

CONTRACTOR TASK SPECIFIC HEALTH AND SAFETY INDUCTION



The Contract Manager (or his delegate) is responsible for contractor induction. Inductions must be completed prior to the commencement of contracted work.

The Taupō District Council Contract Manager (or his delegate) must ensure that the Contractor's workers understand the requirements prior to signing the acknowledgement of briefing at the end of this document.

All visitors/contractors must comply with the Health and Safety at Work Act 2015 (HSWA), and all relevant regulations and codes of practice as a minimum.

Contracting Company:

Council Contract Manager:

Location:

Scope of Work:

File Reference:

Contract Name:

Contract Start Date:

SITE SPECIFIC PROCEDURES	Y/N
All workers will comply with the contracted safety requirements and all associated documentation, including but not limited to: Site Specific Safety Plans (SSSP); Safe Operating Procedures (SOPs); Safe Work Method Statements (SWMS), Job Safety Analysis (JSA's) and Risk Registers.	
Workers know the location of emergency response procedures. This includes location of: <ul style="list-style-type: none"> • Emergency exits, assembly points and emergency equipment; • First aid kits; • Health and safety information. 	
All workers and visitors must sign in, and out, using the agreed process and site PPE must be adhered to.	

WORK PERMIT AND NOTIFIABLE WORK REQUIREMENTS	Y/N
All workers will adhere to permit to work, and notifiable work procedures submitted as part of the SSSP.	

HAZARD/ RISK MANAGEMENT	Y/N
All workers are suitably qualified to manage hazards/risks they are bringing into the work area, or are created in the work environment and how they may affect workers and others.	
Taupō District Council will advise the contractor of known risks associated to the scope of work. This will include but not limited to: asbestos, overhead and underground services, simultaneous operations, conditions of the Resource Management Act (RMA) or Environmental Protection Authority (EPA), concerns raised by public, interface with school timetables, etc.	
Persons under the influence of drugs or alcohol will be removed from site immediately.	
Correct personal protective equipment/clothing (PPE/PPC) will be provided by the contractor and will be appropriate for the type of work undertaken. Workers are responsible for wearing the prescribed PPE/PPC, ensuring it is looked after and that it is well maintained.	
Workers will follow the SSSP related to equipment isolation and lockout procedures where required.	
No guarding for moving or rotating parts shall be removed from equipment or plant.	
Residual Current Devices (RCD) are to be used when operating portable electrical equipment on the site unless the electrical outlet is already protected by a built-in RCD. The leads of all electrical equipment, including extension leads, must display current inspection tags.	
NO persons under the age of 16 years are allowed in operational areas.	

INCIDENT REPORTING	Y/N
Contractors will report on all Incidents and Events. Employees of the contractor will complete their internal reporting process and track all incidents and near misses. All accidents, incidents, including near misses, regardless of severity, must be reported to the site manager within one hour.	
<p>Notifiable Event to Worksafe NZ. A notifiable event is when any of the following occurs as a result of work:</p> <ul style="list-style-type: none"> • a death; • notifiable illness or injury; • a notifiable incident. <p>Definitions of Notifiable Events are available on the Worksafe NZ web page</p> <p>The Contractor will ensure that Worksafe NZ is notified as soon as practicably feasible and in context with the legislative requirements for a Notifiable Event. Phone 0800 030 040 followed by the Online Notification Form</p> <p>The Site Manager will notify the Taupō District Council Contractor Manager within an hour of any Notifiable Events or High Potential Near Misses</p> <p>An Incident Notification will be submitted to Taupō District Council from the Site Manager within 24 hours followed by the full investigation.</p>	
The incidents and events will be visible to Taupō District Council – Reference to Contractor Key Performance Indicator excel spreadsheet – Appendix #	
No photos will be put on any social media platforms.	

HAZARDOUS SUBSTANCES	Y/N
<p>The Contractor will have a process in place to manage all Hazardous Substances. This is documented in their Site Specific Safety Management Plan (SSSP) or Safe Work Method Statement (SWMS).</p> <p>The Contractor will ensure compliance to the new legislation around Hazardous Substances is in place (December 2017).</p>	
Material Safety Data Sheets (MSDS) will be available on site for all hazardous Substances.	
No hazardous substances e.g. chemicals, paints, adhesives and other substances, may be brought onto site unless listed in the SSSP.	
Appropriate and restricted storage is available for applicable hazardous substances. The substances must be properly labelled, stored and secured, and referenced to the Material Safety Data Sheets (MSDS). Workers are responsible for wearing PPE as specified in the MSDS.	
Taupō District Council has a commitment to protecting the environment and Spills must be reported as an Event. Best Practice must be adhered for containment of fuels/spill kits on site (double skinned fuel tanks).	

PERSONAL BEHAVIOUR	Y/N
All workers have a duty to identify and report hazards/risks. Risk registers must be live working documents and updated accordingly.	
Taupō District Council sites have a Drug and Alcohol Policy applicable to all contractors.	
All personnel working on Taupō District Council sites are to be dressed appropriately and the required PPE is worn at all times. A minimum of high-visibility clothing and work boots is required unless task specific PPE is required.	
Any community complaints must be communicated back to the Taupō District Council Contract Manager.	
Good housekeeping and wherever practicable, work areas are to be cleared at the end of each day, or at the end of each task.	
Adherence to safe working practices including Standard Operating Procedures (SOP's), SWSM & JSA's is required at all times. Working in an unsafe manner will not be tolerated and may result in immediate removal from site. Horseplay and risk taking behaviours are not acceptable on Council sites.	

WELFARE	Y/N
Vehicles must comply with speed limits displayed at Taupō District Council sites. The Contract Manager, or similar, will advise on the allocation of on-site safe parking (as required).	
<p>The location of the following welfare facilities is known:</p> <ul style="list-style-type: none"> • Toilets and hygiene facilities • Lunchroom and tea/coffee facilities <p>EMERGENCY PREPAREDNESS</p> <ul style="list-style-type: none"> • Emergency critical safety equipment – first aid kits, & fire extinguishers • Emergency Contact List. 	

HAZARD/RISK:	ACTUAL RISK	CONTROLS:	RESIDUAL RISK

ACKNOWLEDGEMENT OF BRIEFING

Note: Failure to accept and acknowledge this briefing will remove the right to operate within the boundaries of the work site.

WORKER NAME:	WORKER SIGNATURE:	CONTRACTING COMPANY:	INDUCTION DATE:

Inductor Name:

Inductor Position:

Inductor Signature:

Date:
