

# Managing Contractor Health and Safety



# Legislation – Duty of Care

As a Person Conducting a Business or Undertaking (PCBU), a business must so far as is reasonably practicable **look after**:

- The health and safety of their **workers** and **any other workers** they **influence or direct**
- The health and safety of **other people** at risk from any work that is carried out  
-e.g. Visitors, public

# ‘REASONABLY PRACTICABLE means’

- The **likelihood** of the hazard/risk occurring
- The **degree of harm** that might result
- **What do you know**, or ought reasonably to know, about the hazard/risk and controls
- **Availability and suitability of controls**, and
- After assessing the above, **the cost** associated with managing the hazard/risk including whether the cost is grossly disproportionate to the risk.



# 1. Scope the Work





## 2. Pre-qualify the Contractor(s)



### 3. Select Contractor-Negotiate Terms

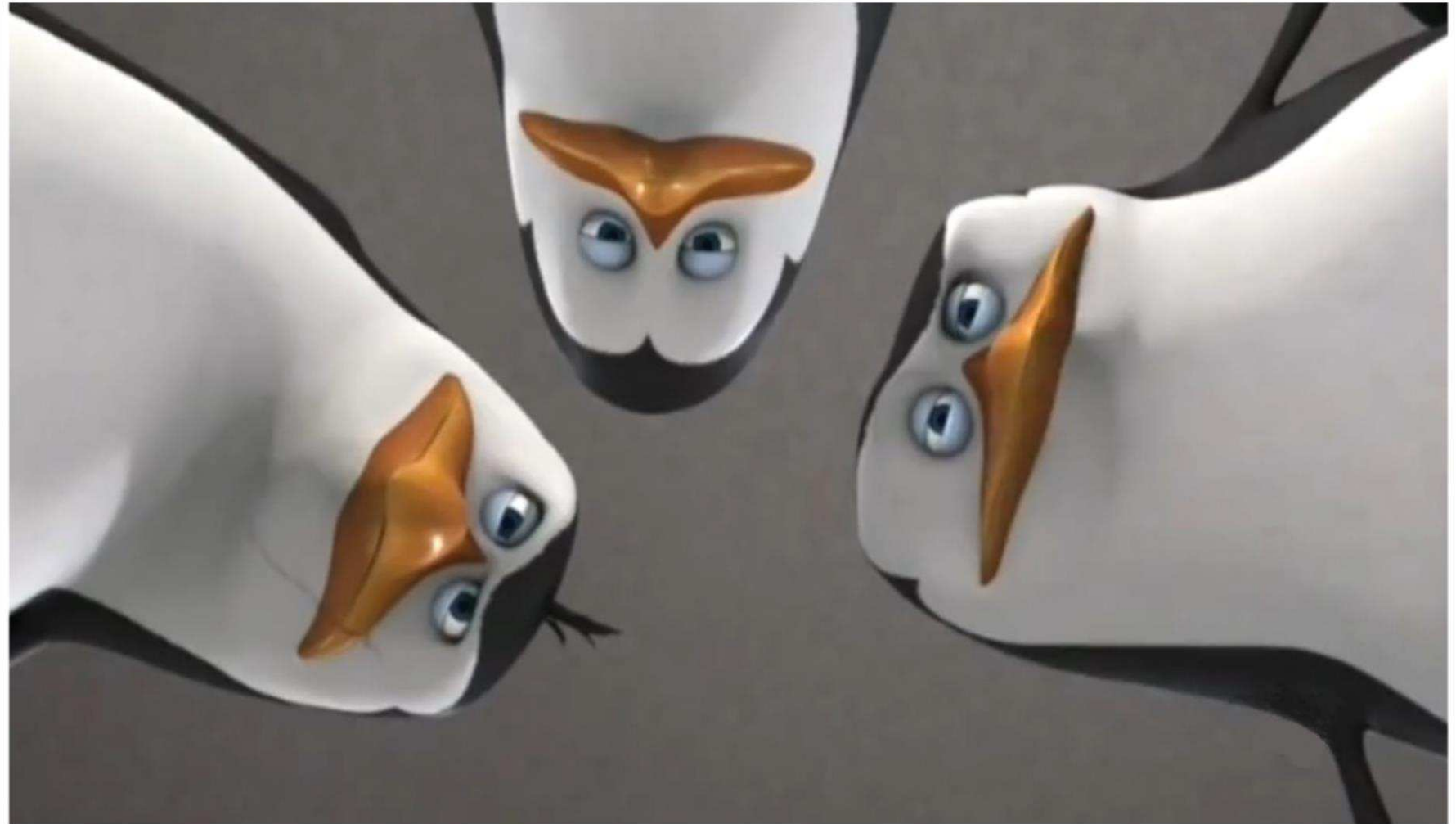


## 4. Have a Contract in Place





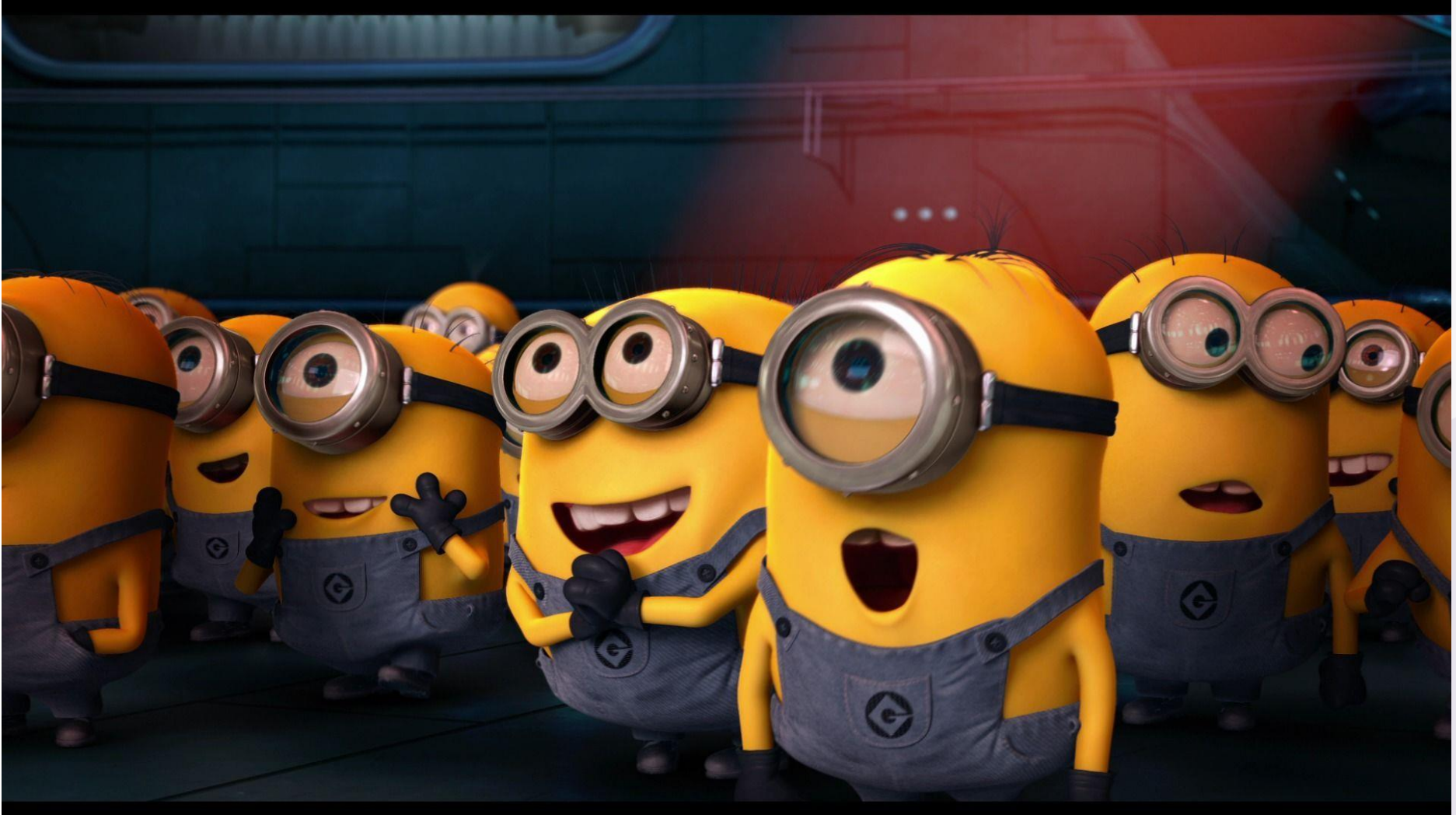
# 5. Monitor the Contract/Contractor



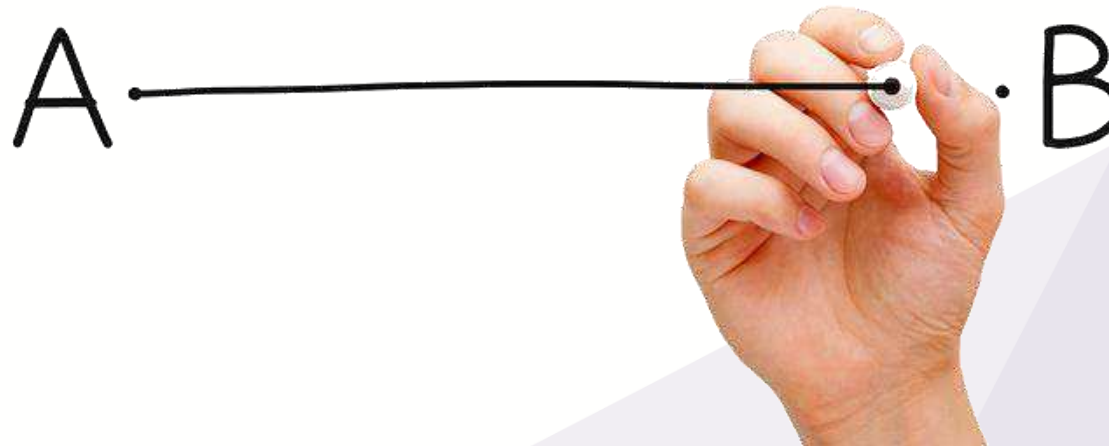
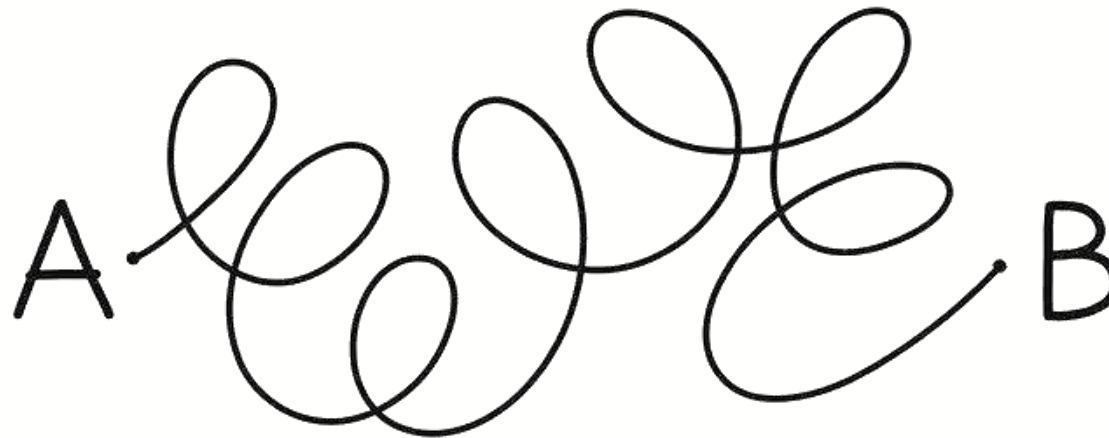
## 6. Post-contract Review



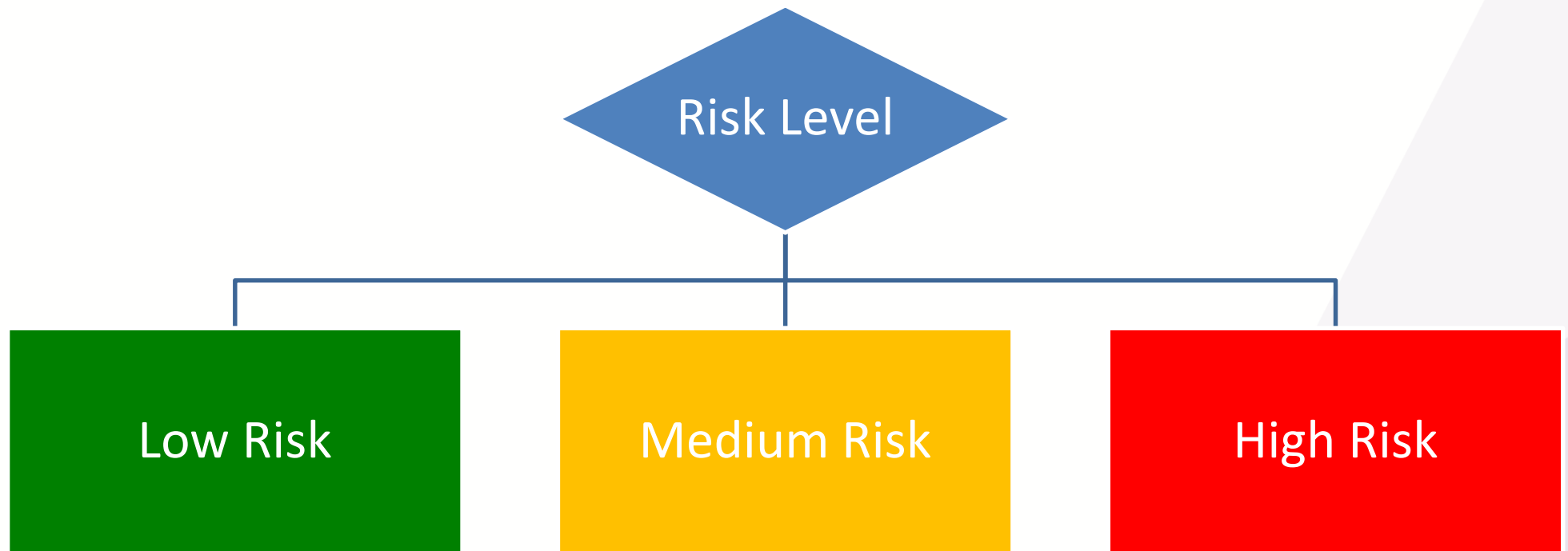
# Hang-on a Minute...!



# Lets Make this Simple



# Manage Contractors Based on Risk





# Work Based on Risk

Low Risk	Medium Risk	High Risk
<p>Type of work includes:</p> <ul style="list-style-type: none"> <li>• Low risk, one-off maintenance contract/work</li> <li>• Use of non-powered hand tools</li> <li>• Standard low-risk hazards</li> </ul>	<p>Type of work includes:</p> <ul style="list-style-type: none"> <li>• Powered Hand Tools or equipment</li> <li>• Standard medium-risk hazards</li> <li>• Potential impact on employees and/or Equipment</li> </ul>	<p>Type of work includes:</p> <ul style="list-style-type: none"> <li>• One-off project work with high-risk hazards</li> <li>• Potential significant impact on employees and/or Equipment</li> </ul>

# Examples of Work v Risk

Low Risk	Medium Risk	High Risk
<p>Examples include basic maintenance such as:</p> <ul style="list-style-type: none"> <li>• Fixing a tap washer or door lock at short notice</li> <li>• Watering and caring for indoor plants</li> <li>• Replenishing drinks and food machines</li> <li>• Fixing a carpet tile</li> </ul>	<p>Examples include Short/long-term medium-risk maintenance contracts such as:</p> <ul style="list-style-type: none"> <li>• Painting</li> <li>• Landscaping</li> <li>• Cleaning</li> <li>• Cabling in ceiling etc.</li> </ul>	<p>Examples include high-risk work such as:</p> <ul style="list-style-type: none"> <li>• Building renovation</li> <li>• New building</li> <li>• Working on Roofs or at heights (EWP)</li> <li>• Working in a confined space</li> </ul>

# Low-Risk Requirements

May include:

- Purchase Order/Approval with H&S Content
- Sign-in/Sign-out at Reception
- Standard visitor Induction on first visit

# Medium-Risk Requirements

May include:

- Tender Process or Purchase Order/Contract
- Site Specific Safety Plan (if long-term)
- Task Analysis/Safe Work Method Statement
- Sign-in/Sign-out at Reception
- Contractor Induction on first visit
- Planned Monitoring of H&S Performance
- Annual health and safety evaluation

# High-Risk Requirements

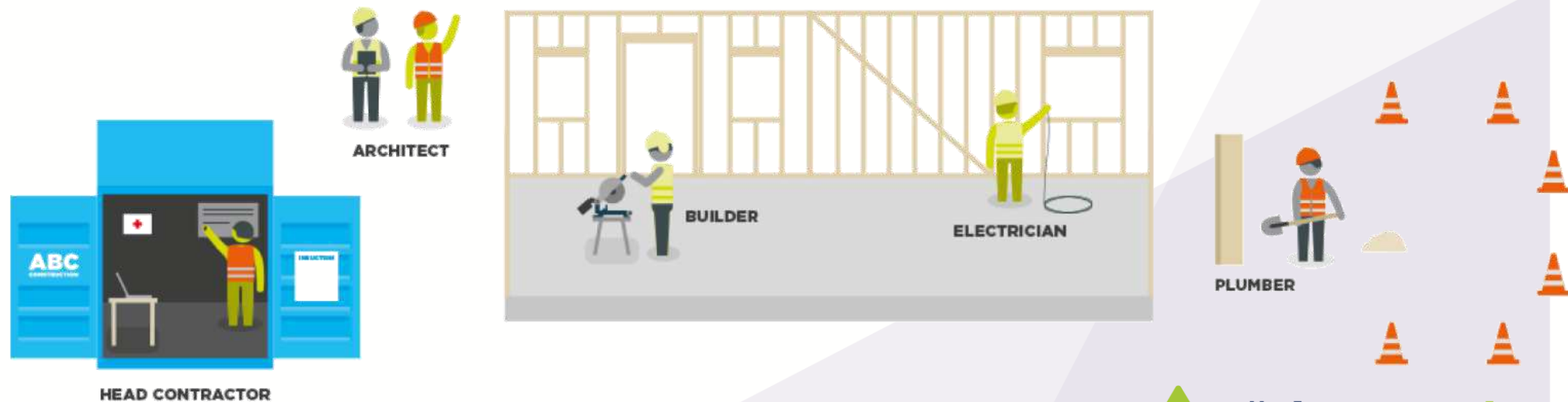
May include:

- Tender Process or Purchase Order/Contract
- Site Specific Safety Plan
- Task Analysis/Safe Work Method Statement
- Rescue/emergency Plans
- Sign-in/Sign-out of work area
- Active monitoring of H&S performance
- Health and safety evaluation at end of Project



# It Also Includes Overlapping Duties

- When the work of two or more businesses overlap, they must **consult, co-operate** and **co-ordinate activities** to meet their health and safety responsibilities to workers and others.



# Where do you start?

1. Identify your Contractors
2. Are they low, Medium or High-Risk?
3. Meet with Medium/High-Risk Contractors
4. Discuss processes and requirements
5. Start the process
  - H&S Agreement/Contract Content
  - Get their H&S Information
  - Induction

# Load as External Organisation

Home Stories Gear Safety Plans **People** Training

Icons: Home, User, List, Mail, All About People Support ▾

## People

Manage staff PeopleSafe Logins, emergency contact details, record training they've done, jobs they do and check if they've got the skills needed for the job.

[Find out more](#) [Need Help?](#) [+ Add new](#)

Friends Staff Contractors

Category	Count	Additional Info
Staff	9	3 Staff Added
Friends	1	
Connected Organisations	0	
External Organisations	10	

# Load as a Piece of Gear

Home
Stories
**Gear**
Safety Plans
People
Training
Reports

All About People Support

**Gear**
Add New

Display Columns:

5 selected

Search Gear:

Keywords

Hide Advanced Options

Output Data:

Print

CSV

PDF

Displaying 1-1 of 1 results. [Hide filters](#) [Clear filters](#)
Reset all

Gear	Gear Type	Checks up to date	Location	Action
Ltd				
Ltd	Contractor Pre-qualification - High Risk, Contractor Public Liability and Professional Indemnity Insurance	Yes	Contractor	View

10
25
50
100

# What does the Gear Look Like?

## Details About This Gear

Air conditioning and Refrigeration Product and System installation, repair, maintenance, servicing, design and certification

Serial Number

Asset Number

Other ID

Gear Type

Contractor Pre-qualification - High Risk, Contractor Public Liability and Professional Indemnity Insurance

Location of Gear

Contractor

Gear Checks Needed

⊖ Contractor Pre-qualification - High Risk

> Contractor Health and Safety Pre-qualification - High Risk [CURRENT]

⊖ Contractor Public Liability and Professional Indemnity Insurance

> Contractor Public Liability and Professional Indemnity Insurance [CURRENT]

What Was Done

When Was It Done

Expiry

Contractor Health and Safety Pre-qualification - High Risk

31/08/2015

31/08/2016

Contractor Public Liability and Professional Indemnity Insurance

01/02/2018

01/02/2019

Contractor Health and Safety Pre-qualification - High Risk

30/11/2017

30/11/2018



# Attach Notes and Documents to Gear

## Notes:

~~SSSP~~ also have PeopleSafe Software with all Risk Registers, Training Records, SOPs etc. These have been sighted.

*Created by: Craig D Macdonald on 2018-04-13 11:37:17*

## Attachments:

File name



Insurance- Airtch Ltd Expiry 1 FEB 2019.pdf

File name



SSSP-Samson-Nov2017

File name



HS11- Contractor health and safety agreement Nov 2017



# What if...?



# References

- [Health and Safety at Work Act 2015](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)
- [A principal's guide to contracting to meet the Health and Safety in Employment Act 1992](#)
- [Quick Guide - Overlapping Duties \(WorkSafe NZ\)](#)
- [Z Energy Case Study](#)
- [Transpower Case Study](#)