

CONTRACTOR H&S MANUAL

<i>Version:</i>	<i>3</i>	<i>Subject:</i> Safety Management <i>Authority:</i>	<i>Section:</i>	<i>3</i>
<i>Date of issue:</i>	<i>May 2008</i>		<i>Page:</i>	<i>1 of 7</i>

1.0 **PURPOSE**

To specify the safety requirements which contractors must comply with when working for the Hamilton City Council on Hamilton City Council sites.

2.0 **SCOPE**

This procedure applies to all contractors and sub-contractors carrying out work on Hamilton City Council sites for the Hamilton City Council.

3.0 **REFERENCES**

Definitions (Section 2)
Reference Documents List (Section 9)
Hamilton City Council Health and Safety Code of Practice and Policy

4.0 **RESPONSIBILITIES**

- 4.1 The Hamilton City Council (HCC) is responsible for:
- 4.1.1 Specifying the minimum requirements for the management of health and safety by its contractors.
 - 4.1.2 Providing up to date copies of procedures and reference documents.
 - 4.1.3 Reviewing amended procedures proposed by the contractor.
- 4.2 The contractor is responsible for:
- 4.2.1 Ensuring all work is carried out safely.
 - 4.2.2 Complying with the requirements of this procedure.
 - 4.2.3 Understanding the requirements for achieving safety, and ensuring safe means are used to carry out work.
 - 4.2.4 Ensuring all employees and sub-contractors are trained and competent, especially in hazard identification and management, and in safe work practices.
 - 4.2.5 Providing all necessary PPE, as well as training in their selection, inspection and use.
 - 4.2.6 Ensuring an emergency plan exists for all worksites during the time which the contractor is working.
 - 4.2.7 Compliance with all regulatory requirements.

5.0 **REQUIREMENTS**

- 5.1 Policy
- 5.1.1 HCC engages contractors to undertake certain work at its facilities. All contractors must have systems in place to

CONTRACTOR H&S MANUAL

<i>Version:</i>	3	<i>Subject:</i> Safety Management	<i>Section:</i>	3
<i>Date of issue:</i>	May 2008		<i>Page:</i>	2 of 7
			<i>Authority:</i>	

effectively manage the health and safety of their staff whilst on site.

- 5.1.2 The HCC does not have staff who directly manage work. The contractor is always in charge of health and safety at the worksite, and is therefore responsible for health & safety management.
- 5.1.3 The contractor shall ensure that all work is undertaken safely, and all appropriate safety procedures and requirements are followed. The “Basic Safety Rules” in Appendix A shall be followed at all times.
- 5.1.4 The Contractor’s Health & Safety Manual (the Manual) sets out specific HCC requirements for safety management on it’s sites.

5.2 Site Entry and Exit, and Callout

- 5.2.1 Contractors shall access a HCC site only when instructed to by HCC. Where the site is staffed during normal working hours by the HCC, the contractor shall report to the reception counter, and explain the reason for their presence, their work location, and their expected duration. They shall request to speak to the relevant person to whom they should pass on information on any specific hazards or processes which they will be creating or using. (Refer to “Contractor Hazard Management” procedure (Section 4) for guidance).
- 5.2.2 While on a HCC site, the contractor shall minimise disruption to other users of the property, and shall ensure that the public are safe.
- 5.2.3 The contractor shall ensure that the security of the property is not compromised by their presence, i.e. doors, windows etc shall be secure when they are not present, and ladders shall not be left where unauthorised persons can climb them.
- 5.2.4 The contractor shall at all time carry and display some form of identity which proves that they are employed by a named employer, such that verification that they are legitimately on the HCC site can be made. (The form of identity shall be issued by the contractor).
- 5.2.5 At specific sites, a site induction will be required before contractors are allowed to move unaccompanied on site. Such sites include the water treatment plants and the swimming pools. Management at the sites will inform the contractor whether an induction is required. Alternatively, the HCC may provide an employee to accompany the contractor at all times.

5.3 Hazard Management

- 5.3.1 The contractor is responsible for the health and safety of their staff and sub-contractors, and for the management of hazards associated with all work which they perform. The management

CONTRACTOR H&S MANUAL

<i>Version:</i>	<i>3</i>	<i>Subject:</i> Safety Management <i>Authority:</i>	<i>Section:</i>	<i>3</i>
<i>Date of issue:</i>	<i>May 2008</i>		<i>Page:</i>	<i>3 of 7</i>

of hazards shall meet the minimum requirements set out in the procedure "Contractor Hazard Management" (Section 4).

5.3.2 The contractor must take all precautions to minimise the impact on HCC staff and the working environment.

5.4 Reference Documents

5.4.1 The industry publications referred to in the Manual must be used as the essential references for safety management (Section 9).

5.4.2 The reference documents listed in Section 9 are by no means an exhaustive list. The contractor must work to best practice requirements, outlined in codes of practice, regulations, standards, and guidelines. This applies to both general issues such as Health and Safety of employees carrying out general work, Health and Safety management, hazard identification and control, and industry or task specific processes.

5.4.3 General Safety Guidelines-Electricity Industry (GSG-EI) provides basic guidance on the issues covered. For the topics which it covers the Guidelines for the Provision of Facilities and General Safety in the Construction Industry 1995 provides more detail.

5.4.4 GSG-EI also provides advice and guidance on health and safety management, and hazard identification and control.

5.4.5 The Guidelines for the Provision of Facilities and General Safety in the Construction Industry 1995 is a Department of Labour (DOL) Health and Safety issued document. Its coverage is relevant to building maintenance, and it provides references to other documents. As it is a 1995 document, some of its references are now out of date. Many of the new references will be found in GSG-EI.

5.4.6 The Guideline for Safe Working at Height for Residential and Light Commercial Roofing is written for work on roofs of buildings complying with NZS 3604. A companion document for other commercial roofs is being prepared.

5.4.7 The Guidelines for the Prevention of Falls is a DOL Health and Safety issued document. It is written for all work situations where height is involved and the risk of falling exists.

5.4.8 Many other references to relevant documents, e.g. NZ or Australian Standards, are referred to in the reference documents. However, the reference documents list is expected to adequately cover all commonly found situations.

CONTRACTOR H&S MANUAL

<i>Version:</i>	3	<i>Subject:</i> Safety Management	<i>Section:</i>	3
<i>Date of issue:</i>	May 2008		<i>Page:</i>	4 of 7
			<i>Authority:</i>	

5.5 Training and Competence

5.5.1 Contractors, sub-contractors, and their employees shall carry out only that work, and use equipment, for which they are competent.

5.5.2 If an employee is not competent they shall be adequately supervised by someone who is competent.

5.5.3 Employees shall specifically be competent in the following:

- the application, inspection before use, and use of, personal protective equipment which they use;
- the safe working practices required for them to carry out their job;
- hazard identification and management.

5.5.4 The contractor shall determine the competence of all employees, and of sub-contractors. The assessment of competence shall be documented.

5.5.5 Periodic training shall be carried out to ensure employees remain competent in safe working practices, use of tools and equipment, and use of PPE.

5.6 Sub-Contractors

5.6.1 Contractors that employ sub-contractors are responsible for the sub-contractors safety on HCC sites.

5.6.2 The procedure for the management of sub-contractors is contained in the "Management of Sub-contractors" procedure (Section 7).

5.7 Emergency Planning

5.7.1 Where an evacuation plan exists for a site the contractor shall ensure they understand it before work commences. The requirements of the plan shall be adhered to, and the response to an alarm shall be immediate.

5.7.2 Where an evacuation plan does not exist the contractor shall ensure that a plan appropriate to the site and the job is identified before work commences. This shall be done at the worksite planning session, and instructed to all persons present.

5.8 Regulatory Requirements

5.8.1 The contractor shall comply with all regulatory requirements, including those in Acts, Regulations, Codes of Practice and Local Body bylaws.

CONTRACTOR H&S MANUAL

<i>Version:</i>	<i>3</i>	<i>Subject:</i> Safety Management <i>Authority:</i>	<i>Section:</i>	<i>3</i>
<i>Date of issue:</i>	<i>May 2008</i>		<i>Page:</i>	<i>5 of 7</i>

5.9 Accident and Incident Reporting

5.9.1 Contractors are required to report in writing to HCC all accidents and incidents, including near hits, that occur on HCC sites.

5.9.2 All accidents and incidents must be investigated to determine whether they were caused as a result of a significant hazard. All reports forwarded must contain results of the investigation.

5.9.3 Detailed procedures are contained in the "Accident/Incident Reporting" procedure (Section 5).

5.10 Corrective Actions

5.10.1 The HCC requires that contractors report hazards or hazardous conditions to the Council that require specific action and/or Council resources.

5.10.2 A form for reporting such conditions is appended to the procedure "Contractor Hazard Management" (Section 4).

5.11 General

5.11.1 Tools and Equipment

5.11.1.1 The contractor shall use only equipment which is correctly licensed or certificated, if required to be.

5.11.1.2 Equipment shall be adequately guarded, serviced, and inspected to maintain it in a safe condition.

5.11.1.3 All electrical equipment and power leads will be tagged and tested and must be current when used on HCC site's.

5.11.2 Personal Protective Equipment (PPE)

5.11.2.1 The contractor shall provide all personal protective equipment required by its employees and sub-contractors.

5.11.2.2 All personal protective equipment shall be appropriate for the hazard which it is protecting against, and shall be inspected before use.

5.11.2.3 Whenever personal protective equipment is required it shall be used.

5.11.2.4 All persons using PPE shall be trained in its selection, inspection and use.

5.11.3 Hazardous Substances

5.11.3.1 Any hazardous substance shall be accompanied by its Material Safety Data Sheet which shall be readily available at all times that the substance is on the site.

5.11.3.2 Any personal protective equipment required, shall be provided by the contractor. The contractor shall ensure that any PPE required for a hazardous substance is used by all persons using the substance.

CONTRACTOR H&S MANUAL

<i>Version:</i>	<i>3</i>	<i>Subject:</i> Safety Management <i>Authority:</i>	<i>Section:</i>	<i>3</i>
<i>Date of issue:</i>	<i>May 2008</i>		<i>Page:</i>	<i>6 of 7</i>

5.11.3.3 No illegal hazardous substances are permitted on HCC properties.

5.11.4 HCC Tools and Equipment

5.11.4.1 Tools and equipment owned by the HCC are not for use by the contractor unless specifically made available. If made available, they shall be inspected by the contractor before use, and the contractor shall be satisfied that they are safe and appropriate for the work.

5.11.4.2 All necessary PPE and any necessary notification shall be managed by the contractor.

5.11.5 Notifiable Work

5.11.5.1 Any work which is notifiable to the Department of Labour Health and Safety in accordance with the Health & Safety in Employment Regulations 1995, shall be notified to DOL Health and Safety and HCC by the contractor.

5.11.5.2 Guidance on notifiable work is available from DOL Health and Safety; refer Reference Documents List (Section 9) and Appendix B for a copy of the Notification of Particular Hazardous Work form.

5.11.6 Safe Work Procedures

5.11.6.1 The contractor shall prepare a safe work procedure for any activity not covered by, or inadequately covered by, the Manual.

5.11.6.2 Such safe work procedure shall be consistent with current industry practice, and the guidance provided by the reference documents (Section 9).

6.0 RECORDS

Evidence of competency of contractor's staff, and sub-contractors –

Records held by contractor

Records of training

Employees and sub-contractors form of identity

Material Safety Data Sheets

Records of notification of notifiable work

CONTRACTOR H&S MANUAL

<i>Version:</i>	<i>3</i>	<i>Subject:</i> Safety Management <i>Authority:</i>	<i>Section:</i>	<i>3</i>
<i>Date of issue:</i>	<i>May 2008</i>		<i>Page:</i>	<i>7 of 7</i>

APPENDIX A

BASIC SAFETY RULES

1. Work safely. In particular, ensure:
 - safe means of access (getting to or from the work site);
 - safe place of work (the area in which the work is done);
 - safe system of work (the way in which work is done);
 - safe selection and usage of tools and equipment;
 - safety of others, particularly the public.
2. Think safety. Act safely.
3. Know the safe working practices for a task before you commence work. If in doubt, ask.
4. Listen carefully to instructions.
5. Comply with all safety signs and notices.
6. Use and wear personal protective equipment where appropriate, e.g. a safety helmet, eye protection, gloves, protective clothing, special footwear, fall protection, sunscreen.
7. If you see something that is unsafe, take immediate action or if in doubt, seek advice.
8. Know the causes of accidents identify hazards and guard against them.
9. Keep the workplace tidy.
10. Ensure your tools and equipment are in good condition and free of any safety defect.
11. Ensure you are authorised and competent to operate any machine, vehicle, tractor, equipment.
12. Beware of live electrical equipment
13. Isolate mechanical/electrical plant/appliance before you start any repair or maintenance work.
14. Keep alcohol and drugs off worksites, and do not work if under the influence of alcohol or drugs.
15. Horseplay, practical jokes, violence and verbal abuse are forbidden.
16. Ensure the public are safe around your worksite.
17. Drive defensively at all times.
18. Report all accidents, however slight.
19. Know where the first aid kit is situated; know where the fire and emergency exits are located and know the evacuation procedure.
20. If working in an emergency exit zone ensure unimpaired access past work site or identify alternative exist route.

CONTRACTOR H&S MANUAL

<i>Version:</i>	<i>3</i>	<i>Subject:</i> Safety Management	<i>Section:</i>	<i>3</i>
<i>Date of issue:</i>	<i>May 2008</i>		<i>Page:</i>	<i>8 of 4</i>
			<i>Authority:</i>	



Health and Safety in Employment Regulations 1995
Notification of Particular Hazardous Work

Please mail or fax this form to your nearest Department of Labour office as listed on the back of this form. Regulations 2 and 26 of the Health and Safety in Employment Regulations 1995 define notifiable work and set out who is responsible for making the notification. They are also quoted on the back of this form for your convenience. (If faxing this form, please return only the front page.)

Notification is hereby given under the Health and Safety in Employment Regulations 1995 in respect of the following work:

Nature of work (tick appropriate box):

- | | |
|--|--|
| <input type="checkbox"/> Scaffolding (all kinds). | <input type="checkbox"/> Felling trees for logging. |
| <input type="checkbox"/> Buildings and structures over 5 metres. | <input type="checkbox"/> Tree felling for commercial firewood. |
| <input type="checkbox"/> Use of a lifting appliance. | <input type="checkbox"/> Tree felling in land clearance. |
| <input type="checkbox"/> Trench, shaft, pit, etc. | <input type="checkbox"/> Tree felling in maintenance of horticulture shelterbelts. |
| <input type="checkbox"/> Drive or heading. | <input type="checkbox"/> Tree felling in maintenance of overhead power lines. |
| <input type="checkbox"/> Excavated face over 5 metres. | <input type="checkbox"/> Tree felling in arboriculture |
| <input type="checkbox"/> Use of explosives, | <input type="checkbox"/> Tree felling in silviculture. |
| <input type="checkbox"/> Work in, or breathing, compressed air or air substitute | <input type="checkbox"/> Tree felling for willow layering and other work in catchment areas. |
| <input type="checkbox"/> Restricted work involving asbestos. | <input type="checkbox"/> Tree felling involving wind throw. |
| <input type="checkbox"/> Demolition. | |
| <input type="checkbox"/> Other: | |

Address of worksite:

Main access road:

Location:

Contractor/
Self-employed:

Address:

Contact:

Phone: Fax:

Employer:

Address:

Contact:

Phone: Fax:

Certificate holder:

No.:

Phone: Fax:

(Please name certificate holder when notifying scaffolding, diving, asbestos or use of explosives.)

CONTRACTOR H&S MANUAL

<i>Version:</i>	<i>3</i>	<i>Subject:</i> Safety Management	<i>Section:</i>	<i>3</i>
<i>Date of issue:</i>	<i>May 2008</i>		<i>Page:</i>	<i>9 of 4</i>
			<i>Authority:</i>	

Brief description of work:

Due date of commencement: ___/___/___ Estimated time to complete:

Date: ___/___/___ Signed:
(for employer)

Department of Labour phone: 0800 20 90 20

Section 2 and 26 of the Health and Safety in Employment Regulations 1995

CONTRACTOR H&S MANUAL

<i>Version:</i>	3	Safety Management	<i>Section:</i>	3
<i>Date of issue:</i>	May 2008		<i>Page:</i>	10 of 4
			<i>Authority:</i>	

NORTHLAND

Whangarei

Level 2, Michael Hill Building
25 Rathbone Street
PO Box 141
Whangarei
Fax: (09) 438 4874

AUCKLAND

Manukau

1st floor, 12 Lambie Drive
Manukau
PO Box 63010
Papatoetoe Sth
Fax: (09) 262 5301

West Auckland

Westgate Business Estate
5 Pinot Lane
Massey
P O Box 84245
Westgate
Fax: (09) 833 5157

Penrose

1st Floor, 638 Great South Rd
PO Box 11177
Ellerslie
Fax: (09) 525 0372

North Harbour

Level 5, ANZ building
9-11 Corinthian Drive
Albany
PO Box 33790
Takapuna
Fax: (09) 909 3280

WAIKATO-THAMES

Hamilton

93 Collingwood St
PO Box 958, Hamilton
Fax: (07) 838 0054

TAUPO-EASTERN BAY OF PLENTY

Rotorua

1231 Haupapa St
PO Box 2128
Rotorua
Fax: (07) 346 0229

WESTERN BAY OF PLENTY

Tauranga

Unit 2, Promed House
Cnr 10th Ave & Edgecumbe Rd
PO Box 66
Tauranga
Fax: (07) 577 6396

MANAWATU-

WHANGANUI HAMILTON CITY COUNCIL

Palmerston North

Cnr Walding & Taonui Sts
PO Box 241

HAWKES BAY-EAST COAST

Napier

6 Taradale Road
PO Box 546
Napier
Fax: (06) 835 7102

Gisborne

295 Gladstone Rd
PO Box 139
Gisborne
Fax: (06) 868 8832

WELLINGTON-KAPITI

Wellington

Level 3, Southmark House
203 - 209 Willis Street
PO Box 27463
Wellington
Fax: (04) 382 9159

HUTT-WAIRARAPA

Lower Hutt

Level 1, Cnr Cornwall St & Kings Cres
PO Box 30556
Lower Hutt
Fax: (04) 566 7363

NELSON-MARLBOROUGH

Nelson

Level 2, 22 Bridge Street
PO Box 180
Nelson
(temporary address for three months - September to end of November)
Fax: (03) 989 6789

CANTERBURY-WEST COAST

Christchurch

2nd fl, 144 Kilmore Street
PO Box 13278
Christchurch
Fax: (03) 365 2616

Greymouth

54 Tainui Street
PO Box 37
Greymouth
Fax: (03) 768 6930

Timaru

Site 26B, Stafford Mall
Stafford Street
Timaru
Fax: (03) 684 9127

OTAGO

Dunedin

392 Hillside Road
Dunedin
PO Box 537
South Dunedin
Fax: (03) 455 6680

SOUTHLAND

Invercargill

...

2. Interpretation-

...

"Notifiable work" means—

- (a) Any restricted work, as that term is defined in regulation 2(1) of the [Health and Safety in Employment (Asbestos) Regulations 1998];
- (b) Any logging operation or tree-felling operation, being an operation that is undertaken for commercial purposes;
- (c) Any construction work of one or more of the following kinds:
 - (i) Work in which a risk arises that any person may fall 5 metres or more, other than—
 - (A) Work in connection with a residential building up to and including 2 full storeys;
 - (B) Work on overhead telecommunications lines and overhead electric power lines;
 - (C) Work carried out from a ladder only;
 - (D) Maintenance and repair work of a minor or routine nature;
 - (ii) The erection or dismantling of scaffolding from which any person may fall 5 metres or more;
 - (iii) Work using a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more, other than work using an excavator, a fork-lift, or a self-propelled mobile crane;
 - (iv) Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top;
 - (v) Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead;
 - (vi) Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical;
 - (vii) Work in which any explosive is used or in which any explosive is kept on the site for the purpose of being used;
 - (viii) Work in which any person breathes air that is or has been compressed or a respiratory medium other than air;

...

26. Notification- (1) In this regulation, the term "employer" includes a person who controls a place of work.

- (2) Subject to subclause (4) of this regulation, every employer who intends to commence any notifiable work or any work that will at any time include any notifiable work shall take all practicable steps to lodge notice of that intention in accordance with this regulation.
- (3) A notice required to be lodged under subclause (2) of this regulation shall—
 - (a) ~~Be lodged at an office that deals with occupational safety and health matters, being the nearest such office of the Department to the place where the work is to be carried out; and~~

CONTRACTOR H&S MANUAL

<i>Version:</i>	<i>3</i>	<i>Subject:</i> Safety Management <i>Authority:</i>	<i>Section:</i>	<i>3</i>
<i>Date of issue:</i>	<i>May 2008</i>		<i>Page:</i>	<i>11 of 4</i>