

Stratford District Council Contractor/Supplier Supervision Flow Chart



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

SDC Contractor/Supplier Assessment Starts:

- Risk Rating for work/project prepared **LOW, MEDIUM, HIGH**
- Health and Safety Requirements stated and discussed

Level 1 Low Risk

- Contractors/Suppliers provide proof of competency

- Sign in at SDC buildings (inducted)
- Escorted/introduced to work area
- Supervised with hazards discussed and any issues in job resolved
- Example: Power meter reader, courier, caterer

Level 2 Medium Risk

Contractors/Suppliers provide:

- Prequalification documentation to SDC as per HSWA requirements or
- Job Safety Analysis (specific job) or
- Site Specific Safety Plan(SSSP).
- Liability Insurance must be provided

- Sign in at SDC buildings (inducted)
- Escorted/introduced to work area -on site inductions
- Supervised with hazards
- Discussed any issues in job resolution
- JSA's/SSSP's
- Monitored by SDC
- Monthly reporting to SDC
- Example: Plumber, electrician, air conditioning technician

- Consult, Cooperate, Coordinate (C,C,C)
- Meeting with all PCBU's at start and throughout work project.
- Meeting records retained.

SDC

- Audits/Site Reviews
- General Health and Safety

Level 3 High Risk

Contractors/Suppliers provide:

- Prequalification documentation to SDC
- Liability Insurance must be provided
- Can be Site Safe, ISO45001, Sitewise Accredited
- Should be detailed task analysis for any "Particular Hazardous Work"
- JSA's/SSSP's reviewed by SDC representative, amended as necessary and signed off **before** work starts

- Inducted to work for SDC
- Sign in/sign out at SDC buildings
- On going C.C.C/toolboxes/meetings and audits between SDC and contractor

- High risk elements or "Particular Hazardous Work" require specific planning approved by SDC representative prior to start of work – eg: working @ heights, confined space.
- Monitoring of work
- Monthly reporting
- Auditing results to SDC
- Example: building, demolition, treefelling

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Accidents/near misses notified to SDC Manager and Health and Safety Advisor

Post Contract/Work Moderation

The H&S performance of all contractors/suppliers is reviewed to ensure they have met SDC safety requirements throughout project/work.

If medium or high re-qualification every two years including yearly insurance updates.