



# **CONTRACTOR INDUCTION**

## **Health and Safety Booklet**



## **INTRODUCTION**

A commitment to Occupational Health and Safety (OHS) is a commitment to doing things in a safe manner. This leads to reducing and elimination of incidents. The Company's policy is to provide a healthy and safe working environment. With the appropriate attention to work safe practices, employees and contractors can perform their duties without risk to personal injury, injury to others or damage to property.

It is an expectation of the Company that the contractor will be familiar with the relevant OHS statutory requirements and that these will be observed at all times when working for Pumicelands Rural Fire Authority.

Likewise, Pumicelands Rural Fire Authority has OHS obligations to the contractor and their employees and will ensure that these are conducted all times.

## **CONTRACT CONDITIONS**

The contractor shall ensure their employees and any subcontractors under their control are inducted and comply with the requirements of the Company's OHS Management System and that:

- No unauthorised personnel at the workplace
- All personnel are suitably qualified and competent
- All personnel are suitably supervised
- All personnel are in a fit state to perform the required tasks at all times.

The awarding of contracts is determined not only on the criteria of price and technical ability but also on the ability of those tendering to carry out planned work safely and without health risk or harm.

No company shall enter into a contract arrangement or commence any work without first having completed the Contractor Management Programme and providing sufficient information and documentation evidence that there are satisfactory health and safety management systems in place.



## HEALTH AND SAFETY APPROVED CONTRACTOR PROCESS

An Approved Health and Safety Contractor list shall be established for all contractors who work for Pumicelands Rural Fire Authority. This list will be managed by the Chief Executive.

The Approved Contractor status determines the general health and safety capability of a Contractor and their ability to manage a particular contract.

The assessment will be undertaken on return of documentation and will be evaluated by the Chief Executive to determine if compliance is demonstrated.

The following will be considered when reviewing the Contractors Health and Safety approval application:

- The contractors H&S policy, practices and records
- That the contractors have relevant insurances, licenses and registrations

A Contractors approval status is valid for one year (subject to their performance). Contractors are then required to re-apply and provide updated copies of documentation to demonstrate ongoing monitoring and continual improvement of their health and safety management system.

### **All Contractors shall complete the following:**

- Pre Work Application Form
- Contractor Induction Health and Safety Booklet
- H&S documents of evidence provided



## RESPONSIBILITIES

Both Pumicelands Rural Fire Authority and any of its contractors are individually responsible for providing and maintaining a safe working environment and are legally required to arrange facilities for their employees at work for their health and safety.

### **Pumicelands Rural Fire Authority Limited Responsibilities:**

- Ensuring that contractors are informed of any known hazards and risks and that controls are in place to prevent harm.
- Ensuring that all contractors in their control and performing work are adequately trained, competent and suitably licensed.
- Ensuring Contractor requirements are fulfilled by monitoring and evaluating health and safety performance, compliance and following safe work practices.
- For extended work - ensuring regular health and safety meetings are conducted with the Contractor throughout the duration of the contract.
- Taking all reasonably practicable steps to ensure Contractors, Sub-Contractors or their employees are not harmed while undertaking any work the contractor is engaged to do.

### **Contractor Responsibilities:**

- Being aware of the hazards and risks and following the required controls
- Ensure that equipment being used is in a safe operating condition and that licensing and/or certification is current.
- Reporting incidents and injuries immediately to the Chief Executive
- Using personal protective equipment and clothing in the correct manner
- Being familiar with the emergency response procedures
- Not working while under the influence of drugs and alcohol
- Ensuring that all their sub-contractors and employees in their control are adequately trained, competent and suitably licensed.
- Keeping the work area safe and secure and follow procedures and rules
- Complying with and understanding their obligations under the Health and Safety at Work Act 2015, its regulations and any other relevant legislation, guidelines and approved codes of practice.



## **INDUCTION REQUIREMENTS**

The contractor and contract personnel shall attend an Induction prior to commencing work. This will be conducted by the Pumicelands Rural Fire Authority Chief Executive or his delegate.

This induction shall also cover the following matters but not limited to:

- Location of first aid facilities and amenities
- Emergency procedures
- Safety rules
- Parking and vehicle movement requirements
- Accident / Incident / Injury Reporting
- Restricted Areas
- Personal protective equipment requirements

## **CONTRACTOR IDENTIFICATION AND SIGN IN/SIGN OUT**

All contract personnel are required to report on and off the job and shall register their attendance on the contractor/visitor sign in/out sheet.

## **COMMUNICATION - CONTRACTOR & EMPLOYEE PARTICIPATION**

All contractors and contract personnel must communicate all information pertaining to safety requirements. This includes notification of hazards and risks brought into the workplace or created during the course of the work. This may be done by safety meetings.

Effective communication between the Contractor and Pumicelands Rural Fire Authority is essential.

## **SAFE WORK PRACTICES**

All contractors and contract personnel must be appropriately instructed and adequately trained and have the resources and equipment to safely perform their work. Contractors must adhere to all rules and procedures.



## HAZARD/RISK MANAGEMENT

Contractors will comply with the Health and Safety at Work Act 2015 – Hazard Identification, Risk Assessment and so far as is reasonably practicable steps criteria.

The contractor is required to conduct a risk assessment using the Task Analysis Worksheet for any work outside the scope of their company Standard Operating Procedures - relative to the contracted works and submit to Pumicelands Rural Fire Authority prior to commencing the work. The task analysis enables the systematic examination of all occupations and tasks to establish the effectiveness of work procedures and practices and to identify hazards and risk associated with any of the sequential steps.

The process considers factors such as:

- Break down the work into significant steps or critical activities - a step-by-step description of how to proceed, what to do, why, in a simple, easy-to-follow format or practice
- Identify what could go wrong
- Consider people, equipment, materials, environment
- Is it being done the best way
- Consider cost, production, quality and safety
- Develop controls - specific actions and precautions to prevent harm from occurring

### **The contractor shall:**

- Identify the hazards associated with the contract works and activities
- Determine the level of risk
- Establish risk control measures using the hierarchy of controls
- Demonstrate that hazards have been identified and managed

The contractor shall aim to eliminate medium and high risks associated with the contract. Where Standard Operating Procedures or instruction are developed by the contractor they must clearly state the work schedule, highlighting the controls. All persons involved in the activity shall receive appropriate training.



## **TRAINING REQUIREMENTS**

Certain contracted works will require contractor employees to have relevant qualifications to conduct work with Pumicelands Rural Fire Authority. Contractors and their employees must have formal unit standard training as per statutory requirements for using certain equipment/machinery and for high risk activities. Contractors must provide evidence of training prior to commencing work. All licensing and certification requirements shall be met by the contractor.

## **ELECTRICAL EQUIPMENT AND PLANT**

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 maintained in a manner that is safe for its use
- No equipment shall be used unless it has sufficient guarding or certification
- All equipment must have an operations manual available or Standard Operating Procedures

## **PEDESTRAIN AND VEHICLE INTERACTION**

Vehicles driven onto the workplace can present a risk to pedestrians and other traffic. Drivers of vehicles shall comply with all rules relating to speed limits and safe loads and limits. Parking will be provided for contractor's vehicles at their own risk at the location nominated by the Chief Executive whilst inducting the contractor.

## **PPE – PERSONAL PROTECTIVE EQUIPMENT**

Contractors are required to provide their own personal protective equipment and safety equipment. These include such items as safety boots, hard hats, gloves, high visibility vests, hearing protection and safety glasses.

The contractor and their employees shall observe all safety signs and requirements on the premises and must observe the PPE requirements applicable.



## **PUBLIC SAFETY REQUIREMENTS**

Contractors shall ensure that the public are adequately “warned” where the work is likely to present potential hazards and risk. If required, working areas must be barricaded off and appropriate warning notices erected.

Where hazards may affect other people within the vicinity, contractors in control of the work must take all reasonably practicable steps to ensure no hazard harms them. People in the vicinity must be notified of any high risks activities.

Contractors have the right and responsibility to instruct people not suitable protected to leave the area while the hazard is present.

## **HOUSEKEEPING**

Contractors are required to maintain a clean and tidy condition for the area they are working in.

Work areas and access to work areas must be cleared at the end of each working day. The contractor must ensure the housekeeping is of satisfactory standards at all times.

**Where an inadequate standard of housekeeping has developed and compromises safety and cleanliness, or can cause an impact of the environment, the contractor will be instructed to cease work until the area has been tidied up and made safe.**

## **ENVIRONMENTAL OBLIGATIONS**

Contractors must meet all their obligations under the legislation. Relevant environmental legislation includes, but is not limited to:

- Environmental Protection Acts and Regulations
- Environmental licenses, permits and consents
- Waste management
- Air, noise and water pollution
- Hazardous Substances/Dangerous Goods

A hazardous substances/Dangerous Goods register shall be maintained with the appropriate Safety Data Sheet (SDS) for any hazardous substances and dangerous goods that you may use at the workplace. Where specific emergency processes are required a Task Analysis Worksheet shall be completed.

As soon as the contractor becomes aware of an activity or incident that has caused, or could cause, harm to the environment, immediate remedial action shall be undertaken and the incident reported to Pumicelands Rural Fire Authority Chief Executive immediately.

## **LIQUID WASTE**

Liquid wastes cannot be placed in rubbish bins or skips. Depending on the nature and type of risk posed by the liquid waste the contractor shall determine the disposal method and to not dispose of waste into storm water or sewer unless they have obtained the appropriate approvals.

## **GENERAL WASTE HANDLING**

Regardless of the type of waste, the contractor has specific obligations as follows:

- Contractors are responsible for all wastes they generate and must make arrangements to remove from the workplace
- Wastes should be segregated for disposal
- All waste is to be removed on a regular basis - Do not accumulate waste material
- Loose material must be managed to prevent moving and blowing around the workplace



## **EMERGENCY READINESS**

All contractors and contract personnel will be instructed in the emergency evacuation procedures as part of the induction process.

In the event of an evacuation the Emergency Evacuation Alarm will be sounded. Your employees must promptly evacuate and follow the directions of emergency personnel during practice drills or actual emergency situations. Failure to cooperate in an emergency may lead to the contractor or contract personnel being removed from the workplace.

Every emergency situation you identify under your hazard management process will be required to have an emergency plan and procedure prepared.

## **FIRE**

Contractors are responsible for fire protection within their work environment and are responsible for ensuring that flammable liquids are stored as per regulations to identify contents. Contractors are responsible for ensuring they have fire extinguishers on their company vehicles. The location of Fire Extinguishers will be identified during the induction process.

## **FIRST AID**

It is expected that you will have your own first aid supplies readily available for the provisions of first aid treatment. All first aid treatment incidents and injuries are to be recorded and reported to Pumicelands Rural Fire Authority Chief Executive. The location of first aid supplies will be identified during the induction process



## **INCIDENT REPORTING**

As per the Health and Safety at Work Act 2015 it is an offence if you fail to report and record a workplace injury, incident, illness, dangerous event or occurrence or an environmental incident.

Contractors are to use their own procedures to record, report and investigate accidents or near miss incidents and MUST notify Pumicelands Rural Fire Authority Chief Executive immediately. An investigation will be conducted either in conjunction with the contractor or separately. Pumicelands Rural Fire Authority may issue an improvement notice with corrective actions for any non-conformances incurred by the contractor or contract personnel.

## **NOTIFIABLE EVENT, INJURY, ILLNESS OR INCIDENT**

Notifiable injuries, illnesses or incidents must be reported as soon as possible directly to Work Safe NZ by phone and provide a written notice of the circumstances within 7 days. In the event of a notifiable injury, illness or event, the scene must not be disturbed until permission is obtained from Work Safe NZ, except to carry out first aid treatment or to prevent further harm to people and property.

## **NOTIFIABLE WORKS/PERMITS AND AUTHORITIES**

As defined in the Health and Safety Regulations 1995, Section 2 and 26, before commencing any work. All notifiable work permits should be obtained from Work Safe NZ in writing 24 hours prior to commencement of such work. Pumicelands Rural Fire Authority will require a copy of confirmation that you have done this if applicable.

If a permit is required to undertake specific work then a task analysis worksheet shall be completed by the contractor to ensure that all necessary precautions are taken for the safety and health of all persons engaged in tasks requiring a permit.



## **INSURANCE AND REGISTRATIONS**

Before a contractor can begin any contracted work with Pumicelands Rural Fire Authority they must ensure that certain requirements are met to minimise risks. It is mandatory that contractors have relevant insurances, licenses and registrations.

## **MONITORING CONTRACTIONS**

It is a legal requirement to monitor contractors. We will assess and conduct Contractor observations not only on their ability to meet the requirements of the job, within the timeframe and quality of workmanship, but also on their willingness to perform their work at a high level of safety. Regular and random checking of the contractors shall be carried out.

## **CONTRACTOR NON-COMPLIANCE**

Non-compliances with health and safety and environmental legislation by a contractor are taken very seriously. Pumicelands Rural Fire Authority has the right to suspend work at the contractor's expense where the company is not satisfied that so far as is reasonably practicable steps are being taken to ensure the health and safety of employees and others in connection with the contract.

If the event could lead to a notifiable injury, illness or event, the Chief Executive shall undertake a formal health and safety meeting. Once the meeting is complete the contractor will be instructed to rectify any outstanding issues within a specified timeframe, this will depend on the level of risk. The Company delegate will check that corrective actions have been implemented and ensure it is effective.



**CONTRACTOR DECLARATION**

The Contractor Induction Health and Safety Booklet has been read and understood and any specific points requiring clarification have been explained to me.

I acknowledge that I understand and accept my compliance and commitment to Pumicelands Rural Fire Authority and endeavour to work together in protecting our people, the community and the environment.

The Company policies and procedures have been explained to me and I acknowledge that I have read and understood them.

I understand that failure to comply with these policies may lead to my termination of contract with Pumicelands Rural Fire Authority.

..... Name of Contractor / Company

..... Name of Contractor Representative

..... Date

Remove the signed sheet and forward to Pumicelands Rural Fire Authority for filing.

Document is to remain with the Contractor.

