



# Health and safety handbook for contractors and sub-contractors

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This handbook provides contractors and sub-contractors of Northland Regional Council (NRC) with an outline of the basic requirements for health and safety.

Under the Health & Safety Work Act 2015 (HSWA) as amended Northland Regional Council must ensure that contractors and their sub-contractors who are engaged in paid (and some voluntary) work have due regard to health and safety.

This booklet will cover all the necessary information to guide you through the process of getting approved and undertaking work with us. There is an overview of the contract process on page 17 for reference and some useful templates. More detailed information is also available. If you have any queries, please talk to the Contract Manager at NRC who has been assigned to you.

**‘Contract Manager’ will be abbreviated to CM, the person from NRC you will work with.**

### **WORKING SAFELY IS NOT NEGOTIABLE**

If any person contracted by NRC breaches the health and safety requirements of their contract, or knowingly works in an unsafe manner (taking into account what a person should reasonably know), they may be asked to stop work, and/or leave the site, and their contract may be terminated.

## Environmental protection

Protecting Northland's environment is a key function of Northland Regional Council and is also a requirement under the Resource Management Act. Accidents often impact the environment. It is the responsibility of every contractor to ensure safe practices are maintained to prevent and/or minimise any environmental impact.

**For more information contact  
Ministry for the Environment: 0800 499 700**

## Engaging contractors

When Northland Regional Council engages contractors we consider not only the contractor's price and technical ability, but also their ability to carry out planned work safely and without health risk or harm.

**All contractors (PCBUs) will be required to fill out a 'Contractor Health & Safety Pre-engagement approval form' prior to any agreement taking place.**

This form will help us to determine whether you (as PCBU) have got all of the required health and safety compliance, skills, and procedures in place to do the work.

Work is classified for health and safety as either:

- 'low risk/administrative' (home or office based admin only) or
- 'standard' (any work involving field work)
- high risk (includes high risk work, see page 10)

The "pre-engagement form" and the information you provide is a critical step in the engagement process. See page 18 of handbook for an example of the form.

## Who do you talk to at NRC?

Each contractor will have a designated Contract Manager (CM) assigned to them. This person will have the skills to advise you, will be responsible for promoting safety and ensuring that all requirements are complied with.



## Health and safety requirements

HSWA 2015 requires any person working on behalf of NRC to comply with any current legislation to ensure the health and safety of workers and the public. This includes (but is not limited to):

- Health and Safety at Work (Hazardous Substances) Regulations 2017
- Land Transport Act 1998
- Resource Management Act 1991
- Safe work instruments, approved codes of practice, associated guidelines for your industry.

# Who is responsible for what?

The HSWA aims to promote excellence in managing health and safety in places of work. Its focus is on risk management and relies on participation, leadership, and accountability by the government, business and workers.

**The HSWA ensures everyone has clear roles and responsibility for health and safety**

## Person Conducting Business or Undertaking (PCBU) duties

You cannot contract out of health and safety duties. Where duties overlap, PCBUs must work together to manage all of the risks and establish who is responsible for:

- Ensuring, so as far as is reasonably practicable, that risk is managed to an acceptable level for the health and safety of workers, contractors and any other persons affected by the business or undertaking.
- Providing safe facilities and a safe working environment and for workers.
- Provision and safe use of plant, substances, or structures.
- Developing and communicating emergency procedures.
- Providing all necessary information, training, instruction or supervision to protect all persons from risk.
- Monitoring the health of workers with the purpose of injury or illness prevention.
- Consulting with other PCBUs.

## Officer duties

(Chief Executives, Directors, Partners, head influencer)

- Exercise due diligence to ensure the business understands, and meets, all health and safety responsibilities.

## Worker duties

(including volunteers carrying out regular, ongoing work for the PCBU)

- Take reasonable care and work in a manner that ensures your own health and safety.
- Cooperate with health and safety rules and procedures.
- Report accidents, near-misses, hazards, and suggest improvements.
- Ensure your actions (or inactions) do adversely affect any other person.
- Correctly use and maintain the appropriate personal protective equipment (PPE) provided to you.

## Contractor/sub-contractor duties

(including volunteer organisations who have paid workers)

As a contractor you are a PCBU in your own right and must meet your duties. This includes:

- Carry out task analysis to provide and implement a system to risk identify and control risks.
- Inform workers about accident and emergency procedures.
- Follow site rules and safe working procedures.
- Provide and maintain a safe working environment and equipment.
- Provide ongoing hazard assessment and take appropriate action.
- Ensure that workers have adequate training, knowledge and experience.

## Responsibilities of people who are self-employed

(Sole-traders)

- Sole traders are also PCBUs. You must meet all the same duties as contractors.
- You must ensure that no action by you (or inaction) harms you or other persons at work, or anyone else affected by your work.

## Before starting any work

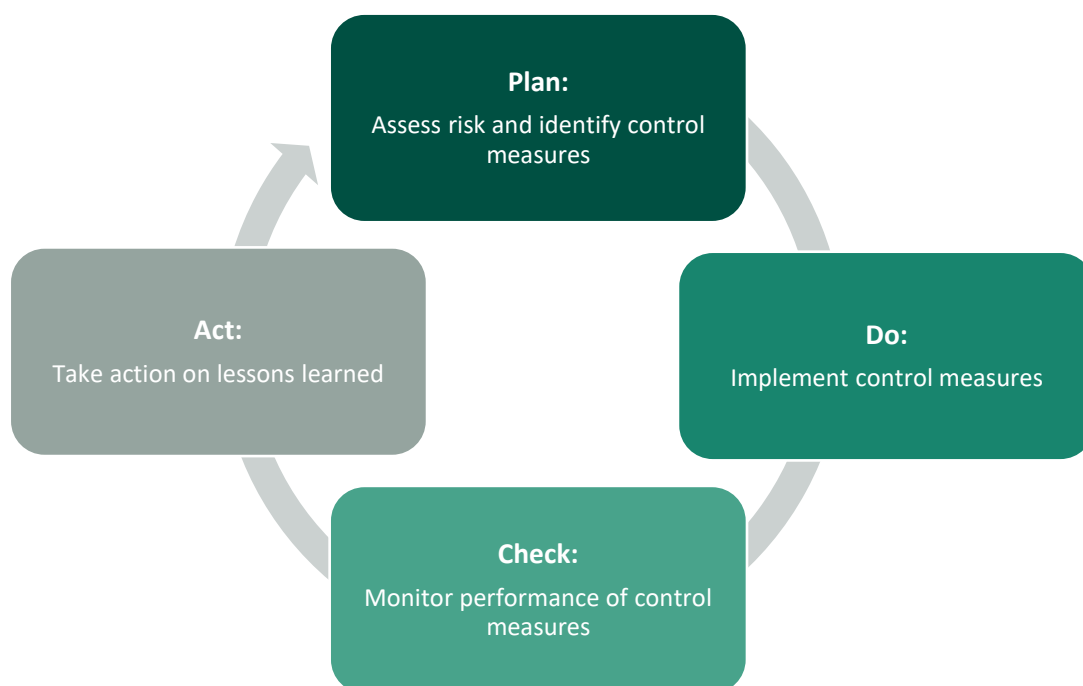
All work must have a clear written scope with a risk assessment. You will review this with the CM. This process will identify the full safety plan, all responsibilities, and how the work will be managed effectively.

**The type of risk assessment we would expect to see depends on level of risk for the work.** This may be a Take 5 (see page 23), a task safety plan (see page 24), a job safety environmental analysis (JSEA) (see page 25), a Site-Specific Safety Plan (SSSP), or a Safety Health and Environmental Plan (SHEP).

In principle this should outline:

- Scope and description of the job/tasks
- Identification and controls of hazards and risks
- Emergency planning
- Equipment/personal protection equipment
- Training and maintenance records

**Work with a higher level of risk requires more in-depth risk assessment. This is covered under the section 'High Risk Work' (see page 10 and page 15)**



# Reporting for work/Induction

## At a Regional Council site

Working at a Northland Regional Council site you (and any staff and subcontractors) must comply with the sign in requirements at the reception desk.

Your workers must be told who their CM is, and know how to contact them. The CM will give them an onsite induction. This includes information on the site protocols, use of facilities and emergency procedures.

Work areas on the site must be demarcated, and/or appropriate signage used. Workers are to keep to their specific work area, and only use facilities identified in the induction.

## At other work sites

If the work site is not controlled by Northland Regional Council, ensure the Site Controller is aware of the contractors on site and the work scope. All workers and other persons onsite must receive an induction to the site. You must keep a record of induction, you may be asked to provide this information to us.

### **Alcohol and drugs**

Alcohol and drugs are strictly prohibited while at work for the Council. No one is to come to work while under the influence of alcohol or drugs.

### **Housekeeping**

It is essential that every site/project area is kept tidy. This includes checking:

- Has all loose material stacked away safely and securely
- Have all hazardous situations been removed
- Are all facilities kept clean and secure
- Has all rubbish been placed in designated containers. Follow site procedures for safe disposal of rubbish.

Everyone is responsible for maintaining housekeeping for their area.

### **Smoking**

Under the Smoke-Free Environment Act 1990 (as amended 2003) smoking is not permitted at any time on any NRC premises.

# Training, information and supervision

All workers, sub-contractors and volunteers must be trained and competent to carry out all tasks safely. They may also need adequate supervision by a competent person to carry out the contract requirements.

Training records and evidence of qualifications is likely to be needed as part of your health and safety approval.

## **If you notice something wrong or unsafe**

Stop work. Ensure controls are put in place to prevent harm. If you cannot safely correct the unsafe condition, report to the CM. Safety is paramount at all times. NRC will order an immediate halt to any work considered dangerous to you, or anyone affected by your work, on any area under the Council's control.

## **Communication**

Regular meetings or tool box talks must be held to ensure any new safety information is given to all workers, sub-contractors and persons onsite. It is expected that all people working on the project will be involved in these briefings. If someone is absent they must be given any relevant information prior to them restarting the job.

Meeting 'minutes' and attendance must be kept in writing. This may be in the form of diary notes or formal minutes. Photographs of signed hazard boards, or other written notes can also be used as evidence.

# Emergency procedures

You must ensure that all your workers and subcontractors are aware of any relevant emergency response plans that apply to the contract. These must be noted in the risk assessment.

The emergency response plan must cover all the steps that will be taken to effectively respond in an emergency. It must outline:

- the procedure for notifying emergency services
- the provision of medical treatment
- the evacuation procedure
- the method of communication to the PCBU and the CM.

Emergency procedures must be included as part of the site induction. If any changes occur to the site, they must be re-communicated.

## **All persons on site need to know:**

- where the emergency evacuation point is
- all the possible exits to reach that point
- what is expected of them in the case of a fire, earthquake and any other relevant emergency for the location (tsunami, bomb threat, chemical spill, etc.)



## Fire safety

If you see smoke or flames, warn people in the immediate area. Know where the firefighting equipment is located and how it is used. Extinguish the fire only if it is safe to do so. If not, evacuate immediately and call the Fire Service on 111.

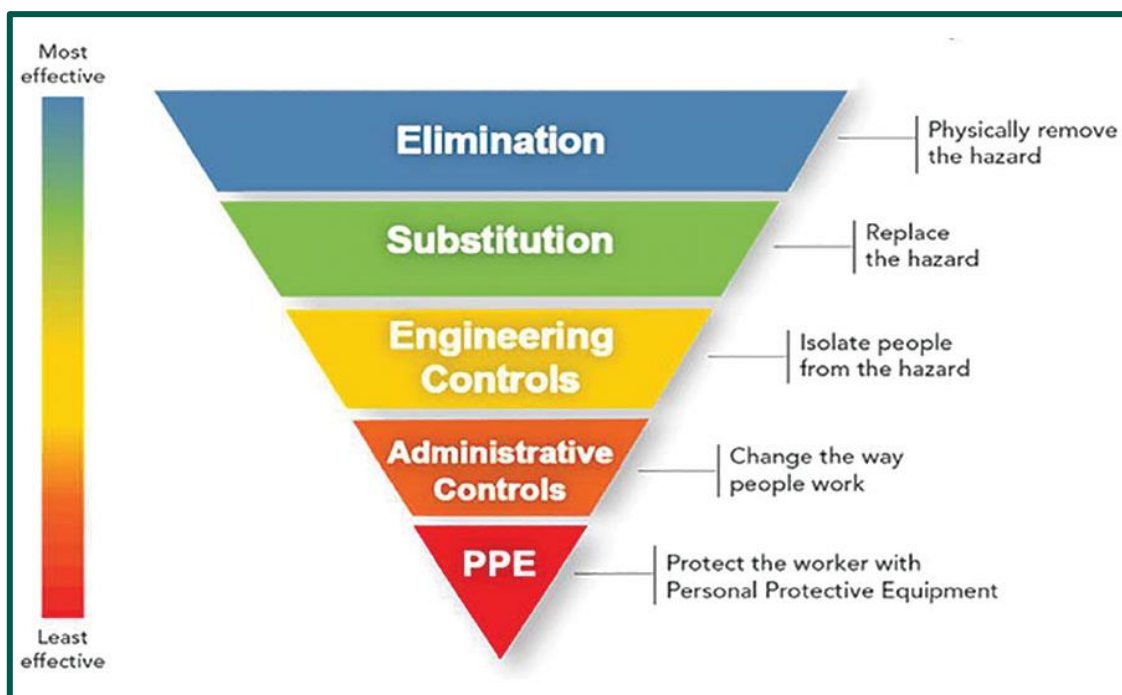
## First aid

You need to provide suitable first aid equipment, that is easily accessed by your workers. You also need to provide your own first aid trained staff (unless an alternative arrangement has been made with the Council or the site controller).

# Hazard identification and controls

Northland Regional Council expects all contractors and sub-contractors to comply with the HSWA 'risk management' and 'all practicable steps' criteria.

A task safety plan must be completed for all tasks, to demonstrate that hazards and their risks have been identified, and that all the appropriate controls are in place using the hierarchy of controls.



**Protective clothing and equipment:** last resort i.e. risks cannot be controlled another way

You must provide your workers (and sub-contractors) with suitable personal protective equipment for the tasks being undertaken. PPE must be worn by workers. Workers must be trained in how to use, maintain and store their PPE. If certification is required for the equipment, a copy of the certificate must be attached to the task safety plan.

# Injury and incident reporting

Contractors are required to notify NRC of any injury, incident, or new hazard which occurs as soon as practicable, but within 24 hours of the incident.

You must keep an incident/issues register with information about each incident that shows an investigation was completed.

Also see the WorkSafe reporting requirements on pages 14-15.

## High risk work

For high-risk work, contractors and sub-contractors must submit comprehensive safety plans to demonstrate that you meet the required competency to carry out the work safely. No short cuts or unsafe work practices are acceptable. Failure to provide a plan will prevent NRC entering a contract with you.

**Your safety plans will be reviewed by the CM and/or Health and Safety Advisor prior to any contracts being agreed on.** You must also send an updated version of the safety plan to the CM if the work has any change in circumstance, and/or after an incident, event or accident.

### High risk work should consider:

- Safe work instruments
- Approved codes of practice
- Equipment design and suitability for the job
- Access and egress requirements
- Stabilisation
- Atmospheric testing
- Personal safety and equipment
- Public safety
- Protection from overhead services
- Emergency planning

### Such work includes, but is not limited to:

- Working at height
- Electrical work
- Overhead crane operation
- Working with asbestos
- Working with gas or welding work
- Undertaking excavation or earth moving
- Confined space entry
- Working with hazardous substances
- Using explosives or firearms
- Tree felling and forestry work
- Maritime work
- Working in, on or near water
- Working on or near public road

## Scaffolding, excavations and forestry operations

All high risk works must also meet ACOPs, and with consideration to any New Zealand Standards, and best practice.

**You will be asked to provide evidence for all relevant training, competence and equipment certification records**

See the links below for specific requirements:

**Scaffolding:** [www.worksafe.govt.nz/topic-and-industry/working-at-height/scaffolding-in-new-zealand/](http://www.worksafe.govt.nz/topic-and-industry/working-at-height/scaffolding-in-new-zealand/)

**Excavations:** [www.worksafe.govt.nz/topic-and-industry/excavation/excavation-safety-gpg/](http://www.worksafe.govt.nz/topic-and-industry/excavation/excavation-safety-gpg/)

**Forestry operation:** [www.worksafe.govt.nz/topic-and-industry/forestry/safety-and-health-in-forest-operations/](http://www.worksafe.govt.nz/topic-and-industry/forestry/safety-and-health-in-forest-operations/)

## Hazardous substances

**Any work involving the use, storage, handling or transporting of hazardous substances must be done in accordance with the HSW (Hazardous Substances) Regulations 2017.**

A register of all hazardous substances that will be used during the contract need to be attached to the Safety Plan. The Material Safety Data Sheet (MSDS/SDS) for each substance must be readily available for employees and emergency services on site. All containers must be clearly labelled.

All people using the chemicals (or likely to be in close contact with the chemicals) must understand the hazards and the required controls. Any safety equipment identified for the task, e.g. extraction and ventilation units must be used, and correct PPE must be worn.

Before you start work:

- know the first aid required in case of an incident
- have an emergency response plan
- make sure any equipment required in case of an incident is available
- create a spillage contingency plan if needed
- ensure chemicals are transported and stored correctly
- segregate non-compatible chemicals.

You will need to show your relevant chemical handler, controlled substance license, Growsafe certification or dangerous goods licence to the CM.

**For more information contact Environmental Risk Management Authority: 0800 376 234**

# Working on or near the road

**Any work on or near public roads needs to be carefully planned and managed to avoid harm to workers, road users and general public.**

A major part of the planning process will involve the design of your Traffic Management Plan (TMP). This will set out timing, method, sign placement, etc. It must be approved by Council.

**Details of the TMP must be notified to emergency services and other interested parties prior to the work commencing.** Traffic control is set up on-site in strict accordance with the TMP and must be monitored for effectiveness on a continual basis by a suitably qualified person, usually a Site Traffic Management Supervisor (STMS). The STMS has total authority and accountability for traffic management and safety; therefore his/her instructions must be acted upon immediately.

**When working on the road, ensure that:**

- All site personnel wear approved PPE
- All spills of oil, diesel and other contaminant must be cleaned up with absorbent material and the contaminated material properly disposed of offsite. You will need to act quickly if there is a risk of contaminants entering a drain or waterway.
- Ensure each site has a suitable first aid kit, trained first aider and emergency communication system.
- Do not allow any type of work to proceed on or near any public road unless approved traffic control is in place. This includes temporary situations e.g. road maintenance, survey, set-out, and mobile situations e.g. mowing and rubbish collecting.

## Traffic Management Plans

**The two key principles of traffic control:**

- All people are kept safe
- All traffic is managed appropriately and consistently to CoPTTM (Code of Practice Temporary Traffic Management)

**Roadwork Site Safety Checklist:**

- Approved TMP in place
- Risk assessment completed
- All PPE required is used
- Traffic Controllers on Site
- Site Traffic Management Supervisor is able to attend site quickly if not on site at all times
- NRC STMS reserves the right to inspect all works with your TMO on site

**On completion:**

- Clean up work-site and remove all plant
- Remove temporary signs and barriers
- Restore permanent signs and road furniture
- Observe traffic flow.

# Insurance

The contractor must indemnify the Northland Regional Council against:

- Any loss suffered by the Council, which may arise out of or in consequence of this contract
- Any liability incurred by the Council in respect of injuries of persons or damage to property, which may arise out of or in consequence of this contract
- Any costs the Northland Regional Council may incur in respect of that loss or liability.

**Note:** Insurance cover must remain in place for the duration of the contract and copies of the policy must be retained. The Council reserves the right to check the status of cover during the contract.

# WorkSafe notifications:

## Notifiable events

### The death of a person

**If there has been a death, you must immediately call Worksafe on 0800 030 040 (24 hours/7 days)**

HSWA also defines a notifiable injury, illness or incidents and works that must be reported to WorkSafe

### A notifiable injury or illness:

- Requires, or would usually require, the person to have immediate treatment as an inpatient in a hospital; or
- Requires the person to have immediate treatment (other than first aid) for the amputation of a body part, a serious head injury, a serious eye injury, a serious burn, a spinal injury, loss of bodily function, serious lacerations or separation of the skin from underlying tissue; or
- Requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance; or

Any serious infection (including disease carried by animals) where work is a significant contributing factor, including any infection that can be attributed to carrying out work:

- with micro-organisms
- providing treatment or care to a person
- involving contact with human blood or bodily substances or work that
- involves handling or contact with animals, animal hides, skins, wool or hair, animal
- carcasses or animal waste products,
- involves handling or contact with fish or marine mammals
- Any other injury or illness listed in regulations.

### A notifiable incident:

An unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to;

- A substance escaping, spilling, or leaking
- An implosion, explosion or fire
- Gas or steam escaping
- A pressurised substance escaping
- Electric shock
- A fall or release from height or any plant, substance or object
- Damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use
- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or any shoring supporting an excavation
- The inrush of water, mud, or gas in workings in an underground excavation or tunnel
- The interruption of the main system of ventilation in an underground excavation or tunnel
- A collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel
- Any other incident declared in regulations to be a notifiable incident

Continued overleaf

If a notifiable event occurs, you must complete the steps required of you as a PCBU to preserve the site and notify WorkSafe. You must then notify your CM or the Health and Safety Advisor at NRC as soon as possible after the event.

Notifying WorkSafe can be done using the notify tool: [www.worksafe.govt.nz/notify-worksafe/](http://www.worksafe.govt.nz/notify-worksafe/)

## Notification of hazardous work

The HSWA 2015 requires PCBUs to notify WorkSafe in writing of any “hazardous” work. Notification must be in writing and be sent to WorkSafe at least 24 hours before the work is started.

**A copy of the notification must be supplied to the CM.**

This notification can be done online by going to: [www.worksafe.govt.nz/notifications/hazardous-work/](http://www.worksafe.govt.nz/notifications/hazardous-work/)

**For more information contact WorkSafe: 0800 030 040**

## Type of work where notification is required

- Scaffolding at a height of 5 metres or more (all kinds).
- Construction work where there is a risk falling over 5 metres may occur.
- Any narrow pit, shaft, trench or excavation more than 1.5 metres deep.
- Using a lifting appliance to lift a mass over 500kg, or to lift over a 5m vertical distance
- Work in a drive, excavation or heading with ground cover overhead.
- Excavated face over 5 metres deep with a face steeper than 63.4°.
- Storage or use of explosives.
- Logging and tree felling for commercial purposes.
- Working in, or breathing, compressed air or air substitutes (includes diving).
- Restricted work using asbestos.
- Demolition.

# Overview of contract process and useful templates

## 1. Contractor H&S Pre-Engagement Approval Form

You fill out the pre-engagement form provided to you by your Council **Contract Manager (CM)**.

**SiteWise accredited contractors** need to complete **section 1** of the form. Please include evidence, certificate or record of your accreditation. Any weak areas identified in your accreditation may need you to provide more information.

**Non-accredited contractors** need to complete both sections of the form and provide your most current information regarding:

- Induction, training and competency
- Emergency Procedures
- Risks & Hazards (including risk assessment, hazard identification and controls)
- A recent SSSP/SHEP/JSA/ JSEA (see page 6)
- Any prior notifiable events and/or prosecutions
- Records of incident reporting and investigation
- Audit and safety inspection records
- Management of sub-contractors
- Hazardous substances (SDS Sheets)
- Communications (toolbox talk minutes)
- Insurance certificates

**Low Risk Contractors** will be sent a shorter form for pre-engagement by the CM, (administrative type work only).

**If you are not sure how to fill the forms out, or what information is required from you, contact your CM for clarification.**

## 2. We (NRC) will review all the forms and documents

We will review your accreditation report details, and/or the information you provide to check you meet the standard we expect for the level of work we are engaging you for.

You may be asked to provide more information. This will depend on the level of risk the work involves.

## 3. Contractor selection and negotiation of terms

The CM will review the full scope of work with you, and will establish the principles and plans, including:

- Who is responsible for what
- What we expect from you
- What you expect from us
- How we will manage the works
- How you will undertake the works

You must have an agreed task safety plan, SSSP (or similar) which covers:

- the risks and their controls
- emergency procedures
- confirmation of any permits for work or notifications required
- requirements for reporting and inspections.

This will be documented into any plans and agreements made.

## 4. Awarding the contract

We will send you back the completed contractor pre-engagement form alongside the contract agreement.

**Working on an NRC site** – each worker and subcontractor will need a site induction with the CM.

**Working offsite** - you must complete your own site induction with all of your workers



and subcontractors and send a record of completion to the CM.

### 5. Monitoring the contract

There be an audit schedule/inspection plan, where we monitor the works through to completion. This may include both onsite inspections and systems audits.

We do this to ensure you are meeting the requirements of the contract, and that all the of work is done in compliance with all H&S rules. **If you identify any non-compliance, you must take action to resolve it, and report to the CM how it has been resolved.**

Breaches of H&S requirements or known unsafe work will result in the work being stopped. You may further be asked to leave the site and/or have the contract terminated.

We expect you to report any incidents, injuries, illnesses or new hazards to NRC as soon as practicable.

### 6. Post-contract review

Post audit evaluation reports, feedback and inspection records will be completed and are available to you.

If you do not receive this, you can request it from the CM. These can be used as evidence for future accreditation applications. You can submit any feedback you have to your CM about the contract

### 7. Re-accreditation

As health and safety evidence has reoccurring expirations and is continually evolving in best practise, **you will be required to complete this pre-engagement form annually.**

### 8. Systems audit

If there is a serious event, a significant change in circumstance, or a legislative change, you will be required to complete a full audit, to reflect the changes required.

If you are unsure what your responsibilities are at any stage throughout the contract process, please contact your CM.

See page 18 for a sample version of the pre-engagement form you will be given by your CM. On pages 23, 24 and 25 are 3 templates of different risk assessment types you can use as tools if you find them helpful.

If you require a more in-depth risk assessment tool such as a SSSP. Please visit SiteSafe online, for a comprehensive, free template [www.sitesafe.org.nz/products-and-services/sssp/](http://www.sitesafe.org.nz/products-and-services/sssp/)

## Contractor H&S pre engagement form example

**DO NOT FILL OUT THIS FORM.** Your CM will provide the form for you to fill out and return.

All potential Moderate to Severe Risk rated contractors are required to complete the following form and provide the evidence/information requested prior to the contract being awarded.

### Part A: Details and Minimum Requirements

1. Contractor Details			
Name of Company*:			
Address:		Post Code:	
Main H&S Contact Details:			
Name:		Phone:	
Position:		Mobile:	
Email:			

\*Partnership or sole trader details if appropriate

2. Nature of Business	
Please indicate the type of work and/or services you provide.	
Do you require any special permits or qualifications for the service you provide? If yes, provide details.	Yes / No
What trade associations are you affiliated with?	

3. Reportable Events and Prosecutions	
Has your company reported any Notifiable Events (previously known as "Serious Harm") to WorkSafe New Zealand in the last five years? If yes, provide details	Yes / No
Has your company been issued or prosecuted by:	
• WorkSafe –Improvement / Infringement or Prohibition Notice	Yes / No
• Resource Management Act –Enforcement Order / Abatement Notice / Excessive Noise Direction	Yes / No
If yes, provide details	
<i>Note – this should include any notices that occurred whilst the company traded under a different name, and any notices that occur to sub-contractors under your control. If NRC checks and you are found not to have declared anything, your contract may be terminated immediately.</i>	

#### 4. Health and Safety System Accreditation and Formal Documentation

*Note - Accreditation could be ACC's WSMP or Partnership Programme, ISO certified, Civil Aviation Authority, MOSS, H&S Contractor pre-qualified (SiteWise, IMPAC, SHE for example).*

Does your company hold health and safety accreditation? If yes, provide a copy of the certificate or record and evidence of the following. If no, please also complete section 2. Yes / No

Please note that if you are SiteWise (or other) accredited but have not provided the evidence required as part of their process you may be requested to provide some of the information/evidence in section 2.

- Relevant permits or qualifications for the task or service being provided
- Training records/plan for employees required to hold relevant training or qualifications
- Significant Hazard/Risk Register
- Job Safety Analysis (JSA) or example of a Site-Specific Safety Plan (SSSP)
- Insurance Certificates

**Please use the checklist on page 3 to check you have sent the required documents.**

#### Part B: Further Evidence Required – your H&S Manual may have most of this information.

Please note you are only required to complete this section if you are NOT accredited with a recognised organisation, or if specifically requested by NRC.

Capability	Evidence Required
1. Induction & Training – Evidence that employees receive H&S induction and training when they start and that they are trained and qualified to perform the tasks required. If not qualified or trained, evidence there is a training plan in place and that they are adequately supervised.	Induction Policy/Procedure Training Records E.g. NZQA Record of learning, training matrix, certificates, induction records
2. Emergency Preparedness – Evidence that there is procedure in place in case of an emergency. It must include emergency preparation for the task being performed, e.g. chemical spill.	Emergency Procedure/Plan First Aid / Relevant Training Records
3. Hazardous Substances – Evidence chemicals are managed according to regulations.	HAZNO Policy/Procedure HAZNO Register MSD Sheets
4. Risks & Hazards – Evidence that risks have been identified and controls put in place. This can be demonstrated on the JSA.	Hazard Management Policy/Procedure Significant Hazard Register
5. Incident Reporting & Investigation – Evidence that there is a procedure in place for reporting all incidents and that an investigation takes place.	Incident Reporting Policy/Procedure Incident Register
6. Audits & Inspections – Evidence that regular safety inspections are taking place. Evidence that your organisation has been audited (if applicable).	Site Inspections Vehicle/Plant/Equipment Checklists

7. Management of Sub-contractors – Evidence that your sub-contractors are being managed (if applicable).	Sub-Contractor Management Policy/Procedure Signed Inductions/Safety Plans
8. Communication – Evidence that regular meetings / briefings are being held. (Not required if a sole trader)	H&S Meeting Minutes Toolbox Meeting Minutes
9. Business Continuity Plan – A copy of the Business Continuity plan in the event of a civil defence emergency	BCP plan

### Part 3: Checklist

Before submitting your health and safety documentation please ensure you can supply adequate supporting evidence of currency. Accreditation with Sitewise is for the year however accreditation, qualifications, licences, permits, insurance can expire within the year. The purpose of this Part is to make sure **nothing has expired**.

#### NRC Use Only

Part 1:	Yes	No	N/A	Meets Expectations	Further Evidence Required
Current Health and Safety System Accreditation and Formal Documentation					
Current Licences, Permits and Qualifications					
Updated Training and Competency to Work records of learning					
Most up to date Risk Assessment, Hazard Identification and Controls					
The current Site-Specific Safety Plan (SSSP) or Job Safety Analysis (JSA)					
The most recent Insurance Certificates					
Have there been any reportable events and prosecutions last 12 months since the accreditation period?					
Most recent Induction, Orientation and Training Records					
Most recent Emergency Preparedness					
Most recent Hazardous Substances listing					
Most recent Incident Recording and Investigations					
Most recent Safety Inspections and/or Audits					
Management of Sub-contractors					
Communication					
NRC Use:					
Contractor confirmed as evaluated and meets NRC H&S Requirements by:					
Date:					
Register Updated:		All contractors will undergo a re-audit as assigned from this date.			

## Contractor Declaration

The Contractor hereby acknowledges that:

- 1 They understand their obligations under the Health and Safety at Work Act 2015, and confirm their intention to comply at all times while working with NRC.
- 2 They agree to consult, cooperate and coordinate with NRC and any other organisation with which it may have overlapping health and safety duties.
- 3 They recognise that NRC can be responsible for only advising the nature of and the methods of controlling hazards specific to the council's business or worksite and that the contractor shall apply best industry practice to ensure the safety of all involved at all times.
- 4 NRC will advise the contractor of the 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 service being provided.
- 5 They will ensure all workers are informed of the same and that no person shall be permitted to work on the contract without being so informed.
- 6 They have a health and safety management system in place, which ensures their compliance with the Health and Safety at Work Act 2015.
- 7 They agree to make available for inspection on request any documentation related to health and safety in connection with this contract.
- 8 NRC has the right to monitor the contractor's and/or sub contractor's activities and carry out a safety audit or site inspection from time to time during the progress of any contract.
- 9 NRC has the right to suspend work at the contractor's expense where NRC is not satisfied that all reasonably practicable steps are being taken to ensure the health and safety of workers or others in connection with the contract.
- 10 They will advise NRC immediately of any Notifiable Events as legislated (*Section 56 Duty to notify notifiable event, Health and Safety at Work Act 2015*). And provide notification of any incidents or accidents to NRC in a timely manner
- 11 They will advise NRC immediately of any new risk or hazard created during the contract and will take all reasonably practicable steps to avoid harm being caused to any person as a result of such hazards and/or risk.
- 12 Before any work is undertaken, they will carry out a systematic identification of risk likely to be encountered and will develop appropriate controls. This may be in conjunction with NRC.
- 13 Where overlapping duties occur the PCBU which holds the most influence and control over the works, workplace and workers will hold the Lead PCBU role and there is a documented agreement on who is responsible for what
- 14 If they are working in the corridor, berm, shoulder or footpath they are required to provide an approved Temporary Traffic Management Plan, copies of TC and STMS workers for that site, a pre-start checklist for each job and comply with the Code of Conduct for Temporary Traffic Management. An NRC STMS may inspect the works.
- 15 If they are hiring sub-contractors, they will
  - a. use sound processes in the engagement of external subcontractors as PCBUs, including providing clear guidelines on duties and levels of responsibility.
  - b. Provide duty of care; and so far as is reasonably practicable, protect and maintain the Health and Safety of Workers and any others influenced by the work.
  - c. Manage risk and provide Site Safety Plans upon request.


- d. Provide Emergency Plans, First Response Procedures and First Aid where needed.
- e. The hiring PCBU is required to; monitor the performance of the work of the contractor and will establish a reasonable and practicable agreement with the contracting PCBU regarding frequency of monitoring.
- f. Ensure there are clear lines of communication where overlapping duties occur with other PCBU's
- g. NRC may conduct an audit on the Contractors sub-contractor's processes

Failure to comply with the NRC's health and safety requirements or working in a manner that endangers the Consultant/Contractor or any other person may result in the contract being terminated."

Signed for on behalf of the contractor	
<b>Name:</b>	
<b>Designation:</b>	
<b>Signature:</b>	
<b>Date:</b>	

Signed for on behalf of Northland Regional Council	
<b>Name:</b>	
<b>Designation:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Take 5 Template

JOB TASK		
Date and Time:		Job name:
Site location:		
Person in charge: name & role		
Brief Description of work:		
Expected duration of work:		Emergency Contact #:
	<p style="text-align: center;"><b>Take 5 for Safety</b></p> <ol style="list-style-type: none"> <li>1. Step back and look</li> <li>2. Think through the job</li> <li>3. Look for Hazards</li> <li>4. Manage and communicate the hazards</li> <li>5. Do the job safely</li> </ol>	<p style="text-align: center;">Take 5 for Communication</p> <ol style="list-style-type: none"> <li>1. Ask</li> <li>2. Listen</li> <li>3. Think Evaluate</li> <li>4. Respond</li> </ol>

STOP AND THINK THOROUGH THE TASK (Contact supervisor if box is bold)			
The Task	YES	NO	N/A
Is there a procedure for this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a change in the process, procedure or design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I have the required permits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Am I trained a competent to complete this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I have the correct PPE, In reach Garmin, buddy system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I have a clear plan in mind?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify the hazards (Contact supervisor if box is bold)	YES	NO	N/A
Do I have to isolate to control energy sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Am I fit to perform this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are weather conditions good for this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could the task introduce hazards to others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could this impact on the environment or heritage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work rea neat and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can I slip, trip or fall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can I be caught in or between something?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can something fall on me or strike me or others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have I looked close, wide, above and below the task area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I need help with this task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I understand the directions given by my supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other hazards associate with this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





## Job safety and environmental analysis (JSEA) template

<b>Job Safety &amp; Environmental Analysis (JSEA)</b>			
A Job Safety & Environmental Hazard Analysis (JSEA) must be completed where an approved safe work instruction is unable to be followed or a completed Take Five has a Residual Risk Ranking of medium (yellow/ above 6) or above or for all high risk work activities. The completed JSEA must be filed centrally.			
<b>Task/Activity Description:</b>		<b>Risk Register reviewed:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>Department:</b>		<b>Pro Mapp procedure reviewed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>Equipment:</b>			
<b>Approved by:</b>	<b>Position Title:</b>	<b>Name:</b>	<b>Signature:</b>
<b>Created by:</b>	<b>Position Title:</b>	<b>Name:</b>	<b>Signature:</b>
<b>Tick high risk activity:</b> <input type="checkbox"/> Work at Height <input type="checkbox"/> Load Restraint <input type="checkbox"/> Suspended Load <input type="checkbox"/> Safety Devices <input type="checkbox"/> Isolation of Energy Sources <input type="checkbox"/> Fitness for Work			
<input type="checkbox"/> People & Vehicle Plant Interaction <input type="checkbox"/> Operating Plant & Equipment <input type="checkbox"/> Safe Systems of Work <input type="checkbox"/> Working with Others			
<input type="checkbox"/> Working on or near roads <input type="checkbox"/> Uneven Surfaces <input type="checkbox"/> Working Alone <input type="checkbox"/> Working with Chemicals <input type="checkbox"/> Manual Handling <input type="checkbox"/> Working near Animal <input type="checkbox"/> Enforcement			
<b>Points to consider when completing this JSEA</b>			
☞ Are there other documents available that have control advice for this Hazard as well as your Pro-mapp and the Risk Register?			
☞ Have all relevant personnel been trained in the appropriate procedures?			
☞ Are there specific skills/competencies required for the task/s?			
☞ Do all the relevant personnel hold the required competencies/authorisations?			
☞ Is signage required?			
☞ Have all relevant parties been notified and included?			
☞ Is there an existing JSEA that should be referred to?			
☞ Are there special PPE requirements?			
☞ Is there an SDS that needs to be referred to and made accessible?			
☞ Is there a permit required for the job at hand?			
☞ Have all the existing and recommended controls been noted on the below table and explained to all employees involved?			
☞ Are any new hazards being introduced? If so, are they adequately controlled to ensure an acceptable level of risk is maintained?			
☞ Are there any mechanical aids or special tools/equipment that need to be made available?			





Likelihood	Consequence				
	Inconsequential (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Frequent (5)	5 Moderate	10 Major	15 Severe	20 Severe	25 Severe
Often (4)	4 Minor	8 Major	12 Major	16 Severe	20 Severe
Likely (3)	3 Minor	6 Moderate	9 Major	12 Major	15 Severe
Possible (2)	2 Minor	4 Minor	6 Moderate	8 Major	10 Major
Rare (1)	1 Inconsequential	2 Minor	3 Minor	4 Minor	5 Moderate



Likelihood Ranking Table	Consequence Ranking Table			
	Rating	Chances of Risk Happening	Ranking	Health & Safety
5	Frequent	Continuous or will happen frequently. Will most certainly occur in the foreseeable future	5. Severe	Fatality
4	Often	6 – 12 times per year. Will possibly occur in the foreseeable future	4. Major	LTI > Permanent Disabling Injury
3	Likely	1 – 5 times per year. There is always a chance it will occur in the foreseeable future	3. Moderate	Restricted Work Injury
2	Possible	Once every 2 to 5 years. There is little chance of occurrence in the foreseeable future	2. Minor	First Aid/Medical Treatment requiring repairs or replacement costing, legal fee's, fines costing \$1,001 to \$10,000
1	Rare	Less than once every five years. Occurrence is unlikely in the foreseeable	1. Inconsequential	No Injury/No medical treatment < or = to \$1,000 damage to plant and equipment, legal fee's, fines costing

Northland Regional Council



Te Kaunihera ā rohe o Te Taitokerau

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