Credit 3.3 Procurement WHS Assessment

Guidance on using this template

This template has been developed for use by Applicants targeting Credit 3.3 Procurement WHS Assessment in the SSA Certification Program. Use of the template is optional, and Applicants may choose to target the credit using their own format. Applicants must ensure that all credit requirements are clearly addressed prior to submitting to the SSA.

Recommended evidence

* Applicant’s Procurement Policy and Procedures
* Applicant’s list of suppliers used in the manufacturing or processing of steel over an allocated period, or list of suppliers identified in SSA Credit 2.24 & 4.1 – Steel Supply Sourcing Form
* Evidence of a WHS due diligence assessment undertaken of 95% of suppliers
* Examples of suppliers’ documentation:
	+ WHS risk assessment including physical, chemical, and biological risks to the suppliers’ personnel for the relevant lifecycle stages
	+ Suppliers process for managing and ameliorating the identified risks.

Glossary of terms

Biological Hazards

Any biological substance that poses a threat to the health of people, animals, or the environment. These hazards can include bacteria, viruses, biological toxins, fungi, or bio-active substances etc.

Chemical Hazards

Any chemical substance or mixture that can pose a threat to human health, safety or the environment. Chemical hazards can be solid, liquid, or gas, and can cause harm to anyone directly exposed, usually through inhalation, ingestion, or direct contact to the skin.

Health Hazards

A health hazard is a biological, chemical, or physical factor that can have either short or long-term negative impacts on human health. This includes contaminated drinking water, exposure to toxic or carcinogenic substances, to dust or mould, to viruses or contagious diseases etc.

Physical Hazards

A hazard that can cause physical harm with contact. This could include working in conditions that are too hot or too cold, vibration and noise hazards, working with explosive or flammable materials, trip hazards etc.

General

Company and Site Name: Name]

**Targeting Level 2B** [ ]  **Targeting Level 3** [ ]

Submission Requirements

Identification of suppliers

Applicants are required to account for at least 95% of the suppliers used in the manufacturing or processing of steel, calculated as a percentage of total spend. Applicants can use the project nominated in Credit 4.1 and the suppliers identified on their SSA Credit 2.2 & 4.1 - Steel Supply Sourcing Form to meet this credit.

List suppliers used by the Applicant:

|  |  |  |  |
| --- | --- | --- | --- |
| Product or Service Category | Supplier Name and ABN | % of annual purchases  | Does the supplier have active safety management practices in place?  |
| *Example:**BN123456* |  | *Specify what % of spend the supplier accounts for. Supporting documentation must be provided to support all claims.*  | *Yes/No* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total Percentage included:  | *Must be above 95%* |  |

Additional Information:

Provide any additional information here.

Identification and management of risks to supplier’s personnel

For each supplier listed above, detail all identified physical, chemical, and biological risks to personnel, and summarise the risk management practices that are in place:

Supplier 1: [Name]

|  |  |  |
| --- | --- | --- |
| Type Of Risk | Risk Identified | How Is the Risk Managed?  |
| *Physical* |  |  |
| *Chemical* |  |  |
|  |  |  |

Additional Information:

Use this section to expand on the risk management practices identified above.

Applicant assessment of supplier:

Use this section to outline any assessments of the supplier undertaken by the Applicant, and the results of those assessments. Applicants should ensure that all downstream hazards have been addressed in the assessment.

Supporting documentation

Provide documentation to support the above claims.

|  |  |  |
| --- | --- | --- |
| Supporting Documentation*Name of document and location in submission* | Reference *Page no. or section of supporting document* | Description of Evidence  |
| *Example:**Onsite Risk Assessment Appendix B.*  | *Pages xx - xx* | *External Onsite Risk Assessment undertaken for Applicant by [NAME] showing all identified health risks.*  |
|  |  |  |
|  |  |  |

Supplier 2: [Name]

|  |  |  |
| --- | --- | --- |
| Type Of Risk | Risk Identified | How Is the Risk Managed?  |
| *Physical* |  |  |
| *Chemical* |  |  |
|  |  |  |

Additional Information:

Provide any additional information on the health impacts identified above that was not captured in the table. Ensure all relevant safeguards are clearly detailed.

Applicant assessment of supplier:

Use this section to outline any assessments of the supplier undertaken by the Applicant, and the results of those assessments. Applicants should ensure that all downstream hazards have been addressed in the assessment.

Supporting documentation

Provide documentation to support the above claims.

|  |  |  |
| --- | --- | --- |
| Supporting Documentation*Name of document and location in submission* | Reference *Page no. or section of supporting document* | Description of Evidence  |
| *Example:**Onsite Risk Assessment Appendix B.*  | *Pages xx - xx* | *External Onsite Risk Assessment undertaken for Applicant by [NAME] showing all identified health risks.*  |
|  |  |  |
|  |  |  |

Supplier 3: [Name]

|  |  |  |
| --- | --- | --- |
| Type Of Risk | Risk Identified | How Is the Risk Managed?  |
| *Physical* |  |  |
| *Chemical* |  |  |
|  |  |  |

Additional Information:

Provide any additional information on the health impacts identified above that was not captured in the table. Ensure all relevant safeguards are clearly detailed.

Applicant assessment of supplier:

Use this section to outline any assessments of the supplier undertaken by the Applicant, and the results of those assessments. Applicants should ensure that all downstream hazards have been addressed in the assessment.

Supporting documentation

Provide documentation to support the above claims.

|  |  |  |
| --- | --- | --- |
| Supporting DocumentationName of document and location in submission | Reference *Page no. or section of supporting document* | Description of Evidence  |
| *Example:**Onsite Risk Assessment Appendix B.*  | *Pages xx - xx* | *External Onsite Risk Assessment undertaken for Applicant by [NAME] showing all identified health risks.*  |
|  |  |  |
|  |  |  |

Supplier 4: [Name]

|  |  |  |
| --- | --- | --- |
| Type Of Risk | Risk Identified | How Is the Risk Managed?  |
| *Physical* |  |  |
| *Chemical* |  |  |
|  |  |  |

Additional Information:

Provide any additional information on the health impacts identified above that was not captured in the table. Ensure all relevant safeguards are clearly detailed.

Applicant assessment of supplier:

Use this section to outline any assessments of the supplier undertaken by the Applicant, and the results of those assessments. Applicants should ensure that all downstream hazards have been addressed in the assessment.

Supporting documentation

Provide documentation to support the above claims.

|  |  |  |
| --- | --- | --- |
| Supporting Documentation*Name of document and location in submission* | Reference *Page no. or section of supporting document* | Description of Evidence  |
| *Example:**Onsite Risk Assessment Appendix B.* | *Pages xx - xx* | *External Onsite Risk Assessment undertaken for Applicant by [NAME] showing all identified health risks.*  |
|  |  |  |
|  |  |  |

Supplier 5: [Name]

|  |  |  |
| --- | --- | --- |
| Type Of Risk | Risk Identified | How Is the Risk Managed?  |
| *Physical* |  |  |
| *Chemical* |  |  |
|  |  |  |

Additional Information:

Provide any additional information on the health impacts identified above that was not captured in the table. Ensure all relevant safeguards are clearly detailed.

Applicant assessment of supplier:

Use this section to outline any assessments of the supplier undertaken by the Applicant, and the results of those assessments. Applicants should ensure that all downstream hazards have been addressed in the assessment.

Supporting documentation

Provide documentation to support the above claims.

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Version control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version | Document name | Date | Changes | Author | Reviewer |
| 1.0 | SSA Procurement OH&S Guidance document | 22/12/22 | For use  | KJ | JB |
| 1.1 | SSA Procurement OH&S Guidance document | 3/11/23 | Unlocked some restricted areas that were restricted in error (Supplier names, checkboxes)  | JB | Nil |
| 1.2 | SSA Credit 3.3 – Procurement WHS Template | 31/7/24 | Changed name of document.Replaced OH&S with WHS | MC | Nil |
| 1.3 | SSA Credit 3.3 – Procurement WHS Template | 01/01/2025 | Revised format on page 1 to improve user experience.Included guidance that Applicants can use the project nominated in Credit 4.1. | MC | Nil |