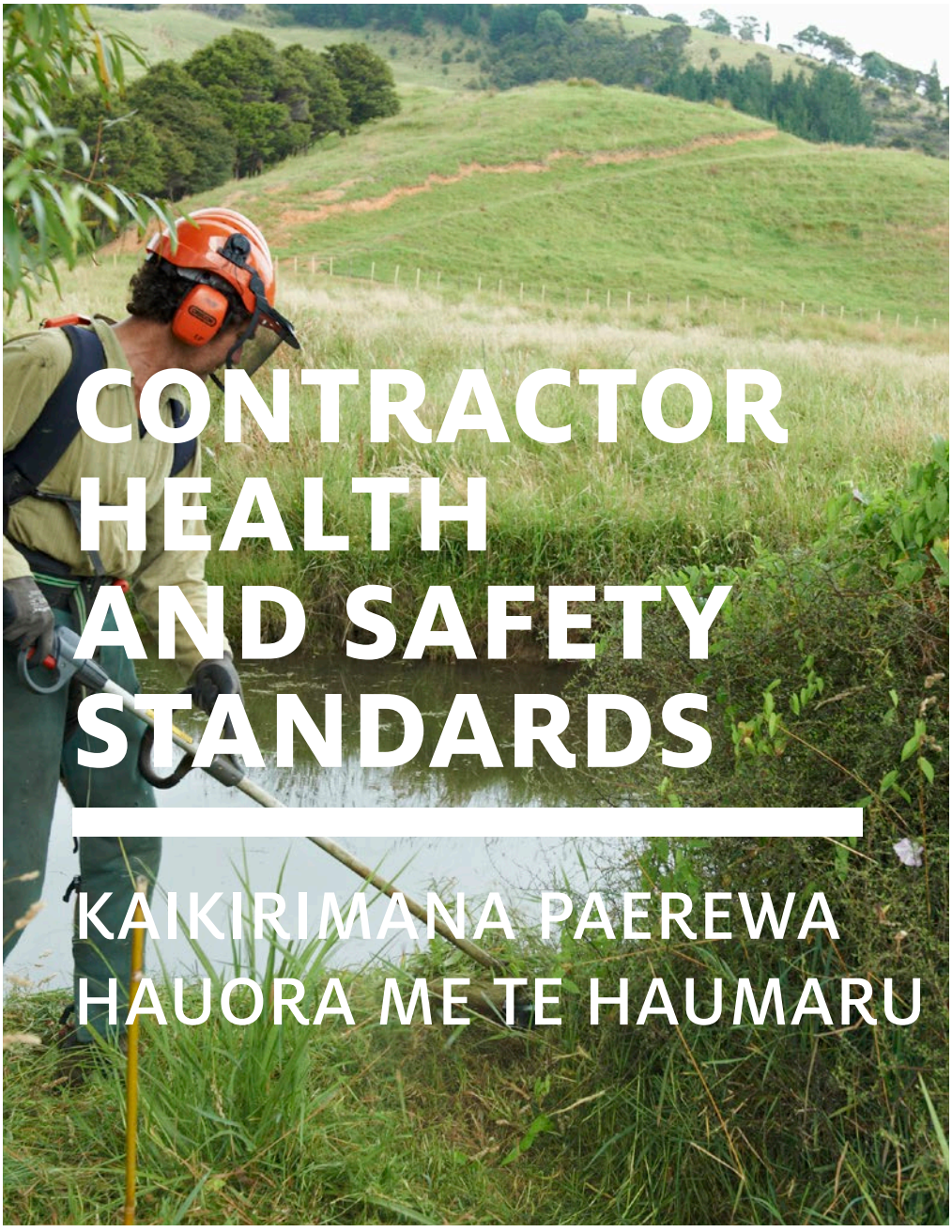
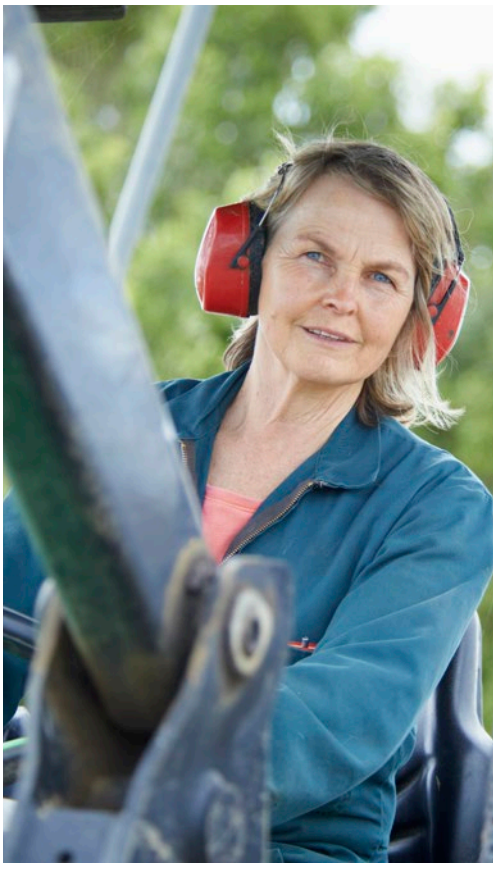


CONTRACTOR HEALTH AND SAFETY STANDARDS

KAIKIRIMANA PAEREWA HAUORA ME TE HAUMARU



Waikato
REGIONAL COUNCIL
Te Kaunihera ā Rohe o Waikato

CONTENTS

INTRODUCTION

Waikato Regional Council wants to work with contractors who support health and safety practices that are not going to put themselves or others at risk. The Health and Safety at Work Act 2015 (HSWA Act) places a duty on a "person conducting a business or undertaking" (PCBU) to take all reasonably practicable steps to ensure that contractors, subcontractors and their workers are not harmed while undertaking any work.

The purpose of this guide is to help Waikato Regional Council contractors in the understanding of practices and to work together to consult, co-operate and coordinate on risk management. We need to work together to prevent harm to our workers.

WHO IS A PCBU

A PCBU is a 'person conducting a business or an undertaking'. It's a broad concept used throughout the Health and Safety at Work Act 2015 (HSWA) to describe all types of modern working arrangements, which we commonly refer to as 'businesses'.

All PCBUs have a primary duty of care to ensure, as far as reasonably practicable, the health and safety of all who work or do activities for you. A PCBU also needs to ensure the health and safety of other people is not put at risk from the work they do.

Representatives, clients, contractors and subcontractors all have a primary duty of care to manage health and safety. If the duties overlap, then all PCBUs need to communicate and coordinate on who is responsible for specific risks associated with doing the work. For example, who will be in control of the work site, what health and safety system will be in control of the work undertaken.

WHO IS A WORKER

All employees will now be known as workers. This includes all council employees, employees of contractors and subcontractors, and any labour hire or students. Volunteers who work for you on a regular permanent basis will now also be known as workers.

CONSULT, CO-OPERATE AND COORDINATE

When you work with other businesses (PCBUs) there are overlapping responsibilities to manage health and safety. The following are some areas to think about and discuss.

- Plan ahead. Think about stages of your work and who may/will be affected by it.
- Identify the risks to be managed and together agree how to control the risks and who is best placed to do so.
- Define roles, responsibilities and actions and explain these to workers and other businesses so they know what to expect.
- Continue to consult, co-operate and coordinate, including carrying out reasonable and proportionate monitoring to ensure health and safety is maintained.

Implementing or addressing the following points will help PCBUs meet their overlapping duties.

- Ensure that nominated contractors are provided with copies of all relevant health and safety documentation or rules of the place of work to inform them of the standards expected.
- PCBUs should periodically monitor contractor compliance against the provided health and safety documentation to ensure contractors are meeting their obligations, working in a safe manner and in accordance with their respective safety management systems.
- Ensure your records are retained in the event there is a requirement to address any non-conformances with agreed safety systems and relevant health and safety documentation.
- A review schedule is recommended for ongoing management of the above.

For more information on the 3C's (consult, coordinate and co-operate) visit WorkSafe New Zealand's webpage 'Working Together' at business.govt.nz/worksafe/hswa/working-together.

Figure 1: WorkSafe New Zealand – Working with other businesses

RESPONSIBILITIES OF A PCBU

- Protect safety and health of all workers
- Maintain a health and safety system relevant to the risks within their business
- Monitor health and safety performance.

Check out the WorkSafe New Zealand's Good Practice Guideline – writing health and safety documents for your workplace. business.govt.nz/worksafe/tools-resources/writing-health-and-safety-documents-for-your-workplace/guide-to-writing- health-and-safety-documents.pdf

RISK MANAGEMENT

IDENTIFY, ASSESS AND MANAGE WORK RISKS

Different businesses will have different health and safety risks; it all depends on the type of work you do. A healthy and safe workplace starts with identifying and understanding what your work-related health and safety risks are, particularly those that have the potential to cause serious injury or illness. It then involves doing what is reasonable, what is practical and what you are able to do to eliminate or, where they can't be eliminated, minimise those risks.

RISK CATEGORIES

There are a number of critical risks that contractors may be exposed to:

- working alone/in isolation
- working in confined spaces
- working at heights
- high voltage work
- exposure to hazardous substances
- working over or near water
- working on or near roads
- storage and use of hazardous substances
- Plant and machinery
- working on or near trenches.

OVERVIEW OF A RISK MANAGEMENT PROCESS

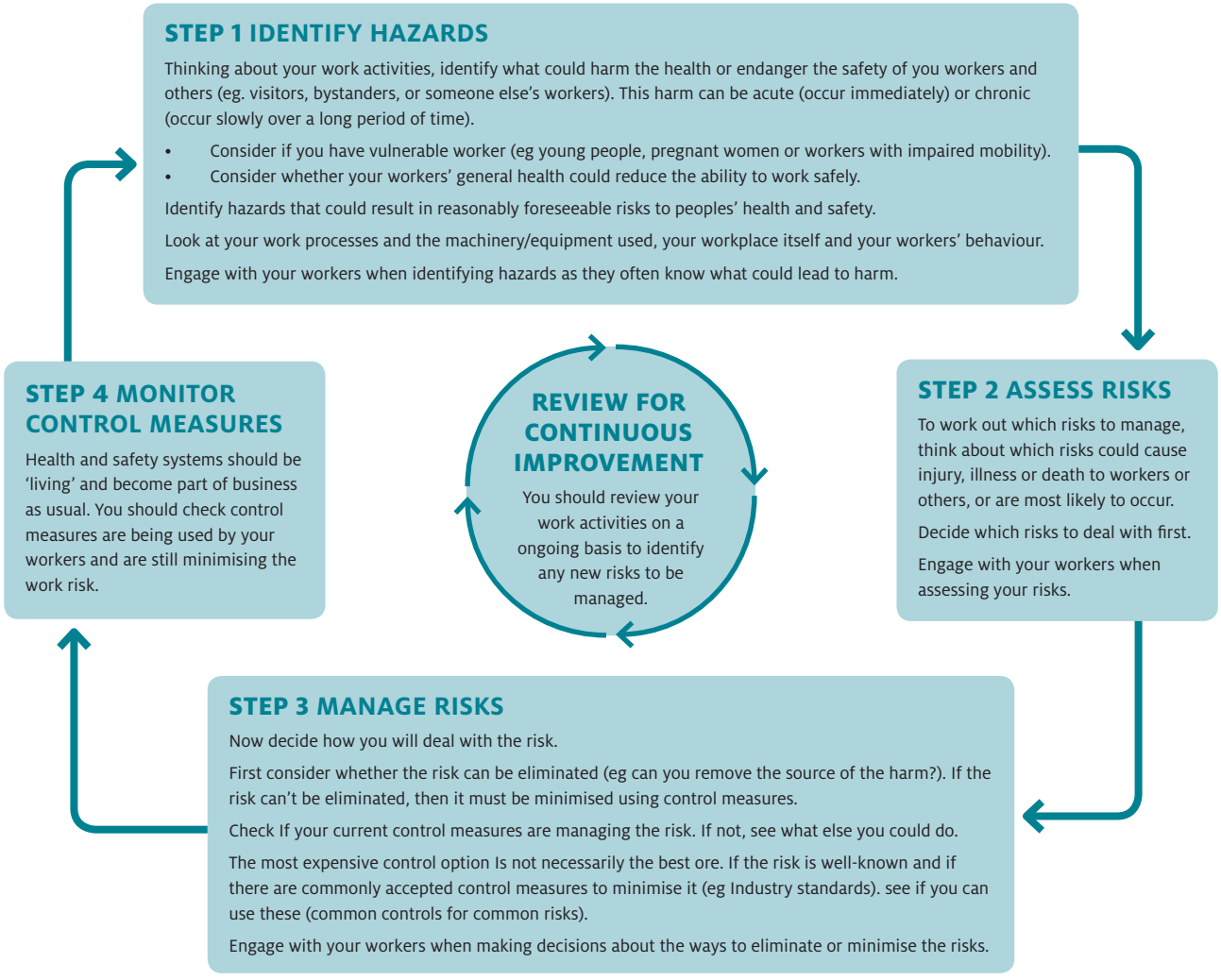


Figure 2: WorkSafe New Zealand – Managing your work health and safety risks

SITE SPECIFIC SAFETY PLAN: BEFORE YOU START

PLAN

There are various types of site-specific safety plans required for physical works, e.g. full site specific safety plans, meetings, job safety assessment (JSA), safe work method statements (SWMS), and permit to work (PTW) etc.

An example of a job safety analysis template is attached under appendix 3 for your information and use if appropriate.

The type of information required will be dependent on the scope of works and level of risk.

Factors required in these types of documents include:

- roles and responsibilities
- identification of hazards/risks and controls for the site
- training/competency requirements relevant to the work being done
- emergency response plan/procedure.

Monitoring of health and safety performance on site needs to take place regularly during the contract period. This shall be carried out by all PCBUs involved on site.

Documenting the above for each activity will provide all relevant PCBUs with some assurance that health and safety is being managed effectively.

NOTIFIABLE WORK – WORKSAFE NZ

The Health and Safety at Work Act 2015 requires employers, as well as the person who controls a place of work, to provide at least 24 hours' notice to WorkSafe NZ of particularly hazardous work.

The contractor must follow procedures for notifiable work as required by the Regulations.

A copy of the notifiable work form must also be provided to the Waikato Regional Council contract manager as part of the site specific safety plan documentation

INDUCTION

It is the expectation of Waikato Regional Council that contractors receive an induction specific to the work they will be undertaking prior to commencing works. During this process you will be asked questions and be informed of details about the work and the site.

There is an example of a contractor induction form attached under appendix 3.

MONITORING: DURING WORKS

PCBUs have a primary duty of care to protect workers from harm.

To gain an assurance that risks are being effectively controlled, regular monitoring shall be carried out by all PCBUs on site, against the site specific safety plan/job safety analysis requirements.

How frequent or comprehensive monitoring will be, is dependent on the level of risks and the duration of the work being undertaken.

There is an example of a contractor monitoring form attached under appendix 3.

BREACHES

Where a breach of health and safety requirements occurs, or in Waikato Regional Council's opinion is likely to occur, Waikato Regional Council may immediately suspend work.

If the breach or potential breach is the result of the action or inaction of the contractor's workers, Waikato Regional Council may require them to be removed (temporarily or permanently) from the site. The contractor will be liable for any consequential costs incurred as a result.

Nothing in this document will limit any of the rights and remedies Waikato Regional Council may have under any law, contract or otherwise restrict its ability to enforce any rights or recover costs from the contractor for any loss or damage.

POST CONTRACT EVALUATION

A post contract evaluation will be undertaken and will inform the Waikato Regional Council's decisions.

Waikato Regional Council's contractor monitoring form – Post Contract Evaluation – is attached under appendix 3.

INCIDENT REPORTING: PROCESS

Understanding the causes of injuries/illnesses that occur in our workplace is vital. Learnings can enable preventative steps to be taken to prevent a recurrence.

If an incident or near hit occurs, council needs to understand what occurred and how, to prevent recurrence.

NOTIFIABLE EVENTS

PCBUs must ensure they have agreed who will report notifiable events to Worksafe New Zealand.

If it is agreed that the Notifiable Event will be reported by the Contractor, they must also inform Council's key contact person as soon as practicable after the event.

OTHER INCIDENTS/EVENTS

Requirements for reporting on other incidents will be agreed with Council's contract manager/key contact person.

If there is a notifiable event WorkSafe New Zealand must be notified. Check out more information here: business.govt.nz/worksafe/notifications-forms/notifiable-events

APPENDIX 1: RISK ASSESSMENT MATRICES

RISK ASSESSMENT MATRIX

	CONSEQUENCE				
LIKELIHOOD	**Insignificant (1)**	**Minor (2)**	**Moderate (3)**	**Major (4)**	**Catastrophic (5)**
Rare (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Moderate (3)	3	6	9	12	15
Likely (4)	4	8	12	16	20
Almost Certain (5)	5	10	15	20	25

RISK CATEGORIES

1-3	**Low risk**	Manage by routine procedures and processes
4-9	**Medium risk**	Management responsibility must be specified and risk controls reviewed
10-16	**High risk**	Senior management attention to manage risk
20-25	**Critical risk**	Immediate action required to reduce risk. Senior management attention required

LIKELIHOOD OF OCCURRENCE

RATING	LIKELIHOOD	DESCRIPTOR
1	**Rare**	May occur only in exceptional circumstances
2	**Unlikely**	Could occur only very occasionally
3	**Moderate**	Might occur from time to time
4	**Likely**	Will probably occur often
5	**Almost Certain**	Is expected to occur in almost all circumstances

CONSEQUENCE RATING

FACTOR	CATASTROPHIC	MAJOR	MODERATE	MINOR	INSIGNIFICANT
Score	**5**	**4**	**3**	**2**	**1**
Financial/ economic	Loss of $10 million or greater	Loss between $1 million and $10 million	Loss between $250,000 and $1 million	Loss between $50,000 to $250,000	Loss less than $50,000
Health and safety	Loss of life, permanent disability or multiple serious injuries	Serious injury/injuries requiring specialist medical treatment or hospitalisation	Moderate injury requiring medical treatment or lost time (one full shift/day)	Minor injury requiring First Aid treatment (e.g., minor cuts, bruises, bumps)	Nil
Reputation/ image	Insurmountable loss in community confidence Negative multi-media nation-wide coverage for two weeks and Nation-wide one week adverse political comment	Large loss in community confidence that will take significant time to remedy Negative multi-media nation-wide coverage for up to two weeks Nation-wide several days adverse political comment	Manageable loss in community confidence Negative multi-media nation-wide coverage for several days Regional several days adverse political comment	Loss of confidence among sections of the community Negative multi-media nation-wide coverage for two days Local one week adverse political comment	Negative feedback from individuals or small groups in the community Negative regional multi-media coverage for up to two days Local one day adverse political comment
Operational	Serious loss of critical operational capability for over four weeks and serious disruption to service levels	Serious loss of critical operational capability for over two weeks and major disruption to service levels	Serious loss of critical operational capability for over 1 week and disruption to service levels	Loss of critical operational capability in some areas and some disruption to service levels	No loss of critical operational capability or negative disruption to service levels

APPENDIX 2: COMPETENCY PROGRAMME RELATED TO HIGH RISK WORK

This is a non-exhaustive list of work types you may be undertaking as a contractor.

HOT WORK	
Minimum requirements	• Only workers with appropriate levels of competence and skill should do welding • NZS 4711: 1984. qualification tests for metal-arc welders • AS/NZS 1554 series. covers: welding of steel structures • AS 1796–Certification of welders and welding supervisors • Welders should not use equipment for which they are not certified • Welders should be trained in the use of fire extinguishers and hot work permits
Key points/tips	• Appropriate and approved PPE: – Welding helmet, eye protection, flameproof overalls, gloves and apron (note: a welding helmet does not protect against fumes) • Respiratory protection • Approval to work • Fire extinguisher and first aid kit • Emergency procedures and plan onsite
Reference	NZS 4781:1973 Code of practice for safety in welding and cutting AS 2865 Hot work. Refer to WorkSafe NZ Guidelines on: hot work on tanks and Drums. health and safety in welding.

ELEVATED WORK PLATFORMS	
Minimum requirements	All personnel involved with EWP's shall have the appropriate training for the equipment being used: • Unit standard 23966: describe the types of elevating work platforms and legislative requirements for their use (pre-requisite). As required: • Unit standard 23960: scissor lift • Unit standard 23961: truck mounted lift • Unit standard 23962: self-propelled boom lift • Unit standard 23963: trailer mounted lift • Unit standard 23964: vertical lift All scaffolding is to be erected by a suitably qualified person, and shall have a current scaffold safe or similar ticket affixed to the scaffold, which is signed off by a suitably qualified person each seven days.
Key points/tips	• Use of all types of EWPs will require harnesses and suitable training in their use • Assessing sloping ground/instability • Suitable PPE • Machinery limitation • Safe working loads • Moving EWP • Effects of environment • Overhead power lines • Emergency procedures and plan onsite Note – EWP's will require harnesses and suitable training in their use (refer to working at heights training below)
Reference	AS/NZS 1418.10 - Cranes, hoists and winches - Part 10: Mobile elevating work platforms AS/NZS 1891.4 - Industrial fall-arrest systems and devices Refer to WorkSafe NZ Programmes

CONFINED SPACE WORK	
Minimum requirements	All personnel involved with confined space entry works shall have attended a training course to comply with AS/NZS 2865-2009 and have achieved the NZQA unit standards: • Unit standard 17599: plan a confined space entry, and • Unit standard 18426: demonstrate knowledge of confined spaces, and • Unit standard 25510: Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely
Key points/tips	• Tools, plant and equipment are inspected and certified for use. • Personal protective equipment required by all persons entering the confined space • Ventilation equipment to be used • Lighting inside confined space • Barriers/shields and signage requirements • Internal to external communication methods • Rescue equipment to be maintained onsite • Emergency procedures and plan onsite
Reference	AS 2865: 2009 safe working in confined space Refer to WorkSafe NZ programmes

EXCAVATIONS AND TRENCHING	
Minimum requirements	All work involving excavations must comply with the requirements of legislation.
Key points/tips	• Notifiable works • Shoring • Planning/investigations • Materials and loads above the excavations • Safe access and egress • Working space/adequate lighting • Emergency procedures and plan onsite
Reference	Refer to WorkSafe NZ Approved Code Of Practice For Safety In Excavation And Shafts For Foundations Refer to Particular Hazardous Work Notification form on Worksafe NZ website

CRANE WORKS	
Minimum requirements	All persons operating or working with a crane must hold the following applicable unit standards as a minimum qualification and preferably hold the relevant national certificate in crane operation. Refer to Table 4.1: minimum unit standard requirements i.e. • Unit standards 3789; 3795 mobile crane operation • Unit standards 3789; 3794 tower crane operation • Unit standards 3789; 20208 self-erecting tower crane operation
Key points/tips	• Training and supervision • Controls • Safe access and egress • Load handling/guarding • Radio controlled equipment • Electrical protection • Overhead electric power lines • Emergency procedures and plan onsite
Reference	AS/NZS 2550.1 Cranes, Hoists and Winches; Approved Code of Practice for Cranes; Crane Safety Manual Crane Association of New Zealand. Refer to WorkSafe NZ Code of Practice for Cranes.

WORKING AT HEIGHTS	
Minimum requirements	All personnel involved with using fall arrest systems shall have achieved competency in the following minimum standard: • Unit standard 15757: use, install and disestablish proprietary fall arrest systems when working at height • Note – Ladders/work platforms must be to the approved NZ standard and in good condition
Key points/tips	• Possible notifiable works • Certified harness/fall arrest systems • MEWP's/scaffold/ladder work • Working above or the side of power lines • Overhead crane/lifting operations • Access and egress • Emergency procedures and plan undertaken and kept onsite
Reference	WorkSafe NZ Best Practice Guideline for Working at Height

SCAFOLDING	
Minimum requirements	All personnel involved with erecting, dismantling, altering and inspection of scaffolding and equipment shall have achieved competency in the following minimum standards • Unit standard 1352: national certificate in scaffolding (elementary) • Unit standard 1463: national certificate in intermediate scaffolding • Unit standard 1771: national certificate in suspended scaffolding The holder of this qualification has the basic mathematical, first aid, safety, technical and people skills to plan, erect and dismantle proprietary suspended scaffolding structures as part of a suspended scaffolding team. They can also lead people in order to achieve an objective.
Key points/tips	• Notifiable works • Erect, altered and dismantled safely and efficiently • Physics, mechanics and mathematics • General site plans • Design drawing and specifications • Visual inspect equipment for faults • Physical fit for manual handling • Work safely and confident in heights • Emergency procedures and plan onsite
Reference	All scaffolds should comply with the Scaffolding, Access & Rigging New Zealand (SARNZ) Best Practice Programmes for Scaffolding in New Zealand or equivalent programmes or a higher standard

WORK REQUIRING LOCKOUT PROCEDURES TO BE USED	
Minimum requirements	Isolation or lockout devices are safety devices that are connected to a machines control or power source. They prevent machines being started. Such devices improve the safety of your workplace.
Key points/tips	• Good communication between workers (so that everyone in a work area knows where each person is) is vital • Everyone working on or around the machine must have personally locked out the machine
Reference	Refer to WorkSafe NZ Best Practice Guidelines for the Safe Use of Machinery

HIGH VOLTAGE WORK	
Minimum requirements	Only workers with appropriate levels of qualifications and comply with the standards. Follow the industry standard for safe working practices for high voltage work.
Key points/tips	• Wear appropriate PPE i.e. insulated boots and insulated gloves, long pants • Metal jewellery that can accidentally contact a circuit should be removed • Emergency procedures and plan onsite
Reference	Comply with the standards: AS/NZS 3012 Electricity (Safety) Regulations 2010 / Electricity Regulations 1997

POWDER-ACTUATED, HAND-HELD FASTENING TOOL	
Minimum requirements	Only certified operators can use these tools. Follow the industry standard for safe working practices for High voltage work.
Key points/tips	• Wear PPE that includes the correctly rated hearing protection and safety glasses
Reference	

ASBESTOS	
Minimum requirements	Certified asbestos remover (approved by WorkSafe NZ.
Key points/tips	• Isolate affected area. No one allowed in or out without authorisation • Decontaminate any affected clothing by washing separately to any other washing • Contact authorised removal agent for advice and removal
Reference	

HAZARDOUS CHEMICALS	
Minimum requirements	Dependant on quantities and type of chemical: • approved handler • test location certificate • refer to safety data sheet (SDS) • use of spill kits • use of PPE.
Key points/tips	• Personnel must be competent to handle chemicals • Refer to up-to-date (less than five years old) safety data sheet. This must be readily available • Ensure that correct PPE is being worn • Have a spill kit on stand-by if required • Consider ventilation • Remove ignition sources if flammable
Reference	WorkSafe NZ – Approved Code of Practice (ACOP) or the Management of Substances Hazardous to Health in the Place of Work Environmental Protection Authority Website – www.epa.govt.nz Waikato Regional Council SOPs

TRAFFIC	
Minimum requirements	Depending on the type of traffic management required, current qualification as an approved STMS amy be required.
Key points/tips	• STMS or traffic controller managing traffic management • Signage and cones • Pedestrians and push bikes • Alternate routes
Reference	NZ Transport Agency (NZTA) – Code of Practice for Temporary Traffic Management (COPTTM)

CONTRACTOR HEALTH & SAFETY INDUCTION

***HSMS** Section 8 – The Contract Manager (or his delegate) is responsible for contractor induction. Inductions must be completed prior to the commencement of contracted work.*

The Waikato Regional Council Contract Manager (or his delegate) must ensure that the Contractor's workers understand the requirements prior to signing the acknowledgement of briefing at the end of this document.

All visitors/contractors must comply with the Health and Safety at Work Act 2015 (HSWA), and all relevant regulations and codes of practice as a minimum.

Contracting Company:		**Council Contract Mgr:**	
File Reference:		**Contract Name:**	
Location:		**Contract Start Date:**	

Site Specific Procedures	✓ ✗
All workers will comply with the contracted safety requirements and all associated documentation, including but not limited to: Site Specific Safety Plans (SSSP); Safe Operating Procedures (SOPs); Safe Work Method Statements (SWMS), Job Safety Analysis (JSAs); and Risk Registers.	
Workers know the location of emergency response procedures. This includes location of: • Emergency exits, assembly points and emergency equipment • First aid kits • Health and safety information.	
All workers and visitors must sign in, and out, using the agreed process.	
Work Permit and Notifiable Work Requirements	
All workers will adhere to permit to work, and notifiable work procedures submitted as part of the SSSP.	
Hazard/Risk Management	
All workers are suitably qualified to manage the hazards/risks they are bringing into the work area and how they may affect workers and others.	
Persons under the influence of drugs or alcohol will be removed from site immediately.	
Correct personal protective equipment/clothing (PPE/PPC) will be provided by the contractor and will be appropriate for the type of work undertaken. Workers are responsible for wearing the prescribed PPE/PPC, ensuring it is looked after, and that it is well maintained.	
Workers will follow the SSSP related to equipment isolation and lockout procedures where required.	
Residual current devices (RCD) are to be used when operating portable electrical equipment on the site unless the electrical outlet is already protected by a built in RCD. The leads of all electrical equipment, including extension leads, must display current inspection tags.	
NO persons under the age of 16 years are allowed in operational areas.	
No hazardous substances e.g. chemicals, paints, adhesives and other substances, may be brought onto site unless they are listed in the SSSP.	
Appropriate and restricted storage is available for applicable hazardous substances. The substances must be properly labelled, stored and secured, and Safety Data Sheets (SDS) are available. Workers are responsible for wearing PPE as specified in the SDS.	
Personal Behaviour	
All workers have a duty to identify and report hazards/risks.	
Waikato Regional Council sites are Smoke Free at all times.	
All accidents, incidents and near misses, regardless of severity, must be reported to the site manager within 1 hour. The site manager must report any Notifiable Events to Waikato Regional Council's Contract Manager within 24 hours.	
Wherever practicable, work areas are to be cleared at the end of each day, or at the end of each task.	
Adherence to safe working practices is required at all times. Working in an unsafe manner shall not be tolerated and may result in immediate removal from site.	

Welfare	
Vehicles must comply with speed limits displayed at Waikato Regional Council sites. The Contract Manager, or similar, will advise on the allocation of on-site safe parking (as required).	
The location of the following welfare facilities is known: • Toilets and hygiene facilities • Lunchroom and tea/coffee facilities	

Inductor Name:		Inductor Position:	
Inductor Signature:		Date:	

Acknowledgement of Briefing

Note: *Failure to accept and acknowledge this briefing will remove the right to operate within the boundaries of the work site.*

Worker Name:	Worker Signature:	Contracting Company:	Induction Date:

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CONTRACTOR SITE SAFETY INSPECTION

HSMS Section 8.4 - Contractor Monitoring (during a contract)
WSMP Element 8.4.1

Contractor:		**Review Period:**	
File Reference:		**Assessed by:**	
Location:		**Date of Evaluation:**	

General	Y/N	Emergency Procedures	Y/N
Work methods are consistent with **SSSP**		Emergency plan and equipment in place	
Evidence that **SSSP** is reviewed with workers		Assembly point identified	
SSSP is version approved by Contract Mgr.		Workers are familiar with evacuation signal	
High risk work completed as detailed in **SSSP**		First aid kit on site	
Required PPE is available and correctly worn		Fire extinguisher on site	
Risk register readily available on site		Site phone or other contact method available	
Site safety minutes are held (minutes kept)		Working alone procedures are in place	
Consents and permits are in place and adhered to		Rescue procedures are in place for relevant risks	
Safe manual handling is evident		Staff emergency contact numbers are available	
Small tools and equipment are used safely		Trained first aiders are available on remote sites	

SSSP: *Site Specific Safety Plan*

Employees/Sub-Contractors	Y/N	Overhead/Underground Work	Y/N
Signed induction completed for all workers		Required certifications are current for workers	
Sub-contractors inducted in line with **SSSP**		Plans are available that show location of services	
Workers are trained & competent/licenced		Safe working distances are maintained	
		When tree felling a fall zone is identified and people are clear	

SSSP: *Site Specific Safety Plan*

Housekeeping	Y/N	Environmental/HASNO	Y/N
Work areas tidy, secure and free of uncontrolled risks		Are hazardous substances present	
Slip/trip/fall risks are minimised		MSD Sheets are available for substances	

Emergency access/egress is maintained		Suitable spill kit is readily available	
Light and noise levels are acceptable		Lose materials are secured from wind	
		Is windblown rubbish present	

Plant and Electrical Equipment	Y/N	Heavy Plant and Machinery	Y/N
Plant and equipment is in good condition, properly maintained, and checked daily		Seat belts are used on slopes or where there is a risk of rolling	
Safety guards are in place where required		Work on slopes is undertaken in a safe manner	
Electrical eqmnt. is tagged, and within date		Roll over protection is in place	
RCDs are used where required		Operator is protected from falling debris	
Lifting equipment is used within safe working load limits		A clear swing/work area is maintained	
Strops and chains are inspected and certified		Safety observer is used for reversing vehicles	

Work at Height	Y/N	Working Near/Over Water	Y/N
Ladders comply with 4:1 ratio & are tied off		The level of risk is identified and adequate controls are in place	
Ladders are in good condition & stays in place*		Fall prevention is in place where required	
Workers are not standing on top rung of ladder*		Personal floatation devices are readily available	
Fall arrest/restraint eqmnt. is used where req.		Minimum two person working where relevant	
All height equipment is certified and within date			

** Step ladders only*

Site Specific Risks	Y/N		Y/N
E.g. Confined Space permit in place, training completed, atmosphere testing if appropriate.			

Corrective Actions*

Issue/Action	Responsibility	Due Date

Contract Manager Review

Name:		**Signature:**	
Date:		**Entered into Vault***	**Yes / No**

POST CONTRACT CONTRACTOR EVALUATION

HSMS Section 8.4 – Contractor Evaluation (after completion of a contract)
WSMP Element 8.5.1, 8.5.2

Contractor:		**Review Period:**	
File Reference:		**Assessed by:**	
Location:		**Date of Evaluation:**	

Safety Performance

Did the contractor have any incidents resulting in injury during the period of the contract? If YES detail below.	
Yes / No	
Was the contractor involved in any H&S event that resulted in impact on: financial; legal; reputation; environment.	
Yes / No	

Safety Management and Standards

Poor = 1 Satisfactory = 2 Good = 3 Very Good = 4 Excellent = 5	**1**	**2**	**3**	**4**	**5**
Rate the contractors ability to prevent harm					
Rate the adequacy of the contractor's safety management during the contract					
Rate the adequacy of the contractor's safety auditing and inspections					
How good was the contractor's housekeeping? Were work areas left tidy, secure and free of uncontrolled risks?					
Rate the safety attitude and cooperation of the contractor's employees, including supervisors					
How well the contractor observe the requirements of the site specific safety plan and/or other relevant documents?					
Rate the planning of safety during the contract. Was it positive and proactive?					
Rate the contractor's overall safety performance					
Comments:					

Contract

Poor = 1 Satisfactory = 2 Good = 3 Very Good = 4 Excellent = 5	1	2	3	4	5
How well were safety requirements understood?					
How responsive was the contractor to requests relating to health and safety?					
How well did the contractor communicate about health and safety matters during the contract?					
Comments:					

Work Performance

Poor = 1 Satisfactory = 2 Good = 3 Very Good = 4 Excellent = 5	1	2	3	4	5
How well was time managed by the contractor? Was work managed so that timeframes did not compromise health and safety?					
How responsive was the contractor to requests relating to health and safety matters?					
How well did the finished work comply with health and safety contract specifications?					
How well did the contractor 'self-manage' health and safety throughout the contract?					
Comments:					

Overall Assessment

Would you use this contractor again? If NO detail reasoning below.	
Yes / No	
Have you linked this evaluation to the Waikato Regional Council Contractor Database?*	
Yes / No	

Contract Manager Review

Name:		**Signature:**	
Date:		**Linked to Database***	**Yes / No**

HEALTH AND SAFETY
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JOB SAFETY ANALYSIS (JSA)

HSMS *Section 3 – Hazard identification and management of processes that are new, changed, or out of the normal SOP scope*
WSMP *Element 3*

JSA Name:	*Location/Activity*	**Date:**	

JSA Team Names	

Task Description	

Step No.	Step Description	Potential Risk	Raw Risk Score*	Control Measures	Residual Risk Score*
1					
2					
3					
4					
5					
6					
7					

** Refer Risk Assessment Matrix below*

JSA Approver:

Name:		Position:		Signature:		Date:	

I have read, understand and agree to the procedure and controls documented.

Person(s) Performing the Work:	Date:

APPENDIX 1: RISK ASSESSMENT MATRIX

	Consequence				
Likelihood	**Insignificant (1)**	**Minor (2)**	**Moderate (3)**	**Major (4)**	**Catastrophic (5)**
Rare (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Moderate (3)	3	6	9	12	15
Likely (4)	4	8	12	16	20
Almost Certain (5)	5	10	15	20	25

NOTES

HE TAIAO MAURIORA	HEALTHY ENVIRONMENT
HE ŌHANGA PAKARI	STRONG ECONOMY
HE HAPORI HIHIRI	VIBRANT COMMUNITIES

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January 2017
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