## Assessment Purpose

Hunter Water values partnering with suppliers that drive positive governance, safety, health and wellbeing (SH&W) outcomes for our region as reflected in our Values, Strategy, Safety, Health and Wellbeing Policy, Supplier Partnership Principles and the Commercial & Procurement Policy.

This assessment evaluates supplier contribution to Hunter Waters service delivery, and our local community in line with the following United Nations Sustainable Development Goals and Hunter Water Values:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **United Nations SDGs** | [Image result for un sdg icons](https://www.bing.com/images/search?view=detailV2&ccid=vgpL5xyG&id=93D4337ABC47C7D60F73862FFE8E5EB1F1A58913&thid=OIP.vgpL5xyG0wqNezzmcEkzHgAAAA&mediaurl=https://sustainabledevelopment.un.org/content/images/E_SDG_Icons-03.jpg&exph=466&expw=466&q=un+sdg+icons&simid=607994170411910959&ck=AB775435DF9B1E17F73C8DF6995B17CF&selectedIndex=2&qpvt=un+sdg+icons&FORM=IRPRST) | [Image result for un sdg icons](https://www.bing.com/images/search?view=detailV2&ccid=OcFzm5mM&id=14C5D572D9D13649435DACA5C7505DD1B77BA50E&thid=OIP.OcFzm5mMdMuqzwmlExZ0oQHaHa&mediaurl=http://www.entwicklung.at/fileadmin/user_upload/Fotos/Logos/SDGs/Englisch/16_Peace_and_Justice_Strong_Institutions.jpg&exph=1000&expw=1000&q=un+sdg+icons&simid=608016070430819306&ck=51B605A345D1FA599A13FD18BD9A969E&selectedIndex=137&FORM=IRPRST) | [Image result for un sdg icons](https://www.bing.com/images/search?view=detailV2&ccid=80EhiMiD&id=2CD4AF8ABD1AA9611835F363324E50E4F5F2EE3E&thid=OIP.80EhiMiD4UXh6OU_T2WejAAAAA&mediaurl=https://i0.wp.com/www.un.org/sustainabledevelopment/wp-content/uploads/2015/05/E_SDG_Icons-17.jpg?ssl%3d1&exph=466&expw=466&q=un+sdg+icons&simid=608007510458830031&ck=C439F9F92B6D33AB844C7ACF6C1E0C3F&selectedIndex=51&qpvt=un+sdg+icons&FORM=IRPRST) |  |  |  |
| **Hunter Water Values** | Wellbeing Value Icon - Reservoir 1.jpg | Trust Value Icon - Reservoir 1.jpg | Inclusion Value Icon - Reservoir 1.jpg | Leading Value Icon- Reservoir 1.jpg | Learning Value Icon - Reservoir 1.jpg |  |

The assessment will be used by Hunter Water to determine the level of maturity of a supplier across a range of SH&W objectives. Assessment scores may be used to:

* eliminate a supplier from progression in a competitive procurement process
* identify key suppliers Hunter Water will work with to improve SH&W practices
* review actual supplier performance in accordance with assessment results

## Assessment Context

Hunter Water is aware that individual suppliers will have varying operational contexts and procurement requirement will have different levels of risk and value. For this reason, we have selected a three-stage SH&W maturity assessment framework which allows for a progressive level of supplier SH&W maturity, dependant on the procurement activity. Assessment questions are aligned to Hunter Water values, The United Nations Sustainable Development Goals and the Water Services Industry Association of Australia (WSAA) Health and Safety Maturity Model.

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| **Minimum** SH&W practices require suppliers to demonstrate:   * Compliance to all relevant governing legislation * Formal process for control and management of organisation SH&W risks. * SH&W performance is honestly and openly reported. * SH&W responsibilities are understood and documented. * SH&W systems have been developed and implemented across the Organisation. | Incorporating the **Minimum** SH&W requirements, suppliers meeting the **Progressing** evaluation requirements will also demonstrate:   * SH&W is a key consideration in the Companies WHS Management System. * SH&W responsibilities and accountabilities are clearly defined, documented and implemented. * SH&W performance is measured, monitored and reviewed periodically. * The organisation promotes a positive safety culture. * The health and safety risk profile of the organisation has been defined, and systems are utilised to identify, assess, control, and monitor risks | Incorporating **Minimum** and **Progressing** requirements, suppliers meeting the **Leading** evaluation requirementswill also demonstrate:   * SH&W is a key organisational priority and value. It is integrated into the organisations structures, systems and processes. * SH&W governance and accountability is integrated into the WHSMS and clearly understood across the organisation. * A process of collaboration and lessons learnt is embedded in the organisation. * The organisations risk profile is clearly defined, reviewed and audited on a regular basis. * Risks are managed in a proactive manner and a high-risk mitigation strategy is in place. * WH&S is integral part of the organisations culture. |

## Completing the Assessment

The following table shows the parts of this document and completion requirements. The Hunter Water Project Manager will assign Minimum, Progressing or Leading per procurement activity:

|  |  |  |
| --- | --- | --- |
| Part | Mandatory/Non-Mandatory | Pre-requisite Part |
| **Part 1 Minimum** | Mandatory for all **suppliers** | No prerequisite Parts to be completed for Part 1 |
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| **Part 2 Progressing** | Yes  No | Part 1 is a pre-requisite to Part 2, both parts must be completed |
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| **Part 3 Leading** | Yes  No | Part 1 and 2 are pre-requisite parts to Part 3 and must be completed also |
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| **PART A MINIMUM Safety, Health and Wellbeing Systems Assessment Questions** | | | |
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| **Mandatory** | | | |
|  | | | |
| 1.1 | Has your organisation been required to notify SafeWork NSW or any other state regulator regarding WHS notifiable incidents in the last 12 months?  Yes  No | | |
| *If so please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* | | |
| 1.2 | Has your organisation been prosecuted as a result of an occupational health or safety offence in the last three years?  Yes  No | | |
| *If yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* | | |
| 1.3 | Has your organisation received improvement or prohibition notices from SafeWork NSW or other government authority in the last three years?  Yes  No | | |
| *If yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Corrective measure(s)* | | |
| 1.4 | Please outline your Companies performance over the past 2 years. | | |
| **WHS Performance Measure** | **Year 1:** | **Year 2:** |
| Number of Fatalities |  |  |
| Number of Lost Time Injuries (LTIs) |  |  |
| LTIs as a % of total hours worked |  |  |
| Number of Medical Treatment Injuries (MTIs) |  |  |
| MTIs as a % of total hours worked |  |  |
| Number of Total Incidents Reported |  |  |
| Total Number of Days Lost due to Injuries |  |  |
| 1.5 | Has your organisation previously been a supplier to Hunter Water?  Yes  No | | |
| *If yes, please provide detail addressing the following:*   * *describe the services* * *advise the time period* * *which position or area of Hunter Water engaged your services* | | |
| 1.6 | Does your organisation have a written Safety, Health and Wellbeing Policy?  Yes  No | | |
| *If Yes, please provide a copy.* | | |
| 1.7 | Are Safety, Health and Wellbeing management responsibilities documented and provided for all levels of management and employees within your WHS management System?  Yes  No | | |
|  | *If Yes, please provide details below.* | | |
| 1.8 | Is your organisation certified to AS4801, ISO45001 or ISO18001?  Yes  No | | |
|  | *If Yes, please state which and provide evidence of accreditation. If No, please provide overview of WHS Management System* | | |
| 1.9 | Is your organisation aware of your responsibilities under the Chain of Responsibility laws?  Yes  No | | |
|  | *If Yes, please provide details on how your organisation meets these laws:* | | |
| 2.0 | Does your organization provide goods that contain the following?  *Asbestos*  Yes  No  *Hazardous Chemicals*  Yes  No | | |
|  | *If Yes, please provide details on how these risks are managed generally and how transport to and storage / handling at Hunter Water sites are to be managed:* | | |
| 2.1 | Does your organisation evaluate, select, manage suppliers and transportation partners of WHS capability, quality and performance?  Yes  No | | |
|  | *If Yes, please provide details:* | | |
| 2.2 | Does your organisation have processes in place to ensure that design, procurement or other work it undertakes complies with WHS legislation, approved codes and relevant standards?  Yes  No | | |
|  | *If Yes, please provide details:* | | |

| **PART B PROGRESSING Safety, Health and Wellbeing Systems Assessment Questions** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mandatory or Non-Mandatory for this procurement?  Yes  No (Where Yes is checked – completion of this section is required)** | | | | | | | |
| **Hunter Water Value** | |  | | | | | |
| 1.1 | Does your organisation have a written WHS Management Plan/System?  Yes  No | | | | | | |
| *If Yes, please details or a copy of the plan:* | | | | | | |
| 1.2 | Does your organisation communicate the plan and changes to the plan?  Yes  No | | | | | | |
| *If Yes, please briefly describe below what communication actions are undertaken:* | | | | | | |
| 1.3 | Does your organisation have a process for the identification, assessment, management and control of WHS specific hazards and risks?  Yes  No | | | | | | |
| *If Yes, please briefly describe:* | | | | | | |
| 1.4 | Does your organisation have a process for job front risk assessments (such as Job Hazard Analysis (JHAs) and Take 5s)? Are employees trained in this process?  Yes  No | | | | | | |
| *If Yes, please provide details* | | | | | | |
| 1.5 | Does your organisation provide goods or services that involves the following high-risk activities being undertaken? | | | | | | |
|  | Asbestos | | Yes  No | High Pressure Water Jetting | Yes  No | Lone or isolated worker | Yes  No |
| Confined Space Entry | | Yes  No | Hot Work | Yes  No | Driving and Road Transport | Yes  No |
| Cranes and Lifting | | Yes  No | Use of Hazardous Chemicals | Yes  No | Traffic Control | Yes  No |
| Demolition | | Yes  No | Operation of mobile equipment | Yes  No | Managing underground / overhead services | Yes  No |
| Electrical | | Yes  No | Isolation of energy sources | Yes  No | Work In, or Around Water | Yes  No |
| Excavation | | Yes  No | Other (please specify): |  | | |
| 1.6 | Does your organisation evaluate, select, manage and audit subcontractors and suppliers in consideration of WHS capability, quality and performance?  Yes  No | | | | | | |
| *If Yes, please provide details* | | | | | | |
| 1.7 | Does your organisation have minimum requirements for Breath Alcohol Concentration and other drug levels whilst at work?  Yes  No | | | | | | |
| *If Yes, please provide details* | | | | | | |
| 1.8 | Does your organisation conduct regular testing for alcohol and other drugs?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 1.9 | Does your organisation have a process for the identification, assessment, management and control of WHS specific hazards and risks?  Yes  No | | | | | | |
|  | *If Yes, please briefly describe:* | | | | | | |
| 2.1 | Does your organisation have requirements for maximum work hours, shift work and overtime?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 2.2 | Does your organisation have a process in place RTW Processes for employees following a work-related injury or illness?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 2.3 | Does your organisation have a process for the identification, assessment, monitoring and control of health-related risks in the work environment?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 2.4 | Does your organisation have a consultation process in place to identify, communicate and resolve WHS related issues?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 2.5 | Does your organisation conduct WHS inspections/audits of high-risk work activities?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 2.6 | Does your Organisation have a process for tracking the implementation and effectiveness of your WHS Management System?  Yes  No | | | | | | |
|  | *If Yes, please provide frequency and which role/s are responsible for conducting assessments:* | | | | | | |
| 2.7 | Does your Organisation have personnel “training skills analysis” that represents the competency, skills and training requirements of each Employee/Supervisor?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 2.8 | Does your Organisation have an incident reporting, management and investigation process?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 2.9 | Does your Organisation have a process in place to ensure control measures are developed, implemented and monitored for effectiveness to stop the recurrence of the incident?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 3.0 | Does your Organisation have an emergency management plan or procedure to control and mitigate potential emergency situations?  Yes  No | | | | | | |
|  | *If Yes, please provide details* | | | | | | |
| 3.1 | Does your organisation have an employee assistance program to support employee mental health management?  Yes  No | | | | | | |
|  | *If Yes, please provide details below:* | | | | | | |
| 3.2 | Does your organisation have an effective wellbeing program considering elements of: reducing staff stress, mental health management, exercise and health programs, and regular information sessions of wellbeing, personal development and growth?  Yes  No | | | | | | |
|  | *If Yes, please provide details below:* | | | | | | |
| 3.3 | Please provide a minimum of 2 references for similar value / technical complex projects. | | | | | | |
|  | *Include:*   * *Project Name* * *Project Value* * *Referee Role, Name and contact details – Phone and email* | | | | | | |

| **PART C LEADING Safety, Health and Wellbeing Systems Assessment Questions** | |
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| **Mandatory or Non-Mandatory for this procurement?  Yes  No (Where Yes is checked – completion of this section is required)** | |
|  | |
| 1.1 | Does your organisations Safety Health and Wellbeing Policy include targets drive improvements and are these targets actively monitored and promoted within the organisation?  Yes  No |
| *If Yes, please provide details considering the following:*   * *Examples of targets* * *Reporting of results to targets* * *Communication and promotion of targets and results* |
| 1.2 | Does your organisation have a process to identify and implement Safety, Health and Wellbeing innovations?  Yes  No |
|  | *If Yes, please provide details considering the following:*   * *Examples of innovations implemented* * *Process to identify and* * *Process to implement* |
| 1.3 | Does your organisation value positive SH&W culture?  Yes  No |
| *If Yes, please provide details of actions taken to embed SH&W into your culture:* |
| 1.4 | Hunter Water is striving to be a Leader in Safety, Health and Wellbeing. Please provide details for how you would develop SH&W innovations with Hunter Water on this contract? |
| *Please provide details below:*   * *Process for proactively driving innovation identification and implementation in your origination and the services you deliver* * *Process for ensuring innovations or potential innovations are shared with Hunter Water* * *Process for identifying opportunities to collaborate with Hunter Water to explore potential innovations* |