

Maxicom Prequalification Questionnaire - Contractor

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Introduction

In order that Maxicom (2013) Limited (Your contractor.) meets our 'duties' under the Health and Safety at Work Act 2015, and the Regulations/legislation, the following contractors prequalification questionnaire has been completed by Maxicom (2013) Limited. Maxicom is often approached by our customers to provide evidence of our health and safety system. As these requests are received daily and are always in different formats we have prepared a standard response which is detailed below.

If you have any questions please contact the Maxicom Health and Safety officer, Shaun Sutherland, on 0800567567 and select option 1. We look forward to providing our services to your business.

1. Contractor Details			
Organisation's legal name: Maxicom (2013) Limited			
Trading name: Maxicom			
Main Occupation/Activity: Supply, installation and maintenance of telecommunication equipment and services.			
Physical address: 316 Kamo Road Kamo Whangarei			
Postal address: P O Box 10130 Te Mai Whangarei			
Main phone: 0800567567		Website: www.maxicom.co.nz	
Owner's name: Shaun Sutherland		Email address: shaun.sutherland@maxicom.co.nz	
Phone: 0800567567			
Contract start date: N/A		Contract finish date: N/A	
Contract number: N/A		Contract location: N/A	
2. Most Senior Health and Safety person			
Full Name: Shaun Sutherland		Email address: shaun.sutherland@maxicom.co.nz	
Position held: PCBU			
3. Type of Works/Services to be undertaken (select all that apply)			
<input type="checkbox"/> Construction	<input type="checkbox"/> Civil	<input type="checkbox"/> Roading	<input type="checkbox"/> Demolition
<input type="checkbox"/> Traffic management	<input checked="" type="checkbox"/> Height work	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Confined spaces
<input type="checkbox"/> Trenching	<input type="checkbox"/> Craneage	<input type="checkbox"/> Hazardous Substances	<input type="checkbox"/> Asbestos
<input checked="" type="checkbox"/> Engineering	<input checked="" type="checkbox"/> Maintenance	<input type="checkbox"/> Plant	<input type="checkbox"/> Cleaning/Waste
<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Arboriculture	<input type="checkbox"/> Horticulture

4. Significant Hazards/Risks for Works/Services to be undertake	
<p>Below are the top 3 Significant Hazards/Risks that our employees/contractors will be exposed to while completing the previously mentioned Works/Services, and how we will control/manage them.</p>	
Hazard/Risk	Control method
1. Electrical shock.	All leads we have on our tools are tagged and tested. An inspection for general condition is done before each use. Our engineers are all properly trained in the use of such equipment and have years of industry experience. All leads are fitted with residual current devices.
2. Fall hazard.	Ladders are tested and inspected regularly. No work is completed above 2m without fall prevention methods put in place. If work is required above 2m then we will attempt to isolate the hazard by using guard railing, edge protection or elevated work platforms. We will also attempt to minimise the risk by using a variety of methods including but not limited to fall arrest systems, fall restraint systems, safety nets etc.
3. Trip hazard	Whenever we are working in a public area we will erect men at work signs or equivalent. We will endeavour as much as practical to ensure that extension leads and equipment are not left in such a way y as they could present a tripping hazard.
5. Previous Experience	
<p>Below is a brief summary of similar Works/Services that we have completed in the last 3-years:</p> <p>Maxicom has worked on thousands of sites over the last few years and have a zero accident rate. Our engineers all hold site safe passports and attend regular safety training. We have a robust health and safety system in place and a safety analysis is completed before every job no matter how small the job. This safety analysis is built into our service control system and must be completed before work can start. For more major work a site specific safety plan, task analysis or safe work method statement is completed. This paperwork is available to you our valued client on request.</p>	
6. References	
<p>Below is a list of referees that we have provided similar Works/Services to.</p>	
<p>Organisation name: Northcloud Contact person: Paul Remnant Contact phone number: 09- 4700100</p>	
<p>Organisation name: Northcom Contact person: Neville Nash Contact phone number: 09-9727085</p>	
<p>Organisation name: Dargaville Medical Centre Contact person: Judy Harris Contact phone number: 09-4398079</p>	

7. Key Personnel		
Please provide details of key personnel for the Works/Services to be undertake.		
Name: Casper Brouwer	Email address: casper.brouwer@maxicom.co.nz	
Position held: Service manager	Phone: 0800567567	
Experience/Qualifications: Over 40 years' industry experience and formal trade qualifications.		
Name: Henry Ebing	Email address: henry.ebing@maxicom.co.nz	
Position held: Engineer	Phone: 0800567567	
Experience/Qualifications: Over 30 years' industry experience and formal trade qualifications.		
Name: Aris Doloricon	Email address: aris.doloricon@maxicom.co.nz	
Position held: Engineer	Phone: 0800567567	
Experience/Qualifications:		
Name: Shaun Sutherland	Email address: shaun.sutherland@maxicom.co.nz	
Position held: PCBU	Phone: 0800567567	
Experience/Qualifications: Years of experience in business to business sales and account management.		
8. Insurances	Answer	Evidence provided
Maxicom's insurance details.	-	-
Public Liability	Yes	Yes
Professional indemnity	Yes	Yes
Contract Works and General	Yes	Yes
Material Damage	Yes	Yes
Plant and equipment	Yes	Yes
Motor Vehicle liability	Yes	Yes
Other		
9. Safety Accreditation	Answer	Evidence provided
Maxicom's safety accreditation.	-	-
ACC Partnership Programme.	No	N/A
ACC Workplace Safety Management Practices Programme (WSMP) <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary	No	N/A
ACC Workplace Safety Discount (WSD Programme) This is being discontinued as of 2017.	No	N/A
ACC Experience Rating	N/A	N/A
ACC No Claims Bonus	N/A	N/A
Other		

10. Associations/Memberships	Answer	Evidence provided
Maxicom's associations and memberships	-	-
SiteSafe	Yes	Yes
ECANZ	No	N/A
FPA	No	N/A
SARNZ	No	N/A
NZOHS	Yes	Yes
11. Safety Performance	Answer	Evidence provided
Maxicom maintains Safety records for the following:	-	-
1. Fatalities	Yes	Yes
2. Injuries (serious harm)	Yes	Yes
3. Incidents (near misses)	Yes	Yes
4. Environmental incidents	Yes	Yes
5. Total number of Work Days Lost (due to Accidents/Injuries)	Yes	Yes
Maxicom's Safety statistics for the last 3-years:	-	-
1. Total number of Fatalities	0	Yes
2. Total number of Injuries (serious harm)	0	Yes
3. Total number of Incidents (near misses)	0	Yes
4. Total number of Environmental incidents	0	Yes
5. Total number of Work Days Lost (due to Accidents/Injuries)	0	Yes
12. Enforcement Action by WorkSafe/DoL/OSH	Answer	Evidence provided
Has Maxicom ever received any of the following:	-	-
1. Written warnings	No	N/A
2. Improvement notices	No	N/A
3. Prohibition notices	No	N/A
4. Certificates of competence revoked	No	N/A
5. Prosecutions	No	N/A
What are Maxicom's Enforcement Action statistics for the last 3-years:	-	-
1. Total number of Written warnings	0	N/A
2. Total number of Improvement notices	0	N/A
3. Total number of Prohibition notices	0	N/A
4. Total number of Certificates of competence revoked	0	N/A
5. Total number of Prosecutions	0	N/A
What was the outcomes of the Prosecution(s)?		
There have been no prosecutions or investigations.		

13. Health and Safety Management	Evidence provided
In relation to the Works/Services to be undertake, following is documented evidence of the following:	
Occupational Health and Safety (OHS) Management System	Yes
Health and Safety Policy, signed by the MD and all staff	Yes
Drug and Alcohol Policy	Yes
Appointed Health & Safety Representative(s)	Yes
Site Specific Safety Plans (SSSP) or Safe Work Method Statements (SWMS)	Yes
Hazard Register (site specific)	Yes
Hazard Reporting procedure	Yes
Plant and Equipment Register	Yes
Plant and Equipment Maintenance Register/Records	Yes
Hazardous Substances Register	Yes
Safety Data Sheets (or MSDS)	Yes
Safe Operating Procedures (SOP or SWP)	Yes
Lock out / tag out procedure	N/A
Permit to Work procedure	Yes
First Aid Equipment Register	Yes
Fire Fighting Equipment Register	Yes
Personal Protective Equipment Register	Yes
Electrical and Gas Equipment Register	Yes
Working from Heights Register	Yes
Emergency Procedures (site specific)	Yes
Accident/Incident Register	Yes
Accident/Incident reporting procedure	Yes
Accident reporting and investigation forms	Yes
Accident/Incident Investigators	Yes
Visitor Management (induction and register)	Yes
Health and Safety Committee (members and minutes)	Yes
Team (toolbox) Safety Meeting minutes	Yes

14. Comments/notes/other information

At Maxicom we are committed to our Health and Safety program. When you deal with us you can rest assured that we have a formal Health And Safety program in place that complies with all legislative requirements.

More information can be found at <http://maxicom.co.nz/health-and-safety/>

15. Declaration

I, Shaun Sutherland in my position as Maxicom's Health and safety officer and the PCBU, am authorised to provide this information and to sign this questionnaire form.

I declare that the information provided in this questionnaire form is a true and accurate description of the Occupational Health and Safety (OSH) Management System that is to be used while providing the aforementioned Works/Services to your business or organisation.

I declare that all the answers to all the questions in this questionnaire form to be true and correct.

Name: Shaun Sutherland

Date: 16/02/24

Position held: PCBU

Signature: Shaun Sutherland

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Maxicom's answers and documentation are:

Satisfactory Unsatisfactory

Engagement is:

Recommended Not recommended

Notes/comments/recommendations:

Evaluated by:

Date:

Position held:

Signature: