



**Nelson City Council
Contractors
Health and Safety
Information Booklet**

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Introduction

Nelson City Council (Council) is committed to the provision of a safe and healthy workplace for all workers, including contractors and sub-contractors, in accordance with its Health and Safety Policy (*Appendix A*) and its duties under the Health and Safety at Work Act 2015 (HSWA).

Council works closely with its contractors to ensure all Health and Safety risks are managed to a level as low as reasonably practicable. Although the work can be contracted out, the risk can't.

The object of HSWA is the prevention of harm to people at, or affected by, work. To do this, HSWA places a range of duties and responsibilities on different parties for health and safety management.

HSWA identifies that the business (Person Conducting a Business or Undertaking) has the primary duty of care to ensure the health and safety of workers and anyone affected by its work. When more than one business is involved in work, HSWA requires businesses to cooperate and coordinate around how they will manage risks collectively, clearly outlining and documenting (in contract agreements) the arrangements for doing this. Each business must decide who is best placed to have influence and control, based on what is reasonably practicable in the specific circumstances. Responsibilities must be determined and agreed on with all parties to match what people can reasonably influence and manage.

In fulfilling these legislative requirements, Council has established the following general principles for Contractor Management:

- A process to engage a competent contractor
- A written agreement with the contractor addressing health and safety issues and responsibilities
- Communication with the contractor regarding hazards and controls
- Monitoring of contractor safety performance
- Taking action where the contractor is at risk of a serious injury or illness
- Reviewing contractor performance

Scope

This information booklet is a basic guide on the Contractor Management process applied to ALL contract work carried out for Council, with the exception of work carried out by:

- a) Individuals engaged on contract for services, who are integrated within existing Council operations, do not report on a daily basis to a contracting company, and are managed directly by Council staff.
- b) Delivery Contractors
- c) Office Equipment Providers
- d) Catering Providers
- e) Any other Contractors (including vendors and suppliers) engaged to provide a service remote from a Council controlled or owned site (including where this product or service is then delivered to the site)

In these instances, requirements will be assessed on a case by case basis.

Key Requirements

The following is a summary of the general health and safety requirements when working for Council as a contractor:

Selection of Contractors

- When selecting potential contractors, Council considers health and safety management and performance as key components of the task.

Legal Requirements

- All contractors are expected to comply with the relevant legal and contractual requirements, this includes health and safety legislation, regulations, codes of practice, and Council's Health and Safety agreement requirements.
- Specific legal requirements shall be identified and detailed in contracts as applicable.

Sub-Contracting

- Contractors shall be responsible for any sub-contractors they engage directly. This includes the selection, induction, monitoring and supervision of sub-contractors. If you have declared that you do not employ staff or sub-contractors, you must obtain permission from the Council if you subsequently choose to do so.

Incident Reporting and Investigation

- If any incident (injury, illness or near miss) occurs as a result of work for Council, the contractor shall use their own procedures to record, report and investigate this. This includes incidents relating to sub-contractors.
- The contractor is responsible for notifying WorkSafe of all notifiable incidents, illnesses or injuries, within the required timeframes.
- Contractors must advise Council as soon as possible of all incidents causing, or which might have caused serious injury or illness, Lost Time Injury (LTI), or fatality to either workers or members of the public. This includes any events, injuries or illnesses notifiable to WorkSafe NZ.
- Contractors must report all other incidents causing, or which may have caused injury or illness, at least monthly. This information should be submitted to the Contract Representative by the end of the first week of each month.
- Full Incident Investigation documentation must be made available upon request by Council. This should be completed within the 14 days following an incident, and should be provided to Council within 48 hours of a request being issued.

- Contractors must immediately advise Council of any actual or potential prosecution or notice to be issued by WorkSafe NZ for works being undertaken for Council.

Hazard Management and Reporting

- Prior to commencing work in a particular Council facility or project worksite, the Contract Representative shall ensure that contractors are aware of any relevant hazards identified and controls in place for managing these.
- As a Contractor, you are responsible for identifying and controlling hazards that you and your sub-contractors may face or create in the course of your work. There must be an ongoing process to systematically identify, control and document all hazards.
- Contractors must immediately advise Council of new high-risk/significant health and safety hazards, and must report all new hazards that may cause harm to workers or the public to Council monthly, including details of how the hazard is to be managed.
- Any worker health monitoring requirements arising as a result of the contractor's work are the responsibility of the contractor.

Protective Clothing and Equipment

- Contractors are responsible for providing, using and maintaining the required personal protective clothing and equipment (PPE) relevant to tasks they perform.
- If Council provides any equipment for contractors or sub-contractors, then it is obliged to ensure that:
 - Equipment is suitable for its purpose
 - Equipment is well maintained
 - Clear instructions are readily available concerning what to do and who to contact should equipment failure occur

Signage and Public Safety Requirements

- Where hazards may affect other people in the vicinity, the contractor is responsible for advising these persons or equipping them with the correct protective gear. Contractors have a responsibility and right to instruct persons not suitably protected to leave the area while work is being carried out.
- Contractors are to ensure adequate warning signs, barriers and other means of warning persons are in place where the work is likely to present potential hazards.
- Signage and warning systems defined in relevant legislation, Regulations Codes of Practice and Council instructions must be used.

- Prior to the commencement of any work to be undertaken around legal roads (including on footpaths) the Contractor shall provide an acceptable Traffic Management Plan.

Emergency Procedures and First Aid

- Contractors in control of the workplace must have procedures in place to deal with emergency situations that may arise in the course of work:
 - Procedures must be communicated to workers and sub-contractors
 - Procedures must be practiced regularly
 - The necessary facilities and equipment to carry out the procedures must be available
- Contractors in control of the workplace must have adequate first aid facilities, first aid supplies, and trained first aiders.
- If the contracted work is of such a nature that specialised first aid equipment may be needed, it is the contractor's responsibility to provide it.
- Contractors working in Council staffed/controlled facilities will be informed of relevant emergency and evacuation procedures as part of their site induction. Where only a representative from the contracting organisation has been inducted, it is their responsibility to ensure that the contractor's employees and sub-contractors are also appropriately inducted.
- Contractors are responsible for advising the Contract Representative prior to the commencement of work, if the work being carried out may create an emergency not covered by the normal procedures.

High Risk Activities

Council has identified a range of higher risk activities or work situations. These include but are not limited work that involves:

- Substances hazardous to health
- Atmospheres with potential for fire or explosion
- Asbestos
- Hazardous Activities and Industries List (HAIL) Sites
- Confined Space Entry
- Working Alone
- Remote and isolated locations
- Work at height
- Excavations
- High voltage electricity
- Mobile plant
- Tree felling
- Work under raised objects
- Underwater work

Where higher risk activities are carried out there will be further expectations in regard contractors' health and safety management systems, these will be in line with industry good practice and may include:

- Permit to work systems
- Detailed risk assessments
- Notifications to the regulator
- Third party certification
- Specific procedures
- More rigorous competency expectations

Council's Contract Representative

Council will nominate a Contract Representative (generally referred to as the Council Contract Manager or Supervising Officer) who shall be responsible for all aspects of the contracted work in accordance with this management plan.

The Council Contract Representative shall ensure routine meetings and oversight functions occur, in accordance with the contract's risk profile.

Contract Variation Management

The Contract Representative must prepare an *Application for Variation* that includes:

- A detailed scope of the variation
- A statement identifying the health and safety impacts of the variation
- A risk assessment detailing the potential hazards and risks created by the variation and the controls required

The Contract Representative may involve a Council Legal Advisor, as required, to assist in the preparation and approval of the variation.

Variations to the agreed upon health and safety plan must be approved by the Contract Representative and or Councils' health and safety advisors before any work related to the variation is undertaken.

Contractor Management Work Cycle

STEP ONE: PRE-QUALIFICATION

All contractors shall be Pre-Qualified before they work on any Council controlled site or project site, with the exception of emergency works.

There are two accepted methods of Pre-Qualification:

1. Internal – The completion and approval of *Council's Pre-Qualification form (Appendix B) and submitted health and safety documents* (valid for 2 years)
2. External – A current score of 75 or above in SiteWise NZ's accreditation system

Once Pre-Qualification has been established, a representative of the Contractor must sign *Council's Safety Agreement (Appendix C)*. All documentation must be submitted to Council for entry onto our Approved Contractors Register.

STEP TWO: SCOPING THE CONTRACT

The decision will also be made whether the contract will be tendered or non-tendered.

In both cases, Council will provide relevant information to potential contractors on health and safety, including the hazards and risks of the particular contract. The contractor may also be asked to provide information to Council, such as a Draft Health and Safety Plan for the work to be carried out.

STEP THREE: EVALUATING THE RISK

The overall health and safety risk profile of the work will be evaluated before work begins. This will be achieved by assessing factors such as:

- Potential Health and Safety consequences
- Likelihood of hazardous situations developing
- Complexity of the project or activity
- Site conditions
- Size of the project

The level of risk of a particular contract will correspond to Council's expectations in regard to Contractor health and safety management for that contract.

STEP FOUR: ASSESSMENT AND SELECTION

Health and Safety competency and performance will be assessed during the process of engaging a contractor.

Council aims to ensure that all contractors are truly capable of performing the work that they are engaged to do in a safe manner.

Pre-Qualification information will be assessed to ensure that the details provided correlate to the specific health and safety risks associated with the work to be carried out, and the health and safety risk profile of the contract. Additional details may be requested from contractors at this stage.

Following the assessment and evaluation of all relevant information, the successful contractor will be selected and notified.

STEP FIVE: ESTABLISHING THE CONTRACT

The Contract Representative will ensure that Contractor's duties are embedded in the contract documentation outlining obligations on the Contractor and on Council.

Contract documents will contain the following health and safety provisions:

- The need to comply with all applicable legislation, including the Health and Safety at Work Act (2015) and relevant Approved Codes of Practice.
- The need to comply with Council's Health and Safety Policy, as well as relevant rules and procedures.
- A termination clause, and penalties for inadequate health and safety performance.
- The clarification of overlapping Health and Safety responsibilities.

STEP SIX: CREATE HEALTH AND SAFETY PLANS

At this stage, any Health and Safety documentation required by Council should be provided, ensuring risks relating to the contract are identified and management methods detailed.

Based on the level of risk, there are common documents that Council may require. This is aimed at ensuring Council understands the nature of risks involved in the work, and that the contractor has systems and processes for managing these risks.

Examples of common health and safety documents required are as follows:

Risk Assessment (Job Safety Analysis, Task Analysis, etc)

Used to identify hazards associated with any task being carried out where harm could occur. For each hazard, controls are developed and agreed upon prior to the task commencing.

Contractors Work Authorisation

A checklist with prompts to consider key Health and Safety management functions for the activity being performed. Generally used for one off or short term activities and supported by a Job Safety Analysis.

Health and Safety Plan/Site Specific Safety Plan

(required for long term or higher risk projects)

The Health and Safety Plan/Site Specific Safety Plan is the responsibility of the Contractor, and is the basis against which a Contractor's practices and performance are understood and monitored. The Contract Representative and the contractor shall discuss and agree on what content is required to be included.

The Health and Safety Plan/Site Specific Safety Plan will be assessed and reviewed by the Contract Representative and or Councils' health and safety advisors. Records of this will be retained.

For long term (e.g., maintenance) contracts, generic Health and Safety Plans are generally considered sufficient, although it is likely that separate job specific risk registers will be required.

Health and Safety Plans/Site Specific Safety Plans may include the following information:

- The nature of activity, task or project
- Project policies and objectives
- Project organisation structure
- Details of personnel and any other sub-contractors likely to work on the project
- Responsibilities for Health and Safety of all parties involved (including Council)
- Key process steps and associated risks and mitigating controls in place
- Risk register for planned works
- Accident and Hazardous Substance Registers for contract
- Contract induction requirements
- Records of training for those involved in hazardous works
- General training and competency register
- Details of any certified equipment used and maintenance or calibration records
- Emergency response plans, details and contacts
- Details of planned contract review meetings
- Details for notifiable and hazardous works (including use of permits)
- Schedule of inspections and audits relating to the contracted works
- Health and Safety Reporting details (lead and lag indicators)
- Change management process (authorisation required)
- Relevant forms

STEP SEVEN: INDUCTION

It is expected that Council and the contractor will maintain routine communication and consultation on health and safety matters. Council may need to provide information and answer questions specific to the work, assist with completion of health and safety risk assessments, or assist with safe work method statements where appropriate.

Contractor Inductions

Prior to any work commencing, the Contract Representative will induct the contractor (or a representative from the contracting organisation), on relevant points from Council's Health and Safety Management System. The level of detail of the induction will reflect the health and safety risk profile of the contract.

This does not need to be carried out where the contractor has been inducted in the last 12 months for similar work at the same site and, in the case of high risk activities, the contractor's Health and Safety Plan/Site Specific Safety Plan covers the new work.

This information in the induction should include the following details:

- Nominated contact for both Council and Contractor
- Planning and running of joint meetings
- Procedures for reporting hazards
- Responsibilities where [work is notifiable](#) to WorkSafe NZ
- Requirements for reporting accidents and incidents to Council and to WorkSafe NZ

Council should give information on:

- Hazards that are known to exist in the place of work that may affect the contractor or their employees
- Restricted areas
- Any Permit to Work requirements (e.g. confined space permits)
- Any Council operating procedures that the Contractor will be required to comply with
- Details of existing emergency procedures and first aid facilities
- Minutes of meetings

The Contractor should give information on:

- Hazards that they will be bringing onto or creating on site, or know to exist on site
- Safety provisions for other people who might be affected by the work
- Safety equipment that may be necessary
- Restricted areas
- Hazard identification process and Site Hazard Register

Site Handover Meetings

Some contracts will require a Site Handover meeting, where a contractor is taking control of a Council site.

Site Inductions

Where the contractor is in control of the workplace, they are to ensure that site inductions are completed for all workers, including all sub-contractors and visitors.

STEP EIGHT: COMMENCEMENT

At the commencement of the contract, the Contract Representative will confirm that the contractor has the necessary requirements in place (i.e., equipment certifications for high risk activities).

A contract commencement meeting may take place to clarify expectations prior to the contractor arriving on site and commencing work.

STEP NINE: MONITORING

Monitoring of Safety Performance

The Contract Representative will undertake regular observations, inspections and audits of contracted work to monitor health and safety performance. A monitoring schedule will be established based on the health and safety risks of the contract. For larger contracts this schedule will be agreed on and outlined in the Health and Safety Plan/Site Specific Safety Plan when awarding the contract.

Non-Compliance

Where safety breaches (non-compliance with safety requirements or at-risk observations) are identified, the Council Representative will:

- Discuss the issue with the contractor's senior employees on-site and consider whether immediate actions are required to prevent harm.
- Provide the Contractor with written notification that a breach was identified and instruction of required actions. The timeframe for when the remedial actions are required to be completed will depend on the risk of the safety breach. The contractor is to provide details of the remedial actions they will take, and confirm when the actions are completed.
- Arrange for a Safety Audit to be completed where the breach is high risk and may cause serious injury/illness. A copy of the Safety Audit undertaken will be sent to the Contractor, with actions identified to rectify outstanding issues and timeframes for when the issues are required to be resolved.

Where Council feels there may be imminent risk of serious injury/illness, or the Contractor fails to remedy a safety breach, consideration should be given to issuing a Stop Work Notice and suspending or terminating the contract. In doing this, the Contract Representative will:

- Issue a verbal instruction (followed by written confirmation) to a senior manager or Chief Executive of the contractor advising the specific issues requiring immediate attention, and that an instruction will be given to shut the site if the issues are not resolved within the designated time-frame.
- Remain on site until the issue has been resolved, or the site has been shut down.
- Keep a diary record of all actions taken.

STEP TEN: REVIEW

At the completion of the work, the contractor must advise the Contract Representative that the work is complete and confirm when all of the contractor's resources have been removed from the work area.

A Post Contract Review will be carried out at the conclusion of a project, or after a significant incident (such as a Notifiable Injury or Illness) by the Contract Representative. In the case of long term maintenance or site management contracts, regular monitoring reviews will be undertaken, generally at intervals no greater than six months.

Contractor monitoring and incident records will be reviewed as part of both post-contract and regular reviews, with particular consideration given to:

- Any health and safety concerns that may influence a decision not to engage a contractor again.
- Positive data on how a contractor manages health and safety issues that may favourably influence the Contractor in future engagements.

Appendix A: Health and Safety Policy

Nelson City Council Health and Safety Policy



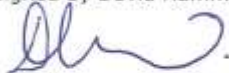
Nelson City Council is committed to providing and maintaining a work environment that is safe and healthy for all its workers and those affected by Council's work.

At Council, we work together to deliver outcomes safely and to advance our vision of a *Zero Harm* workplace. Health, Safety and Wellbeing is an essential part of our work environment and workplace culture.

All Council workers and people leaders will work together to create a safe work environment by:

- Ensuring their own safety and ensuring that their actions, or inactions, do not cause harm to others.
- Having clear and well understood health and safety responsibilities.
- Demonstrating management commitment through visible leadership; an understanding of health and safety management principles; and providing appropriate resources, training and supervision.
- Systematically identifying workplace hazards and managing all health and safety risks to a level as low as reasonably practicable.
- Working to prevent injury and harmful health or wellbeing impacts in the workplace. This includes encouraging workers to report any pain or discomfort as soon as possible and supporting the safe and early return to work of employees following injury or illness.
- Actively and accurately reporting, recording and investigating all incidents and taking appropriate corrective and preventative actions.
- Supporting active employee and union participation in health, safety and wellbeing.
- Seeking continuous improvement to health and safety systems.
- Meeting legal requirements, including the Health and Safety at Work Act, and its supporting regulations and guidelines.
- Creating a *just culture* based on the principles of open reporting, and taking a fair and reasonable approach for workers who openly report mistakes.

Signed by David Hammond, Chief Executive:

A handwritten signature in blue ink, appearing to read 'David Hammond'.

Date: August 2017

Next Review Date: 1 September 2018

A1619640

Appendix B: Contractor Pre-Qualification Form

Business Name:	
Activities/Work carried out:	
Address:	
Phone and/or Email:	
Name:	

Requirement:	Criteria:	Details: (to be completed by Contractor)	Rating: (competent/ at risk / NA)
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NOTE: IF YOUR ORGANISATION HAS ACHIEVED ACCREDITATION WITH SITEWISE NZ, THIS FORM DOES NOT NEED TO BE COMPLETED

External Accreditation:

1. Do you have a current externally audited and accredited safety management system that is relevant to the work you will be carrying out for Nelson City Council?

If yes, please attach a copy of the accreditation certificate.

(e.g., ACC's WSMP or AS/NZS 4801:2001)

Risk Management - General:

2. Do you have a system for identifying, reporting and controlling health and safety risks? Please describe.

Please provide example, such as risk register.

Documentation should demonstrate that the systematic identification of health and safety risks occurs, and that these risks are controlled to a level as low as reasonably practicable.

3. Do you carry out regular site inspections/observations of work being carried out?

If yes, please provide an example of a recent inspection.

Where relevant and reasonable, contractors should show that regular health and safety focused checks are being carried out of workplace(s) and work being carried.

4. Do you have emergency and first aid procedures in place for all work areas?

Please describe or provide an example.

Contractors should demonstrate that an appropriate level of first aid and emergency planning has been carried out. Particular note should be taken of provisions relating to hazardous works

5. What processes do you have in place to plan and document the health and safety of a project or specific works?

Please provide an example.

Ideally, a comprehensive Site Specific Safety Plan (SSSP) would be supplied; JSA/Task Analysis may be appropriate for low complexity work.

<i>Risk Management – Specific Risks:</i>			
<p>6. Does the business carry out significantly hazardous (high risk) works? E.g. confined spaces, heavy machinery, work at heights with individual controls.</p> <p>If yes, Please provide a recent example of process.</p>	<p><i>Evidence of comprehensive risk assessment and controls should be visible on JSA/Task Analysis forms. Permit-to-Work systems may be used.</i></p>		
<p>7. Do you engage sub-contractors?</p> <p>If yes, describe how you cooperate with sub-contractors when engaged.</p>	<p><i>Evidence should be sought that systems are in place to effectively consult, cooperate and coordinate with sub-contractors.</i></p>		
<p>8. Do you supply Personal Protective Equipment (PPE) to yourself/all workers where this is identified as a control to minimise health and safety risk?</p> <p>Please give an example, or supply a copy of your PPE register.</p>	<p><i>Where relevant work is being carried out, the contractor should supply evidence that appropriate PPE is being provided (and maintained).</i></p>		
<p>9. Are you/your workers exposed to hazardous conditions as part of their work that may cause health effects over time (i.e., exposure to noise)?</p> <p>If yes, is regular health monitoring conducted for these health risks (i.e., hearing tests)?</p>	<p><i>Where such risks exist, evidence should demonstrate that pre-employment and annual monitoring is being carried out.</i></p>		
<i>Communication and Training:</i>			
<p>10. Describe how you communicate health and safety issues to your workers, and/or to other contractors you are working with.</p> <p>Please attach a recent example, such as toolbox talk minutes.</p>	<p><i>Evidence should be sought that effective worker participation systems are place.</i></p>		
<p>11. Do you/your workers hold the minimum level of training, certification and/or qualifications required to carry out the work safely?</p> <p>Please provide evidence of a training/competency register.</p>	<p><i>Any job-related competencies should be documented, up-to-date and relevant for the type of work to be carried out (i.e., Certificate in Crane Operation).</i></p>		

<i>Health and Safety Incidents:</i>			
12. Describe your incident reporting and investigation procedures. Please provide examples of 3 incidents and their investigations.	<i>Evidence should be sought that the contractor is documenting all near misses and injuries/illnesses that occur, and investigating incidents to an appropriate level.</i>		
13. Have you received any external notices or formal warnings from WorkSafe NZ or been prosecuted for breaches of NZ Health and Safety Legislation?	<i>If yes, evidence should be sought that identified issues have now been effectively managed, and no longer present a risk to health and safety.</i>		
14. Has your business had any work-related lost time injuries/illnesses in the past 12 months? If yes, please provide a summary.	<i>Any concerning injury trends should be examined further.</i>		

Nelson City Council expects to be able to sight all relevant supporting documentation where requested. Personal details on these documents can be 'blacked out' to meet privacy requirements. Any misinformation supplied on this form may lead to immediate suspension or termination of the contract with Nelson City Council.

Contractor's Representative to Complete: *I verify this is a true and accurate summary of our safety management system.*

Name: _____ Signature: _____ Date: _____

Nelson City Council Representative to Complete: *The Pre-Qualification form has been assessed and the contractor has demonstrated compliance to Council's expectations of health and safety competency.*

Name: _____ Signature: _____ Date: _____

Appendix C: Contractor Safety Agreement

The Contractor hereby acknowledges that:

1. They understand their obligations to themselves, their subcontractors and their employees under the Health and Safety at Work Act 2015, and confirm their intention to comply at all times while working on this contract.
2. They recognise that Council (as the Principal PCBU) can be responsible for only advising the nature of, and methods of controlling, hazards specific to the Council's business or worksite and that the Contractor shall apply good industry practice to ensure the safety of all involved at all times.
3. The Council will advise the Contractor of the emergency procedures, location of emergency equipment, location and use of safety equipment, basic safety rules, hazards and hazard controls, go and no-go areas and access and authorisation requirements relevant to the service being performed.
4. The Contractor shall ensure that all their subcontractors and workers are informed of the same and that no person shall be permitted to work on the contract without being so informed.
5. The Contractor has a Health and Safety management system in place, which details how risks are managed and ensures their compliance with the Health and Safety at Work Act 2015 in connection with this contract.
6. The Contractor agrees to make available for inspection on demand by the Principal any documentation related to Health and Safety in connection with this contract.
7. Council has the right to monitor the Contractor's activities and carry out safety inspections, audits and observations from time to time during the progress of the contract.
8. Council has the right to suspend work at the Contractor's expense where the Council is not satisfied that all reasonably practicable steps are being taken to ensure the Health and Safety of workers and others in connection with the contract.
9. The Contractor will advise the Council immediately of any incidents, accidents, near miss events in which serious injury or illness is caused or a high risk is involved, and meet the requirements of the Health and Safety at Work Act 2015 in reporting notifiable events to WorkSafe NZ.
10. The Contractor will advise the Council immediately of any new hazard created during the contract and will take all reasonably practicable steps to avoid harm being caused to any person as a result of such hazards.
11. Before beginning work on the contract, the Contractor will carry out a systematic identification of hazards likely to be encountered and will develop controls for all those identified as having the potential to cause harm.
12. In the event of the Contractor causing a disruption on electrical supply, telecommunications supply, gas supply, water supply or triggering a fire alarm, not previously agreed with the Nelson City Council, the Contractor will reimburse Nelson City Council for any direct cost which Nelson City Council incurs because of this event. In particular the Contractor will reimburse Nelson City Council any fines or expenses from the New Zealand Fire Service related to any fire alarm caused by the Contractor or the Contractor's activities.
13. The Contractor understands they will be the primary person in control of the workplace in terms of the Health and Safety at Work Act 2015 and associated Regulations for the worksite the Contractor is working on, and will carry out all responsibilities of the person in control of the workplace, including ensuring no one on or near the workplace including Nelson City Council employees, customers and visitors, and members of the public are exposed to a hazard the Contractor creates or controls.
14. The Contractor is responsible for notifying WorkSafe NZ if notifiable work is to be carried out while working for Nelson City Council.

<i>Name & Address of Contracting Organisation:</i>	
<i>Internal Pre-Qualification Achieved:</i> <input type="checkbox"/> <i>OR External Pre-Qualification (SiteWise) Achieved:</i> <input type="checkbox"/>	
<i>Name of person signing form:</i>	
<i>Signed (on behalf of the Contractor):</i>	<i>Date:</i>