

**For Contractor to Complete (Please Print)**

The Health & Safety at Work Act 2015 requires businesses to consult, cooperate and coordinate activities with any contractors they share overlapping duties with. To this end this Contractor HSE Information Update form assists with the update of information regarding your processes and the services you are being contracted to supply. This sharing of information provides the foundation for Firth and you as a contractor to work safer together. Once completed and signed, the form and documentation must be returned to Firth for verification.

Site:	
Contractor's Full Name:	
Address:	
Contractor Activity:	
Contractor Safety Contact:	
Email Address:	
Contact Numbers:	Phone:

1) Health, Safety & Environmental Documentation:

Has your organisation updated your Health and Safety and/or Environment Policy? If yes, please provide an updated copy	Yes	No
Has your organisation updated your Health, Safety & Environmental manual or other?	Yes	No
Do you have any updated or new written work practices and safety instructions for the works you to perform? (please attach copies relevant to the work)	Yes	No

Health, Safety & Environmental Information:

Please provide details of your HSE record for the last 12 months:	
Number of fatalities:	
Number of notifiable injuries / Incidents:	
Environmental abatement notices:	
Has your company been cautioned or prosecuted by Worksafe NZ or other enforcement authority in respect of Health, Safety & Environmental in the last year?	Yes No

2) Emergency Procedures:

Do you have current first aiders?	Yes No
-----------------------------------	--------

**3) Insurance held by you or your organisation:**

It is Firth policy that all contractors or sub-contractors insure for Public Liability and provide documented evidence (a certificate of insurance), prior to work commencing. Please select the insurance held by your organisation:

Public Liability

Vehicle

(NB: Please provide a copy of your public liability insurance certificate).

4) Training

Please give examples of updated HSE Training or qualifications relevant to the works you are being contracted for completed for you or your employees / contractors who will be working at Firth sites:

Name of Course	Training Covered

5) Risk Management

Please provide details of any new risks (hazards/machinery/equipment) associated with works and how they will be controlled by you or your workers who will be working at the Firth site:

Risk	Controls

Privacy Act 1993

Under the Privacy Act 1993, Firth may retain and use this information for the sole purpose of assessing your suitability to perform the work contracted in a safe manner. Such information will form part of Firth records and will remain private and confidential. You are entitled to this personal information and entitled to request the correction or deletion of all or any of this information at any time.

Authority and Declaration

We declare that to the best of our knowledge the answers provided are correct. We agree that throughout the duration of this contract that as a PCBU we will comply at all times with current all Health & Safety and Environmental legislation and abide by Firth policy and procedures at all times. In the event that we engage sub-contractors we shall ensure that the company also completes a declaration and provides safe work programs to the client.

SIGNED: _____

DATE: _____

OFFICE USE ONLY

Declaration Reviewed & Approved by: _____

DATE: _____