

CENTRAL HAWKE'S BAY



# **Contractors Health and Safety Information Booklet**



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## Document Control

The Central Hawke's Bay District Council Contractors Health & Safety Information Booklet is a controlled document and is available on the CHBDC website <http://www.chbdc.govt.nz>. When the information Booklet has been downloaded or printed it become an unmanaged document. Please refer to the website for the current version.

Date	Version	Changes
02/11/2016	0	Draft Document
7/12/2016	1	Initial Issue
01/08/2017	1	Minor update – new copy of H & S Policy

## 1. Definitions

<b>Contractor</b>	A company or self-employed person (PCBU)
<b>Council</b>	Central Hawke's Bay District Council or CHBDC
<b>Council Engaging Supervisor</b>	The Central Hawke's Bay District Council employee authorised to engage, manage, and/or instruct the services on behalf of the Council
<b>PCBU</b>	<p>A PCBU is a 'person conducting a business or undertaking'. While a PCBU may be an individual person (eg a sole trader) or an organisation, in most cases the PCBU will be an organisation (eg a business entity such as a company, or entity created by legislation).</p> <p>A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work – this is call the 'primary duty of care'.</p>
<b>Recognised Certification</b>	<p>ACC Workplace Safety Management Programme (WSMP) ACC Partnership programme or AN/NZS 4801</p> <p>SiteWise - is an online prequalification system that grades your contractor's health and safety capability and publishes that grade in a database which you can view.</p>
<b>Subcontractor</b>	A person engaged (otherwise than as an employee) by any contractors or subcontractors to do, for gain or reward, any work the contractors or subcontractors has been engaged (as contractors or subcontractors) to do.
<b>Agent</b>	A person to act on behalf of Central Hawke's Bay District Council
<b>WSNZ</b>	WorkSafe New Zealand (regulatory body)



## 2. Introduction

Central Hawke's Bay District Council (Council) is committed to the provision of a safe and healthy workplace for all workers, including contractors and sub-contractors, in accordance with its Health and Safety Policy (*Appendix A*) and its duties under the Health and Safety at Work Act.

This handbook provides contractors and workers of the Central Hawke's Bay District Council with an outline of the basic health and safety requirements for operating a safe worksite. All contractors must be health and safety approved prior to the commencement of any work.

Central Hawke's Bay District 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 contractors 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 Central Hawke's Bay District Council contact person who has been assigned to you, 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.



### 3. Contract Conditions

The awarding of contracts by the Central Hawke's Bay District 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 become pre-qualified 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 Central Hawke's Bay District Council.

### 4. Contractors Health and Safety Pre-Qualification Application Process



Central Hawke's Bay District Council will operate a 'Health and Safety Pre-Qualification' process. Any contractors who wish to work for the Council must complete this process. Pre-qualification is a great way we can get to know how your business works, and for you to understand our requirements. This means we are all on the same page and work can progress more smoothly.

Central Hawke's Bay District Council's approved contractors' status determines the general health and safety capability of a contractor, whereas their ability to manage a particular contract is determined in the tendering process.

Pre-qualification doesn't have to be difficult, and it's certainly not a waste of time. This is a prime opportunity to review your health and safety practises and behaviours and revise how you manage critical risks that could cause illness, injury or even death.

The accepted method of Pre-Qualification for contractors is to complete the SiteWise online pre-qualification system that grades your health and safety capability.

The questionnaires are independently assessed by SiteWise's qualified health and safety professionals. The assessment will result in a grade, with a detailed report provided to you, along with any suggested improvements (if needed). A current score of 50 or above will be accepted.

It is easy to register, and we are available to help guide you to get started.

<http://sitewise.co.nz/>

If you are already registered and assessed by another pre-qualification provider, CHBDC will accept alternative forms of health and safety pre-qualification, so long as they include an external audit of the contractor's health and safety systems, and are recognised as having industry credibility.

Once Pre-Qualification has been established, a representative of the Contractor must sign Council's Safety Agreement (*con2*).

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 Manager to determine if compliance is demonstrated. The Council Engaging Supervisor wishing to engage the Contractor will conduct the general health and safety induction, and complete worksite safety observations.

A Contractor's approval of their health and safety systems is valid for one year (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.

## **5. 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 procedure or building changes.

Contractors working on Council owned worksites or on Council owned assets will be inducted by the Council Engaging Supervisor, preferably 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.

### **5.1 "One Off" Contractors**

Contractors that are engaged whom are unlikely to be used again still require an induction. As per procedures documented in Section 4, if they are working at a CHBDC manned site are under direct supervision then they simply need to be made aware of any hazards, building evacuation procedures and sign in and out at reception. If they are to be unsupervised at any time or are working remotely then an assessment is to be made of the "risk" by the CHBDC Engaging Supervisor and the appropriate level of induction needs to be completed. It is possible for this to be done remotely however acknowledgement of completion needs to be received before work can commence.

## 6. Who is Responsible for What?

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

### 6.1 Central Hawke's Bay District Council's Responsibilities

- ✓ Taking all practicable 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 Council known hazard relevant to the work they will be undertaking and that controls are in place to prevent harm.
- ✓ Ensuring Contractors are trained to do the work and/or provided with competent supervision.
- ✓ 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

### 6.2 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 that 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.

## 7. Contractors' Health and Safety Advice

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

Site Safe can provide guidance and have a free downloadable Site-Specific Safety Plan booklet on their website: <https://www.sitesafe.org.nz/products-and-services/sssp/>



## 8. Safety on Site

### 8.1 Sharing Information

Effective communication and information sharing between the Contractor and Central Hawke's Bay District Council engaging supervisor and any other Council employee is critical. Meetings and or discussions should 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.



## 8.2 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.

1. 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 Central Hawkes Bay 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.

## 8.3 Hazard Identification and Site Safety Plans

Contractors will comply with the Health and Safety at Work Act 2015 'hazard identification' and 'so far as reasonably practicable' criteria.

Prior to commencing work, the Council Engaging Supervisor will ensure that the Contractor is aware of council identified hazards that may be faced in the area and the controls in place for preventing harm.

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

## 8.4 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.

## 8.5 First Aid

Contractors, sub-contractors and consultants 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.

## 8.6 Protective Clothing and Equipment

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

Where PPE is required to be worn, signs should be put up stating what is required. All personnel entering the work area/site must abide by these signs and requirements of the person in charge of the worksite – no exceptions.



## 8.7 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 <i>AS/NZS 1892.1.1996AS</i> and used in accordance with WorkSafe NZ "Best Practice Guidelines for working at Height in NZ".

## 8.8 Reporting of Accidents, Near Miss Incidents or Notifiable Event

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

### Notifiable Events

Under the HSWA you are required to:

✓	Notify WorkSafe NZ as soon as possible when a notifiable event occurs Preserve the site until an inspector arrives or otherwise directed by WorkSafe NZ Keep records of all notifiable events
✓	Contractors must notify the Council Engaging Supervisor and/or the Council Health & Safety Manager as soon as possible after WorkSafe NZ has 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 or the Council Health & Safety Manager within 48 hours or as required in contract documentation or agreement with the Council Engaging Supervisor.
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This information should be included in and form part of the 'Site Safety Plan'.

## 8.9 Monitoring Contractors

Central Hawke's Bay District Council has a legal responsibility to monitor contractors' 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 practicable 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.

## 8.10 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. Visitors and people in the vicinity must be notified of any significant hazards so that they may vacate the area, or equip themselves with the correct protective gear.

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

### 8.11 Environmental Protection

Protecting Central Hawke's Bays 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.



## 9. Notification of 'Particularly Hazardous Work'

Contractors must inform WorkSafe New Zealand in writing of any 'notifiable' 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>



## 10. 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.

## 11. Non Compliance

If the Contractor does not comply with any of the requirements, the Central Hawke's Bay District 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 and Council Health and Safety Manager (if required) 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 contractor 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.

## **12. Central Hawke's Bay District Council's Health & Safety Policy**





# HEALTH & SAFETY POLICY

## Strategic Objective

**"To achieve best practice levels of Health and Safety performance."**

## Policy

The Central Hawke's Bay District Council is committed to the achievement of the highest levels of Health and Safety best practice. In carrying out our business activities we will continuously strive to be leaders in our management of the workplace, seeking to protect its employees, contractors, volunteers, visitors, public and property from accidental harm or damage, by ensuring that the work environment is safe and people remain healthy.

To meet our obligations under the Health and Safety at Work Act 2015 (HWSA) regulations and any relevant codes of practices, standards or guidelines as reasonably as practicable we will:

1. Assist all individuals in taking ownership for creating a safe and healthy workplace environment by encouraging active participation in all areas of health and safety;
2. Ensure that hazards in the environment do not cause employees either illness, injury or both, including physical or mental harm caused by work related stress, and hazardous behaviour;
3. Provide and ensure the use of protective clothing and equipment for employees;
4. Promote injury and illness prevention as good business management and adhere to the principle that all accidents are preventable;
5. Monitor the health of workers and the conditions at work for the purpose of preventing injury or illness of workers, including facilitating a rehabilitation programme or return to work plan for injured staff; the Central Hawke's Bay District Council will endeavour to tailor-make the job to suit the individual where practical. This may include reduced hours of work or alternative light duties for a temporary disability, or if need be, a permanent restructuring if the disability looks to be of a long-term nature;
6. Ensure our safety and health objectives have equal status with other business objectives and that the appropriate resources, training and tools are made available to achieve these;
7. Ensure that management is responsible for the achievement of these objectives;
8. Evaluate our performance regularly and correct any deficiencies where they arise. Our Health and Safety management practices will be continuously improved;
9. The Chief Executive will review Health and Safety objectives and performance annually;
10. Promote a culture where each employee is responsible for working safely and where accountabilities are clearly understood and followed. Each employee is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
  - participating effectively in developing processes for improvement of health and safety through training, attendance at meetings, surveys, audits, and performance appraisals;
  - observing all safe work procedures, rules and instructions;
  - ensure that all accidents, incidents, near miss and unsafe conditions are reported to the appropriate person, and are accurately recorded;
  - the early reporting of any pain or discomfort;
  - taking an active role in any personal treatment and individual rehabilitation plan to ensure they successfully stay at work or achieve an early and durable return to work
11. Every Manager or Supervisor has a responsibility for the Health and Safety of those employees working under their direction;
12. When contracting out work, consideration shall be given to the health and safety record of contractors, prior to awarding any contract. Principals are expected to monitor contractor's compliance with Health and Safety requirements, and to bring any unsafe working practices or conditions to the contractors' attention.

Signed: \_\_\_\_\_

**Monique Davidson, Chief Executive  
Central Hawke's Bay District Council**

Date: \_\_\_\_\_

19-06-2017



## CONTACT DETAILS

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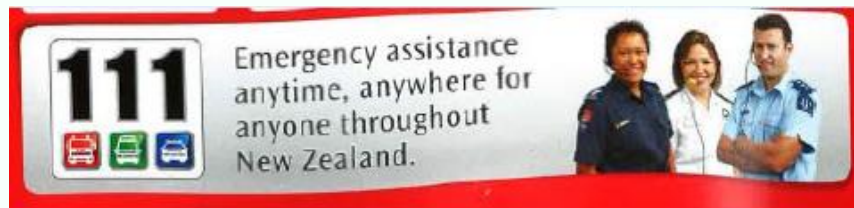
Health & Safety Manager  
Phone: 06 857 8060  
Email: [barbara.nicolle@chbdc.govt.nz](mailto:barbara.nicolle@chbdc.govt.nz)

[www.chbdc.govt.nz](http://www.chbdc.govt.nz)

Central Hawke's Bay District Council  
28-32 Ruataniwha Street, Waipawa 4210  
PO Box 127, Waipawa 4240

Phone: 06 857 8060  
Fax: 06 857 7179

## EMERGENCY



## CONTACT DETAILS

Hastings Memorial Hospital	06 878 8109
Emergency Management Hawke's Bay	06 835 9200
CHBDC Rural Fire Authority	06 857 8060
HB Regional Council	06 835 9200

## FURTHER INFORMATION

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WorkSafe New Zealand	<a href="http://www.business.govt.nz/worksafe">www.business.govt.nz/worksafe</a>	
	Freephone:	0800 209 020
Ministry for the Environment	<a href="http://www.mfe.govt.nz">www.mfe.govt.nz</a>	
	Freephone:	0800 499 700
National Poisons Centre	<a href="http://www.poisons.co.nz">www.poisons.co.nz</a>	
	Freephone:	0800 764 766

