



Contractor health and safety information

What you need to know



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Introduction

Welcome to contracting with Waikato District Council. As a contractor, you play an important role in the delivery of our work.

In 2015, the Health and Safety at Work Act (HSWA) came into force. This law is all about keeping people safe and healthy at work to mitigate serious injuries and deaths.

We're fully committed to making our workplace healthier and safer for everyone, and take pride in helping our contractors to do their job right. We do this by using our Zero Harm Safety Management System (ZHSMS).

We all have a part to play in keeping our workplaces safe and the only way we can do this is by working together to spot risks and deal with them.



Purpose

This guide is for:

- Waikato District Council employee working with contractors.
- Contractors or subcontractors working or providing services for Waikato District Council.
- Business partners with shared responsibilities.

This document outlines the health and safety expectations of Waikato District Council. To make sure everyone stays safe on the job, all contractors must get health and safety approval before starting work.

Need to know more? Just flip to the back of this handbook for our contact details.

If you have any ideas on how we can make our workplace safer and healthier, don't hold back!

Our vision

He noohanga aahuru, he iwi whai ora, he hāpori tuuhono tahi.

Join us in building our district's future! We're working together to create communities that are liveable, thriving, and connected.



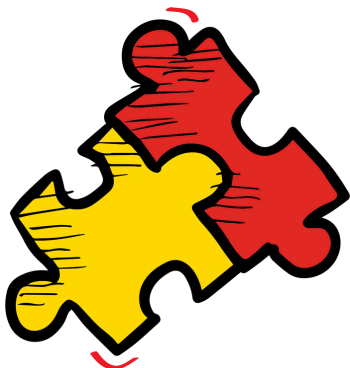
What does this mean?

Liveable communities are all about people. They're friendly places with different types of homes, lots of social spots, paths to roam, and green spaces to enjoy. They're places you're proud to call home.

Thriving communities are busy and buzzing. They're places where you can get stuck into local projects, have your say on Council decisions, and help shape the places where you live, work, and play. You'll find local businesses thriving here, providing jobs for locals.

Connected communities get you where you need to go. They're places with roads, paths, and digital connections that let you share information quickly and join in with activities. In these communities, you'll find the services and facilities you need for your social, health, education, and work needs.

So, come on in, the water's lovely! Let's build our future together.



Our values

Here's the deal - we do it right.

We're all in the same boat, rowing towards one vision. To get there, we live by four values: representing our district, preparing for growth, serving you, and teaming up. These values are the backbone of our "Do it Right" motto. You're the key player here. Why? Because you're the 'I' in our values. So, join us in making things better!



REPRESENT
THE DISTRICT.
BE TRANSPARENT,
SUSTAINABLE
AND RESPONSIBLE
Do the right thing
FOLLOW THROUGH
MAKE OUR COMMUNITY
A BETTER PLACE

A red location pin icon is positioned to the right of the text.



**GEARED
FOR
GROWTH**
LEARN, IMPROVE, ADAPT
DELIVER RESULTS
EMBRACE, EQUIP, EMPOWER
BE AGILE AND
COMMITTED

A gear icon is positioned to the left of the text.



**HERE TO
SERVE.**
DRIVEN BY HAPPY CUSTOMERS
Strive for positive outcomes
PARTNER, CO-DESIGN, PLAN
AND DELIVER
MAKE A DIFFERENCE.



TEAM UP
Achieve common goals
**WORK TOGETHER FOR
THE GREATER GOOD**
**100% ENGAGED &
COMMITTED**
HAVE COURAGEOUS CONVERSATIONS
COMMIT TO GROWTH

A hand icon is positioned above the text.

Responsibilities

Everyone who goes to work should come home healthy and safe. To achieve this, the HSWA provides a new way of thinking by:

- Ensuring everyone has a role to play.
- Making responsibilities clear.
- Managing the work risks.
- Ensuring those who create the risk know how to manage it.
- Getting businesses to engage with workers and enable them to actively participate in health and safety.
- Allowing flexibility in managing health and safety risks.

Our responsibilities

- To inform you of any known hazards on the worksite, and ensuring risks have been identified and adequate control measures are in place.
- To ensure you, your workers and subcontractors are competent for the job.
- To ensure Council owned plant equipment is designed, made, and maintained for safe use.
- To communicate emergency procedures to all staff.
- To ensure contractor requirements are fulfilled by monitoring and evaluating health and safety performance and compliance.

Your responsibilities

- To make sure everyone is safe while working.
- To keep your work area safe and secure.
- To follow the site safety plan.
- To check everyone is qualified, competent, and trained for their work. If not, make sure they're supervised.
- To understand risks and put measures in place to control them.
- To report accidents, incidents and near misses on time. Know what a notifiable event is and report it to WorkSafe and Council.
- To use safety clothing and equipment correctly.
- To be ready with an emergency response plan.
- To make sure no one works while impaired.
- If you're unsure, stop working and ask for help.



Overlapping duties

When businesses share the same space, it's important for each one to do their part to keep everyone safe. It's all about teamwork!

Remember, your business isn't just responsible for its own employees, you're also responsible for anyone affected by your work. So you might find that you share safety duties with the other businesses. This doesn't mean you're doing the same work twice as each business has its own responsibilities.

The Health and Safety at Work Act says that businesses must work together to manage risks. It's important to communicate with each other, make plans and keep track of how things are going. It's all about making sure everyone stays safe and healthy.

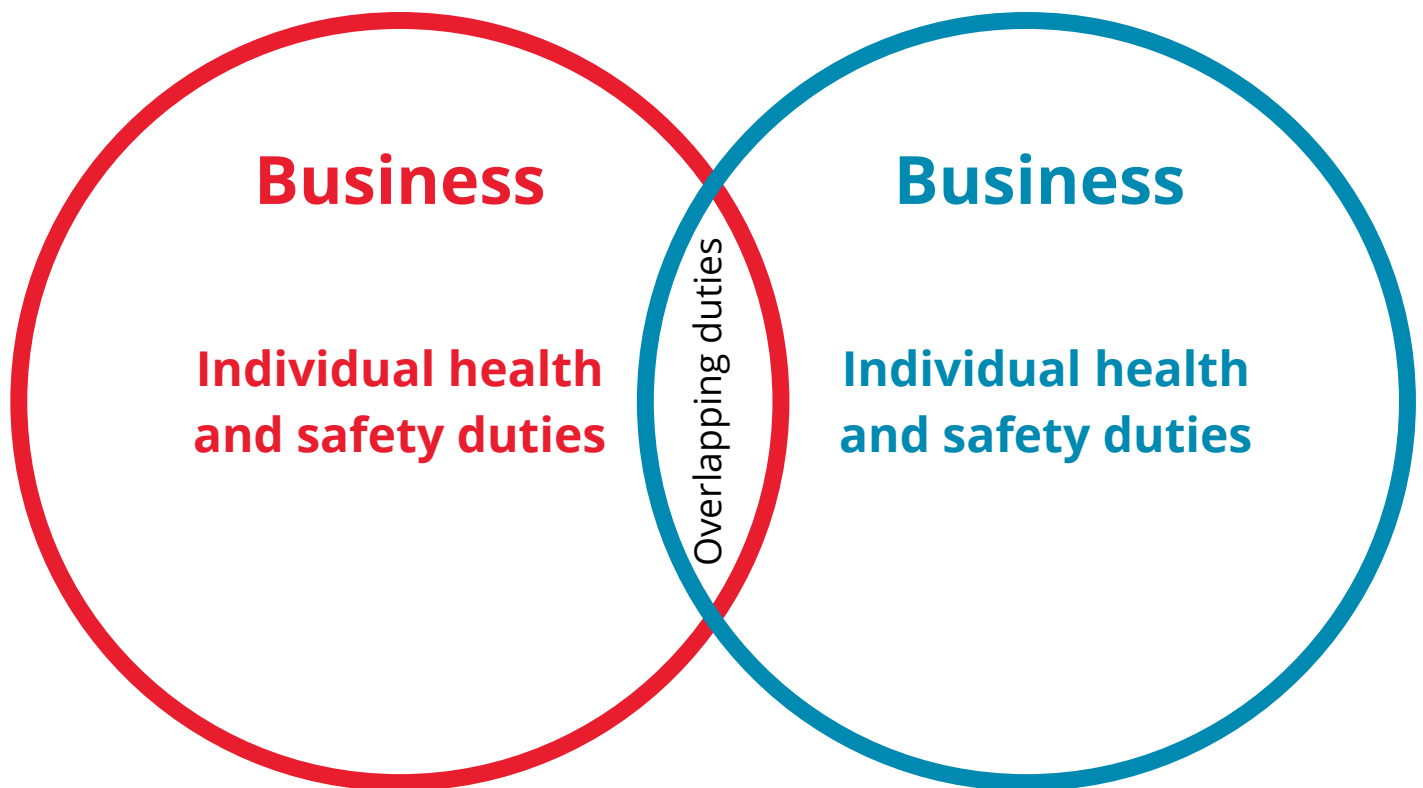


Figure 1: Overlapping duties in a shared workplace

Overlapping duties continued

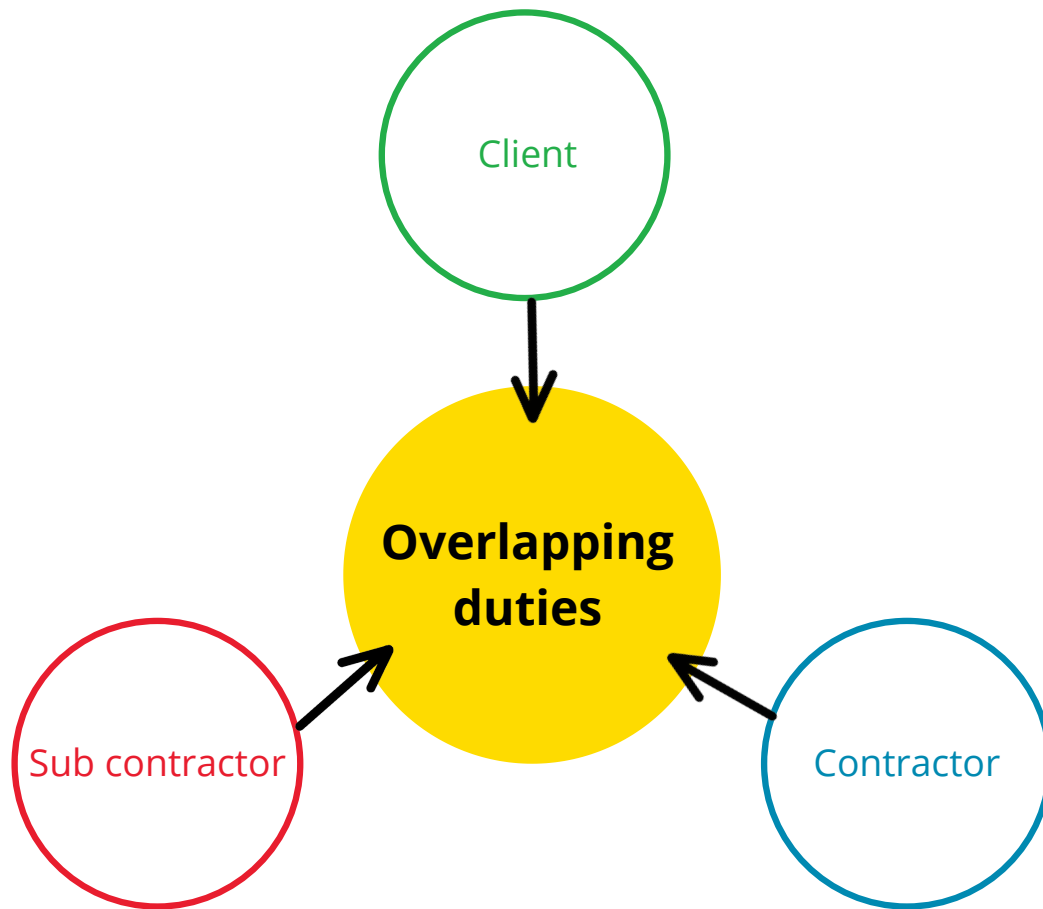


Figure 2: Overlapping duties when businesses don't share a workplace

We are both individually responsible for:

- Creating and keeping a safe working environment for our teams. This isn't just good practice, it's also the law.
- Knowing and sticking to the health and safety rules. This includes the Health and Safety at Work Act 2015 and any other relevant guidelines or codes of practice.
- Keeping an eye on how things are going. Regular checks can help spot potential issues before they become problems.
- Talking with other businesses. This can help us understand health and safety better, and make sure everyone knows what they're supposed to do. We can work together to spot and stop any problems before they happen.

Sometimes, problems can happen because:

- There's confusion about how each business might affect health and safety.
- One business thinks the other is looking after a certain issue.
- The business that's supposed to be managing the risk isn't the best one to do it.
- Businesses aren't sure what other work is happening and when.

Overlapping duties continued

Remember, clarity is key when it comes to health and safety. Break things down into simple steps, use clear language, be honest about what's needed, and if something isn't clear, don't be afraid to ask for help. Together, we can make sure everyone stays safe and healthy at work.

As a Person Conducting a Business or Undertaking (PCBU), you've got a big job on your hands. But don't worry, we're here to help you understand what you need to do.

- First, you've got to make sure you're talking to everyone involved in the work. This isn't just a nice to have, it's a must-do.
- Think about how your work will unfold and who it might affect. Spot the possible risks and agree on how to control them.
- Remember, everyone has a role in this, so make sure everyone knows what they're supposed to do.
- Keep the conversation going and keep an eye on things to make sure everyone is staying safe and doing their part.

To meet your duties, there are a few key things to do:

- First, get your contractors all the health and safety info they need. They need to know what's expected of them.
- Next, keep an eye on your contractors and make sure they're following the rules and working safely.
- Keep your records safe. You never know when you might need them to address any safety issues.
- Finally, keep reviewing your processes. This isn't a one-and-done thing. It's ongoing.

Remember, you're not alone in this. We're here to help every step of the way.

For more information on working together head over to WorkSafe NZ at:

<https://worksafe.govt.nz/managing-health-and-safety/businesses/working-with-other-businesses/>



Contract conditions

When we say we're all about safety, we mean more than just hard hats. From the start, we consider the measures needed to keep everyone safe and sound on the job. When we award a contract, you can trust that we've checked your safety record thoroughly.

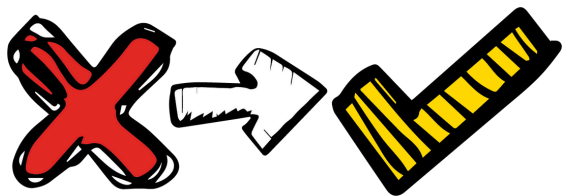
If a contractor doesn't provide enough information, their tender may be considered non conforming. We award contracts based not only on price and technical skills, but also on your ability to work safely.

No contractor can start a job with the Council without first providing enough information to show us they have good health and safety systems and practices.



Being prequalified isn't a promise of work. But it does give you an edge because you've already shown us that you meet our health and safety standards.

Contractor health and safety approval



People are our top priority. Our goal is to make sure everyone stays safe and we work hard to make sure that happens.

To meet HSWA requirements, we always do our homework on any contractor we work with. We need to know they understand what we expect of them and what they need to do.

Choosing the right contractor is key. Our pre-qualification system helps us assess how a contractor handles health and safety issues, which we take this into account when we award contracts.

We accept these health and safety pre-qualification systems:

- SHE (our top choice)
- Totika
- Impac PREQUAL
- ISO 45001 accreditation
- SiteWise

Contractor health and safety approval continued

The results of your assessment last for one to two years, depending on the system you choose. If your certificate is still valid, you may not need to provide evidence of your health and safety systems for each project.

If you aren't prequalified, don't panic. We will work with you to gain confidence in your abilities to manage health and safety.

Here's what we look at when reviewing applications:

1. How well do your health and safety practices fit the job.
2. Whether you have the right qualifications and if they're up to date.
3. What kind of insurance you have.
4. Your health and safety track record.

Consultants and contractors who do desk-based work or have a low-risk profile don't need to meet our Contractor Health and Safety Pre-qualification requirements.

If you're a contractor who wants to work for Waikato District Council and you have a pre-qualification certificate from another Health and Safety Pre-qualification scheme (not on the list), get in touch with the Zero Harm Team.

Note, if you don't have a current Health and Safety Pre-Qualification certificate from one of our accepted systems and haven't been exempted by us, you might not get future work opportunities.

Why prequalify? It's all for you!

Prequalification is like a friendly handshake between us. It's us getting to know your business and you getting to grips with our requirements. When we're all on the same page, everything runs better.

It's about showing you're up for the task, that you can stick to our health, safety, and environmental expectations and you're on the ball with any health and safety laws.

Don't worry, prequalification isn't tricky or a waste of time. It's a great chance to take a look at your health and safety practices so you can find better ways to handle risks that could cause sickness, injury, or worse.

Remember, as a PCBU, it's your job to keep everyone affected by your work safe. It's not just the law, it's good business.

Contract specific safety plan

As part of the HSWA, you'll need to spot and handle risks.

Before you start working, we'll let you know about any hazards we're aware of, then it's up to you to manage the risks these hazards might cause. Depending on how risky it is, you might need to make a safety plan for the site or for the work you're doing.

This will show that you've spotted the risks and have a plan to manage them.

There are different types of safety plans for physical work, such as a full safety plan for the site, a job safety analysis, or a work permit. What you need to include will depend on what you're doing and how risky it is.

You'll need to think about things like:

- Your health and safety policy.
- Who will be responsible for what.
- What the biggest risks are.
- What hazards there might be on the site, what risks they might cause, and how to control these.
- How you'll manage and report any incidents.
- What training and skills you need for the work.
- What to do in an emergency.
- Any forms you need to fill in for hazardous work.

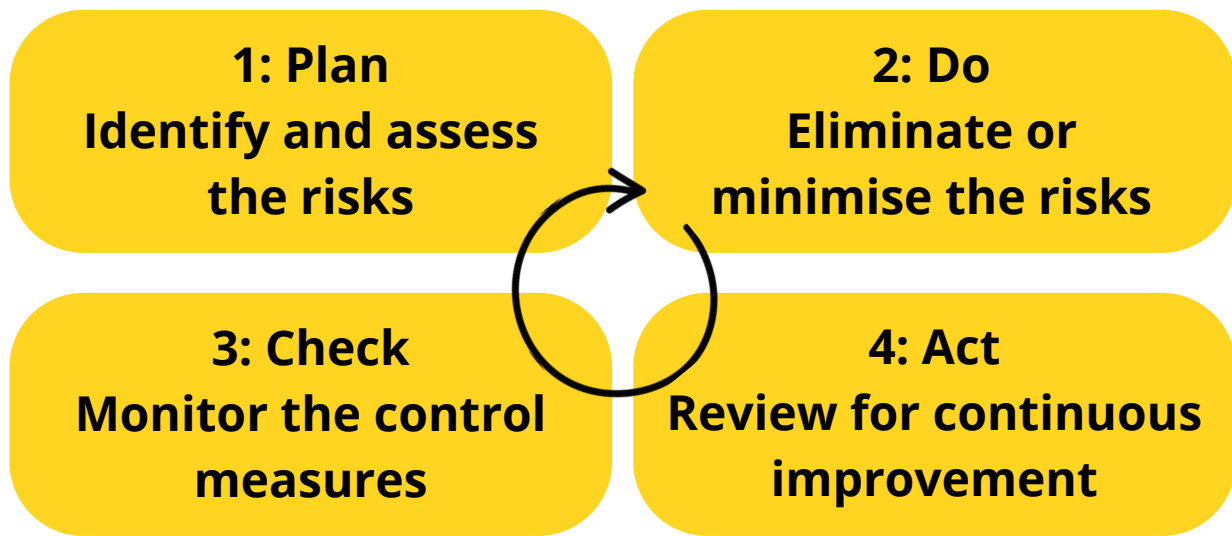
Everyone on site needs to regularly check that things are safe during the work.

Keeping a record gives everyone the reassurance that health and safety is being managed properly.



Managing workplace risks

Health and safety risks come in different shapes and sizes depending on the kind of work you do. To make your workplace safe and sound, you first need to identify and understand your work-related health and safety risks. Keep an eye out for risks that could seriously hurt people or make them ill. Your next step? Do what's fair, doable and practical to wipe out these risks. If you can't get rid of them completely, try to reduce them as much as you can.



Notification of 'particular hazardous work'

You need to be aware of this - if your work is risky, you've got to let WorkSafe know. That's the law under Regulation 26 of the Health and Safety in Employment Regulations (1995).

And remember - if the work is really risky, WorkSafe needs to be told within 24 hours.

It's simple to do - just complete the notification online. Then, share a copy with Waikato District Council's Contract/Project Manager. It's an important part of your site-specific safety plan.

Here's where you can notify:

<https://forms.worksafe.govt.nz/hazardous-work-notification>

And if you're not sure what counts as hazardous work? Check out the WorkSafe website. It's got a full list of what you need to report.



Our critical risks

Look out, look up, look around: Safety comes first!

When it comes to your safety and the safety of those around you, critical risks are no joke. We've identified several key areas of concern across our sites, and it's up to you to manage these risks with control measures.

From working at heights or in cramped spaces, to dodging traffic, working in a remote location, encountering open trenches, lifting heavy objects, or even experiencing an aggressive individual there's a lot to keep in mind.

Whether you're working near water or just going about your daily tasks, remember to stay safe and look out for each other, mentally and physically. Together, we can create a safer workplace for everyone.

The following pages give a little insight into Council's critical risks. To see what our top events are, refer to Appendix A.

Driving for work

Driving on the road can be risky - it's a fact. But it's a risk we can manage together.

If you're driving for work, you're in control of a powerful vehicle, and with that power comes responsibility. Your vehicle could cause real harm to you or to others if things go wrong.

That's why we believe in a safe driving culture, and we're asking you to believe in it too.

Before you hit the road, think about your fitness to drive. Tired? Distracted? Not feeling 100%? Maybe it's not the right time to drive.

Sometimes, it's safer not to drive at all. If there's a severe storm, a long journey ahead, or you're just not feeling up to it, consider delaying your trip or finding another way to get there.

Stay safe on the roads! It's a shared responsibility.



Working on the road or roadside

Working on roads can be risky. You might get hit by a car, hurt yourself doing heavy lifting, or slip on a dodgy surface. And let's not forget about dealing with grumpy drivers or nasty crashes.

Before you start work, you need to check out the area for any dangers, and keep checking - things can change fast on the road.

If you spot a hazard, sort it out before you start the job. You will possibly need a traffic management plan (TMP) and should keep a copy of this with you at all times to show the police or safety inspectors.

Keep all your paperwork in a safe place and make sure it's easy to get to. You'll need things like risk assessments, training records, your traffic management plan, and any standard operating procedures.

Asbestos

Council buildings and facilities are built with asbestos-containing materials. But don't worry, we've been on top of managing asbestos for years. Tradespeople and contractors are constantly reminded with signs to check maintenance management plans before they start any work. It's all about safety first.

Here's what our signs look like at these sites.



Everything we do with asbestos follows the WorkSafe NZ Approved Code of Practice from November 2016. If any work needs to be done, our Contract Managers and Zero Harm Team will check everything first to make sure the rules are being followed.

Hazardous substances

Look out for hazardous substances! Hazardous substances can be harmful to you and others and we want you to stay safe when using, handling, and storing these substances.

Here's how you can do that. Follow the guidelines for using hazardous substances from the moment you buy them to the moment you dispose of them.

Here are some steps you can take to manage these substances safely:

- Always have safety data sheets (SDS) handy.
- Make sure you are informed, know the instructions, and have received proper training.
- Always label your containers.
- Use signs to inform others about the hazards.
- Wear personal protective equipment (PPE).
- Be ready to respond to emergencies (like spills) and have the right equipment on hand.

Working at heights

Let's talk about working at height - it's a high stakes game. Just think about this: between 2022 and 2023, 645 injuries and 12 deaths were recorded in the construction industry by WorkSafe. Surprisingly, half of these falls occurred from less than three meters, and most were from ladders and roofs.

Remember, the Health and Safety at Work Act still applies even if the work happens under 3m or the scaffolding is under 5m. Yes, these areas are largely unregulated, but the law is the law.

If there's a risk of falling, WorkSafe have got a simple step-by-step guide to follow. The Good Practice Guideline Working at Height in New Zealand may not be industry-specific, but it's a great place to start. Some sectors, like the electricity industry, have their own guidelines to tackle their specific issues.

So, before you start any work at height, make sure you've identified any potential hazards and ensure the right equipment, precautions, and systems are in place. Always put safety first!

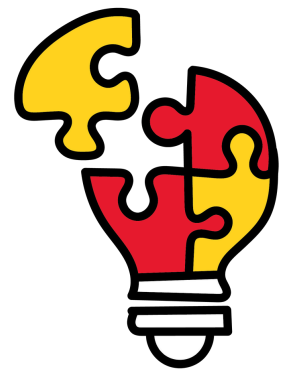
Confined spaces

Every year, folks lose their lives working in tight spots. Sometimes, even those who rush in to help become victims too.

What's a tight spot, you ask? Well, think of it as any space where your head or upper body can fit in. The tricky part is, these spaces can be risky because of difficult entry/exit points and possible dangers from the environment, chemicals, or other hazards. They're often spaces that weren't designed for people to work in and they might contain harmful chemicals or lack oxygen. Getting stuck or trapped is also a risk.

A risk assessment should always be done when working in tight spaces. It's even better if a team does it rather than just one person to make sure you have the right equipment, PPE, rescue plan and a spotter.

And remember, safety first!



Working with energy

Let's face it, energy is powerful stuff. It's also a bit unpredictable. So, when you're working with energy in any form—whether electrical, mechanical, gravitational, thermal, or chemical, you need to put safety first. We're talking top of the list.

That means always doing things the right way, using the right safety gear and keeping your eyes open.

Be sure to check your gear for problems, never forget to use lockout/tagout, and if something doesn't look right, say something. We're all in this together, and it's up to us to keep our workplace safe.

Remember, when it comes to energy, respect is key. Stay safe out there!

Trenches and open excavations

Working in trenches and excavations can be risky, and even if the soil looks steady, it can crumble fast and cause serious harm. Even seasoned workers can get into accidents, so we need strong safety rules.

Excavations and trenches pose risks of collapsing and burying workers, and can create fall hazards, unsafe atmospheres, and expose workers to the danger of striking underground services.

Workers need to be protected from these hazards, so steer clear of underground services, make sure you have safe ways in and out, stop collapses and falls, and check the environment every day.

By sticking to these rules, we can cut down risks and make sure everyone stays safe.

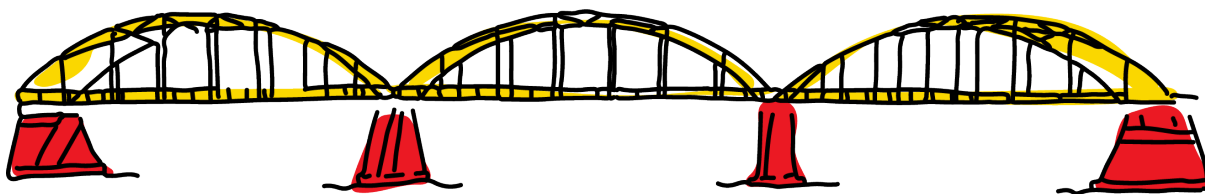
Working near or over water

Working near or over water in New Zealand isn't a walk in the park, it's risky business and needs extra care. Slippery surfaces, strong currents, shaky ground, and chilly temperatures can turn things ugly real fast. So, how about we play it safe?

Before you start, make a list of possible dangers, check the tides, the weather, and the water quality, then gear up with life jackets, waterproof threads, and non-slip shoes.

Don't go solo. Have someone around who can lend a hand or sound the alarm if things go sideways. Know the drill, learn about the site's rescue plans and where to find first aid, and if you need fall protection, use it. Don't overload boats or platforms and keep your tools secure so they don't take a surprise swim.

Remember, we've got your back. Stay sharp, stick to the safety rules, and respect the water. That's how we keep things safe and get the job done.



Working around animals

Working around dogs and animals comes with its own set of hazards. You might get kicked, bitten, scratched, or even catch a disease from an animal. This can happen while you're out in the field, at the animal control facilities, or even at some third-party places.

If you're hired to work in places like animal control facilities, we can give you some handy tips on how to manage these risks.



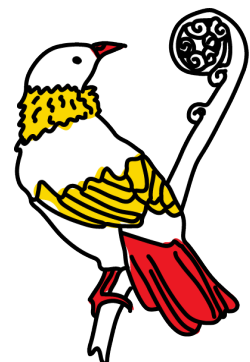
Mental wellbeing

Your safety and wellbeing matters to us! There are several things at work that can affect your mental health, from feeling great and being full of energy, to feeling okay, going through a tough time, or feeling really unwell.

Mental health is as important in our workspace as physical health. A negative work environment can be harmful to your mental wellbeing, causing issues like depression, anxiety, burnout, or even physical problems like chronic fatigue. We call the factors that can damage your mental and physical health at work 'psychosocial hazards'.

Your mental wellbeing is unique and can change, it varies from day to day and depends on many things, not just your work but also your personal life, and how you perceive and react to situations. Everyone's mental wellbeing is different and it's part of our whole life, not just work.

It's important to understand this and as a PCBU, we believe you should have some controls in place to help manage and support wellness.



Handling aggression in the workplace

Your safety and wellbeing are always at the top of our list. We absolutely won't tolerate any harm, abuse, or threats.

Here's what we're talking about:

Verbal abuse:

This happens when someone uses words or gestures aimed at you. It can be anything from name-calling to yelling.

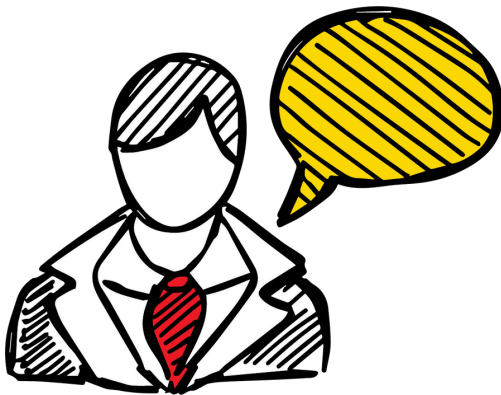
Physical threats:

These are any words or actions showing an intent to hurt you. It could range from threats with a weapon to causing damage to you or your stuff.

Here's the deal:

- Treat everyone nicely, no exceptions. That includes your coworkers, subcontractors, and our customers.
- It's always good to chat with people in our communities. but if anyone's acting out of line, you might have to ask them to leave.
- If a conversation is making you uncomfortable, you have our full support to step away.

We're one big team. Let's have each other's backs and make sure there's no room for bad behaviour.



Reporting an accident, near miss incident or notifiable events

Your role is to keep everyone safe.

Your workers are to use your own procedures to record, report and investigate accident/incidents and near miss events.



Notifiable events

Under the Health and Safety at Work Act, you need to:

1. Get in touch with WorkSafe as soon as you can if a notifiable event happens.
2. Leave the site as it is until an inspector comes or WorkSafe tells you otherwise.
3. Keep a record of all notifiable events.
4. Let the Zero Harm Manager or Zero Harm Advisors know as soon as you can after contacting WorkSafe.

Please give us all written reports within seven days.



Reporting other safety incidents

Any other accidents, incidents or near misses need to be reported in writing to the Zero Harm Team within 48 hours or as agreed in your contract with the Council.

Incident and emergency management

First aid essentials: Be prepared!

When an emergency hits, fast access to first aid can make a big difference. It's down to you to make sure your workplace is ready.

Here's how:

- Get the gear: First aid kits should be easy to reach and full.
- Trained first aiders: You need people on site who know what they're doing. Make sure they're trained in first aid.
- Special equipment: If your work is a bit out of the ordinary, you might need special first aid stuff. It's your job to provide it.

Avoiding fires

Fire safety is in your hands! It's your job to prevent fires at work.

Remember:
Being prepared
can save lives.

Emergency evacuation - let's get out safely

You've got to be ready for anything. That means knowing the drill when it comes to emergency evacuations. Every worker should know how to get out, where to meet up, and who to report to in an emergency.

When you're working on sites run by the Council, things get a bit trickier. If there's more than one PCBU involved, we'll need to join forces for a coordinated emergency plan. It's all about teamwork.



Incident and event reporting



Knowing why accidents happen at work is super important as it helps us stop them from happening again.

If there's an accident or a close call, we need to know what happened and why. Using the Risk Assessment Matrix, we need to hear about any serious accidents like a death or lost-time injuries right away (within 4 hours) and any medical treatment injuries or high potential near misses within 24 hours.

Make sure to include all accidents in your monthly report.

You can tell us about an accident by first calling the Contract/Project Manager and then following up with an email. This should include what happened and other important details.

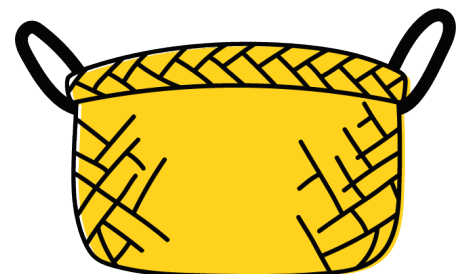
We might ask for a full investigation report if the accident was serious. If there are any changes that need to be made after the accident, we need to agree on who will do them and when.

Learning from experience

When it comes to health and safety, we've got to learn from our mistakes. If something goes wrong, we need to understand why it happened. Usually, it's because something didn't protect the worker in the way it should have.

By figuring out what went wrong, we can make changes to our health and safety processes. This helps to stop the same thing from happening again.

Talking about what we've learned is a great way to show that we're serious about health and safety. We should be chatting about this stuff in our meetings and we're here to help you to spread the word.



Safety on site

Induction of contractors

Before you start working at any Council site or project, we need to make sure you're up to speed on everything. This includes any changes in health and safety procedures or the worksite itself.

The Council's Contract/Project Manager will take you through this process and explain the ins and outs of the work and the site. If you have any questions, feel free to ask. Let's make sure everything is crystal clear.

During this induction, we'll also go over your specific work areas. This is especially important when the duties of multiple PCBUs overlap. We want everyone on the same page and working safely.

Sharing of information - let's keep in touch

Talking with you is super important to us. Why? Because it ensures we're all on the same page about risks, who they affect, and how we're going to handle them. That's why we'll have regular chats and meetings. Here's what we'll talk about:

- Who's the main point of contact for both us and you.
- What tasks you're working on.
- Who's managing what, and how they're doing it.
- A set plan to share information, like regular site meetings or reports.
- Notes from any health and safety or toolbox meetings. These notes could be formal minutes or just quick diary entries.



Drugs and alcohol: Stay safe, stay focused

Look, we get it, sometimes life throws curveballs. But we need you to be safe and focused when you're on the job. Drugs, alcohol or certain medications can put you, your colleagues, or even the general public at risk.

We expect all our contractors to have a solid plan in place to tackle drug and alcohol use at work. It's essential to ensure your team are clear-headed and sober at all times during work. The only exception is medication taken for genuine health reasons.

Drugs and alcohol: Stay safe, stay focused continued

If there's a good reason to suspect someone is under the influence, or if an incident occurs that could have led to serious harm or property damage, we expect you to test that person for drugs and alcohol. This needs to be carried out by a recognised provider and you'll need to cover the cost.

If you need more information, we're here to help. Just ask, and we'll provide you with a copy of our drug and alcohol policy.

Kids

We must make it clear: children cannot join contracting workers at Council locations or projects. No exceptions. We're all about safety here!

Training

Everyone you hire needs to know how to do their job safely. This might mean they've done special training, or it could mean they're working under someone who has. From time to time, we might ask to see records of this training, or any special qualifications your staff have. It's all part of making sure everyone stays safe on the job.



Protective clothing and equipment - staying safe with the right gear



Remember, it's on you to bring, use, and look after your necessary personal safety gear (PPE).

If you're stepping into the work zone, you've got to play by the rules laid down by the person in charge. No ifs, ands, or buts about it.

Plant and equipment

Here's what you've got to do with your tools and gear:

- Give them a once-over every day to make sure they're in good nick.
- They need to be designed, made, and kept up to scratch for safe use.
- Test and date your fall-arrest gear like harnesses and lanyards.
- Same goes for lifting equipment like beams, chains and devices - test and tag 'em.
- Only use equipment if it's got enough guarding, a fitness certificate, or meets fit-for-purpose standards.
- Make sure all ladders meet AS/NZS 1892.1:1996 and are used following WorkSafe's "Best Practice Guidelines for Working at Height in NZ".
- Keep up with all the licensing and certification - that's on you.



Public safety for other worksites

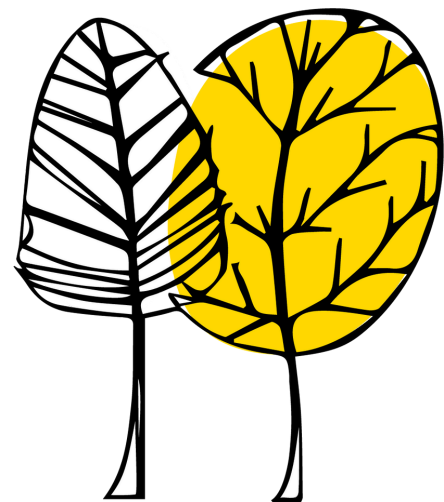
Let's keep everyone safe at our worksites.

If your work might create a risk or hazard, it's your job to warn the public by using signs, barriers, or other methods to keep them safe.

See someone in the danger zone without the proper protection? It's okay – and actually your duty – to ask them to leave or steer clear while you're working.

Environmental protection - looking after our planet

Here at the Council, we aim high for our planet. We're all about boosting our environmental game and making sure our work doesn't harm our earth. We're always on board with the Resource Management Act, and we stick to all the rules and regulations. But, sometimes things go wrong and the environment might take a hit. That's where you come in. Your job? Keep things safe and sound and do your bit to stop our environment from getting hurt.



Monitoring contractors

At Waikato District Council, we're all about your safety. That's why we keep a watchful eye on your health and safety performance. Sometimes, we might need to check in to see how you're doing with your site-specific safety plan or job safety analysis requirements. And when the job's done, we'll take another look to see how things went.



You might wonder, what if things aren't going safely? Well, we have a plan for that. If safety steps are being missed, we can put the work on pause. This would, unfortunately, be at your cost, and if we spot serious contract breaches, we might have to end the contract.

But remember, we're here to help you stay safe and do the best job you can. That's our promise to you.

Non-compliance - rules matter

Please read carefully as following the rules in this guide are important. If you don't, here's what might happen:

- We might need to take quick action to stop any harm (like suspending work).
- We'll tell the top person from your team at the site about the problem.
- We might ask people to leave the site for a little while or for good.
- If the problem is small, we'll tell you how to fix it.
- If the problem is bigger, we'll do a full health and safety check. After that, we'll tell you how to fix anything that's still a problem. You'll have a certain amount of time to do this, depending on how risky the problem is.
- We'll send you a copy of the health and safety report and add it to BWare Safety Manager and your contract file.
- We'll make sure you've fixed the problem.

If the issue still persists, we will:

- Tell your company's owner or manager what needs fixing. If it's not fixed in time, we might shut down the site.
- Stay at the site until the problem's fixed, or the site's closed.
- Write down everything we do.

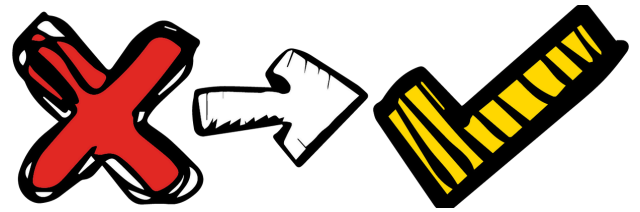
Remember, if you don't follow the rules, you might have to pay for any costs.

Contract closure - checking out your safety record

Once the contract is up, we'll take a good look at how well you've kept up with Health and Safety rules. We're focusing on the health, safety, and any environmental issues that came up while you were working. But more importantly, we're interested in how well you handled these issues.

Preferred contractor status - top-notch contractors

If you're a contractor who's been taking care of Health and Safety and giving us top-notch performance, you're in our "top-notch contractor" club. But, if you're not playing by the rules, the Contract/Project Manager might have to say "no more work for you" at our Waikato District Council sites.



Contractor health and safety advice

If you're not sure about your health and safety duties, don't worry! Your Health and Safety Advisor or WorkSafe can help. Just reach out to them for advice and guidance.



Appendix A

The following is a list of WDC's critical risks.

Critical risk	Top event
Workplace violence	Exposure to threatening, violent or aggressive behaviour.
Working with animals	A person being attacked by a dog.
Driving for work	Vehicle collision.
Hazardous substances	Exposure to a hazardous substance.
Work-related mental wellbeing	Individual or team exposure to toxic work.
Working on the road or roadside	A person being struck by a vehicle.
Asbestos	A person being exposed to friable asbestos.
Working at height	A person falling from height.
Working in or near trenches/open excavations	A person being overcome or engulfed.
Working with energy	A person coming into contact with energy.
Working in a confined space	A person being overcome or engulfed.
Working over or near water	A person falling into water.



Contact us:
Zero Harm Team
zeroharm@waidc.govt.nz

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