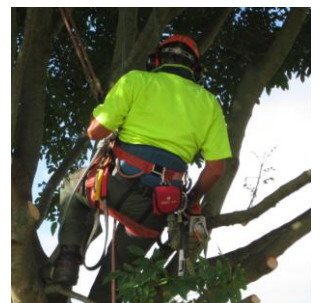


Contractor Health and Safety Guide



Introduction |

Council wants to work with contractors who support health and safety practices that are not going to put themselves or others at risk. The Health and Safety at Work Act 2015 (HSWA Act) places a duty on a “person conducting a business or undertaking” (PCBU) to take all reasonably practicable steps to ensure that contractors, subcontractors and their workers are not harmed while undertaking any work.

The purpose of this guide is to assist Council’s contractors in the understanding of practices and to work together to consult, cooperate and coordinate on risk management. We need to work together to prevent harm to our workers.

WHO IS A PCBU?

Your business/organisation is now a ‘person conducting a business or undertaking’ or ‘PCBU’, whether you are alone or with others, or whether or not conducted for profit or gain.

All PCBU’s have a primary duty of care to ensure, as far as reasonably practicable, the health and safety of all workers who work for you or do activities for you. A PCBU also needs to ensure that the health and safety of other people is not put at risk from the work they do.

Representatives, clients, contractors and subcontractors all have a primary duty of care to manage Health and Safety. If the duties overlap then all PCBU’s need to meet and discuss who is responsible for specific risks associated with doing the work. For example, who will be in control of the work site, what health and safety system will be in control of the work undertaken.

WHO IS A WORKER?

All employees will now be known as workers. This includes all Council employees, employees of contractors and subcontractors, any labour hires or students, even volunteers who work for you on a regular permanent basis.

CONSULT, CO-OPERATE AND CO-ORDINATE

When you work with other business’s (PCBU’s) there are overlapping duties responsibilities to manage health and safety. Some areas to think about for discussion are:

- ▶ Plan ahead; think about **stages** of your work and **who may/will be affected** by it.
- ▶ Identify the risks to be managed and **together agree how to control the risks** and who is best placed to do so.
- ▶ Define **roles, responsibilities** and **actions** and explain these to workers and other businesses so they know what to expect.
- ▶ Continue to **consult, co-operate** and **co-ordinate** including carrying out reasonable and proportionate monitoring to ensure Health and Safety is maintained.

Implementing or addressing the following points will help PCBU’s meet their overlapping duties:

- ▶ Ensure that nominated contractors are provided with copies of all relevant health and safety documentation or rules of the place of work to inform them of the standards expected.

- ▶ PCBU's should periodically monitor contractor compliance with the health and safety documentation to **ensure** that contractors are meeting their obligations, and working in a safe manner and in accordance with their respective safety management systems.
- ▶ Ensure that records are retained in the event that there is a requirement to address any non-conformances with agreed safety systems and relevant health and safety documentation.
- ▶ A review schedule is recommended for ongoing management of the above.

For more information on the 3C's (Consult, Coordinate and Cooperate) visit WorkSafe New Zealand's webpage 'Working Together' at <http://www.business.govt.nz/worksafe/hswa/working-together>.



Figure 1: WorkSafe New Zealand – Working with other businesses

RESPONSIBILITIES OF A PCBU

- ▶ Protect safety and health of all workers
- ▶ Maintain a health and safety system relevant to the risks within their business
- ▶ Monitor health and safety performance

Check out the WorkSafe New Zealand good practice guideline – Writing health and safety documents for your workplace.

<http://www.business.govt.nz/worksafe/tools-resources/writing-health-and-safety-documents-for-your-workplace/guide-to-writing-health-and-safety-documents.pdf>

Pre-qualification |

LOCAL GOVERNMENT PRE-QUALIFIED CONTRACTOR

Otorohanga District Council requires all contractors to be a registered local government prequalified contractor. Please apply using this link <https://payments.sheasure.net/>

Or find further information on Otorohanga District Council's website www.otodc.govt.nz

Prices for application are:

Pre-qualification biennial

0-5 employees \$180.00

5-24 employees \$400.00

25 or more employees \$900.00

Plus Insurances at application and upon insurance expiry/renewal of \$25 per insurance type (excl GST)

Risk Management |

IDENTIFY, ASSESS AND MANAGE WORK RISKS

Different businesses will have different health and safety risks. It all depends on the type of work you do. A healthy and safe workplace starts with identifying and understanding what your work-related health and safety risks are; particularly those that have the potential to cause people serious injury or illness. It then involves doing what is reasonable, what is practical and what you are able to do to eliminate or, where they can't be eliminated, minimise those risks.

COUNCIL'S CRITICAL RISKS

There are currently 14 identified critical risks that are across the Council sites. These include:

- ▶ Working alone/ in isolation
- ▶ Working in confined space
- ▶ Working at heights
- ▶ Hazardous substances – storage or handling or exposure
- ▶ Working over or near water
- ▶ Working on or near roads
- ▶ Unguarded machinery
- ▶ Working on or near trenches
- ▶ Driving on the road
- ▶ Critical incident
- ▶ Inadequate risk assessment
- ▶ Dealing with aggressive or violent people
- ▶ Working with dangerous animals
- ▶ Working with energy

OVERVIEW OF A RISK MANAGEMENT PROCESS

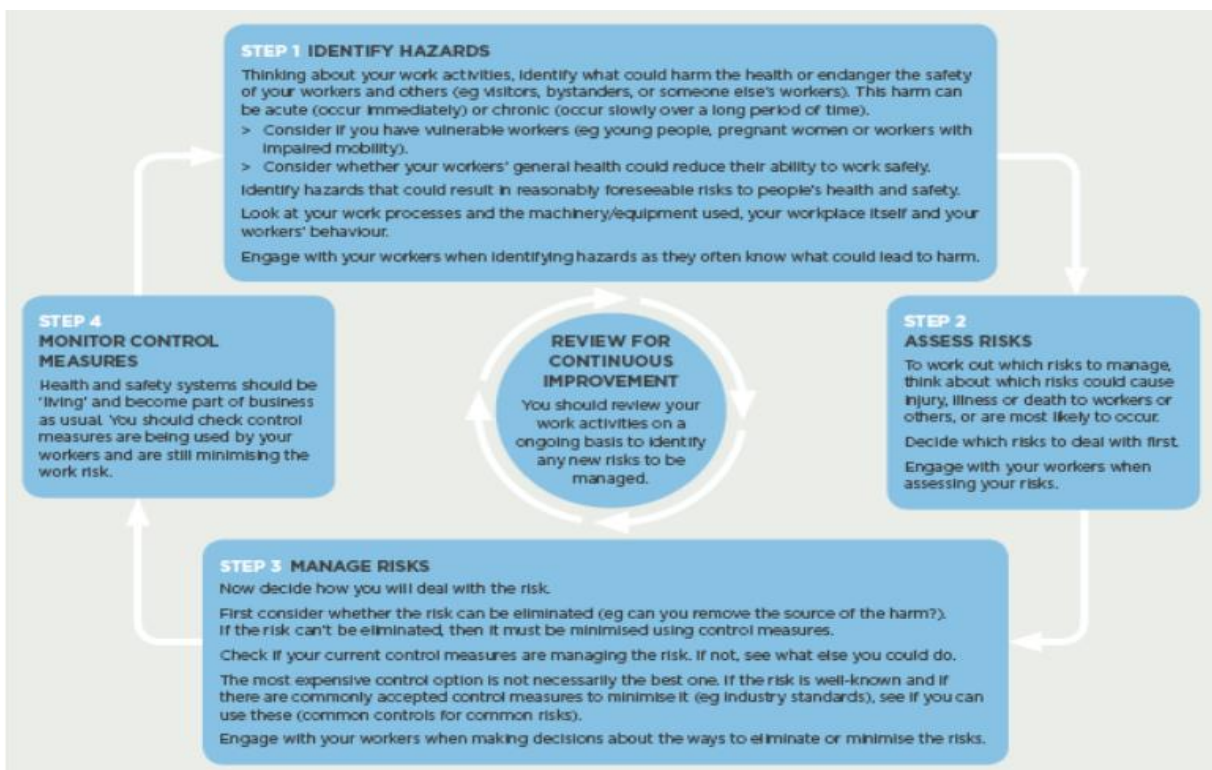


Figure 2: WorkSafe New Zealand – Managing your work health and safety risks

Site Specific Safety Plan | Before you start

PLAN

There are various types of site specific safety plans required for physical works, eg full site specific safety plans, tailgates, a job safety assessment (JSA), safe work method statements (SWMS), and permit to work (PTW) etc.

The type of information required will be dependent on the scope of works and level of risk.

Factors required in these types of documents include:

- ▶ Roles and responsibilities
- ▶ Identification of hazards /risks and controls for the site
- ▶ Training/competency requirements relevant to the work being done
- ▶ Emergency response plan/procedure

Monitoring of health and safety performance on site needs to take place regularly during the contract period. This shall be carried out by all PCBU's involved on site.

Documenting the above for each activity will provide all relevant PCBU's with an assurance that health and safety is being managed effectively.

INDUCTION

Before carrying out any type of work onsite, you must ensure you are inducted onsite first.

Monitoring |

PCBU's have a primary duty of care to protect workers from harm.

To gain an assurance the risks are being effectively controlled, regular monitoring shall be carried out by all PCBU's on site, against the site specific safety plan/job safety assessment requirements.

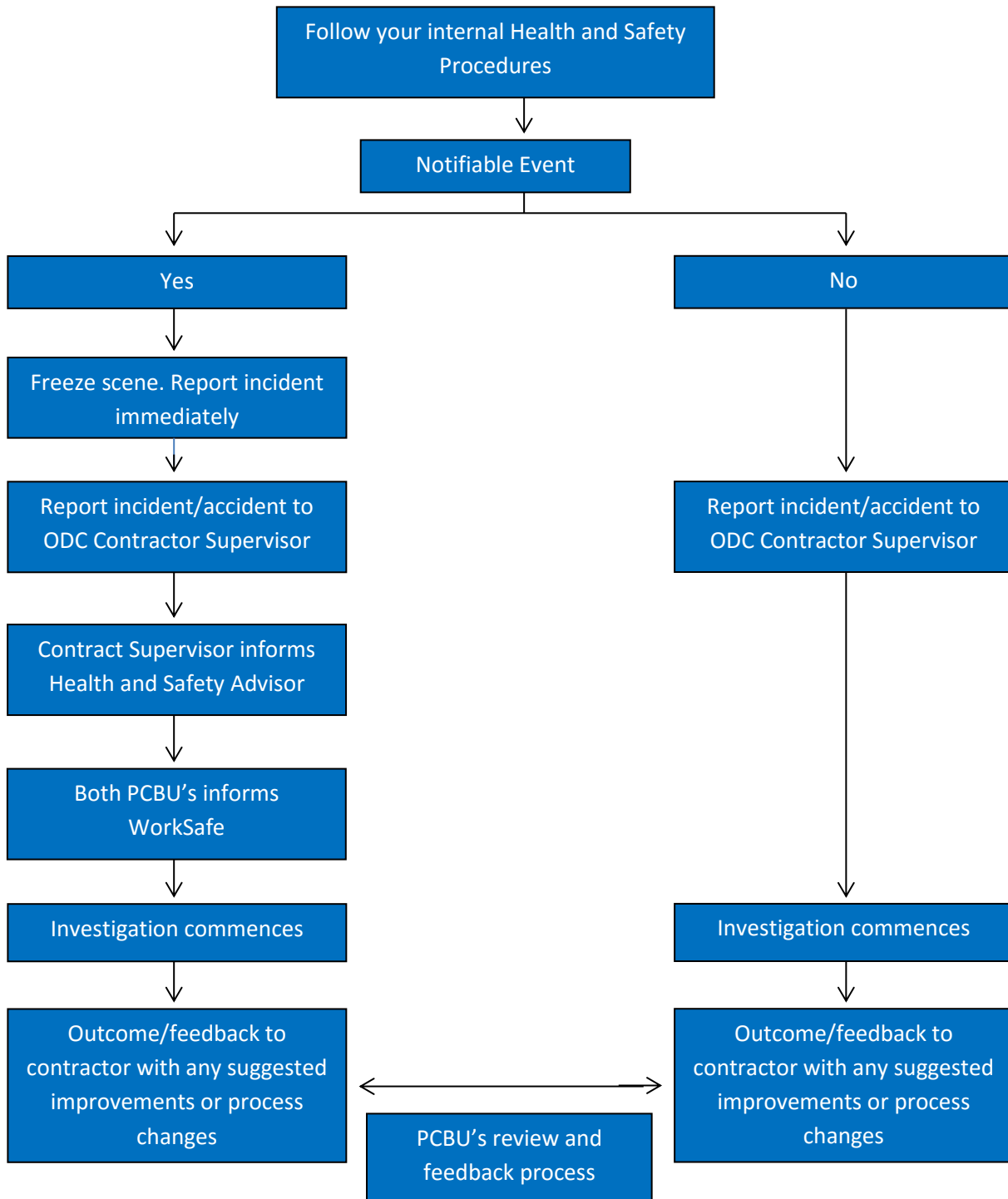
How frequent or comprehensive monitoring will be, is dependent on the level of risks.

Council periodically undertakes site safety audits on all contractors.

Incident Reporting | Process

Understanding the causes of injuries/illnesses that occur in our workplace is vital. Learnings can enable preventative steps to be taken to prevent a reoccurrence.

If an incident or near hit occurs, Council needs to understand what occurred and how it occurred.



If there is a notifiable event WorkSafe New Zealand must be notified. Check out more information here <http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events>

Appendix

APPENDIX 1: RISK ASSESSMENT

RISK MATRIX						
PROBABILITY	Certain	Extreme	Extreme	Very High	High	Moderate
	Almost certain	Extreme	Very High	Very High	High	Moderate
	Likely	Very High	Very High	High	Moderate	Low
	Unlikely	High	High	Moderate	Moderate	Low
	Highly unlikely	Moderate	Moderate	Low	Low	Low
		Catastrophic	Major	Serious	Moderate	Minor
CONSEQUENCE						

Level	Description
Catastrophic	Death of staff and/or contractors and/or visitors.
Major	Permanent disability or loss of function to staff and/or contractors and/or visitor; requiring major medical treatment.
Serious	Injuries requiring extended treatment. Affecting significant number of staff and/or contractors and/or visitors. Lost staff time is significant.
Moderate	Injury requiring short term treatment with some lost time. Affecting few staff and/or contractors and/or visitors.
Minor	Minimal injury. Affecting very few staff and/or contractors and/or visitors. First aid required or no treatment needed.

PROBABILITY	
Level	Description
Certain	<ul style="list-style-type: none"> Definite probability Very limited or no controls Has happened in the past and no compensating controls have been implemented Without additional controls the event is expected to occur in most circumstances Is expected to occur again either immediately or within a short period of time (likely to occur at least once in the next 3 months)
Almost Certain	<ul style="list-style-type: none"> The event will probably occur in most circumstances Weak controls e.g. be careful No auditing carried out to provide assurances With existing controls in place this event will probably still occur with some certainty Will probably occur at least once in the next 4-12 months
Likely	<ul style="list-style-type: none"> The event could occur in some circumstances Minimal controls The event has occurred in other Councils or industries with similar levels of controls in place Is expected to occur within the next 1-2 years
Unlikely	<ul style="list-style-type: none"> Event could occur in some circumstances, however more likely through human error by not following the controls Event has not occurred in the business, it could occur in some circumstances Event may occur at some time in the next 2-5 years
Highly Unlikely	<ul style="list-style-type: none"> Event may occur in some exceptional circumstances e.g. serious assault Improbably: a very small chance of events occurring that may be caused by events not previously seen or certain operating conditions Despite effective controls being used an external event or uncontrollable event could occur e.g. vehicle crashing into worksite