

Capability Assessment

Introduction

The purpose of this assessment is to establish whether the contractor/supplier has the capability to meet the health, safety and wellbeing expectations of Wellington City Council.

A number of elements are considered within the capability assessment which connects to the key components of an effective health and safety management system. These being risk management, worker participation and leadership.

Appropriate evidence should be provided in order for WCC representatives to make a fair assessment of your submission.

Capability Element	Verification Method
Health and safety policy	Current health and safety policy/commitment statement.
Health and safety management plan	Current version of their safety management plan.
Site/Project specific safety	Previously completed site/project specific safety plan (<i>applicable for construction/infrastructure projects</i>)
Hazardous work and risk assessment	Defined procedures for the identification, assessment and management of risks
	Current register showing identified safety and health risks to workers and others.
	Previously completed examples of planning documents (task analysis, JSAs or SWMS).
Plant and Equipment	Defined procedures for the isolation and lock out of plant and equipment.
	Previously completed register showing examples of completed isolations and lock out procedures.
Incident management	Defined procedures for the reporting and investigation of incidents.
	Previously completed incident register showing examples of events (<i>personal data of affected parties does not need to be provided</i>).
	Defined procedures for reviewing investigation findings and applying improvement measures.

Emergency management	Defined procedures for emergency responses.
	Previously completed scenario training with team members (tsunami evacuation at a toolbox meeting etc.).
Site inspection and monitoring	Previously completed site inspection(s) from a previous project/contract.
	Defined procedures for the review of inspection findings and actioning of improvement measures.
Hazardous materials management	Currently used hazardous substances and dangerous goods register.
	Defined procedures for the storage, handling and disposal of hazardous substances and dangerous goods.
Competency and training	Currently used competency and training register.
	Defined procedures for the recording of competencies and relevant training for specific risks (training matrix etc.).
	Previous examples of health and safety briefings, toolbox talks or hazard alerts.
Occupational health management	Current hazard register showing examples of health hazards identified, the risks assessed and controls detailed (noise, vibration, hazardous substances, manual handling).
	Defined procedures for the monitoring of worker's health (e.g. lung and hearing testing).
Sub-contractor management	Defined procedures for the induction of subcontractors and temporary labour
	Previous examples of project safety plans provided by subcontractors to the main contractor/supplier.
	Previous examples of consultation between PCBU's – evidence at planning stages, joint tool box talks, sharing information on hazards (email examples accepted).