CONTRACTOR MANAGEMENT

www.sitesafe.org.nz
Presentation Topics

- Site Safe - A Brief History
- What do we Do
- Site Specific Safety Plan (SSSP)
- Health & Safety Law Reform
- Questions
Site Safe New Zealand Inc

- Created by Zealand construction industry in 1999 to address unacceptable accident rates in the construction industry
- A not for profit organisation governed by a board of directors representing the construction industry
- Membership based and modelled on international best practice
- 16 years on has seen a significant reduction in injury rates but still plenty of room for improvement
Site Safe Products and Services

Site Safe has a nationwide team of specialist Safety Advisors able to provide assistance in

- Safety Planning & Systems
- Auditing and Industry Benchmarking
- Accident/Incident Investigation
- Coaching/Mentoring & Technical Advice

Site Safe has a wide range of Safety Courses

- Sector Specific Safety Passports
- Height & Harness
- Safety Planning, Management, Leadership

For more information go to www.sitesafe.org.nz
Site Specific Safety Plan

Contractors must provide information confirming the safety activities that will be undertaken. A safety summary checklist will identify:

- Responsibilities and contacts
- Hazard management
- Communication and participation
- Emergency management
- Accident management
- Training and qualifications
- Contractor management
- Approval and sign off
Hazard Management

The basic contractor safety plan will include:

- Hazard Register
- Pre-start Checklist

High risk work will require:

- Task Analysis (or similar)
- WorkSafe Notification

If work involves chemicals:

- Hazardous Substance Register
  (and SDS’s)

Longer duration work will require:

- Site Inspections (periodic)
Employee Involvement

If employing workers the contractors safety plan will include:

- Pre-start safety meeting
- Toolbox Talk Minutes
- Periodic Safety Meetings

The same template may be adapted/used for various types of safety forums
Emergency Management

If undertaking high risk work where a rescue/recovery procedure is required the contractors safety plan will include:

- Emergency Rescue Plan

If the contractor is in control of a site where other persons are working the contractors safety plan will include:

- Emergency Evacuation Plan
All employers are required to have procedures for managing accidents in the workplace. The contractors safety plan will include:

- Accident Register
- WorkSafe notification of serious harm
- Accident Investigation

These should be available in case of incidents occurring. Accident registers should regularly record near miss and minor harm.
Training and Qualifications

All employers are required to ensure workers are trained and experienced.

The contractors safety plan will include:

- Training and Competency Register

Where workers lack experience then supervision must be put in place. High risk work will require higher levels of supervision.
Contractor Management

If contractors engage their own sub-contractors they will need to manage them.
The contractors safety plan will include:

- SSSP evaluation
- Site Induction Register
- Safety Activity Monitoring Chart
Builders Safety Kit

All businesses are required to have a Safety Plan in place. Builders can support this with a Contractors Site Safety Kit.

The Safety Kit includes:

- Weather proof wallet & Site Plan
- ICE (In Case of Emergency) Pack
- Danger Sign
- Hazard Board
- One year free membership
- Health and Safety Policy (electronic)
- Site Specific Safety Plan (electronic)
Health & Safety Law Reform

The Health and Safety at Work Act will come into force 04 April 2016. Key components include:

- New Regulator - WorkSafe NZ (December 2013)
- A shift from hazard management to risk management
- A change in the duty holders - PCBU’s and Workers
- Duties for company officers - Due Diligence
- Focus on high risk sectors, Occupational Health
- Stronger enforcement & penalties
- Enhanced worker participation
- Regulations and guidance to follow
Questions?