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**Contract Sponsor TO FILL THIS SECTION OUT**

**Name of Contracting Organization:**

**Contract Sponsor:**

**Contractor Scope of Work:**

(Provide a brief description of the work the contractor is to undertake, including any specific HSEQ critical tasks).

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KE Contact: \_\_\_\_\_ Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CONTRACTOR INSTRUCTIONS:**

Review each of the items below and circle the option which best represents your Company's performance. Where appropriate attach examples to demonstrate that choice such as a policy document or a procedure. You can add qualifying comments in the box provided beneath each item.

**1. Health, Safety, Environmental and Quality (HSEQ) Policy Statement:**

- A: No written policy exists
- B: A policy statement exists but it has no specific commitments and is not issued for all employees to see.
- C: A policy exists and is distributed but there is no definitive commitment to performance targets.
- D: Policy clearly establishes commitment to specific performance targets, is signed by a responsible company officer and is issued for all employees to see.

COMMENTS:

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**2. Health, Safety, Environmental & Quality (HSEQ) Management Manual:**

- A: Doesn't exist
- B: A few basic HSEQ procedures exist but they are not controlled or collated in a manual.
- C: A manual exists with some procedures that may or may not be controlled but are not widely available.
- D: A comprehensive manual exists with controlled procedures that are available for employees to use.

COMMENTS:
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**3. Health, Safety, Environmental and Quality Rules:**

- A. No written rules.
- B. Some HSEQ rules have been developed in memo/document form but have not been widely distributed.
- C. HSEQ rules developed and issued but no follow up for enforcement.
- D. Comprehensive HSEQ rules developed and issued to employees. Disciplinary action established for infraction of HSEQ rules.

COMMENTS:
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**4. Organisational Roles and Responsibilities for HSEQ:**

- A. No assignment to any specific person. No responsibility devolved to front line supervisors.

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- B. Responsibility is assigned to a specific person (non HSEQ specialist). Front line supervisors not responsible for HSEQ
- C. Professional(s) on staff or responsibility is part of another position. Responsibilities not well defined. Front line supervisors are responsible for HSEQ.
- D. Professional(s) on staff with well defined role and responsibilities. Front line supervisors exercise responsibilities for HSEQ.

COMMENTS:

**5. Personnel Sourcing:**

- A. Basic labour hire service, adhoc hire.
- B. Few core staff, with adhoc labour hire as required. Less than 50% of staff are permanent.
- C. Core staff with peaks covered by sub contractor hire.
- D. Majority core staff or long-term contractors. Low staff turnover.

COMMENTS:

**6. Recruitment and Personnel Records:**

- A. None.
- B. Basic details only including name and addresses.
- C. Basic personnel details plus employment health testing in accordance with legal requirements of permanent staff; qualifications of all staff on record.
- D. For all staff there exists employment health checks, in accordance with legal requirements; record of training, reference checks, drivers licence, next of kin personal details, etc.

COMMENTS:

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**7. New Employee Orientation Program**

- A. No formal program.
- B. Verbal instructions on Company procedures only.
- C. Orientation booklet provided for new employee, but no on-the-job orientation by the Supervisor.
- D. Employee handbook provided and Supervisor outlines, explains and demonstrates new employee's job Follow up.

COMMENTS:
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**8. Health, Safety and Environmental Training Program:**

- A. No HSEQ training established.
- B. On site basic training conducted occasionally.
- C. Training is given for specialised operations but no routine training conducted.
- D. Formal training programs have been developed and are conducted on a regular basis. Retraining periods are established. Records maintained.

COMMENTS:
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**9. Personal Protective Equipment:**

- A. Not used unless prompted.
- B. Staff use some PPE some of the time.

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- C. Staff use appropriate PPE most of the time.
- D. Correct PPE is always available and used.

COMMENTS:

**10. HSEQ Meeting Program:**

- A. None, or on rare occasions.
- B. Periodic HSEQ meetings for special operations only.
- C. HSEQ meetings held on a routine basis but are mainly attended by supervisors with little employee involvement or insufficient records exist.
- D. HSEQ meetings performed on regularly scheduled basis by Supervisor or HSEQ rep and include employee representatives. Records kept & actions followed up.

COMMENTS:

**11. HSEQ Inspection Program (relevant to Contractors premises only):**

- A. No program to identify and evaluate workplace hazardous practices and/or conditions.
- B. Ad hoc, informal inspections take place from time to time. No records kept.
- C. Periodic inspections are conducted but mainly by management with insufficient recording and follow up.
- D. Periodic inspections are conducted by management and employees with records kept and hazards eliminated.

COMMENTS:

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**12. Inspection of Equipment:**

- A. None or informal.
- B. Basic inspection, electrical equipment in date and tagged. Hand tools in good condition.
- C. As for previous plus an inspection procedure is in place for hire equipment.
- D. Routine inspections done, records available and corrective actions closed out.

COMMENTS:
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**13. Hazard Identification Systems:**

- A. Not used.
- B. Basic hazard identification systems exist but not documented or formalised.
- C. Hazard identification systems such as job HSEQ analysis, task analysis, tool box meetings exist and are sometimes used and not well documented.
- D. Hazard identification systems such as job HSEQ analysis, task analysis exist in documented form and are regularly used. Tool box meetings are held on contract sites.

COMMENTS:
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**14. Accident/Incident Reporting Procedure:**

- A. No procedure exists.
- B. Written procedure requiring basic reporting of personal injuries only.
- C. Written procedure requiring reports on all accidents/incidents but no database to track actions and insufficient root cause analysis.

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- D. Procedure exists with database to track outstanding actions. Copies of reports sent to relevant companies (eg. KE). Supervisory investigation required to determine and correct root causes of all incidents and near misses.

COMMENTS:

**15. HSEQ Performance and Records:**

- A. No records.
- B. A basic understanding of injury reporting is evident and some records kept.
- C. Some statistics are recorded and tracked but not made available to employees.
- D. Statistics such as Incident frequency rates and injuries are recorded and performance is graphed for employees to see.

COMMENTS:

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**16. International Certification**

**Yes**

**No**

- A. Is your company certified against?
- B. ISO 14001 specifications?
- C. OHSAS 18001 specifications?
- D. SA 8000 specifications?

COMMENTS:

Date completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Contractor's Representative: \_\_\_\_\_

**Please return this form with all relevant information and evidence documents to the KE contact Office. That person will arrange with you a suitable date to have an evaluation meeting.**