# Construction Supplier Register

# Additional Technical Eligibility Criteria: Pre-Qualification Category Licensed Asbestos Removal Contractor

## PLEASE NOTE:

## The completed CSR application form and ALL supporting evidence must be submitted as separate pdf files.

## This technical criteria document outlines the additional evidence you need to successfully submit with your application.

## Your submission must address Criteria 1-9.

## Each pdf attachment needs to clearly identify the type of evidence presented, followed by the numerical format provided in the acceptable evidence column of this document. For example:

## *For Criteria 1, evidence document submitted can be named as follows – Staffing arrangement evidence 1.1*

## It is the responsibility of the applicant to submit all documentation to support an application.

## CSR will advise you if the application is incomplete.

## The application will not progress if outstanding correspondence is not provided to CSR when requested.

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| **Eligibility Criteria** | **Criteria Description** | **Acceptable Evidence** |
| 1. Organisational Structure / Resource | This criterion ensures that applicants have capacity and the required competency to deliver the service under this category:.   * applicant’s company resources and structure, with defined levels of accountability, such as OH&S manager and asbestos supervisor; and * applicant’s qualifications, training and experience of the key resources available for deployment on projects and their proposed roles. | Applications will be assessed on whether the applicant’s company has sufficient resources to deploy on projects and perform typical functions expected of applicants in this category. List organisational resources and structure, with defined levels of accountability and governance arrangements:  1.1 Evidence to support the application should include asbestos removal project staffing arrangements such as:   * client/contract management/escalation point(s) * relevant removal project site staff/workers * reporting responsibilities * quality control/technical/review * licensed asbestos removal supervisor; and * site supervision and health surveillance   1. List Qualifications, training and experience of key resources. Evidence to support the application should include:  1. staff profiles/CVs 2. certificates of training from recognised training providers |
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| 1. Relevant Work Experience | Under this criterion, applicants will be assessed whether they have sufficient experience and capability to deliver the services under this category:   * applicants’ history of asbestos work will be considered as to whether the applicant is experienced and suitable to perform asbestos inspection or asbestos removal works at the Lead Department's discretion | Provision of comprehensive documented example, sample template or True reports with un-redacted details covering all the below may make it easier for the assessor to be satisfied that this criterion has been met:  2.1. Sample Daily site safety check record |
| 1. Training & Quality Management | The purpose of this criterion is to assess whether applicants have the appropriate systems and procedures in place to deliver high quality and consistent services:   * applicants must demonstrate that they have comprehensive documented training procedures and evidence of completed employee training records. | Provision of comprehensive documented training procedures covering all of the below may make it easier for the assessor to be satisfied that this criterion has been met.  3.1 Document/s listing:   * + - inductions     - on‐going training/refresher program     - how to perform asbestos removal work safely     - plant safety training procedure highlighting risks and routine checks for both owned equipment and any hired mobile plant and equipment.   1. sample evidence of completed employee training records |
| 1. Safety Management | Applicants must demonstrate that they understand the requirements that have been established to undertake Licenced Asbestos Removal Services in accordance with occupational health and safety requirements. | Provision of all the following additional information regarding delivery of asbestos removal in a safe and planned manner may make it easier for the assessor to be satiated that this criterion has been met:   * 1. safety assessments and checks for company equipment and hired plant   2. decontamination procedures for owned and hired equipment, scaffolding and mobile plant following use   3. electrical safety procedure for use of Residual Current Device (RCD) and management of electrical cables inside bubble enclosures   4. work at height training and falls prevention including use of certified safety rails and restraint devices where necessary in work areas   5. lighting, housekeeping and control of slip and trip hazards inside bubble enclosures   6. waste handling procedure for appropriate use of approved plastic bags and waste receptacles appropriate for the volume and mass handling of removed asbestos waste. |
| 1. Accreditation or Licence | This criterion ensures that applicants meet this legislative requirement and hold a Class A Asbestos Removalists License:   * Asbestos Removalists are required to have a licence issued by WorkSafe Victoria | Applicants must provide evidence confirming:  5.1. the applicant holds a ‘CLASS A – FRIABLE AND NON-FRIABLE’ licence issued by WorkSafe Victoria   * + the date the licence was issued   + the name of the licence holder (person)   + names of Class A Supervisors. |
| 1. Asbestos Removal Control Plan | An asbestos removal control plan outlines the specific methods and process that will be used to ensure the removal is safe and effective:   * under the *Occupational Health and Safety Regulations 2017*, licensed removalists are required to have the plan for licensed asbestos removal work * the Purpose of this criterion is to assess whether applicants understand and meet the legislative requirements in relation to the preparation of asbestos removal control plans * applicants must demonstrate that they have specific methods and processes that are used to ensure the removal is safe and effective. | Applicants must provide evidence of:   * 1. copy of an asbestos removal control plan outlining the specific methods and process used to ensure the removal is safe and effective to the satisfaction of the assessor. |
| 1. OHS and environment regulatory history | The applicant’s or the applicant’s company or partnership, Occupational Health and Safety and environment regulatory enforcement history will be considered as to whether they are appropriate applicants for this category, at the discretion of the Lead Agency.  Applicants are required to provide information on whether they have ever:   * breached the *Dangerous Goods Act 1985* * entered into an enforceable undertaking with WorkSafe Victoria or the Environment Protection Authority Victoria; and/or * been convicted of an offence under the *Environment Protection Act 2017* or the *Environment Protection Act 1970*.   Applicants are required to provide information regarding any non-conformances identified by WorkSafe or EPA against relevant legislation over the last two years. These include but are not limited to following under the under the *Occupational Health and Safety Act 2004* or the *Dangerous Goods Act 1985*, the *Environment Protection Act 2017* or the *Environment Protection Act 1970*:   * improvement notices * prohibition notices * environmental action notices * compliance achieved at the time of the inspection * asbestos removal licence suspended or cancelled * conditions imposed on their asbestos removal licence; and * failure to pass the EPA’s fit and proper person and prohibited person assessment.   Where an applicant has operated under a licence with conditions, the applicant must outline all of the conditions. | The following may be requested by the Lead Agency:   * 1. Statutory declaration from the applicant describing the status of the applicant’s disciplinary action history; and   2. explanation and supporting documents from the applicant of any disciplinary action (if applicable). |