

## Appendix 2

# Information for tenderer

Example

### 1. Key information

Tender title:

Reference number:

#### Description of project

Describe the nature and extent of the project.

Location:

Type of work:

Timetable:

Performance standards:

Other details:

Outline the design of the project so that tenderers are aware of all the health and safety issues involved. This may include information on the project beyond the scope of the work being tendered for.

#### Site/place of work

Describe the site/place of work with regard to location and relevant issues, including factors.

Provision of services:

Existing or coinciding uses:

Adjacent premises:

Access and traffic systems and restriction:

Ground condition:

Atmospheric conditions:

Underground services:

Drains:

Overhead lines or cranes:

Machinery or vehicles:

Work at heights:

Electrical or chemical risks:

#### Materials/equipment to be used

List any particular materials or equipment that could present health and safety risks: (includes things like flammable or toxic substances, or heavy/bulky items)

### 2. Specific information

#### Identified risks to health and safety

Describe the health and safety risks likely to be associated with the job under tender. Risks described may not necessarily be part of the tender itself:

#### Work processes

Welding/hot work:

Electrical work:

Confined spaces:

Working at height:

Proximity of overhead wires or cranes:

Excavation:

Demolition:

**Special requirements**

Access for the public:

Positioning of the site access and exit points:

Location of unloading or storage areas:

Temporary site accommodation:

Restrictions on working hours:

Vehicle access:

Difficult or restricted access to the work area:

Permits to work:

Special requirements for hazardous substances or work environments:

Emergency procedures:

Provision of barriers or signs:

Any required health monitoring:

**Design information or specification documents**

Available:  Yes  No

Provided:  Yes  No

Detail the relevant information that is available to the tenderer:

**Drawings**

Available:  Yes  No

Provided:  Yes  No

Detail the drawings that you have prepared for the tender, as well as any pre-existing drawings, plans, specifications or other documents that are relevant.

Provided with invitation to tender:  Yes  No

**Project-specific rules**

Specific rules related to the project:

Any overlaps with the lead PCBU’s activities:

**Emergency procedures**

Describe the emergency procedures for the site/place of work, and rules for emergencies that the tenderer must follow:

**3. Contact details**

Describe the process for liaison and coordination for health and safety: (include a delegate for multi-employer site meetings as appropriate)

Include a procedure for dealing with design changes after the work has started:

Detail the responsibilities for notifying work or reporting accidents or serious harm to WorkSafe:

Provide details of how the work methods are supervised, and who will be responsible for supervision:

Name of tenderer’s contact:

Contact details:

**Completed by**

Name:

Contact details:

Date: DD / MM / YEAR

Signed: