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## 7.1 Contractor Health, Safety and Environmental Questionnaire

**Contractor Health, Safety and Environmental Questionnaire**

(To be issued with all tenders where there is construction, building or other works involved)

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| From: | **Port of Milford Haven (“the Port”)**  **Tel: 01646 696100 Fax: 01646 696125** |
| Contractor: |  |
| Address: |  |
| Project: |  |
| Reference: |  |

Notes

Prospective contractors are reminded that there may be particular instances where the questionnaire will not be adequate, as it covers matters of general health, safety and environment only. Contractors should provide as much detail and supporting information as possible to ensure that a realistic review can be carried out by the Port.

The Port reserves the right to conduct an audit to verify statements made within this questionnaire or within the associated supporting documentation submitted.

Completing the Form

The questionnaire should be completed in full, answering all questions, and be duly signed by a senior executive of the company completing the questionnaire. The form should not be amended, but may be added to.

Please answer the following questions and supply separate information and/ or documents, where relevant, in support of statements:

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| **SECTION A** | |
| 1.  2. | Are less than five people employed by your company? YES / NO (please circle)  Are you responding in relation to construction works? YES / NO  If NO, please complete SECTION B and sign SECTION D and the Code of Conduct Declaration  If YES, then please complete all Questions in SECTION B and SECTION C, sign SECTION D and the Code of Conduct Declaration |

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| **SECTION B** | |
| 1. | Please provide a copy of your organisations’ health and safety policy, as required by s.2.(3) of the Health and Safety at Work Act 1974 *(Companies with over five employees only)* |
| 2. | Please provide details of your organisations’ health and safety management procedures. How will these be used to ensure effective management of health and safety during the work phases of a project? |
| 3. | Please provide examples of work carried out previously, which is comparable in value and technical nature to the proposed works for the PMH – *This Question is* ***not*** *required to be answered by companies completing APPENDIX A* |
| 4. | Please supply examples of risk assessments prepared in accordance with the Management of Health and Safety at Work Regulations 1999. |

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| 5. | Please provide details of the person in your organisation who has day-to-day responsibility for the management of health and safety:  Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Position: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Tel No: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 6. | Please provide details of the experience and professional qualifications of the person named above and enclose a copy of his/her curriculum vitae. |
| 7. | Please provide details of the person responsible for health and safety on works to be undertaken for the PMH  Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Position: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Tel No: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 8. | Please provide details of the relevant experience and qualifications of the person named above and enclose a copy of his/her curriculum vitae. |
| 9. | Please provide details of the experience, qualifications and membership of professional bodies etc., of the key employees who shall be employed on the proposed works for the PMH |

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| 10. | Have any formal notices been issued or legal proceedings been taken against your organisation or any other organisation that you have traded as by the Health and Safety Executive, the Maritime and Coastguard Agency or the Environment Agency in the last 3 years? YES / NO (please circle)  If YES, please give details: |
| 11. | Please provide details of any statutory reportable accidents or incidents reported by, or on behalf of, your organisation, to the enforcement authorities during the last 3 years: |
| 12. | Please confirm your criteria for a lost-time accident (e.g. over 7 days, one complete loss of shift etc.) |
| 13. | Please provide details of the safety and environmental training which you provide to your employees and to others, to ensure their competence, safety and environmental awareness. |

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| 14. | What resources, including personnel, work equipment and technical support does your organisation intent to allocate to this or subsequent projects? |
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| **SECTION C – Compliance with CDM Regulations 2015** | | |
| **1.** | Please complete **APPENDIX A -** Completed YES / NO | |
| **2.** | Please provide an example of a Construction Phase plan which you have previously prepared to manage, monitor and co-ordinate health and safety in the construction phase of the project. Alternatively, outline the methods you will adopt to implement the Pre-construction information prepared by the client. | |
| **3.** | How do you intend to demonstrate ongoing management of the health and safety hazards and the implementation of the associated controls required, during the construction phase of a project? | |
| **SECTION D** | | |
| Form completed by: | | |
| Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Position: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | Print Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Organisation: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Please provide:   1. A copy of your Professional Indemnity Insurance Certificate (If applicable) and your Public and Employers Liability Insurance Certificate 2. The signed Code of Conduct declaration at Section 7.3 3. A copy of Accreditation Certification | | |
| **Please return completed questionnaires to:**  HSSE Department  Milford Haven Port Authority  Gorsewood Drive  Milford Haven  Pembrokeshire  SA73 3EP  Or email to [hsse@mhpa.co.uk](mailto:hsse@mhpa.co.uk) | | |

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| ***FOR OFFICE USE ONLY*** | |
| Completed questionnaires must be returned to the HSSE Department who shall review these within ten working days. | |
| Reviewed by HSSE Department: 🞎 PASS 🞎 FAIL (see comments) | |
| Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| Comments: |

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## 7.3 Contractor Code of Conduct



**Contractor Code of Conduct**

1. The Port will strive to conduct its business in an open and honourable manner.
2. The Port will employ its contractors on fair and reasonable terms.
3. The Port will expect high standards from its employees. They will act in a professional and respectful manner.
4. The Port expects that the contractors it employs will conduct themselves in an equally professional and respectful manner.
5. It will be an inherent requirement that all contractors who are admitted on to the Port’s approved contractors register agree to conform to this Code of Conduct.
6. The Port will evaluate the performance of all its contractors. This will be done objectively and independently through health, safety and environmental audits and site inspections.
7. The Port will demand that all its works are conducted safely in accordance with the relevant health and safety legislation. Violations will be taken seriously and could lead to a contractor’s removal from the Port’s approved contractors register.
8. The Port will expect all its contractors to actively demonstrate their commitment to Equal Opportunities.
9. Attempts by any contractor to exert undue influence on the Port’s employees will be taken seriously. Offers of gifts, inducements or any other consideration will, if proven, result in the contractor being permanently excluded from the Port’s approved contractors register.

I/ We agree to comply with the Contractor Code of Conduct.

I/ We acknowledge that the performance of the Contractor will be continually appraised. I/ We understand that continued unsatisfactory performance or non-compliance could lead to either temporary or permanent exclusion from the Port’s approved contractors register.

**For and on behalf of the contractor**

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| Name: |  | Date: |  |
| Position: |  | | |
| Address: |  | | |
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**For and on behalf of the Port**

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| Name: |  | Date: |  |
| Position: |  | | |
| Address: |  | | |
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**APPENDIX A – *Construction Companies Only***

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| **Part 1 – Membership of trade or professional body and Accreditation** | | |
| 1. | Please state details of Trade or Professional body membership and details of any sectorial accreditation / certification. |  |
| 2. | Are you a member of an SSIP accredited scheme?  If so, please provide registration and scheme details | Yes  No |

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| **Part 2 – Technical or professional capability** | | |
| 1. | Please provide 3 relevant examples that demonstrates your organisation's experience.  Examples must be from within the last three years.  Please include -  1) a description of the goods works or services delivered,  2) contract value & dates.  3) previous or current customer details,  4) details of where you have been able to demonstrate added value through the adoption of innovative solutions.  Either use the space provided or attach a document to your response, no longer than 2 pages of A4 |  |
| 2. | In relation to the examples above please attach confirmation that the requirements were delivered successfully e.g. acceptance/completion certificates or customer’s written declaration (if available). |  |
| 3. | Please provide a statement of the professional and technical skills available within your organisation. |  |
| 4. | Please provide a statement of the technical resources such as the tools, plant, facilities and technical equipment available to your organisation. |  |
| 5. | Please confirm whether or not your organisation, has:  - defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works)?  - had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works)?  If any of the above applies please provide an explanation of the action you have taken to prevent a re-occurrence. |  |

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| **Part 3 – Quality management** | | |
| 1. | Do you have an implemented policy for quality management?  If so, please provide brief details. |  |
| 2. | Please describe your organisation's arrangements for ensuring that your quality management, including the quality of output and general performance, is effective in reducing/ preventing incidents of sub-standard delivery. |  |
| 3. | Do you have procedures for periodically reviewing, correcting and improving quality performance?  Please provide evidence that your organization has a system for monitoring quality management procedures on an on-going basis. |  |

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| **Part 4 – Environmental management** | | |
| 1. | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator? | Yes  No |
| 2. | If your answer to the question above is “yes” give details of the conviction or notice and details of any remedial action you have made as a result of conviction or notices served. |  |
| 3. | If you have a documented policy and organisation for the management of environmental issues, please attach a copy to the end of this application. |  |
| 4. | Please describe your organisation's arrangements for ensuring that your environmental management procedures are effective in reducing/ preventing significant impacts on the environment. |  |