

CORE CRITERIA

TŌTIKA

23 AUGUST 2021 – VERSION 2.0

CHHSNZ

CONSTRUCTION HEALTH AND SAFETY NZ
Kia hauora, kia haumaru ngā mahi waihanga

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INTRODUCTION

The core criteria represent the minimum requirements suppliers must demonstrate to be listed with Tōtika.

Member schemes must ensure that their own assessment processes and questionnaires meet the core criteria as a minimum standard. Member scheme approaches may vary and some may wish to exceed the requirements of the core criteria.

Member schemes must apply the standardised scoring process defined in the member scheme standard. Suppliers must meet every element of the applicable core requirements to be graded as Performing; otherwise the supplier is graded as Developing regardless of the score applied.

Member scheme assessors are to pay particular attention to the requirements in the member scheme standard around special consideration for assessments of small businesses. Although certain small businesses with primary work activities classified as high or very high risk will be required to meet higher categories of core requirements, they will not necessarily need to provide the comprehensive documentary evidence expected of a larger, more complex business. Small businesses may be able to demonstrate how they meet the core requirements in other ways that work for organisations with fewer employees.

CORE CRITERIA FOR SOLE TRADERS

The frequency of assessment for Sole Traders is 2 years.

Core Criteria #	Criteria	Details
REFERENCES		
ST1:	Provide two references	Two independent people not related to the trader and ideally people who the trader has delivered work for within the last 5 years
GENERAL H&S		
ST2:	Responsibility	Trader states who is responsible for health and safety when working for a client.
ST3:	Issues	States how they deal with H&S issues as they arise when working for a client.
ST4:	H&S Advice	States when the sole trader seeks competent H&S advice and who the ST uses to provide competent advice.
HAZARDS, RISKS, AND CONTROLS		
ST5:	Hazard/risk identification	States how the trader responds when identifying a hazard/risk when working on a client site.
ST6:	Safe system of work	States how they establish a safe way to do work and how risks are identified and controlled.
ST7:	Equipment and machinery	States their understanding of machinery and equipment isolation; particularly in regards to isolation from power sources
ST8:	Maintenance, testing, repair and calibration of work equipment	States processes associated with any maintenance, testing, repair or calibration of any work equipment they use when working for their clients.
INCIDENTS		
ST9:	Reporting	States who the trader would advise if they were involved in or witnessed an incident when working on a client site
ST10:	Notification	Demonstrates an understanding of notification requirements as a sole trader to Worksafe NZ.
TRAINING AND COMPETENCE		
ST11:	Undertaken H&S training and assessment	<p>Trader to provide evidence of any H&S related training undertaken in the last 3 years.</p> <p>Construction contractor/supplier</p> <p>Trader shall have completed recognised foundation H&S training at least once and if a construction contractor must have taken an independent Foundation H&S Knowledge Assessment in accordance with industry guidance.</p>

Core Criteria #	Criteria	Details
ST12:	Licences and certification	Trader provides evidence of any licences and/or certifications required for their designated work activity (e.g. Scaffolding COC, Electrical registration, LBP, Asbestos, Laboratory services etc.)
H&S PERFORMANCE HISTORY		
ST13:	Prosecution or convictions	Trader provides details of any prosecution relating to a health and safety incident in the last 5 years.
ST14:	Enforcement action	Trader provides details of enforcement action in the last 5 years by any regulator (e.g. prohibition or improvement notice). This will also include any enforceable undertaking.
ST15:	Investigations	Trader provides details of any investigation by any regulator regarding health and safety in the last 5 years.
ST16:	Environmental offences	Trader provides details of prosecutions or convictions for environmental issues in the last 5 years.
ST17:	Awards and recognitions	Trader provides details of awards and recognitions for health and safety in the last 5 years.

CORE CRITERIA FOR CATEGORY 1 SUPPLIERS

The frequency of assessment for Cat 1 Suppliers is 2 years.

Core Criteria #	Criteria	Details
LEADERSHIP AND COMMITMENT		
SB1:	H&S Policy	The organisation shall have a signed policy that is reviewed at least two yearly, is signed/dated by top management and shows how the business is organised to deliver health and safety (including responsibilities and accountabilities). The policy shall include a statement to commit to: <ul style="list-style-type: none"> • legal compliance • good practice • consulting with workers on health and safety matters • Continuous improvement
SB2:	H&S Policy Communication	The organisation shall show how the policy is communicated to workers (including when it is updated)
H&S PROCEDURES		
SB3:	Documented procedures	The organisation shall state if they have documented H&S procedures.
SKILLS, TRAINING, COMPETENCY, AND SUPERVISION		
SB4:	Training and competence processes	The organisation shall have a documented process relating to the training and competency of workers in order that they can work safely
SB5:	Induction	The organisation shall show how workers and contractors are provided with a health and safety induction to the organisation and how induction for sites and work areas are carried out and recorded.
SB6:	Foundation training and assessment	The organisation shall provide evidence that all workers have attended appropriate foundation H&S training. Construction contractor/supplier Must have completed a Foundation H&S Knowledge Assessment in-line with industry guidance.
SB7:	Supervision of vulnerable workers	The organisation shall show how workers under training, young workers and other vulnerable workers are appropriately supervised and coached.
EVENT REPORTING, RECORDING, AND INVESTIGATION		
SB8:	Event recording, reporting and investigation procedure	The organisation shall document an H&S event recording, reporting and investigation process.
SB9:	Investigation	The organisation shall demonstrate that they investigate all significant H&S events including high potential near misses.

Core Criteria #	Criteria	Details
SB10:	WorkSafe Notification	The organisation shall demonstrate that they understand the notification requirements to Worksafe NZ.
SB11:	Communication and follow-up	The organisation shall demonstrate that they follow-up from investigations with corrective actions, record the findings, and communicate what has been learned to their workers.
EMERGENCY MANAGEMENT & RESPONSE		
SB12:	Emergency processes	The organisation shall have documented processes for general emergency management and response.
COMMUNICATION, ENGAGEMENT, AND PARTICIPATION		
SB13:	Worker participation	The organisation shall show that they have means to encourage and enable workers to participate in health and safety
SB14:	Meetings	The organisation shall show that they hold regular meeting with workers (including contractors) where health and safety matters are discussed.
HAZARD/RISK IDENTIFICATION AND PROVISION OF EFFECTIVE CONTROLS		
SB15:	Hazard/risk identification and risk control processes.	The organisation shall document process for how it identifies hazards/risks and selects a range of effective controls (applying the hierarchy) to protect workers and others. Evidence of this occurring in practice shall also be provided.
SB16:	Hazard/risk control communication	The organisation shall provide evidence of how these controls are communicated to those they protect and that they are understood
SB17:	Hazard/risk control monitoring	The organisation shall provide evidence of how these controls are monitored so they remain effective.
SB18:	PPE	The organisation shall demonstrate that appropriate PPE is provided free of charge to workers and how workers are trained to use it correctly. The organisation shall show how PPE is kept serviceable, maintained/cleaned, and suitably stored to ensure effectiveness.
HEALTH MONITORING		
SB19:	Process for monitoring of health risk	The organisation shall demonstrate that they have identified any health risks to workers and have documented how appropriate health monitoring, surveillance, and controls are implemented.
HEALTH AND SAFETY INSPECTIONS		
SB20:	Work site health and safety inspections processes	The organisation shall have documented processes that detail how work sites are physically inspected.
SB21:	Frequency of inspections	The organisation shall demonstrate how often inspection are carried out and explain why that frequency is appropriate for the organisation.
SUB-CONTRACTORS AND OTHER PCBU'S		
SB22:	Contractor management process	The organisation shall document a process for managing its sub-contractors (supplier organisations).

Core Criteria #	Criteria	Details
SB23:	Sub-contractor engagement	The organisation shall review sub-contractors H&S management systems prior to engagement to ensure they are appropriate for their operations.
SB24:	Cooperation, communication, and consultation with sub-contractors	The organisation shall demonstrate how it communicates and works with subcontractors/supply chain on matters of health and safety.
SB25:	Performance monitoring	The organisation shall show how sub-contractor performance is monitored and how ongoing learning and improvement is achieved.
PLANT & EQUIPMENT		
SB26:	Maintenance	The organisation shall document a process to ensure appropriate plant and equipment management and maintenance is achieved.
HAZARDOUS SUBSTANCES		
SB27:	Management	The organisation shall document the process for how it manages the storage, transportation, and use of hazardous substances.
SB28:	Inventory	The organisation shall document and maintain an accurate hazardous substances inventory.
SB29:	Safety Data Sheets and labelling	The organisation shall show how current safety data sheets are obtained and how the contents are communicated to workers using the substances. The organisation shall demonstrate how it confirms that all hazardous substances are appropriately labelled and marked.
SB30:	Hazardous Substance Training	The organisation shall provide evidence that they have provided the required training to workers in the use of hazardous substances they may use.
H&S PERFORMANCE HISTORY		
SB31:	Prosecution or convictions	Organisation provides details of any prosecution of the business, directors, or senior management relating to health and safety in the last 5 years.
SB32:	Enforcement action	Organisation provides details of enforcement action in the last 5 years by any regulator (e.g. prohibition or improvement notice). This will also include any enforceable undertaking.
SB33:	Investigations	Organisation provides details of any investigation by any regulator regarding a health and safety in the last 5 years.
SB34:	Environmental offences	Organisation provides details of prosecutions or convictions for environmental issues in the last 5 years.
SB35:	Awards and recognitions	Organisation provides details of awards and recognitions relating to health and safety in the last 5 years.

CORE CRITERIA FOR CATEGORY 2 SUPPLIERS

The frequency of assessment for Cat 2 Suppliers is every year.

Core Criteria #	Criteria	Details
LEADERSHIP AND COMMITMENT		
MB1:	H&S Policy	The organisation shall have a signed policy that is reviewed at least annually, is signed/dated by top management and shows how the business is organised to deliver health and safety (including responsibilities and accountabilities). The policy shall include a statement to commit to: <ul style="list-style-type: none"> • legal compliance • good practice • consulting with workers on health and safety matters • Continuous improvement
MB2:	H&S Policy Communication	The organisation shall show how the policy is communicated to workers (including when it is updated)
MB3:	Accountabilities	The organisation has defined health and safety accountabilities for key management roles and workers
MB4:	Dealing with H&S Issues	The organisation has processes to deal with work-related H&S issues including tracking agreed actions to completion.
MB5:	Demonstrating Active Commitment	The organisations senior leaders actively demonstrate their commitment to the health and safety of workers.
MB6:	Considering H&S Impacts	The organisations senior leaders consider the impacts on health and safety when making business decisions.
PROCESSES TO SUPPORT HEALTH AND SAFETY		
MB7:	Documented system and procedures	The organisation shall state if they have a documented H&S management system and procedures.
MB8:	Competent H&S Advice	The organisation accesses and uses competent H&S advice.
MB9:	Resourcing H&S	The organisation plans and budgets for health and safety expenditure and provides workers time and capability to apply H&S processes.
MB10:	Site Specific Health and safety plans	The organisation develops health and safety plans where the scope of work/project requires it.
MB11:	Continuous improvement	The organisation shall have processes in place to review and improve all its H&S processes
MB12:	Health and Safety Performance Goals	The organisation shall have processes in place to set H&S goals/objectives
MB13:	Monitoring Health and Safety Performance	The organisation shall have processes in place to monitor health and safety performance.
MB14:	H&S Audit	The organisation has processes in place to audit health and safety systems and processes.

Core Criteria #	Criteria	Details
SKILLS, TRAINING, COMPETENCY, AND SUPERVISION		
MB15:	Training and competence processes	The organisation shall have a documented process relating to the training and competency of workers in order that they can work safely.
MB16:	Induction	The organisation shall show how workers and contractors are provided with a health and safety induction to the organisation and how induction for sites and work areas are carried out and recorded.
MB17:	Foundation training and assessment	The organisation shall provide evidence that all workers have attended appropriate foundation H&S training. Construction contractor/supplier Must have completed a Foundation H&S Knowledge Assessment in-line with industry guidance.
MB18:	Hazardous Work Training Licenses and Certifications	The organisation shall provide evidence that workers required to do specifically hazardous work (e.g. work from height, work with asbestos, underground work, confined space entry, work around mobile plant or vehicles, buried services, electricity, hazardous substances, radiation etc.) have been provided with appropriate training and/or hold the required licenses or certifications.
MB19:	Supervision of vulnerable workers	The organisation shall show how workers under training, young workers and other vulnerable workers are appropriately supervised and coached.
EVENT REPORTING, RECORDING, AND INVESTIGATION		
MB20:	Event recording, reporting and investigation procedure	The organisation shall document an H&S event recording, reporting and investigation process.
MB21:	Investigation	The organisation shall demonstrate that they investigate all significant H&S events including high potential near misses.
MB22:	WorkSafe Notification	The organisation shall demonstrate that they understand the notification requirements to Worksafe NZ.
MB23:	Communication and follow-up	The organisation shall demonstrate that they follow-up from investigations with corrective actions, record the findings, and communicate what has been learned to their Workers.
EMERGENCY MANAGEMENT & RESPONSE		
MB24:	Emergency processes	The organisation shall have documented processes for general emergency management and response.
MB25:	Specialist Emergency Response	The organisation has emergency response processes for specific/project sites or specialist higher risk work activities it may undertake.
COMMUNICATION, ENGAGEMENT, AND PARTICIPATION		
MB26:	Open Communication	The organisation shows that it actively promotes open communication on health and safety with workers.

Core Criteria #	Criteria	Details
MB27:	Worker participation	The organisation shows that they have means to encourage and enable workers and contractors to participate in health and safety.
MB28:	Meetings	The organisation shows that they hold regular meeting with workers (including contractors) where health and safety matters are discussed.
HAZARD/RISK IDENTIFICATION AND PROVISION OF EFFECTIVE CONTROLS		
MB29:	Hazard/risk identification and risk control processes.	The organisation shall document process for how it identifies hazards/risks and selects a range of effective controls (applying the hierarchy) to protect workers and others. Evidence of this occurring in practice shall also be provided.
MB30:	Hazard/risk control communication	The organisation shall provide evidence of how these controls are communicated to those they protect and that they are understood
MB31:	Hazard/risk control monitoring	The organisation shall provide evidence of how these controls are monitored so they remain effective.
MB32:	Safe Work Instruction	The organisation has effective methods to provide instructions on how to carry out work in a healthy and safe manner for both higher risk routine and non-routine activities.
MB33:	PPE	The organisation shall demonstrate that appropriate PPE is provided free of charge to workers and how workers are trained to use it correctly. The organisation shall show how PPE is kept serviceable, maintained/cleaned, and suitably stored to ensure effectiveness.
MB34:	Stress Fatigue and Mental Wellbeing	The organisation has processes in place to manage work related stress, fatigue and mental wellbeing.
HEALTH MONITORING		
MB35:	Process for monitoring of health risk	The organisation shall demonstrate that they have identified any health risks to workers and have documented how appropriate health monitoring, surveillance, and controls are implemented.
MB36:	Drugs and alcohol	The organisation has a drug and alcohol policy
MB37:	Stress Fatigue and Mental Wellbeing	The organisation has processes in place to manage work related stress, fatigue and mental wellbeing.
HEALTH AND SAFETY INSPECTIONS		
MB38:	Work site health and safety inspection processes	The organisation shall have documented processes that detail how work sites are physically inspected.
MB39:	Frequency of inspections	The organisation shall demonstrate how often work site inspections are carried out and explain why that frequency is appropriate for the organisation.
SUB-CONTRACTORS AND PCBU'S		
MB40:	Contractor management process	The organisation shall document a process for managing its sub-contractors

Core Criteria #	Criteria	Details
MB41:	Sub-contractor engagement	<p>The organisation shall ensure that all sub-contractors have completed a recognised H&S pre-qualification assessment or cross-recognised assessment or certification.</p> <p>Construction Contractor/Supplier</p> <p>The organisation must ensure all sub-contractors are on the Tōtika register.</p>
MB42:	Cooperation, communication, and consultation with sub-contractors	The organisation shall demonstrate how it communicates, consults and co-operates on matters of health and safety.
MB43:	Performance monitoring	The organisation shall show how sub-contractor performance is monitored and how ongoing learning and improvement is achieved.
MB44:	Cooperation, communication, and consultation with other PCBU's	The organisation shall demonstrate how it communicates, consults and co-operates on matters of health and safety with other PCBU's.
PLANT & EQUIPMENT		
MB45:	Management and maintenance	The organisation shall document a process to ensure appropriate plant and equipment and maintenance is achieved.
MB46:	Operation	The organisation shall demonstrate how plant and equipment operations are effectively managed and monitored.
HAZARDOUS SUBSTANCES		
MB47:	Management	The organisation shall document the process for how it manages the storage, transportation, and use of hazardous substances.
MB48:	Inventory	The organisation shall document and maintain an accurate hazardous substances inventory.
MB49:	Safety Data Sheets and labelling	<p>The organisation shall show how current safety data sheets are obtained and how the contents are communicated to workers using the substances.</p> <p>The organisation shall demonstrate how it confirms that all hazardous substances are appropriately labelled and marked.</p>
MB50:	Hazardous Substance Training	The organisation shall provide evidence that they have provided the required training to workers in the use of hazardous substances they may use.
H&S PERFORMANCE HISTORY		
MB51:	Prosecution or convictions	Organisation provides details of any prosecution of the business, directors, or senior management relating to health and safety in the last 5 years.
MB52:	Enforcement action	Organisation provides details of enforcement action in the last 5 years by any regulator (e.g. prohibition or improvement notice). This will also include any enforceable undertaking.

Core Criteria #	Criteria	Details
MB53:	Investigations	Organisation provides details of any investigation by any regulator regarding a health and safety in the last 5 years.
MB54:	Environmental offences	Organisation provides details of prosecutions or convictions for environmental issues in the last 5 years.
MB55:	Awards and recognitions	Organisation provides details of awards and recognitions relating to health and safety in the last 5 years.

CORE CRITERIA FOR CATEGORY 3 SUPPLIERS

The frequency of assessment for Cat 3 Suppliers is every year.

Core Criteria #	Criteria	Details
LEADERSHIP		
LB1:	H&S Policy	The organisation shall have a signed policy that is reviewed at least annually, is signed/dated by top management and shows how the business is organised to deliver health and safety (including responsibilities and accountabilities). The policy shall include a statement to commit to: <ul style="list-style-type: none"> • legal compliance • good practice • consulting with workers on health and safety matters • Continuous improvement
LB2:	H&S Policy Communication	The organisation shall show how the policy is communicated to workers (including when it is updated)
LB3:	Accountabilities	The organisation has defined health and safety accountabilities for key management roles and workers
LB4:	Dealing with H&S Issues	The organisation has processes to deal with work-related H&S issues including tracking agreed actions to completion.
LB5:	Demonstrating Active Commitment	The organisations senior leaders actively demonstrate their commitment to the health and safety of workers.
LB6:	Considering H&S Impacts	The organisations senior leaders consider the impacts on health and safety when making business decisions.
PROCESSES TO SUPPORT HEALTH AND SAFETY		
LB7:	Documented system and procedures	The organisation shall state if they have a documented H&S procedures
LB8:	Competent H&S Advice	The organisation accesses and uses competent H&S advice.
LB9:	Resourcing H&S	The organisation plans and budgets for health and safety expenditure and provides workers time and capability to apply H&S processes.
LB10:	Site Specific Health and safety plans	The organisation develops health and safety plans where the scope of work/project requires it.
LB11:	Continuous improvement	The organisation shall have processes in place to review and improve all its H&S processes
LB12:	Health and Safety Performance Goals	The organisation shall have processes in place to set H&S goals/objectives
LB13:	Monitoring Health and Safety Performance	The organisation shall have processes in place to monitor health and safety performance.

Core Criteria #	Criteria	Details
LB14:	H&S Audit	The organisation has processes in place to audit health and safety systems and processes.
SKILLS, TRAINING, COMPETENCY, AND SUPERVISION		
LB15:	Training and competence processes	The organisation shall have a documented process relating to the training and competency of workers in order that they can work safely
LB16:	Induction	The organisation shall show how workers and contractors are provided with a health and safety induction to the organisation and how induction for sites and work areas are carried out and recorded.
LB17:	Foundation training and assessment	The organisation shall provide evidence that all workers have attended appropriate foundation H&S training. Construction contractor/supplier Must have completed a Foundation H&S Knowledge Assessment in-line with industry guidance.
LB18:	Hazardous Work Training Licenses and Certifications	The organisation shall provide evidence that workers required to do specifically hazardous work (e.g. work from height, work with asbestos, underground work, confined space entry, work around mobile plant or vehicles, buried services, electricity, hazardous substances, radiation etc.) have been provided with appropriate training and/or hold the required licenses or certifications.
LB19:	Supervision of vulnerable workers	The organisation shall show how workers under training, young workers and other vulnerable workers are appropriately supervised and coached.
EVENT REPORTING, RECORDING, AND INVESTIGATION		
LB20:	Event recording, reporting and investigation procedure	The organisation shall document an H&S event recording, reporting and investigation process.
LB21:	Investigation	The organisation shall demonstrate that they investigate all significant H&S events including high potential near misses.
LB22:	WorkSafe Notification	The organisation shall demonstrate that they understand the notification requirements to Worksafe NZ.
LB23:	Communication and follow-up	The organisation shall demonstrate that they follow-up from investigations with corrective actions, record the findings, and communicate what has been learned to their Workers.
EMERGENCY MANAGEMENT & RESPONSE		
LB24:	Emergency processes	The organisation shall have documented processes for general emergency management and response.
LB25:	Specialist Emergency Response	The organisation has emergency response processes for specialist higher risk work activities it may undertake.
COMMUNICATION, ENGAGEMENT, AND PARTICIPATION		
LB26:	Open Communication	The organisation shows that it actively promotes open communication on health and safety with workers.

Core Criteria #	Criteria	Details
LB27:	Worker engagement and participation	The organisation shows that they have means to encourage and enable workers to engage and participate in health and safety
LB28:	Meetings	The organisation shows that they hold regular/structured meetings with workers (including contractors) where health and safety matters are discussed.
HAZARD/RISK IDENTIFICATION AND PROVISION OF EFFECTIVE CONTROLS		
LB29:	Hazard/risk identification and risk control processes.	The organisation shall document process for how it identifies hazards/risks and selects a range of effective controls (applying the hierarchy) to protect workers and others. Evidence of this occurring in practice shall also be provided.
LB30:	Hazard/risk control communication	The organisation shall provide evidence of how these controls are communicated to those they protect and that they are understood
LB31:	Hazard/risk control monitoring	The organisation shall provide evidence of how these controls are monitored so they remain effective.
LB32:	Safe Work Instruction	The organisation has effective methods to provide instructions on how to carry out work in a healthy and safe manner for both higher risk routine and non-routine activities.
LB33:	PPE	The organisation shall demonstrate that appropriate PPE is provided free of charge to workers and how workers are trained to use it correctly. The organisation shall show how PPE is kept serviceable, maintained/cleaned, and suitably stored to ensure effectiveness.
OCCUPATIONAL HEALTH AND WELLNESS		
LB34:	Process for monitoring of health risk	The organisation shall demonstrate that they have identified any health risks to workers and have documented how appropriate health monitoring/surveillance is implemented.
LB35:	Drugs and alcohol	The organisation has a drug and alcohol policy
LB36:	Stress Fatigue and Mental Wellbeing	The organisation has processes in place to manage work related stress, fatigue and mental wellbeing.
HEALTH AND SAFETY INSPECTIONS		
LB37:	Work site health and safety inspection processes	The organisation shall have documented processes that detail how work sites are physically inspected.
LB38:	Frequency of inspections	The organisation shall demonstrate how often work site inspections are carried out and explain why that frequency is appropriate for the organisation.
SUB-CONTRACTORS AND PCBU'S		
LB39:	Contractor management process	The organisation shall document a process for managing its sub-contractors

Core Criteria #	Criteria	Details
LB40:	Sub-contractor engagement	The organisation shall ensure that all sub-contractors have completed a recognised H&S pre-qualification assessment or cross-recognised assessment or certification. Construction Contractor/Supplier The organisation must ensure all sub-contractors are on the Tōtika register.
LB41:	Cooperation, communication, and consultation with sub-contractors	The organisation shall demonstrate how it communicates, consults and co-operates on matters of health and safety.
LB42:	Performance monitoring	The organisation shall show how sub-contractor performance is monitored and how ongoing learning and improvement is achieved.
LB43:	Cooperation, communication, and consultation with other PCBU's	The organisation shall demonstrate how it communicates, consults and co-operates on matters of health and safety with other PCBU's.
PLANT & EQUIPMENT		
LB44:	Management and maintenance	The organisation shall document a process to ensure appropriate plant and equipment management and maintenance is achieved.
LB45:	Operation	The organisation shall demonstrate how plant and equipment operations are effectively managed and monitored.
HAZARDOUS SUBSTANCES		
LB46:	Management	The organisation shall document the process for how it manages the storage, transportation, and use of hazardous substances.
LB47:	Inventory	The organisation shall document and maintain an accurate hazardous substances inventory.
LB48:	Safety Data Sheets and labelling	The organisation shall show how current safety data sheets are obtained and how the contents are communicated to workers using the substances. The organisation shall demonstrate how it confirms that all hazardous substances are appropriately labelled and marked.
LB49:	Hazardous Substance Training	The organisation shall provide evidence that they have provided the required training to workers in the use of hazardous substances they may use.
H&S PERFORMANCE HISTORY		
LB50:	Prosecution or convictions	Organisation provides details of any prosecution of the business, directors, or senior management relating to health and safety in the last 5 years.
LB51:	Enforcement action	Organisation provides details of enforcement action in the last 5 years by any regulator (e.g. prohibition or improvement notice). This will also include any enforceable undertaking.

Core Criteria #	Criteria	Details
LB52:	Investigations	Organisation provides details of any investigation by any regulator regarding a health and safety in the last 5 years.
LB53:	Environmental offences	Organisation provides details of prosecutions or convictions for environmental issues in the last 5 years.
LB54:	Awards and recognitions	Organisation provides details of awards and recognitions relating to health and safety in the last 5 years.
SITE VISIT VERIFICATION		
Suspended	Onsite verification	An onsite verification audit from an approved Tōtika member scheme has verified appropriate planning, implementation, learning, and continuous improvement on all elements of the core criteria, where evidence has been submitted for pre-qualification assessment and where criteria elements are applicable to the supplier..

SUPPLEMENTARY CORE CRITERIA FOR PRINCIPLE CONTRACTORS

Construction Contractors/Suppliers Only

A Principle Contractor (or elsewhere sometimes referred to as a Lead Contractor) is a contractor who adopts a role (normally appointed by the client) where they have control over the construction phase of a project involving more than one contractor.

Core Criteria #	Criteria	Details
PC01	Cooperation, consultation and coordination with other PCBU's	The organisation shall demonstrate how it communicates, consults and co-operates on matters of health and safety with other PCBU's.
PC02:	On site welfare	The organisation provides facilities for the welfare of workers on sites that they manage.
PC03	Project planning and design	The organisation has documented processes that enable H&S to be planned and designed into the project and these processes are reviewed for continuous improvement
PC04	Making the client aware	The organisation has processes to ensure the client is aware of their H&S duties.
PC05	H&S management capability	The organisations ensures it provides the necessary skills, knowledge and experience to manage H&S during a project.
PC06	Managing change	The organisations has processes to ensure changes in plans and/or design are assessed and potential H&S consequences are managed effectively.
PC07	Safety in design	The organisation has processes that allow for the early identification of hazards/risks and allows for them to be eliminated by design

SUPPLEMENTARY CORE CRITERIA FOR PRINCIPAL DESIGNERS

Construction Contractors/Suppliers Only

A Principle Designer (or elsewhere sometimes referred to as a Lead Designer) can be an organisation or individual who is appointed by the client to take the lead in planning, managing, monitoring and coordinating health and safety during the pre-construction phase (design and planning stage) of a project involving, or likely to involve, more than one contractor.

A principal designer is the designer with control over the pre-construction phase who has the relevant skills, knowledge and experience and where they are an organisation, the organisational capability to carry out all the functions of the role.

Core Criteria #	Criteria	Details
PD01	Safety in design programme	The organisation has documented processes that allows them to lead a safety in design programme for the preconstruction and/or installation project phases that focus on the early identification of hazards/risks and allows for them to be eliminated or otherwise controlled by design
PD02	Record keeping	The organisation has documented processes for the management of records associated with each safety in design programme.
PD03	Safety in design capability	The organisation has documented processes that ensure it has the necessary skills, knowledge, and experience to lead safety in design programmes.
PD04	Continuous improvement in safety in design	The organisation has documented processes that ensure each safety in design programme is reviewed and learnings are used to improve the safety and design processes and future programmes.
PD05	Making the client aware	The organisation has processes to ensure the client is aware of their H&S duties through the safety in design process.