

**North New Zealand Conference**  
**Contractor Management Procedure**



**2017**

# **North New Zealand Conference**

## **Contractor Management Procedure**

### **Purpose**

The purpose of this procedure is to determine what reasonably practicable steps can be taken by North New Zealand Conference, (NNZC), as the principal in a contract to ensure that contractors, sub-contractors, and their employees are not harmed while doing work they are engaged to do and to ensure risks introduced by engaging contractors are controlled.

### **Scope**

This procedure applies to all contractors working in NNZC workplaces or on sites under its direction or control

### **NNZC will:**

- Receive and verify current copies of contractor Health and Safety documentation, insurances and evidence of their documented safe systems of work
- induct all contractors in the NNZC H&S system
- familiarise contractors with their work environment and specific hazards they may be potentially exposed to
- require contractors to fill out and sign NNZC contractor H&S documentation
- monitor the compliance of contractors to NNZC H&S standards.

### **Procedure**

#### **Identifying Contractor Works**

When an on-site service need is identified, the NNZC representative requiring this service must identify WHS requirements to be implemented for the contractor works.

Where appropriate, the NNZC representative may engage a preferred contractor who has previously demonstrated compliance to NNZC WHS requirements. Refer to the NNZC Preferred Supplier List

#### **Emergency Work**

Emergency work will only be carried out by approved Contractors. If for any reason the approved contractor is not available, and the work is urgent, (i.e. if it is not completed it will present a risk to people and property), the following will be undertaken and agreed with the chosen contractor prior to work starting:

- Contractor sign in and a site induction
- Sequence of work, (Work Method Statement), associated hazards/risk and agreed controls
- Environmental Risks and Controls

- PPE and Safety Equipment Controls
- Personnel Competency
- Emergency Procedures
- Reporting and Communication Requirements
- An authorized NNZC Representative will be present during the work being carried out

### **Low Risk Work**

Contractors doing low risk work (i.e. fixing a tap, or power point replacement) will be asked to sign in and given a basic induction covering:

- Emergency Evacuation Procedures
- a requirement to report accidents or hazards they may encounter
- PPE requirements, and
- no go areas

The contractor will be escorted to the work area and escorted from the premises when the work has been completed

### **Evaluating Contractors**

The NNZC representative is to provide a copy of the NNZC Contractor H&S Pre-Engagement Agreement\_HS9-1 to the contractor prior to their engagement for their filling out and signature

The contractor will then be required to complete the NNZC Work Method Statement and other associated Hazard Management Documentation. The contractor must provide evidence of public liability insurance. The minimum cover to be accepted from contractors for public liability is \$20 million.

The NNZC representative is to review and check the submitted Contractor Documentation\_and copies of requested documentation against the NNZC Principal-Contractor checklist. Based on the review, the NNZC representative is to evaluate whether or not the contractor can comply with the NNZC WHS requirements.

If the contractor's submission is assessed as non-compliant, the contractor may be asked to submit further evidence. Otherwise the application is to be discarded.

### **Contractor induction checklist**

Before work may begin on site, the NNZC representative is responsible for ensuring the contractor undertakes an induction. The induction is to be undertaken and recorded on the NNZC Contractor Induction Checklist and signed by the NNZC representative and the Contractor. Contractor employees and sub-contractors are required to undergo a site induction

Where a contractor has completed the induction within the previous twelve months, and records are maintained verifying this, the contractor will not be subject to the induction.

## **Sign in**

After the above steps have been completed, the NNZC representative is responsible for ensuring the contractor signs in to the site, and

The NNZC representative is then responsible for escorting the contractor to the work site to familiarise them with the work environment and the specific hazards they may face.

## **Permit Work Requirements**

The NNZC representative is responsible for ensuring a Permit to Work is issued for the duration of the contract if such work is to be undertaken (**refer to WorkSafeNZ for a list of Permit related activities**)

All permit to work forms must be signed by the NNZC representative. The original is to be maintained by the contractor completing the works, returned at the completion of work and signed off by both the NNZC representative and the contractor. The original copy of the permit is to be filed by the NNZC representative with other NNZC H&S documentation

## **Contractor review**

After a reasonable period the NNZC representative who engaged the contractor is to carry out a review of the work methods of the contractor to ensure they are in line with their work method statement and safe working practices. The Contractor Review Checklist is to be completed for this and maintained on the contractors file.

Please note, that a review should be provided for contractors performing high risk work even if their duration is less than two or three days.

## **Non conformance**

If the contractor fails to comply with NNZC WHS requirements, the contractor is to be issued with a Non Conformance Report by the person who is responsible for supervising the contractor who is then responsible for managing the resolution of the issue with the contractor.

Please note that failure of the contractor to comply with NNZC WHS requirements can lead to termination of the contract