

Health and Safety Compliance

# Process Document - Contractor Control Procedure

[2012 October]

University of Otago  
Compliant Contractor Process Documentation

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## SECTION 1: INTRODUCTION

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The University of Otago recognizes its responsibility to establish a clear and appropriate standard of Health and Safety performance for its contractors. This document outlines the system which is in place to ensure that this standard is met. Essentially the system is an information swapping exercise so that all parties involved can work safely. University of Otago believes that 'good safety management is good business' and wishes to deal with contractors who we are confident will work for the University in a safe manner.

As a baseline all compliant contractors must comply with the requirements of the Health and Safety in Employment Act 1992 and related legislation however the University of Otago wishes to encourage all contractors to be committed to effective management of Health and Safety. This is seen as a joint responsibility and by the application of this procedure it is hoped that there will be an improved relationship with contractors.

The aims of this procedure are to ensure that there is:

- Clear Expectations placed on contractors;
- An 'even playing field' so that contractors who are budgeting for safety measures in their tender price are not undercut by contractors working in an unsafe manner; and
- a system to ensure that this procedure is effective by monitoring contractor performance.

## SECTION 2: DEPARTMENTAL INFORMATION AND SUPPORT

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### 2.1: WHAT CONTRACTORS CAN I ENGAGE?

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The current compliant contractors lists are available through 2 sites – Property Services (mostly construction contractors) and non-construction contractors managed by Health and Safety:

<http://www.propserv.otago.ac.nz/approvedcontractors/>

[http://www.otago.ac.nz/healthandsafety/oshmanagement/compliant\\_contractors.html](http://www.otago.ac.nz/healthandsafety/oshmanagement/compliant_contractors.html)

Generally, construction type work and building maintenance will be conducted by Property Services as required through the service level agreement. Follow the flow chart on the following page to identify if you should contact Property Services. If you require a contractor for non-construction type work, check the Health and Safety compliant contractor list – for example, this list contains laboratory based contractors.

If you do require a contractor, and they are not listed on the web sites, then you need to notify Health and Safety to arrange for the assessment process and inductions, prior to any work commencing.

Only staff of a compliant health and safety contractor company who have completed a University of Otago induction within the last 2 years may work on site.

All contractors are required to carry personal identification and you may ask any contractor on site to sign in to your facilities, and to show his/her identification at anytime.

Any incident involving contractors is required to be reported through the University incident/accident reporting system. Often the contractor will have their own reporting forms and a copy may be provided to the department. In these situations, a further University of Otago form is not required. Please copy the form and forward to the Health and Safety Office. Serious harm involving a contractor requires both the contractor and the University (as the principal) to notify the Department of Labour. Please follow the incident/accident reporting policy and procedure.

## 2.2 EMERGENCY CONTRACT SITUATIONS

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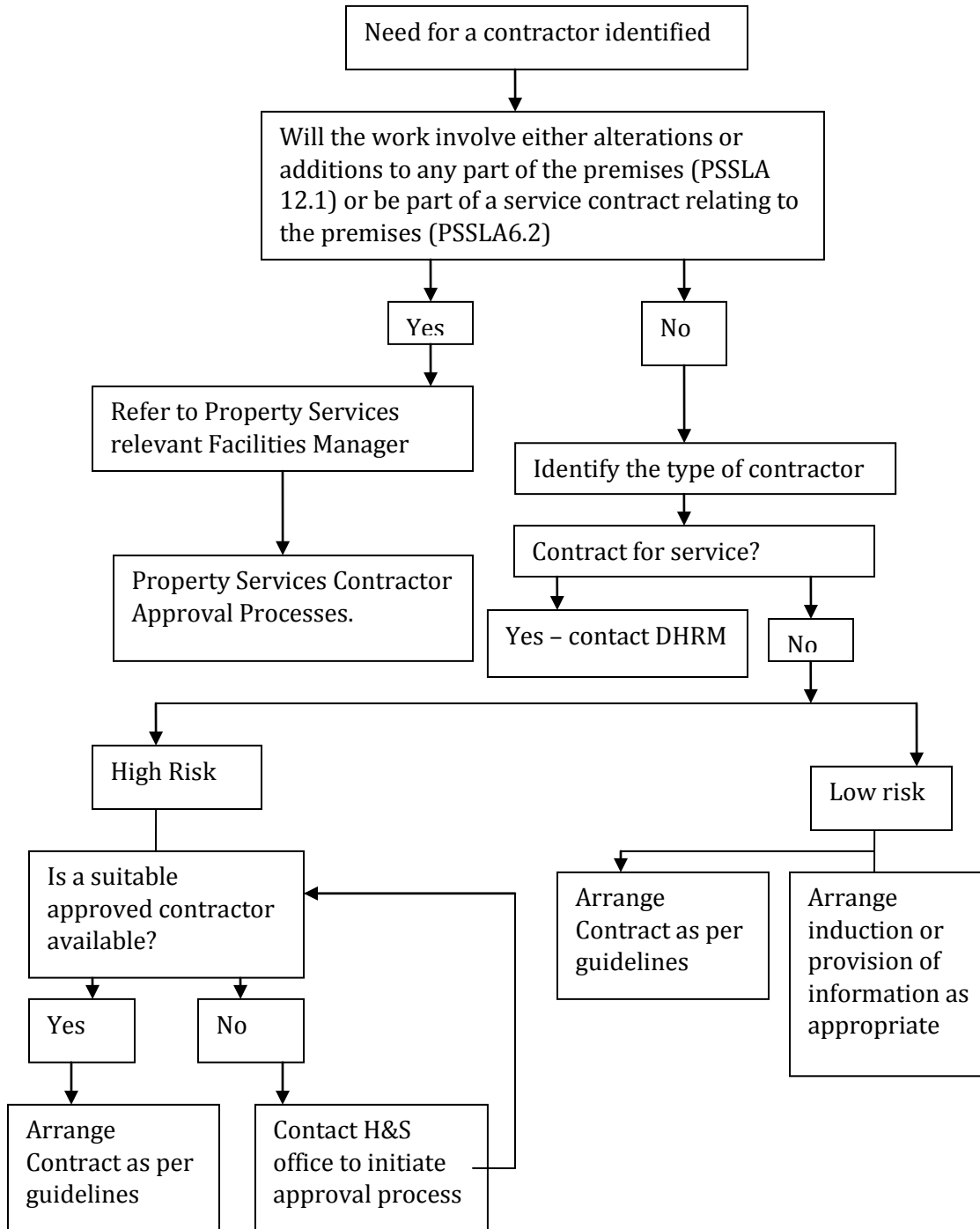
It is recognized that in emergency situations, or for very specialist work (often International Companies) that the compliant health and safety contractor process cannot be achieved in advance. In these cases, you are required to consult with the Health and Safety Office to arrange the necessary induction and site specific management plan. Direct supervision by a University of Otago Employee may be granted in lieu of H&S approval in the event of an emergency or unique situation.

## 2.3 TENDERING FOR WORK INVOLVING CONTRACTORS

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Departments who are tendering for work involving contractors must complete the tender process as required by the University Tendering Process Guidelines. A health and safety assessment is required as a part of the process, and tender document will require contractors to become health and safety compliant contractors. Please contact the Health and Safety office if you require assistance with preparing the tender documents.

2.3: engaging a contractor flowchart



## SECTION 3: TYPES OF CONTRACTS

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The University will have a range of contracting relationships and situations. The Human Resources Division has issued guidelines for Contracting for Services; this is attached as appendix 2. It is not possible to cover all potential scenarios within this document, and additional information may be sought from Property Services or the University Health and Safety team. There are three main categories of contractors:

1. Major project contracts,
2. Regular Contractors, and
3. Applied Theory and Practice (School of Physical Education) Contractors

### 3.1 MAJOR PROJECT CONTRACTS.

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Property Services will engage major or project contracts for the University for the completion of a significant, clearly defined area of work. Such contracts are outside the scope of this document. Examples are the building of specific buildings. These contracts are managed through Project management processes where a specific contract is drafted and agreed to by both parties. The project documentation will include specific health and safety responsibilities and requirements. A site specific health and safety plan is required as a part of the tender and contract requirements, and all contractors and their subcontractors must be compliant contractors through the University health and safety compliance contractor system, or become registered as compliant contractors before the contract commences. For all site specific health and safety plans, weekly meetings are required including health and safety as a standing item. Post-contract completion is a part of the process to review contractor performance for future reference. Health and safety is continued to be monitored as a part of the building or project hand over process until completed.



### 3.2 REGULAR CONTRACTORS.

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Regular contractors are minor or ongoing contracts are where companies are regularly used for short-term contracts, continuous contracts for routine work, and contracts where the hazards are well-defined and standard control measures apply. The University has a significant number of such contractors, and this document defines the contractor controls to specifically manage these contractors.

### 3.3 APPLIED THEORY AND PRACTICE CONTRACTORS (SCHOOL OF PHYSICAL EDUCATION/RECREATION SERVICES)

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Applied theory and practice contractors are those where the University of Otago (School of Physical Education) establishes contracts for the delivery of both outdoor and sport & exercise courses requiring contractors with specific, professional expertise. Health and safety compliant contractors for these services may only be approved by staff members designated by the HOD, Physical Education, the Manager, Recreational Services, and authorized by the Head, Health and Safety Compliance. The contract is required to outline the minimum experience and/or qualifications, and outline the health and safety requirements for all parties involved. Post-contract review is part of the contract process with the contractor's performance being assessed for suitability for future contracts.

Each individual activity must meet the requirements of the field activities policy and guidelines, including a documented risk assessment form or activity operating plan submitted and approved by the department prior to the activity commencing. A pre-fieldwork contractor H&S assessment form must be completed before activity (see appendix 6).

## SECTION 4: COMPLIANT CONTRACTOR PROCESS

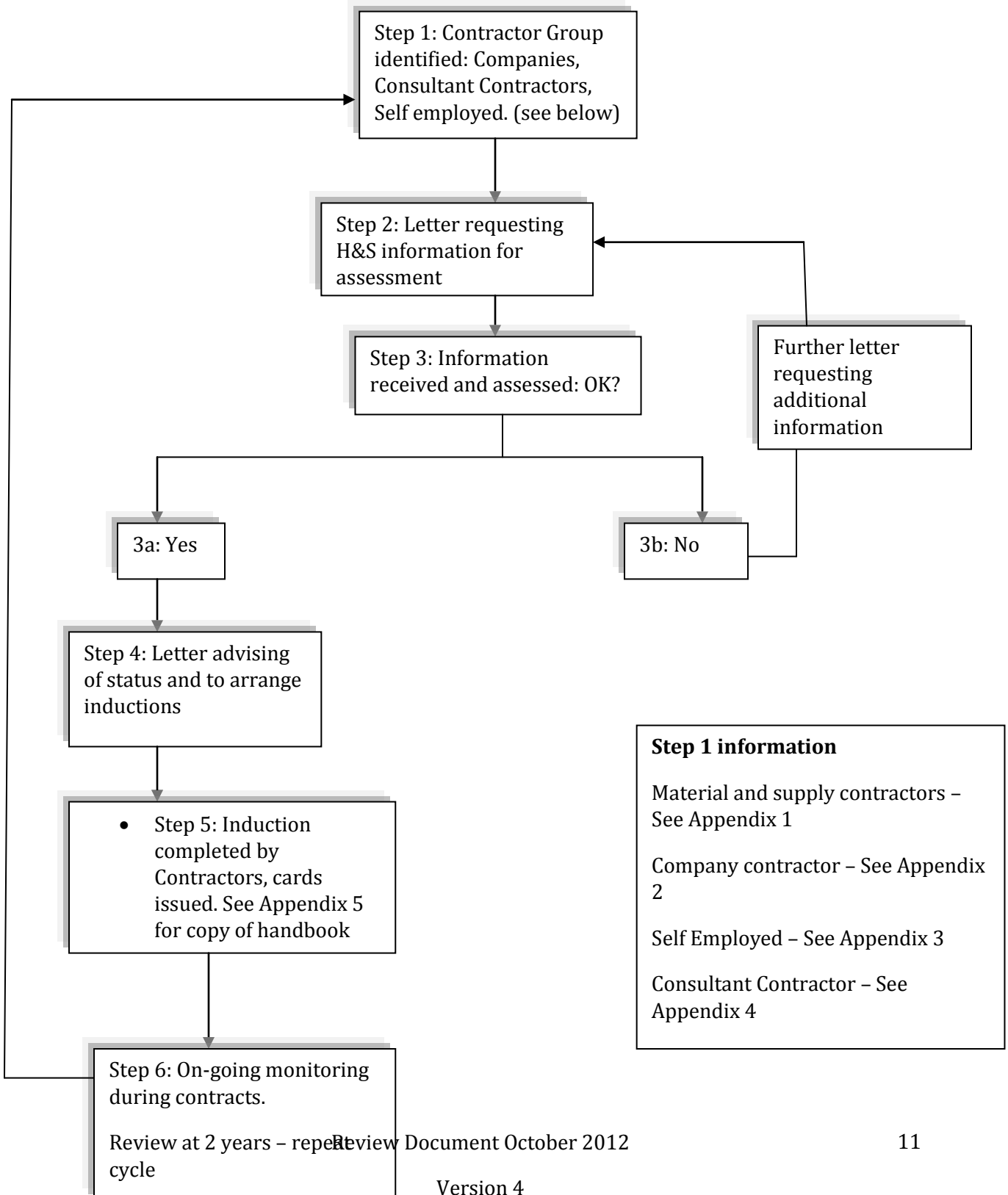
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The Compliant Contractor Process (CCP) is a system where regular contractors are assessed for health and safety compliance, and provided with an induction session on the University requirements for contractors on site. The compliant contractor will then be issued with an identification card to be carried on site at all times. Compliant contractors will be maintained on a University of Otago database new contractors can be added at anytime. An auditing system of reviewing the continuing compliance of contractors will be implemented, every two years and new cards issued.

The steps involved are:

1. Identifying the contractor type
2. Requesting relevant health and safety information
3. Assessing the information for contractor compliance – either satisfactory or further information requested.
4. Advise to company of successful assessment as compliant contractor and information to arrange inductions.
5. Contractor induction to be completed, and identification card authorized for issue
6. Monitoring and review of contractors.

4.1: COMPLIANT PROCESS FLOW CHART



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## STEP 1: IDENTIFYING THE CONTRACTOR TYPE

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The contractual relationships and levels of control vary significantly within the University environment. The University has drawn up a list of frequently used contractors, and contractor groups have been identified with the various health and safety responsibilities defined, based on past experience. The University CCP system defines the nature and type of contract, the letter indicating the type of contract and the requirements for compliance, and the means of assessing a contractor. If a contractor does not agree with the contractor classification, then this can be reviewed on request.

The defined contractor groups are:

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### GROUP 1 - COMPANIES

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Description: Limited liability trading entities

University relationship: Order and supply

- a. Material and Goods Supplier– deliver on site

**Material, Goods Supply and Delivery Contractors and Site Visitor companies** may access University of Otago work sites for the delivery of goods and materials and are treated as site visitors. They should report on arrival to the University contact person and be supervised for the first visit. Repeat visits can then be unsupervised.

The University of Otago has a standard health & safety pamphlet for Material, Goods Supply & Delivery Contractors & Site Visitors.

The information in this pamphlet is to assist material, goods supply and delivery contractors, site visitors and the University of Otago to comply with the Contractor requirements, as stated in the Health & Safety Legislation, as well as assisting with any health & safety issues encountered while on campus.

The current pamphlet can be viewed on [www.otago.ac.nz/healthandsafety](http://www.otago.ac.nz/healthandsafety)

- b. Services (i.e. carry out job work)

A **services contractor** is where work is being performed for gain or reward falls into section 18 of the HSE Act, and a principal/contractor relationship exists. In this situation, the contractor clearly operates as an independent business and has duties as an employer under the HSE Act.

All work conducted by contractors in this group must ensure safety for employees and students, as well as the contractor and his/her employees. The legally prescribed health and safety standards must be complied with by the contractor and contract-specific health

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and safety standards may need to be identified for management. The University has a duty to set a clear standard of required Health and Safety performance.

c. Consultants (employed by an entity)

**Consultant Contractors** may undertake hazardous work however it is in a limited and clearly defined scope.

Consultants are the group comprising of companies that are providing the expertise to the University of Otago. If the person operates as a sole operator they should be dealt with as a “self employed” category. The consultant must be retained for his/her expertise rather than undertaking any physical work. While this group will generally pose a low level of risk if they are undertaking hazardous work they must provide full health and safety information prior to commencing work.

It must be made clear to this group that the University of Otago only requires health and safety information relating to the work being undertaken. There is no need for instance to have information on how they manage their own office hazards.

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**GROUP 2 - SELF EMPLOYED**

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Description: Non limited liability entities: partnerships, sole traders

University relationship: Contract for Services

- Supply a service (i.e. carry out job work)
- Job Work (order based) charge for materials and labour (set hourly rate)
- Labour only (University supplies materials)
- Consultants
- Specialists
- Guest or Visiting Academics

A **self-employed contractor** is a person who has no employees or others working for the individual. Self-employed contractor has duties under the HSE Act and specific information will be requested with an assessment by the University for compliance status. All self-employed contractors must attend induction. The University is seeking evidence that the person has identified the hazards relating to the work being undertaken and is adequately trained or experienced to undertake the work in a safe manner. The self-employed contractor letter and self-employed contractor questionnaire will be forwarded to contractors identified in this group

## STEP 2: REQUESTING HEALTH AND SAFETY INFORMATION

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The key factors when assessing contractor Health and Safety performance will be to look for evidence of:

1. Management commitment;
2. Employee involvement;
3. Performance monitoring;
4. Hazard management;
5. Staff training.

A contractor may provide evidence of current ACC Workplace Safety Management Practice/ACC Partnership Programme Certification which is accepted as meeting the University of Otago health and safety requirements.

For the University of Otago to assess the compliance standard the following material is requested:

- Management Commitment: Evidence that there is a recognisable Health and Safety Management system in place which has identifiable objectives and is regularly reviewed. An undertaking that Health and Safety is a priority for the contractor.
- Hazard Management: Evidence that the contractor actively manages identified hazards. This system should include regular hazard reviews and a system to undertake task analysis for specific high-risk work. There should also be evidence that appropriate safety checks on equipment and personal protective equipment is undertaken.
- Training and Information: Evidence that information as to the operation of the contractor's Health and Safety system is provided to staff. Evidence that training requirements are identified and appropriate training for these issues is provided.
- Injury Management: That a system is in place to accurately record, report and investigate all injuries and incidents.

The information is requested by letter (appendix 2) and assessed for compliance.

### STEP 3: ASSESSING THE INFORMATION FOR CONTRACTOR COMPLIANCE.

The University Health and Safety Compliance team, or an individual authorized by the Head, H&S Compliance, will assess the information requested for compliance using the compliance checklist.

The contractor assessment process is designed to ensure that contractors on University sites have health and safety requirements in place. It is not a full audit of the detail of contractors' health and safe systems. For example, a Contractor is required under the HSE legislation to have hazard identification and control process. As a principal, we need to ensure that the contractor complies with this requirement. As the nature of the work of our contractors should be known within Property Services, we would look for specific known hazards and suitable controls e.g.: hot work, height work, confined space. Likewise with injury reporting, a system of reporting needs to be in place, however we do not need to view all the injury reports.

Self employed persons are required under section 17 of the HSE Act to take all practical steps to ensure that no action or inaction of the self-employed person while at work harms themselves or any other person. Self-employed persons are not required to have a hazard register. What we do need to know, is that the self-employed person is trained and/or experienced in their work, and that they are aware and consider the hazards they may be generating for University staff, students or visitors e.g.: fumes generated by a substance in use, restricting public access.

This assessment process is one part of the compliant contractor system. The system also requires on site audits to ensure that contractors are working safety and to their, and our, prescribed requirements. The permit to work system, standard operating procedures and green hazard forms are expected to be used by contractors in the same manner as for University staff to ensure a safe process of work.

Special attention must be paid to our recognised high-risk work tasks – working at heights, confined space, asbestos and hot work. Where it is known that a contractor works in these areas, training and procedures should be a part of the submitted information.

For each contractor, a separate form must be completed as appropriate for the type of contract relationship. This is important audit trial information that must be retained.

Where contractors information has meet the required University standards, the contractor is considered to be “Pre-compliant contractor”. A second letter will be forwarded to the contractor requiring the contractors employees to attend the University of Otago Contractors Induction programme to obtain the required identification badge. A timetable of induction training and/or invitation to identify a suitable training time will be included.

Where the University has assessed the information from the Contract Company but is not satisfied with the compliance level, the contractor will be informed by letter advising in

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which area of the health and safety information is insufficient. The timeframe for rectifying the deficiencies will be included in the letter for reassessment.

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**STEP 4: PRE-COMPLIANT CONTRACTOR**

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All pre-compliant contractors are required to attend the University of Otago Contractors Induction Training. Property Services and the Health and Safety Team will provide this training, and in the case of Applied Theory and Practice Contractors, the training will be provided by the Coordinator Applied Theory and Practice, School of Physical Education. A prepared schedule of training will be forwarded to each pre-compliant contractor for booking arrangement suitable to both parties.

Records of attendance for each individual at induction sessions must be signed by both parties, and recorded in the database. Notification of attendance is required prior to identification cards being issued.

**NO CONTRACTORS MAY WORK ON SITE WITHOUT ATTENDING AND COMPLETION OF AN ON-SITE INDUCTION.**

**Property Services:** On the successful completion of the induction training, attendees will be provided with the required information for identification cards. Contractors on site not able to produce their identification card will be ordered off site. Cards will be limited to 2 years validation and reissued on completion of a successful 2 year review. These cards can only be arranged by the H&S Advisor.

**Non-Property Services Contractors:** Non-Property Services Contractor identification cards can only be issued by H&S Advisor, Health and Safety Compliance Team, or their delegate. In some instances, visitor or temporary cards may be issued due to the time frames involved.



**STEP 5: CONTRACTOR INDUCTIONS**

**INDUCTION REQUIREMENTS**

All contractors on site require a University induction. The risks associated with either the University environment, or the nature of the contract work have been identified as high or low level risk, and the induction requirements are modified accordingly. While the companies on the web lists are compliant contractors, each individual worker from that company needs to be individually inducted. Where a contractor has an current identification card, then the induction has been completed and the individual contractor is authorized to come on site. If you have identified additional hazards in your department (e.g.: some specialized working areas) then an induction for that particular work task is required. Record the induction – what was covered, and have contractors and the staff member taking the induction sign the record.

High Risk	Laboratory work Use of hazardous substances Construction work Any hot work, confined space or height work. Boat work Diving work Fieldwork Driving University Vehicles Work in any restricted environment
Low Risk	Office work Lecturing in lecture theatres

**INDUCTION REQUIREMENTS BASED ON CONTRACTOR TYPE AND RISK GROUP**

	<b>Relationship</b>	<b>Compliance</b>	<b>Level of induction requirement</b>	<b>Risk</b>
<b>Group One -Companies</b>				
<b>-Material &amp; Goods Delivery -</b>	University purchase order	Escorted	Pamphlet	Low
<b>-Services (carry out job work)</b>	University purchase order	Compliant	Full	High
<b>-Consultants</b>	University purchase order or Contract for Service	Complaint	Full Induction or employee induction (as appropriate)	High or Low
<b>Group Two – Self Employed</b>				

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<b>Job Work (order based – set hourly rate) Charge for materials and labour</b>	Contract for Services	Compliant	Full	High
<b>Labour only (University supplies materials)</b>	Contract for Services	Compliant	Full	High
<b>Consultants</b>	Contract for Services	Compliant	Full Induction or employee induction (as appropriate)	High or Low
<b>Specialists</b>	Contract for Services	Treat as employees	Full Induction or employee induction (as appropriate)	High or Low
<b>Guest or Visiting Academics</b>	Contract for Services	Treat as employees	Employee induction	Low

**Full induction** must include viewing of the University of Otago safety matters contractor induction DVD and issuing/review of the health and safety handbook.

**Laboratory cleaner inductions** must include viewing of the University of Otago contract cleaners DVD and complete a short comprehension assessment with an 80% pass rate. Other contractors required to access PC2 laboratory facilities must check with Health and Safety Compliance, and may be required to complete additional training to be authorized to access laboratory areas.

For those contractors requiring access to laboratories must contact the designated building contact prior to entry to laboratories as required by the HSNO Exempt Laboratories Compliance Manual. See link:

## STEP 6: MONITORING AND REVIEW OF CONTRACTORS

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Having required that contractors provide evidence that they are able to undertake the work being performed for the University in a safe way and informing them of the University's hazards they may be exposed, the University must assess the contractors' performance.

In essence this is a check to confirm that they are doing what they have already said they will do. No expectations other than legal compliance are being required of contractors and any impression that the University of Otago is being 'tough' on contractors is misplaced.

The audits must be structured, carried out on a regular basis and performed by staff whom have the training and experience to competently assess performance.

This will be performed by staff that have had training in this role and there is a pre-formatted form for this purpose.

Review of contractor performance may also occur following any complaints of services, incident or accident occurrence and for any reported serious harm. The review may require additional controls to be verified and the University may revoke the compliant contractor status until the situation is rectified. Failure to meet the requirements will result in the contractor permanently removed from the Compliant Contractor system and may no longer work on University work sites.

## SECTION 5: COMPLAINT PROCEDURES

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During the assessment process if a contractor has a complaint regarding any step of the process, the contractor may submit a written complaint to the Head, Health and Safety Compliance outlining their concerns. A review of the process will be made and a decision issued to the Directors, Human Resources and Property Services for final endorsement. External advice may be sought to assist with this process.

## APPENDICES

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### APPENDIX 1: HEALTH AND SAFETY IN EMPLOYMENT ACT 1992

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There are a number of sections of the Health and Safety in Employment (HSE) Act 1992 and HSE Amendment Act 2002.

#### **Section 15**

Requires every employer to take all practical steps to ensure that, no action or inaction, of any employee while at work harms any other person. For example, an employee conducting laboratory work without correct equipment or training exposes the contractor to hazards.

#### **Section 16 - Duties of Persons who control places of work**

16(1) A person who controls a place of work (other than a home occupied by the person) must take all practical steps to ensure that no hazard that is or arises in the place harms -

(b) people who are lawfully at work in the place-

- a. As employees of the person; or
- b. As contractors engaged by the person; or
- c. *As subcontractors to a contractor engaged by the person; or*
- d. *As employee of a contractor or subcontractor to whom subparagraph (III) applies.*

This section focuses on the control of hazards in the environment where the contractor works, rather than the hazards that the contractor generates. An example in the University would be the laboratory environment where contractor cleaners are required to work. If a contractor knocks down a chemical rack and is harmed, section 18 applies. If however, a container of chemicals explodes and injures the cleaner, this is a section 16(1)(b) matter (an environmental hazard). The contractor is responsible for the hazards he/she creates, and the person in control of the laboratory is responsible for taking all practical steps to prevent harm to the contractor from the laboratory hazards.

**Section 17 -**

Relates to the duties of self-employed, and

**Section 19 -**

Relates to the duties of employees. Both sections require the self-employed and employees to take all practical steps to ensure that no action or inaction of theirs while at work harms them or any other person.

The University of Otago has the 'Duty of Principal' as outlined in section 18:

**Section 18:**

Duties of Principals -

(1) Every principal shall take all practicable steps to ensure that -

No employee of a contractor or subcontractor ; and

If an individual, no contractor or subcontractor, -

*is harmed while doing any work (other than residential) that the contractor was engaged to do.*

*(2) Subsection (1) of this section shall be read subject to section 2 (2) of this Act.*

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HSE AMENDMENT 2002

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**Section 25:**

If there occurs any serious harm or accident, the employer, self-employed person or principal concerned must, -

as soon as possible after the occurrence becomes known to the employer, self-employed person or principal, notify the Department of Labour of the occurrence and

(b) within 7 days after the occurrence give the Department written notice, in the prescribed manner.

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APPENDIX 2: GROUP 1 DOCUMENTATION

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MATERIALS AND GOODS SUPPLY CONTRACTORS

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LETTER:

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Dear

**RE: Contractor Health & Safety Control**

The University of Otago has an established Health & Safety Compliant Contractors process. As you will no doubt be aware, when the University engages a Contractor to carry out a service or task, it becomes our responsibility to ensure that all Health & Safety issues are addressed appropriately.

The University has identified you as a Material, Goods Supply and Delivery Contractor which means you access University of Otago for the delivery of materials or goods only (if this is incorrect, please advise us). Your initial visit requires that you report on arrival to the University contact person and be supervised for the first visit. There will be situations where you will make repeat visits and it is not expected that you will be escorted each time. Once the area for delivery and access has been clearly defined, visits during normal working hours can be routine. To this end we have produced a pamphlet for your business with onsite safety instructions while on the University of Otago property. A copy of the pamphlet accompanies this letter

In order to meet our requirements under the Health & Safety in Employment Act 1992 we ask that you take the time to read the pamphlet and to issue it to your employees who will be on the University of Otago property. If you require further copies of the pamphlet please contact Nevan Trotter, PO Box 56, Dunedin. Telephone 03)479 5389 or Mobile 027 4891051.

Yours Sincerely

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CONTRACT COMPANIES

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LETTER:

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Dear \_\_\_\_\_

RE: Contractor Health and Safety Control

The University of Otago has established a Health and Safety Compliant Contractors List and selected contractors who have met our Health and Safety standards will be added to this list. The list will be reviewed every 2 years.

As you will no doubt be aware, when we employ a Contractor to carry out a task or service for us, it becomes our responsibility to ensure that all Health and Safety issues are addressed appropriately.

The University has identified you as a Contractor. We define a Contractor as a contracting company whose employees come and work on site at the University. If this is incorrect, please advise us. To become a compliant contractor for the University of Otago, we need to be sure that your company has suitable Health and Safety Management Systems in place. We ask that you complete the attached form (or supply a copy of your Safety Management Plan, Health and Safety Manual or similar) by ----- as evidence that you have identified, assessed and controlled the hazards relating to the work you undertake for the University of Otago and that you have your staff suitably trained in relation to these hazards.

In order to meet our requirements under the Health and Safety in Employment Act 1992, we will be offering contractor's induction training on the University of Otago's Health and Safety Management Systems. It is a requirement of the compliant contractor status to attend this training. We will advise you of the training schedule on receipt of the necessary health and safety information.

If you have any questions regarding this please contact directly .....

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INFORMATION REQUEST:

**CONTRACTOR FOR SERVICE**

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Signed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**CONTRACTOR'S HAZARD IDENTIFICATION AND CONTROL**

Provide a list of hazards, which have been identified as potential or actual risks that staff may be exposed to by the work undertaken at the University of Otago. Control measures relevant to each hazard must be supplied.

- **Hazardous Substances**

All commonly used hazardous substances must be listed. The Contractor must undertake that appropriate training has been carried out in hazardous substances use and that the appropriate protective equipment will be worn.

- **Hazardous Plant, Equipment and Tools**

This must include all plant, equipment and tools that have the potential to pose a hazard to staff.

- **Hazardous Processes**



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This must include all processes that have the potential to expose a hazard to staff.

- **Training and Supervision**

The Health and Safety in Employment Act 1992 requires that all staff are provided with adequate training and supervision to enable them to undertake the work they are being asked to do in a safe manner. We expect as minimum, evidence that you have trained your staff in relation to the hazards you have identified. There should also be evidence of the fact that this is an on-going process and those identified hazards are regularly reassessed.

- **Injuries**

It is a requirement of the Health and Safety in Employment Act 1992 that every business maintain a register of all injuries and near misses, those of which cause serious harm must be reported to the Occupational Safety & Health. We expect to see as a minimum, evidence of the fact that there is a procedure requiring the reporting and investigation of injuries.

- **Emergency Procedures**

It is a requirement of the Health and Safety in Employment Act 1992 that every business develop a plan to manage all likely emergency situations. We will expect as minimum, evidence that this issue has been considered and that an emergency plan has been prepared for every likely emergency.

- **Contractors and Subcontractors**

The University of Otago has potential liability for your contractors and therefore requires that you set an appropriate Health and Safety standard for all contractors that you use. We will expect to see as a minimum, evidence of a process to assess your sub-contractors Health and Safety systems.

**Please Supply:**

- A list of Identified Hazards relevant to the work undertaken at the University of Otago**

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- Documented evidence of training provided**
- Evidence of your injury/incident reporting and investigation procedures**
- Evidence of emergency planning**
- Evidence of control of your contractors**
- Evidence of public liability insurance to the value of \$5 million.**

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**CONTRACTOR DOCUMENTATION ASSESSMENT FORM**

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Contractor Name:

Phone and contact person:

Assessor:

Date:

	Y/N	COMMENTS	ACTION REQUIRED
<p><b>Responsibilities Defined</b></p> <ul style="list-style-type: none"> <li>• H&amp;S Policy or statement</li> <li>• Defined responsibilities</li> <li>• Planning and review processes</li> </ul>			
<p><b>Hazard Management Process</b></p> <ul style="list-style-type: none"> <li>• Systematic hazard identification process</li> <li>• Hazard control system in place</li> <li>• Information provided to staff</li> </ul>			
<p><b>Training &amp; Supervision Provision</b></p> <ul style="list-style-type: none"> <li>• Training system/method</li> <li>• Induction process</li> <li>• Supervision of staff</li> </ul>			

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<p><b>Injury investigation and reporting procedures</b></p> <ul style="list-style-type: none"> <li>• Injury and investigation reporting system</li> <li>• Serious harm reporting</li> </ul>			
<p><b>Emergency Procedures</b></p> <ul style="list-style-type: none"> <li>• Plan for identified emergencies</li> </ul>			
<p><b>Sub Contractors</b><i>(Not Applicable in All instances)</i></p> <ul style="list-style-type: none"> <li>• Health and Safety standard for all contractors</li> <li>• Monitoring of contractors performance</li> </ul>			

**Comments:**

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**Further Information Required**

**Re-assessment Required – Second opinion requested**

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**Completed assessment satisfactory**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Additional Comments by Assessor

**Further Information Required – Substantially acceptable with areas of concern**

**Re-assessment Required – Second opinion requested**

**Assessed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PRE-COMPLIANT CONTRACTOR LETTER

---

**Re: Health and Safety Requirements for Contractors**

Thank you, for submitting your material to Otago University. We are happy to inform you that your material has been reviewed and met the requirements of our Assessment Process and therefore your company has been identified as a pre-compliant contractor. To complete the compliant contractor status, employees that are likely to be involved in work at the University of Otago must attend the University Contractor Induction Training. A schedule of the training sessions is enclosed for your information. If you have a significant number of employees who are likely to work at the University, please contact Nevan Trotter on 03 4795389 as a specific induction session may be able to be held at a suitable time.

The training must be completed before a contractor identification card can be issued.

Yours Sincerely

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There will be situations where there is no response from the contractor. A follow up letter is to be forwarded if the information is not received within 4 weeks of the initial letter.

---

NON-RESPONSE TO INITIAL CONTRACTOR LETTER

---

Dear Sir / Madam

You have received an earlier letter from us outlining our contractor requirements, dated .  
As part of these requirements we required you to return material from your Health and Safety system, to this date this has not been received.

Should you for some reason not received the letter please contact us and we will forward you a replacement copy.

Should you have received this material but have any problems with the requirements of this document please contact us, we will be happy to discuss any issues with you.

Can you please give this your prompt attention, as it is our intention to have this process completed as soon as possible.

Yours sincerely



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Where the University has assessed the information from the Contract Company but is not satisfied with the compliance level, the contractor will be informed by letter advising in which area of the health and safety information is insufficient. The timeframe for rectifying the deficiencies will be included in the letter for reassessment.

---

**CONSULTANT CONTRACTOR**

---

**LETTER**

---

The University of Otago has an established Health and Safety Compliant Contractors List and selected contractors who have met our Health and Safety standards will be added to the list. The list will be reviewed every 2 years.

As you will no doubt be aware, when we employ a Contractor to carry out a task or service for us, it becomes our responsibility to ensure that all Health and Safety issues are addressed appropriately.

The University has identified you as a Consultant Contractor. We define a Consultant Contractor as someone whose main purpose is to come on site to design, plan or discuss work, not for the purpose of doing physical work. If this is incorrect, please advise us. To become a compliant contractor for the University of Otago, we need to be sure that you have suitable Health and Safety management Systems in place. We ask that you complete the attached form (or supply a copy of your safety Management Plan, health and Safety Manual or similar) by ..... as evidence that you have identified, assessed and controlled hazards relating to the work you undertake for the University of Otago and that you are suitably trained in relation to these issues.

In order to meet our requirements under the Health and Safety in Employment Act 1992, we will be requiring contractors to attend induction training on the University of Otago's Health and Safety Systems. We will advise you of the training schedule on receipt of the necessary health & safety information.

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CONSULTANT CONTRACTOR: INFORMATION REQUEST

---

Company :

Address:

Contact person :

Work Phone :

Cell Phone:

Type of Work Undertaken:

Training and/or Expertise to undertake work (for each employee)

Safety Precautions/Hazard management:

Signed By : \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

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CONSULTANT CONTRACTOR: ASSESSMENT FORM

---

**Consultant:**

**Assessor:**

**Date:**

	Y/N	COMMENTS
<b>Nature/type of work</b>		
<b>Training and/or expertise defined</b>		
<b>Hazard Management Process</b> <ul style="list-style-type: none"><li>• Aware of potential hazardous work to be done on site</li></ul>		

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Further Information Required**
- Re-assessment Required – Second opinion requested**
- Completed assessment satisfactory**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CONSULTANT CONTRACTOR PRE-COMPLIANT CONTRACTOR LETTER

---

Dear \_\_\_\_\_

**Re: Health and Safety Requirements for Consultants**

Thank you for submitting your health and safety material to the University of Otago. We are happy to inform you that your material has been reviewed and met the requirements of our Assessment Process and therefore your company has been identified as a pre-compliant contractor. To complete the compliant contractor status, employees that are likely to be involved in work at the University of Otago must attend the University Contractor Induction Training. A schedule of the training sessions is enclosed for your information. If you have a significant number of employees who are likely to work at the University, please contact Nevan Trotter on 03 4795389 as a specific induction session may be able to be held at a suitable time.

The training must be completed before a contractor identification card can be issued.

Yours Sincerely

University of Otago  
Compliant Contractor Process Documentation

ADDITIONAL INFORMATION REQUEST LETTER

---

Dear Sir / Madam

RE: COMPLIANT CONTRACTOR SYSTEM

Thank you for your response to our earlier letter outlining our contractor requirements dated . We have received the information that you have submitted.

The University has assessed the information, and additional information is sought in relation to . Please forward supporting material to verify that you are able to meet the Health and Safety in Employment Act requirements in relation to this matter.

If you have any problems with the requirements of this letter please contact us, we will be happy to discuss any issues with you.

Can you please give this your prompt attention, as it is our intention to have this process completed as soon as possible.

Yours sincerely

COMPLIANT CONTRACTOR ACCEPTANCE LETTER

---

Dear Sir / Madam

**Subject: Compliant - Contractors Health and Safety Compliance.**

Thank you for responding to our process of ensuring Contractor compliance. On behalf of the University of Otago and following a review of your Health and Safety material we would like to advise you that your company has been added to our Compliant Contractors List. Please find attached a list of the employees that have attended the required Contractor Induction Training and may be issued with the required identification cards (details enclosed). If contractors are not able to produce their cards, they will be asked to leave the University site.

We retain the right to assess your compliance with either your own or our Health and Safety requirements at any time while you are retained by us. At any time if you have Health and Safety concerns when dealing with the University of Otago please contact

Compliant contractors are subject to audit by the University of Otago at any time. The compliant status is valid for 2 years, at which time your company will be reviewed.

Yours Sincerely

---

APPENDIX 3: GROUP 2 SELF EMPLOYED CONTRACTORS

---

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LETTER

---

RE: Contractor Health and Safety Control

The University of Otago is establishing a H&S Compliant Contractors List and all contractors who have met our Health and Safety standards will be added to this list. The list will be reviewed every 2 years.

As you will no doubt be aware, when we employ a Contractor to carry out a task or service for us, it becomes our responsibility to ensure that all Health and Safety issues are addressed appropriately.

The University has identified you as a self-employed contractor. If this is incorrect, please advise us. To become a compliant contractor for the University of Otago, we need to be sure that you have suitable Health and Safety Management Systems in place. We ask that you complete the attached form (or supply a copy of your Safety Management Plan, Health and Safety Manual or similar) by 16 July 2007 as evidence that you have identified, assessed and controlled the hazards relating to the work you undertake for the University of Otago and that you are trained in relation to these issues.

In order to meet our requirements under the Health and Safety in Employment Act 1992, we will be requiring contractors to attend induction training on the University of Otago's health and safety management systems. We will advise you of the training schedule on receipt of the necessary health and safety information.

If you have any questions or concerns, please contact me on 479 5389

---

REQUEST FOR INFORMATION

---

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**Self-Employed (Trading) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Trade and Type of Work Undertaken:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Training and/or Expertise to Undertake Work:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Safety Precautions/Hazard Management** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evidence of Public Liability Insurance to the value of \$2million: Yes No**

**Signed By :** \_\_\_\_\_ **Date :** \_\_\_\_\_



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---

**INFORMATION ASSESSMENT FORM**

---

Contractor :

Name and Contact Number:

Assessor:

Date:

	Y/N	COMMENTS	ACTION REQUIRED
<b>Nature/type of work</b>			
<b>Injury reporting – serious harm notification process</b>			
<b>Training and/or expertise defined</b>			
<b>Hazard Management Process</b> <ul style="list-style-type: none"> <li>• Potential hazards for University staff/students identified and controlled</li> </ul>			
<b>High-risk activities</b> <ul style="list-style-type: none"> <li>• Involved in height work, confined space, asbestos, hot work, etc.</li> </ul>			
<b>Public Liability Insurance evidenced</b>			

**Comments:**

---

---

PRE-COMPLIANT CONTRACTOR LETTER

---

Re: Health and Safety Requirements for Contractors

Thank you, for submitting your material to Otago University. We are happy to inform you that your material has been reviewed and met the requirements of our Assessment Process and therefore your company has been identified as a pre-compliant contractor. To complete the compliant contractor status, employees that are likely to be involved in work at the University of Otago must attend the University Contractor Induction Training. We will be holding induction sessions on \_\_\_\_\_ at the Health & Safety Office, 409 Leith St, Dunedin. We can also make separate one off times for self-employed contractors or contractors with 3-4 employees. The induction sessions will take approx 30 minutes and ID cards will be organised. Our expectation is that you and your employees will attend these sessions and if you could let us know the numbers attending and which date it would be very much appreciated. If you have a significant number of employees who are likely to work at the University, please contact the University, as a specific induction session may be able to be held at a suitable time. As you have no employees at this time we can set up an induction time that suits you. Please contact us to arrange a time.

Contact person is Nevan Trotter 03 4795389 or 027489 1051.nevan.trotter@otago.ac.nz

The training must be completed before a contractor identification card can be issued.

Yours sincerely

Nevan Trotter

**Health & Safety Advisor**

APPENDIX 4: CONTRACTORS REVIEW – ONGOING MONITORING

---

Contractors name: \_\_\_\_\_

1. Was the contractor on the Complainant Contractors list?

Yes No

2. Did the site workers attend a Health and Safety briefing?

Yes No

**3. General Site Assessment**

Is the site housekeeping satisfactory?

Yes No Comments: \_\_\_\_\_

Is vehicle and pedestrian traffic controlled appropriately?

Yes No Comments: \_\_\_\_\_

Is there evidence of visitor and subcontractor induction and supervision?

Yes No Comments: \_\_\_\_\_

**4. Hazards**

Is there evidence that all hazards have been identified?

Yes No Comments: \_\_\_\_\_

Is there evidence that all significant hazards have been controlled?

Yes No Comments: \_\_\_\_\_

Are all on site personnel wearing PPE?

Yes No Comments: \_\_\_\_\_

Does all equipment have the appropriate guarding and is it being used?

Yes No Comments: \_\_\_\_\_

Are all electrical cables tagged?

Yes No Comments: \_\_\_\_\_

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**5. Incident reporting**

Are there appropriate forms available for reporting incidents and injuries?

Yes No Comments: \_\_\_\_\_

Is there a procedure to report serious harm to the University and DOL?

Yes No Comments: \_\_\_\_\_

**6. Emergency Readiness**

Are there plans in place for likely emergencies?

Yes No Comments: \_\_\_\_\_

Reviewers signature: \_\_\_\_\_

Reviewers name: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX 5: CONTRACTORS COMPLETION REVIEW

---

**Contractor's name:** \_\_\_\_\_

1. Was this contractor on the Approved Contractors List?  
 Yes                       No
2. Did the onsite staff for this contractor attend a safety induction briefing?  
 Yes                       No
3. Were there any Health & Safety issues raised during the course of the Contract?   
 Yes                       No
4. Were the issues dealt with in a timely manner?  
 Yes                       No

5. How were these issues dealt with?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Were there any Health & Safety improvements required?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Would you use this contractor again based on their Health & Safety performance?  
 Yes                       No

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX 6: PRE-FIELDWORK CONTRACTOR H&S ASSESSMENT**

---

**University of Otago**

**Pre-Fieldwork Contractor H&S Assessment**

*This form must be completed for each field activity undertaken by a contractor.*

Department:

---

Contractor:

---

Activity:

---

<b>XX Department: Field work contractor/instructor Checklist</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	University of Otago Complaint Contractor			
2.	First aid certificate or higher			
3.	Certificate of National Standard/Appropriate Experience			
4.	Designated Driver agreement if applicable			
5.	Risk management plan documented and copy provided			
6.	Emergency plan and contacts specified			
Plan approved by:		Signed:		
Dated:				

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**University of Otago**

**Post-Fieldwork Contractor Assessment**

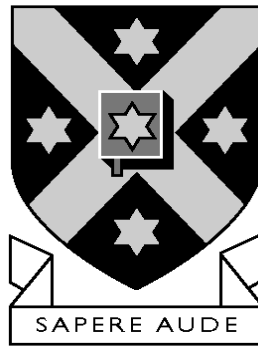
*This form must be completed for each field activity completed by a contractor.*

	Item	Yes	No	Comment
1.	Notified of any difficulties if experienced during the trip			
2.	Provided feedback on the field trip and areas for improvement			
3.	Positive student feedback			
4.	Would contract again for same or similar activity			

APPENDIX 7: CONTRACTORS HEALTH AND SAFETY HANDBOOK

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U N I V E R S I T Y  
*of*  
O T A G O



*Te Whare Wānanga o Otāgo*

Safety and security instructions for contractors  
working on University of Otago property



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**IN AN EMERGENCY**

In an emergency, call the 24 hour Campus Security on 5000 internal phones or 479 5000 external phones. To call Emergency Services directly from internal phones is 1-111; from external phones the number is 111.

You and your staff should be familiar with the evacuation plans for the area you are working in. These plans and notices will be displayed in hallways and above fire extinguishers.

**UNIVERSITY CONTACT PHONE NUMBERS**

Contact Person	If dialing from:	
	Internal phone	External phone
Emergency Services	1 – 111	111
Security	5000	03 479 5000
Health & Safety Manager	7380	03 479 7380 027 2277796
Health & Safety Office	5034	027 2277304
Property Services Contact	Help Desk 8003	03 479 8003
Department Contact		

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**SAFETY AND SECURITY INSTRUCTIONS FOR  
CONTRACTORS WORKING ON  
UNIVERSITY OF OTAGO PROPERTY**

These safety rules form part of your agreement to work at the University of Otago.

All contractors and subcontractors must follow these instructions when working on any property that is owned or controlled by the University. The department or work area may have additional requirements over and above these instructions that must be adhered to as well. The University of Otago has a Health and Safety Compliant Contractor Process and only those companies that are recorded on the Compliant Contractor List may work on site. Compliant Contractor status will be reviewed every two years based on safety and health performance.

**1. BEFORE STARTING WORK**

1. You must wear/carry a University of Otago Contractor identification badge while working on University of Otago sites.
2. Remember that all the work you do at the University must comply with all the laws and regulations on safety. These include:
  - The Health and Safety in Employment Act 1992 and the Amendment Act 2002
  - The Health and Safety in Employment Regulations 1995 and their amendments
  - All statutory and local authority regulations.
3. You, as Contractor, must make sure that all your workers on the site follow the rules and regulations, and that they behave appropriately. This includes sub-contractors and suppliers. Anyone in breach of this requirement may be asked to leave the site.
4. As a Contractor, it is your responsibility to make sure the work site is a safe place to work. This is a legal responsibility. You must train all parties in safety procedures on the site before they start work on any University of Otago site. This includes going through all the information in this booklet.

**REMEMBER: YOU ARE FULLY RESPONSIBLE FOR THE SAFETY OF ALL WORKERS, INCLUDING SUB-CONTRACTORS, ON THE WORK SITE.**

5. **The University can stop work on the site at any time if they believe it is unsafe. Work will not start again until the site is made safe.**

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6. The University of Otago Health & Safety Compliant Contractor process includes auditing of contractor work in progress. University staff may check the site for safety at any time. This is to make sure that the proper procedures are being followed. (See outline of Compliant Contractor Procedures at end of booklet.)
  
7. You must make sure the site is fenced and sign posted so that people are safe. While danger tape may be enough for a temporary site, mesh or fence barricades will be needed for most work, especially if it involves overhead work or excavation. Lights may be needed at night.
  - You must secure the site and ensure there is no access to hazardous plant and equipment when no one is on site. Take particular care before re-starting work, to make sure that any essential plant or equipment has not being interfered with.
  - Where overhead work is involved, the public must be protected from the “fall zone”. This may mean securing equipment and materials and limiting access to temporary structures such as scaffolds, by removing access ladders etc. Unsecured materials on roofs and exteriors can become extremely dangerous during winds.

2.      **STARTING THE JOB**

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1. There will be a contact person who retained you for the job. Make sure all staff know who this is.
2. A hazard identification form may need to be filled out for each job. The form is to be used to identify any University and job hazards that may impact on contractors or workers, students and staff of the University.
3. Forms are included in the back of this book. Please contact the Health and Safety Office if you require additional forms. A form must be completed before commencing work.
4. All of your staff must read the form, record any hazards they will create for themselves and others in the work area, and sign.
5. If there are any changes to the work, additional hazards must be recorded.

### 3. PERMIT TO WORK SYSTEM

- Designed to specifically manage high-risk work activities – **hot work, height work and confined space work.**
- If you think the work you are contracted to complete will require a permit to work, contact the Health and Safety Office as soon as possible.
- Permit outlines the potential hazards and controls to be implemented. This should be completed on site by the permit issuer with the permit receiver.
- Issued by “Issuer”, received by “Receiver” who carries out the work. Additional staff may be required.
- The permit will specify how the work is to be done. If you are not confident in completing the work, have not been trained or are unsure, please go back to the permit issuer for assistance.
- Do not start the permitted work until you have all the necessary controls in place.
- Document the required information on the permit as you work.
- The permit will have a date and time that it is effective for. If this expires, you must get another permit issued.
- The permit to work will be completed by Property Services.



### HOT WORK

Hot work covers work processes such as welding, gas cutting, grinding, brazing etc. out of a workshop environment. If such work is required as a part of your contract, a Hot Work permit must be obtained. Contact Property Services for further details if you think a permit is required.

### ENTRY TO A CONFINED SPACE

Confined spaces on campus are generally defined. If you are required to work in a confined space, you will need to have a permit issued before starting the work. This will involve a visit to the site with a permit issuer to identify the safety steps and protocols to be followed during the designated work period.

### HEIGHT WORK

Work at height requires a work permit, and it will specify how the work must be done (e.g.: use of harness, anchor points, scaffold, etc.). This will be noted on the hazard form and a permit to work must be issued by Property Services prior to work commencing. All notified height work requires a permit.

### NOTIFIABLE WORK

If your work as a contractor meets the OSH notifiable work requirements then it is expected that the contractor will notify OSH. In situations where University of Otago staff may also be involved, Property Services will notify OSH of University staff on the work site.

#### 4. EMERGENCY PREPAREDNESS

##### INCIDENT MANAGEMENT – INJURIES AND SERIOUS HARM

You must notify the Department contact, the Health and Safety Manager as soon as possible after a potential or actual serious harm incident.

All other injuries and incidents must be recorded and notified to the University. This includes contractors, sub-contractors, staff, students and visitors.

The Health and Safety in Employment Amendment Act 2002 requires that the Principal notify OSH of serious harm incidents that occur to self-employed contractors on the worksite.

##### FIRE & EMERGENCY EVACUATION

Emergency evacuation notices are displayed in all areas. Please read the notice in the area you are working and note your nearest evacuation route. In the event of a fire, fire wardens will direct people out of the building. Please stop what you are doing, take immediate safety measures and leave the building. Do not re-enter the building until the all clear is given. If you notice a fire, raise the alarm, exit the building and ring security (extension 5000 or 03 479 5000 external) or emergency services (1 – 111 from an internal phone) from a safe phone.

## 5. GENERAL RULES

### FIRE SAFETY

You must ensure:

- Fire escapes and all exit doors are kept clear at all times.
- Corridors are not blocked with building materials.
- That you do not block emergency services (e.g. fire, ambulance) access to any area of the campus. If this is not possible, you must liaise with your Department contact.
- If you are required to disconnect a fire alarm, you must first have permission from your Contact Person.
- Where there is a possibility that the automatic fire alarm system may be set off by dust, heat or vibration, you must contact your Contact Person, as the circuit may need to be disconnected. Any Fire Service call out charges caused by lack of care will be charged to you.

### NOISE

- Noise should be kept to a minimum. There are restrictions on noise during examination times – check with your Departmental Contact Person.
- If your operation is noisy, please discuss with your contact person to arrange a work plan to minimize inconvenience to staff and students.
- All compressors and percussion tools must have effective silencers.
- Any work out of hours must be agreed to with your Contact Person.

### CONDUCT

- All drivers must observe University traffic and parking rules including a campus speed limit of 15 kph. Drivers exceeding this speed limit, or otherwise driving unsafely, may be banned from the campus.
- 'Cat calls', 'wolf whistles', insulting or objectionable language, gestures or other harassment etc, must not be directed at students, staff, or other campus users. Such behaviour contravenes the University standards and policy on code of conduct. The Contractor must not permit such practices and offenders will be refused access to the site.

### ELECTRICAL SAFETY

- All portable electrical equipment on site must be tested and tagged in accordance with **AS/NZS 3760:2002**.
- RCD's must be used in external environments or where there is a risk of water or moisture.

### LOCKOUT PROCEDURES

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- If you think you will need to lock out an item of plant, please contact the Health and Safety Office before any work is commenced.
- If an appliance is disconnected from the permanent wiring, you must make sure the power supply is also disconnected at the switchboard. You must also make sure the board is locked out. **Just removing the fuse is not sufficient.**

#### WATER SUPPLIES

- Disruption to water supplies must be identified and discussed with your contact person will need to manage the shut down of any water supply.

**Note: The University has very expensive equipment that uses mains water for cooling. Some experiments also depend on a continuous supply of water. If the mains water supply has to be shut off in a building or buildings, you may be required to provide an alternative water supply for fire fighting.**

#### HAZARDOUS CHEMICALS

- If you bring hazardous chemicals on to the campus, you must carry a Safety Data Sheet (SDS) for the chemicals and your staff must know what to do if there is a spill.
- If you are using adhesives and solvents, you must ensure University staff and students are not affected by the fumes. This includes ensuring that fumes are not spread through the ventilation systems, stair wells or lift shafts. Information on the substance must be readily available.
- Contractors must not put any hazardous chemicals, solvents or their containers in University rubbish containers, down sinks or wastewater ways.
- You are not to move or touch any hazardous substances within the laboratories. If you need something moved, contact the laboratory manager. If you are unsure of a substance, contact the laboratory manager.

#### SMOKE FREE POLICY

Smoking is not permitted in any University building that is available for use by University staff, students and their guests.

Smokers are required not to smoke with 6metres of any University Building.

#### SECURITY

- Many campus buildings require security access to specific areas, particularly after hours and on weekends. Security access cards and/or keys remain the responsibility of individuals and companies holding them. Keys must not be used to access areas such as laboratories, animal rooms and areas marked as authorised access only. Permission must be gained before entering any of these areas. Loss of security cards and/or keys must be reported immediately to the Health and Safety Office. Any extra costs incurred

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by the University, including re-keying part or all affected areas of a building as a result of the loss, will be borne by the contractor.

- Contractors shall co-ordinate their security measures with the requirements of the University.

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### ASBESTOS

Over the past 15 years, asbestos has been removed from campus buildings. However, it is likely asbestos will still be found in many places and forms, e.g. drainage pipes, textured ceilings, roof or cladding sheets and lagging.

If the presence of asbestos is suspected, stop work in the area immediately and contact the University Health and Safety Manager for advice.

### LEAD

University of Otago owns and occupies some houses which may be coated with lead paint. When working on these premises, assume that lead paint has been used (unless tests show otherwise). Make sure you follow all DOL requirements for managing lead paint. **BE PARTICULARLY CAREFUL WITH PREMISES THAT ARE USED FOR CHILDCARE.**

Further information regarding past lead test results and lead paint management is available from the Health & Safety Office.

### PUBLIC SAFETY

At any one time there will be large numbers of people on University of Otago campuses. Many people will not know about industrial or construction processes and equipment and will not be aware of the potential hazards.

As well as being a place to study and work, the University is also a social centre with several bars and many functions held throughout the year.

You must work on the assumption that your site is accessible to the public night or day and take precautions accordingly.

### SCIENCE LABORATORIES

University of Otago has many laboratories. The laboratories and their storerooms contain hazardous materials, plant and equipment e.g. chemicals, biological material, radioactive sources etc.

**DO NOT ENTER WITHOUT PERMISSION FROM THE DEPARTMENTAL LABORATORY MANAGER.**

**LABS, HAZARDOUS GOODS ROOMS, DRAINAGE SYSTEMS AND FUME EXTRACTION SYSTEMS MUST BE REGARDED AS HAZARDOUS. PAY PARTICULAR ATTENTION TO CONFINED SPACE, ISOLATION AND HOT WORK PROCEDURES.**

### FALLING FROM HEIGHTS

#### EXTERNAL ACCESS FOR WORK ON BUILDINGS

External access to buildings around the campus may be difficult and exterior building work may require lifting aids or elevated working platforms. Remember that a fall from any height has the potential to cause serious harm. Please remember:

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<b>200mm or more</b>	Gap through which a person could fall (i.e. between the edge of scaffold and the outside wall of a building).
<b>2 metres</b>	minimum distance from the edge of a flat roof you may go. These areas must have a physical <u>barrier</u> at the two metre mark from the roof edge. If working in the two-metre area with a fall potential of greater than 3 metres, a Working at Height Permit is required.
<b>3 metres</b>	Height at which fall protection is required.
<b>5 metres</b>	Height at which a registered scaffolder is required to erect scaffold. Requires Working at Height permit.

## 7. COMPLIANT CONTRACTOR PROCEDURES

The University's Compliant Contractor Procedures encompass the following:

### ASSESSMENT OF CONTRACTOR HEALTH & SAFETY INFORMATION

Contractors are assessed for health & safety compliance and are registered on the Compliant Contractor database, which is reviewed every two years.

### UNIVERSITY CONTRACTOR INDUCTION

Contractors and their staff are provided with induction on the University requirements for contractors on site. Identification badges will then be issued to those who have attended the induction and are to be worn on site at all times.

### COMPLIANT CONTRACTOR AUDITING

A structured, on-site health and safety performance audit programme will be carried out. Contractor health and safety performance may also be audited following any complaints about service, after an incident or injury occurs or following any reports of serious harm.

University staff may check the site for safety at any time. This is to make sure that the proper procedures are being followed.

## 8. QUICK FIRE CHECK LIST

### BEFORE STARTING WORK

- Identify hazards to you and others on the Hazard ID form and sign
- Does this work require a special permit for
  - ◆ Height Work
  - ◆ Confined Space Work
  - ◆ Hot Work
- Will your work interrupt any services?
- Does OSH need to be notified of this work?
- Update the Hazard ID Form as hazards change
- Discuss work with Laboratory Managers before starting any work in laboratories

### GENERAL

- Consider Fire Safety, noise, good conduct
- Ensure your portable electrical equipment has a current test tag
- Ensure you carry material safety data sheets for hazardous chemical use. Know what to do in a spill
- Approval must be obtained to disconnect fire alarms and other services.

### INCIDENT / INJURY

- In the event of an accident contact the health & safety office immediately
- If you have a 'near miss' accident or property damage complete an **INJURY / INCIDENT REPORT FORM**
- Report potential hazards on a **UNIVERSITY OF OTAGO HAZARD REPORT FORM**



## 9. HAZARD IDENTIFICATION SHEETS

- Designed to identify specific hazards associated with the job on site, for you, and your colleagues who may not be familiar with your type of work.
- Does not apply to work carried out within Workshops.
- Stop and think – what are the risks/hazards associated with the job that could impact on others:
  - The environment
  - Others around (public, students and other workers)
  - Substances used
  - Noise
  - High risk work – height, hot work and confined space
- Document the hazards on the hazard sheet – environment and/or job, hazards you may be creating for others, use of hazardous substances, etc.
- The hazard sheet must be read and signed by all on the first entry to the site/job. It will be displayed in an obvious place – please read each day to ensure nothing has changed. Record any changes that you notice. If you are away from the site for a week or more, you must re-read and sign the hazard sheet.
- If you are in a laboratory, the laboratory contact must be recorded. Contact with the nominated person must be recorded on the hazard sheet and signed by both parties.

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<b>Work requiring a permit:</b>																										
If the job has any of the situations below, please contact the Health and Safety Office before commencing work:																										
<input type="checkbox"/> height work at 5m or over <input type="checkbox"/> work in a confined space <input type="checkbox"/> hot work outside a workshop (e.g. welding, gas cutting)																										
<b>Hazard identification:</b>																										
Will this job involve any of the following?																										
<input type="checkbox"/> work within a laboratory Contact laboratory manager: _____																										
<input type="checkbox"/> Height work up to 5m (list hazard controls)																										
<input type="checkbox"/> Peoples H&S affected by 'interruption of services' or activity (water, effluent, steam, etc.) List hazard controls below.																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Possible site hazards</th> <th style="width: 50%;">Controls</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>			Possible site hazards	Controls																						
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I have viewed the listed hazards and controls for this job. I have identified any further hazards that I may generate during the course of this job. All staff on site must sign off when inducted to the site and if any further hazard controls are identified.																										
<b>Contractor/Subbie on site</b>	<b>Signed</b>	<b>Date</b>																								