



Category 2 Assessment Biggs Air Pty Limited

Assessment Summary

Assessment Conducted: 11/05/2017

Competency Achieved: Yes



Assessment Conducted By

Greencap
Level 1 / 677 High Street Road,
Kew, Vic. 3102
Tel: 1300 733 263
Fax: 03 9890 8911



Category 2 Assessment					
WHS Management					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
O5	Has your company ever been convicted of a work health and safety offence? State yes or no in the comments and if yes, tell us what actions you took to stop it happening again.	Biggs has not been convicted of a WHS offence.		Yes	NW
Risk Management					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
RM2	Tell us how you let employees know about hazards and how to deal with them before they start work. We need to see how it's done so attach any documents you use - examples would be training records or risk assessments/safe work method statements that have a 'read and understood' section signed off by employees.	Biggs uses a SWMS for Aircon Installation see attached. There is a training sign off section for workers, Site Safety Management Plan includes Risk Management Section (See file smws120716 attached) See attached further attached file "Biggs Site HSEQ manual"	AC Installation, Site Safety Management Plan, 15 Loading and Unloading.doc, 13 Preliminary investigation.doc, 14 Removal Demolition.doc, 12 Commissioning.doc, 11 Access to Equipment.doc, 10 Hazardous Substances.doc, 09 Refrigerant Handling.doc, 08 Electrical.doc, 07 Pipework Installation Landscape.doc, 06 Pipework Installation (High and Low Level).doc, 05 Ventilation Cleaning.doc, 04 Internal Cleaning of Ductwork.doc, 03 Duct erection.doc, 02 Insulation.doc, 01 Equipment Installation.doc, SWS019 HVAC Maintenance.doc, Biggs Site HSEQ Manual.pdf	Yes	see below
RM5	Show us you plan to work safely by attaching copies of risk assessments/safe work method statements signed by you and any employees doing the work. They need to be recent so make sure they are dated in the last 12 months and relevant to your Cm3 client's work - If you ticked yes to any hazards in Question 1.1 of your activity classification these need to be in the documents.	SWMS example form work completed. SWMS attached	swms 120716.pdf, SWMS 2017.pdf	Yes	
RM6	Tell us how you (and your employees) deal with hazards they find on a client's site - how they let you know and what they are supposed to do. This needs to be in writing as well so attach a copy of the document and an example hazard report you've received in the last year.	Staff complete a site hazard form and also take photos of hazards identified. The client is informed in the first instance and then a report is completed by staff for issue to the client. see attached HSEQ Manual.	Hazard Incident Report Investigation Form.pdf, Biggs Site HSEQ Manual.pdf	Yes	
Training					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
T1	Tell us about your training/induction process for new workers and attach a copy of the checklist you use (or written procedure) so we can see what safety information you cover.	All staff attend a site induction and complete a self induction prior to commencement of works.	Employee Induction Checklist.pdf, 170410 11817_Employee_Induction_Checklist.pdf	Yes	



Biggs Air Pty Limited - Category 2 Assessment

T2	We need to see that you are doing Inductions for new starters so attach an example - a checklist that has been signed and dated by staff or a register of all inductions completed.	see attached induction document	swms 120716.pdf	Yes	
T3	Tell us how you train employees to deal with the hazards of their work - you must include training for hazards ticked in your Cm3 activity classification and attach examples of your workers training records or training register.	toolbox talks are undertaken and information leaflets are handed out to staff addressing items at these meetings. additional file attached being Biggs Site HSEQ Manual	Toolbox Work group meeting.pdf, Photo Licence.pdf, Julian RHL 240718.pdf, Biggs Site HSEQ Manual.pdf	Yes	

Communication

Code	Requirement	Answer	Documentation	Competency	Assessor Note
RC3	Tell us how employees report safety incidents to you as their employer, or how you record incidents as a sole operator. Attach your written procedure and an example incident report or a copy of your incident register.	see attached document for injury, near miss. still utilising the same form and procedure	2.3 Incident Injury ReportV10.pdf	Yes	

WHS Procedures

Code	Requirement	Answer	Documentation	Competency	Assessor Note
S3	Tell us in the comments if you are using plant or equipment on your clients work sites. If yes, show us your employees have been trained to use it safely by attaching training certificates, a training register or meeting/tool box minutes.	we do not have plant or equipment on client sites. We have attached documents pertaining to working at heights, ladders etc. no ewp or working at heights permits held. See attached HSEQ manual	Record of work health and safety.docx, 11 Access to Equipment.doc, Biggs Site HSEQ Manual.pdf	N/A	
S4	Tell us in the comments if you are using electrical equipment on your clients work sites. If yes, attach your test and tag register showing date of last testing, results and when it's due for re-test.	Test and Tag Register is attached	CM3 Test Tag Register.pdf, CM3 Test Tag Register 2016.pdf	Yes	
S5	Tell us in the comments if plant or equipment used on your clients work sites requires maintenance or calibration. If yes - attach a copy of your maintenance/calibration schedule or examples of maintenance/calibration reports from the last 12 months.	we do not work in confined space nor work in access locations where harnesses are required. This section is not applicable. Should our scope of services change we will update this at that time No changes here.		N/A	
S6	Tell us in the comments if any plant/equipment used on client sites requires regular or pre-start inspection and what this is e.g. mobile plant, elevated work platforms, harnesses, lanyard, fall arrest equipment etc. Attach checklists or similar documents from the last twelve months to show us its being done.	this is not applicable to our services. SWMS provided for access at heights	SWMS 2017.pdf	N/A	No ladders
S11	Tell us in the comments if you are using hazardous chemicals at client sites. If yes, attach a copy of your hazardous chemical inventory and three current safety data sheets. If there are less than three on your inventory, you can just attach the safety data sheets.	Safety Data Sheets attached. These are adhoc and only required when supplying refrigerant. SDS attached and still current.	A-Gas R22 SDS 060913[1].pdf, A-Gas R404A SDS 090913[1].pdf, A-Gas R406A SDS 060913[1].pdf, A-Gas R407C SDS 090913[1].pdf, A-Gas R408A SDS 090913[1].pdf, A-Gas R410A SDS 090913[1].pdf, A-Gas R413A SDS 090913[1].pdf, A-Gas R413A SDS 090913[1].pdf	Yes	
S13	If you are using hazardous chemicals, tell us how you have trained employees to work safely with them and attach the records.	Staff complete toolbox meeting training and receive information leaflets pertaining to handling, storage of chemicals. RMP attached and is still in use and adopted.	Refrigerant Handling Risk Management.pdf	Yes	

Monitoring



Biggs Air Pty Limited - Category 2 Assessment

Code	Requirement	Answer	Documentation	Competency	Assessor Note
EM1	Tell us how you have checked employees are following safety procedures (supervision/safety observations/audits/inspections). Attach records of this being done in the last twelve months.	completed swms uploaded. Risk Management Plans, Hazard report forms. All staff are issued with PPE and the equipment is in good condition.	SWMS 2017.pdf	Yes	Contractor is asked to provide evidence of implementation of a formal process at renewal
EM4	Tell us in the comments if you are in New Zealand and employing workers under the age of 16. If yes, attach a policy or procedure that describes how you manage young people as outlined in New Zealand Health and Safety legislation.	Biggs is not operating in New Zealand and no young workers		N/A	
Trade Licences					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
TL1	If your workers require trade licences, tell us how you track them and their expiry dates. Attach records of this - you must include any licences you have listed in Question 5.7 of the activity classificaion.	Licenses attached and these are tracked with Dept of Fair Trading and copies of licenses held at office	Photo Licence.pdf, Biggs Air trading auth 170618.pdf, Juliar RHL 240718.pdf	Yes	