

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0414.03	
Title:	Contractor Health and Safety		
ITPNZ Std:	4 Staff Selection, Appraisal and Development		
Policies Committee:	Approval Date: 2 May 12	Effective Date:	2 May 12
Previous Policy No:	n/a	Review Date:	as required
Contact Authority:	Director: Organisational Development	Status:	Current

Purpose Otago Polytechnic is committed to the provision of a safe and healthy environment in which to work for contractors and sub-contractors in accordance with its Occupational Health and Safety Policies. This policy is intended to outline Health and Safety practices and requirements for contractors engaged to work in situations other than teaching, research or general administration work on its premises.

Background The Polytechnic recognises its duties under the Health and Safety in Employment Act 1992 and Amendment 2002 and other related legislation and regulations.

Statutory Compliance Health and Safety in Employment Act 1992, Amendment Act 2002 and associated Regulations and Amendments
Fire Safety and Evacuation of Buildings Regulations 2006
Hazardous Substances and New Organisms Act and Amendments and Regulations (HSNO)
The Smoke Free Environment Act 1990 and Amendment Act 2003
Human Rights Act 1993
Injury Prevention, Rehabilitation and Compensation Act 2001 (ACC)

National Guidelines Occupational Safety and Health, Department of Labour, provide best practice guidelines – refer to www.osh.dol.govt.nz
ACC ThinkSafe How to Implement Safer Workplace Practices, A Guide to Workplace Health and Safety
AS/NZ 4801:2001
Environmental Risk Management Authority (ERMA) provide information and guidelines on managing hazardous substances www.ermanz.govt.nz/hs/index.asp

- Policy and Procedures**
1. The Polytechnic seeks to:
 - 1.1 Ensure that contractors and subcontractors work in a healthy and safe manner, and are not harmed while at work on Polytechnic premises
 - 1.2 Ensure that harm is not caused to any other person from contractors' and subcontractors' work on Polytechnic premises
 - 1.3 Promote measures to prevent injury and illness by establishing and insisting upon safe methods, safe equipment, proper materials and safe practices at all times
 - 1.4 Protect the Polytechnic's assets and business continuity
 - 1.5 Ensure project tender documents include a requirement for a project specific health and safety risk management plan, and the company's relevant Health and Safety policies and procedures, which are reviewed by Otago Polytechnic Health and Safety Advisor prior to acceptance.
 - 1.6 Develop a list of Approved Contractors who have evidenced that they meet or exceed Polytechnic's health and safety requirements. Evidence means:

1. The Contract Company:

- Meets all documentary requirements and has had a successful assessment by spot checks and Annual Review of Performance by the Otago Polytechnic's Contracts Manager and Health and Safety Advisor.

2. An Individual of a Contract Company:

- Has been fully inducted to Otago Polytechnic
- Is regularly on site
- Has evidence of relevant health and safety training
- Has had successful spot checks by Otago Polytechnic's Contract Manager or delegate

2. Definitions

2.1 **"Principal"** means a person who or that engages any person (otherwise than as a Polytechnic employee) to do any work for gain or reward. In the Polytechnic context the Principal is the Chief Executive Officer.

2.2 **"Contract Manager"** (CM) means an authorised officer of the Polytechnic, appointed for the purpose of overseeing the contract and ensuring that the health and safety of people and property is protected.

2.3 **"Contractor"** means a person engaged by the Polytechnic (otherwise than as a Polytechnic employee) to do any work for gain or reward.

2.4 **"Subcontractor"** means a person engaged (otherwise than as an employee) by any contractor or subcontractor to do for gain or reward any work the contractor or subcontractor has been engaged (as a contractor or subcontractor) to do.

2.5 **"Significant hazard"** means a hazard that is an actual or potential cause or source of:

- serious harm; or
- harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

2.6 **"Serious harm"** means death or harm of a type defined in the Health and Safety in Employment Act. Please note this definition is currently being revised by a Government select committee.

3. Prior to engaging in any work on Otago Polytechnic premises or facilities a Contractor Agreement (Appendix 1) must be completed, signed and returned to the relevant Contract Manager.

4. Prior to undertaking any work on Otago Polytechnic sites the contractor must undergo an induction to Otago Polytechnic, to include

4.1 the requirement to each day sign in before commencing work and sign out when finishing for the day (exceptions are specially approved contractors, designated by the Contract Manager)

4.2 to wear clearly visible identification, including the Otago Polytechnic "Contractor" badge

4.3 orientation to relevant Otago Polytechnic hazards they may be exposed to in the scope of their work, for example laboratory hazards, high voltage, etc

- 4.4 emergency procedures including evacuation and security
- 4.5 incident and accident reporting procedure
- 4.6 any special permits/permissions required, for example work involving the isolation of fire detection or protection systems, hot work permits, confined space, height work which is near to, or over, 3 meters.

5. Monitoring and Evaluation

- 5.1 Otago Polytechnic Contract Manager, or delegate, will do random spot checks of contractors while working at Otago Polytechnic, using the Contractor Health and Safety Spot Check (Appendix 4). Feedback to the contractor personnel on site will be provided immediately. Any matters for attention will be promptly communicated to the Otago Polytechnic Contract Manager, who will promptly inform the company's Contract Manager.
- 5.2 The Otago Polytechnic Contract Manager will annually review the performance of all contractor companies, using the Annual Health and Safety Evaluation of Contractors form (Appendix 5).

Referral

Documents

- MP0400 Occupational Health and Safety - Commitments and Responsibilities
- Appendix 1 Contractor Health and Safety Agreement
- Appendix 2 Request for documentation letter
- Appendix 3 Sole Trader letter
- Appendix 4 Contractor Health and Safety Spot Check
- Appendix 5 Annual Health and Safety Evaluation of Contractors

Delegation of Procedures





Contractor Health and Safety Agreement

Dated the _____

BETWEEN Otago Polytechnic ("The Principal")

AND _____ ("The Contractor")

RELATED TO The Work/Purchase Order/Correspondence date _____

THE PARTIES AGREE AS FOLLOWS:

1. The Contractor shall take all practicable steps to ensure that people in the place of work, and people in the vicinity of the place of work are not harmed by any hazard that is or arises in the place of work.
2. Before beginning work at the Principal's business or worksite, the Contractor must carry out a systematic identification of hazards likely to be encountered and must develop controls for all those identified as being significant hazards.
3. The Contractor must advise the Principal immediately of any new hazard created while the contracted work is being carried out and will take all practical steps to prevent harm caused to any person as a result of such hazards.
4. The Contractor agrees to make available for inspection by the Principal any documentation relating to health and safety in connection with this Agreement.
5. The Contractor is required at all times, until the contracted work is completed, to comply with all relevant Acts and Regulations (including the Health and Safety in Employment Act and Amendment 2002, the Resource Management Act, and Fire Safety and Evacuation of Building Regulations), local Bylaws and District Plan requirements, relevant New Zealand Codes of Practice and any Otago Polytechnic health and safety requirements.
6. The Contractor must have a health and safety management system in place which ensures their compliance with the Health and Safety in Employment Act.
7. The Contractor must ensure that all site personnel and subcontractors:
 - a) are properly trained in the safe use of plant and equipment
 - b) are informed of emergency procedures, location of emergency equipment, location and use of safety equipment, basic safety rules, hazards and hazard controls, go and no-go areas and access and authorisation requirements relevant to the tasks that they have been assigned and are not permitted to work at the Principal's business or worksite without being so informed; and
 - c) are either adequately experienced themselves or are supervised by an experienced person in order to carry out the tasks that they have been assigned safely.
8. The Principal may refuse access to its work site to any person who does not comply with the required standards for health and safety owing to their behaviour, lack of skill or insufficient training or experience.



9. If any deviations from safe work practices are identified, the Principal's Contract Manager may stop all site work, at the Contractor's expense, until agreed safe work practices are developed.
10. The Contractor will be fully responsible for supervising site personnel and subcontractors to ensure that they strictly adhere to all applicable safety requirements. In the Contractor's absence from the site, another person is to be assigned in charge of meeting the designated safety requirements.
11. The Contractor, including all site personnel and subcontractors, must comply with the following requirements:
 - smoking is not permitted in Otago Polytechnic buildings, including balconies or within 10 metres of buildings (except in Designated Smoking Areas);
 - when hazardous substances are on site, current and full Safety Data Sheets must be immediately to hand in the area of work, and all appropriate controls are in place including emergency preparedness;
 - personal protective equipment, where applicable, shall be used and worn; this equipment must be well maintained to the required standard;
 - good housekeeping standards are to be observed throughout the period of work, both at the work site area and in and around any temporary buildings; the working area shall be kept tidy with escape exits and other access ways kept clear; any spillage shall be cleared up in a timely and safe manner;
 - work areas shall be clearly marked and cordoned off to prevent risk of harm to polytechnic employees, students or any other person;
 - an appropriate first aid kit must be provided and maintained by the Contractor;
 - use of radios is not permitted on Otago Polytechnic premises unless authorised by the Contract Manager of the polytechnic;
 - use of language and/or gestures towards staff, students or visitors on Otago Polytechnic premises that may be of an objectionable nature, is prohibited. This contravenes Otago Polytechnic harassment and bullying prevention policy
12. Contractor must report any accident to the Principal's Health and Safety Advisor as soon as practically possible after the event and provide the Health and Safety Advisor with a written copy of the entry from the Contractor's register of accidents (refer section 25 of the Act) in respect of any accident that harmed or might have harmed any person within 24 hours of the event. The Contractor will notify Department of Labour, Occupational Safety and Health, and the Principal of any serious harm accident as soon as possible after its occurrence.
13. The Contractor, in accepting this contract, undertakes to comply with any direction or requirement of the Principal's Contract Manager in relation to the implementation of the "all practicable steps" requirement contained in the Health and Safety in Employment Act and Amendment 2002 to ensure that employees of the Contractor and any subcontractors; employees or students of the Polytechnic; or any other person is not harmed by the Contractor's activities on the Polytechnic premises under this Agreement. Failure to comply with this provision, or any other significant breach of this Agreement, will constitute grounds for dismissing the Contractor.

_____ of
Name (Print)

Company Name (Print)

have read and understood the Otago Polytechnic's Contractor Health and Safety Agreement and accept responsibility to ensure that all staff and subcontractors employed under this work/purchase order on behalf of the Otago Polytechnic will conform to this Agreement.

Signed: _____

Date: _____





Date

Name

Address

Address

Address

Dear Name

As part of our ongoing management and annual review of health and safety, and to comply with Health and Safety legislation Otago Polytechnic requires all contractors who wish to tender for contracts and/or be engaged for any work to:

1. **Meet health and safety legal requirements**

Contractors must meet the requirements of the Health and Safety in Employment Act 1992 and Amendment Act 2002, and associated Regulations. You must be able to provide documentary evidence of this. The documentary evidence we require is listed below.

2. **Attend Otago Polytechnic Inductions**

Contractors will be required to send all staff who are going to carry out work at Otago Polytechnic's workplace who have not previously attended induction. The inductions will overview the range of hazards at Otago Polytechnic. Otago Polytechnic runs contractor inductions regularly, the next will be held on [redacted] at [redacted] (1 Hour) in Room [redacted]. Please advise us of new people you employ that require this induction.

Contractor personnel are required to be informed of Otago Polytechnic's hazards and to be aware that some of our areas have frequently changing environments. Our hazards include generic ones such as sudden surges of 20-100 people in corridors and near doorways where contractors may be working and some specific hazards such as hazardous substances in Art School and animals in Veterinary Nursing etc. Contractors are to ask for current information and the Hazard Register in each area that they are working - available from the local Head of School, Health and Safety Representative, administrator or lecturers.

3. **Sign In / Out**

All contractors must sign in and out of site at our main reception desk on the ground level of F Block on Forth Street (exception by agreement with Approved Contractors Only). You must also let your main Otago Polytechnic contact know when you are on site and ask for any help you require. If they are absent please contact *name of Contract Manager* on *number of CM*. As detailed above, current hazard information relevant to the location and scope of work is available and contractors are to ask for this. If there is any doubt whatsoever about hazards in the area of work please ask for help.

4. **Provide Supervision**

Before commencing work on our premises, all contractors must ensure that they, their employees, their subcontractors and the subcontractors' employees, are conversant with and supervised directly by someone who has attended Otago Polytechnic induction training and has knowledge of:

- Emergency procedures relevant to the work area and the work being undertaken
- Safety rules and procedures for the work being undertaken
- Hazards which have been identified; how to report new hazards; the hazard controls.
- Otago Polytechnic's requirements in regard to contractors. Be clear how issues are communicated between each party.



5. Documentation Required

In order to ensure the above requirements are met, would you please provide the following to me by

- Signed Contractors Health and Safety Agreement (enclosed).
- Health and Safety policy and procedures. This needs to be current (ie dates shown in the documents which are within the past year).
- Hazard identification and hazard management methods - to include hazard registers and risk assessment forms/tailgate forms used for ongoing hazard identification and hazard management applicable to your scope of work at Otago Polytechnic.
- Accident and incident reporting procedures.
- A copy of ACC Partnership or WSMP certification, if your firm has this.
- Confirmation of Public Liability Insurance from your insurer. A copy of this document, signed by you, is required.
- Name and contact details of the Contract Manager who controls the areas in which you work.

If you have any queries with meeting these requirements, please contact either myself or the Health and Safety Advisor/Manager 021 735 439.

I look forward to working with you on our campus.

Yours faithfully

insert name

insert title



Confirmation of Public Liability Insurance

{insert company name} confirm that Public Liability Insurance is in force to ___/___/___

Limit of indemnity insurance is \$ _____

Maximum single claim amount \$ _____

- A photocopy of the insurance document is attached, signed by me.
- This policy will not be cancelled or amended without prior notification to the Contract Manager, Otago Polytechnic, during the period of work engaged.

Signed: _____

Position: _____

Date: ___/___/___



Date

Name

Address

Address

Address

Dear *name of sole trader*

As part of our ongoing management and annual review of health and safety, and to comply with Health and Safety legislation Otago Polytechnic requires all contractors who wish to be engaged for any work to:

1. **Meet health and safety legal requirements**

Contractors must meet the requirements of the Health and Safety in Employment Act 1992 and Amendment Act 2002, and associated Regulations. You must be able to provide documentary evidence of this. The documentary evidence we require is listed below.

2. **Attend Otago Polytechnic Inductions**

Contractors will be required to send all staff who are going to carry out work at Otago Polytechnic's workplace who have not previously attended induction. The inductions will overview the range of hazards at Otago Polytechnic. Otago Polytechnic runs contractor inductions regularly. Please advise us of people you employ that require this induction.

Contractor personnel are required to be informed of Otago Polytechnic's hazards and to be aware that some of our areas have frequently changing environments. Our hazards include generic ones such as sudden surges of 20-100 people in corridors and near doorways where contractors may be working and some specific hazards such as hazardous substances in Art School and animals in Veterinary Nursing etc. Contractors are to ask for current information and the Hazard Register in each area that they are working - available from the local Head of School, Health and Safety Representative, administrator or lecturers.

3. **Sign In / Out**

All contractors must sign in and out of site at our main reception desk on the ground level of F Block on Forth Street (exception by agreement with Approved Contractors Only). You must also let your main Otago Polytechnic contact know when you are on site and ask for any help you require. If they are absent please contact *name of Contract Manager* on *cell phone of CM*. As detailed above, current hazard information relevant to the location and scope of work is available and contractors are to ask for this. If there is any doubt whatsoever about hazards in the area of work please ask for help.

4. **Provide Supervision**

Before commencing work on our premises, all contractors must ensure that they, their employees, their subcontractors and the subcontractors' employees, are conversant with and supervised by someone who has attended Otago Polytechnic induction training and has knowledge of:

- Emergency procedures relevant to the work area and the work being undertaken
- Safety rules and procedures for the work being undertaken
- Hazards which have been identified, how to report new hazards, the hazard controls.



- Otago Polytechnic's requirements in regard to contractors. Be clear how issues are communicated between each party.

Please provide the following to me by [REDACTED]

- Signed Contractors Health and Safety Agreement (enclosed).
- Confirmation of Public Liability Insurance from your insurer. A copy of this document, signed by you, is required.
- All contact details for your company.

If you have any queries with meeting these requirements, please contact either myself or the Health and Safety Advisor/Manager 021 735 439.

I look forward to working with you on our campus.

Yours faithfully

insert name

insert title



OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Confirmation of Public Liability Insurance

{insert company name} confirm that Public Liability Insurance is in force to ___/___/___

Limit of indemnity insurance is \$ _____

Maximum single claim amount \$ _____

- A photocopy of the insurance document is attached, signed by me.
- This policy will not be cancelled or amended without prior notification to the Contract Manager, Otago Polytechnic, during the period of work engaged.

Signed: _____

Position: _____

Date: ___/___/___



Contractor Health and Safety Spot Check



Site: _____		Date: ___/___/___
Contractors company name: _____		
List all contractor staff on site:	_____	
Contractor Supervisor: _____		Phone number: _____
Contractor Signed In: Yes / No		Otago Polytechnic's ID Badge clearly visible: Yes / No
All individuals inducted OR are under direct supervision of an inducted contractor: Yes / No		
Height/Hot work/Building Permit required: Yes / No		
Describe activities checked/ observed	Action required if any	By whom



Describe activities checked/ observed	Action required if any	By whom

Otago Polytechnic Person checking:
 Name _____ Signature _____ Date: _____

Some examples of what you check are: (THIS IS NOT A COMPLETE LIST)
Barricades are effective **Notices/Warnings** **Access ways are clear** **No slip/trip hazards** **Tidy work area**
Tools/ equipment – guarding in place / 3-6-12 monthly electrical test tag/ incl extension cords / RCD / isolating transformer
Height Safety- near to 3 and 5 metres – view their Risk Assessment and Management document
 - Ladders – appropriate one is used? Secured/tied off? 1m over-run at top? 1:4? No over-reaching (hips between stiles?) Step ladders are not extended and top 2 rungs not used. If working in corridors, signs out to warn people, also if near to doors. Ladder check – locks in place, non-slip feet, rungs sound, no damage.
Chemicals – signage / ventilation / Safety Data Sheets to hand / spill kit / Approved Handler if appropriate.
Emergency procedures – first aid / Fire /working alone etc
PPE – check wearing safety footwear, muffs, safety glasses, hard hat, mask etc etc. (as appropriate)
Hygiene - if in kitchen areas – wearing hat, gown, washed hands

Annual Health and Safety Evaluation of Contractors

Date:		Evaluated by Otago Polytechnic(names) :	
Company name:			
Engaged by: (Otago Polytechnic Project Manager(s) or delegates):			
Category:	Sole trader <input type="checkbox"/>	Engages sub-contractors?	Yes / No
	Small employer <input type="checkbox"/>	Approved / Preferred	Yes / No
	Medium - Large employer <input type="checkbox"/>		
		Yes , sighted	No
Tender process? With H&S component reviewed by OP			Comment
Co's H&S documentation - reviewed by OP?			Policies, procedures and forms - all reviewed by
OP's Contractor Agreement - signed?			
OP induction - all key personnel attended?			
Signs in and out? (or telephones IF Approved*)			
Identification is worn and is clearly identifiable from a distance?			
Height safety, hot work, excavations etc - risk management process documented?			
Supervision evident of their employees and/or their subcontractors?			
Spot checks by OP - done and documented?			
Spot checks satisfactory?			
Any incidents/accidents reported?			
Outcome of event was satisfactory?			
Evidence of proactive H&S activity by the company?			
For action (if any):			
OP Manager responsible:			

Approved contractor: a company, or a named individual of a company, who is very familiar with Otago Polytechnic sites, and whose company meets ALL of the above H&S criteria; can check in and out by telephone; wears an Otago Polytechnic APPROVED CONTRACTOR ID badge with their photo (arranged through OPSA)

Preferred contractor company means: The company has met all of Otago Polytechnic requirements for the year.



<http://creativecommons.org/licenses/by/3.0/nz/>