



HEALTH AND SAFETY CONTRACTOR MANAGEMENT HANDBOOK



Responsibility: Corporate

COUNCIL DOCUMENT

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1. Definitions

Agent	A person to act on behalf of South Waikato District Council (Council).
Client	For the purpose of this Handbook the client is South Waikato District Council
CHSMF	Contractor Health and Safety Management Framework.
Contractor/ Consultant	A person and/or company engaged by Council do work for gain or reward (otherwise than as an employee).
Council Contracts Manager	The South Waikato District Council employee authorised to engage, manage, and/or instruct the services on behalf of the Council.
HSWA	New Zealand's key work health and safety legislation is the Health and Safety at Work Act 2015 (HSWA) and regulations made under the Act
PCBU	A person conducting a business or undertaking as defined in the Health and Safety at Work Act 2015.
Principal Contractor	The contractor with control over the construction phase of a project involving more than one contractor.
Pre-qualification	Health and safety pre-qualification certificate
SSSP	Site Specific Safety Plan
SWDC	South Waikato District Council
Workers	Workers include employees, contractors, sub -contractors ,labour hire workers, apprentices and volunteer workers



2. Introduction

South Waikato District Council wants to work with contractors who support health and safety practices that keep their workers and others safe from risks. The Health and Safety at Work Act 2015 (HSWA) 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 handbook is to help South Waikato District Council contractors understand practices and to work together to consult, cooperate and coordinate on risk management. Our aim is to work together to prevent harm to our workers.

(Appendix 1: Health and Safety Policy)

2.1 Who is a PCBU?

A PCBU means a ‘person conducting a business or undertaking’ or ‘PCBU’, whether the person conducts a business or undertaking work alone or with others, or whether or not your business or undertaking is conducted for profit or gain.

2.2 Responsibilities of a PCBU

As a PCBU you have a primary duty of care to ensure, as far as reasonably practicable, the health and safety of all who work or do activities for the PCBU.

A PCBU also needs to ensure the health and safety of other people is not, put at risk from the work carried out.

PCBUs must as far as reasonably practicable:

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

2.3 Who is a worker?

All employees are considered ‘workers’ under the HSWA. This includes, but is not limited to:

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

2.4 Responsibilities of a worker

Take reasonable care of their own health and safety.

- Ensure that his or her acts or omissions do not adversely affect the health and safety of other people.
- Comply, as far as reasonably able, with any policies and procedures given by the PCBU relating to health and safety at the workplace that have been notified to workers.

2.5 Consult, cooperate and coordinate

Representatives, clients, contractors and subcontractors all have a primary duty of care to manage health and safety. When working with other businesses (PCBUs) there are overlapping responsibilities to manage health and safety.

Figure 1: Overlapping duties in a shared workplace

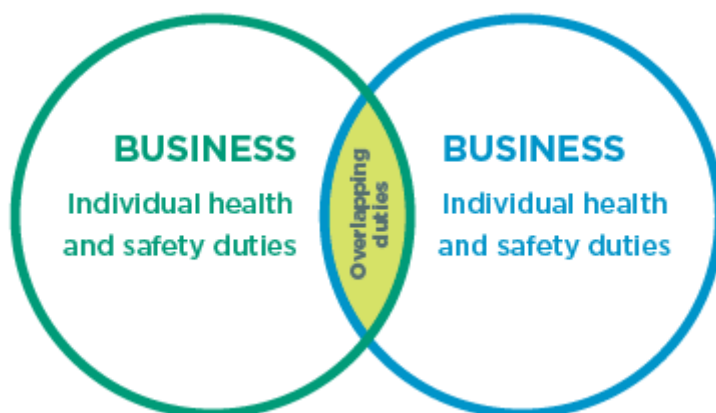
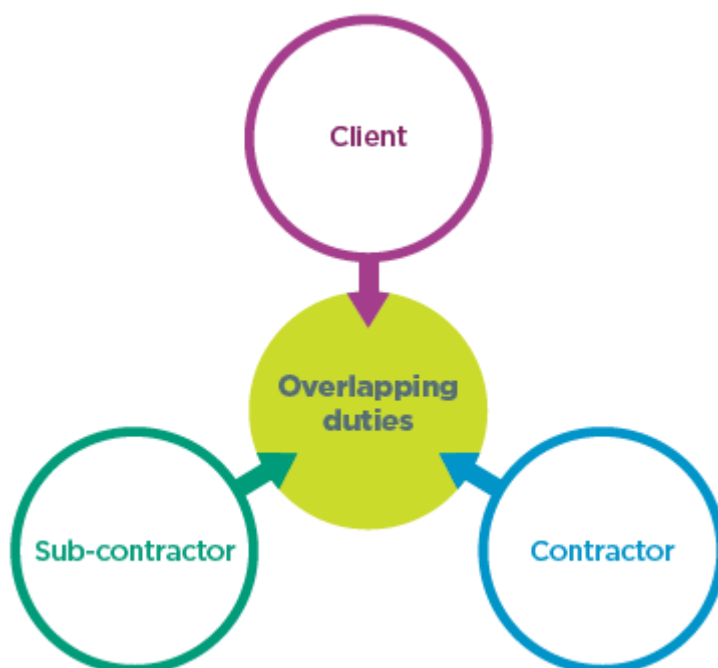


Figure 2: Overlapping duties when businesses don't share a workplace



All PCBU's must so far as is reasonably practicable consult, cooperate with, and coordinate the management of risks involved with doing the work.

The following are some areas to think about and discuss:

- Plan ahead. Think about the 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; and
- Continue to consult, cooperate and coordinate, including carrying out reasonable and

- Proportionate monitoring to ensure health and safety is managed.

Implementing or addressing the following points will help PCBUs 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;
- PCBUs should periodically monitor contractor compliance with the health and safety documentation to ensure contractors are meeting their obligations, and working in a safe manner and in accordance with their respective safety management systems;
- Ensure your records are retained in the event there is a requirement to address any non-conformances with agreed safety systems and relevant health and safety documentation; and
- A review schedule is recommended for ongoing management of the above.

<https://worksafe.govt.nz/managing-health-and-safety/businesses/working-with-other-businesses/>



3. Health & Safety Pre-Qualification Process

3.1 Existing and new contractors

SWDC has committed to using a pre-qualification system that will rate contractor's processes under the HSWA. This will enable Council to consider a contractor's health and safety commitment when awarding tenders, projects and contracts.

The following health and safety pre-qualification systems are currently acceptable by council:-

- SHE software
- SiteWise
- Impac PREQUAL
- ISNet

Desk based consultants and contractors with low risk profiles (not carrying out physical work) shall be exempt from participating in the Council's Contractor Health and Safety Pre-qualification requirements.

Contractors interested in working for South Waikato District Council, and who hold a pre-qualification certificate from another Health and Safety Pre-qualification scheme (other than those listed) should contact SWDC Quality and Risk Manager to ascertain if the scheme is acceptable to council.

3.2 Pre-qualification contractors benefits

Contractors can access independent and cost effective advice on the following:

- Where your business stands in relation to health and safety standards: and
- How to improve your health and safety practices quickly and easily.

With both SiteWise and Impac, contractors can also achieve assessment results, which are recorded using a traffic light system, which:

- Give Council confidence when awarding contracts.
- Makes it easy for other main contractors or principals to see your health and safety performance at a glance; and
- Increases your appeal to South Waikato District Council and other main contractors or principal organisations, as it demonstrates your commitment to good health and safety practices.

Depending on the scheme you choose, the assessment results will vary from one year to two years. While your certificate is still current may mean that you won't have to provide evidence of your health and safety systems, on a project by project basis.

3.3 Health & Safety Pre-qualification South Waikato District Council benefits

South Waikato District Council must demonstrate that they have met their due diligence obligations under the HSWA. It is therefore important that we have the confidence in know that any contractor we use understands both our expectations and their own obligations.

Where a contractor does not meet one of the health and safety pre-qualification requirements, the contractor will not form part of South Waikato District Council's "preferred Contractors" list. Health and safety pre-qualification schemes have processes in place to assist the contractor to gain the level of compliance Council requires.

Please Note: *If contractors do not have a current Health and Safety Pre-Qualification certificate with one of our accepted systems and have not gained an exemption from council then this will reduce the opportunity to be considered for work in the future.*



4. Execution of Work

4.1 Site specific safety management plan

There are various types of site-specific safety plans required for physical works, e.g. full site-specific safety plan, a job safety analysis (JSA), and permit to work (PTW) etc. The type of information required will be dependent on the scope of the work and level of risk.

Factors required in these types of documents include but are not limited to:

- Health and Safety Policy statement;
- Roles and responsibilities;
- Identifying critical risks;
- Identification of hazards/risk and mitigation controls for the site;
- Incident management and reporting;
- Training/competency requirements relevant to the work being done; and
- Emergency response plan/procedures.
- Any notifiable hazardous works forms.

All PCBU's involved on site shall ensure regular monitoring on site takes place during the contract period. Documentation of this will provide all relevant PCBU's with an assurance that health and safety is being managed effectively.

4.2 South Waikato District Council Site specific contractor induction

SWDC shall ensure that contractors receive an induction specific to the work they will be undertaking prior to commencing the works. The Council's Contract/Project Manager will complete this, and during this process, informed of details and any questions about the work and the site shall be discussed and clarified. This induction will also establish the defined areas of work and where duties of multiple PCBU's overlap.

You will be required to adhere to a number of South Waikato District Council's house rules.

4.2.1 Drugs and Alcohol

Impairment due to taking certain prescription or non-prescription drugs or alcohol may place yourself or others at risk of injury.

South Waikato District Council's expectation is that contractors have a drug and alcohol procedure in place to emigrate and control drug and alcohol use in the workplace.

The contractor shall ensure that at any time during the performance of the work, his/her personnel are, neither under the influence, nor partake of any alcoholic liquor, drug or intoxicating substance, other than for bona fide medical reasons.

The contractor will carry out a drug and alcohol test of a worker where there is reasonable cause or post incident where the incident has an actual or potential consequence of serious harm or significant damage to property, the environment or business undertaking.

Drug and alcohol testing to be conducted by a recognised provider and will be at the expense of the Contractor.

SWDC drug and alcohol policy will be provided upon request.

4.2.2 Children

Under no circumstances can children accompany contracting workers on Council sites.

5. Managing Workplace Risks

5.1 Identify, assess and manage work risks

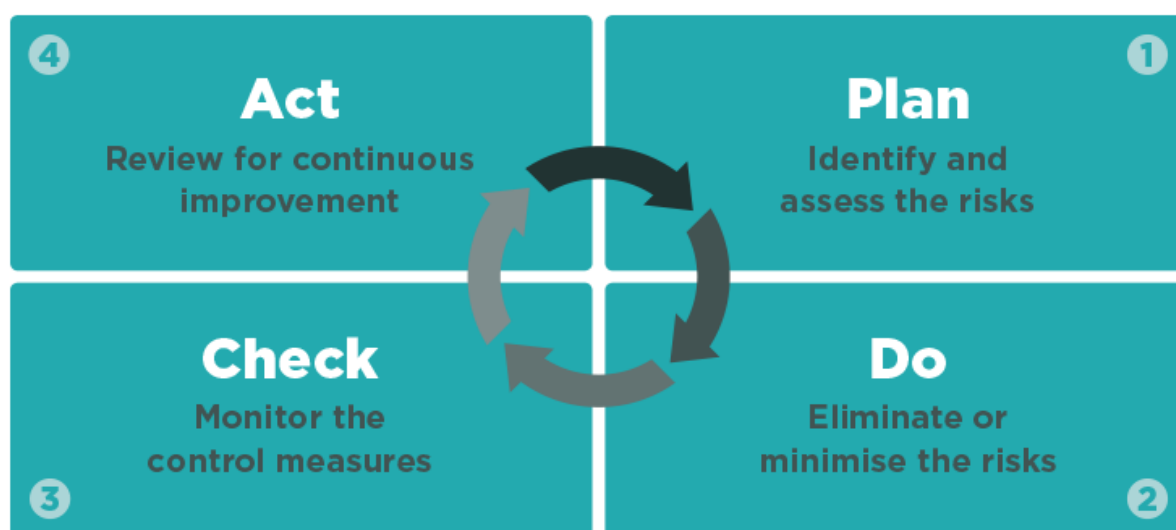
Different organisations will have different health and safety risks, it all depends on the type of work you do. A healthy and safe workplace starts with identifying and understanding what your work-related health and safety risk are, particularly those that have the potential to cause people serious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

5.2 South Waikato District Council's critical risks

Critical risks are the risks that have the potential to cause serious harm to our workers or to the public. Critical risks identified in contracts must be managed with appropriate control measures approved and signed off by the Council Contract/Project Manager.

There are a number of critical risks identified across Council sites. Some of these include the following:-

- Working at height
- Confined space
- Working in traffic corridor
- Working remotely or in isolation
- Mental health
- Trenches and open excavations
- Manual handling
- Working over or near water
- Aggressive or violent people
- Unguarded machinery
- Vehicles



5.3 Notifiable work including hazardous work and WorkSafe NZ

The HSWA requires employers, as well as the person who controls a place of work, to provide at least 24 hours' notice to WorkSafe NZ of particularly hazardous work.

The contractor must follow procedures for notifiable work as required by the regulations, including 24 hour notification to WorkSafe NZ.

A copy of the notifiable work form, must also be provided to the South Waikato District Council's Contract/Project Manager as part of the site-specific safety plan documentation.

<https://forms.worksafe.govt.nz/hazardous-work-notation>

- Logging or tree felling undertaken for commercial purposes.
- Construction work with a risk of falling 5m or more.
- Erecting or dismantling scaffolding with a risk of falling 5m or more.
- Use of a lifting appliance where the appliance has to lift a mass of 500kg or more over a vertical distance of
- 5m or more.
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more
- than 1.5m deep and having a depth greater than the horizontal width at the top.
- Work in any drive, excavation, or heading in which any person is required to work with ground cover
- overhead.
- Work involving the use of explosives, or storage of explosives for use.
- Work in which a person breathes compressed air, or a respiratory medium other than air (not diving).
- Work in which a person breathes compressed air, or a respiratory medium other than air (diving).

5.4 Monitoring during works

For South Waikato District Council to gain assurance that 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 analysis requirements.

5.5 Reporting indicators - Active (lead) Reactive (lag)

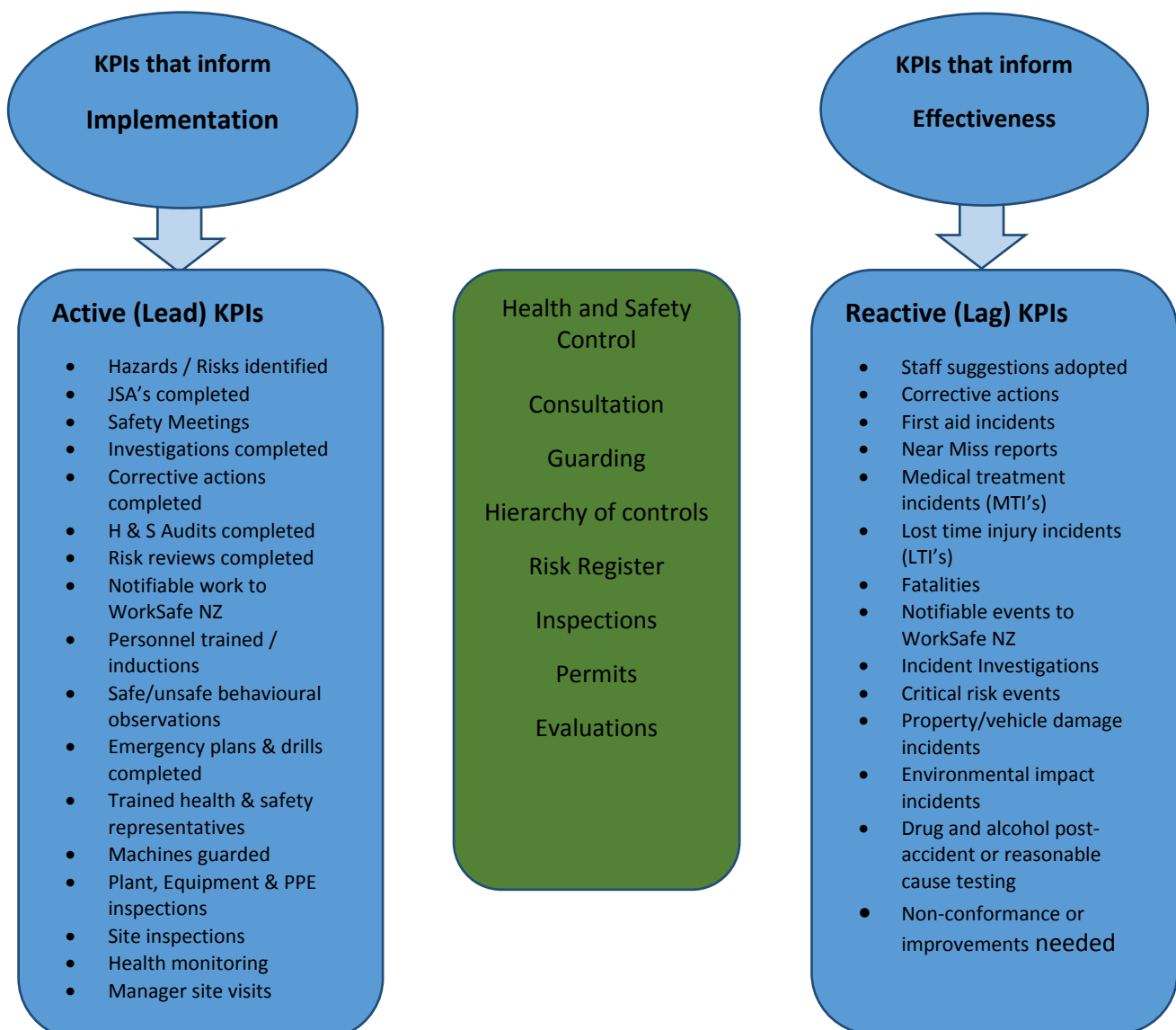
Indicators provide information that can be used to assist the officers of both Council and Contractor in maintaining effective oversight of health and safety in accordance with their due diligence duties under the HSWA.

Active (Lead) indicators are focused on future safety performance and continuous improvement. These measures are active in nature and report what contractors are doing on a regular basis to prevent injuries.

Reactive (Lag) indicators are used to indicate progress towards compliance with measures recorded on the numbers of personnel hurt and the severity.

Reactive measures indicate failure, active indicators measure performance.

When reaching excellence in safety and health, Key Performance Indicators (KPI's) should focus on using active indicators to drive continuous improvement.



(Appendix 2 Contractor Health & Safety Management Monthly Key Performance Indicator Report (KPI))

6. Incident and Emergency Management

6.1 First Aid

Access to first aid in the event of an incident is the key to reducing serious outcomes. All contractors must have assigned and trained first aiders present on worksites, and first aid kits must be readily assessable and stocked appropriately.

6.2 Incident Management

Understanding the causes of injuries/illnesses that occur in our workplace is vital and can enable preventative steps to avoid a recurrence.

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

In reference to the Risk Assessment Matrix, all moderate, major or catastrophic incidents, e.g.

Fatality, Lost Time Injuries need to be communicated to SWDC immediately (within 4 hours) and

Medical Treatment Injuries (MTI) events, high potential near miss events are to be communicated to SWDC within 24 hours. All incidents should be included in your monthly KPI report. Notification of incidents in the first instance can be done by phone to the Contract/Project Manager followed up by email outlining initial incident description and other key details.

SWDC may request a detailed investigation report when for moderate, major or catastrophic incidents, e.g. Medical Treatment Injury (MTI) events, high potential near misses, and moderate property or environmental events have occurred. Any corrective actions identified need to be agreed to and responsibilities assigned, timeframes set.

6.3 Notifiable events to WorkSafe NZ

Notifiable Events must be notified to Council within 4 hours and both the Contractor and SWDC (in consultation with the Health & Safety Team) shall report any Notifiable Events to WorkSafe New Zealand.

Definitions of a Notifiable Event can be found at:

<http://www.worksafe.govt.nz/worksafe/notificationsforms/notifiable-events>

Notifiable event – A notifiable event is any of the following events that arise from work:

- A death
- A notifiable illness or injury; or
- A notifiable incident

A notifiable incident, is where someone's health or safety is seriously endangered or threatened. People may be put at serious risk even if they were some distance from the incident (e.g. from a gas leak).

A notifiable incident also covers the incidents specified below which may have only resulted in minor (non-notifiable) injuries but had the potential to cause serious injury, illness or death.

Where it is safe to do so, the incident site must, be preserved for possible investigation by the authorities.

Notifiable illness or injury - These are specified serious work-related illnesses or injuries, and all injuries or illnesses, which require a person to be admitted to hospital for immediate treatment are notifiable.

Notifiable incident - A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to any of the following:

- a substance escaping, spilling, or leaking;
- an implosion, explosion or fire;
- gas or steam escaping;
- a pressurised substance escaping;
- electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons);
- the fall or release from height of any plant, substance, or thing;
- damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use under regulations;
- the collapse or partial collapse of a structure;
- the collapse or failure of an excavation or any shoring supporting an excavation;
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel;
- the interruption of the main system of ventilation in an underground excavation or tunnel;
- or
- a collision between two vessels, a vessel capsize, or the inrush of water into a vessel.

PCBUs must ensure they have agreed who will report Notifiable Events to WorkSafe New Zealand. Requirements for reporting on other incidents will be agreed with Council's Contract/Project Manager and/or key contact person.

6.4 Lessons Learnt

In pursuing continual improvement in health and safety management, the sharing of lessons learnt from incidents and events is key to reducing the likelihood for reoccurrence of similar incidents in the workplace. In most instances, incidents occur when systems fail to protect the worker.

By understanding these failures, organisations can address their health and safety processes with appropriate corrective actions.

The sharing of these lessons learnt and the issuing of safety alerts demonstrates an organisation's commitment to health and safety and should be included and discussed at toolbox (or similar) meetings. South Waikato District Council will promote and assist their contractors to be proactive in the promoting of lessons learnt.

(Appendix 3 Contractor Incident reporting Process)

6.5 Fire prevention

Contractors are responsible for fire prevention and protection within their work environment.

6.6 Emergency evacuation

Contractors must have an emergency preparedness plan in place. The workers must be aware of the evacuation process, assembly points and the escalation process in the event of an emergency.

When working on Council operated sites or, where there are multiple PCBUs the site evacuation plan will be a coordinated emergency response plan.

6.7 Health, safety and environmental non-compliance

Where a breach of any health, safety and environment requirements occurs, or in South Waikato District Council's opinion is likely to occur, South Waikato District Council may immediately suspend work.

If the breach or potential breach is the result of the action or inaction of the contractor personnel, South Waikato District Council may require such personnel to be removed (temporarily or permanently) from the site.

The contractor will be liable for any consequential costs incurred as a result.

7. Contract Closure

7.1 Post contract evaluation

On completion of the contract, a post contract evaluation will be undertaken. The purpose of this evaluation is, to establish on completion of the work how well the contractor performed in relation to Health and Safety standards. This takes into consideration Health, Safety and any Environmental issues that were raised during the contract and how the contractor responded.


7.2 Preferred contractor status

Contractor's that have met their Health and Safety obligations and have demonstrated a high level of performance will maintain their "preferred contractor" status. Where there are significant non-compliances, the Contract/Project Manager may determine that the contractor/subcontractor no longer works on South Waikato District Council sites.

(Appendix 4 - Post Contract and Annual Contractor Evaluation)

Appendix 1 – South Waikato District Council Health and Safety Policy

Health and Safety Policy



South

Waikato

District

Council

Record number:	DocSet ID number - 501356		
Version:	9		
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Review frequency:	3 Yearly or in response to changed legislative and statutory requirements		
Approval authority:	Council		
Consultation required:	Yes – Executive Team, Health & Safety Committee		
Associated documents:	Staff handbook, Driver handbook, Contractor handbook, Health & Safety Management Framework, Risk Management Framework		

Purpose

South Waikato District Council is committed to protecting all workers and members of the public from harm while undertaking Council duties or while working on, or visiting Council buildings, facilities and worksites.

This policy is intended to contribute to all aspects of the organisations health & safety performance as part of a clear commitment to ensure continuous improvement in health and safety and fulfil its moral and legal responsibility to providing a safe and healthy work environment.

Policy Objectives

South Waikato District Council acknowledges its primary duty of care and responsibility for people's health and safety at work and will take all reasonable and practicable steps necessary to provide a safe and healthy environment through:

- Demonstrating leadership at all levels that strive for work health and safety (WHS) excellence, and hold managers accountable at all levels for WHS performance.
- Ensure effective engagement and consultation occurs between management, unions and employees in relation to WHS and wellbeing issues, and provide information to employees and contractors with respect to health and safety
- Implementing a risk management program to effectively assess and manage hazards and risks to staff, contractors, and others in the workplace, by taking all reasonably practicable steps to eliminate or minimise the risks to health and safety.
- Ensuring that health and safety considerations form part of the procurement process of plant, machinery, design or the development of any new or modification to work activities.

- The provision of resources, information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from Council activities.
- Fostering a mind-set of an incident, injury and illness free environment that aims at preventing accidents which reinforces the implementation of all WHS management within council's control, including accurately reporting, responding and investigating all incidents and near misses to and learn from them to prevent reoccurrences
- Facilitating continuous improvement through periodic review of Health and Safety objectives and performance measures, systems, practices and procedures to ensure their effectiveness and relevance.
- Ensuring full compliance with existing Work Health and Safety legal and other requirements, and working constructively to influence proposed laws and regulations.

Policy Statement

South Waikato District Council the PCBU and its Officers have a primary duty of care in relation to the WHS and wellbeing of its workers and others.

The Elected Members, Chief Executive Officer, and Group Managers are committed to

- Having an understanding of the nature of the PCBU operations and associated hazards and risks.
- protecting all workers from harm, while identifying ways to continually improve health and safety performance.
- Encouraging & supporting worker engagement, participation and representation with consultation on health and safety matters

All managers and supervisors are expected to fully implement all of Council's health and safety programs. They are also responsible for ensuring a safe work environment is provided to all employees and other parties under their direct control, including contractors and visitors. Managers and supervisors are also responsible for, and expected to, report promptly any WHS or wellbeing concerns or issues they become aware of to the Group manager, where these cannot be addressed within their level of authority.

All workers have their own health and safety duty to take reasonable care to keep themselves and others safe while in the workplace. All Workers are expected to fulfil their WHS obligations in regards to this policy and Health and Safety at Work Act 2015 by fully participating in council safety programs, reporting injuries and incidents, and following all safety directions, regulations and procedures.

Definitions

Contractor/ Consultant - A person engaged by Council to do work for gain or reward (otherwise than as an employee).

Duty of care – the care that a reasonable person exercises to avoid harm to other persons or their property.

Harm – a work related injury or illness.

Health and Safety Management System – framework developed and maintained to meet legislative requirements and establish a set of processes to manage and maintain a high safety standard in the workplace.

Officer – includes Elected Members, Chief Executive and Group Managers, as defined in the Health and Safety at Work Act 2015.

Others in the workplace – members of the public, visitors, patrons, casual volunteers, and event organisers.

PCBU - means a Person Conducting a Business or Undertaking. It's a broad concept used throughout the Health and Safety at Work act to describe all types of modern working arrangements which are commonly refer to as businesses.

Reasonably practicable – as defined in the Health and Safety at Work Act 2015. in relation to a duty of a PCBU means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

- a) the likelihood of the hazard or the risk concerned occurring; and
- b) the degree of harm that might result from the hazard or the risk; and
- c) what the person concerned knows, or ought reasonably to know, about the hazard or risk, and about the ways of eliminating or minimising the risk; and
- d) the availability and suitability of ways to eliminate or minimise the risk; and
- e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Safe – free from harm, be it physical and/or mental.

Welfare – wellbeing, health and security of workers.

WHS – Work health and safety

Worker - as defined in the Health and Safety at Work Act 2015 – includes but not limited to employees, contractor or sub-contractor employees and volunteer workers.

References and Relevant Legislation

- Health & Safety at Work Act 2015

Appendix 2 - Contractor Health & Safety Management Monthly Key Performance Indicator Report (KPI)

CONTRACTOR HEALTH & SAFETY MANAGEMENT KEY PERFORMANCE INDICATOR REPORT

General Information	
Contract:	Primary Works:
Authorised by:	Date:
Total Workers Hours / Month for Contract	

LEAD INDICATORS

Risk Management	
Number of hazards identified in the period <i>How many new workplace hazards work have been identified by workers in your business within the reporting period?</i>	0
Number of risks identified <i>Has your business met its PCBU obligation to manage risk to health and safety of workers by reviewing and renewing current hazards and risk controls, and implementing new controls for any newly identified and assessed hazards and risk?</i>	0
Number of plant, substance or structure risks notified to Council <i>Have all new hazards relating to plant, substance or structure been notified to council</i>	0
Number of Notifiable Work to WorkSafe NZ <i>Prior to commencement of "Particularly Hazardous Work" Notifiable Work has been completed online to WorkSafe NZ</i>	0

Emergency Management	
Emergency Plans are current <i>Emergency response plans are reviewed as required and are relevant to the current operational environment?</i>	Yes/No
Date of last emergency trial/evacuation conducted <i>Response procedure trials are carried out, recorded and any improvements made.</i>	

Engagement, Participation, and Representation Practices	
Toolbox / health & safety briefings held in the period where workers were involved <i>Is health & safety a regular topic at tool box meetings? Or does your business have specific health & safety briefings or meetings? Are these regular and are they documented? How many have occurred?</i>	0
Number of site visits conducted by 1 st or 2 nd tier managers <i>Number of site visits by the contractor projects manager and 1st or 2nd tier managers</i>	0

Training and Supervision	
Number of new worker health & safety inductions completed in period <i>Of all new workers (including new sub-contractors) who have started work for your business in the period, what percentage of workplace health & safety inductions have you completed on time?</i>	0
Total hours of training (industry and OHS) for workers completed in month/period <i>Is the system used to manage your business training requirements for workers up to date? Is all the training that workers in your business are required to have in order to carry out certain tasks up to date? Can you produce evidence of this (a register or training matrix)?</i>	0

Monitoring

Health & safety policies and procedures reviewed to schedule and current <i>A periodic review cycle of your health & safety management system is present. This cycle is documented and the outcomes recorded. The timeframe for the review cycle is met.</i>	Yes/No
Number of Standard Operating Procedures (SOPs) reviewed in period <i>Have all relevant SOPs been reviewed as required by your system. Can you produce evidence of this?</i>	0
Number of inspections on plant, equipment, PPE <i>Do you have a schedule showing when an inspection is due and when it was completed?</i>	0
Number of health & safety audits completed in period <i>Audits look at the systems supporting health & safety practices within your company</i>	0

Health Monitoring

Health Monitoring activities completed in period? <i>Number of mandatory health monitoring completed as identified by organisation risk registers</i>	0
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LAG INDICATORS

Incident Management

Number of workplace health & safety near misses reported in the period <i>How many workplace health & safety near misses or near hits have been actively reported by employees and sub-contractors?</i>	0
Number of incident investigation completed in the period <i>Have investigations of identified incidents been investigated as soon as practicable?</i>	0
Number of corrective actions implemented <i>Total of Corrective Action's from risks, audits & incidents</i>	0

Incident Reporting

Number of first aid treatment incidents <i>Include those reported by sub-contractors engaged to carry out Council controlled work.</i>	0
Number of medical treatment injuries (MTI's) <i>Include those reported by sub-contractors engaged to carry out Council controlled work</i>	0
Number of lost time injuries (LTI's) <i>Include those reported by sub-contractors engaged to carry out Council controlled work</i>	0
Number of incidents reported to WorkSafe NZ – serious harm or notifiable events	0
Number of incidents – property damage or vehicle damage	0
Number of incidents/events resulting in significant environmental impact <i>Events to include spills, loss of containment, erosion and sediment run off</i>	0
Incidents or events involving critical risks? <i>Did any incidents involve any identified critical risks?</i>	Yes/No

Exception Reporting

Risk Register – Please provide with this report a current copy of the risk register used to manage risk to health & safety.

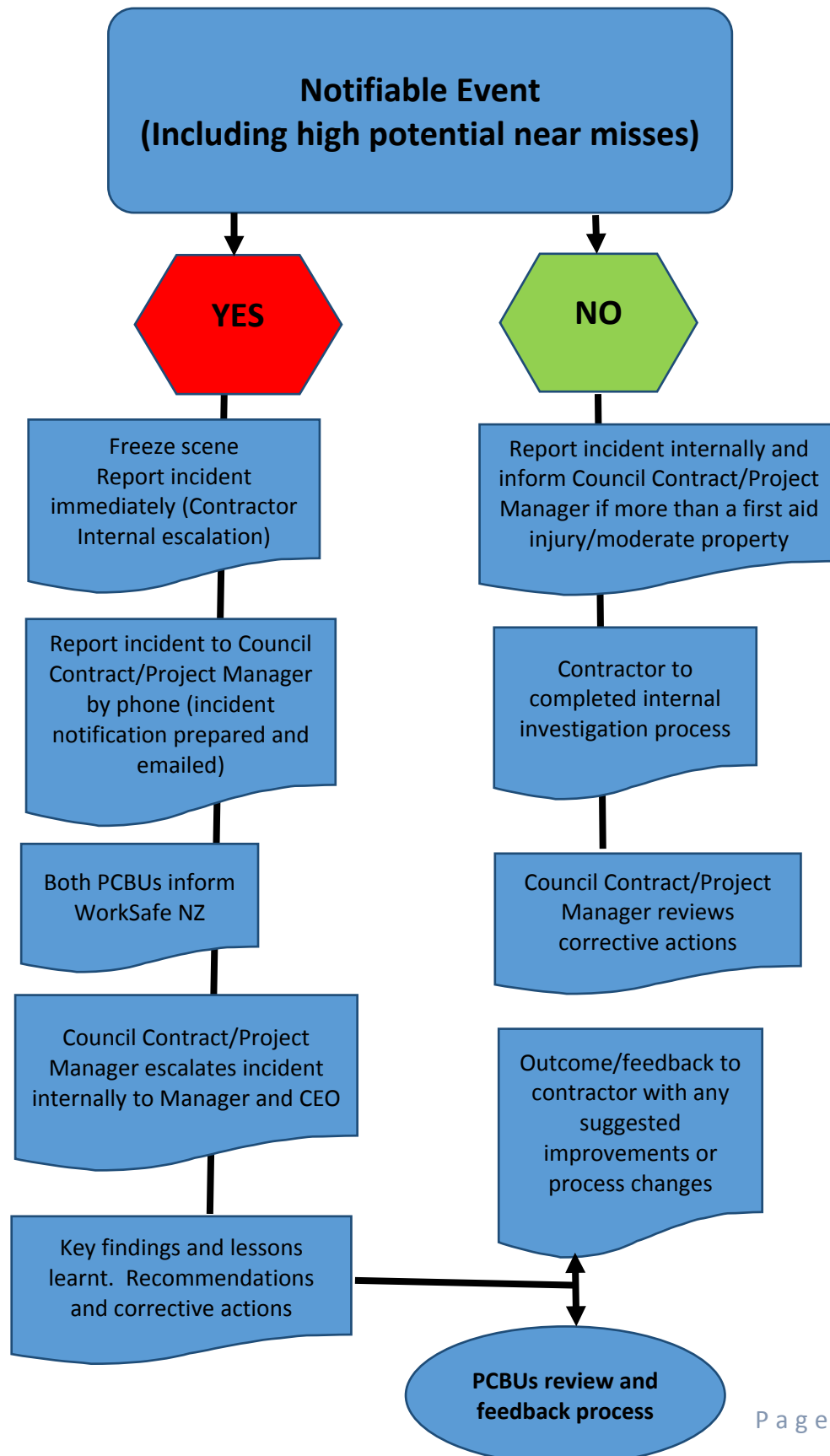
Critical risks must be documented with controls signed off from management.

These should include additional data from sub-contractors employed by your business to carry out council controlled work.

Incident reports – Please provide with this report a summary of any health & safety incidents, This should include for each a date and time, what took place, cause of incident, controls/actions taken, monitoring and review action plan.
Near misses involving critical risk and notifiable events must be supported with a full investigation and these incidents are Notifiable Events to WorkSafe NZ.

Appendix 3 – Contractor Incident Reporting - Process

Contractor Incident Reporting - Process



Appendix 4 - Post Contract Evaluation

POST CONTRACT AND ANNUAL CONTRACTOR EVALUATION

Contractor		Review Period	
Project Reference		Assessed by	
Location		Date of Evaluation	

Safety Performance

Did the contractor have any incidents resulting in injury during the period of the contract? If YES detail below	
Yes/No	
Was the contractor involved in any H & S event that resulted in impact on: financial, legal, reputation, environment	
Yes/No	

Safety Management and Standards

Poor = 1 Satisfactory = 2 Good = 3 Very Good = 4 Excellent = 5	1	2	3	4	5
Rate the contractors ability to prevent harm					
Rate the adequacy of the contractor's safety management during the contract					
Rate the adequacy of the contractor's safety auditing and inspections					
How good was the contractor's housekeeping? Were work areas left tidy, secure and free of uncontrolled risks?					
Rate the safety attitude and cooperation of the contractor's employees, including supervisors					
How well did the contractor observe the requirements of the site specific safety plan and/or other relevant documents?					
Rate the planning of safety during the contract. Was it positive and proactive?					
Rate the contractor's overall safety performance					
Comments:					

Contract

Poor = 1 Satisfactory = 2 Good = 3 Very Good = 4 Excellent = 5	1	2	3	4	5
How well were safety requirements understood?					
How responsive was the contractor to requests relating to health & safety?					
How well did the contractor communicate about health & safety matters during the contract?					
Comments:					

Work Performance

Poor = 1 Satisfactory = 2 Good = 3 Very Good = 4 Excellent = 5	1	2	3	4	5
How well was time managed by the contractor? Was work managed so that timeframes did not compromise health and safety?					
How responsive was the contractor to requests relating to health and safety matters?					
How well did the finished work comply with health and safety contract specifications?					
How well did the contractor 'self-manage' health and safety throughout the contract?					
Comments:					

Overall Assessment

Would you use this contractor again? If NO detail reasoning below	
Yes/No	
Have you linked this evaluation to the South Waikato District Council Contractor SafetyNet Database?	
Yes/No	

Contract/Project Manager Review

Name		Signature	
Date		Linked to SafetyNet	Yes/No

Appendix 5 – Critical Health and Safety Risks for Contractors

Critical Risk	Description of risks
Untreated wastewater	Untreated or partially treated wastewater can contain pathogens that can be harmful to humans. Appropriate control measures must be taken to ensure safety. Adherence to correct hygiene practices including hand washing is very important.
Electricity	An inspection and maintenance system must be in place for fixed, mobile, portable and hand-held electrical equipment. High risk electrical hazards need to be identified in work planning and controls implemented.
Moving and operating vehicles and plant (traffic)	Construction projects can result in a number of traffic movements throughout the day. There is risk of personal injury including death where pedestrians interface with mobile plant and machinery. Extreme caution must be taken and pedestrian and traffic management controls put in place.
Confined spaces	The nature of the project means that work may be required in confined spaces. Processes must be in place to ensure activities involving work in confined spaces are planned, permitted, staff trained, equipment and controls are in place as per AS 2865.
Underground (buried services)	Buried services are potentially dangerous if inadvertently damaged. Processes must be in place to review data and identify buried services during work planning and controls implemented.
Excavations	If the nature of the project means that excavations will be undertaken. These pose a risk to both pedestrians and vehicles and must be managed to ensure safety.
Exposed environment	The location of the project site may be relatively exposed and changing weather conditions can present risks depending on the work activity being undertaken. Review of weather conditions including rain, and wind need to be considered during work planning and appropriate controls implemented.
Working at heights	Wherever work at height occurs so too does the risk of falling. Controls are required to ensure workers are protected from this hazard. The minimum expectation is that scaffolding and platforms will be erected, and that staff required to work at height are trained to do so to manage this risk.
Hazardous substances	The project may include the use of hazardous substances. Contact with hazardous substances present risks of personal injury if not managed appropriately. All controls required under New Zealand law including storage requirements must be met.
Overhead power lines	If the worksite is located in close proximity to overhead power lines. There are risks of personal injury including death when working around electricity. Extreme caution must be taken and controls in accordance with the NZ Electrical Code of Practice for Electrical Safe Distances are required to ensure workers are protected from this hazard.
Unauthorised access	If the project is located on the edge of a residential area and site is readily accessible by members of the public. Appropriate measures must be taken to secure the site and prevent unauthorised access.
Proximity to roadway	If the worksite is located in close proximity to a public road. There is a risk of personal injury including death where pedestrians interface with moving vehicles. Extreme caution must be taken and processes must be in place ensure effective pedestrian and traffic controls are implemented.
Asbestos Containing Materials (ACM)	Until systematic Asbestos Management Surveys are completed for all the Council's buildings and facilities, the Council will in accordance with the Health and Safety at Work (Asbestos) Regulations 2016 – regulation 10 (2) Duty to ensure asbestos is identified at workplace, will assume ACM is present at its workplaces and will manage it in accordance with the Code. Where asbestos containing material has been identified following a Management Survey, signage is installed if the asbestos has not been removed.