



HEALTH & SAFETY AT WORK

CONTRACTOR HEALTH AND SAFETY
INFORMATION BOOKLET

CONTENTS

1	Introduction	3
	Assistance.....	3
	Summary.....	3
	Legal Responsibilities	4
	Subcontractors	4
2	CDC Health and Safety Vision	5
3	Contractor Risk	5
	Differentiation of Contractors based on Risk.....	5
	Low-Risk Contractors	5
	Medium-high Risk Contractors.....	6
4	CDC Approved Contractors	6
	Approved Contractors Register.....	6
	Approval of Contractors.....	7
	Recognition of Accredited Safety Management Systems	7
	Contractor Safety Acknowledgement	7
5	Contractor Selection and Induction	7
	Contractor Selection	7
	Project/Job Safety Plan	8
	Job/Site Induction	8
6	Ongoing Health and Safety Requirements	9
	Accident Reporting and Investigation	9
	Hazard Management and Reporting.....	9
	Protective Clothing and Safety Equipment	10
	Signage and Public Safety Requirements	11
7	Emergency Procedures	11
	Contractors working away from CDC staffed facilities.....	11
	Contractors working in CDC staffed facilities.....	11
	First Aid equipment and personnel.....	11
8	Contractor monitoring	12
	General Monitoring.....	12
	Contractor Non-compliance.....	12
	Post Contract Reviews/Evaluations.....	13
9	Relating documents	13
	Contact us	13

1 Introduction

Assistance

This is a guide for Contractors to assist them to understand:

- procedures to become a CDC Approved Contractor
- what is required for the job/site inductions
- what a project/job safety plan should contain
- the CDC's ongoing Health and Safety requirements.

If you need assistance or have any queries with regard to any information contained in this manual or health and safety management matters, please contact the CDC Health and Safety Team or the CDC Contract Manager you are dealing with.

Summary

The following is a summary of the CDC's Contractor Health and Safety requirements:

- All Contractors are expected to comply with the relevant and current health and safety legislation, associated regulations, approved codes of practice, and CDC's safety acknowledgement requirements.
- When selecting potential Contractors, the CDC will consider the Contractor's health and safety performance.
- Contractors working for CDC are differentiated as Low Risk or Medium-high Risk.
- Low Risk Contractors are required to:
 - complete a job/site induction and sign an induction acknowledgement before commencing work.
- Medium-high Risk Contractors are required to:
 - become a CDC Approved Contractor;
 - develop and submit for approval a safety plan for the work to be undertaken;
 - complete a job/site induction and sign the induction acknowledgement before commencing work; and
 - be monitored against their safety plans through an audit process.
- Contractor approval status is valid for two years depending on performance and monitoring outcomes.
- Contractors must immediately advise CDC of all notifiable incidents causing, or that might have caused, serious harm, and provide a completed copy of the notice to WorkSafe NZ and the Contractor's completed investigation into the incident.
- Contractors must immediately advise CDC of any new hazards that may cause serious harm and provide details of how the hazard is to be controlled.

- Contractors must immediately advise CDC of any possible prosecutions, fines or improvement or prohibition notices that have been issued by WorkSafe NZ in relation to any work being undertaken on behalf of the CDC.
- Contractors must advise the CDC of the outcome of any enforcement action undertaken against them by WorkSafe NZ, even if not related to work being undertaken on behalf of the CDC.
- **CDC reserves the right to verify the Contractor's response to their declaration.**
- A Contractor's inability to provide and follow safe working procedures and/or failure to comply with health and safety legislation may lead the CDC to suspend or cancel a Contractor's approval status.

Legal Responsibilities

- Under the Health and Safety at Work Act 2015 (HSWA 2015), a business or undertaking (PCBU) must look after the health and safety of its workers and any other workers it influences or directs. This is called the 'primary duty of care'.
- What is the primary duty of care?

The primary duty of care means that a business has the primary responsibility for the health and safety of workers and others influenced by its work.

All businesses must ensure, so far as is reasonably practicable, the health and safety of:

- its workers
- any other workers who are influenced or directed by the business.

A business must also look after other people who could be at risk by the work of the business, for example customers, visitors, children and young people, or the general public.

If you are self-employed, then you must also ensure, so far as is reasonable, your own health and safety as well as the health and safety of others who could be put at risk by your work.

Subcontractors

Contractors, in their role as a PCBU, shall be responsible for the:

- selection
- induction
- monitoring and supervision of any subcontractors that they may engage.

If you have declared that you do not employ subcontractors, you must obtain permission from the CDC if you subsequently choose to do so.

Only companies on the CDC Approved Contractors List may be engaged by any Contractor as subcontractors for any CDC projects or work. If the subcontractor is not on the CDC Approved Contractors List, they will be required to apply for approval prior to commencing any work.

2 CDC Health and Safety Vision

“Together we shall create a workplace with quality health and safety knowledge and practices to remain safe and return home each day of our working life”

S ★ **A** ★ **F** ★ **E**

Share quality H&S knowledge

Address safety risks in the workplace

Focus on physical and mental wellbeing

Ensure staff return home safe and well

3 Contractor Risk

Differentiation of Contractors based on Risk

As the range of Contractor arrangements utilised by the CDC are so varied, a standard process for all Contractor situations would not be practical. The requirements for a Low-Risk Contractor would not be suitable for a High-Risk Contractor and vice versa. Therefore, Contractors will be differentiated based on risk of the services to be provided.

A Low-Risk Contractor such as a Contractor working in an office or providing consulting services would require fewer controls than a High-Risk Contractor who may be engaged for work at heights or working on roads.

A two-tier system has been implemented. Some suggestions for what defines a Low-Risk Contractor are outlined below.

Low-Risk Contractors

Low Risk Contractors are Contractors engaged in work that does not expose them to the risk of foreseeable harm, for example:

- Office work
- Seminar/training presenter
- Artist/performer
- Consultancy work on behalf of the CDC.

Before commencing work for the CDC, Low-Risk Contractors are required to complete a job/site specific induction and sign an acknowledgement of induction. **Note:** If you feel that your activities would fall into the Low-Risk category please contact the CDC Health and Safety Team before

proceeding with your application.

For any services in which the Low-Risk Approved Contractor's work procedures differ significantly from their expected core services, particularly where their work may expose them to the risk of harm, they will be required to complete a new Medium-high Risk Contractor Application.

Medium-high Risk Contractors

Medium-high Risk Contractors are Contractors carrying out work that may expose them to the risk of harm, for example:

- Physical works
- Roading work
- Work at height
- Work in confined spaces
- Working in/on rivers and waterways
- Working in potentially hazardous situations such as with dangerous animals, aggressive people, etc
- Maintenance and construction work.

Before commencing work for the CDC, all Contractors in this Medium-high Risk category must:

- become an Approved Contractor for the CDC
- develop a site-specific safety plan for the project/job and SWMS for high-risk tasks
- complete an induction of our offices or site familiarisation & induction sessions must be completed when on the jobsite.

4 CDC Approved Contractors

Approved Contractors Register

The CDC operates and publishes an Approved Contractors Register. Once a Contractor is on the Approved Contractors Register, they can work for the CDC without the need to prequalify each time the Contractor is utilised. CDC Contract Managers, or persons engaging the contractor, must first confirm their approval status.

The following details the procedure to become a CDC Approved Contractor:

- Complete the Health and Safety Approved Contractor application form and provide evidence of a safety management system suitable for the work to be undertaken for the CDC. This evidence will either be a copy of a verified safety management system or as demonstrated from details provided on the application form.
- Sign a safety agreement with the CDC (either as part of the contract documentation or as a standalone document).

Contractors can remain on the Approved Contractors Register for two years.

The CDC reserves the right to remove a Contractor from the Approved Contractors Register before the end of their approval if they have any concerns about the safety practices of the Contractor.

Approval of Contractors

As a first step to becoming a CDC Approved Contractor, Contractors will be given an approval application pack, which will include an information sheet on becoming an Approved Contractor.

Contractors are required to complete the Health and Safety Approved Contractor's application form and sign the Contractor Safety Acknowledgement form.

The CDC Health and Safety Team are responsible for verifying the safety management systems outlined by the Contractor are suitable for the work being undertaken.

Recognition of Accredited Safety Management Systems

Contractors are encouraged to maintain an accredited safety management system as a way to streamline the approval process, both for the Contractor and the CDC.

Where the Contractor has an externally audited and accredited health and safety management system, they do not need to complete Question 1 of the application form. Accredited safety management systems include:

- Current ACC Accredited Employers Programme Member
- Current accreditation such as ISO 45001 (externally verified and audited)
- Current Impac PreQual – Categories >3 must be 5 star
- Current Sitewise - Green or Gold Certificate.

Once this has been reviewed and verified by the CDC Health and Safety Team, and the Contractor has signed the Contractor Safety Acknowledgement form, the Contractor can be added to the CDC Approved Contractors Register.

Contractor Safety Acknowledgement

The Contractor Safety Acknowledgement outlines the health and safety obligations on the Contractor and CDC.

All Contractors are required to agree to and sign a safety acknowledgement, which is a prerequisite to becoming an Approved Contractor.

Where an arrangement with a Contractor, such as a tendered project, includes a written contract/agreement, the safety acknowledgement should be included. More rigorous requirements may be needed for specific high hazard work such as confined space work.

5 Contractor Selection and Induction

Contractor Selection

Health and safety performance will be considered when selecting a Contractor. Information to assess health and safety performance is to be included in any tender documentation. The following may be considered:

- Quality of job/project safety plan
- Contractor monitoring and post contract review/evaluation from previous work with CDC
- Accident/injury history
- ACC experience rating.

Project/Job Safety Plan

Medium-high risk Contractors are required to prepare a site-specific safety plan (SSSP) for each project and/or job. It is not intended that long term maintenance Contractors have a separate safety plan for each job they undertake – a generic safety plan is sufficient, although they may have separate site-specific hazard registers.

The SSSP must include as a minimum:

1. Details of hazards and their controls and identification of High-risk work
2. Emergency procedures
3. Emergency equipment, first aiders, location of first aid kit,
4. Accident register,
5. Training certification and qualifications
6. Permits
7. Safety meetings and induction registers

The safety plan is the responsibility of the Contractor, and is the basis against which Contractors are monitored. The safety plan should be sighted and approved by the Contract Manager responsible for the project, and a copy kept by the CDC for safety audit purposes.

The Contractor must, in relation to High-Risk work, ensure that:

1. Appropriate Safe Work Method Statements (SWMS) are prepared and reviewed prior to the commencement of High-Risk work
2. High-Risk work is carried out in accordance with the SWMS.

Job/Site Induction

Minimum Requirements

1. Utilises audio-visual tools in a manner which optimizes understanding of the induction content, especially where workforce literacy is a concern
2. Provides an overview of the WORK and its status at the time of the Health and Safety Induction
3. Provides an overview of the WORK SITE facilities
4. Provides an overview of the WORK SITE Site Specific Safety Plan (SSSP)
6. Identifies the types of hazards that may be encountered at the WORK SITE
7. Provides an overview of WORK SITE Health and Safety policies, rules, and processes
8. Communicates Health and Safety roles and responsibilities for personnel performing WORK at the WORK SITE (managers, supervisors, workers, and Health and Safety advisors)
9. Provides an overview of emergency preparedness and response procedures for non-responders
10. Requires WORK SITE specific requirements (e.g. current safety training certificates) to be verified by the person conducting the induction prior to accessing the WORK area
11. Requires the person conducting the induction to distribute any applicable tools (e.g. safety handbooks, Task Analysis forms) to attendees prior to accessing the WORK area
12. Requires a register to be maintained to record all personnel receiving Health and Safety Inductions.

3 Water sites

All Contractors, their workers, and any subcontractors they engage are to complete the CDC Safety Induction for Contractors before undertaking any job, unless they have already completed this induction within the last 24 months. A record of all workers that have been inducted and their expiry will be maintained by the CDC.

6 Ongoing Health and Safety Requirements

Accident Reporting and Investigation

If any harm occurs to you, your Workers, a Subcontractor, or any other person, use your own procedures to record, report and investigate as required by legislation.

Significant incidents must be reported immediately and with 24 hours to your CDC representative and CDC's Health and Safety Manager.

All notifiable events must be reported by the Contractor to WorkSafe NZ as soon as practicable and in writing within seven days. The scene of a serious harm accident must not be disturbed until permission to do so is obtained from WorkSafe NZ, except as necessary to render aid and prevent further harm. These accidents must also be reported to the CDC's Health and Safety Manager as soon as practicable.

Where the CDC is in control of the workplace, all accidents causing harm, including serious harm, or which could have caused harm (near miss incidents) are to be notified to the CDC's Health and Safety Manager as soon as practicable.

Where the Contractor is in control of the workplace and undertaking CDC work e.g. roading project worksites, all incidents causing or that could have caused serious harm or where medical treatment is required are to be notified to the CDC Health and Safety Manager as soon as practicable.

Where required to be notified of an incident as detailed above, a written report of the incident is to be sent to the CDC within 48 hours and followed up with a copy of the completed investigation report. Depending on the circumstances, the CDC may also conduct an investigation which you are to assist fully with.

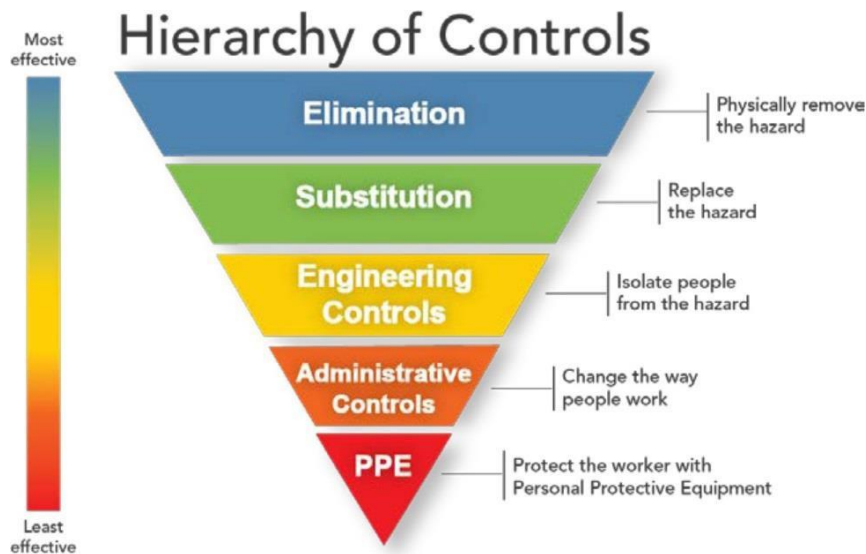
A Register of all accidents and near miss incidents relating to work being undertaken for the CDC should be available to the CDC on request.

Hazard Management and Reporting

Prior to commencing work in a particular area, the CDC employee responsible for overseeing that work shall ensure that you are aware of identified hazards that you may face in the area, and the controls in place for preventing harm.

As a Contractor, you are responsible for identifying and controlling the hazards relating to your work that you and your staff may face or create in the course of your work. You need to have a system in place to systematically identify and control all hazards, and this should be ongoing. The hazards identified should be incorporated into the Project/Job Safety Plan and/or Site Hazard Register.

When you have identified a hazard, you should assess whether it is significant or not. A hazard is significant if it has the potential to cause serious harm. Significant hazards must be controlled through the following hierarchy of controls:



Report any new hazards relating to CDC work as follows:

- if a hazard presents imminent serious danger immediately notify the CDC Health and Safety Manager and provide information on how the hazard will be controlled.
- for any other hazards notify the relevant CDC worker when they are next on site.

Protective Clothing and Safety Equipment

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

1. Specifies appropriate PPE for all WORK activities to be performed
2. All PPE shall be inspected, used, stored, and maintained in alignment with manufacturer's requirements and recommendations and inspection records maintained as required
3. if the PPE no longer provides the intended level of protection, it shall be repaired or replaced immediately
4. Requires all personnel to wear basic PPE - safety-toed footwear, and high visibility clothing as a minimum
5. Requires all personnel to wear specialty PPE (e.g. fall protection systems, special face / double eye protection, gloves, respiratory protection, hearing protection, personal floatation devices) as appropriate
6. Areas where specialized PPE is required (e.g. high noise, radiation, chemical storage areas) should be marked with prominent signage to ensure that personnel are aware of the additional requirements for PPE
7. Provides PPE training to workers which demonstrates that all workers:
 - are aware of the basic PPE requirements
 - are aware of situations requiring additional PPE in their WORK area
 - are able to select appropriate PPE based on the potential hazards and risk to be encountered
 - understand the requirement for wearing PPE according to the manufacturer's instructions

- understand the limitations of PPE.

Signage and Public Safety Requirements

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

The required signs and warning systems defined in relevant legislation, approved codes of practice and/or CDC instructions must be used. Prior to the commencement of any works to be undertaken in legal roads the Contractor shall provide an acceptable Traffic Management Plan for approval.

7 Emergency Procedures

Contractors working away from CDC staffed facilities

- Must have procedures in place to deal with emergency situations that may arise in the course of work.
- Your Workers, Subcontractors and anyone else onsite must be inducted on the procedures.
- The procedures must be practiced regularly.
- The necessary facilities to carry out the procedures must be available.
- You must have adequate first aid facilities, a first aid register, first aid supplies, and qualified First Aiders.

Contractors working in CDC staffed facilities

The appointed CDC Worker will inform you about any emergency and evacuation procedures. Normally this is done as part of job/site induction. If you have not been advised - ask.

Once Contractors have been informed of these procedures, it is their responsibility to ensure that any Contractor Worker or Subcontractors are also informed.

First Aid equipment and personnel

All CDC staffed facilities have first aid kits and trained workers with current first aid certificates. Notices detailing the location of the nearest first aid kit and first aid personnel are displayed throughout CDC facilities.

Contractors must provide their own suitable and readily accessible first-aid kits.

If the Contractor 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 and ensure it remains fit for purpose.

8 Contractor monitoring

General Monitoring

CDC Workers will undertake regular site inspections to monitor Medium-high Risk Contractors.

In addition, Safety Audits are to be undertaken by the CDC Health and Safety Team, or other delegated person, to check Contractor worksites and compliance with the Contractor's project/job health safety plan. The frequency of Safety Audits should be discussed with the Contractor at the commencement of the contract.

CDC Workers are to record results of Contractor monitoring which will be referred to when completing the post contract review.

Contractor Non-compliance

Where Contractor monitoring indicates non-compliance with the CDC's safety requirements, the CDC worker will immediately:

- Discuss the issue with the Contractor's senior staff on site and consider whether immediate corrective actions are required to prevent serious harm.
- Where the issue may cause serious harm, stop work on the site and arrange for a Safety Audit to be completed by the CDC Health and Safety Team or another delegated person. A Notice to Contractor may be issued.
- Where the issue is minor, provide the Contractor with a written instruction of required actions.

A copy of the Safety Audit undertaken by the CDC worker will be sent to the Contractor and recorded in the CDC's health and safety application - with corrective actions identified to rectify outstanding issues and timeframes of when the issues are required to be resolved. The timeframe for when the corrective actions are required to be completed will depend on the risk. The Contractor is to provide details of the corrective actions they will take, and when the corrective actions are completed.

Where the CDC feels there may be imminent risk of serious harm or the Contractor fails to remedy identified safety breaches, consideration will be given to issuing a stop work notice, a Notice to Contractor, suspending or terminating the contract. CDC staff will:

- issue a verbal instruction (followed by email or letter) to the Manager or Director of the Contracting company advising the specific issues which require immediate attention, and that an instruction will be given to shut the site if the issues are not resolved within the specified time frame
- remain on site until the issue is resolved, or the site shut down
- keep a diary record of all the actions taken.

In the event of a site being shut down due to serious safety concerns, either by the CDC or WorkSafe NZ, the Contractor will not be allowed to resume any work until such time as all safety concerns have been remedied and a site safety meeting has been held with the CDC Health and Safety Manager, CDC Contracting Manager in charge and the Contractor.

Post Contract Reviews/Evaluations

A post contract review could be carried out at the conclusion of the project by the CDC worker in charge of the project. In the case of long-term maintenance contracts, regular monitoring reviews will be undertaken, and Contractor evaluations carried out at annual intervals when re- applying for Approved Contractor status.

Contractor monitoring records should be reviewed as part of the post contract review and the Contractor's full list of incidents/accidents relating to the project/job.

Consideration will be given to:

- any health and safety concerns that may influence the CDC in deciding whether or not to engage that Contractor in the future.
- positive comments regarding how the Contractor manages health and safety issues that may favorably influence Contractor selection for future tenders/engagements.

9 Relating documents

1. Health and Safety Contractor Approval Application Form
2. CDC Contractor Safety Acknowledgement
3. CDC Contractor Roadmap

Contact us

CDC Health and Safety - healthandsafety@cluthadc.govt.nz

Free phone: 0800 801 350

Address: 1 Rosebank Terrace, PO Box 25, Balclutha 9240

Thank you.