



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Stratford District Council Pre-Qualified Contractors Manual

Last Updated March 2022



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2 Key terms used in this Manual

PCBU	Person Conducting a Business or Undertaking
Contractor	A company or self-employed person (PCBU) engaged under contract with Council
Council	Stratford District Council (SDC)
Worker	Employee of a Contractor, this includes their sub-contractors
Council Contract Manager	The SDC employee authorised to engage, manage, and/or instruct the services on behalf of the Council
WSNZ	WorkSafe New Zealand
Recognised health and safety certification	ACC workplace Safety Management Programme (WSMP), ACC Partnership Programme or AN/NZS 4801
Agent	A person to act on behalf of SDC

3 Introduction

This manual provides Stratford District Council Contractors and Subcontractors with an overview of their health and safety requirements for operating a safe worksite.

Contractors must be health and safety pre-qualified prior to the commencement of any work.



This involves providing the Council with their health and safety documentation to demonstrate their understanding and compliance with legislative requirements.

The Council's aim is to maintain and develop an effective working relationship with Contractors to ensure the health and safety of those working on, and in the vicinity of, Council sites. This process does not guarantee work, however it does provide the

Contractor with an advantage in the procurement selection process because they have already met the Council's prerequisite health and safety expectations.

The Council welcomes any feedback that can help in improving progress towards a safer and healthier workplace.

4 Contract Conditions

The awarding of contracts by the Council is determined not only on the criteria of price and technical ability, but also on the current ability of those tendering to carry out planned work safely, and without health risk or harm.

No Contractor shall enter into a contract arrangement, or commence any physical work with the Council without first having becoming pre-qualified.

Failure to provide sufficient information may result in Contractors being removed or excluded from the Council tender process and result in exclusion from providing services to the Council.



The Council's Health and Safety Pre-Qualification stays in effect for two years from the date the pre-qualification was granted but may be withdrawn where instances of serious non-compliance are identified or if qualifications, insurances or processes in place at the time of pre-qualification are no longer in effect. The Council may have the right to terminate the contract if the Contractor loses their pre-qualification approval status.

5 Contractors Health and Safety Pre-Qualification Process

All physical works contractors must register as a Pre-Qualified Contractor with the Council and get written approval from the Council before commencing any physical works.

The Pre-Qualification process involves completing a questionnaire - refer to the end of this booklet for the full questionnaire - and submitting it, along with all other supporting evidence, to the Health and Safety Advisor for approval.

Once Council is satisfied that the contractor has sufficient health and safety systems to support the work they are engaged to complete, the contractor will receive an email confirming the outcome of their Health and Safety Pre-Qualification application.

A Contractor can expect up to a three week turnaround on finalising applications.

The Health & Safety Advisor will consider the following when reviewing Contractor health and safety pre-qualification applications:

- ✓ How well the Contractor's health and safety policy, practices and history match the type of work they plan to undertake?
- ✓ Does the Contractor hold the appropriate Practising Certificate, and are they a member of a recognised national industry organisation?
- ✓ Does the Contractor hold a recognised health and safety certification?
- ✓ Has evidence demonstrating health and safety practices and procedures been provided?

Council staff requiring work to be undertaken will use the database of pre-approved contractors to find a suitable contractor.

A Contractor's approval of their health and safety systems is valid for **two years** (subject to performance).

6 Induction of Contractors

Contractors working in Council staff occupied buildings will be inducted prior to commencing work, and when there are any health and safety procedural or building changes.

Contractors working on Council owned worksites or on Council owned assets will be inducted prior to commencing work.

The Council Contract Manager wishing to engage the Contractor will conduct the general health and safety induction, and complete worksite safety observations.

The level of detail of the induction will reflect the size and risk of the contract.

7 Who is responsible for what?

Both the Council and its Contractors are individually responsible for providing and maintaining a safe working environment for its workers and have specific legislative responsibilities.

7.1 Stratford District Council's Responsibilities:

✓	Taking all reasonable steps to ensure workers are not harmed while undertaking any work the Contractor is engaged to do.
✓	Ensuring Council staff and others are not harmed as a result of work undertaken by Contractors.
✓	Ensuring that Contractors are informed of any known hazards and risks relevant to the work, they will be undertaking.
✓	Ensuring Contractors are competent for the work they have been engaged to undertake.
✓	Ensuring that any Council owned plant is designed, made and maintained for safe use.
✓	Communicating emergency procedures for buildings occupied by Council staff.
✓	Ensuring Contractor requirements are fulfilled by monitoring and evaluating health and safety performances and compliance.

7.2 Contractors Responsibilities

✓	Complying with and understanding their obligations to themselves and others under the Health & Safety at Work Act 2015 and any other relevant legislation, guidelines and approved codes of practice.
✓	Keeping the work area safe, secure and following their site safety plan.
✓	Ensuring them and their workers (including Subcontractors) are suitably qualified, competent and trained to undertake the work required or are supervised by a competent person.
✓	Being aware of the risks associated with known hazards and have adequate control measures in place.

✓	Reporting accidents/incidents and near misses within the prescribed timeframes.
✓	Understand what a notifiable event is and report notifiable events as soon as possible to WorkSafe.
✓	Using personal protective clothing or safety equipment in the correct manner.
✓	Being familiar with the emergency response plan
✓	Not working while impaired by the effects of drugs or alcohol.
✓	Not threatening, harassing or intimidating other people.
✓	If in doubt, STOP work and ask.

8 Contractor Health and Safety Advice

Contractors should seek advice and assistance from their Council Contract Manager, the Council Health & Safety Advisor, or WorkSafe if they are unsure of their health and safety responsibilities.

There is an expectation, particularly for high risk / high value contracts, that the Contractor has its own internal Health and Safety resource and has well-developed systems such as Site Specific Safety plans and Job Safety Analysis procedures.

9 Safety on Site

9.1 Sharing Information

Effective communication and information sharing between the Contractor and the Council Contract Manager and any other Council employee is critical. Meetings and or discussions will include:

✓	Nominated contact person for both the Council and the Contractor.
✓	Agree and document who will be in control of the work site (Council or Contractor).
✓	Formal arrangement to exchange information i.e. regular site meetings.
✓	Minutes of any health and safety or toolbox meetings should be documented and kept. This may be the form of diary notes or formal minutes.

9.2 Reporting for work and Emergency Response

The Contractor must ensure that all workers are aware of any relevant emergency response plans that apply to the contract and have these noted in the site safety plan.

Contractors working in staffed Council facilities:

All workers must ensure that they sign in and out at the Council reception desk daily.

Workers must know who the Council Contract Manager is that they are working for.

The Council Contract Manager shall inform the worker of any emergency and evacuation procedures. Normally this is done as part of the induction. If you have not been advised – ASK.

Once workers have been informed of these procedures, it is their responsibility to ensure that all other workers are inducted by the Council Contract Manager.

The Contractor should advise the Council Contract Manager, prior to the commencement of work, if the work they are doing could create an emergency not covered by the normal procedures and ensure that Council staff who may be affected are informed about what to do if the situation arises.

Contractors working at un-staffed Council facilities:

If the work undertaken is at a site not controlled by the Stratford District Council, the person in control of the site must be aware of all workers who are present and the scope of work.

The Contractor must have procedures in place to deal with emergency situations that may arise in the course of work.

Workers and the Council Contract Manager must know the procedures and they should be formally documented.

The Contractor must have adequate first aid facilities, first aid supplies, and a qualified first aider on site at all times.

9.3 Hazard Identification and Site Safety Plans

Contractors will comply with the Health and Safety at Work Act 2015 'risk identification' and 'all reasonable steps' criteria.

Prior to commencing work, the Council Contract Manager will ensure that the Contractor is aware of all known hazards.

A safety plan must be completed for site specific tasks to demonstrate that risks have been identified and managed. For high-risk tasks, Contractors are required to submit a comprehensive safety plan, have all appropriate training and certification of both workers and resources, and to carry out the work safely.

9.4 Training

All workers engaged by the Contractor must be trained and competent to carry out all tasks safely or be adequately supervised by a competent person to carry out the contract requirements. Training records and evidence of contractor employee qualifications may be requested.

9.5 First Aid

Contractors should provide sufficient first aid equipment that is within easy access of their workers. Contractors are required to provide their own first aid trained workers.

If the work is of such a nature that specialised first aid equipment or materials may be needed, it is the Contractor's responsibility to provide it.

Self-employed Contractors working away from Council staffed facilities must provide their own suitable and readily accessible first aid kits.

9.6 Protective Clothing & Equipment

Contractors are responsible for providing, using and maintaining the required personal protective equipment (PPE).

All personnel entering the work area/site must abide by the requirements of the person in charge of the worksite – no exceptions.



9.7 Plant and Equipment

Contractors must ensure

- ✓ Plant and equipment is checked daily and is fit for purpose
- ✓ All plant and equipment must be designated, manufactured and maintained in a manner that is safe for its use.
- ✓ Fall- arrest equipment is tested and dated including harnesses, lanyards etc.
- ✓ Lifting equipment such as lifting beams, chains and lifting devices are tested and tagged
- ✓ No equipment shall be used unless it has sufficient guarding, certification of fitness or fit for purpose criteria in place
- ✓ Electrical equipment is tested in accordance with the Standard AS/NZ3760
- ✓ All ladders shall be clearly labelled as complying with AS/NZS 1892.1.1996AS and used in accordance with WorkSafe's "Best Practice Guidelines for working at Height in NZ"

All licensing and certification requirements shall be met by the Contractor.

9.8 Reporting of Accidents, Near Miss Incidents or Notifiable event

Contractors and workers are to use their own procedures to record, report and investigate accident/incidents and near miss incidents.

Notifiable Events – A notifiable event is an event that results in death, serious illness or injury (requiring immediate hospitalisation or treatment), or a specific notifiable incident identified in legislation. The Contractor must notify the Council immediately.

Under the HSWA you are required to:

- ✓ Notify WSNZ as soon as possible when a notifiable event occurs.
Preserve the site until an inspector arrives or otherwise directed by WSNZ
Keep records of all notifiable events
- ✓ Contractors must notify the Council Contract Manager and/or the Council Health & Safety Advisor as soon as possible after WSNZ have been notified. All written reports must be supplied to council within seven days.

All other Accidents/Incidents or Near Miss Events

- ✓ To be reported in writing to Council Contract Manager or the Council Health & Safety Advisor within 48 hours or as required in contract documentation or prior agreement with the Council Contract Manager.

This information should be included in and form part of the 'Site Safety Plan'.

The Council reserves the right to audit work sites at any time and stop work if the site is deemed to be unsafe.

9.9 Monitoring Contractors and Subcontractors

The Council has a responsibility as a PCBU to monitor Contractor's and Subcontractor's health and safety performance. Contractors and Subcontractors may be periodically assessed for their health and safety performance both during and at the conclusion of the contract.

The Council has the right to suspend work at the Contractor's expense where the Council is not satisfied that all reasonable steps are being taken to ensure the health and safety of workers and others in connection with the contract. Where repeated serious breaches of contract are identified, the Council shall have the discretion to terminate the contract.

9.10 Public Safety Requirements

The required public safety measures, signs and warning systems defined in relevant legislation, approved codes of practice and/or Council instructions must be used. Prior to the commencement of any works to be undertaken on legal roads, the Contractor must apply for a corridor access and required Traffic Management Plan.

Contractors shall ensure that people are adequately warned by way of signs, barriers and/or other means where the work is likely to present potential risks.

Contractors are also responsible for the health and safety of other people at risk from the work being undertaken.

Contractors have the right (and a responsibility) to instruct people not suitably protected to leave the area while the risk is present.

9.11 Environmental Protection

Protecting Stratford's environment is a key function of the Council and is also a requirement under the Resource Management Act 1991. Accidents can impact the environment and it is the responsibility of any Contractor to ensure safe practices are maintained to prevent and/or minimise any environmental impact.



10 Notification of 'Particular Hazardous Work'



Contractors must inform WorkSafe New Zealand of any hazardous work being carried out as required under Regulation 26 of the Health and Safety in Employment Regulations (1995).

The notification can be completed online or in writing and must be emailed, posted or faxed to WORKSAFE NEW ZEALAND at least 24 hours before the work is started. A copy of the notification must be supplied to the Council Contract Manager or Health and Safety Advisor.

Refer to the WorkSafe website for a list of the hazardous work that is notifiable.

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

11 Insurance

The Contractor must indemnify the 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 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 will be retained. The Council reserves the right to check the status of cover during the contract and request documentation to evidence insurance cover is in place.



12 Non Compliance

If the Contractor does not comply with any of the requirements, the Council shall undertake the following:

- ✓ Consider the need for immediate actions to prevent serious harm.
- ✓ Immediately advise the Contractor's senior staff member on site of the problem.
- ✓ If the issue is minor the Contractor will be instructed either verbally or in writing to comply.
- ✓ If the issue is of a more serious nature the Council Contract Manager and Council Health & Safety Advisor (if required) shall undertake a formal health and safety audit of the entire site. Once the audit is complete the Contractor will be instructed to rectify outstanding issues within a specified timeframe. The timeframe will depend on the risk.
- ✓ A copy of the health and safety audit will be sent to the Contractor and copies to the contract file.

The Council Contract Manager will check that corrective action has been taken and is effective. If the action is effective, the matter is concluded. If the action has not been effectively implemented Council may:

- ✓ Issue a verbal instruction (followed by letter or email) to the Manager or owner of the contracting company advising the specific issues that require immediate attention, and that an instruction will be given to shut the site forthwith, if the issues are not resolved within the specified time frame.
- ✓ Remain on site until the issue is resolved, or the site closed.
- ✓ Keep a written record of all actions taken.

13 Contact Details

Owen Konkin

Health & Safety Advisor

Direct Dial: 06 765 6099 ext. 634

Email: okonkin@stratford.govt.nz

www.stratford.govt.nz

Stratford District Council Offices

63 Miranda St

PO Box 320

Stratford 4352

New Zealand

Phone: 06 765 6099

14 Further Information

WorkSafe New Zealand

www.business.govt.nz/worksafe

Phone: 0800 20 90 20

Ministry for the Environment

www.mfe.govt.nz

Phone: 0800 499 700

Email: information@mfe.govt.nz

Taranaki Regional Council

www.trc.govt.nz

Phone: (06) 765 7127

15 APPENDICES

New Contractor Pre-Qualification Questionnaire



The following questionnaire is designed to help us review your health and safety processes to ensure your business has a system & procedures to manage health & safety risks when carrying out work for the Stratford District Council. You must complete the questionnaire before you can be approved to work on our worksites. Please complete all questions in the survey & be aware that we may conduct site reviews to verify that relevant systems & documentation are in place.

This checklist is to confirm that you have a system or procedures in place showing you have the ability to address your responsibilities as a Person Conducting a Business or Undertaking (PCBU) under the Health & Safety at Work Act 2015 (HSWA). The Council is accountable under legislation for any health and safety failings made by contractors and subcontractors to the Council while working for Council. Therefore, this questionnaire helps to provide us with some assurance that you have identified the health and safety risks relevant to your work and have measures in place to minimise any risk events.

Please ensure that you have a copy of the Stratford District Council Pre-Qualified Contractor Manual, available from our website.

Company / Business Name and Address :

Type/s of work engaged to do :

	Roading	
	3 Waters	
	Open Spaces	
	Electrical	
	Plumbing	
	Building – general	
	Engineering	
Other – please specify		

Company Contact :

Name:	Mobile:
Position:	Email:

Health and Safety Prequalification - Risk Guide

The value of the potential contract is not a consideration when evaluating safety risk as SDC are interested in the risk of harm, regardless of contract value.

A Contractor's generic safety risk level will fall into one of three categories:

- 1. High risk – e.g. Working at Heights, Confined Spaces**
- 2. Moderate risk – Work that is not minor**
- 3. Low Risk – Minor work or consultancy**

Definition of Supplier

The term 'Supplier' has now been broadened to mean any "provider of services or goods, either directly to the employer or to another supplier in the supply chain – contractors, subcontractors, consultants, suppliers and service providers might now all be described as Suppliers.

Source UK Government

If the contract falls into the **moderate** or **high** safety risk category, then Council H&S Prequalification is required before a contract is approved. Pre-qualification can apply to all procurement categories (type 1, 2 or 3) as pre-qualification is required for all work that is safety risk assessed as moderate or high, which can be in any of the procurement types.

Supplier Health and Safety Risk categories

The table below provides indicative examples to help you assess the likely health and safety risks associated with the provision of goods, services or physical works.

Category	Examples	PreQual Y/N	Site Specific Safety Plan (SSSP)	Requirements
Low	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> • Supply of goods or services who will not come onto council property (includes trainers) • Supply of goods or services who may come onto council property to deliver or pick up vehicles or goods or items or documents, where there is minimal manual handling • Power and water supply companies who only come onto site to read meters • Caterers who deliver food into council premises, under supervision of a council person • Courier drivers who deliver goods • Trainers, who will be undertaking low risk training on Council property or managing Council projects , who do not attend physical works sites of moderate or higher risk • Consultants working from own premises • IT consultants involved in minor physical work (e.g. computer use) • Photocopier repair service personnel • People who supply and service water coolers/ vending machines • Personal hygiene suppliers in office based facilities • Office plant care • Painting where no at height work will take place and only acrylic paint used 	No	No	<p>Visitor Procedure</p> <p>Supervision</p>

Category	Examples	PreQual Y/N	Site Specific Safety Plan (SSSP)	Requirements
Moderate	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> • General maintenance work • Environmental work involving hand tools but no powered tools or machinery (diggers, chainsaws, trimmers etc) • Work using volunteers involving hand tools but no powered tools or equipment (diggers, chainsaws, trimmers etc) • Commercial cleaners • Work on roofs and ceiling e.g. airconditioning repairs/service but not working over 1 metre. • Electrical work • Plumbing • Brazing and soldering • Brazing and soldering • Consultants working from own premises • IT consultants involved in minor physical work (e.g. computer use) • Photocopier repair service personnel • People who supply and service water coolers/ vending machines • Personal hygiene suppliers in office based facilities • Office plant care • Excavations that are not notifiable to WorksafeNZ • Working at height below one metre • Trainers, who will be undertaking moderate risk or above training on company premises. • IT consultants involved in medium physical work (e.g. manual handling) • Consultants or project managers working on Council property or managing Council projects, who attend physical works sites of moderate or higher risk • Other forms of painting not classified as low risk 	Yes	No	<ul style="list-style-type: none"> - Pre qualification Supervision On site Inductions JSA's Monitoring Monthly Reporting

Category	Examples	PreQual Y/N	Site Specific Safety Plan (SSSP)	Requirements
High	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> • Building projects involving structural work • IT consultants involved in significant work (e.g. work around mains voltage electricity installing building cabling) • Environmental work involving power tools or machinery (diggers, chainsaws, trimmers etc) • Work using volunteers involving powered tools or machinery (diggers, chainsaws, trimmers etc) • Working at height > 1 metre • Demolition/ relocation • Work involving a harness/ Height • Work on or around a roof • Work on or around water • Lone work • Pest Control • Work where permits to work are required • Handling hazardous (and toxic) chemicals HASNO • Work involving mobile plant • Confined space entry work • Work with, or removal of, asbestos material • Diving Work (breathing compressed air) • Tree felling • Tree pruning that requires notification to WorksafeNZ • Use of explosives • Hot work – welding, gas cutting, grinding, etc • Any hazardous work that requires notification to Worksafe NZ 	Yes	Yes	<p>Pre qualification</p> <p>Supervision</p> <p>On site Inductions</p> <p>JSA's/SSSP's</p> <p>Monitoring</p> <p>Monthly Reporting</p> <p>Auditing</p>

1. Safety Policy & Management

1.1 Our health & safety system has been audited against a recognised standard, eg Worksafe – Safeplus ISO45001 or SiteWise green or gold :
 Yes No

If yes, please specify & provide evidence. Note: ACC accreditation is no longer valid.

If you answered **yes** to Question 1.1, go to **Section 12 – Subcontractors. You do NOT have to complete questions 1.2 - 11. If No please complete entire questionnaire.**

1.2 We have a Health & Safety Policy that is signed by management :
 Yes No

1.3 Our Health & Safety Policy has been distributed & read by all of our workers:
 Yes No

If Yes, please provide copy as evidence. If No, you can either write one or contact your trade organisation who may be able to help you in developing one. Note – this is a mandatory requirement.

2. Health & Safety Procedures

2.1 Our work practices & safety instructions are documented in our health & safety procedures manual & reviewed at least every 2 years (eg Policy & Procedures document or similar) :
 Yes No

If yes, provide copy of sections relevant to SDC related work. If no, please explain why not.

3. Hazard Management – This is a critical part in health and safety management in that it enables businesses to be proactive in identifying and controlling risks on-site.

3.1 We have a documented list of hazards & the risk controls for our work (Hazards Register or similar). These have been read by & are available to all our workers :
 Yes No

If yes, please provide copy of hazard register.

3.2 We have a documented process to identify & control (eliminate or minimise) hazards & risks on a per-job basis (eg. a Task Analysis (TA), Work Method Statement (WMS), or Job Safety Analysis (JSA) Site Specific safety Plan (SSSP)) :
 Yes No

If yes, please provide examples.

3.3 All workers have received information on the minimum Personal Protective Equipment (PPE) required on site & for specific tasks. The PPE has been supplied to workers & they have training in its correct use :

*If yes, please provide evidence
If no, please explain why not.*

Yes No

4. Notifiable Works – A list of notifiable works can be found on the WorkSafe website.

4.1 We have “Notifiable” works associated with our work :

Yes No

If yes, please provide a description of the work.

4.2 We understand we have to notify WorkSafe NZ of any Notifiable Work 24 hours prior to the start of the work & will so do on the prescribed form :

Yes No

If yes, please provide evidence

5. Plant, Equipment and Vehicles

5.1 We have a documented procedure for maintaining vehicles, plant & equipment to a schedule & in a safe condition (Plant & Equipment Register or similar) :

Yes No

*If yes, please provide evidence
If no, please advise how you will ensure that any plant, equipment and vehicles used while carrying out work for Council are safe and fit for purpose.*

6. Hazardous Substances – Please mark as N/A if you do not use hazardous substances in any aspect of your work.

6.1 We have a Hazardous Substances Register (if relevant) that includes types & quantities of all our hazardous substances. We have copies of Safety Data Sheets for all hazardous substances:

Yes No N/A

If yes, please provide evidence

6.2 We have a certified Handler for hazardous substances where required (they are listed in our Training Plan & Register) :

Yes No N/A

If yes, please provide evidence

7. Safety Inspections & Safety Reviews

7.1 We conduct regular documented work site safety inspections or reviews of our sites we work on :

Yes No

If yes, please provide completed example

7.2 The results of the safety inspections are discussed with all workers & the main contractor/PCBU if required :

Yes No

If yes, please provide evidence

8. Emergencies

8.1 We have a documented emergency plan specific to each worksite that all workers are made aware of during site induction :

- Yes No
 N/A – always work under main contractor's plan

If yes, please provide an example

8.2 We have a first aid kit & trained first aid person on our worksite to give assistance in the event of an accident (they are listed in our Training Plan & Register) :

- Yes No

9. Safety Records (last 5 years)

9.1 We have had safety or environmental notices, warnings or prosecutions from an enforcement agency such as WorkSafe NZ, Council or the Police.

- Yes No

If yes, please provide details and copy of report, or examples.

9.2 We keep a record of any events (accidents, incidents or near misses) in an Event Register or similar:

- Yes No

10. Event Reporting & Investigation

10.1 We have procedures for event (injury, illness or incident) reporting & investigation :

- Yes No

10.3 We will notify WorkSafe NZ &, where applicable, the principal, of any notifiable events :

- Yes No

If yes to any of the above, please provide copies, examples (not blank)

10.2 We record & investigate all events & near misses:

- Yes No

10.4 We inform all workers of the outcome of any event & any remedial action required :

- Yes No

11. Worker Engagement / Communication

11.1 We conduct regular safety meetings (toolbox talks) :

- Yes No

If yes, please provide details and an example.

11.3 All workers are inducted onto our work sites :

- Yes No

11.2 Site hazards & risk controls are displayed using site Hazard Boards :

- Yes No

11.4 We have worker participation processes, eg safety meetings &/or H&S Representatives:

- Yes No

If yes, please provide completed example

12. Contract Workers (Subcontractors)

12.1 We employ Contract Workers for our work :
 Yes No

*If you answered **no** to **12.1** go to section **13. Training***

If yes, please list subcontractors to be used for SDC work.

12.2 Each of our Contract Workers has their own active on site health & safety management system and has been sighted and checked off by us :
 Yes No

12.3 Each of our Contract Workers competence has been formally assessed or reviewed (they have the skills, systems & procedures to work safely on site) :
 Yes No

If yes, please provide evidence

12.5 We have procedures for reviewing the safety performance of Contract Workers, eg Site Reviews, audits :

Yes No

If yes, Please provide evidence

12.4 We (principal) have an induction procedure for all new Contract Workers working for us on our work sites & all Contract Workers are inducted :

Yes No

If yes, Please provide evidence

13. Safety training

13.1 Our workers have had some form of basic health & safety training, eg. Practical Steps, Site Safe Passport or equivalent :

Yes No

If yes please specify & provide evidence.

13.2 We have a record of all relevant training & competency for each of our workers, On job training and induction? (Training Plan & Register or similar) eg. Licence #, LBP, CPD, registered Electrician, First Aid, Hazardous Substances, H&S Training, Heights, Forklift, Power Actuated Tools, Power Tools etc. Expiry dates are included:

Yes No

If yes please provide a completed induction form of an employee and training evidence

13.3 Our Site Supervisors & Managers have been trained in relation to H&S responsibilities & documentation required on site :

Yes No

If yes please provide evidence.

13.4 Workers who undertake specific hazardous work have received formal training in the safe practices required eg. Asbestos removal, excavations, scaffolding etc :

Yes No N/A

If yes please provide evidence.

13.5 All workers who are not yet competent in a specific tool or substance are supervised by someone with relevant competence & experience

Yes No N/A

14. Insurance

14.1 Does your Organisation carry Public Liability Insurance?

Yes No N/A

If yes provide policy and number stating dollar amount, with expiry date of policy.

14.2 Does your Organisation carry Professional Indemnity Insurance?

Yes No N/A

If yes provide policy and number stating dollar amount, with expiry date of policy

I, the Contractor, agree that the information provided in this questionnaire is correct as at the date printed below and that I will not be approved as a Contractor to work for the Stratford District Council until I sign the Health and Safety Agreement.

Signature :

Date :

Name and
Position :

Please return the completed form to:

Mail : Health and Safety Advisor, Stratford District Council, PO Box 320, Stratford, 4352
Attention: Owen Konkin

Or

Email : okonkin@stratford.govt.nz