

Contractors Health and Safety Information Booklet



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2. Key terms used in this handbook

Contractor	A company or self-employed person (PCBU)
Council	Kaikoura District Council
Workers	Employees of a Contractor this includes their sub-contractors
Council Engaging Supervisor	The Kaikoura District Council employee authorised to engage, manage, and/or instruct the services on behalf of the Council
WSNZ	WorkSafe New Zealand
Recognised health and safety certification	ACC workplace Safety Management Programme (WSMP), ACC Partnership Programme, ACC Workplace Discount (WSD) Scheme or AN/NZS 4801
Agent	A person to act on behalf of Kaikoura District Council

3. Introduction

This handbook provides Contractors and workers of the Kaikoura District Council with an outline of the basic health and safety requirements for operating a safe worksite.

Contractors must be health and safety pre-qualified prior to the commencement of any work. This involves providing the Council with their health and safety documentation to provide an overview of their understanding and compliance with legislative requirements.



The Council's aim is to maintain and develop an effective working relationship with Contractors to ensure the health and safety of those working on, and in vicinity of Council managed sites. This process is not a guarantee of work, however it does provide the Contractor with an

advantage in the selection process because they have already met the Council's prerequisite health and safety expectations.

If you have any queries please talk to the Council Engaging Supervisor, or use the contact details on the back page of this document to contact us.

We welcome any feedback that can help us to work towards a safer and healthier workplace.

4. Contract Conditions

The awarding of contracts by the Council is determined not only on the criteria of price and technical ability, but also on the current ability of those tendering to carry out planned work safely and without health risk or harm.

No Contractor shall enter into a contract arrangement, or commence any work with the Council without first having provided sufficient information and documentation to assure the Council that there are satisfactory health and safety systems in place.

Failure to provide sufficient information may result in Contractors being removed or excluded from the Council tender process and result in exclusion from providing services to the Council.



5. Contractors Health and Safety Pre-Qualification Application Process

The Council operates a Contractors Health and Safety Pre-qualification process. All Contractors who wish to work for Council must complete this process. This process determines the general health and safety capability of a Contractor, whereas their ability to manage a particular contract is determined in the tendering process.

The application form and supporting information is available on the 'Contractor Health and Safety Information' page on the Kaikoura District Council website. Contractors are asked to include documents or evidence to support their application and this information is also detailed on the website.

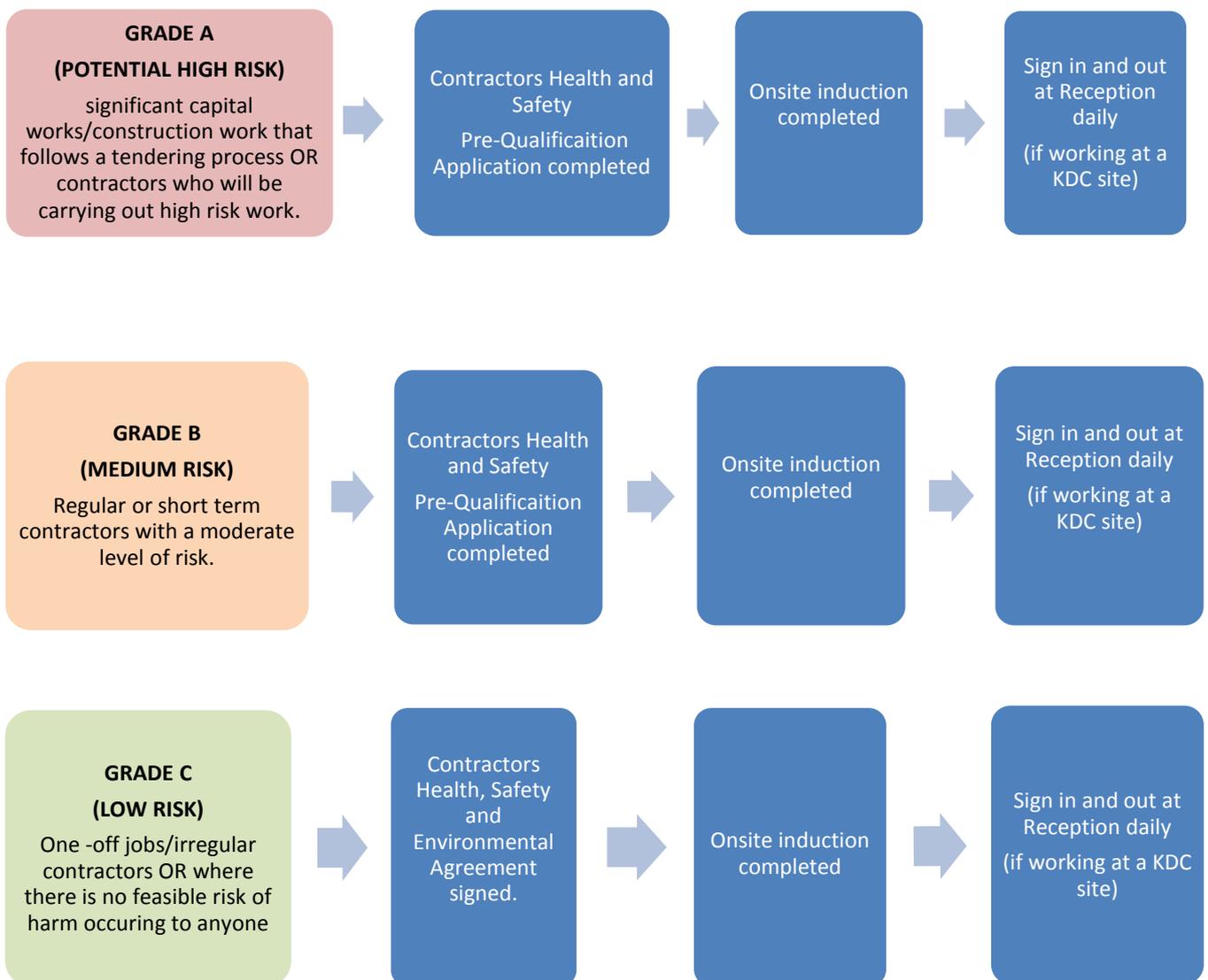
Application assessment will be undertaken either by direct application or at the time a Contractor submits a tender. An application submitted as part of a formal tender process shall be evaluated by the department evaluating the tender and forwarded to the Health & Safety Advisor to determine if health and safety compliance is demonstrated. All other applications shall be evaluated by the Health & Safety Advisor. The Council Engaging Supervisor wishing to engage the Contractor will conduct the general health and safety induction, and complete worksite safety observations.

The Council Engaging Supervisor will consider the following when reviewing Contractor health and safety pre-qualification applications:

- ✓ How well the Contractor's health and safety policy, practices and history match the type of work they plan to undertake?
- ✓ Does the Contractor hold the appropriate Practising Certificate, and are they a member of a recognised national industry organisation?
- ✓ Does the Contractor hold a recognised health and safety certification (e.g. ACC WSMP or WSD)?

A Contractor’s approval of their health and safety systems is valid for two years (subject to performance). Contractors are required to reapply and provide updated copies of their documentation to demonstrate ongoing review and improvement of their health and safety systems.

Contractors wishing to work for the Council shall be graded to determine what type of management requirements will be taken (see diagram below).



6. Induction of Contractors

Contractors working in Council staff occupied buildings will be inducted prior to commencing work and then re-inducted annually or when there are any health and safety procedural or building changes.

Contractors working on Council owned worksites or on Council owned assets will be inducted by the Council Engaging Supervisor preferably this happens prior to commencing work. The level of detail will reflect the size and risk of the contract. All employees of a Contractor and any workers must be inducted by the Contractor before work commences.

7. Who is responsible for what?

Both the Council and its Contractors are individually responsible for providing and maintaining a safe working environment for its workers and are required by legislation to provide and maintain facilities at work for their workers' health and safety.

7.1 Kaikoura District Council's Responsibilities:

- ✓ Taking all reasonable steps to ensure workers are not harmed while undertaking any work the Contractor is engaged to do.
- ✓ Ensuring Council staff are not harmed as a result of work undertaken in the workplace by Contractors.
- ✓ Ensuring that Contractors are informed of any known hazard relevant to the work they will be undertaking.
- ✓ Ensuring Contractors are competent for the work engaged to undertake.
- ✓ Ensuring that any Council owned plant is designed, made and maintained for safe use.
- ✓ Communicating emergency procedures for buildings occupied by Council staff.
- ✓ Ensuring Contractor requirements are fulfilled by monitoring and evaluating health and safety performances and compliance.

7.2 Contractors Responsibilities

- ✓ Complying with and understanding their obligations to themselves and others under the Health & Safety at Work Act 2015 and any other relevant legislation, guidelines and approved codes of practice.
- ✓ Keeping the work area safe, secure and following the site safety plan.
- ✓ Ensuring they and their workers are suitably qualified, competent and trained to undertake the work required or are supervised by a competent person.
- ✓ Being aware of the risks associated with known hazards and have adequate control measures in place.
- ✓ Reporting accidents/incidents and near misses within the prescribed timeframes.
- ✓ Understand what a notifiable event is and report notifiable events as soon as possible to WorkSafe
- ✓ Using personal protective clothing or safety equipment in the correct manner.
- ✓ Being familiar with the emergency response plan.
- ✓ Not working while impaired by the effects of drugs or alcohol.
- ✓ Not threatening, harassing or intimidating other people.
- ✓ If in doubt, STOP work and ask.

8. Contractor Health and Safety Advice

Contractors should seek advice and assistance from their Council Engaging Supervisor, or WorkSafe New Zealand if they are unsure of their health and safety responsibilities.

9. Safety on Site

9.1 Sharing Information

Effective communication and information sharing between the Contractor and the Council engaging supervisor and any other Council employee is critical. Meetings and or discussions will include:

- ✓ Nominated contact person for both the Council and the Contractor.
- ✓ Agree and document who will be in control of the work site (Council or Contractor).
- ✓ Formal arrangement to exchange information i.e. regular site meetings.
- ✓ Minutes of any health and safety or toolbox meetings should be documented and kept. This may be the form of diary notes or formal minutes.

9.2 Reporting for work and Emergency Response

The Contractor must ensure that all workers are aware of any relevant emergency response plans that apply to the contract and have these noted in the site safety plan.

Contractors working in staffed Council facilities:

All workers must ensure that they sign in and out at the Council reception desk daily. Workers must also know who the Engaging Council Supervisor is that they are working for.

The Council Engaging Supervisor shall inform the worker of any emergency and evacuation procedures. Normally this is done as part of induction. If you have not been advised – ASK.

Once workers have been informed of these procedures, it is their responsibility to ensure that any other workers are inducted by the Council Engaging Supervisor.

The Contractor should advise the Council Engaging Supervisor, prior to the commencement of work, if the work they are doing could create an emergency not covered by the normal procedures and ensure that Council staff who may be affected are informed about what to do if the situation arises.

Contractors working away from staffed Council facilities:

If the work undertaken is at a site not controlled by the Kaikoura District Council, the person in control of the site must be aware of all workers who are present and the scope of work.

The Contractor must have procedures in place to deal with emergency situations that may arise in the course of work.

Workers and the Council Engaging Supervisor must know the procedures.

The Contractor must have adequate first aid facilities, first aid supplies, and qualified first aiders.

9.3 Hazard Identification and Site Safety Plans

Contractors will comply with the Health and Safety at Work Act 2015 'risk identification' and 'all reasonable steps' criteria.

Prior to commencing work, the Council Engaging Supervisor will ensure that the Contractor is aware of all known hazards.

A safety plan must be completed for site specific tasks to demonstrate that risks have been identified and managed. For high-risk tasks, Contractors are required to submit a comprehensive safety plan, have all appropriate training and certification of both workers and resources, and to carry out the work safely.

9.4 Training

All workers engaged by the Contractor must be trained and competent to carry out all tasks safely or be adequately supervised by a competent person to carry out the contract requirements. Training records and evidence of qualifications may be requested.

9.5 First Aid

Contractors should provide sufficient first aid equipment that is within easy access of their workers. Contractors are required to provide their own first aid trained workers.

If the work is of such a nature that specialised first aid equipment or materials may be needed, it is the Contractor's responsibility to provide it.

Self-employed Contractors working away from Council staffed facilities must provide their own suitable and readily accessible first aid kits.

9.6 Protective Clothing & Equipment

Contractors are responsible for providing, using and maintaining the required personal protective equipment (PPE).

All personnel entering the work area/site must abide by the requirements of the person in charge of the worksite – no exceptions.

9.7 Electrical Plant and Equipment

Contractors must ensure all electrically powered equipment is in a safe working condition. All leads and portable equipment must have a legible and current test tag.

- ✓ All plant and equipment must be designated, manufactured and maintained in a manner that is safe for its use.
- ✓ No equipment shall be used unless it has sufficient guarding, certification of fitness or fit for purpose criteria in place.
- ✓ All licensing and certification requirements shall be met by the Contractor
- ✓ All ladders shall be clearly labelled as complying with *AS/NZS 1892.1.1996AS* and used in accordance with WorkSafe's "Best Practice Guidelines for working at Height in NZ"

9.8 Reporting of Accidents, Near Miss Incidents or Notifiable event

Contractors and workers are to use their own procedures to record, report and investigate accident/incidents and near miss incidents.

Notifiable Events

Under the HSWA you are required to:

- ✓ Notify WSNZ as soon as possible when a notifiable event occurs
Preserve the site until an inspector arrives or otherwise directed by WSNZ
Keep records of all notifiable events
- ✓ Contractors must notify the Council Engaging Supervisor as soon as possible after WSNZ have been notified. All written reports must be supplied to council within seven days.

All other Accidents/Incidents or Near Miss Events

- ✓ To be reported in writing to Council Engaging Supervisor within 48 hours or as required in contract documentation or agreement with the Council Engaging Supervisor.

This information should be included in and form part of the 'Site Safety Plan'.

9.9 Monitoring Contractors

The Council has a legal responsibility to monitor Contractor's health and safety performance. Contractors may be periodically assessed for their health and safety performance both during and at the conclusion of the contract. Regular and random checking of Contractors may be carried out.

The Council has the right to suspend work at the Contractor's expense where the Council is not satisfied that all reasonable steps are being taken to ensure the health and safety of workers and others in connection with the contract. Where repeated serious breaches of contract are identified, the Council shall have the discretion to terminate the contract.

9.10 Public Safety Requirements

The required public safety measures, signs and warning systems defined in relevant legislation, approved codes of practice and/or Council instructions must be used. Prior to the commencement of any works to be undertaken on legal roads, the Contractor must apply for a corridor access and required Traffic Management Plan.

Contractors shall ensure that people are adequately warned by way of signs, barriers and/or other means where the work is likely to present potential risks.

Contractors are also responsible for the health and safety of other people at risk from the work being undertaken.

Contractors have the right (and a responsibility) to instruct people not suitably protected to leave the area while the risk is present.

9.11 Environmental Protection

Protecting Kaikoura's environment is a key function of the Council and is also a requirement under the Resource Management Act. Accidents often impact the environment and it is the responsibility of any Contractor to ensure safe practices are maintained to prevent and/or minimise any environmental impact.



10. Notification of 'Particular Hazardous Work'

Contractors must inform WorkSafe New Zealand of any hazardous work being carried out as required under Regulation 26 of the Health and Safety in Employment Regulations (1995).

The notification can be completed online or in writing and must be emailed, posted or faxed to WORKSAFE NEW ZEALAND at least 24 hours before the work is started. A copy of the notification must be supplied to the Council contact person.

Please refer to the WorkSafe website for a list of the hazardous work that is notifiable.

<http://forms.worksafe.govt.nz/hazardous-work-notification>

11. Insurance

The Contractor must indemnify the Council against:

- ✓ Any loss suffered by the Council, which may arise out of or in consequence of this contract.
- ✓ Any liability incurred by the Council in respect of injuries of persons or damage to property, which may arise out of or in consequence of this contract.
- ✓ Any costs the Council may incur in respect of that loss or liability.

Note: Insurance cover must remain in place for the duration of the contract and copies of the policy will be retained. The Council reserves the right to check the status of cover during the contract.

12. Non Compliance

If the Contractor does not comply with any of the requirements, the Council shall undertake the following:

- ✓ Consider the need for immediate actions to prevent serious harm.
- ✓ Immediately advise the Contractor's senior staff member on site of the problem.
- ✓ If the issue is minor the Contractor will be instructed either verbally or in writing to comply.
- ✓ If the issue is of a more serious nature the Council Engaging Supervisor shall undertake a formal health and safety audit of the entire site. Once the audit is complete the Contractor will be instructed to rectify outstanding issues within a specified timeframe. The timeframe will depend on the risk.
- ✓ A copy of the health and safety audit will be sent to the Contractor and copies to the contract file.

The Council Engaging Supervisor will check that corrective action has been taken and is effective. If the action is effective, the matter is concluded. If the action has not been effectively implemented Council may:

- ✓ Issue a verbal instruction (followed by letter or email) to the Manager or owner of the contracting company advising the specific issues that require immediate attention, and that an instruction will be given to shut the site forthwith, if the issues are not resolved within the specified time frame.
- ✓ Remain on site until the issue is resolved, or the site closed.
- ✓ Keep a written record of all actions taken.

13. Kaikoura District Council's Health and Safety Policy



Health and Safety Policy

At our workplace everyone must look after their own safety and the safety of other people. This is what we will do to keep everyone safe and healthy at work, and to get better at being safe every year.

To keep healthy and safe, everyone will:

- Follow all instructions, rules, procedures and safe ways of working
- Wear and use safety protection where the task requires it
- Report any pain or discomfort
- Identify and report all hazards, accidents and near misses
- Take an active role in contributing to a healthy and safe workplace by participating at meetings, training sessions and other health and safety activities when offered
- Take reasonable care of health and safety for ourselves to make sure no action or inaction while at work causes harm to ourselves or any other person
- Have a good understanding of the health and safety issues related to our job
- If injured, work with management to get better and come back to work.

To keep people healthy and safe at work, management will:

- Work with workers to improve health and safety
- Do everything possible to remove or reduce the risk of harm
- Find out what caused incidents and injuries and prevent them from happening again
- Make sure all accidents and near misses are written down in the Accident Register
- Train everyone about hazards and risks so people can work safely
- Champion and promote a culture of responsibility and accountability for health and safety in the workplace
- Keep improving the health and safety system
- Help people who are injured to get better and come back to work
- Make sure contactors and sub-contractors have safe ways of working.

Approved by:



Angela Oosthuizen, Chief Executive Officer

Next Review Date: 1 April 2017

CONTACT DETAILS

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Kaikoura 7340

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Email: kdc@kaikoura.govt.nz

FURTHER INFORMATION

WorkSafe New Zealand

www.business.govt.nz/worksafe

Freephone: 0800 20 90 20

Phone: 04 915 4400

Fax: 04 915 4015

Ministry for the Environment

www.mfe.govt.nz

Freephone: 0800 499 700

Telephone: 04 439 7400

Fax: 04 439 7700

Email: information@mfe.govt.nz