

Tender Toolkit

Guide #7: Health & Safety Without the Headache

Meet expectations without drowning in paperwork

You don't need a safety consultant to tender. Most SMEs already do key WHS tasks, they just haven't written them down.

This guide helps you show what you're doing, meet legal basics, and submit clear, no fuss documents.

What Are You Already Doing?

You likely already:

- Train staff in safe work practices
- Have insurance and a first aid kit
- Address hazards when you see them

Now let's get that into a basic policy and checklist.

What's Usually Expected in Tenders?

Requirement	Required	Optional
Public Liability Insurance	✓	
WHS Policy (signed)	✓	
Risk Assessment Register	✓	
Safe Work Procedures (SWMS)	✓ if high-risk	Optional otherwise
WorkCover or Workers' Comp	✓	
Safety Inductions	✓	
Third-party WHS certification (e.g. ISO 45001)		✓ (for complex jobs)

Sample WHS Statement (Tender Response)

"We have a documented WHS policy (attached) and run weekly toolbox meetings. All staff complete site inductions and are trained in job specific safe work procedures. We hold current Public Liability insurance and workers' compensation."

Included Tools (Editable in Word)

- WHS Policy Template
- Risk Register (sample hazards and controls)
- WHS Responsibilities Matrix

Common Mistakes

- Submitting no policy at all
- Using someone else's template without editing
- Claiming certification you don't have
- Ignoring this section because you're a sole trader (it still applies)

Real Example:

A local plumbing company lost 3 points on a tender because they didn't attach their safety risk register, even though they talked about safety in their answers.

TIP:

ICN and Commerce Ballarat can connect you with safety mentors or local examples.