



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

Contractors' Health and Safety Information Booklet

June 2022



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Document Control

The Central Hawke’s Bay District Council Contractors Health & Safety Information Booklet is a controlled document and is available on the CHBDC website <http://www.chbdc.govt.nz> When the information Booklet has been downloaded or printed it becomes an unmanaged document and will likely be out of date. Please refer to the website for the current version.

	Date	Version	Changes
	7/12/2016	1	Initial Issue
	01/08/2017	1	Minor update – new copy of H & S Policy
	16/5/2018	2	Update 2 options Pre-Qualification
	14/2/2019	3	Update length of pre-qual to 2yrs
	23/4/2019	3	Update CHBDC Contact
	11/3/2021	4	Reviewed and updated
	27/6/2022	5	Reviewed, updated, and reformatted CHBDC Contact updated.
Authorisation:	09/8/2022	5	Authorised By: Executive Leadership Team (ELT)

Purpose of this document

Welcome to Central Hawke's Bay District Council. This document is for our contractors and sets out how we will work together. We also hope to answer some frequently asked questions and set the ground rules for success.

Introduction

Our vision for Central Hawke's Bay is a proud and prosperous district made up of strong communities and connected people who respect and protect our environment and celebrate our beautiful part of New Zealand. Our values support and enable this vision.

What we stand for - Our Values -



Our values capture who we are and what matters most to us. They are the attitudes we embrace as individuals, teams and as a whole organisation. We are all personally responsible for acting with these in mind.

- T** TRUST – *We create trust by acting with integrity.*
- H** HONESTY – *We do what is right even when no one is looking.*
- R** RESPECT – *We have respect for each other, our community and our stakeholders.*
- I** INNOVATION – *We find smarter ways to do things to produce improved and sustainable results.*
- V** VALUING PEOPLE – *We are one team, supporting each other to succeed.*
- E** EXCELLENCE – *We deliver exceptional results.*

We believe that our people are our most important asset. When we say ‘our people’, we mean anyone who works or is directed by or through us – this means our contractors too.

What we're most proud of - Our Greatest Asset -

People are our greatest asset.
At Central Hawke's Bay District
Council we are committed to providing
a safe and great place to work that
values diversity and inclusion,
and develops skilled people who can
lead our community to thrive.



We are committed to making sure that everyone works in a safe and healthy workplace. CHBDC's aim is to maintain and develop an effective working relationship with Contractors to ensure the health and safety of those working on, and in the vicinity of Council's managed or owned sites.

If you have any queries, please talk to CHBDC's contact person who has been assigned to you or use the contact details on the back page of this document to contact us. We welcome any feedback that can help us to work towards a safer and healthier workplace.

Contract Conditions

As per council's procurement policy and [approach](#). CHBDC typically awards contracts based on price, technical ability and the capability a contractor has to get the work done in a safe and healthy way. Essentially, we are interested in working with other organisations that have similar values.

We prefer contractors with a track record of open and honest communication, good visible systems and processes, and a willingness to learn from events and continuously improve.

Contractors must be pre-qualified before entering into a contract arrangement or commencing any work with the Council, unless they meet the criteria for exemption. This is to assure Council that organisations they work with have a minimum level of capability to manage their health and safety risks and promote the wellbeing of their teams.

Contractors Health and Safety Pre-Qualification Process

CHBDC along with the other HB councils operate a 'Health and Safety Pre-Qualification' process. Any contractors who wishes to work or continue to work for the Council must complete this process if applicable.

Pre-qualification is a great way we can get to know how your business works, and for you to understand our requirements. This means we are all on the same page and work can progress more smoothly.

CHBDC 'approved contractor' status determines the general health and safety capability of a contractor, whereas their ability to manage a particular contract is determined in the tendering process. Applications submitted as part of a formal tender process are reviewed by the department evaluating the tender and forwarded to the Health and Safety Advisor, to determine if compliance is demonstrated.

Pre-qualification doesn't have to be difficult, and it's certainly not a waste of time. This is a prime opportunity to review your health and safety practises and behaviours and revise how you manage critical risks that could cause serious illness, injury or death.

There are two accepted methods of Pre-Qualification for contractors:

- a) *SiteWise* pre-qualification certification – contractors are required to complete the pre-qualification process and sign up to the SiteWise system. Contractors must obtain a score of 75 (Green status) or above in SiteWise NZ's accreditation system <http://sitewise.co.nz>
- b) *IMPAC* pre-qualification certification

SiteWise Pre-Qualification applications are assessed by qualified health and safety professionals. The assessment will result in a grade, with a detailed report provided to you, along with any suggested improvements (if needed). A current score of 75 or above will be accepted. It is easy to register, and we are available to help guide you to get started. <http://sitewise.co.nz/>

For guidance on what information needs to be submitted, look at the guidance from SiteWise; [Assessment Help](#). Note the requirements vary for businesses who employ staff or contractors compared to sole operators so use the appropriate advice for your situation.

Already Prequalified

If you are already registered and assessed by another pre-qualification provider, CHBDC will accept alternative forms of health and safety pre-qualification, so long as they include an external audit of the contractor's health and safety systems, which meets or exceeds the standard in the SiteWise program and are recognised as having industry credibility.

Prequalification renewal

SiteWise certification is valid for two years (subject to performance). Contractors are required to reapply and provide updated copies of their documentation to demonstrate ongoing review and improvement of their health and safety systems. Where Contractors pre-qualification certification lapses, they will be removed from the approved contractor list and will be unable to continue working for Council.

Contractor site induction

For contractors working on a council asset (e.g., CHBDC office, library, or water treatment plant) for the first time, a contractor induction is to show you around the workplace, introduce you to the key people, and cover off basic issues like emergency procedures, facilities, signing in and out and parking. The level of detail of the site induction will reflect the size and risk of the contract. The CHBDC Contract Manager will lead the induction for new contractors. Induction must happen before work starts, with refreshers for new workers or after any relevant or significant change.

Contractors that are working for council but not at a council asset (e.g., a contractor installing a new water main) will still require to have induction procedures but will manage the site and therefore inductions.

Contractors that are working unsupervised or remotely, will require an assessment to be made of the risk with the CHBDC Contract Manager and the appropriate level of induction needs to be considered and complemented by appropriate risk management and controls, acknowledgement of completion needs to be received before work can commence.

Who is Responsible for What?

Both Central Hawke's Bay District Council and its Contractors are jointly responsible for providing and maintaining a healthy and safe working environment, systems of work and managing risk for their respective workers and are required by legislation to provide and maintain facilities at work for their workers' HS&W.

Central Hawke's Bay District Council's Responsibilities

- ✓ Ensuring the health and safety of workers and others, and managing work health and safety risks, so far as is reasonably practicable.
- ✓ Consult, cooperate with and coordinate activities with all other PCBUs where shared or overlapping duties exist.
- ✓ Ensuring that contractors are informed of any Council known risk or hazard relevant to the work they will be undertaking 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 Council owned plant is designed, made and maintained for safe use.
- ✓ Communicating emergency procedures for buildings occupied by Council staff.
- ✓ Ensuring Contractor requirements are fulfilled by monitoring and evaluating health and safety performances and compliance.

Contractor's Responsibilities

- ✓ Complying with and understanding their obligations to themselves and others under the Health & Safety at Work Act 2015 and any other relevant legislation, guidelines and approved codes of practice.
- ✓ Regular reporting through council's monthly Health and Safety reporting as specified in the appendices, or through another alternate approved reporting template.
- ✓ Keeping the work area safe, healthy and secure and following the site safety plan.
- ✓ Ensuring that they and their workers are suitably qualified, competent and trained to undertake the work required or are supervised by a competent person.
- ✓ Consult, cooperate with and coordinate activities with all other PCBUs where shared or overlapping duties exist.
- ✓ Being aware of the risks associated with known hazards related to the project, site or your work and having adequate control measures in place assess and to manage these risks and associated hazards
- ✓ Reporting accidents/incidents and near misses within the prescribed timeframes.
- ✓ Understand what a notifiable event is and report notifiable events as soon as possible to WorkSafe
- ✓ Using personal protective clothing or safety equipment in the correct manner.
- ✓ Being familiar with the emergency response plan.
- ✓ Not working while impaired by the effects of drugs, alcohol or fatigue.
- ✓ Not threatening, harassing or intimidating other people or their own people.
- ✓ If in doubt, STOP work and ask.

Health and Safety Advice for Contractors

Contractors should seek advice and assistance from their Contract Manager, the Council Health and Safety Advisor, the WorkSafe website or [a suitably qualified HS&W expert](#) if they are unsure of their health and safety responsibilities.

Additionally, SiteSafe can provide guidance and have a free downloadable Site-Specific Safety Plan booklet on their website: <https://www.sitesafe.org.nz/products-and-services/sssp/>



Health and Safety on Site

Sharing Information

Effective communication, co-ordination, co-operation, and information sharing between the Contractor/s and CHBDC Contract Manager and any other Council employee/s is critical to the safe and healthy operation on site. Where multiple PCBUs work together or are influenced by each other they must consult, cooperate, and coordinate their activities so that risks are managed effectively from the start.

Meetings and or discussions should include:

✓	Nominated contact person for both the Council and the Contractor.
✓	Agreement on who will be in control of the work site (Council or Contractor).
✓	Formal arrangement to exchange information i.e. regular site meetings
✓	Discussion of minutes of any health and safety or toolbox meetings. This may be the form of diary notes or formal minutes.

Reporting for Work and Emergency Response

The Contractor must ensure that all workers are aware of any relevant emergency response plans that apply to the contract and have these noted in the site safety plan.

Contractors working in staffed Council facilities:

All contractor workers must ensure that they sign in and out at the Council reception desk daily. Workers must also know who the relevant Contract Manager is that they are working for.

The Contract Manager shall inform the worker of any emergency and evacuation procedures. Normally this is done as part of induction. If you have not been advised – ASK.

Once contractor workers have been informed of these procedures, it is their responsibility to ensure that any other workers are inducted by the Contract Manager.

The Contractor should advise the Contract Manager, prior to the commencement of work, if the work they are doing could create an emergency not covered by the normal procedures and ensure that Council staff who may be affected are informed about what to do if the situation arises.

Contractors working away from staffed Council facilities:

If the work undertaken is at a site not controlled by CHBDC, the nominated person in control of the site must be aware of all workers who are present and their scope of work.

The Contractor must have procedures in place to deal with foreseeable emergency situations. Workers and the Contract Manager must know these procedures.

The Contractor must have first aid facilities and supplies, and qualified first aiders.

Contract-specific Health and Safety Plans

Contractors and CHBDC will work together and share information to understand the health and safety risks relevant to the work. They will develop a plan to manage these risks and clarify which PCBU is responsible for which parts of the plan. WorkSafe has useful [guidance](#) on the content of contract specific health and safety plans. The lead contractor is primarily responsible for implementing the contract-specific health and safety plan.

A site-specific Health & Safety plan is a requirement of all contractors delivered as a construction contract under NZS3910 or similar.

Worker engagement and participation

Workers must be involved in identifying hazards and risks, and in deciding how to manage those hazards and risks. Without limiting the full requirements of worker engagement, worker engagement means to; provide all the relevant information with sufficient time for the workers to form a view, that workers contribute to decision making, and that workers' views are taken into account in the decision-making process. For full guidance on the requirements of [worker engagement see, WorkSafe's website](#).

Speaking Up and Worker Protections

Workers are to be encouraged to speak up over matters that threaten health, safety and wellbeing. Retaliatory and intimidatory behaviour, practices, and threats of such behaviour are prohibited by Law and constitute grounds for prosecution by WorkSafe. As such acts, or threats are illegal, Council will have grounds to terminate the contract and will not be liable for the losses incurred by the contractor.

Training

All workers engaged by the Contractor must be trained and competent to carry out all tasks safely or be adequately supervised by a competent person to carry out the contract requirements. Training records and evidence of qualifications may be requested by CHBDC at any time. Health and Safety Representatives must be trained and receive the legislated minimum training per year.

First Aid

Contractors, sub-contractors, and consultants must provide first aid supplies for their workers. Contractors are required to provide their own first aid trained workers. If the 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. Self-employed contractors working away from Council staffed facilities must provide their own suitable and readily accessible first aid kits.

Protective Clothing and Equipment

Contractors are responsible for providing, using and maintaining their own personal protective equipment (PPE).

Where PPE is required to be worn, signs must be put up stating what is required.

Electrical Plant and Equipment

Contractors must ensure all electrically powered equipment is in a safe working condition. All leads and portable equipment must have a legible and current test tag.

✓	All plant and equipment must be designated, manufactured and maintained in a manner that is safe for its use.
✓	No equipment shall be used unless it has sufficient guarding, certification of fitness or fit for purpose criteria in place.
✓	All licensing and certification requirements must be met by the Contractor



All ladders must be clearly labelled as complying with *AS/NZS 1892.1:1996*AS and used in accordance with WorkSafe NZ “Best Practice Guidelines for working at Height in NZ”.

Reporting of Events (Accidents, Near Miss, Incidents or Notifiable Events)

Contractors and their workers are to use their own procedures to record, report and investigate accidents/incidents and near miss incidents.

Notifiable Events	
Under the HSWA you are required to:	
✓	Notify WorkSafe NZ as soon as possible when a notifiable event occurs Preserve the site until an inspector arrives or otherwise directed by WorkSafe NZ Keep records of all notifiable events
✓	Contractors must notify the Contract Manager and/or the Council Health & Safety Advisor as soon as possible after WorkSafe NZ has been notified. All written reports must be supplied to Council within seven days.
All serious Accidents/Incidents or Near Miss Events	
✓	To be reported in writing to Contract Manager and the Council Health & Safety Advisor within 8 hours of the event occurring or the PCBU becoming aware of the event.
All other Accidents/Incidents or Near Miss Events	
✓	To be reported in writing to Contract Manager and the Council Health & Safety Advisor in a monthly report, or as required in contract documentation or agreement with the Contract Manager. Monthly reports must be submitted no later than the 5th day of the next month. In the appendix is a template for contractor reporting, you can however use your reporting system provided the same information is provided.

Public Safety Requirements

The required public safety measures, signs and warning systems defined in relevant legislation, approved codes of practice and/or Council instructions must be used. The Contractor must apply for a corridor access and required Traffic Management Plan before any work on the public road starts. Contractors must ensure that people are adequately warned by way of signs, barriers and/or other means where the work is likely to present potential risks.

Contractors are also responsible for the health and safety of other people at risk from the work being undertaken. Visitors and people in the vicinity must be notified of any significant risks so that they may vacate the area or equip themselves with the correct protective gear. Contractors have the right (and a responsibility) to instruct people not suitably protected to leave the area while the risk is present.

Environmental Protection

Protecting Central Hawke's Bays environment is a key function of the Council and is also a requirement under the Resource Management Act. Accidents often impact the environment, and it is the responsibility of any Contractor to ensure safe practices are maintained to prevent and/or minimise any environmental impact.



Monitoring and On-going Communication

On-going communication and monitoring are a necessary part of good contractor management. The intent is to keep up a dialogue between all parties about what is needed for successful work, what is changing, what is working well and what needs improving. The nature and frequency of communication and monitoring activities depends on the risks involved, and what was agreed in the contract and/or the contract-specific health and safety plan.

Examples of monitoring activities include:

- Planned meetings
- Work observations
- Site inspections
- Attendance at site meetings

CHBDC has a legal responsibility to monitor contractors' health and safety performance. Contractors may be periodically assessed for their health and safety performance both during and at the conclusion of the contract. Regular and random checking of contractors may be carried out.

The Council has the right to suspend work at the contractor's expense where the Council believes there is a serious risk to the health or safety of workers or others. Where repeated serious breaches of contract are identified, the Council shall have the discretion to terminate the contract.

Notification of 'Hazardous Work'

Contractors must inform WorkSafe in writing of any 'notifiable' hazardous work being carried out as required under Regulation 26 of the Health and Safety in Employment Regulations (1995).

The notification can be completed online or in writing and must be emailed, posted or faxed to WorkSafe at least 24 hours before the work is started. A copy of the notification must be supplied to the Council contact person.

[Notify WorkSafe](#)

Please refer to the WorkSafe website for a list of the hazardous work that is notifiable.

Insurance

The Contractor must indemnify the Council against:

✓	Any loss suffered by the Council, which may arise out of or in consequence of this contract.
✓	Any liability incurred by the Council in respect of injuries of persons or damage to property, which may arise out of or in consequence of this contract.
✓	Any costs the Council may incur in respect of that loss or liability.

Note: Insurance cover must remain in place for the duration of the contract and copies of the policy will be retained. The Council reserves the right to check the status of cover during the contract.

When working on a construction contract (e.g. NZS3910), insurances will be specified at the time of tendering and a requirement when signing the contract.

Working Together to Resolve Conflicts

CHBDC recognises that from time-to-time conflicts arise between us and contractors. This is most likely because of misunderstanding and miscommunication of roles and responsibilities. CHBDC are committed to learning and improving, and we want to be a good client to our contracting partners. We are willing to listen, and to change our practices if necessary.

However, we also recognise that there may be instances where a contractor fails to meet legal and/or contractual obligations and is not willing to cooperate. In these cases, CHBDC will consider the need for immediate action to prevent serious risk to people, property or the environment and immediately advise the designated contractor contact. We will issue corrective action instructions in writing, or for more serious or on-going issues, conduct a formal review.

The Contract Manager will check that corrective action/s have been taken and are effective. If the action/s are effective, the matter is concluded. If the action/s have not been effectively implemented Council may:

✓	Remain on site until the issue is resolved, or close the site.
✓	Keep a written record of all actions taken.
✓	Impose penalties as allowed in the Contract
✓	Terminate the contract.

Appendices

Definitions

Contractor	A company or self-employed person (PCBU)
Council	Central Hawke's Bay District Council, CHBDC or Council
Contract Manager	The Contract Manager is the Central Hawke's Bay District Council employee authorised to engage, manage, and/or instruct the services on behalf of the Council
Duty Holder	A person who holds a duty or duties under the HSWA. There are various categories of duty holders including the PCBU, officers, workers, and others.
Events	Events include near misses, unsafe conditions, and incidents
PCBU	<p>A PCBU is a 'person conducting a business or undertaking'. While a PCBU may be an individual person (e.g., a sole trader) or an organisation, in most cases the PCBU will be an organisation (e.g., a business entity such as a company, or entity created by legislation).</p> <p>A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work.</p>
Recognised Certification	<p>ACC Workplace Safety Management Programme (WSMP)</p> <p>ACC Partnership programme or</p> <p>AN/NZS 4801</p> <p>SiteWise - is an online prequalification system that grades your contractor's health and safety capability and publishes that grade in a database which you can view.</p>
Subcontractor	A person engaged (otherwise than as an employee) by any contractors or subcontractors to do, for gain or reward, any work the contractors or subcontractors has been engaged (as contractors or subcontractors) to do.
Agent	A person to acts on behalf of Central Hawke's Bay District Council
Worker	Worker means an individual who carries out work in any capacity for a PCBU, including work as an employee; a contractor or subcontractor; an employee of a contractor or subcontractor; or an employee of a labour hire company who has been assigned to work in the business or undertaking; or an outworker; or an apprentice or a trainee; or a person gaining work experience or undertaking a work trial; or a volunteer worker; or a person of a prescribed class.
WorkSafe	WorkSafe New Zealand is New Zealand's Primary Workplace Health and Safety Regulator

Our Health, Safety and Wellbeing Policy Statement

Central Hawke's Bay District Council is committed to the health, safety, and wellbeing of our community. This commitment extends to those who work for us and with us in the delivery of services and those who receive services from us.

We believe that safety is more than just not having accidents, that health is more than just not being unwell, and that wellbeing encompasses the physical, social, and psychological.

We believe that health and safety at work is about thriving while we meet and overcome the challenges we face. We believe that the health, safety, and wellbeing of our community starts with the example that we set.

We strive not only to steer clear of accidents, injuries, and ill-health, but also to identify and enhance what we do well.

In short, health and safety at work is not an afterthought; it is a core value. It is part of our self-image and who we are. We understand what the biggest risks are in our work, and we treat them with respect.

We strive to keep these risks front of mind when we make decisions every day about how to do our work, and how to balance being efficient with being thorough.

The Executive Leadership Team commits to leading the way. We will:

- Develop and maintain an effective occupational health and safety management system, and integrate this into business planning
- Identify, understand and manage health and safety risks before they result in harm wherever possible
- Provide the necessary training, information, instruction, and supervision for people to be successful in their work
- Make sure that all opportunities for improvement reported to us are accurately recorded, considered and actioned as appropriate, with feedback to the person reporting
- Support safe and early return to work for workers who may be harmed
- Respond to comments and suggestions from employees, customers, contractors and others which will help us all, working together, to improve health and safety.

This policy statement is reviewed annually. Date of next review: 14 July 2021



Monique Davidson
Chief Executive
21-07-2020



Dean Alsop
**3 Waters Compliance
Officer/Health and
Safety Representative**
21-07-2020

Good health and safety needs team effort. We invite you to join us on the journey:

- Take ownership and responsibility for your own decisions and actions, and for looking out for your colleagues, contractors, customers and visitors.
- Report any hazards, injuries, illness, near misses, unsafe practices, rules that don't work and other opportunities for improvement without fear or delay, so that we can all learn and share the learning.
- Co-operate with any training, instructions and procedures provided.
- Contribute to our ongoing safety improvement journey
- Make safety a priority and lead the way!



Monthly H&S Report - Month

Insert Organisation Name, contract number and contract name

Health and Safety Statistics

	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
Hours worked total												
Hours worked												
Opportunities for Improvement (OFI)												
Leadership health and safety actions (LSA) completed												
Site audit/ inspections completed												
Incidents reported												
Near misses reported												
Hazards reported												
Infringements/ Environmental incidents												
WorkSafe Notices Received												

Current Months: Incidents / Near Miss / Hazards	Current Months: OFIs / Site Audits / Leadership Safety Observations
Provide Commentary	Provide Commentary

Incident #	Description	Date reported	Immediate action taken	Open/ Closed	Follow up required	Reported to Client/ WorkSafe

Audit #	Date Undertaken	Audit by	Score	Actions taken away

Report Completed by:	
Date Completed:	

Other information
Provide Commentary

Contact Details

Health & Safety Advisor



(06) 857 8060



michelle.annand@chbdc.govt.nz



Central Hawke's Bay District Council
28-32 Ruataniwha Street, Waipawa, 4210
PO Box 127, Waipawa, 4240

In an emergency call 111

Further information

Emergency Management Hawke's Bay	(06) 878 8109
Hastings Memorial Hospital	(06) 835 9200
Hawke's Bay Regional Council	(06) 835 9200
WorkSafe New Zealand	www.business.govt.nz/worksafe

Together we Thrive! E ora ngātai ana!
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