

PRESTART EVALUATION & DECLARATION FOR HEALTH AND SAFETY

Company Name:

Date:

Please acknowledge below the documents your Company has in place as part of your Health & Safety Management Plan. The documents could be required to be produced by the following methods but are not limited to the schedule below.

- Wanaka A & P Show reserves the right to do a random audit or a scheduled audit of your health and safety systems.
- Worksafe New Zealand may conduct an investigation of your processes as a result of a serious harm accident or as part of their duties under the Worksafe New Zealand Act 2015.

Document	YES	NO	N/A
Health and Safety Policy			
Health and safety manual			
Workplace drug and alcohol policy			
Training/Competency Register			
Staff Induction			
Risk identification			
Hazardous substance register			
Emergency and Evacuation reports			
Accident/Incident register			
Near Miss register			
Investigation report for Accident/Incident/near Miss reporting			
Health & Safety meeting minutes			
PPE register			
SOP (safe operating procedures)			

Submit **ONLY** the documents below if available.

✓ Indemnity Insurance Certificate (copy)			
✓ Risk Management Register or Hazard Register			
✓ Training/Competency Register (internal & external, licences, certs and completed courses)			
✓ Hazardous Substance Register			

CONTRACTOR ASSESSMENT DECLARATION:

I/WE hereby confirm that the responses given are true and accurate, including those on Appendix A as required, and that the contracted workers employed, or subcontractors engaged by me/us:

- (a) Have the appropriate qualifications, certifications, skills and experience to carry out the work I/WE have been engaged to undertake safely; and
- (b) Will adhere to applicable health and safety legislation (including the Health and Safety at Work Act 2015) and Wanaka A & P Show safety policy and procedures. Available on website or on request.
- (c) The Contractor undertakes to advise Wanaka A & P show of any alterations, additions or amendments to the information given in this document.
- (d) Have read and acknowledge below all items outlined in the Contractor Supporting Documents for Health and Safety Information.
- (e) We have a comprehensive drug and alcohol policy to ensure that their workplaces have zero tolerance for this type of serious substance risk. Signing this declaration is an acknowledgement that the Contractor, their Sub-contractors and workers will abide by this policy. A copy of this policy and procedures can be available on request.
- (f) The contractor acknowledges that they will advise Wanaka A & P show within 5 working days of an Improvement or Prohibition notice issued by Worksafe. This includes all workplaces where the contractors have been involvement with.
- (g) The contractor acknowledges that as part of the contracted work to be undertaken, there may be a requirement for the contractor to work alone and unsupervised. As part of this procedure, the contractor acknowledges that they have the necessary Safe Operating Procedures (SOPs) in place to allow the contracted work to proceed safely.
- (h) All forms and documents supplied are true and accurate copies. If there have been any alterations or additions to any of the documents supplied, the contractor accepts it is their responsibility to advise Wanaka A & P show of those changes, either in writing or electronically,

This contract will be reviewed on an annual basis and will include contractor health and safety performance, and compliance, prior to review. Failure to comply with the Wanaka A & P Show health and safety policy could be a reason not to renew the contract.

Company Name:	
Person completing form:	Position:
Signature:	Date:
Email Address:	
Phone	Mobile