

Subcontractor Pre-Qualification Approval and Responsibilities Application Form

To whom it may concern,

At 1M Group, we are committed to upholding the highest standards of Health & Safety performance and compliance under the HSWA. We expect all subcontractors, and their personnel to align with these standards.

To improve efficiency and ensure compliance with the Health and Safety at Work Act 2015 (HSWA), you are required to follow our process to become a fully approved contractor.

Please complete this application form and email the signed copy together with **all supporting documentation and insurances** (as outlined on page 6) to 1M.Safety@1M.co.nz.

Once your application has been approved by 1M Group, a separate link will be sent out to the individual workers whose names you have provided to us on page 7 of this document. Please ensure all staff members that are going to carry out work for 1M Group complete the mandatory on-line '1M Group QHSE Subcontractor Individual Worker Induction' **prior to commencement of work on site**. **Should any staff member arrive on-site without having completed the required induction, and subsequently need to undergo the induction process on-site, the subcontractor will be responsible for any time delays and associated costs incurred."**

Please note that failure to follow this process will result in non-compliance as a Subcontractor and 1M Group will not engage in your services; nor will we approve any project or works.

Thank you for your cooperation and we look forward to receiving your response.

Kind regards,



Jeff Wright
General Manager

Sub-contractors' Application Form

Company Name:			
Main Trade Activity:			
Company Representative:			
Position:			
Email:		Mobile:	

Company overview

Please give a brief overview of your business and the service(s) you will be providing to 1M: -

Health & Safety

Have you ever been prosecuted for a health and safety breach or been issued a prohibition notice, improvement notice, or enforceable notice?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Details:					
Have you received any Health & Safety Awards in the last 3 years? <i>Describe:</i>					
Is your work expected to include any of the following?					
Working at height	<input type="checkbox"/>	Mechanical plant	<input type="checkbox"/>	Confined space	<input type="checkbox"/>
Hazardous substances	<input type="checkbox"/>	Hot work (e.g. welding, bitumen)	<input type="checkbox"/>	Compressed gases	<input type="checkbox"/>

Excavations over 1.5m	<input type="checkbox"/>	Minor excavations	<input type="checkbox"/>	Structures over 5m	<input type="checkbox"/>
Close approach	<input type="checkbox"/>	Heavy lifts over 500kg	<input type="checkbox"/>	Scaffold over 5m	<input type="checkbox"/>
Traffic management	<input type="checkbox"/>	Power tools	<input type="checkbox"/>	Other (Specify below)	<input type="checkbox"/>
Do you have a permit system in place for these activities?				Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
Is your work expected to involve working near any of the following?					
Gas	<input type="checkbox"/>	Water	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
Communication lines	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>		
Do you do site specific health and safety documentation? For example: task analysis, site specific safety plans, standard operating procedures. (Specify below.)				Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
If you have ticked “no” for any of these answers, please provide details below.					

Engagement of other parties

Note: If you intend to engage any other parties/subcontractors to conduct works on your behalf, they MUST complete this application process and receive approval from 1M Group Ltd PRIOR to commencement of works

Do you use other sub-contractors?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a sub-contractor management system?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments (what type of sub-contractors do you use?)				

Environmental

Person Responsible:		Mobile:				
Position:		Email:				
Does your Company have an Environmental Management System?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes' , please state the level of its certification If 'No' , our Administration Team will contact you to discuss this supply chain application.	<input type="checkbox"/> ISO 14001:2004	Expiry Date: ___ / ___ / ___				
	<input type="checkbox"/> Other (Insert) _____	Expiry Date: ___ / ___ / ___				
Have you ever been prosecuted for an environmental breach or been issued improvement notices or abatement notices?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details:						

Quality

Person Responsible:		Mobile:				
Position:		Email:				
Does your Company have a Quality Management System?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes' , please state the level of its certification. Use the blank boxes to write any "others". If 'No' , our Administration Team will contact you to discuss this supply chain application.						
ISO 9001:2008	<input type="checkbox"/>	Expiry date:	/	/		
	<input type="checkbox"/>	Expiry date:	/	/		
	<input type="checkbox"/>	Expiry date:	/	/		
	<input type="checkbox"/>	Expiry date:	/	/		

References

Please provide contact details for two people able to provide references to verify capability, competency and healthy and safe, environmental and quality work management practices:

Name:	Organisation:	Contact Number:

Supporting Documents

This completed & signed Application Form must be emailed back to the 1M representative who requested you complete it.

The following documents must be sent to 1M in support of your application:-

<ul style="list-style-type: none"> • Insurance Documents (Public Liability, Professional Liability (mandatory) Vehicle (optional)) • Prequalification certificates i.e. Sitewise, Totika etc (preferred) • Health and safety manual (mandatory if not Prequal) • Drug and alcohol policy (mandatory if not Prequal) • Training / competency matrix (mandatory) 	<ul style="list-style-type: none"> • Rehabilitation policy (mandatory) • Risk and hazard register (mandatory) • Quality manual (mandatory) • Health monitoring policy (mandatory) • Plant / equipment register (mandatory) • Environmental Policy (mandatory)
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QHSE Individual Subcontractor Inductions

Please provide the names of all workers who will be carrying out work on a 1M Site.
Once your application has been approved, all workers will be sent out a direct link to carry out the 1M QHSE Individual Subcontractor Induction.
This induction must be completed **prior** to commencement of work on site. **Please let us know, by emailing directly to 1M.Safety@1M.co.nz, once the Induction is completed for your workers**
Should any staff member arrive on-site without having completed the required induction, and subsequently need to undergo the induction process on-site, the subcontractor will be responsible for any time delays and associated costs incurred, or alternatively they will be immediately removed from the site.
Any changes to workers listed below should be emailed through directly to 1M.Safety@1M.co.nz

Please complete **ALL** fields in clear CAPITAL LETTERS.

Full name (as shown on Driver's licence)	Date of birth	Mobile no	Email address	Role undertaking on site

Subcontractor responsibilities

While working on any 1M Group Ltd site any person employed or engaged by 1M Group Ltd agrees to:

- Comply with all Health & Safety at Work Act 2015, occupational health and safety laws, statutes, regulations, enactments, codes of practice (approved or voluntary) and industry best practice guidelines applicable to the works.
- Comply with 1M Group Ltd policies, manuals and requirements (copies of which are available as requested).
- Prior to commencing work on site, all sub-contractor personnel are required to complete the **1M Group QHSE individual sub-contractor induction**. Sub-contractor personnel who will be entering a Principal's operational area may also be required to undergo a Principal's site safety induction. These inductions are required on initial engagement and then a refresher induction will be completed on an annual basis.
- If you intend to engage any other parties/subcontractors to conduct works on your behalf, they **MUST** complete the pre-qualification process and receive approval from 1M Group Ltd **PRIOR** to any commencement of works.
- Attend any meetings with site staff as requested to discuss all health & safety, environmental and quality aspects related to the work on site. These may include, but are not limited to, Daily pre-start meetings and weekly toolbox meetings. The site meeting schedule will be advised by 1M Group Management Team to the sub-contractor.
- Provide copies of any health and safety audits to 1M Group Ltd (including internal, external and WorkSafe NZ inspections).
- Comply with 1M Group Ltd Drug and Alcohol Policy which includes the requirement for just cause random and post-incident drug and alcohol testing.
- Prior to commencing work on site, the Subcontractor shall provide evidence of negative drug test results (not more than one month old) for all its employees who will be working on site. This requirement may be waived if the Subcontractor demonstrates that it has a drug and alcohol policy and procedures at least equivalent to that of 1M Group Ltd.
- Prior to commencing any works, the Subcontractor is required to submit a Site-Specific Safety Management plan (where applicable) and all other documentation as required i.e. SWMS, Training Matrix, etc.
- Take all reasonably practicable steps and positive action to identify and control health and safety risks and hazards and environmental risks in the work area. (Examples of risk and hazard registers may be obtained from the 1M Group Ltd, where applicable.)
- Organise activities so that no harm comes to any personnel and so that no damage is done to property or the receiving environment.
- In the case of a Quality, Health, Safety and Environmental incident which involves the Subcontractor personnel, Property Damage, Plant or Equipment, the following is required:-
 - Stop all work activities. Freeze the scene. Make it secure and safe. If required, call Police, Ambulance and Worksafe NZ.
 - Any sub-contractor involved in the incident **must stay on site** to be able to be interviewed.

- Request any external witnesses to stay on site until they are interviewed.
 - Do not tidy up or clean up the scene until instructed by WorkSafe NZ and the 1M Management Team.
 - The initial notification must be made by phone to the 1M Project/Account Manager and will be followed thereafter with details of any injured personnel, damaged property, unsafe or hazardous acts or conditions.
 - The sub-contractor is required to complete a full and thorough investigation of the incident.
 - If WorkSafe NZ is not initially informed and it is found that the incident needs to be notified to WorkSafe NZ, then a discussion needs to be held between 1M Group Senior Management Team around the information and the reporting requirements.
 - Provide copies of all sub-contractor information provided to WorkSafe NZ to 1M Group Ltd (e.g. notifiable works, serious harm incidents).
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- The sub-contractor will maintain and operate plant and equipment in a safe condition and manner and ensure all plant and equipment is appropriately tested or certified at the time of use.
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- The sub-contractor will comply with the Personal Protective Equipment (PPE) and Personal Protective Clothing (PPC) requirements, provide personnel with all PPE and PPC required for safely carrying out the work and ensure it is used correctly at all times.
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- The sub-contractor will seek prior approval where the subcontractor intends to carry out work on the site outside of the 1M Group Ltd normal working hours. Approval of such work must be granted in writing in advance by the 1M Group Ltd. The sub-contractor will ensure the attendance at the site during those hours of at least one of their personnel who has a current first aid certification.

Declaration:

We acknowledge that copies of the various 1M Group Ltd manuals, policies and documents are available from 1M Group QHSE Department.

The sub-contractor agrees to abide by the Quality, Health, Safety and Environment rules, procedures and policies prescribed by the documents and to meet all appropriate Health and Safety at Work Act 2015, 2016 Regulations and Resource Management Act requirements. Failure to meet these standards could result in immediate suspension of all works and may include being removed from 1M Group Approved Contractor List.

I certify that the details given in this assessment are correct and accurate:

Name:		Signed:	
Position:		Date:	

Office use only:

1M Health & Safety Advisor: Approval

Based on the information supplied with this application and review of all supporting documentation received, the subcontractor meets the 1M requirements to be approved.

Full Name:		Position:	
Date		Signature	

1M Compliance Manager: Approval

Based on the information supplied with this application and review of all supporting documentation received, the subcontractor meets the 1M requirements to be approved.

Full Name:		Position:	
Date		Signature	