

FORM

CONTRACTOR SECURITY PROFILE

HSE Management for Contractors (Health, Safety and Environment)

Please only complete these pages if you want to supply REP with technical or personnel services on REP premises.

A. ORGANISATIONAL STRUCTURE, RESPONSIBILITIES, BASIC PRINCIPLES

		YES	NO
1	Is your company certified according to SCC** (Safety Certificate for Contractors) or another equivalent or higher level safety management standard?		
	Is your company certified according to SCC* (Safety Certificate for Contractors) or another equivalent or higher level safety management standard?		
	<p>■ If yes: <i>Please attach/submit a copy of the certificate</i> There is no need to complete Questions 2 to 7 or Sections B, C and D. Please continue with E. "Your company's accident rate".</p>		
	<p>■ If no: Are you planning to have your HSE management system certified? If yes: By when? Month: Year:</p>		
2	Does your company have an HSE management system?		
	Or does your company have comparable documentation that indicates how your company is organised with regard to implementing the legal requirements (e.g. those of AschG - Austrian H&S legislation) for the occupational health and safety of your employees?		
	<p>■ If no: Are you planning to develop an HSE management system or similar documentation? If yes: By when? Month: Year:</p>		
3	Is the HSE management system documented and up to date?		
4	Does your management board / senior management demonstrate explicit, unequivocal responsibility for health, safety and the environment?		
5	Does your company follow a documented HSE policy (basic HSE principles) of which all employees are aware?		
6	Has your company specified objectives for improving occupational health and safety (e.g. the duty to report accidents for every 1 million working hours - LTI -, number of notifiable accidents, accident rate) and does it document their attainment?		
7	Does your company set objectives for improving its environmental performance (e.g. reducing quantities of waste and airborne pollutants)?		

B. STANDARDS AND PROCEDURES

		YES	NO
1	Does your company have a documented process for reporting, recording and investigating accidents?		
2	Does your company have a process for recording near misses, critical situations and potential hazards?		
3	Are the investigation results of accidents and near misses and the identified causes communicated to the employees by their superiors?		
4	Do your managers receive regular training on HSE matters?		
5	Are hazardous substances used within the scope of your activities?		
	If yes: Have you compiled operating instructions for handling hazardous substances in accordance with Article 20 of GefStoffV (Ordinance on Hazardous Substances)?		
6	Have you specified policies for the appropriate disposal of wastes?		
7	Has it been ensured that your sub-contractors also comply with your HSE requirements?		

C. IMPLEMENTATION AND MANAGEMENT

		YES	NO
1	Are you familiar with the handling of work permits for hazardous operations?		
2	Are your employees trained at least once a year according to AschG (Austrian H&S legislation) on the health and safety risks relevant to their duties?		
3a	Do all of your employees have a safety pass and have the instructions required according to Point 2 been documented on this safety pass?		
3b	In the event of being awarded the contract, would you be prepared to allow all employees to be managed by such a safety pass?		
4	Are HSE issues discussed with the operating staff in regular reviews and meetings? Are 'toolbox meetings' held on a regular basis?		
5	Would you be deploying foreign employees in our operational facilities?		
	If yes, is it ensured that these individuals speak sufficient German to fully understand the instructions given by our employees, or will you be employing multi-lingual supervisors as necessary if the foreign employees do not have sufficient command of the German language?		

D. INSPECTION AND ANALYSIS

		YES	NO
1	Have you ensured that the machines and equipment used by you are, <i>inter alia</i> , inspected on a regular basis according to the established accident prevention regulations?		
2	Do the responsible managers (e.g. foremen, supervisors) regularly inspect the work areas?		
3	Does your management team (managing director, proprietor or representative) carry out on-site HSE inspections?		
4	Have risk assessments been performed and documented according to ASchG (Austrian H&S legislation) for the activities to be performed by you?		

E. YOUR COMPANY'S ACCIDENT RATE

Please provide information on your company's accident rate:

	Current financial year	Last financial year	Last but one financial year
	_____	_____	_____
Number of employed members of staff (full-time)			
Accidents notifiable to the AUVA - Austrian Workers' Compensation Board (downtime > 3 days)			
Accidents with downtime > 1 day			

Name of the company	
Name of the employee completing the form	
Date	

We hereby confirm the accuracy of the information and sign on behalf of the company:

Stamp, signature

Full name and position of the signatory in block capitals: