

# Contractor Safety Management

## 1. Purpose

- 1.1. This section outlines how Peke Waihanga selects, engages and monitors contractors who provide services.
- 1.2. Peke Waihanga is responsible for the safety of contractors and any subcontractors who carry out work for Peke Waihanga.
- 1.3. A summary of the contractor safety management processes for Peke Waihanga are:
  - Wherever possible Peke Waihanga will use preferred contractors who have demonstrated safe work systems. For new contractors, Peke Waihanga will include health and safety as one of the criteria when selecting contractors
  - Exchange of information with contractors regarding hazards at Peke Waihanga and hazards the contractor may introduce (contractor safe work analysis)
  - Induction of contractors who work in Peke Waihanga centres
  - Monitoring and recording of contractor compliance with Peke Waihanga safe work requirements.

## 2. Responsibilities

- 2.1. Managers who engage contractors are responsible for ensuring these requirements are met.

## 3. Prequalified Contractors

- 3.1. Peke Waihanga will maintain a list of prequalified contractors on the 'Approved Contractors' Smartsheet.
- 3.2. Prequalified contractors are those who have met Peke Waihanga selection criteria and can be engaged without having to go through the prequalification process.

## 4. Selection Process for Contractors

- 4.1. In order to become a prequalified contractor, a contractor must provide satisfactory evidence of safe systems of work. This can be through demonstrating evidence of a current audited and certified safety system such as the ACC 'Workplace Safety Management Practices' (WSMP) or AS/NZS4801.
- 4.2. If a contractor does not have a safety accreditation, the contractor will need to provide the Peke Waihanga manager engaging the contractor with an outline of their safety management system to Peke Waihanga.
- 4.3. When asking for quotes or expressions of interests from contractors, the manager engaging the contractor needs to ask the contractor to supply evidence of a safe system of work. The information supplied by the contractor should be evaluated to determine whether the evidence supplied is sufficient to manage the risks involved in the work the contractor is undertaking.
- 4.4. For work where there is low risk of harm this evidence can be less than would be expected for higher risk work. As a guide, if the work the contractor is undertaking could cause serious harm to the contractor, Peke Waihanga personnel or clients, the contractor should provide evidence of systems to manage those specific risks, rather than a generic safety document.
- 4.5. Once the Peke Waihanga Manager is satisfied the contractor has a safe system of work, the contractor can be entered into the preferred contractor list, which means health and safety information does not need to be obtained from the contractor prior to each engagement.
- 4.6. The information provided by the contractor is to be scanned and entered against the contractor in the Smartsheet contractor database.

## 5. Contractors

5.1. Contractors coming into a Centre can be divided into two categories

### High risk

5.2. High risk contractors are those that will be working in or around the building where they may come into areas that would require a full induction.

#### Examples of high risk contractors:

- Builders
- Fire safety technicians i.e. Wormalds
- Plumbers/Drain layers
- Hospital maintenance engineers
- Electricians
- Roofing contractors
- Heat pump servicing
- Cleaners
- Electric door servicing
- Gardeners
- Mechanical engineers

### Low risk

5.3. A low risk contractor is one that does not come into an area that would put them at risk. As an example the contractor replacing or cleaning the water cooler would only need an induction which include:

- (a) Fire exits and what to do if an emergency occurred
- (b) Advised not to enter the workshop
- (c) Report to reception on arrival so that staff are aware they are in the building
- (d) Advised of any known hazards in the area they are working in.

#### Examples of low risk contractors:

- Surgeons/Medical specialists
- Part time/locum physiotherapists
- Water cooler maintenance

5.4. The above lists are not complete but examples. Each Centre and National Office may have contractors not on this list and will need to be identified in one of the two categories above. This will determine the level of induction required.

## 6. Health and Safety Agreement

- 6.1. Preferred/prequalified contractors will be asked to sign [Contractor Safety Agreement Form](#).
- 6.2. The signed contractor agreement is scanned into the H&S folder on 'N' drive – file each under relevant centre folder titled 'Contractors' i.e. Auckland Contractors.

## 7. Contractor Induction

- 7.1. Any contractors working at Peke Waihanga premises must complete and sign a [Contractor Induction Checklist](#) prior to starting work.
- 7.2. Any Centre specific information can be added to this template.
- 7.3. The signed induction is scanned into the contractor induction section of Smartsheets, and can be kept in a contractor induction folder for local reference.
- 7.4. Contractors are required to sign in the centre visitor/contractor register each visit.

## 8. Communication of Hazards

- 8.1. A key part of the Peke Waihanga contractor safety management procedure is communication of hazards between Peke Waihanga and Contractors. The purpose of the Contractor Safe Work Analysis ([CSWA](#)) is to provide a simple record of this communication for the contractor and for Peke Waihanga.
- 8.2. Prior to carrying out work, Peke Waihanga need to communicate any potential hazards to the contractor that Peke Waihanga is aware of. For example, if the contractor is working on the roof, this may involve notifying the contractor of the presence of brittle roofing or skylights.
- 8.3. The contractor should also be asked to identify any hazards they are bringing on site (such as hazardous substances), or any hazards they may create such as (dust, noise, falling objects).
- 8.4. The methods for controlling these hazards should be agreed and outlined on the Contractor Safe Work Analysis form.

## 9. Monitoring of Contractor Safe Work

- 9.1. Peke Waihanga needs to periodically monitor contractor safety performance and record this information to ensure contractors are meeting Peke Waihanga safety expectations.
- 9.2. Each Centre should review contractors who work at their Centre using the [Contractor safety monitoring form](#). Each Centre can determine the frequency of contractor monitoring in the Centres site safety plan, based on the risk of the work undertaken by contractors (higher risk = more frequent monitoring), however each month a contractor working at the Centre should be monitored.
- 9.3. Completed forms should be scanned into the records of the appropriate contractor into the H&S folder on 'N' drive – file each under relevant centre folder titled 'Contractors' i.e. Auckland Contractors.

## 10. Contractor Review

- 10.1. The National Safety Committee will review the preferred contractor database every **two years** or following incidents and determine whether monitoring information for each contractor confirms acceptable safe work practices or whether an alternative contractor should be sought.

## Contractor Induction

<b>Peke Waihanga Centre:</b> <b>Contractor Company:</b> <b>Individual inducted:</b> <b>Date of Induction:</b>	
Topic	Tick if covered and understood
Outline of Centre emergency procedures	<input type="checkbox"/>
Requirement for Contractor work safety analysis	<input type="checkbox"/>
Building Access	<input type="checkbox"/>
Confidentiality/Privacy	<input type="checkbox"/>
Parking	<input type="checkbox"/>
Accident/incident reporting	<input type="checkbox"/>
Hazard reporting	<input type="checkbox"/>
Toilets	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>
Smoking	<input type="checkbox"/>
Other	<input type="checkbox"/>
	<input type="checkbox"/>

**Signed:**

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**Contractor**

**Date:**

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**Peke Waihanga Representative**

**Date:**

## Health and Safety Agreement between Peke Waihanga and Supplier of Services

### **The Supplier/Contractor acknowledges that:**

1. They understand their obligations to themselves, their employees and their sub-contractors under the Health and Safety at Work Act 2015 and confirm their intention to comply at all times while visiting or working on our site(s).
2. They recognise that Peke Waihanga can be responsible for only advising the nature of and methods of controlling, hazards specific to the Principals business or worksite and that the Supplier shall apply best practice to ensure the safety of all involved at all times.
3. Peke Waihanga has advised the Supplier of the emergency procedures, location of emergency equipment, location and use of safety equipment, basic safety rules, hazards and hazard controls, go and no-go areas and access and authorization requirements relevant to the service being provided.
4. The Supplier shall ensure that all their sub-contractors and employees are informed of the same and that no person shall be permitted to visit or work on Peke Waihanga site(s) without being so informed.
5. The Supplier has a Health and Safety management system in place, which ensures their compliance with the Health and Safety at Work Act 2015 in relation to the service being provided.
6. Where the supplier is providing for hire or purchase, plant or equipment to the Peke Waihanga, the Supplier must ensure that the plant or equipment is fit for its intended use in accordance with the relevant legislation.
7. The Supplier agrees to make available for inspection on demand by Peke Waihanga any documentation related to Health and Safety in connection to the service being provided.
8. Peke Waihanga has the right to monitor the Suppliers activities and carry out a safety audit from time to time during the progress of the service being provided.
9. Peke Waihanga has the right to suspend work at the Suppliers expense where Peke Waihanga is not satisfied that all practicable steps are being taken to ensure the Health and Safety of employees and others in connection with the service being provided.

10. The Supplier shall advise Peke Waihanga immediately of any accidents, including those in which serious harm is caused, or a significant hazard is involved and meet the requirements of the Health and Safety at Work Act 2015 in reporting serious harm accidents to WorkSafe.
11. The Supplier shall advise Peke Waihanga immediately of any new hazard created during the period of service and shall take all practicable steps to avoid harm being caused to any person as a result of such hazards.
12. The supplier is responsible for notifying any notifiable work to WorkSafe.
13. Before beginning work on the service to be provided, the Supplier shall carry out a systematic identification of hazards likely to be encountered in relation to the service being provided and shall include these in the Peke Waihanga Contractor Safe Work Analysis document which is to be completed with Peke Waihanga prior to every job.

**Signed on behalf of the Supplier/Contractor:**

**Signature:** .....

**Date:**     /     /

**Signed on behalf of Peke Waihanga:**

**Signature:** .....

**Date:**     /     /



## Contractor Safe Work Analysis

To be completed for each specific job carried out by contractor. Identify any hazards that could harm the contractor, Peke Waihanga personnel or visitors/clients

<b>Work to be undertaken:</b>	
<b>Date:</b>	
Hazards on our site you need to be aware of:	
<b>Hazard</b>	<b>How we will control the Hazard</b>
Hazards involved in the work you are doing:	
<b>Hazard</b>	<b>How you will control the Hazard</b>

**Signed:**

\_\_\_\_\_  
**Contractor**  
 Date:    /    /

\_\_\_\_\_  
**Peke Waihanga Representative**  
 Date:    /    /

## Contractor Monitoring Record

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

Work being undertaken: \_\_\_\_\_

Person undertaking review: \_\_\_\_\_

Item	Yes/No	Comments
Contractor is on the Peke Waihanga preferred contractor list?		
Contractor has been inducted?		
Contractor has signed in visitor/contractor register?		
Contractor Safe Work Analysis (SWA) has been completed for job?		
Contractor is using the hazard controls outlined in SWA?		
Contractor is maintaining a safe work area?		
Comments:		

**Corrective actions:** (enter into Smartsheet [H&S Risk Hazard Register](#))

## 11. Related Policies, Procedures and Forms

- [Accident Reporting & Investigation Procedures](#)
- [Business Continuance Plan](#)
- [Contractor Safety Management Procedures](#)
- [Emergency Response Procedure](#)
- [Employee Participation in Health & Safety](#)
- [Hazard & Risk Management Process](#)
- [Health & Safety Policy and Responsibilities](#)
- [Induction and Health & Safety Training Procedure](#)
- [Planning, Reviewing & Monitoring Health and Safety Procedures](#)

## 12. Revision History

Author	Version number	Version date	Description of changes
Compliance Advisor	1.3	July 2018	Update references to H&S act
Compliance Advisor	1.2	February 2016	Updated to include low & high risk categories
Contractor	1.1	January 2016	Rebranded
Compliance Advisor	1.0	January 2016	Original policy