

*Controlled Document – refer to Intranet for latest version*

Category: Health and Safety	Date Created: February 2009
Responsibility: Health and Safety Manager	Date Last Reviewed: November 2015
Approval: Executive Manager Corporate	Version: 15.2

## Purpose

UCOL is committed to the provision of a safe and healthy work place for contractors and sub-contractors in accordance with its Health and Safety Policy. UCOL recognises its duties under the Health and Safety in Employment Act 1992, and other related legislation and regulations.

In meeting the requirements above, UCOL seeks to:

- Ensure that contractors and subcontractors work in a healthy and safe manner, and are not harmed while at work on UCOL premises.
- Ensure that harm is not caused to any other person while contractors and subcontractors are working on UCOL premises.
- Promote measures to prevent injury and illness by establishing and insisting upon safe working methods, safe equipment, proper materials and safe practices at all times.
- Protect UCOL's assets by the implementation of appropriate good work practice.
- Instigate a regular induction procedure for all contractors and preferred suppliers.
- Maintain a process for the review of contractor and preferred supplier health and safety performance.

UCOL values its employees and students and is committed to protecting them from injury and illness. UCOL is also committed to protecting visitors to the campuses from injury, and to protecting property from damage due to unsafe practices. UCOL endeavours to seek continuous improvement in its health and safety practices. A safe and healthy work environment is achieved through the co-operation of every employee, student, contractor, subcontractor and visitor to comply with all relevant good work standards, Polytechnic procedures and statutory obligations.

By accepting work at UCOL, contractors and subcontractors agree to share this commitment.

## Scope

This is an organisation wide policy.

## Responsibility

This policy applies to all Contractors and Preferred Suppliers, their employees and subcontractors who have been engaged by UCOL to provide goods and/or services to UCOL.

The management of this policy is the responsibility of all UCOL staff who manage Contracts for Services or Preferred Supplier Agreements as outlined in UCOL's Procurement Policy and Procedure, including past agreements in whatever format they may have taken but the services required are still current. The responsible staff therefore includes Facility Site

Managers, the Director Information Systems & Technology, Faculty Deans, Heads of School or Programme Leaders who manage plant and equipment purchase and maintenance type contracts and any other staff member or contractor to UCOL who is responsible for obtaining the services of non-UCOL personnel to perform a service or provide goods to UCOL.

*NB: This Policy does not apply to consultants or contracted staff of UCOL. Consultants or contracted staff (temp agency staff etc) are required to comply with UCOL's relevant Policies, Practices and Procedures which apply to all fixed term or permanent staff. The responsibility for induction of consultants and contracted staff is with the Manager who engages such persons. Further information can be obtained by contacting the Health and Safety Manager.*

## **Policy Statements**

1. The Contractor or Preferred Supplier will be requested to submit a safety plan to UCOL as part of the Contract for Services or Preferred Supplier Agreement procedures, which will include the methods for identifying, assessing and controlling hazards the Contractor brings to UCOL. This requirement is waived for contractors who are working for UCOL in a staff capacity.
2. On achieving a Contract for Service, a successful quote or a Preferred Supplier Agreement with UCOL, and prior to commencing any work for UCOL, the Contractor is required to undergo an induction process which includes specific information regarding the UCOL site(s) they will be permitted to work on.
3. The staff member responsible for the Contract for Service or Preferred Supplier Agreement will ensure this induction takes place in accordance with the Contractors on Site Procedure.
4. The Contractor is responsible for the induction of their own employees and subcontractors who will be required to work on UCOL sites to the requirements of UCOL as identified during their own induction process. The Contract Supervisor and the Contractor may however elect to complete an induction for the Contractor's employees or subcontractors at the same time the induction is carried out for the Contractor.
5. The contractor is required, during the course of the Contract for Service or Preferred Supplier Agreement, to comply with all relevant Acts and Regulations (including the Health and Safety at Work Act 2015, the Resource Management Act, and Fire and Safety Evacuation of Building Regulations), local Bylaws and District Plan requirements, relevant New Zealand Codes of Practice and any UCOL health and safety requirements.
6. Unless otherwise agreed to in writing, it is the responsibility of the Contractor to ensure all building permits, approvals and legal authorities to commence work have been met.
7. The Contractor may not commence work until the required building permits and approvals have been obtained.
8. Unless specifically stated within the Contract for Services or Preferred Supplier Agreement, the Contractor may not commence work until they have reported to the Facilities Site Office or Faculty Administration Office and been cleared to work for a specific period of time. The Site Manager or Faculty Administrator will ensure the work being undertaken will not cause any significant disruption to teaching before approving the contractor to work for the specified period.
9. The Contractor must ensure, and may be required to demonstrate, that all site personnel and subcontractors are properly trained in the safe use of plant and

equipment and that they are either adequately experienced or supervised by an experienced person in order to safely carry out the tasks that they have been assigned.

10. All contractors' plant and equipment shall be suitable for purpose. Electrical appliances shall have been tested in compliance with AS/NZS 3760:2010. Portable welders being brought on to UCOL premises must be tested to AS60974.6:2006.
11. The Contractor will be fully responsible for supervising site personnel and subcontractors to ensure that they strictly adhere to all applicable safety requirements. In the Contractor's absence from the site, another person is to be assigned in charge of meeting the designated safety requirements.
12. The Contractor is responsible for the erection and relocation of safety barriers, scaffolding etc that is required in order to perform the service in a safe manner.
13. Unannounced safety checks may be carried out by the UCOL person supervising the contract or UCOL's Health and Safety Manager while work is in progress. The Contractor shall allow these persons access, at any time, to plant, equipment, personnel and records when requested, to enable UCOL to inspect or audit any aspect of the Contractor's operations relevant to meeting UCOL's health and safety requirements.
14. Contractors will take all practicable steps to ensure that people in their place of work, including the public, are not harmed by any hazard that is in place or arises during the period taken to complete the required work.
15. Emergency events, or in situations where a service or good is required and there is no current preferred supplier or engaged contractor, will be managed by the Site Manager or Faculty/Department Manager responsible for the service/good. In these cases the Contractor is likely to be coming on site without having received an induction and will therefore need to be accompanied to all sites (that are not public sites) they require access to in order to complete the delivery of the service or good.

The Contractor, including all site personnel and subcontractors, will comply with the following requirements:

- Contractors' vehicles may only park in designated areas or as otherwise previously agreed. Failure may result in vehicle removal. Vehicles are not to exceed UCOL's site speed limits of 10kph.
- Contractors and their staff must sign in through the Facilities Management Site Office or the Faculties Administration Office at the commencement and completion of each visit.
- Smoking is not permitted on any UCOL campus or site or in a UCOL vehicle.
- Personal protective equipment where applicable, shall be used and worn in accordance with good safe practice; this equipment must be well maintained to the appropriate standard.
- Good housekeeping standards are to be observed throughout the period of work, both at the work site area and in and around any temporary buildings; the working area shall be kept tidy with escape exits and other access ways kept clear; any spillage shall be contained and cleared up in a timely and safe manner.
- Work areas shall be clearly marked and cordoned off to prevent risk of harm to UCOL employees, students and any other person.
- An appropriate first aid kit will be provided and maintained by the Contractor.
- Evacuate the premises on hearing a continuous alarm.
- Use of broadcast band radios is not permitted on UCOL premises unless authorised by the Contract Supervisor.
- Use of language, and/or gestures towards staff, students or other persons on UCOL's premises that may be of an objectionable nature will not be tolerated.
- Noise must be kept to a minimum when working near teaching areas. Noisy activities should be programmed into times when student disturbance will be limited.

The Contractor is required to report any accidents, incidents and near misses to UCOL's Contract Supervisor as soon as practically possible after the event. They will also provide UCOL's Health and Safety Manager with a written copy of the entry from the Contractor's register of accidents, (refer section 25 of the Act) in respect of any accident that harmed any person within 48 hours of the event. The Contractor will notify WorkSafe, the Contract Supervisor and the UCOL Health and Safety Manager of any serious harm accident as soon as possible after its occurrence.

The Contractor, in accepting work at UCOL, undertakes to comply with any direction of the Contract Supervisor in relation to the implementation of the "all practicable steps" requirement contained in the Health and Safety in Employment Act to ensure that employees of the Contractor including any subcontractors, employees or students of UCOL, or any other person is not harmed by the Contractor's activities on UCOL's premises under the contract. Failure to comply with this provision, or any other significant breach of these requirements, will constitute grounds for dismissing the Contractor.

UCOL's Site Managers or the Health and Safety Manager reserves the right to stop work where the above requirements are not followed or where health and safety concerns are not being adequately addressed.

## Definitions

**Contractors:** refers to all staff and sub-contracted staff who work for any firm or company that has been either contracted by UCOL or are classified as a preferred supplier to UCOL by means of any past or current agreement for the purchase of goods or services to UCOL.

**Contract Supervisor:** This is the UCOL person who is responsible for the management of the contract for service, the preferred supplier agreement or the engagement of the one off requirement in emergency or other situations where a good or service is required to be delivered to a UCOL site.

**Principal:** refers to the contact person for the contractor or preferred supplier. This is normally the person who is responsible for the contract with UCOL and who has the overall responsibility for the staff and their behaviour whilst undertaking contract work for UCOL.

## Relevant Legislation

- [Health and Safety in Employment Act \(1992\)](#) and its subsequent amendments to be replaced by the [Health and Safety at Work Act 2015](#) on 1 April 2016.
- [Health and Safety in Employment Regulations \(1995\).will be superseded on or before 4 April 2016](#)
- [Resource Management Act \(1991\).](#)
- [The Fire Safety and Evacuations of Building Regulations \(2006\)](#)

## Related Documentation

[Contractors on Site Procedure](#)

[Contractor/Preferred Supplier Induction Form](#)

[Contractor/Preferred Supplier Health and Safety Compliance Statement Form](#)

[Contractor/Preferred Supplier Conditions for Engagement Form](#)

[Contractor/Preferred Supplier Completion Audit Checklist Form](#)

[Contractor/Preferred Supplier Health and Safety Policy Statement](#)

[Contractor/Preferred Supplier Performance Audit Checklist](#)  
[Contractor/Preferred Supplier Sign In/Out Sheet](#)  
[Contractor/Preferred Supplier Emergency Evacuation Procedures Form](#)  
[Contractor/Preferred Supplier Health and Safety Review Form](#)  
[Contractor/Preferred Supplier Induction Information Form](#)  
[Contractor/Preferred Supplier Induction Form](#)  
[Health and Safety Policy](#)  
[Procurement Policy](#)  
[Procurement Procedure](#)