, loading, load restraint, vehicle standards, maintenance, loading and unloading, transport incidents, records and worker competency. Procurement, contract terms, delivery windows, instructions, rates or incentives must not directly or indirectly cause, encourage or create pressure for unsafe or unlawful heavy vehicle transport activities.	CoR Procedure, Role/Function Assessment, Transport Risk Register, Scheduling and Fatigue Controls, Loading and Load Restraint Arrangements, sample Vehicle Maintenance Records, or Training Records.
WHS Performance Reporting	The contractor is to report on their WHS performance by the nominated due date, covering key indicators such as hours worked, incidents, hazards, corrective actions, assurance activities, training, risk assessment reviews, subcontractor controls and consultation.	Sample WHS Performance Report.