

Safety Auditing and Construction Risk Services Prequalification

Prequalification Guidelines

Document references

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Government of South Australia
Department for Infrastructure
and Transport

**Build.
Move.
Connect.**

We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters. We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



Contents

Application details	3
1. Introduction	4
1.1. Guidelines	4
1.2. Application categories	4
1.3. Scope of Services	5
1.3.1. Safety Auditing Requirements	5
1.3.2. Construction Risk Services Requirements	7
2. Application Evaluation Process	9
2.1. Mandatory criteria	9
2.2. Evaluation criteria	9
2.3. Schedule of Rates and Disbursements	11
2.4. Acceptance to the Prequalification	11

Application details

1.2. Application information

Contacts for further information	Chris Carr Manager, Construction Safety Risk and Assurance Email: Chris.Carr@sa.gov.au
	Mia Gammon Coordinator, Construction Safety and Risk Assurance Email: Mia.Gammon@sa.gov.au
Application submission	DIT.IDSafetyInConstruction@sa.gov.au

Document management

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Version control

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Introduction

1.1. Guidelines

Companies (Applicants) wanting to apply for the Safety Auditing and Construction Risk Services Prequalification Scheme are invited by the Department to submit an Application in accordance with these Application Guidelines (Guidelines).

To be eligible, Applicants must be able to demonstrate the appropriate skills, management systems and experience in the category they have applied for. Applicants and prequalified contractors are required to comply with the [DIT Conditions of Prequalification](#).

More details regarding the prequalification systems can be found here: [Prequalification for Infrastructure and Transport - Department for Infrastructure and Transport - South Australia \(dit.sa.gov.au\)](#).

Approval of an Application and assignment of a prequalification status does not represent a guarantee of work. Prequalification status only determines a company's eligibility to be considered for those works.

Application categories

Applications are invited from companies who are experienced in the provision of the following service categories:

	Category	Services
1	Safety Auditing	<ul style="list-style-type: none"> Review Legislative Compliance of Contractor WHS Management Systems On Site Safety Inspections Work Site Specific Safety Reviews Safety and Hazard Identification Audits Critical Incident Investigations
2	Construction Risk Services	<ul style="list-style-type: none"> Risk Assessment for Infrastructure Delivery projects

The Scope of Services sets out the requirements of each category that the Applicant can apply for and must be addressed in their Application.

1.3 Scope of Services

1.3.1. Safety Auditing Requirements

No.	Required services	Minimum qualifications	Standards	Deliverable (including digital format)
1	<p>Review Legislative Compliance of Contractor WHS Management Systems including:</p> <ul style="list-style-type: none"> • Safety Management Plans; • Policies and Procedures; • Permits and Licenses; and • Safety Work Method Statements (SWMS). 	<p>Advanced Diploma in Work, Health and Safety (or equivalent).</p> <p>Experience in road, rail, marine and / or building projects (applicant to nominate all or selected disciplines).</p> <p>Training and licenses relevant to provision of the specified services (applicant to nominate).</p>	<p>In accordance with:</p> <ul style="list-style-type: none"> • Work Health and Safety Act 2012 (SA) and Work Health Safety Regulations 2012 (SA); • Safe Work SA Codes of Practices; • Job Safety Analysis (JSA) and Safe Work Method Statement (SWSM) specific to the work site and works being carried out; • legislation specific to the work site and works being carried out; and • Department guidelines including the Department's Minimum Construction Safety Standards. 	<p>Review of Safety Management Plans and completion of the Department's Work Health Safety Management Plan (WHSMP) checklist prior to site establishment with a maximum of five business days turnaround (or subject to negotiation).</p> <p>Review of other contractor Work Health and Safety (WHS) Management System.</p> <p>Written report.</p>

2	On Site Safety Inspections.	As above.	As above.	Conduct a range of safety audits on road, rail, marine and / or building projects within the Department.
3	Work Site Specific Safety Reviews.	As above. *Experience in specific high-risk work being conducted.	As above.	Participation (as required in pre-audit meetings to understand specific audit requirements). Review and analysis of results post-audit.
4	Safety and Hazard Identification Audits.	As above.	As above.	Participation (as required in pre-audit meetings to understand particular audit requirements). Review and analysis of results post-audit.
5	Critical Incident Investigations.	As above.	As above.	Participation (as required in pre-audit meetings to understand audit requirements). Review and analysis of results post-audit.

1.3.2. Construction Risk Services Requirements

Required services	Minimum qualifications and experience	Standards	Deliverable (including digital format)
<p>Risk Assessment for Infrastructure Delivery projects.</p> <p>Key risk considerations:</p> <ul style="list-style-type: none"> • scope definition; • political sensitivity; • project delivery model impact on public space health; • financial; • governance framework; • business case and viability; • stakeholder identification and planning; • internal expertise and capabilities; • project / task specific; • WHS; • hazard assessment; • design safety analysis; • operational and technical; <ul style="list-style-type: none"> • asset maintenance; • residual risk; and • lessons learned. 	<p>Qualifications in Risk Management (Certified Risk Manager or Equivalent).</p> <p>Relevant qualifications/ certifications and/or highly proficient technical knowledge and experience in one or more of the following: road, rail, marine and / or building projects. (applicant to nominate all or selected disciplines).</p> <p>Demonstrable skills, experience, and competency in facilitating effective lessons learned workshops within required timeframes.</p> <p>Experience and competence in the analysis of information and preparation of clear concise reports.</p>	<p>In accordance with:</p> <ul style="list-style-type: none"> • Work Health and Safety Act 2012 (SA) and Work Health Safety Regulations 2012 (SA); • Safe Work SA Codes of Practices; • Job Safety Analysis (JSA) and Safe Work Method Statement (SWSM) specific to the work site and works being carried out; • legislation specific to the work site and works being carried out; • Department guidelines including the Department’s Minimum Construction Safety Standards; • Department’s Master Specification PC-PM4 Risk Management; • DP086: DPTI Risk Management Policy; and • ISO 31000: 2018 Risk Management Guideline. 	<p>Undertake risk workshop.</p> <p>Development of Project Risk Register.</p> <p>Identification of project scope changes to reduce risk.</p> <p>Development of risk mitigation change</p> <p>Preliminary hazard assessment / risk assessment scoping workshop.</p> <p>Documented review and evidence of risk treatment actions.</p> <p>Design safety analysis.</p> <p>Documented hazard(s) log and safety analysis.</p> <p>Preconstruction risk assessment / facilitated risk assessment workshop.</p>

			<p>Documented modifications to risk registers and mitigation plans.</p> <p>Undertake post contract award facilitated broad brush project risk assessment (BBRA) workshops involving all organisations in the project team (BBRA's) focusing on project delivery risk, WHS risks and design risks arising from the design of systems, or the interfaces between systems provided by different organisations.</p> <p>Documented risk treatment action plan, risk owners and due dates.</p> <p>Lessons learned.</p> <p>Verification of implemented risk treatment actions and close out authorisation.</p> <p>Report identifying remaining/ outstanding risk treatments post project delivery.</p> <p>Evaluation and learnings report.</p>
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Application Evaluation Process

2.1. Mandatory criteria

The Department will review your Application against the following mandatory criteria. Where the requirements of these criteria have not been met, no further assessment of your Application will be undertaken.

Mandatory criteria	Assessment
M1 Application Form	Acceptable / Not acceptable
M2 Agreement with the terms and conditions and insurance requirements: <ul style="list-style-type: none"> • Department's Purchase Order Terms and Conditions; • Public Liability Insurance: \$10 million; • Professional Indemnity Insurance: \$1 million; and • ReturnToWorkSA (if applicable). 	Acceptable / Not acceptable

2.2. Evaluation criteria

Applications will be assessed against the following criteria:

Evaluation criteria	Assessment
S1 Demonstrated company experience and licenses relevant to the provision of safety auditing and / or construction risk services within road, rail, marine and / or building projects.	Acceptable / Not acceptable

Evaluation criteria	Assessment
<p>S2 Agreement to meeting the standards and legislative requirements of the service category</p> <p>Safety Auditing in accordance with:</p> <ul style="list-style-type: none"> • Work Health and Safety Act 2012 (SA) and Work Health Safety Regulations 2012 (SA); • Safe Work SA Codes of Practices; • Job Safety Analysis (JSA) and Safe Work Method Statement (SWSM) specific to the work site and works being carried out; • legislation specific to the work site and works being carried out; and • Department guidelines including the Department's Minimum Construction Safety Standards. <p>In addition to the above standards, Construction Risk Services are in accordance with:</p> <ul style="list-style-type: none"> • Department's Master Specification PC-PM4 Risk Management; • DP086: DPTI Risk Management Policy; and • ISO 31000:2018 Risk Management Guideline. 	<p>Acceptable / Not acceptable</p>
<p>S3 Qualifications, training, and experience of key personnel</p> <ul style="list-style-type: none"> • Personnel CVs detailing at a minimum: <ul style="list-style-type: none"> ○ name; ○ title; ○ base location (SA resident or non-SA resident); ○ relevant category experience and linked to projects in S1 Demonstrated company experience (where applicable); ○ Advanced Diploma in Work, Health and Safety (or equivalent) for Safety Auditing; ○ Certified Risk Manager (or equivalent) for Construction Risk Services; ○ other relevant qualifications, trainings and / or skills; and ○ referee. 	<p>Acceptable / Not acceptable</p>
<p>F1 Schedule of Rates and Disbursements</p>	<p>Acceptable / Not acceptable</p>

2.3. Schedule of Rates and Disbursements

The Schedule of Rates submitted with this Application will apply for a period of 12 months after prequalification status is granted. Thereafter, the rates will increase annually in line with CPI. The cost for all equipment required by the Contractor must be included in the rates.

The Schedule of Rates will be used:

- for safety auditing and construction risk services; and
- as the maximum rates charged by the Member for the period.

The disbursements requirements are:

- Airfare (must be economy fare), accommodation and transport will be reimbursed at cost.
- Disbursements for meals will be paid when travel is outside metropolitan Adelaide or assignment warrants an overnight stay (upper limit of up to \$85 including GST per day).

2.4. Acceptance to the Prequalification

Should your application be successful, you will be notified in writing of your prequalification status.

It is the Applicant's responsibility to ensure that the contact details provided are up to date.

Contact details can be updated by emailing DIT.IDSafetyInConstruction@sa.gov.au