

# CONTRACTOR HEALTH AND SAFETY HANDBOOK

2022



**Hamilton**  
**City Council**  
Te kaunihera o Kirikiriroa



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# INTRODUCTION

Welcome to contracting with the Hamilton City Council (Council). As a contractor, you are playing an important role in the delivery of our work.

Under the Health and Safety at Work Act 2015 (HSWA), we (Council) have a duty of care for the health and safety of workers and others influenced by its work, and we aim to work with contractors who support good health and safety work practices.

This handbook will provide you with an outline of our health and safety requirements and will assist you in understanding your roles and responsibilities while working on behalf of Council, and at Council operated facilities.

Make sure you are familiar with the environment you will be working in along with Council's health and safety requirements before you start work.

You will also be required to complete a site-specific induction dependent on where in the business you will be working. If you have questions about anything in this handbook, reach out to your Council representative.

**WE THANK YOU FOR THE WORK YOU DO FOR  
HAMILTON CITY COUNCIL, AND WE WANT  
YOUR INTERACTION WITH OUR STAFF AND  
PROCESSES TO BE AS EASY AS POSSIBLE**

# ROLES AND RESPONSIBILITIES

As PCBUs, Council and Contractors may have a shared duty to control a risk ('overlapping duties'). If the duties overlap, then all PCBU's need to discuss and agree on responsibilities. For example, who will be in control of the work site and whose health and safety system will be in control of the work undertaken.

Everyone working on behalf of Council is required to comply with all applicable legislation. This includes compliance with the current HSWA and all associated Regulations. This will help ensure the health and safety of workers and members of the public is protected.

## OUR EXPECTATIONS:

### Council expects you to:

- maintain a safe work environment and safe equipment.
- comply with our health and safety requirements.
- make sure your workers (including subcontractors) are familiar with our requirements – including our reporting procedures and relevant emergency response procedures.
- take appropriate action following incidents, risk reports, audits, and inspections.
- Ensure that anyone working for you (including subcontractors) has the knowledge, skills, and experience) to carry out their work safely.

## OUR COMMITMENT TO YOU:

- We will provide you with copies of all relevant health and safety documentation and requirements, so you know what to expect when working with us.
- We will periodically carry out monitoring to satisfy Council with assurance that you (the Contractor) are working safely and in accordance with health and safety requirements.
- Retain copies of monitoring records to assist us in meeting our duties under the Health and Safety at Work Act.

## RESPONSIBILITIES OF WORKERS

### We expect all workers to:

- Take reasonable care and work in a manner that ensures your own health and safety.
- Ensure that your acts or inactions do not adversely affect the health and safety of others.
- Comply, as far as reasonably able, with health and safety policies and procedures
- Report hazards, risks, incidents, accidents, near hits, and suggest improvements.
- Use and maintain personal protective equipment (PPE) provided.

## **WHO DO I TALK TO AT COUNCIL?**

Each contractor has a designated Council Representative. The Council Representative will be your main point of contact. They are also responsible for ensuring that all health and safety requirements are met.

Your Council representative

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Mobile

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**PLEASE TALK TO YOUR COUNCIL REPRESENTATIVE  
BEFORE YOU BEGIN THE WORK.**

**NEVER COMMENCE WORK ON ANY COUNCIL WORK AREA  
WITHOUT REPORTING TO THE PERSON IN CHARGE OF  
THAT SITE FIRST.**

# OVERLAPPING DUTIES

When you work with other business's (PCBU's), there are likely to be overlapping health and safety responsibilities in relation to the same matter.

The HSWA requires businesses to so far as is reasonably practicable **consult, cooperate and coordinate activities** with all other businesses they share overlapping duties with.

As a Contractor, you are more likely to successfully meet your duty to consult, cooperate and coordinate if you:

- Plan ahead; think about **stages** of your work and **who may / will be affected** by it.
- Identify the risks to be managed and **together agree how to control the risks** and who is best placed to do so.
- Define **roles, responsibilities** and **actions** and explain these to workers and other businesses so they know what to expect.
- **Consult, co-operate** and **co-ordinate** work, including carrying out reasonable and proportionate monitoring to ensure health and safety is maintained.

If you engage subcontractors, Council expects that you will also implement a similar process to ensure your subcontractors are provided with all the information they need to be kept safe on site, and that you will monitor their performance to provide assurance that they are familiar with, and complying with, health and safety requirements.

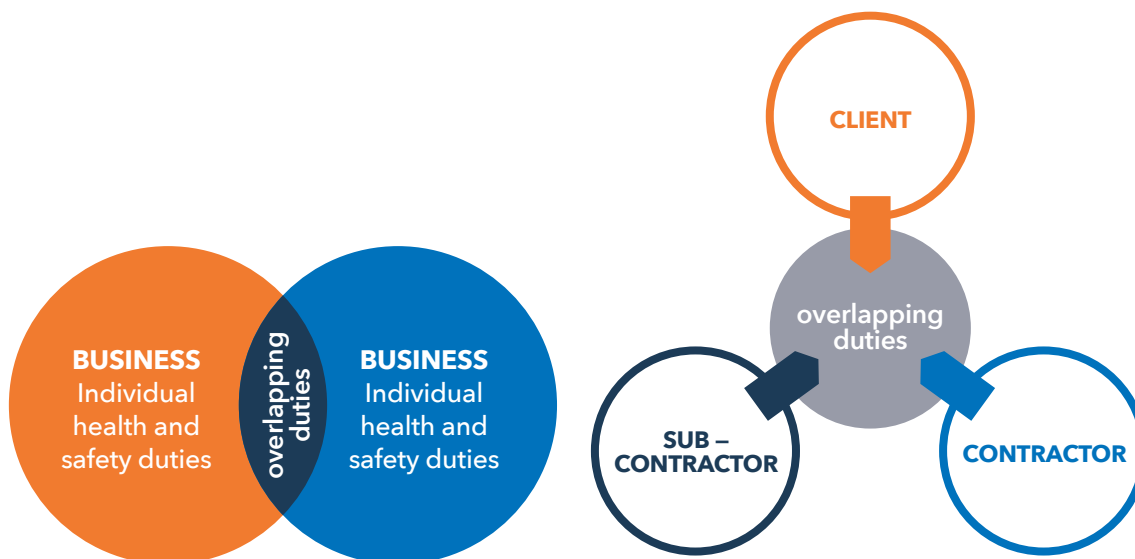


Figure 1 Overlapping duties in a shared workplace

Figure 2 Overlapping duties where the workplace is not shared (e.g., in a contracting chain)

**EVERYONE ENTERING THE WORK AREA MUST COMPLY WITH THE REQUIREMENTS OF THE PERSON IN CONTROL OF THE WORKSITE.**

## **IT'S EVERYONE'S RESPONSIBILITY**



If you are unsure of your health and safety responsibilities, seek advice and assistance from your Council representative, the Councils Safety and Wellness team, or WorkSafe.



# PREQUALIFICATION

Before you can work on our sites, we need sufficient information to assure Council that you have suitable health and safety systems and practices in place. This also helps us meet our due diligence obligations under the HSWA.

A contractor pre-qualification process has been implemented to help us meet those obligations

Depending on the work activities you will undertake, you may be classified as a 'low risk' work Contractor or a 'high risk' work Contractor. If you are carrying out physical works, you will automatically be classified as a 'high risk' work Contractors.

**All** contractors engaging in 'high - risk' work with Council are required to be pre-qualified.

If you are unsure which category you fit into, contact your Council representative. Note that if you are on Councils Approved Contractor database for work in the 'low risk' category, you cannot carry out work in the 'high-risk' category without going through the high-risk pre-qualification approval process.

## LOW RISK

If you are a desk-based consultant or a contractor with a low-risk profile (not carrying out physical work), you are exempt from participating in the Council's Contractor Health and Safety Pre-qualification requirements. However, you will still be required to provide evidence of competency (qualifications, experience, training records) and insurance. References may also be required.

## HIGH RISK

If you are a contractor with a high-risk profile (this includes all physical works contractors), you must be registered with the SHE prequalification scheme or the equivalent.

## CONTRACTOR DATABASE

Being pre-qualified is not a guarantee of work, but it does provide your business with an advantage in the selection process. Once you have successfully completed the pre-qualification process, your business will be added to our 'Approved Contractor Database / Preferred Supplier Database'.

Refer to the Hamilton City Council website for more information. You can apply for prequalification through <https://payments.sheasure.net/>

## INSURANCE

You are required to hold an appropriate level of insurance for the work you are carrying out. Your insurance cover must remain in place for the duration of the contract and copies of the policy will be retained. If you have any subcontractors, check that they have appropriate insurance or confirm they are working under your insurance.

Council reserves the right to check the status of cover during the contract and complying with, health and safety requirements.

# SAFETY ON SITE

## INDUCTION

You will need to be inducted before working on our Council sites, Council inductions are not needed if you have a standalone site where the main contractor conducts their own site-specific inductions. Every worker entering the site is to be inducted, not just one member of your work team. The aim of the induction is to:

- familiarise you with Council-wide processes, for example our health and safety reporting processes, and
- make sure you are aware of the site-specific risks. If you are working on multiple sites, you will need to be inducted into each site separately. This is important as all our worksites are different and have different types of risks. If you are working at a site where no Council staff are present, the induction may be carried out via phone, email, or an online portal if available.

We appreciate that, at times, you are called in response to an emergency, but in the case of planned work you are asked to arrange an induction before turning up.

If you haven't been on our sites for a while, you may need to be re-inducted, to ensure you remain familiar with our health and safety requirements. Check with your Council representative on refresher induction requirements.

**PLEASE BE COURTEOUS TO COUNCIL STAFF AND CALL FIRST TO MAKE A TIME FOR THE INDUCTION.**

## SIGN IN / SIGN OUT

### Council staffed facilities:

If you are working at a site where Council staff are based, you will need to:

- Sign in and out at the Council reception desk or designated sign in or out point daily.
- Complete the site-specific induction.
- Be aware of the site emergency and evacuation procedures, including the location of the evacuation assembly point.
- Ensure your work area is clearly delineated, and / or appropriate signage is present.
- Only use facilities that have been identified to you during the induction.
- Make sure that you know who your designated Council representative is and how to contact them.

### **Non-staffed Council facilities:**

If you are working at a site where there are no Council staff such as pump stations and reservoirs you will need to:

- Inform your designated Council representative of your arrival time, work scope and anticipated exit time.
- Be aware of all other workers who are present in the work area and ensure your activities do not adversely impact on them.
- Have procedures in place to deal with emergency situations.

### **Other worksites:**

If the work site is not controlled by Council:

- Make sure the person in control of the worksite is aware of your presence and your work scope.
- Receive an onsite induction
- Comply with the sites health and safety policies and procedures.

## **COMMUNICATION**

Good communication and the sharing of information is a critical component of how we manage risk.

Before contract work begins, a pre-start meeting will be held and key management personal working on the project need to attend.

The aim of this meeting is to discuss and agree on:

- What work activities are being carried out.
- Hazards, risks, and risk management strategies.
- Roles and responsibilities, including the names and contact details of the nominated contact person from each organisation.
- Communication methods and timeframes. For example: toolbox talks, health and safety meetings.
- Meeting minutes and attendance shall be documented and kept (e.g., diary notes, formal meeting minutes etc.).
- Arrangements for the exchange of documented information (for example, health and safety related reports).

If your work is ongoing, daily pre-start discussions, weekly toolbox meetings, tailgates – whatever you call them – are a great chance to plan your day. Include subcontractors in your daily task discussions. Use these meetings as an opportunity to:

- Discuss who is doing what.
- Confirm what subcontractors are due later in the day and what they are doing.
- Introduce new staff or subcontractors.
- Identify how your work will impact on others.
- What risks may be introduced e.g., by machinery due on site.
- Check that everyone has the right tools and resources to do the job.

- Where appropriate the JSA/SWMS documents are relevant for the work being undertaken and all staff working to the JSA/SWMS has read, understood, and signed the documents.

If someone can't make it, make sure they are given any relevant information before they start work.

## **COMMUNICATION IS FREE AND EFFECTIVE**

“Planning for the day ahead, knowing who’s doing what, learning from past mistakes and coming up with ways to work better and do things safer are conversations we should be having all the time.

As a manager, it’s your responsibility to encourage your workers to speak up. With their help you can create a healthier and safer working environment to make sure everyone gets home at the end of the day.”

**Your mouth is a great bit of safety gear – use it and start talking.”**

A message from WorkSafe New Zealand  
[worksafe.govt.nz](http://worksafe.govt.nz)

# RISK MANAGEMENT

Different businesses have different health and safety risks. It all depends on the type of work you do. A healthy and safe workplace starts with identifying your health and safety risks - particularly those that have the potential to cause serious injury or illness.

You are responsible for managing risks associated with your work activities.

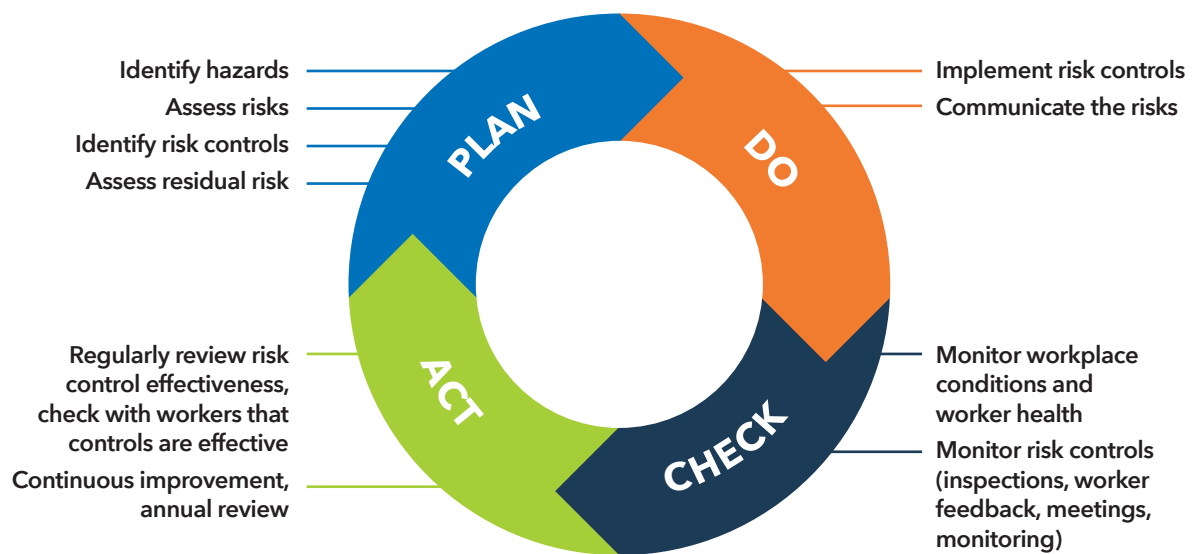
Risk management means you need to think about risks on the actual worksite and take all reasonably practicable steps to eliminate them. Look at the risks that can seriously hurt or kill people and deal with those first.

Before you start work, your designated Council representative will also ensure that you are made aware of any known hazards, risks, and risk control measures at the work site.

All work must have a clear scope and include a hazard and risk assessment. This information will be reviewed by the designated Council representative (and where required, the designated Council health and safety person). The aim of this process is to confirm how the work will be managed, confirm roles and responsibilities, and to identify if there are any additional health and safety requirements that need to be in place before work starts.

Dependent on the level of risk, a site-specific safety plan may be required to demonstrate that risks have been identified and are suitably managed.

## HAMILTON CITY COUNCIL'S RISK MANAGEMENT PROCESS



## **NOTIFICATION OF PARTICULARLY HAZARDOUS (NOTIFIABLE) WORKS**

If you are carrying out any particularly hazardous (notifiable) works, you are required to notify WorkSafe at least 24 hours prior to the work starting. A list of particularly hazardous work and the notification form are found at: [Notification of Particular Hazardous Work \(www.worksafe.govt.nz\)](http://www.worksafe.govt.nz)

A copy of the notification must be provided to Council no later than 24 hours before work starts.

## **HIGH RISK WORK**

For high-risk activities, you may be required to submit a comprehensive site-specific safety plan to your designated Council representative prior to starting work.

There are various types of site-specific safety plans. Examples include a full site-specific safety plan, job safety assessment (JSA), safe work method statements (SWMS), and permit to work (PTW). The type of information required depends on the scope of works and level of risk.

Contact your Council representative if you are unsure if you need to submit a site-specific safety plan.

## **SITE SPECIFIC SAFETY PLANS - MAKE THEM SPECIFIC TO THE WORKSITE.**

### **Your safety plan will need to include:**

Roles and responsibilities, specifying the main contact person for the work, contact details and relevant contractors involved in the project

- A list of identified hazards, risks, and risk controls for the site / activities (taking into consideration personal safety, safety of workers and where relevant, members of the public)
- Training/competency requirements relevant to the work being done
- Equipment maintenance records and schedules
- Emergency response plans
- Incident management process
- How the Council representative will be communicated with when incidents arise in line with the required reporting timeframes
- What pre-start checks take place to monitor the work environment
- Chemical register, including hazardous chemicals being brought to site if applicable
- Copy of the WorkSafe notification made (if applicable and available at time of submitting SSSP)

### **You may also need to consider:**

- Safe work instruments and Approved Codes of Practice
- Equipment design and suitability for the task
- Access and egress requirements

Make sure that the site-specific safety plans have been reviewed and approved by the Council representative before you start work.

## **PERMIT TO WORK (PTW)**

Where existing Council PTW systems are not already in place Contractors are expected to provide their own PTW systems/process which is validated by a Council representative for assurance purposes before works start. Some examples of permit to works that may be required include:

- Confined spaces
- Hot works
- Working at Heights
- Excavations

If the contractor does not have a PTW system/process they must be able to show the relevant safe work methods to be carried out while conducting the work e.g., method of conducting and documenting atmospheric testing for working in a confined space, training credentials and rescue methods.

It is expected the relevant PTW(s) are supplemented with a JSA.

For audit purposes, copies of the PTW will be held on file by Council for evidence of safe working practices.

## **TRAINING AND COMPETENCY REQUIREMENTS**

We expect that all contracted workers are competent to carry out all tasks safely. If you have trainees, apprentices, new workers, or subcontractors, make sure they are adequately supervised by a competent person to ensure work is being carried out safely.

During the contracted works, we may request evidence of training records and qualifications.

## **MANAGEMENT OF SUBCONTRACTORS**

If you intend to use subcontractors for any physical works, they need to comply and follow the main contractor's safety framework. As a contractor, you also need to ensure that your subcontractors have the appropriate level of insurance (unless the subcontractor is working under your insurance), attends a site induction, is familiar with the risks and control measures, incident reporting requirements and the emergency procedures.

## **PERSONAL PROTECTIVE EQUIPMENT**

You are responsible for making sure that you and your workers (including subcontractors) have suitable personal protective equipment (PPE) for the work you are doing. Make sure your workers are trained in how to use, maintain, and store this equipment.

If certification is required for the equipment, evidence of certification should be available (e.g., attached to the site-specific safety plan). We may request to see this information during the contract.

Contractor PPE will be determined on a risk-based approach. All tasks to be risk assessed to determine what PPE is needed in relation to the risk identified.

## BRING YOUR OWN PPE

Do not expect to borrow Council harnesses etc. If you have planned your job properly, then you will be fully prepared for the tasks you are employed to do and have all appropriate materials, tools, and safety gear.



## HOUSEKEEPING

Please keep your site / work area tidy. This includes:

- Making sure tools, equipment, and any loose material is stacked away safely and securely
- Keeping all facilities clean and secure
- Placing all rubbish in designated containers

## PUBLIC SAFETY

Consider who may gain access to your site, and how to prevent them from coming to any harm. Ensure that the public are adequately warned of any potential risks at the worksites. This may include signage, barriers, or any other suitable means to control or restrict access to the work area.

Worksite fencing must be more than just orange mesh or hazard tape – anything that can be squashed down or lifted to gain access is not sufficient.

Backfill your excavations at the end of the day where possible, or fence off, or cover up securely (i.e., a solid cover, not a tarpaulin).

Also consider how you store materials on site. Try to restrict access where you can. Children may enjoy climbing around or through pipes stored on the site, however if pipes moved a child may be crushed.

You have the right (and a responsibility) to instruct members of the public to leave or avoid the area while works are being carried out, if there is a risk to their health and safety, or their presence onsite could create a health and safety risk to workers onsite.

## PUBLIC RELATIONS AND THE MEDIA

Good relationships with neighboring property owners and the public are important. Your company reputation and that of Council are at stake. You may be in control of your worksite but please always be aware of people who may hear offensive language, see offensive behavior, or view unprofessional behavior.

As the public takes a keen interest in Council works, please be careful about what you tell the public about your project or tasks. Sometimes what you say can be misinterpreted and end up on social media or in the local paper. If you are approached to make comment by any person from media, please do not make comment and suggest they contact the Council Communications team.



## **PLANT, MACHINERY, TOOLS, AND EQUIPMENT**

All your plant, machinery, tools, and equipment shall be:

- Fit for purpose
- Pre-Start completed before use.
- In safe working condition, and well maintained
- Used in accordance with the manufacturer's specifications
- Where required, certified, or tested and tagged. All licensing and certification requirements shall be met by the Contractor
- Staff using the machinery have had adequate training and where applicable, necessary supervision should be in place
- No unguarded machinery shall be brought into the workplace

## **DRUGS AND ALCOHOL**

If you are under the influence of drugs or alcohol, you may be putting yourself or others at risk of injury. Drugs and alcohol are strictly prohibited on Council sites and while carrying out work on behalf of Council.

## **SMOKING**

There are designated smoking areas around council buildings including worksites around the city, this also includes vaping.

## **CHILDREN ON SITE**

Under no circumstances can children accompany contracted workers on Council sites.

# INCIDENT MANAGEMENT

If an incident or near hit occurs, we need to understand what happened and how it occurred. You are required to record, report, and investigate all incidents, accidents and near hits.

Contractors are expected to report the following events within the specified timeframes as detailed below to their nominated Council representative. Where the event type has been specified to be reported once a month, it is expected these will be reflected in the monthly report supplied to Council.

TYPE OF EVENT	REPORTING TIMEFRAMES
Minor (including near hits)	Once a month
First Aid	Once a month
LTI	Within 24 hours
Serious Harm	Immediately
WorkSafe Notifiable (including serious near hits)	Immediately

## NOTIFIABLE EVENTS

If you or one of your workers (including subcontractors) has a notifiable event.

- Notify WorkSafe as soon as possible when a notifiable event occurs
- Preserve the site until an inspector arrives unless otherwise directed by WorkSafe
- Notify your designated Council representative as soon as possible after WorkSafe have been notified and provide Council with the WorkSafe reference number
- Keep records of all notifiable events
- Provide a copy of the investigation report to Council in a timely manner.

Refer to WorkSafe's website for further information and definitions of notifiable events.

[business.govt.nz/worksafe/notifications-forms/notifiable-events](https://business.govt.nz/worksafe/notifications-forms/notifiable-events)

# EMERGENCY MANAGEMENT

You will need to have relevant emergency response plans in place for the work you are doing (e.g., fire, chemical spill, medical emergency, notifiable incident etc). Your plan needs to be specific to the site / or activities undertaken. For example:

- Are you doing confined space work? Do you have rescue equipment nearby? Are all participants trained?
- Are you working at height? What happens if someone falls and is suspended in the harness? How will you rescue them? Who is on site and what equipment is available to carry out this rescue?
- Will you be using hazardous substances? Are all workers trained in how to manage or contain a spill? Do you have a suitable spill kit available and appropriate PPE?
- Do you and all your team know where the emergency exits, and the evacuation assembly point are located?

Ensure your emergency response plan includes steps to take to effectively respond to each potential emergency. If the contract duration is longer than 6 months, you will also need to conduct emergency drills.

Make sure that all workers (including your subcontractors) are aware of emergency response plans that apply to the contract.

## FIRST AID

You are in the best position to identify your first aid requirements. Make sure you have enough first aid trained workers and that you have appropriate first aid equipment available. The first aid equipment should be easily accessible to your workers.

# CONTRACTOR MONITORING

As part of our due diligence, we may carry out health and safety monitoring to verify that risks are being effectively controlled and that workers (and others) are protected from harm.

The frequency and comprehensiveness of monitoring will be dependent on the level of risks of the contracted work. If non-compliances are identified, the frequency of monitoring may be increased.

## CONTRACTOR HEALTH AND SAFETY REPORTING

If you are contracted to work on larger / longer duration contracts, you may be required to submit health and safety data on a regular basis to enable Council to measure safety performance for the duration of the contract.

Council reviews 'active' (lead) indicators and 'reactive' (lag) indicators.

- Active (lead) indicators. These are focused on continuous improvement and include what you are doing to prevent injuries from occurring. For example: holding toolbox meetings, carrying out inspections and audits and maintaining equipment through routine equipment maintenance schedules.
- Reactive (lag) indicators. These are used to indicate what hasn't gone so well and where improvements need to be made to stop people from getting hurt (e.g., incident reports, near hits/misses, and non-compliances).

## NON-COMPLIANCE

If monitoring indicates that you are not complying with agreed processes, we will take action to address those non-compliances. The action will be proportionate to the risk and may include:

- Informing you verbally or in writing.
- A formal investigation and requirement to rectify outstanding issues.
- If there is a serious risk to health and safety, Council may request that you cease work until the issue is resolved.

Any records of any non-compliances and actions taken to rectify the issue will be held on Council files.

**NOTE:** If any person contracted by the Council breaches the health and safety requirements of their contract or knowingly works in an unsafe manner, they may be asked to stop work, leave the site and their contract may be terminated.

## RIGHT TO CEASE OR REFUSE TO CARRY OUT UNSAFE WORK

The right to refuse to carry out unsafe work is a legal right of all workers. If you or one of your workers notices something wrong or unsafe: STOP WORK and ensure controls are in place to prevent harm. If you cannot safely correct the unsafe condition, inform your Council representative.

## **CONTRACT CLOSURE**

### **Post contract evaluation**

After you have completed the contracted work, a post-contract evaluation will take place. The evaluation will cover all aspects of the works including health and safety performance. If you are a regular contractor, this review may be undertaken annually.

# KEY CONTACTS

## EMERGENCIES

Emergency Services – (Ambulance, Fire, Police) - **111**

NZ National Poisons Centre **0800 764 766**

WorkSafe New Zealand **0800 030 040**

NZ Police – Hamilton (if not an emergency) **07 858 6200**

## UTILITY SERVICES CONTACTS

WEL Networks (for service plans or [serviceplans@wel.co.nz](mailto:serviceplans@wel.co.nz) or working near overhead power lines) **0800 800 935**

Other service location information [www.beforeudig.co.nz](http://www.beforeudig.co.nz) or **0800 B4U DIG**

## HAMILTON CITY COUNCIL - UNITS AND SITES

### Council Safety and Wellbeing Team

- Safety and Wellbeing Lead – 02718002693
- Email – [hands@hcc.govt.nz](mailto:hands@hcc.govt.nz)

### Municipal Building – Garden Place, Hamilton Central

- Phone – 07 838 6699
- Email – [info@hcc.govt.nz](mailto:info@hcc.govt.nz)

### Hamilton Gardens – Cobham Drive, Hamilton East

- Phone – 07-838 6782
- Email – [hamilton.gardens@hcc.govt.nz](mailto:hamilton.gardens@hcc.govt.nz)

### Hamilton Crematorium and Cemetery – Morrinsville Road, Newstead

- Operations Supervisor – 07 856 5103 or 021 279 4978
- Cemetery Manager – 07 856 9604 or 027 686 7718

### Hamilton Zoo – Brymer Road, Rotokauri

- Zoo office and reception – 07 838 6720

### Waikato Museum – Victoria Street, Hamilton

- Phone – 07 838 6606

### **H3 (Venues Tourism Major Events)**

- FMG Stadium Waikato and Seddon Park 07 929 3000
- FMG Stadium Waikato/Seddon Park Venue Manager 021 478 340
- Claudelands Events Centre 07 929 3000
- Claudelands Events Centre Venue Manager 021 332 825
- H3 Headquarters Operations Manager 021 473 918
- Founders Theatre Venue Manager 021 245 7563

Restricted access may apply during events, and you may need to be accompanied.

### **Pools**

- Gallagher Aquatic Centre- 20 Collins Road, Melville, Hamilton 07 958 5890
- Waterworld - 61 Garnett Ave, Forest Lake, Hamilton 07 958 5860
- Projects and Assets Analyst 027 458 9613
- Maintenance Officer 07 958 5866
- Waterworld Shift Team Leader 021 496 878

### **Hamilton Animal Education and Control**

- Phone - 07-838 6632
- Email - animalweb@hcc.govt.nz

### **Treatment Plants**

- Pukete Wastewater Treatment Plant - Pukete Road, Hamilton North
- Phone - 07 838 6699
- Water Treatment Plant - Waiora Terrace (off Peacockes Road), Hamilton South
  - Plants Administrator (business hours) 07 958 5997
  - Duty Operator (Pukete Waste Water Plant) 021 451 101
  - Duty Operator (Waiora Water Plant) 021 427 580

# KEY TERMS AND DEFINITIONS

**Contractor** A person engaged to do work for gain or reward (other than an employee). For the purpose of this handbook, the contractor is engaged by Council. Contractors are also a PCBU.

**Council Representative** A Council employee authorised to engage, manage, and / or instruct the services on behalf of Council. One contractor may have more than one Contractor Representative if they work across multiple business units.

**HSWA** Health and Safety at Work Act 2015 (HSWA)

**Job safety analysis (JSA)** A JSA is a form of risk assessment which details step by step how a task is to be carried out safely. Typically, a JSA will have three main components, tasks, hazards, and control measures.

**Overlapping duties** This occurs where two businesses that work together share health and safety duties in relation to the same matter. Businesses must so far as is reasonably practicable consult, cooperate and coordinate activities with all other businesses they share overlapping duties with. This includes clearly defining roles and responsibilities, identifying, and assessing risk, and agreeing on which PCBU is best placed to manage each risk.

**Person Conducting Business or Undertaking (PCBU)** A Person Conducting a Business or Undertaking is a broad concept used throughout the HSWA to describe all types of modern working arrangements which are commonly referred to as businesses. Most businesses, whether large corporates, sole traders or self-employed are classed as PCBUs.

The difference between a business and an undertaking:

- businesses are usually conducted with a view to making a profit and have a degree of organisation, system, and continuity.
- undertakings will have elements of organisation, systems, and possible continuity, but are usually not profit-making or commercial in nature.

**Primary duty of care** Under the HSWA, a business must ensure so far as is reasonably practicable, the health and safety of its workers, and any other workers who are influenced or directed by the business. The business must also look after people that could be put at risk by the work of the business (e.g., visitors, children, general public).

**Principal Contractor** The contractor with control over the construction phase of a project involving more than one contractor.



**Reasonably practicable** As defined in the HSWA, in relation to a duty of a PCBU means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

- a) the likelihood of the hazard or the risk concerned occurring; and
- b) the degree of harm that might result from the hazard or the risk; and
- c) what the person concerned knows, or ought reasonably to know, about the hazard or risk, and about the ways of eliminating or minimising the risk; and
- d) the availability and suitability of ways to eliminate or minimise the risk; and
- e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

**Safe work method statement (SWMS)** Like a JSA, the SWMS also details, step by step of how tasks will be undertaken identifying the hazards associated with the tasks and what controls will be in place to conduct the work safely. A SWMS is more common in a high-risk construction environment.

**Site-Specific Safety Plan (SSSP)** A SSSP is a document that sets out the health and safety requirements for a specific project or worksite. The SSSP requirements aim to help protect site personnel, visitors, and the general public from potential exposure to health and safety risks that result from the work activities at the site.


**Subcontractor** A person engaged by a contractor to do work for gain or reward. Subcontractors are also a PCBU.

**Worker** Anyone working on behalf of Council. This includes employees, contractors, sub-contractor, labour hire, students on work experience and volunteer workers.

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