

Contractor Safety Handbook



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DEFINITIONS

Workers	Workers include employees, contractors, sub –contractors, labour hire workers, apprentices and volunteer workers
PCBU	A person conducting a business or undertaking as defined in the Health and Safety at Work Act 2015
GDC	Gore District Council
SSSP	Site Specific Safety Plan
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
Contractor/Consultant	The Gore District Council employee authorised to engage, manage, and/or instruct the services on behalf of the Council
TMP	Traffic Management Plan – Is a document that details the way activities on the road corridor will be carried out so they minimize inconvenience and help ensure road users remain as safe as possible
Reasonably Practicable	In this context, reasonably practicable 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
STMS	Site Traffic Management Supervisor

INTRODUCTION

This handbook provides contractors and sub-contractors of the Gore District Council (GDC) with an outline of the basic requirements for health and safety.

Any person working on behalf of GDC or on GDC property must comply with any current legislation to ensure the health and safety of workers and the public. This includes but is not limited to: the current Health and Safety at Work Act (HSWA) 2015; Health and Safety at Work (Hazardous Substances) Regulations 2017; Land Transport Act 1998; and the Resource Management Act 1991 in addition to the relevant safe work instruments, approved codes of practice and associated guidelines.

Under the Health & Safety Work Act 2015 and subsequent amendments to the Act, the Gore District Council must ensure that contractors and their sub-contractors who are engaged in paid (and potentially voluntary) work perform their duties with due regard to health and safety.

This book will cover all the necessary information to guide you through the process of getting approved and undertaking work with GDC. If you have any further questions or queries please contact GDC Health and Safety Administrator, Laurie on larobertson@goredc.govt.nz or contact your preferred familiar contact.

If any person contracted by GDC breaches the health and safety requirements of their contract or knowingly works in an unsafe manner, taking into account what a person should reasonably know, they may be asked to cease all work.

CONTRACTOR'S HEALTH AND SAFETY PRE-QUALIFICATION PROCESS

Gore District Council has committed to using the pre-qualification system SiteWise to rate our contractors' health and safety system.

SiteWise is a software application developed by SiteSafe NZ inc. It enables contractors to submit their health and safety systems and have them reviewed and assessed independently. The SiteWise database can be accessed by registered principals, allowing them to identify compliance and competence.

SiteWise gives you access to independent and cost-effective advice on where your business stands in relation to health and safety and how to improve. Assessment results are recorded using a traffic light system, which gives us confidence when awarding contracts.

The assessment results are valid for one year – meaning you may not have to provide evidence of your health and safety system on a project by project basis.

Where SiteWise may not be appropriate for your business you must meet the following criteria:

- Have no more than 2 employees.
- Work is considered low risk – i.e. Unlikely to cause death or serious injury.

RESPONSIBILITIES

GORE DISTRICT COUNCIL (PCBU)

- ✓ Taking all practicable steps to ensure contractors, subcontractors or their employees are not harmed while undertaking any work the contractor is being engaged to complete.
- ✓ Ensuring council employees are not harmed as a result of work undertaken in the workplace by contractors.
- ✓ Ensuring that contractors are informed of any known hazards 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 plant is designed, manufactured and maintained for safe use.
- ✓ Developing and communicating emergency response procedures for buildings occupied by council employees.
- ✓ Ensuring contractor requirements are maintained and fulfilled by monitoring and evaluating health and safety performance and compliance with health and safety best practice guides, standards and regulations.

CONTRACTORS

- ✓ Complying with and understanding their obligations to themselves and others under the current health and safety legislation and any other regulations, relevant legislation, guidelines and approved codes of practice.
- ✓ Keeping the work area safe and secure and following the site safety plan.
- ✓ Being trained to undertake the work required and being adequately supervised (or providing adequate supervision)
- ✓ Undertake only the tasks they have been requested to do and in accordance with any health and safety expectations, alerting their site contact without delay, should any health and safety issues or concerns become apparent.
- ✓ Participating in any meetings so that health and safety information can be exchanged and discussed, and ensure that all parties are kept up to date with current arrangements and can work collectively to manage any identified risks.
- ✓ Requesting any necessary permits or specific approval for high risk activities and working in accordance with controls in those documents.
- ✓ Being aware of the hazards and following the required controls, including the correct use of personal protective equipment (PPE)
- ✓ Reporting incidents/near misses within the prescribed timeframes.

REPORTING OF INCIDENTS, NEAR MISSES AND NOTIFIABLE EVENTS

NOTIFIABLE EVENTS

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).

WorkSafe New Zealand requires that contractors notify them as soon as possible by phone and provide a written notice of the circumstances within seven days. Contractors must notify a member of the Council management team verbally within one hour and in writing within 48 hours.

A full written investigation report must be supplied to the council within seven days. The scene of a notifiable incident, injury or illness must not be disturbed until permission to do so has been obtained from WorkSafe New Zealand, except to render aid and prevent further harm to people or property.

ALL OTHER INCIDENTS OR NEAR MISSES

Near misses are to be reported in writing to the Council within 48 hours or as required in contract documentation or agreement with the Council engaging management team member. Near misses that could have caused serious harm are to be reported to a Council Representative or the Council Health and Safety Administrator verbally within one hour and in writing within 48 hours. A full written investigation report must be supplied to the Council within seven days.

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 GDC instructions must be used. Prior to the commencement of any works to be undertaken on legal roads the contractor shall provide an acceptable Traffic Management Plan.

EMERGENCY PROCEDURES

The contractor must ensure that all workers and subcontractors are aware of any relevant emergency response plans that apply to the work being undertaken.

The emergency response plan must cover all the steps that will be taken to effectively respond in an emergency. It must outline the procedure for notifying emergency services and the provision of medical treatment, the evacuation procedure, and the method of communication to the PCBU. This information should be communicated to all people on site during the induction. However, if any changes occur to the site, it will need to be re-communicated.

ALL PERSONS ON SITE SHOULD KNOW:

- ✓ Where the emergency evacuation point is
- ✓ All the possible exits to reach that point
- ✓ What is expected of them in the case of a fire, earthquake and any other relevant type emergency based on the location (tsunami, bomb threat, chemical spill etc)

FIRE SAFETY

If you see smoke or flames, warn people in the immediate area. Know where the firefighting equipment is located and its use. Extinguish the fire if it is safe to do so. If you can't, call the Fire Service on 111.

FIRST AID

Contractors should provide sufficient first aid equipment that is within easy access of their own workers. You are required to provide your own first aid trained staff unless an alternative arrangement has been made with the Council.

GDC has a range of fire warden and first aid providers who we are happy to recommend to you.

NOTIFICATION OF HAZARDOUS WORK

The HSWA 2015 requires PCBU's to notify WorkSafe in writing of any "hazardous" work. The notification is required in writing and is to be sent to WorkSafe at least 24 hours before the work is started.

A copy of the notification must be supplied to the GDC.

This notification can be done online by going to:

www.worksafe.govt.nz/notifications/hazardouswork/

For more information contact WorkSafe: 0800 030 040

TYPES OF WORK WHERE NOTIFICATION IS REQUIRED

- ✓ Scaffolding at a height of 5 metres or more (all kinds).
- ✓ Construction work where there is a risk falling over 5 metres may occur.
- ✓ Any narrow pit, shaft, trench or excavation more than 1.5 metres deep.
- ✓ Using a lifting appliance to lift a mass over 500kg, or to lift over a 5m vertical distance
- ✓ Excavated face over 5 metres deep with a face steeper than 63°.
- ✓ Storage or use of explosives.
- ✓ Logging and tree felling for commercial purposes
- ✓ Working in, or breathing, compressed air or air substitutes.
- ✓ Restricted work using asbestos.

TRAINING, INFORMATION AND SUPERVISION

All workers, sub-contractors and volunteers are to be trained and competent to carry out all tasks safely. They may need to not only be trained but also be adequately supervised by a competent person to carry out the contract requirements.

Training records and evidence of qualifications may be requested for health and safety approval. If you notice something wrong or unsafe stop work and ensure controls are in place to prevent harm. If you cannot safely correct the unsafe condition, report your Council Representative. The safety of workers is paramount at all times.

Gore District Council has the authority to order an immediate halt to any work that is considered dangerous to you or anyone else on any area under the Council's control.

COMMUNICATION

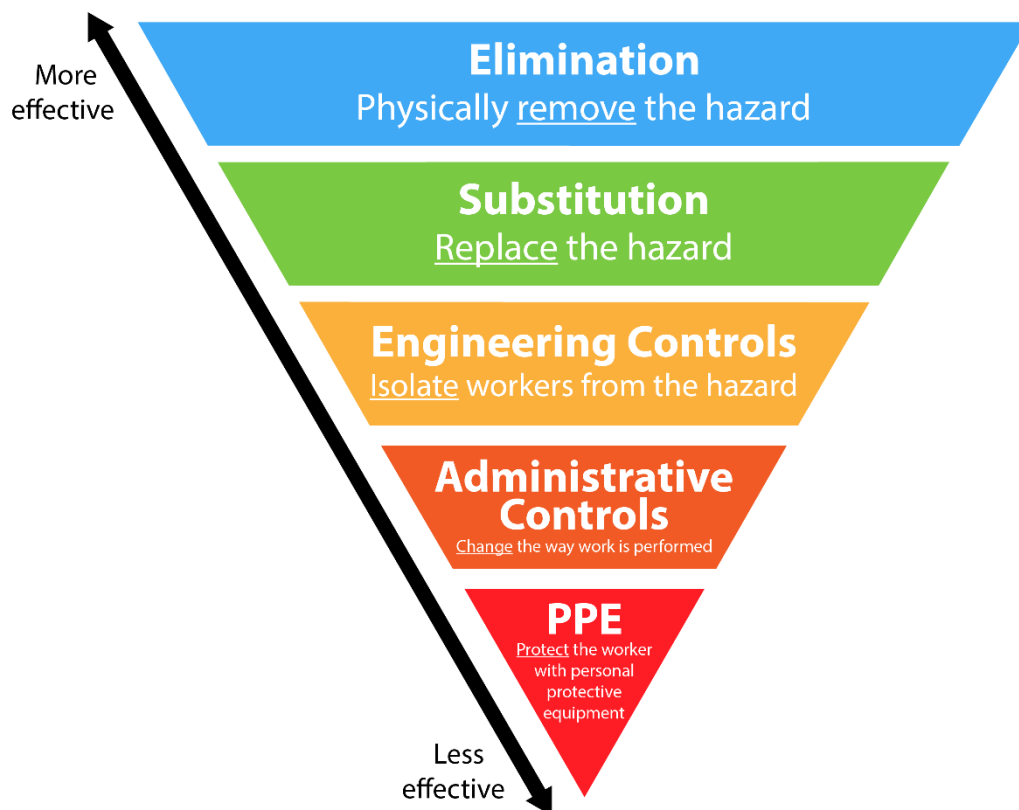
Regular meetings or tool box talks will be held to ensure any new safety information is given to all workers, sub-contractors and people's onsite. It is expected that all people working on the project will be involved in these briefings or if absent, are given any relevant information prior to them restarting the job. Meeting minutes and attendance is to be documented and kept. This may be in the form of diary notes or formal minutes. Photographs of signed hazard boards, or other written notes can also be used as evidence and may be requested by the Council personals at any given time.

HAZARD IDENTIFICATION AND CONTROLS

Gore District Council expects all contractors and sub-contractors to comply with the HSWA 'risk management' and 'all practicable steps' criteria. A task safety plan must be completed for all tasks to demonstrate that hazards and their risks have been identified and that all the appropriate controls are in place following the hierarchy of controls.

PROTECTIVE CLOTHING AND EQUIPMENT

You (the contractor) must provide workers or sub-contractors with suitable personal protective equipment (PPE) for the tasks to be undertaken. PPE must be worn by workers and they must be trained in how to use, maintain and store this equipment. If certification is required for the equipment, a copy of the certificate must be attached to the task safety plan.



WORKING ON OR NEAR THE ROAD

Any work on or near public roads needs to be carefully planned and managed to avoid harm to workers, road users and general public. A major part of the planning process will involve submission of a corridor access request which will include the design of a Traffic Management Plan (TMP) which sets out timing, method, sign placement and must be approved by the Council.

Details of the TMP are notified to emergency services and other interested parties prior to the work commencing. Traffic control is then set up on-site in strict accordance with the TMP and must be monitored for effectiveness on a continual basis by a suitably qualified person, usually a Site Traffic Management Supervisor (STMS).

The STMS has total authority and accountability for traffic management and safety; therefore his/her instructions must be acted upon immediately.

WHEN WORKING ON THE ROAD, ENSURE THAT:

- ✓ All site personnel wear approved PPE
- ✓ All spills of oil, diesel and other contaminant must be cleaned up with absorbent material and the contaminated material properly disposed of offsite. You will need to act quickly if there is a risk of contaminants entering a drain or waterway.
- ✓ Ensure each site has a suitable first aid kit, trained first aider and emergency communication system.
- ✓ Do not allow any type of work to proceed on or near any public road unless approved traffic control is in place. This includes temporary situations e.g. road maintenance, survey, set-out; and mobile situations e.g. mowing and rubbish collecting.

THE TWO KEY PRINCIPALS OF TRAFFIC CONTROL:

- ✓ All people must be safe
- ✓ All traffic is managed appropriately and consistently to the Code of Practice for Temporary Traffic Management (CoPTTM).

ROADWORK'S SITE SAFETY CHECKLIST:

- ✓ Approved TMP implemented
- ✓ Risk assessment completed
- ✓ All PPE is being used
- ✓ Traffic Controllers on Site
- ✓ Site Traffic Management Supervisor can be onsite within the specified response time
- ✓ GDC roading staff reserve the right to audit all works with your STMS or TC on site

ON COMPLETION:

- ✓ Clean up work-site and remove all plant
- ✓ Restore permanent signs and road furniture
- ✓ Remove temporary signs and barriers
- ✓ Observe traffic flow

RESOURCES

- WorkSafe NZ - <https://www.worksafe.govt.nz>
- Gore District Council's pre-qualification programme –SiteWise NZ - <https://sitewise.co.nz>
- Advisors, training and useful tools – SiteSafe NZ- <https://www.sitesafe.org.nz>
- Local first aid provider- Workplace Safety Southland – Andrea McMillian- 0275454054
- Gore District Council - Health and Safety Administrator – larobertson@goredc.govt.nz

DECLARATION

- I agree to advise the Gore District Council of any changes in procedures, standards, performance, or key personnel during my approval period.
- I agree to advise the Council of any interactions with WorkSafe regarding any health and safety incidents.
- I agree to notify the Gore District Council of any incidents and near misses that occur while working on council projects.
- I agree to abide by the Council's Contractor Health and Safety Handbook.
- I understand I may be required to provide additional information to support my approved health and safety contractor status application.
- To the best of my knowledge, all information provided to the Gore District Council are correct and I understand that if any false information is given or any material fact suppressed, my health and safety approval status may be revoked.

Name:	
Position:	
Company/Organisation:	
Date:	
Signed:	