



## **Category 3 Assessment**

### **EDSA Group Pty Ltd**

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#### **Assessment Summary**

Assessment Conducted: 06/07/2016

Competency Achieved: Yes



#### **Assessment Conducted By**

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Category 3 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.	No		N/A	
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.	EDSA Group will identify risks and consequently confirm a risk profile for each core activity. The established risk profile will be the basis for the development of procedures and instructions and attendant documentation. These procedures and instructions will form the basis of the systems and will be used as a tool to manage each risk.	Company OH&S - Management Plan - EDSA Group.pdf	Yes	
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.	We use site specific swms for each task	Dotti SWMS Heights.pdf, Dotti SWMS Working on or near Exposed Energised Electrical Equipment.pdf	Yes	
Training					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
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.	I have been trained with working at heights as I have attached my elevated work platform license below.  I have just hired an apprentice and he is booked into his course in 2 weeks time.  At the moment there are only two of us working for EDSA Group as we mainly do electrical maintenance.	Dotti SWMS Heights.pdf, Adrian Foti - EDSA Group.pdf, Company OH&S - Management Plan - EDSA Group.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.	They fill out an incident/accident register form please see attachment page 13 of 184	Company OH&S - Management Plan Forms - EDSA Group.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.	Please see elevated work platform (yellow) ticket in attachment	Adrian Foti - EDSA Group.pdf	Yes	



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.	Below is a test and tag log book that we provide our clients with. This client requested that we don't use model numbers and serial numbers.	St Dominics Test and Tag - Office.pdf	Yes	
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.	Yes, the log book comes with the scissor lift there for we are unable to provide proof. We also have a plant risk assessment please see attached page 110 of 185		N/A	
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.	We do not use hazardous chemicals, if hazardous chemicals are required we will provide a MSDS please see attached page 163 of 185		N/A	

**Monitoring**

Code	Requirement	Answer	Documentation	Competency	Assessor Note
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.	No		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 5.5 of the activity classificaion.	I'm the only qualified person in the company as I have just hired an apprentice which he is undergoing his Cert III in Electrical.  Attached is a copy of my licensee  REC 21369 Exp 5/9/2016 A Grade A46635 Exp 15/6/2016 White card 513199 EWP 419930  If you have any questions please contact me on 0422785977	Adrian Foti - EDSA Group.pdf	Yes	