



New Zealand Seventh-day Adventist Conferences

Contractor Management Procedure



2020

New Zealand SDA Conferences Contractor Management Procedure

Purpose

The purpose of this procedure is to determine what reasonably practicable steps can be taken by New Zealand SDA Conferences, or one of their Churches, as the principal in a contract to ensure that contractors, sub-contractors, and their workers 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 Conferences workplaces or on sites under its direction or control or to Conferences Churches and their facilities

Conferences 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 Conferences 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 Conferences or Church Contractor H&S documentation
- monitor the compliance of contractors to ensure accepted H&S standards are being met.

Procedure

Identifying Contractor Works

When an on-site service need is identified, the Conferences or Church representative requiring this service must identify H&S requirements to be implemented for the contractor works.

Where appropriate, the Conferences or Church representative may engage a preferred contractor who has previously demonstrated compliance to Conferences H&S requirements. Refer to the Conferences Preferred Contractor / Supplier List, and the work is urgent

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 or Job Safety Analysis), 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 Conferences or Church Representative will be present during the works 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

After an initial induction, contractors undertaking low risk work will only be required to sign in and out

In an emergency situation approved contractors will be engaged Note special conditions relevant to Emergency Situations as listed under the heading **Emergency Work**

Evaluating Contractors

The Conferences or Church representative is to provide a copy of the Conferences or Church Contractor H&S Pre-Engagement Agreement to the contractor prior to their engagement for their filling out and signature

The contractor will then be required to complete the Conferences Work Method Statement or JSA form 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 that recognized as the industry norm.

The Conferences or Church representative is to review and check the submitted Contractor Documentation and copies of requested documentation against the Conferences Principal-Contractor checklist. Based on the review, the Conferences or Church representative is to evaluate whether or not the contractor can comply with the Conferences H&S 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 Conferences or Church representative is responsible for ensuring the contractor undertakes an induction. The induction is to be undertaken and recorded on the Conferences Contractor Induction Checklist and signed by the Conferences or Church representative and the Contractor. Contractor workers, sub-contractors and their workers are required to undergo a site induction also

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 Conferences or Church representative is responsible for ensuring the contractor signs in to the site, and

The 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 Conferences or Church 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 Conferences or Church representative. The original is to be retained by the contractor completing the works, returned at the completion of work and signed off by both the Conferences or Church representative and the contractor. The original copy of the permit is to be filed by the Conferences or Church representative with other Conferences H&S documentation

Contractor review

After a reasonable period the Conferences or Church 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 Conferences or Church H&S requirements, the contractor is to be issued with a Non Conformance Report by the person who is responsible for supervising the contractor.

A copy of the Non-Conformance Report is to be given to the Contractor by the Conferences or Church representative immediately who is then responsible for managing the resolution of the issue with the contractor.

Please note that failure of the contractor to comply with Conferences or Church H&S requirements can lead to termination of the contract

Where Conferences SDA Churches intend to undertake major work requiring contractors then this Contractor Management procedure should be followed and associated Conferences and Church Contractor documentation is to be used to ensure H&S compliance by contractors

For minor low risk work relevant procedures as set out in this procedure should be applied



New Zealand Seventh-day Adventist Conferences



**Contractor / Major Work
Health and Safety Induction**



**Conferences
Contractor Induction Checklist**

This induction checklist is to be used where Contractors are engaged to perform major repairs, maintenance or one off large contracts for Conferences or Local SDA Church Facilities

- All Contractors or their workers shall have prior approval of the Conferences or Church Representative before entry to or work commences at a Conferences or Church Facility
- All Contractors must undertake a general workplace induction process to ensure that they are aware of the hazards they are likely to encounter and how to minimise their harm potential
- Be aware of what to do in the event of an emergency that may arise during their work at a Conferences or Church facility, and
- Contractors are to operate at-all-times with regard to Health and Safety requirements and to follow any safety directives that may apply or given while in the Conferences or Church Facility

Contractor Name:

Reason for Visit:

Date:

Contractor has a Safety Plan and other appropriate H&S documentation (i.e. Hazard ID / Risk, Control)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Contractor has required certification, licenses appropriate to the work to be undertaken	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Where appropriate, are all tools and equipment to be used on the job, user safe and legally compliant (i.e. electrical equipment tagged, guards in place)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Information supplied to the Contractor on Facility workplace hazards and their management	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has a discussion been carried out with the Contractor regarding Facility Hazards either present or potential or that may arise by the Contractor's work and the effective management of all such hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Safe areas / no go areas identified	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Workplace emergency procedures outlined and understood by Contractor and employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Contractor made aware of the Facility no smoking, alcohol or drug free policy operating	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Contractor has workplace safety clothing and equipment as necessary and will be used by them	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other health and safety information / instructions to ensure health and safety of the Contractor and their employees, (i.e. first aid facilities, fire hose reels and extinguisher locations, drinking water, wash room facilities)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Any workers, students or Church members on site been made aware of the workplace Contractor and the purpose of their site attendance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Contractor Signature:	Inducted By: Position:



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Contractor H&S Review Checklist



**New Zealand SDA Conferences
Contractor H&S Review Checklist**

Site:			
Supervisor:			
Contractor:			
Date:			
Checklist No N/A	Yes		
Have all the Contractor's employees been inducted and records available?			
Have all the contractor's employees on site signed in			
Have any sub-contractors on site have signed in and been inducted?			
Have risk assessments been completed for all jobs being undertaken?			
Are safety controls identified in the risk assessments being implemented (e.g. safety signage, PPE use)?			
If appropriate are required licenses or permits on site with the contractor (e.g. electrical, plumbing etc) and available for inspection?			
Are current MSDS available for all chemicals and hazardous substances on site?			
Are the contractor's equipment / tools in good order and appropriate for the tasks being undertaken?			
Is all electrical portable equipment and supply cables tested and tagged to this affect?			
Is all electrical portable equipment used in conjunction with an RCD or other approved safety device?			
Are contractors using their own plant, equipment, machinery and tools?			
Does the contractor keep the site clean, in good order and free from hazards that might affect the welfare of personnel on site?			
Is all H&S documentation applicable to the site present and filled out as may be necessary (e.g. near miss, incident, hazard, H&S induction & training records)?			
Is appropriate safety gear and equipment available on site (e.g. fire extinguishers, first aid, communication and appropriate SOP's)?			
Conferences / Church Representative Signature:			



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Preferred Contractor / Minor Work Health and Safety Induction



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**Conferences or SDA Church
Contractor Induction Checklist**

This induction checklist is to be used where Contractors are engaged to perform minor repairs or maintenance at a Conferences or SDA Church Facility.

Where the Conferences or Church has a preferred Contractor to carry out particular work the Contractor will only be required to undertake this Facility induction on their first visit or if the Facility environment changes significantly

- All Contractors or their workers shall have prior approval of the Conferences or Church Representative before entry to, or commencement of any work at the Facility
- All Contractors must undertake a general Conferences or Church workplace or Facility induction process to ensure that they are aware of the hazards they are likely to encounter and how to minimise their harm potential, and
- Be aware of what to do in the event of an emergency that may arise during their work at the Conferences or Church Facility, and
- Contractors are to operate at-all-times with regard to Health and Safety requirements and to follow any safety directives that may apply or given while in the Conferences or Church Facility

Contractor Name

Reason for Visit

<i>Date</i>	<i>Check in Time</i>	<i>Departure Time</i>
<ul style="list-style-type: none"> • Contractor has a Safety Plan and other appropriate H&S documentation (i.e. Hazard ID / Risk) 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Contractor has required certification, licenses appropriate to the work to be undertaken 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Where appropriate, are all tools and equipment to be used on the job, user safe and legally compliant (i.e. electrical equipment tagged, guards in place) 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Information supplied to the Contractor on Facility workplace hazards and their management 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

<ul style="list-style-type: none"> • Has a discussion been carried out with the Contractor regarding Facility Hazards either present or potential or that may arise by the Contractor's work and the effective management of all such hazards? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Safe areas / no go areas identified 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Workplace emergency procedures outlined and understood by Contractor and employees 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Contractor made aware of the Facility no smoking, alcohol or drug free policy operating 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Contractor has workplace safety clothing and equipment as necessary and will be used by them 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Other health and safety information / instructions to ensure health and safety of the Contractor and their employees, (i.e. first aid facilities, fire hose reels and extinguisher locations, drinking water, wash room facilities) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Any workers, students or Church members present on site been made aware of the workplace Contractor and the purpose of their site attendance 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Contractor Signature:</p>	<p>Inducted By:</p> <p>Position:</p>



New Zealand Seventh-day Adventist Conferences



Contractor H&S Documentation Checklist



2020

Principal - Contractor Documentation Verification Checklist

Conferences 'Principal' policy reflects the duties of a principal imposed by the Health and Safety at Work 2015 Act prior to operations commencing. This form is a summary checklist only to verify that relevant documentation has been completed and does not replace other contract H&S requirements and documentation that must be completed

<i>Element</i>	Yes	No
1. Verification that the contractor has in place a Health and Safety management plan compliant with the Health and Safety at Work Act 2015, supporting Regulations and relevant Codes of Practice. Should this not be the case then such contractors will be required to use, and meet all requirements of the SDA High School Health & Safety Plan provisions		
2. Ensure the contact agreements clearly incorporate and define responsibilities and duties under the Act, and relevant Regulations		
3. Check effectiveness of the contractor's previous health and safety system to ensure compliance with the Act and relevant Regulations		
4. Verify that the Contractor's employees are competent tradesmen and are certified where appropriate to undertake the required work		
5. Verify that all machinery and equipment to be used on the job is in good order, well maintained, serviced and certified where appropriate		
6. Has the contractor filled out a Job Method Statement or Job Safety Analysis that demonstrates that hazard management is a job priority?		
7. Has a site H&S induction taken place for the contractor, his workers and any sub-contractors he may be using		
4. 8 Has the contractor been provided with the opportunity to work with the principal, to ensure that an effective and systematic hazard management system is in place prior to the start of operations		
9. The contractor has been given documentation on the identified site hazards and their control in a form that is reasonable likely to be understood		
10. Verify that the contractor has indemnity insurance at least equal to the industry norm that they operate in		
11. Conferences, the 'Principal' to the contract, retains the right to inspect or carry out a safety audit of the operation at any time to ensure all health and safety procedures and rules are being followed.		
12. A copy of the monitoring and auditing report on the contractor operations will be forwarded to the affected contractor		

Contractor Health and Safety non- compliance

Failure by the Contractor to follow those Health and Safety measures set down for the health and safety of those under their direction and control, may result in their contract being terminated immediately

Principal Signature:

Contractor Signature:

Date: