



GREAT LAKE TAUPO
Taupō District Council

Contractor Health and Safety **Handbook** 2018-2019



*Ko au, ko koe, ko tāua
You, me, us together*

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Introduction

Taupō District Council wants to work with contractors who support health and safety practices that keep their workers and others safe from risks. The Health and Safety at Work Act 2015 (HSWA) places a duty on a “person conducting a business or undertaking (PCBU)” to take all reasonably practicable steps to ensure that contractors, subcontractors and their workers are not harmed while undertaking any work.

The purpose of this guide is to help Taupō District Council contractors understand practices and to work together to consult, cooperate and coordinate on risk management. Our aim is to work together to prevent harm to our workers.

Appendix 1: 2017 - 2018 Health and Safety Policy

Who is a PCBU?

Your business/organisation is now a ‘person conducting a business or undertaking’ or ‘PCBU’, whether you work alone or with others, or whether or not your business is conducted for profit or gain.

Responsibilities of a PCBU

All PCBUs have a primary duty of care to ensure, as far as reasonably practicable, the health and safety of all who work or do activities for the PCBU.

A PCBU also needs to ensure the health and safety of other people is not put at risk from the work carried out.

PCBUs must as far as reasonably practicable:

- Protect the safety and health of all workers;
- Maintain a health and safety system relevant to the risks within their business; and
- Monitor health and safety performance.

Who is a worker?

All employees are considered ‘workers’ under the HSWA. This includes, but is not limited to: all employees, employees of contractors and subcontractors, and any labour hires or students. Even volunteers who work for you on a regular permanent basis will now be known as workers.

Responsibilities of a worker

- Take reasonable care of their own health and safety.
- Ensure that his or her acts or omissions do not adversely affect the health and safety of other people.
- Comply, as far as reasonably able, with any policies and procedures given by the PCBU relating to health and safety at the workplace that have been notified to workers.

Consult, cooperate and coordinate

Representatives, clients, contractors and subcontractors all have a primary duty of care to manage health and safety. When working with other businesses (PCBUs) there are overlapping responsibilities to manage health and safety. All PCBUs must so far as is reasonably practicable consult, cooperate with, and coordinate the management of risks involved with doing the work.

The following are some areas to think about and discuss.

- Plan ahead. Think about the 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; and

- Continue to consult, cooperate and coordinate, including carrying out reasonable and proportionate monitoring to ensure health and safety is managed.

Implementing or addressing the following points will help PCBUs meet their overlapping duties.

- Ensure that nominated contractors are provided with copies of all relevant health and safety documentation or rules of the place of work to inform them of the standards expected;
- PCBUs should periodically monitor contractor compliance with the health and safety documentation to ensure contractors are meeting their obligations, and working in a safe manner and in accordance with their respective safety management systems;
- Ensure your records are retained in the event there is a requirement to address any non-conformances with agreed safety systems and relevant health and safety documentation; and
- A review schedule is recommended for ongoing management of the above.

It's everyone's responsibility

Figure 1: WorkSafe New Zealand – Working with other businesses



Check out the WorkSafe New Zealand good practice guideline – writing health and safety documents for your workplace. <https://worksafe.govt.nz/the-toolshed/tools/writing-health-and-safety-documents-for-your-workplace/>



PROCUREMENT PROCESS

SiteWise contractor pre-qualification process

To existing and new contractors

The Taupō District Council has committed to using a pre-qualification system called SiteWise that will rate contractor's processes under the HSWA. This will enable Council to consider a contractor's health and safety commitment when we are awarding tenders, projects and contracts.

The aim of the process is to protect people and organisations. It will also assist companies that are aware of the new health and safety requirements but are unsure how the legislation aligns with their business.

Consultants and contractors with low risk profiles (not carrying out physical work) will be exempt from participating in the Council's Contractor Prequalification Scheme.

SiteWise may also be instrumental in opening up new avenues of work that are not currently available.

Contracting companies interested in working for Taupō District Council and who hold a pre-qualification certificate from another Contractor Pre-

qualification Scheme (e.g. Impac PREQUAL) should contact Michelle McGill (mmcgill@taupo.govt.nz) to ascertain if an exemption is verified.

Visit www.SiteWise.org.nz to register as a preferred Contractor for Taupō District Council.

What is SiteWise?

SiteWise is a software application developed by Site Safe NZ, with industry input from the Christchurch rebuild, which recognised that many small contractors needed real support to improve their safety systems. Since then it has been enhanced and is used as a contractor pre-qualification system across many different industries, including local government.

It enables contractors to submit their health and safety systems and have them reviewed and assessed independently.

The SiteWise database can be accessed by registered principal organisations to allow them to identify compliance and competence levels, prior to selecting a contractor.

It is designed to deliver a reasonable, consistent and achievable pre-qualification process that ensures the minimum level of health and safety knowledge and compliance is met. If required, it also provides a process for improvement.

What are the benefits to the contractor?

Contractors can access independent and cost effective advice on the following:

- Where your business stands in relation to health and safety standards; and
- How to improve your health and safety practices quickly and easily.

Contractors can also achieve assessment results which are recorded using a traffic light system which:

- Gives us confidence when awarding contracts;
- Makes it easy for other main contractors or principals to see your health and safety performance at a glance; and
- Increases your attractiveness to Taupō District Council and other main contractors or principal organisations, as the higher you score, the more you demonstrate your commitment to good health and safety practices.

The assessment results are valid for a year. This may mean you won't have to provide evidence of your health and safety systems, processes and competence on a project by project basis.

What are the benefits to Taupō District Council?

Like everyone else, Taupō District Council must demonstrate that we have met our due diligence obligations under the HSWA. With contract management, we are starting at the beginning by making sure we know that any contractor we use understands both our expectations and their own obligations.

Where a contractor does not meet that level of compliance, the contractor will not hold a "Preferred Contractors" status with Taupō District Council. The contractor will need to provide this assurance and SiteWise has processes in place to assist the contractor gain the level of compliance.

Taupō District Council will access SiteWise when selecting contractors.

IMPORTANT NOTE: If contractors are not registered with SiteWise and don't have a current assessment on file with SiteWise, this will limit the opportunity to be considered for work in the future.

Many large employers, main contractors and principal organisations have already registered on SiteWise and this will increasingly become the go-to site for the selection of contractors. Contractors holding a current Impac PREQUAL certificate can apply for an exemption for the assessment and be included on the Taupō District Council contractors register. This will be at the discretion of the Taupō District Council Health and Safety Business Partner and will not incur any costs to the Contractor.

What is it going to cost the contractor?

\$195 + GST a year, and this includes up to three assessments during the first 12 months. This will enable the contractor to improve their score with the feedback they get from SiteWise (if required). In addition, there is a FREE workshop hosted by Taupō District Council and SiteWise. This will be your chance to ask questions that will help you improve your rating.

When are the workshops?

We are planning on hosting free workshops regularly for contractors who require assistance in putting together information to be assessed on SiteWise.

We will send out more information about these workshops as dates are confirmed.

The first session was held on the 21 November 2017 and other sessions will be organised as required.



Health, safety and environmental agreement

Council requires its Contractors to enter into its Health, Safety and Environmental Agreement prior to works being undertaken. This Agreement records the Contractors obligation on health, safety and environmental matters.

Appendix 2 - Health, Safety and Environmental Agreement.



Execution of work

Site specific safety management plan

There are various types of site-specific safety plans required for physical works, e.g. full site specific safety plans, tailgates, a job safety assessment (JSA), safe work method statements (SWMS), and permit to work (PTW) etc.

The type of information required will be dependent on the scope of works and level of risk.

Factors required in these types of documents include but are not limited to:

- Policy statement;
- Roles and responsibilities;
- Identifying critical risks;

- Identification of hazards/risks and mitigation controls for the site;
- Incident management and reporting;
- Training/competency requirements relevant to the work being done; and
- Emergency response plan/procedures.

Monitoring of health and safety performance on site needs to take place regularly during the contract period. This shall be carried out by all PCBUs involved on site.

Documenting the above for each activity will provide all relevant PCBUs with an assurance that health and safety is being managed effectively.

Appendix 3 - Job Safety Analysis (JSA) template

Appendix 4 - Safe Work Method Statement (SWMS) template

Taupō District Council site specific contractor induction

It is the expectation of Taupō District Council that contractors receive an induction specific to the work they will be undertaking prior to commencing works. This will be completed by the Council's Contract Manager and during this process you will be asked questions and be informed of details about the work and the site. This induction will also establish the defined areas of work and where duties of multiple PCBUs overlap.

Appendix 5 - Taupō District Council Site Specific Contractor Induction

Appendix 6 - Contractor Pre-Start Site Safety Inspection

Working on our sites

As with all work sites, Taupō District Council has a number of house rules which you will be required to adhere to.

Drugs and alcohol

Impairment due to taking certain prescription or non-prescription drugs or alcohol may place yourself or others at risk of injury.

Taupō District Council has a Drug and Alcohol Policy in place and this is applicable to all workers on Council sites. This includes contractors, sub-contractors and their associated employees.

The contractor shall ensure that at any time during the performance of the work, his/her personnel are neither under the influence, nor partake of any alcoholic liquor, drug or intoxicating substance, other than for bona fide medical reasons.

The contractor will carry out a drug and alcohol test of a worker where there is reasonable cause or post incident where the incident has an actual or potential consequence of serious harm or significant damage to property, the environment or business undertaking.

Drug and alcohol testing to be conducted through TDDA and will be at the expense to the Contractor.

Appendix 7 - Taupō District Council Drug and Alcohol Policy

Horseplay

The dictionary definition of horseplay is rough or boisterous play.

It has no place in the workplace. When horseplay gets started at work it often ends badly, and none of us want a joke to end with someone getting hurt.

Practical jokes are considered horseplay and are not accepted in the workplace.





Children

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

Managing workplace risks

Identify, assess and manage work risks

Different businesses will have different health and safety risks, it all depends on the type of work you do. A healthy and safe workplace starts with identifying and understanding what your work-related health and safety risks are, particularly those that have the potential to cause people serious injury or illness. It then involves doing what is reasonable, what is practical and what you are able to do to eliminate or, where they can't be eliminated, minimise those risks.

Council's critical risks

Critical risks are the risks that have potential to cause serious harm to our workers or to the public. Critical risks identified in contracts must be managed with the appropriate control measures approved and signed off by the Council Contract Manager.

There are a number of critical risks identified across Council sites. Some of these include the following.

- Working alone/in isolation;
- Working in confined spaces;
- Working at heights;
- High voltage work;
- Exposure to hazardous substances;
- Working over or near water;
- Working on or near roads;
- Unguarded machinery;
- Excavations;
- Working under or near overhead services; and
- Working with bitumen.

For works where critical risks are involved, the contractor must have an adequate and appropriate level of documentation to ensure the risk is managed.

Appendix 8 – Risk Matrix

Appendix 9 – High Risk Work

Overview of Taupō District Council risk management process

1

Identify risks – Potential and Actual



It is important that both the Contractor and the Taupō District Council Contract Manager have identified in the scope of work all potential and actual risks and hazards. Consider all aspects of the work activities, identify what could harm the health or endanger the safety of your workers and others (e.g. visitors, bystanders, or someone else's workers). This harm can be acute (occur immediately) or chronic (occur slowly over a long period of time).

- Scope of work – are critical risks involved? Consider actual and potential consequences.
- Look at the work processes and the machinery /equipment used, the workplace site and the competencies of the workers.
- Engage with the contractors and workers when identifying hazards as they often know what could lead them to harm.

4

Monitor control measures

Health and safety systems should be 'living' and become part of business as usual. Both Contractors and Contract Managers should continually check control measures are being used by workers and are still minimising the work risks.



Examples of this include:

Contractor Inspection Checklists,
Audits, Site visits,
Corrective Actions.

Review for continuous improvement

Review and evaluation completed during and at the end of the contract.

Contractor Evaluation

2

Assess risks



Categorise the risks and hazards:

Critical risks – refer to Taupō District Council Critical Risk Register and matrix to review contractor mitigation controls.

General risks - use risk matrix to ensure controls are mitigated proportional to the risk.

3

Manage risks



Managing risks and hazards

First consider whether the hazard can be eliminated (e.g. can you remove the source of the harm. If the hazard can't be eliminated, then it remains a risk and must be minimised using control measures.

Ensure the right level of documentation supports the level of risk.

High risk work – recommend a Safe Work Method Statement (SWMS) and a Permit to Work if required.

Sign off is required for all high risk work by the Contract Manager.

Low level work – Standard Operating Procedure (SOP) or a Job Safety Analysis (JSA) viewed by Contract Manager.

Contractor Induction and Inspection Checklists to be completed.

Notifiable work and WorkSafe NZ

The HSWA requires employers, as well as the person who controls a place of work, to provide at least 24 hours' notice to WorkSafe NZ of particularly hazardous work.

The contractor must follow procedures for notifiable work as required by the regulations, including 24 hour notification to WorkSafe NZ.

A copy of the notifiable work form must also be provided to the Taupō District Council's Contract Manager as part of the site specific safety plan documentation.

Particularly hazardous work – notifiable to Worksafe NZ

Nature of particularly hazardous work
<input type="checkbox"/> Logging or tree felling undertaken for commercial purposes.
<input type="checkbox"/> Construction work with a risk of falling 5m or more.
<input type="checkbox"/> Erecting or dismantling scaffolding with a risk of falling 5m or more.
<input type="checkbox"/> Use of a lifting appliance where the appliance has to lift a mass of 500kg or more over a vertical distance of 5m or more.
<input type="checkbox"/> Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5m deep and having a depth greater than the horizontal width at the top.
<input type="checkbox"/> Work in any drive, excavation, or heading in which any person is required to work with ground cover overhead.
<input type="checkbox"/> Work involving the use of explosives, or storage of explosives for use.
<input type="checkbox"/> Work in which a person breathes compressed air, or a respiratory medium other than air (not diving).
<input type="checkbox"/> Work in which a person breathes compressed air, or a respiratory medium other than air (diving).

Monitoring during works

PCBUs have a primary duty of care to protect workers from harm.

To gain an assurance the risks are being effectively controlled, regular monitoring shall be carried out by all PCBUs on site, against the site specific safety plan/ job safety assessment requirements.

How frequent or comprehensive that monitoring will be is dependent on the level of risks and the duration of the work being undertaken.

Each contractor will submit relevant information providing Taupō District Council sufficient data to measure safety performance for the duration of the contract.

Reporting indicators for safety performance

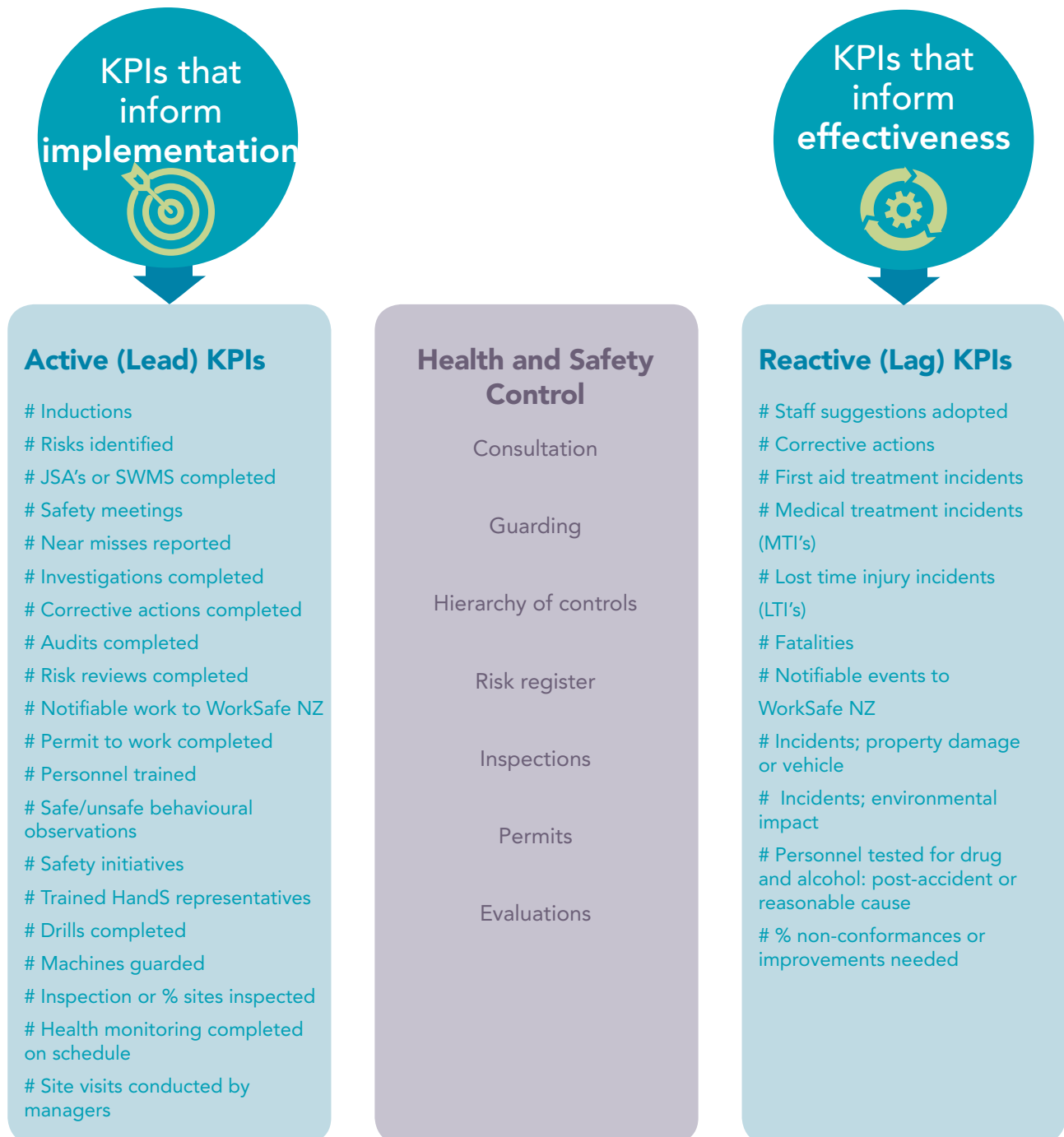
Indicators provide information that can be used to assist the officers of both PCBUs (Council and Contractor) in maintaining effective oversight of health and safety in accordance with their due diligence duties under the HSWA.



Active (Lead) and Reactive (Lag) indicators

Active (Lead) indicators are focused on future safety performance and continuous improvement. These measures are active in nature and report what contractors are doing on a regular basis to prevent injuries. Reactive (Lag) indicators are used to indicate progress towards compliance with measures recorded on the numbers of personnel hurt and the severity. Reactive measures indicate failure, active indicators measure performance.

When reaching excellence in safety and health, Key Performance Indicators (KPIs) should focus on using active indicators to drive continuous improvement.



KPIs that inform implementation

Active (Lead) KPIs

- # Inductions
- # Risks identified
- # JSA's or SWMS completed
- # Safety meetings
- # Near misses reported
- # Investigations completed
- # Corrective actions completed
- # Audits completed
- # Risk reviews completed
- # Notifiable work to WorkSafe NZ
- # Permit to work completed
- # Personnel trained
- # Safe/unsafe behavioural observations
- # Safety initiatives
- # Trained HandS representatives
- # Drills completed
- # Machines guarded
- # Inspection or % sites inspected
- # Health monitoring completed on schedule
- # Site visits conducted by managers

Health and Safety Control

- Consultation
- Guarding
- Hierarchy of controls
- Risk register
- Inspections
- Permits
- Evaluations

KPIs that inform effectiveness

Reactive (Lag) KPIs

- # Staff suggestions adopted
- # Corrective actions
- # First aid treatment incidents
- # Medical treatment incidents (MTI's)
- # Lost time injury incidents (LTI's)
- # Fatalities
- # Notifiable events to WorkSafe NZ
- # Incidents; property damage or vehicle
- # Incidents; environmental impact
- # Personnel tested for drug and alcohol: post-accident or reasonable cause
- # % non-conformances or improvements needed

Incident and emergency management

First aid

Access to first aid in the event of an incident is the key to reducing serious outcomes. All contractors must have assigned and trained first aiders present on worksites, and first aid kits must be readily assessable and stocked appropriately.

Incident management

Understanding the causes of injuries/illnesses that occur in our workplace is vital and can enable preventative steps to be taken to avoid a recurrence.

If an incident or near miss occurs, Council needs to understand what occurred and how it occurred. In reference to the Risk Assessment Matrix, for moderate, major or catastrophic incidents, e.g. Medical Treatment Injury (MTI) events, high potential near misses, and moderate property or environmental events, Taupō District Council will expect a detailed investigation report. Lessons learnt and safety alerts around critical events will support the corrective actions and be shared appropriately.

Notifiable Events to WorkSafe NZ

If there is a Notifiable Event then WorkSafe NZ must be notified. Definitions of a Notifiable Event can be found at: <http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>

What is a notifiable event?

A notifiable event is any of the following events that arise from work:

- a death;
- a notifiable illness or injury; or
- a notifiable incident.

What is a notifiable illness or injury?

These are specified serious work-related illnesses or injuries, and all injuries or illnesses which require a person to be admitted to hospital for immediate treatment are notifiable.

What is a notifiable incident?

A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to any of the following.

- a substance escaping, spilling, or leaking;
- an implosion, explosion or fire;
- gas or steam escaping;
- a pressurised substance escaping;
- electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons);
- the fall or release from height of any plant, substance, or thing;
- damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use under regulations;
- the collapse or partial collapse of a structure;
- the collapse or failure of an excavation or any shoring supporting an excavation;
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel;
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- a collision between two vessels, a vessel capsize, or the inrush of water into a vessel.

A notifiable incident is where someone's health or safety is seriously endangered or threatened. People may be put at serious risk even if they were some distance from the incident (eg. from a gas leak).

A notifiable incident also covers the incidents specified above which may have only resulted in minor (non-notifiable) injuries but had the potential to cause serious injury, illness or death.

Where it is safe to do so, the incident site must be preserved for possible investigation by the authorities.

PCBUs must ensure they have agreed who will report Notifiable Events to Worksafe New Zealand.

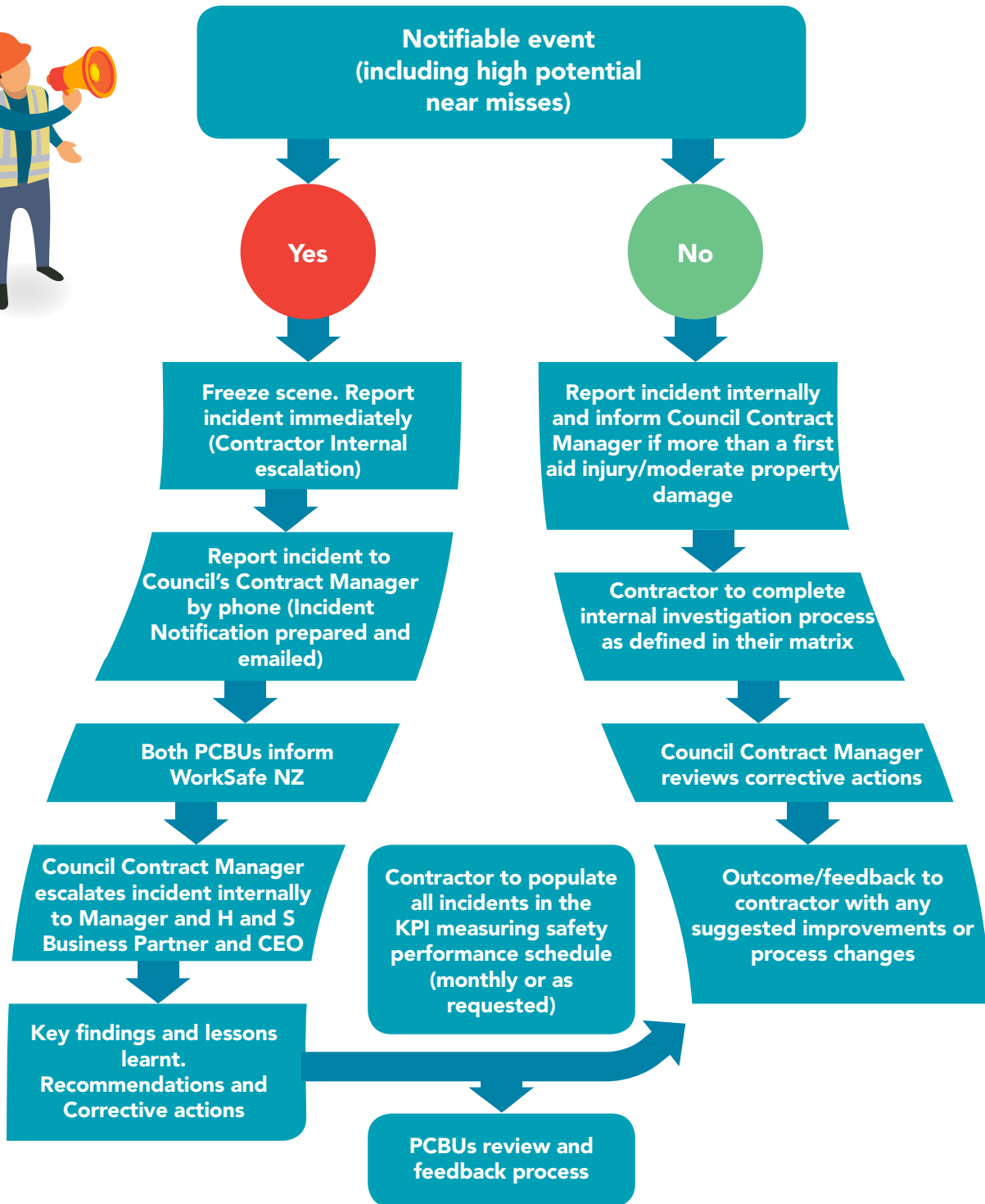
Requirements for reporting on other incidents will be agreed with Council's Contract Manager and/or key contact person.

Lessons learnt

In pursuing continual improvement in health and safety management, the sharing of lessons learnt from incidents and events is key to reducing the likelihood for re-occurrence of similar incidents in the workplace. In most instances, incidents occur when systems fail to protect the worker. By understanding these failures, organisations can address their health and safety processes with appropriate corrective actions.

The sharing of these lessons learnt and the issuing of safety alerts demonstrates an organisation's commitment to health and safety. Taupō District Council will promote and assist their contractors to be proactive in the promoting of lessons learnt.

Incident reporting: Process



If there is a notifiable event WorkSafe New Zealand must be notified. Check out more information here: www.business.govt.nz/worksafe/notifications-forms/notifiable-events

Emergency management

Fire prevention

Contractors are responsible for fire prevention and protection within their work environment.

Emergency evacuation

Contractors must have an emergency preparedness plan in place. The workers must be aware of the evacuation process, assembly points and the escalation process in the event of an emergency. When working on Council operated sites or where there are multiple PCBUs the site evacuation plan will be a coordinated emergency response plan.

Health, safety and environmental non-compliance

Where a breach of any health, safety and environment requirements occurs, or in Taupō District Council's opinion is likely to occur, Taupō District Council may immediately suspend work.

If the breach or potential breach is the result of the action or inaction of the contractor personnel, Taupō District Council may require such personnel to be removed (temporarily or permanently) from the site. The contractor will be liable for any consequential costs incurred as a result.

Contract closure

Post contract evaluation

On completion of the contract, a post contract evaluation will be undertaken. The purpose of this evaluation is to establish on completion of the work how well the contractor performed in relation to Health and Safety standards. This takes into consideration Health, Safety and Environmental issues that were raised during the contract and how the contractor responded.

Preferred contractor status

Contractors that have met their Health and Safety obligations and have demonstrated a high level of performance will maintain their "preferred contractor" status. Where there are significant non-compliances, the Contract Manager or Health and Safety Business Partner may determine that the contractor/subcontractor no longer works on Taupō District Council sites.

Appendix 11 - Post Contract Evaluation





GREAT LAKE TAUPO
Taupō District Council

Contractor Health and Safety **Handbook** **Appendices** **2018-2019**



*Ko au, ko koe, ko tana
You, me, us together*

Our Health and Safety Policy Statement.

At Taupō District Council we strongly believe that Safety Performance is linked to Business Excellence and can only be achieved through our people and responsible interactions with our communities.

Health and Safety is a way of thinking and behaving to keep everyone safe and healthy at work.

Our Principle of Due Care

We care about the wellbeing of our People and our impact on Communities.

Our Health and Safety Aspiration

Taupō District Council will ensure that all our business activities are conducted in a safe way that will not eventuate in causing any harm to the health and safety of our people.

The goal is for every employee and contractor to go home safe and healthy each day and ensure the safety of visitors to our sites.

Our Approach

Our approach to achieving our Health and Safety aspirations is understanding our risks and managing them safely and responsibly.

Taupō District Council supports enabling everyone to be proactive in health & safety across all levels of the organisation and embracing a culture that recognises continuous improvement, transparency and ownership.



Kia kotahi mai - We're in it together

Unite.....Connect.....Deliver

Kotahitanga

Our **H&S Strategy** and the **Health and Safety Management System** will provide the framework for implementation of this policy.

The Health and Safety Committee will ensure the focus is reviewed annually.

Gareth Green
 Chief Executive Officer.....
Gareth Green

Date *23-5-2017*

HEALTH, SAFETY & ENVIRONMENTAL AGREEMENT FOR CONTRACTORS

Date 2017

PARTIES

TAUPO DISTRICT COUNCIL as principal and PCBU (“Council”)

THE CONTRACTOR NAMED IN SCHEDULE ONE as a PCBU engaged by Council (“Contractor”)

BACKGROUND

A. The Contractor has approached the Council wanting to carry out works for Council.

Health, Safety & Environmental Agreement for Contractors
Health and Safety in the Workplace

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- B. Council requires all of its Contractors including their contractors and employees, carrying out any work on behalf of Council, to comply with all health and safety legislation requirements and Council's health and safety policies and procedures.
- C. The Contractor has agreed to comply with Council's health and safety procedures and requirements in accordance with the terms of this Agreement.

1. Definitions:

1.1 In this Agreement unless the context indicates otherwise:

- (a) **"Authority"** means and includes every governmental, local, territorial and statutory authority having jurisdiction or authority over the location of the Scope of Works.
- (b) **"Council"** includes the Council's successors and permitted assigns, and the Council's agents, and employees;
- (c) **"Council's Contract Manager"** means the Council officer named in Schedule One of this Agreement.
- (d) **"Contractor"** includes the Contractor's permitted assigns and the Contractor's agents, employees, contractors and invitees;
- (e) **"Contractor Health and Safety Management Monthly Performance Report"** means the health and safety management performance report template included at Schedule Two.
- (f) **"Critical Risks"** means risks that have the potential to cause serious harm to workers or to the public, and includes but are not limited to:
 - a. Working alone/in isolation;
 - b. Working in confined spaces;
 - c. Working at heights;
 - d. High voltage work;
 - e. Exposure to hazardous substances;
 - f. Working over or near water;
 - g. Working on or near roads;
 - h. Unguarded machinery;
 - i. Excavations;
 - j. Working under or near overhead services;
 - k. Working with Bitumen.
- (g) **"Hazardous Substances"** shall have the meaning given to it under the Health and Safety at Work (Hazardous Substances) Regulations 2017;
- (h) **"Hazardous Waste"** shall have the meaning given to it under the Health and Safety at Work (Hazardous Substances) Regulations 2017;
- (i) **"Specialist Equipment"** means any equipment that is required by codes of practice to be of a certain standard or specification and/or only used by persons who have the required qualifications and includes but is not limited to harnesses and gas detectors.
- (j) **"Notifiable Event"** shall have the meaning given to it under the Health and Safety at Work Act 2015.
- (k) **"Notifiable Works"** means all work that is particularly hazardous and shall have the meaning given to it under the Health and Safety in Employment Regulations 1995.
- (l) **"Person conducting a business or undertaking (PCBU)"** shall have the meaning given to it under the Health and Safety at Work Act 2015.

- (m) **“Scope of Works”** means the works to be carried out by the Contractor as detailed in Schedule One.

2. Interpretation:

2.1 In this Agreement unless the context indicates otherwise:

- (a) Expressions defined in the main body of this Agreement have the defined meaning in the whole of this Agreement including the background and the schedule;
- (b) Expressions undefined in this Agreement shall have the meaning given to them under the Health and Safety at Work Act 2015.
- (c) Section, clause and other headings are for ease of reference only and do not form any part of the context or affect this Agreement’s interpretation;
- (d) Where two or more persons are bound by a provision in this Agreement, that provision will bind those persons jointly and each of them severally;
- (e) Any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done;
- (f) References to parties are references to parties to this Agreement and include each party’s executors, administrators and successors;
- (g) References to persons include references to individuals, companies, partnerships, associations, trusts, government departments and local authorities in each case whether or not having separate legal personality;
- (h) Singular words include the plural and vice versa;
- (i) References to sections and clauses are references to sections and clauses of this Agreement; and
- (j) References to a statute include references to regulations, orders, rules or notices made under that statute and references to a statute or regulation include references to all amendments to that statute or regulation whether by subsequent statute or otherwise.

3. General Contactor Obligations

- 3.1 The Contractor acknowledges that it is a PCBU and it has a primary duty of care to ensure, as far as reasonably practicable, the health and safety of workers and others influenced by its work.
- 3.2 Acknowledging the Contractor’s primary duty of care, the Contractor must as far as reasonably practicable at all times:
- (a) ensure that a safe work environment is maintained and safe work practices are followed to ensure that workers are not at risk to harm; and
 - (b) protect the public and all Council workers on or near the worksite from harm.
- 3.3 The Contractor must as far as is reasonably practicable, consult, co-operate and co-ordinate with the Council in respect of health and safety matters.

4. Contractor Prequalification

- 4.1 The Contractor must be registered on the Sitewise contractor pre-qualification scheme prior to the Commencement Date unless:
- (a) the Scope of Works is low risk (non-physical work undertaken by consultants such as but not limited to auditors); or
 - (b) the Contractor is already registered with PREQUAL Impac.

5. Safety Management Plans/Procedures

- 5.1 The Contractor must provide Council's Contract Manager for his or her approval, prior to the Commencement Date, a copy of its occupational safety and health control plan for the Scope of Works. The occupational safety and health control plan must:
- (a) reference applicable codes of practice and legislation;
 - (b) be appropriate for the level of risk involved in the Scope of Works.

6. Compliance with Rules and Council directions

- 6.1 The Contractor must at all times comply with all health, safety, and environmental rules (including statutes, ordinances, regulations, bylaws and policies), imposed by any Authority applicable to the Scope of the Works. Examples of such rules include but are not limited to, the Health and Safety at Work Act 2015, Health and Safety in Employment Regulations 1995, Resource Management Act 1991, and Council's Health & Safety Policy Statement, and Council's Drug and Alcohol Policy.
- 6.2 The Contractor must comply with the Council's reasonable directions and requirements relating to the Scope of Works and health, safety and environment.

7. Risk Management

- 7.1 The Contractor must provide Council's Contract Manager for his or her approval, prior to the Commencement Date, with a copy of its:
- (a) methods of risks assessment;
 - (b) hazard identification and controls; and
 - (c) risk register; for the Scope of Works.
- 7.2 Critical Risk mitigation controls must be signed off by the Contractor Project Manager and Council's Contract Manager.
- 7.3 The Contractor must notify Council and WorkSafe New Zealand in writing of all Notifiable Work due to be undertaken at least 72 hours before the commencement of any such works.

8. Competency & Training

- 8.1 The Contractor must ensure its workers have been adequately trained or have adequate knowledge and experience to carry out the Scope of Works as required by applicable legislation and regulations.
- 8.2 The Contractor must provide Council's Contract Manager for its approval, prior to the Commencement Date, with evidence of adequate competencies of all its workers when the Scope of Works involves:
- (a) Critical Risks; and/or
 - (b) the use of Specialist Equipment.

9. Machinery & Plant

- 9.1 The Contractor must ensure all machinery, plant, vehicles and tools used to carry out the Scope of Works are at all times:
- (a) in safe working condition; and
 - (b) regularly inspected.

10. Personal Protective Equipment (PPE)

- 10.1 The Contractor must ensure that protective equipment and clothing approved to a New Zealand Standard, or its equivalent, are supplied to, and used by, all personnel associated with the Scope of Works.

11. Hazardous Substances

- 11.1 The Contractor must provide Council's Contract Manager prior to the Commencement Date, with a list of all Hazardous Substances that the Contractor will bring to any sites involved in the Scope of Works, showing:
 - (a) the form of the Hazardous Substances (i.e. solid, liquid or gas);
 - (b) the hazard classification number; and
 - (c) the quantities of each Hazardous Substance.
- 11.2 The Contractor must handle Hazardous Substances in accordance with legislative requirements, including but not limited to the Health and Safety at Work (Hazardous Substances) Regulations 2017.
- 11.3 The Contractor must provide Council's Contract Manager prior to the Commencement Date, with a list of all Hazardous Waste generated during the Scope of the Works, including the approximate quantities of each, and the methods of disposal.

12. Performance Monitoring

- 12.1 The Contractor must complete and submit the Contractor Health and Safety Management Monthly Performance Report on the dates detailed in Schedule One.

13. Emergency Preparedness

- 13.1 The Contractor must provide first aid facilities suitable for the number of persons the Contractor is employing or contracting to carry out the Scope of Works.
- 13.2 The Contractor must have prepared an emergency response plan for the Scope of Works.

14. Incident Reporting

- 14.1 The Contractor must report all incidents, near misses, accidents, Hazardous Substance spills and discharges to Council as soon as possible and in any case no later than 12 hours after the incident.
- 14.2 The Contractor must provide Council with a written report detailing the results of its full investigation of any serious harm incidents or near misses where the consequence may have resulted in serious harm.
- 14.3 If the Contractor is involved in a Notifiable Event during the Scope of the Works, the Contractor must freeze the work scene and immediately notify the event to Council's Contract Manager and WorkSafe New Zealand.

15. Security

- 15.1 The Contractor acknowledges that it is responsible for the security of all plant and equipment while on site.

16. General

- 16.1 The Contractor acknowledges that Council has provided the Contractor with copies of Council's policies, procedures and rules which the Contractor must comply with, as attached at Schedule Two.
- 16.2 The Contractor acknowledges that Council will conduct an induction with the Contractor prior to the Commencement Date. The Contractor must then communicate to all employees and contractors of the Contractor, the provisions and requirements outlined in the induction, prior to the Commencement Date.
- 16.3 The Contractor acknowledges that Council has provided a list of any known hazards & risks that the Contractor may encounter on the Site and the appropriate precautions to be taken in relation to them, as attached at Schedule One.

- 16.4 The Contractor acknowledges that Council has the right to inspect the Contractor's activities for occupational health, safety and environmental protection measures at any time during the Term, and it may be subject to periodic checks by the Council to ensure compliance with this Agreement.
- 16.5 The Contractor acknowledges that Council reserves the right to seek amendments to this Agreement at any time for the purpose of improved safety and health for all parties.
- 16.6 The Contractor acknowledges that Council will conduct an evaluation and review of the Contractor's health and safety performance on completion of the Scope of Works or at the discretion of Council's Contract Manager.

17. Termination – breach

- 17.1 The Contractor acknowledges that Council may cancel this Agreement and direct the Contractor to stop works if the Contractor:
- (a) breaches any of its obligations under this Agreement and fails to remedy that breach within the period specified in a notice from Council; or
 - (b) is issued with an improvement or prohibition notice by WorkSafe New Zealand; or
 - (c) is prosecuted for a breach of any health and safety related legislation.
- 17.2 If the Council cancels this Agreement under clause 17.1, then:
- (a) The Contractor will be treated as having breached an essential term of this Agreement;
 - (b) The Contractor must compensate the Council for the Council's losses (if any) which arise as a result of termination following the Contractor's breach; and
 - (c) The Council may recover damages for that breach.

18. Notices

- 18.1 A notice or other form of communication required to be given by either party shall be deemed to have been sufficiently given if made in writing and served as provided in section 353 of the Property Law Act 2007.

19. Disputes

- 19.1 If the parties are unable to resolve a dispute by negotiation within a reasonable time either party may require the dispute to be escalated for resolution by their respective Chief Executives or equivalent officers.
- 19.2 If the parties are unable to resolve a dispute by negotiation of their respective Chief Executives within ten (10) working days of the dispute being escalated to their respective Chief Executives then the dispute shall be referred to mediation in which case:
- (a) If the parties cannot agree on a suitably qualified mediator within five (5) working days of the dispute being referred to mediation, either party may request the chairperson or equivalent officer of LEADR New Zealand Inc to appoint a suitably qualified mediator;
 - (b) Unless otherwise agreed, the then current model mediation agreement issued by LEADR New Zealand Inc will be used; and
 - (c) The parties shall share the mediator's costs equally.
- 19.3 Notwithstanding the existence of a dispute and the operation of this clause 19, each party must continue to perform its obligations under this Agreement pending resolution of the dispute. Nothing in this Agreement affects the right of a party to institute court proceedings seeking urgent injunctive relief.

SCHEDULE ONE

Contractor:	Contractor name: Address: Contractor Manager name: Mobile contact: Email:
Council:	Council's Contract Manager: Address: Mobile contact: Email:
Commencement Date:	
Term:	
Site:	Location description:
Scope of Works:	Description:

Critical Risks involved in the Scope of Works:			
Notifiable Work:	Yes/No		
	If yes, has WorkSafe been notified?		
Prequalification details (refer clause 4.1)		Yes	No
	Site wise registered:	<input type="checkbox"/>	<input type="checkbox"/>
	OR		
	PREQUAL Impact registered:	<input type="checkbox"/>	<input type="checkbox"/>
	OR		
	Low risk work (e.g. auditor or other similar consultant)	<input type="checkbox"/>	<input type="checkbox"/>
Occupational safety and health control plan-documentation provided: (refer clauses 5, 7, 11, 13.2)		Yes	No
	Site Specific Safety Management Plan:	<input type="checkbox"/>	<input type="checkbox"/>
	Permit to Work:	<input type="checkbox"/>	<input type="checkbox"/>
	Safe Work Method Statement:	<input type="checkbox"/>	<input type="checkbox"/>
	Job Safety Analysis:	<input type="checkbox"/>	<input type="checkbox"/>
	Standard Operating Procedure:	<input type="checkbox"/>	<input type="checkbox"/>
	Hazardous Substances list:	<input type="checkbox"/>	<input type="checkbox"/>
	Hazardous Waste list:	<input type="checkbox"/>	<input type="checkbox"/>
	Risk management:	<input type="checkbox"/>	<input type="checkbox"/>
	- methods of risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
	- hazard identification and controls	<input type="checkbox"/>	<input type="checkbox"/>
	- risk register	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency response plan/procedure:	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of workers competencies (refer clause 8.2)	Evidence of competencies supplied:	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

Contractor Health and Safety Management Monthly Performance Report due dates: (refer clause 12.1)	
Council identified risks: (refer clause 16.3)	Description of risks (i.e. asbestos):

SCHEDULE TWO

Contractor Handbook- including Council policies and procedures – refer clause 16.1

Signed for and on behalf of the)
TAUPO DISTRICT COUNCIL)
as the Principal and PCBU by its)
authorised officer:)

Name

Signature

Signed by)
THE CONTRACTOR as the PCBU)
in the presence of:)

Name

Signature

Witness to signature:

Signature of witness

Name of witness

Occupation

City/town of residence

JOB SAFETY ANALYSIS (JSA)

Hazard identification and management of processes that are new, changed, or out of the normal SOP scope

JSA Name: _____

Scope of Works: _____

Date: _____

JSA TEAM NAMES

JSA TEAM NAMES	



TASK DESCRIPTION

* Refer to Risk Assessment Matrix on last page

STEP #	STEP DESCRIPTION	POTENTIAL RISK	RAW RISK SCORE*	CONTROL MEASURES	RESIDUAL RISK SCORE*	BY WHOM
1						
2						
3						
4						
5						
6						

STEP #	STEP DESCRIPTION	POTENTIAL RISK	RAW RISK SCORE*	CONTROL MEASURES	RESIDUAL RISK SCORE*	BY WHOM
7						
8						
9						
10						
11						
12						

JSA APPROVER:

Name: _____ Position: _____

Signature: _____ Date: _____

I have read, understand and agree to the procedure and controls documented.

PERSON(S) PERFORMING THE WORK:	DATE:



Consequence(s)

	Impact on People	Natural Environment	Financial	Legal Compliance	Minor injury (requires onsite first aid, no medical care, person can continue working)	Serious injury (requires medical treatment by a doctor with or without multiple non-life-threatening serious injuries)	Minor injury (requires onsite first aid, no medical care, person can continue working)	Serious injury (requires medical treatment by a doctor with or without multiple non-life-threatening serious injuries)	Death or multiple life-threatening injuries/multiple people injured
	Natural Environment	Minor property damage (<\$1000)	Event contained within site. Short term and minor effects on physical environment and ecosystems	Minor injury (requires onsite first aid, no medical care, person can continue working)	Offsite release or spill. Moderate medium term and significant impact on natural environment and ecosystems	Property Damage (\$50,000-\$250,000)	Property Damage (\$5000-\$50,000)	Property Damage (\$250,000+)	
	Financial	Unintentional minor breach of regulations. Immediate corrective action implemented for non-compliance. Prosecution unlikely with no risk of serious harm or significant risk of environmental impact	Breach of law or non-compliance with minor litigation possible	Serious breach of regulations and/or acts with possible prosecution and/or infringements	Very high fines or awards against Council. Breaches punishable by imprisonment. Prolonged multiple litigations				
	Legal Compliance	Insignificant	Minor	Moderate	Major	Catastrophic			
Expected in most circumstances	Almost Certain	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)			
Will occur on a regular frequency	Likely	Medium (4)	Medium (8)	High (12)	Extreme (16)	Extreme (20)			
A reasonable possibility of occurrence	Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)			
Will not occur in most circumstances	Unlikely	Low (2)	Medium (4)	Medium (6)	Medium (8)	High (10)			
Exceptional circumstances of occurrence	Rare	Low (1)	Low (2)	Low (3)	Medium (4)	Medium (5)			

Likelihood of the risk eventuating

Risk	Tolerance	Risk Management Response	Actions	Responsibility
Extreme	No tolerance & unacceptable	Cease operations - senior management attention	Risk is not acceptable. Eliminate risk with alternate management plan	Senior Management
High	Low tolerance	Requires definitive management required to reduce risk to As Low As Reasonably Practicable (ALARP)	Detailed action plan required - consider engineered controls to eliminate risk	Activity Managers
Medium	Medium Tolerance	Risks are required to be actively managed and monitored to ensure no escalation of risk	Specific controls/procedures to manage and monitor risk	Activity Managers/Team Leaders
Low	High tolerance	Risks are managed and monitored with normal operational procedures and policies	Routine standard operating procedures	All staff

DIAGRAMS

JOB SAFETY ANALYSIS (JSA)

Hazard identification and management of processes that are new, changed, or out of the normal SOP scope



JSA Name: *Dismantle and Removal of Playground at Arthur Crescent, Taupo*

- Scope of Works:
1. Establish construction site
 2. Dismantle playground equipment and external seat
 3. Extract and removal of concrete foundations
 4. Removal of bark cushioning surface

Equipment: *Power tools – grinder / cutting blades
Jack hammer
Generator
Excavator and Rigging Equipment
Isuzu Flat deck truck*

Date: 13/09/2017

JSA TEAM NAMES	
L. Smith	Foreman
R. Jones	Digger Operator
P. Brown	Jack Hammer Operator
J. Thomas	Labourer
M. Peters	Health & Safety Representative

TASK DESCRIPTION

Dismantle and Removal of Playground Equipment

Assessment Matrix on last page

STEP#	STEP DESCRIPTION	POTENTIAL RISK	RAW RISK SCORE*	CONTROL MEASURES	RESIDUAL RISK SCORE*	BY WHOM
1	PLANNING- establish construction site	<ol style="list-style-type: none"> Underground Services Public Access 		<ol style="list-style-type: none"> Contact Dial before you Dig Temporary Fencing erected Residential Notification-mail drop off. Public Notification –local paper 		Foreman
2	SET-UP - remove wooden fence lateral post to allow vehicle access to playground	Exposed Nails (Minimize manual handling of equipment)		Flatten any upright nails and associated sharp hazards		Admin
3	Set Up generator	<ol style="list-style-type: none"> Fuel spill Noise 		<ol style="list-style-type: none"> Use designated 5L fuel containers/ spill mats Fuel stored on Isuzu deck Ear muffs to be worn when generator is operating 		All
4	Power Tools / leads	<ol style="list-style-type: none"> Electrocution Laceration 		<ol style="list-style-type: none"> Tag and test dates within 6 months RCD's in place guards have not been removed 		Foreman
5	Systematically dismantle playground equipment with power tools and manual tools	<ol style="list-style-type: none"> Cuts and abrasions Noise Manual handling 		<ol style="list-style-type: none"> PPE- gloves PPE –Hearing protection mechanical assistance or 2 person lifts 		All

STEP#	STEP DESCRIPTION	POTENTIAL RISK	RAW RISK SCORE*	CONTROL MEASURES	RESIDUAL RISK SCORE*	BY WHOM
6	Use of Excavator to uplift concrete foundations	<ol style="list-style-type: none"> 1. Malfunction of Excavator 2. Incompetent operator 3. Strops breaking or not holding load 4. Caught between plant and excavator 		<ol style="list-style-type: none"> 1. Maintenance checks 2. Only competent and trained Operator 3. strops in good conditions –no tears and weight assessed for load 4. good line of sight with all workers and Communication 5. Situational awareness 		Digger Operator
7	Break Concrete up with Jack Hammer to manageable weights	<ol style="list-style-type: none"> 1. Electrocutation 2. Noise 3. Silica Dust 		<ol style="list-style-type: none"> 1. Tag and test date checked RCD in place 2. Hearing Protection 3. Dust Masts MUST be worn 		Jack Hammer Operator
8	Load Isuzu Flat deck	Weight exceeds Isuzu safe work load limit – 4 Tonne		1 x cube of concrete =2.46 Tonne DO NOT exceed 1.5 cubic metres of concrete per load – visual		Digger Operator
9	Tie down loads	Unsecure or unstable load		Use appropriate ratchet tie downs – check that are in good condition with no frays or damages		Labourer
10	Removal of Cushion fall Bark	Airborne Dust		Use Masks and eye protection		All
11	Remove external park seat	Holes left in ground – trip hazard		Fill in holes and compact		Labourer
12	Complete housekeeping check for handover to contractors	Holes and uneven surfaces Sharp objects /rubbish		Grade ground surfaces Ensure all bolts nails and rubbish is removed.		Digger Operator All

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

JSA APPROVER:

Name: M Peters

Position: Health and Safety Representative_____

Signature:_____Date: 13/09/2017

I have read, understand and agree to the procedure and controls documented.

PERSON(S) PERFORMING THE WORK:	DATE:
<i>Each person involved in the task to sign off</i>	

NOTES

Any changes in the steps or additional hazards that become apparent during the work – Hold an informal meeting with the workers and discuss what controls need to be implemented and document in these notes.

For example – Wash out occurred on day 3 of task due to heavy down pour of rain causing exposed soil to leave construction site and flow down onto reserve

Add step # between Step 6 &7

Potential risk– Loss of containment – soil running off construction site
Controls Create bund or install sediment silt fence
Whom Site Foreman

DIAGRAMS



SAFE WORK METHOD STATEMENT (SWMS)

Duty holders

A person conducting a business or undertaking (PCBU) carrying out any high risk work in connection with a construction project is required to have a detailed plan of work. A Safe Work Method Statement (SWMS) replaces a Job Safety Analysis (JSA) and references the legislative requirements outlined in Approved Codes of Practice and task specific training to high risk activities.

“High Risk “activities work classified Includes:

- Building Construction works (other than minor maintenance work);
- Civil Construction;
- Work at heights;
- Electrical work;
- Work near mobile plant items;
- Work near travelling vehicles (Roadside activities);
- Working near overhead or underground assets;
- Confined Space activities;
- Traffic Management;
- Work over or near water.

All duty holders involved in a high risk work activity must make sure:

- Ensure a safe work method statement (SWMS) is prepared before proposed work starts;
- Make arrangements to ensure that the high risk construction work is carried out in accordance with the SWMS;
- Ensure that a copy of the SWMS is given to the principal contractor before the work starts;
- Ensure that a SWMS is reviewed and revised if necessary;
- If the work is not carried out in accordance with the SWMS, the work is:
 - Stopped immediately or as soon as it is safe to do so;
 - Resumed in accordance with the statement.
- SWMSs are kept SWMS until the high risk construction work is completed and readily available for inspection.

Purpose of a safe work method statement (SWMS)

The primary purpose of a SWMS is to help supervisors, workers and any other persons at the workplace to understand the requirements that have been established to carry out the high risk construction work in a safe and healthy manner.

Both simple and complex activities can be broken down into a series of basic steps that will allow for full analysis of each part of the activity for hazards and potential incidents. The description of the process should not be so broad that it leaves out activities with the potential to cause incidents and prevents proper identification of the hazards nor is it necessary to go into fine detail of the tasks.

The aim of a SWMS is to:

- Describe the activity or task to be undertaken;
- Identify the resources, manpower and skills associated with the task;
- Sets out the work activities in logical sequences;
- Identifies hazards;
- Assess and select control measures (as appropriate);
- Systematically plan the activity so it can be completed efficiently and effectively.

The SWMS must be able to be easily read by those who need to know what has been planned to manage the risks and implement the control measures and ensure the work is being carried out in accordance with the SWMS.

This includes:

- The supervisor of the high risk construction work;
- The worker carrying out the high risk construction work;
- The principal contractor (if it is a construction project) or the person who has management and control over the high risk construction work.

What should be in a safe work method statement (SWMS)?

When preparing a SWMS the following must be taken into account:

- The circumstance at the workplace that may affect the way in which the high risk construction work is carried out;
- On a construction project, the Site Specific Safety Management Plan prepared by the principal contractor;
 - Identify the work that is high risk construction work;
 - Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards;
 - Describe the measures to be implemented to control the risks;
 - Describe how the control measures are to be implemented, monitored and reviewed.

A SWMS should also include the following information:

- The PCBU's name, address;
- Details of the person(s) responsible for ensuring implementation, monitoring and compliance with the SWMS;
- If the work is being carried out at a construction project:
 - The name of the principal contractor;
 - The address where the high risk construction work will be carried out;
 - The date the SWMS was prepared and the date it was provided to the principal contractor;
 - The review date (if any).

A SWMS may also include:

- The names of workers that have been consulted on the content of the SWMS;
- The date the consultation occurred;
- The signature of each worker acknowledging their participation in this consultation and the opportunity to discuss the proposed measures.



The content of a SWMS should provide clear direction on the control measures to be implemented. There should be no statements that require a decision to be made by supervisors or workers. For example, the statement '*use appropriate PPE*' does not detail the control measures. The control measures should be clearly specified.

Workers and their health and safety representatives should be consulted in the preparation of the SWMS. If there are no workers engaged at the planning stage, consultation should occur with workers when the SWMS is first made available to workers for example, during induction training, or when it is reviewed such as during workplace-specific training or a toolbox talk.

Preparing

A PCBU that carries out high risk construction work must ensure a SWMS is prepared or has already been prepared by another person before the proposed work commences.

If more than one PCBU is involved then each PCBU must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other PCBUs.

A PCBU (in consultation with workers who will be directly engaged in the high risk construction work) is best placed to prepare the SWMS because they understand the work being carried out and the workers undertaking the work and can ensure the SWMS is implemented, monitored and reviewed correctly.

There may be situations where there are different types of high risk construction work occurring at the same time at the same workplace.

Examples (These examples are indicative and provided as guidance only)

- Work is being carried out:
 - where there is a risk of a person falling more than 2m;
 - on a trench with an excavated depth greater than 1.5m.

If this is the case, it is possible for one SWMS to be prepared to cover all the high risk construction work being carried out at the workplace. Alternatively, a separate SWMS can be prepared for each type of high risk construction work. If separate SWMSs are prepared, thought must be given to how the different work activities may impact on each other and whether this may lead to inconsistencies between the various control measures.

- A contractor is engaged to work on a structure that is above two metres. Another contractor is engaged to carry out work using powered mobile plant such as a crane operation. Both contractors are required to prepare SWMS:
 - The first contractor must ensure a SWMS is prepared for the work that is being carried out above two metres;
 - The second contractor must ensure a SWMS is prepared for the work on the powered mobile plant.

In this case, the contractors may decide to prepare one SWMS to cover both types of high risk construction work or they may decide to prepare separate SWMSs. If separate SWMSs are being prepared, consultation, coordination and cooperation between the contractors must occur to the extent necessary to avoid inconsistencies. They must ensure each other is carrying the work out safely.

Generic safe work method statement (SWMS)

A generic SWMS may be prepared and used for work activities that are carried out on a regular basis. The content of this type of SWMS may be refined over a number of years and include consultation with workers and other PCBUs. Prior to each new activity, the SWMS must be reviewed and revised to ensure it applies to the high risk construction work and the actual workplace.

Compliance with safe work method statement (SWMS)

- All PCBUs who are involved in high risk construction work must develop and implement arrangements to ensure the work is carried out in accordance with the SWMS. These may include:
 - A system of routine or random workplace inspections (e.g. asking workers and supervisors a few questions about the control measures used in the SWMS to see if they understand what has to be done).
- If the work is not being carried out in accordance with the SWMS;
 - The work must stop immediately or as soon as it is safe to do so;
 - Work must not resume until the work can be carried out in accordance with the SWMS.
- If work is stopped, the work and the SWMS should be reviewed to identify non-compliance and ensure the method in the SWMS is the most practical and safest way of doing the task;
 - The SWMS should be revised if another method is identified as being a safer option, before work resumes.
- A PCBU must not commence high risk construction work unless the principal contractor has been provided a copy of the SWMS:
 - If the principal contractor is not aware of the content of the SWMS then they will not be able to comply with their duties;
 - The principal contractor must ensure that the PCBU does not commence high risk construction work until they have been provided a copy of the SWMS.

Providing information and instruction

A PCBU must ensure that all workers who will be involved in high risk construction work are provided with information and instruction so they:

- Understand the hazards and the risks arising from the work;
- Understand and implement the risk controls in a SWMS;
- Know what to do if the work is not being conducted in accordance with the SWMS.

For example, this information and instruction may be provided during induction training, workplace-specific or during a toolbox talk by principal contractor, contractor or subcontractor.

Safe work method statement (SWMS) must be kept

The SWMS must be kept and be available for inspection until at least the high risk construction work is completed. Where a SWMS is revised, all versions should be kept.

If a notifiable incident occurs in relation to high risk construction work to which the SWMS relates, then the SWMS must be available to support the investigation.

Location of a safe work method statement (SWMS)

The SWMS may be kept at the workplace where the high risk construction work will be carried out. If this is not possible, then the SWMS should be kept at a location where it can be delivered to the workplace promptly.

A PCBU must ensure the SWMS is available:

- To any person engaged to carry out the high risk construction work;
- For inspection by the principal contractor or WorkSafe inspector.

Review of safe work method statement

A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised.

The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised the PCBU must ensure:

- All persons involved with the high risk construction work are advised that a revision has been made and how they can access the revised SWMS. For a construction project, the principal contractor should be given a copy of the revised SWMS;
- All persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS;
- All workers that will be involved in the high risk construction work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

SAFE WORK METHOD STATEMENT

WMS Reference :		Insert document number :		Version A		Date :	
Workplace / Project :		Company Address:					
Work Activity / Job / Task or Process :							
Scope of Work :							
AUTHORISING PERSON :		SIGNATURE :		DATE :			
SUPERVISOR OF WORK :		QUALIFICATION OF SUPERVISOR					
Max No. of Employees to be used on site :							
Min No. of Employees to be used on site :							
HAZARDOUS SUBSTANCES TO BE BROUGHT TO AND / OR PRESENT ON SITE :							
Product Name :		MSDS		Product Name :		MSDS	
		YES NO				YES NO	
PERSONNEL DETAILS:							
Occupation: Trades/Skills/Work Teams				Legislation:			
Qualifications: Licences/Qualifications/Permits				Mobile Plant and Equipment:			
Training Required:				Safety/Emergency Equipment:			
Other Training required: What, how many and by when				Personal Protective Equipment: Please circle all required PPE for this site		Reflective Vest Coveralls Hard Hat Safety Boots Safety Glasses Ear Plugs/Muffs Gloves Harness/Lanyard Sun Hat Anti-Glare Glasses Welding Mask Dust Mask Face Shield	

SAFE WORK METHOD STATEMENT

APPLICABLE AUSTRALIAN/NEW ZEALAND STANDARDS:

For example:

- Australian Standard/New Zealand 2865 – 1995 – Safe Working in a confined Space
- Australia Standard/New Zealand 1715 – Selection, use and maintenance of Respiratory Protective Devices

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

SAFE WORK METHOD STATEMENT

WORK SEQUENCE BASIC JOB STEPS	HAZARDS/RISK DESCRIPTION	HAZARD RANKING & RISK SCORE	PROPOSED ACTION/CONTROL MEASURE	CONTROL RANKING & RISK SCORE	ACTION BY
1. General	Inadequate: <ul style="list-style-type: none"> • Training • Instruction • Supervision 		The Contractor to ensure that all employees and sub-contractors: <ul style="list-style-type: none"> • Attend training sessions; • Attend any site-specific inductions; • Attend a Toolbox talk on the SWMS; • Provide supervision on Site. Make sure that all employees are instructed in the correct use of: <ul style="list-style-type: none"> • Personal Protective Equipment (PPE); • Plant and equipment; • Tools; • Material handling; • Hazardous substances and materials (provide Material Safety Data Sheets – MSDS); • On-site Traffic Management Plan; • On-site permit systems. Note: If you identify additional risks and their control measures are not listed on this SWMS, record them on an additional SWMS worksheet and attach to this SWMS.		
2. Planning <i>For example : Service plans, Notification to Worksafe for Notifiable Hazardous Work</i>					Site Supervisor

SAFE WORK METHOD STATEMENT



<p>3. Public safety and site access /egress <i>For example: traffic management, temporary fencing</i></p>					Site Supervisor
<p>4. Environmental impact plans <i>Sediment & Erosion Control Plans</i></p>					Site Supervisor
<p>5. Plant and Equipment Set-up <i>Mobilisation of machinery / scaffolding to site</i></p>					
<p>6. Description of scope of works <i>(Insert steps)</i></p>					Site Supervisor
<p>7. Additional hazardous work <i>For Example: confined space (for a trench deemed a confined space)</i></p>					Site Supervisor
<p>8. Steps to complete task <i>For Example: Backfill trench with Compactor Dismantle Scaffolding</i></p>					

SAFE WORK METHOD STATEMENT

<p>9. Site remediation <i>For example: Disestablish traffic management / temporary fencing</i></p>			
<p>10. Close out Permit <i>If applicable</i></p>			<p>Site Supervisor</p>

Additional steps within scope of work

Task List the tasks required to perform the activity in the sequence in which they occur	Hazards Against each task list the Hazards that could result in injury when the task is performed by the work	Pre-Control Risk Factor	Risk Control Measures List the Control Measures required to eliminate or minimize the workers expose to each identified hazard	Post Risk Control Factor	Name of supervisor Responsible for Control Measure implementation

SAFE WORK METHOD STATEMENT

RESCUE PLAN:

The following duties are to be adhered to should a need arise to evacuate the confined space work zone due to emergency:

Duties of the Standby Person:

DO NOT ENTER THE CONFINED SPACE

- Remain calm and stay at the point of entry to the confined space;
- Contact emergency services by mobile phone (refer to contact list attached);
- Contact site management to obtain assistance;
- Communicate with entrants, advise them to evacuate the work zone;
- Commence hoisting entrants via the lifting tripod;
- Maintain ventilation throughout the process;
- Liaise with emergency personnel as they arrive on site.

EMERGENCY CONTACT NUMBERS:

Emergency Services: 111
 Taupo Police: (07) 378 6060
 Taupo Hospital: (07) 376 1000

Duties of the Confined Space Entrants:

- Evacuate confined space immediately advised to do so;
- Do not leave the point of entry without clearance to do so from the standby persons;
- Sign out of the confined space on the entry permit;
- Assist emergency personnel as required.

SAFE WORK METHOD STATEMENT

Safe Work Method Statement – Skills Matching + Consultation & Review Sign Off												
Date of Analysis:			SWMS Identifier:				Supervisor:					
Analysis of Training/Skills or Competencies Required												
Training/Skills/Competencies Required to Complete the Work Safely We the undersigned employees acknowledge that we have been consulted in the writing & development of this SWMS and have read and accepted the contents of this SWMS as reflecting the methods involved in the work activity described and we agree to abide by the requirements of this SWMS at all times.			Percentage of personnel required to hold (%) Number of personnel required to hold		Tapo District Council Induction Site Specific Induction		Relevant Task Specific Certification Min 5 years Industry Experience		Traffic Management Working in Confined Spaces			
Name		Position		Signature		Date		Training/Skill/Competency held by employee – cross (X) – Evidence must be provided				
A = All Employees are required to hold												
Identified Training Needs												
Training identified		Person requiring training		Date required		Training Provider		Interim measure in place				

SAFE WORK METHOD STATEMENT



SWMS Reference :		Insert document number :		Version A		Date :	
Workplace / Project :		Company Address:					
Work Activity / Job / Task or Process :							
Scope of Work : Trenching and installation of pipes							
AUTHORISING PERSON :		SIGNATURE :		DATE :			
SUPERVISOR OF WORK :		Contractor to complete					
Max No. of Employees to be used on site :		QUALIFICATION OF SUPERVISOR					
Min No. of Employees to be used on site :							
HAZARDOUS SUBSTANCES TO BE BROUGHT TO AND / OR PRESENT ON SITE :							
Product Name :		MSDS		Product Name :		MSDS	
e.g. Diesel		YES NO x				YES NO	
PERSONNEL DETAILS:							
Occupation: Trades / Skills / Work Teams		Site Supervisor for Jo Blogg's Plumbing		Legislation:		Refer page 2 SWMS: Applicable AS/NZ Standards Approved Codes of Practice Worksafe NZ Guidelines	
Qualifications: Licences / Qualifications / Permits		Construction Industry Induction Card Council Site Induction Confined Space		Mobile Plant and Equipment:		e.g. 1.5T excavator, service vehicle, concrete saw, hand tools, cable avoidance tools, trench compactor, shield/shoring material, ladders, etc.	
Training Required:		e.g. Manual handling		Safety/Emergency Equipment:		First Aid kits & fire extinguishers in all site vehicles	
Other Training required: What, how many and by when				Personal Protective Equipment: Please circle all of the required PPE for this site		Reflective Vest Safety Glasses Harness/Lanyard Welding Mask Coveralls Ear Plugs/Muffs Sun Hat Dust Mask Hard Hat Safety Boots Gloves Anti-Glare Glasses Face Shield	

SAFE WORK METHOD STATEMENT

APPLICABLE AUSTRALIAN/NEW ZEALAND STANDARDS, CODES OF PRACTICE & GUIDELINES: www.worksafe.govt.nz

For example:

- Approved Code of Practice for Operator Protective Structures on Self –Propelled Mobile Mechanical Plant
- Code of Practice for Temporary Traffic Management
- Safety around Excavations
- Guide for Safety with Underground Services
- Australian Standard/New Zealand 2865 – 1995 – Safe Working in a confined Space
- Australia Standard/New Zealand 1715 – Selection, use and maintenance of Respiratory Protective Devices

		Consequences					
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss	
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)	
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)	
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)	
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)	
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)	

SAFE WORK METHOD STATEMENT

WORK SEQUENCE BASIC JOB STEPS	HAZARDS/RISK DESCRIPTION	Pre -Control RISK SCORE	PROPOSED ACTION/CONTROL MEASURE	Post - Control RISK SCORE	ACTION BY
1. General	<p>Inadequate:</p> <ul style="list-style-type: none"> • Training • Instruction • Supervision 		<p>The Contractor to ensure that all employees and sub-contractors:</p> <ul style="list-style-type: none"> • Attend training sessions • Attend any site-specific inductions • Attend a Toolbox talk on the contents of this SWMS • Provide Supervision on Site <p>Make sure that all employees are instructed in the correct use of:</p> <ul style="list-style-type: none"> • Personal Protective Equipment (PPE) • Plant and Equipment • Tools • Material Handling • Hazardous substances and materials (Provide Safety Data Sheets →) • On Site Traffic Management Plan • On Site Permit Systems <p>Note: If you identify additional risks and their control measures are not listed on this SWMS, set them out on additional SWMS worksheet and attach to the end of this SWMS.</p>		Site Supervisor
<p>2. Planning For example : Service plans, Review work site Terrain Open Permit to Work</p>	<ul style="list-style-type: none"> • Roll Over hazards (holes, steep slopes, tumps & waterways • Electrocutation – Underground or Overhead Services • Confined Space – Permit for trenches above 1.5m 	16	<ul style="list-style-type: none"> • Site walkover and list roll over hazards • Review available plans e.g. refer to www.beforeyoudig.co.nz & contact utility companies to mark out locations on plans • Use cable and pipe locating devices • Use safe hand digging practices • Keep at least 5m from Overhead Services • Client Authority to sign off controls on Permit 	12	Site Supervisor (if post control risk score remains high – then work should not proceed)

SAFE WORK METHOD STATEMENT

<p>3. Public safety and site access /egress <i>For example: traffic management, temporary fencing</i></p>	<ul style="list-style-type: none"> Public safety including traffic, pedestrians Visitors and Service Providers personal safety 	12	<ul style="list-style-type: none"> Traffic Safety Management Plan (STMS) Safe Access / Egress Routes established Site Hazard Board / Risk Register Sign in / Sign out Register Installation of temporary fencing Appropriate signs (e.g. Confined Space) 	6	Site Supervisor
<p>4. Plant and Equipment Set-up <i>For example –Load or unloading of excavator</i></p>	<ul style="list-style-type: none"> Plant damage by loading past certification limits Electrocution from overhead power lines Plant roll over from incorrect ramp / methodology Injury from plant roll over 	16	<ul style="list-style-type: none"> When parking truck, allow adequate room for ramps and safe unload Ensure weight of excavator and truck are aligned with the Road User Certificate Allow 4-5 m clearance of overhead power lines – use spotter Use correct ramps Ensure any moving parts are stationary prior to moving on the trailer. 	8	Plant Operator
<p>5. Set up sediment and run –off controls</p>	<ul style="list-style-type: none"> Contamination of Waterways Manual Handling 	12	<ul style="list-style-type: none"> Assess direction of water runoff of the area to be cut. Use approved filter cloths and bunding methods to protect any drains /streams from sediment run off. Dig a shallow soak hole or trench to contain and direct run off. Assess ground conditions if using grassed areas to collect run –off and use bunding to direct water to grassed areas. Even when diverting to grassed areas, ensure storm water drains have protection in place. Use correct Manual handling techniques / two person lifts as required. 	3	Site Supervisor

SAFE WORK METHOD STATEMENT

<p>6. Hazardous Substances <i>For example -Diesel</i></p>	<ul style="list-style-type: none"> • Diesel Spill • Fumes igniting 	12	<ul style="list-style-type: none"> • Spill kits on site • Double skinned diesel tanker • No smoking while refuelling • Fire extinguisher in proximity of fueling 	3	Plant Operator
<p>7. Description of work steps <i>For example 4.1 – 4.1 excavate trench to a depth of 1.5m x 2m</i></p> <p><i>Is trench a confined space?</i></p>	<ul style="list-style-type: none"> • Ground collapse from weight of excavator / water in trench / soil type • Confined Space – entrapment, engulfment 	16	<ul style="list-style-type: none"> • Assess soil type and use appropriate methodology – batters, benching or shields • Dewater trenches if applicable – pump • Assess placement of excavator & spoil in relation to trench • Complete confined space risk assessment on trench for all trenches 1,5m in depth or > Reference AS/NZ 2865-1995 Safe Working in a Confined Space 	12	Site Supervisor Plant Operator
<p><i>4.2 installation of storm water pipes</i></p>	<ul style="list-style-type: none"> • Unmarked services • Unstable lifting loads causing injury • Hydraulic failure on excavator > 7 tonne 	16	<ul style="list-style-type: none"> • Use an observer to do visual checks for signs of services –(markers, change in soil conditions, duct surfaces) • Ensure no one is ever under a suspended load • Hose burst protection valves • Loading chart available to operators • Do not use excavator as a lifting device unless excavator & the rigging have been load tested 	12	Plant Operator

SAFE WORK METHOD STATEMENT

<p>8. Additional hazardous work <i>For Example – confined space (for trench deemed a confined space)</i></p>	<ul style="list-style-type: none"> • Unsafe level of oxygen • Potential harmful contaminants • Engulfment • Collapse of work area 	16	<ul style="list-style-type: none"> • Complete Confined Space Permit Gas readings with gas detector 20.9% Oxygen • Only trained & fully qualified personnel to undertake work in a confined space • Fully documented rescue procedure to be in place prior to work commencing • Critical Safety equipment assessable (tripod) • Safe placement of plant & equipment to trench • Ensure access and egress in in place -ladders 	8	Site Supervisor
<p>9. Steps to complete task <i>For Example – Backfill trench with Compactor</i></p>	<ul style="list-style-type: none"> • Struck by moving plant • Dust inhalation • Manual Handling – (mechanical compactor) • Noise 	12	<ul style="list-style-type: none"> • Place barricades and signage to prevent any unauthorized access • Employees to be trained in use of mechanical compactor • Hearing protection of all workers in vicinity 	2	Labourer
<p>10. Site remediation <i>For example – destabilish traffic management / temporary fencing</i></p>	<ul style="list-style-type: none"> • Slips trips and falls • Diesel or oil spills • Unauthorised personnel entering 	6	<ul style="list-style-type: none"> • Terrain is free from any trip hazard – holes, rubbish • Ensure any environmental spills have left no residual contamination • Ensure fencing and barricades come down once hazard is controlled 	2	Site Supervisor
<p>11. Close out Permit (Confined Space)</p>					

SAFE WORK METHOD STATEMENT

Additional steps within scope of work

Task List the tasks required to perform the activity in the sequence in which they occur	Hazards Against each task list the Hazards that could result in injury when the task is performed by the work	Pre-Control Risk Score	Risk Control Measures List the Control Measures required to eliminate or minimize the workers expose to each identified hazard	Post Risk Control Score	Name of Supervisor Responsible for Control Measure Implementation

SAFE WORK METHOD STATEMENT

RESCUE PLAN: (for Confined Space Entry)

The following steps are to be adhered to should a need arise to evacuate the confined space work zone due to emergency within the work zone.

Duties of the Standby Person:

DO NOT ENTER THE CONFINED SPACE

- Remain calm and stay at the point of entry to the confined space.
- Contact emergency services by mobile phone (refer to contact list attached)
- Contact site management to obtain assistance
- Communicate with entrants advise them to evacuate the work zone
- Commence hoisting entrants via the lifting tripod.
- Maintain ventilation throughout the process
- Liaise with emergency personnel as they arrive on site.

EMERGENCY CONTACT NUMBERS:

Emergency Services:	111
Taupo Police:	(07) 378 6060
Taupo Hospital:	(07) 376 1000

Duties of the Confined Space Entrants:

- Evacuate confined space immediately advised to do so
- Do not leave the point of entry without clearance to do so from the standby persons
- Sign out of the confined space on the entry permit
- Assist emergency personnel as required.

SAFE WORK METHOD STATEMENT



Safe Work Method Statement – Skills Matching + Consultation & Review Sign Off										
Date of Analysis:					Supervisor:					
SWMS Identifier:					Supervisor:					
Analysis of Training/Skills or Competencies Required										
<p>Training/Skills/Competencies Required to Complete the Work Safely We the undersigned employees acknowledge that we have been consulted in the writing & development of this SWMS and have read and accepted the contents of this SWMS as reflecting the methods involved in the work activity described and we agree to abide by the requirements of this SWMS at all times.</p>										
A = All Employees are required to hold					Percentage of personnel required to hold (%)		Taupo District Council Induction Site Specific Induction Certificate III in Plumbing & Trenching Min 5 years Industry Experience Traffic Control STMS Working in Confined Spaces Trained with Mechanical Compactor			
					Number of personnel required to hold					
Name	Position	Signature	Date	Training/Skill/Competency held by employee – cross (X) – Evidence must be provided						
	Work Supervisor			X	X	X	X	X	X	X
	Plumber/Plant Operator			X	X	X	X	X	X	X
	Plumber/Plant Operator			X	X	X	X	X	X	X
	Labourer			X	X	X	X	X	X	X

Identified Training Needs		
Training Identified	Person Required Training	Date Required
	Training Provider	Interim Measure in Place

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:

CONTRACTOR PRE-START SITE SAFETY INSPECTION

Can be used for Contractor Monitoring (Pre-start & during a contract). *Alternative – Critical Risk Verification Tools*

Contractor: _____ Review Period: _____

Date of Evaluation: _____ File Reference: _____

Assessed by: _____ Location: _____

GENERAL	Y/N, n/a
Work methods are consistent with SSSP	
Evidence that SSSP is reviewed with workers	
SSSP is version approved by Contract Manager	
High risk work completed as detailed in SWMS or equivalent level of documentation	
Required PPE is available and correctly worn	
Risk register / Site hazard board readily available on site	
Formal process for hazard Identification – hazard/risk forms	
Written procedures to be used e.g SOP's, SWMS, JSA's,TA	
Consents and permits are in place and adhered to if applicable	
Templates for JSA's available	
There is a process where new hazards identified are risk assessed and included into the JSA or SWMS for sign off by workers	
Work site defined and gives adequate public protection	
Traffic management in place	
Any hire equipment has all relevant certification and checklists applicable to use	
Any isolations (fluid, electrical or mechanical) locked out, tagged and tested	
Warning signs or applicable signs in place	
Other – i.e. Notification to community or stakeholders' of execution of works	
CORRECTIVE ACTIONS*	

EMERGENCY PROCEDURES	Y/N, n/a
Emergency plan and equipment in place	
Assembly point identified	
Workers are familiar with evacuation signal	
First aid kit on site	
Fire extinguisher on site	
Site phone or other contact method available	
Cell phone coverage is adequate or alternative RT radio coverage	
Working alone procedures are in place	
Rescue procedures are in place for relevant risks –working at heights / confined space entry	
Staff emergency contact numbers are available	
Trained first aiders are available on remote sites	
Defibrillator on site	
Heat and fatigue – adequate drinking water on location	
Allergies and medical conditions of employees are accessible if required	
Escalation process includes notification to the Contract Manager. at Taupō District Council	
CORRECTIVE ACTIONS*	

EMPLOYEES / SUB-CONTRACTORS	Y/N, n/a
Signed induction completed for all workers	
Sub-contractors inducted in line with SSSP	
Sub –contractors have met an approved contractor pre-qualification status	
Qualifications & competencies listed in SSSP or SWSM	
Workers are trained & competent/licensed –Taupō District Council contract manager has been provided the current competency matrix of all workers including sub-contractors	
Any variation to the scope of work has been approved and discussed with contract manager. New risk assessment to be completed	
Safe manual handling practices are evident – mechanical aid or 2 person lifts	
Small tools and equipment are used safely and used for the intent the tool is designed for	
CORRECTIVE ACTIONS*	

HOUSEKEEPING	Y/N, n/a
Work areas tidy, secure and free of uncontrolled risks	
Material neatly stored	
Exclusion zones identified	
Temporary fencing and barriers in place	
Public safety has been risk managed	
Emergency access/egress is maintained	
Lighting in all workspace areas are acceptable	
Loose materials are secured from wind	
General waste is disposed of by the contractor	
Caps on star pickets and rebar	
CORRECTIVE ACTIONS*	



GENERATORS AND COMPRESSORS	Y/N
Hire equipment or contractor owned	
Generators and compressors are fit for purpose	
Safety guards are in place	
Refueling of plant is done to ensure no spills occur, adequate bunding / spill trays and emergency spill recovery material	
Noise is at an acceptable level or hearing protection worn	
CORRECTIVE ACTIONS*	

POWER TOOLS / ELECTRICAL EQUIPMENT	Y/N
Plant and equipment is in good condition, properly maintained, and checked daily	
Safety guards are in place	
Electrical Work is completed by a qualified electrician	
RCDs are used where required	
Earth stakes are in place where required	
Electrical equipment is tagged, and within date	
CORRECTIVE ACTIONS*	

HEAVY PLANT AND MACHINERY	Y/N
Seatbelts are used on slopes or where there is a risk of rolling	
Work on slopes is undertaken in a safe manner	
Roll over protection is in place	
Operator is protected from falling debris	
A clear swing/work area is maintained	
Strops and chains are inspected and certified	
Safety observer is used for reversing vehicles where risks to people / operator or plant is identified	
CORRECTIVE ACTIONS*	

NOTIFIABLE WORK - Particular Hazardous Work	Y/N, n/a
Working at Height – Over 5 metres	
Scaffolding –erecting or dismantling scaffolding with a risk of falling 5 meters or more	
Logging or tree felling for commercial purposes	
Lifting – where the appliance has a lift mas >500kg over a vertical distance Exclusions –work using an excavator, forklift or self-propelled crane	
Excavations – is it a confined space - reference controls for Confined Space 1 Work in any drive, excavation or heading in which any person is required to work with a ground cover overhead. 1. Work in any excavation in which any face has a vertical height > 5m and an average slope steeper than a ratio of 1 horizontal to 2 vertical. 2. Work in any pit, shaft, trench or other excavation in which any person is required to work in a space >1.5m deep and having a depth > the horizontal width at the top	
Explosives – work involving the use of explosives, or storage of explosives for use at the worksite.	
Confined Space- Work in which a person breathes compressed air, or a respiratory medium other than air.	
CORRECTIVE ACTIONS*	

OVERHEAD/UNDERGROUND WORK	Y/N
Required certifications are current for workers	
Plans are available that show location of services	
Local authorities – Chorus or Dial before you Dig have been contacted and identified on SWMS	
Safety Observers will be used when machinery or plant are in vicinity of overhead hazards and documented in risk assessment	
Safe working distances are maintained	
CORRECTIVE ACTIONS*	

WORKING NEAR/OVER WATER	Y/N
The level of risk is identified and adequate controls are in place	
Fall prevention is in place where required	
A JSA or SWMS is in place and personnel signed on.	
Personal floatation devices are readily available	
Minimum two person working where relevant	
A documented rescue plan in place	
CORRECTIVE ACTIONS*	

HAZARDOUS SUBSTANCES	Y/N
Are hazardous substances present – if yes identify class	
MSD Sheets are available for substances	
Is storage of chemicals locked or isolated from sources of fuel or public	
Hazardous Substance specific PPE is available on site	
Approved Handler is on site	
Transportation and storage of chemicals as per SDS (labelled containers, etc)	
Diesel / fuel stored in a double skinned vessel or have bunding adequate for the capacity of vessel	
Emergency preparedness for chemical fire or spill	
Suitable spill kit is readily available	
CORRECTIVE ACTIONS*	

ENVIRONMENTAL	Y/N, n/a
Is there a rubbish skip on site?	
Are recycling options available?	
Is the site stripped of soil where dust or runoff as a result of weather is possible?	
Is there & erosion and sediment plan in place with controls to mitigate run off – refer to Waikato Regional Council Guidelines	
Has the erosion and sediment control plan been submitted and approved by Waikato Regional Council if applicable	
Are there any other relevant consent conditions	
Does any equipment exceed the 85 dBA - statutory action noise threshold?	
Is there any risk of airborne dust or odour pollution?	
Storage of oily, greasy or contaminated equipment in outside areas is appropriately covered with tarpaulin or plastic to ensure impurities cannot be washed into storm water drains	
No washing, cleaning or servicing of equipment on roadways or areas where contaminants may be washed into storm water drains?	
Does any environmentally hazardous waste require waste transport certificates or waste tracking forms?	
CORRECTIVE ACTIONS*	



LIFTING WORK	Y/N
Where crane work is required – lift plan is in place	
Qualifications appropriate, sighted and current	
Load weight confirmed as tonnes	
Lifting equipment is used within safe working load limits	
Safe access and egress	
Electrical protection / overhead electrical power lines	
Dogman / Spotter in place with communications established	
Exclusion Zone properly defined and clear of unauthorized personnel	
A clear swing/work area is maintained.	
Ground stability & level – stabilizers in place	
Radio controlled equipment	
Emergency procedures and plan on site	
CORRECTIVE ACTIONS*	

WORKING AT HEIGHT - general	Y/N
Is work over 5 metres?– Notifiable to Worksafe Scope of work is clearly defined and a permit in place where required	
All height equipment is certified and within date – fall restraint equipment – 6 monthly certification	
Personnel are fully trained and competent in height work	
Fall arrest/restraint equipment. is used where required	
A JSA or SWMS supports Height Work – all risks associated to height work are documented	
Is there a rescue plan in place?	
An exclusion zone is established beneath height work where the potential for dropped objects.	
Specific precautions have been implemented and documented in relation to falling object hazards – ie tethered tools	
CORRECTIVE ACTIONS*	

WORKING AT HEIGHT from scaffolding	Y/N
Notifiable Work? (over 5 metres)	
Competency / supervision US 1352: national certificate in scaffolding (elementary) US 1463: national certificate in intermediate scaffolding US 1771: national certificate in suspended scaffolding	
General site plans	
Design drawings and specifications	
Physically fit for manual handling	
Erect, altered and dismantled compliant with Best Practice Programmes for Scaffolding , Access& Rigging in NZ (SARNZ)	
Visual tags in place	
Visual inspection for faults	
Emergency procedures and plan onsite	
CORRECTIVE ACTIONS*	

WORKING AT HEIGHT from ladders	Y/N
Is the ladder used as a work platform?	
Is the ladder used for access to a level or a roof?	
Ladders comply with 4:1 ratio & are tied off	
Ladders are in good condition with no damages	
Ladders are industrial ladders compliant to AS/NZ standard	
Ladders are in good condition & stays in place*	
Working with ladders comply with Taupō District Council Safe Work Procedures for Working at Heights. *	
Workers are not standing on top rung of ladder*	
Fall arrest/restraint equipment. is used where req.	
JSA or SWMS supports working off Ladders	
Rescue plans /two person activity is identified if potential of risk to person working or accessing ladder	
<p>Where height work is for a duration of time or the complexity of the work requires two hands, then alternative arrangements such as scaffolding, Elevated Work Platforms must be used.</p> <p>Refer to Taupō District Council Safe Work Procedures for Working at Heights *</p>	
CORRECTIVE ACTIONS*	

SITE SPECIFIC RISKS	Y/N
<i>E.g. Confined Space permit in place, training completed, atmosphere testing if appropriate.</i>	

CORRECTIVE ACTIONS*

As identified in the above sections

ISSUE / ACTION REQUIRED	RESPONSIBILITY	DUE DATE

CONTRACT MANAGER REVIEW

Name: _____ Signature: _____

Date: _____



DRUG AND ALCOHOL POLICY

Introduction

Taupo District Council is committed to a healthy and safe environment. The use of alcohol and/or the use of other drugs in the workplace can adversely affect health and safety of workers, and the overall wellbeing of employees and others entering Taupo District Council sites. This policy is an integral part of Taupo District Council's commitment to ensuring a safe and healthy working environment pursuant to the Health and Safety at Work Act 2015 (HSWA).

Drugs and alcohol may affect a person's judgement, ability and skill and that impairment is a workplace hazard. Taupo District Council is dedicated to ensuring healthy and safe working conditions, and the safe operation of all equipment in the workplace and on any worksite in the community. Employees and contractors may, if affected by alcohol or drugs, expose themselves or others in the workplace to the risk of injury.

For these reasons Taupo District Council has adopted the following Drug and Alcohol Policy, which prohibits all workers from conducting Taupo District Council business under the influence of drugs and/or alcohol.

Application of this policy

This policy applies to:

- All of Taupo District Council's workers (as defined in this policy);
- Those at Taupo District Council sites obtaining work experience; and
- Any Taupo District Council contractor.

Some aspects of this policy may only be applicable to employees, such as Rehabilitation, Employee Assistance Programs (EAP), and the disciplinary process for employees. It should be noted that nothing within this policy is intended to create an employment relationship between Taupo District Council and its contractors.

Purpose

The primary purpose of Taupo District Council's Policy on alcohol and other drugs is to ensure that employees or contractors under the influence of alcohol and/ or other drugs do not affect or compromise the safety of any person in our workplaces (in the community and at its premises) or when carrying out operations or work on behalf of Taupo District Council.

The purpose of this policy is to:

- Ensure a safe and healthy work environment for all Taupo District Council workers and visitors.
- Ensure the safe operation of all equipment in the workplace and community.
- Promote employee wellbeing, and health and safety on Taupo District Council sites.
- Set out clearly Taupo District Council's expectations and requirements of its employees and contractors around drugs and alcohol.
- Manage the adverse impact of drugs and alcohol on safety, performance and reputation.
- Encourage employees and contractors to report risks or hazards arising out of impairment or potential impairment of themselves or others, due to drugs or alcohol.
- Provide for processes and procedures aimed at treating Taupo District Council's employees as fairly as possible (including, as much as possible, providing confidentiality and respecting their privacy).
- Where possible, provide an opportunity and support to employees with a substance abuse problem to get well.

Obligations on workers

All Taupo District Council workers must maintain a drug free level and a zero alcohol level which is 100 micrograms per litre of breath when performing their duties. This rule is implied:

- At all times while on duty (i.e. from when you start work to when you complete work each day, including breaks); or
- When at Taupo District Council's premises.

Please note that under certain circumstances the drinking of alcohol is acceptable as long you comply with the alcohol limit for drivers under the Land Transport Act and its Amendments, (please read page 10 and the Social Drink Policy on page 14).

At work functions (including events organised by Taupo District Council and functions the employee attends on behalf of or in association with Taupo District Council), employees must ensure they behave appropriately and responsibly.

Workers are responsible for ensuring any prescription or other medications they are using do not result in any risk of impairment. If there is any such risk, the worker must notify their manager of the details as soon as possible and before commencing work.

Workers must not use, consume, sell, transfer, distribute or possess drugs while at work or on Taupo District Council premises. Workers must not use or consume alcohol on Taupo District Council premises unless it is at a pre-approved event or function at which alcohol may be consumed.

If a worker is aware of any potential hazard arising from alcohol and/ or other drug use or abuse, including any worker who is or may be in breach of their obligations stated in this policy (even if this person is the employee), this must be reported to a Manager.

Depending on the circumstances and seriousness of a breach of policy, employees failing to meet the above obligations or breaching any other aspect of this policy may be provided with EAP counselling, a rehabilitation program, and/or subject to disciplinary action, up to and including summary dismissal (dismissal without notice).

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Definitions

Adulteration	Deliberate use of a substance to compromise, or attempt to compromise, the integrity of a urine sample in order to attempt to “beat” the drug test: e.g. specimen dilution, using a masking agent, or providing a substitute urine specimen.
Alcohol	Includes any substance or beverage that contains ethyl alcohol including, but not limited to, beer, wine, Ready to Drink (RTDs), spirits, medication that contains alcohol and any new introduced alcoholic beverage.
Breath Alcohol Testing Device (breathalyser)	A Breath Alcohol Testing Device is a unit designed to accurately measure breath alcohol content. The unit must meet the Australian Standard: AS 3547-1997/ Amendment 1-2000 (Type 2) “Breath Alcohol testing devices for Personal use”.
Collector	<p>Drugs A person who has successfully completed and received a statement of attainment in accordance with NZQA qualifications demonstrating compliance with AS/NZS 4308: 2008 for:</p> <ul style="list-style-type: none"> • specimen collection, handling, storage and dispatch of specimens, • “on-site” screening <p>The two unit standards required are:</p> <ol style="list-style-type: none"> 1. US 25458 “Perform urine specimen collection in the workplace for drug testing.” 2. US 25511 “Perform urine drug screening in the workplace.” <p>Alcohol A person who has been trained to use a Breath Alcohol Testing Device in compliance with the testing procedures. The person can be either an authorised Taupo District Council employee or a third party.</p>
Cut-off Concentration (drugs)	<p>a. A urine level of a drug and/ or metabolite, dictated by AS/NZS 4308:2008, at and above which the confirmed result will be reported by the laboratory as “positive” and below, which will be reported as “negative”.</p> <p>b. A urine level of a drug and/ or metabolite, not listed in the Table of AS/NZS 4308:2008, at and above which the laboratory will report the result as “positive” and below which it will be reported as “negative.” The laboratory is required to determine the appropriate level.</p>
Drug(s)	Substances which are illicit or restricted drugs, drugs covered by Psychoactive Substances Act and some currently legal drugs which have the potential to cause impairment. The term “drug” includes (but is not limited to) cannabis and hashish, opiates (such as heroin, morphine, desomorphone (krokodil)) cocaine, amphetamine type substances (speed, “P”, ecstasy and party pills containing benzylpiperazine), synthetic cannabinoids (e.g. Kronik, K2, spice, fake weed), cathinone derivatives (bathsalts), kava, LSD, NBOMe and other phenylethylamine psychedelic substances. The term also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives, oxycodone) and other currently legal party pills and herbal highs. Other “mind altering” substances can be added to the testing suite as they become available and are misused.
Drug Testing Standards	AS/NZS 4308:2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.” <i>NB: any updated version will replace the 2008 version.</i>
Employee	This policy covers those employed as permanent (part time or full time), casuals, work experience or fixed term staff.

Integrity Testing	Testing for substances that affect the detection or quantitation of drugs or metabolites in the specimen.
Laboratory	A testing facility accredited against AS/NZS 4308:2008 (or any updates) at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or its metabolite(s) and report positive results only if the drug/ metabolite is at or above the confirmatory cut-off concentration.
Legal Drugs & Medications:	Legal substances available used by employees to assist with recognised medical conditions, including both prescription and over the counter drugs/medication. Employees need to declare this medication when there is a potential risk of side effects.
Metabolite	A metabolite is a breakdown product of a drug that may be less toxic and easier to excrete than the substance taken. Some drugs are not broken down, but they are converted into a form that is more water-soluble. They are also metabolites.
Negative Alcohol Test	Means a level of alcohol below 100 micrograms per litre (µg/litre) of breath or level of alcohol below 250 micrograms per litre (µg/litre) of breath as per our Social Drink Policy.
Negative Drug Test	Means that as the result of a urine screening test (on-site or laboratory) and/ or a confirmed laboratory testing, either no drug(s) and/ or metabolite(s) are detected or the concentration(s) of drug(s) and/ or metabolite(s) detected are either: <ul style="list-style-type: none"> • below the screening or confirmatory cut-off concentration(s) specified in AS/NZS 4308:2008, or • below the confirmatory cut-off concentration determined by the laboratory for those substances not tabled in AS/NZS 4308: 2008.
Not Negative Drug Screening Test	If the on-site screening device indicates the possible presence of a drug class (using the screening test cut off concentration(s) as defined by Table 1 of AS/NZ 4308:2008) or if the specimen integrity is in question, the result is reported as not negative. The collector shall dispatch the specimen (split into more than one sample) to the laboratory for confirmatory testing. An interim report may be issued that can only advise that the specimen requires further laboratory testing, i.e. no indication of what caused the not negative.
On-site Screening Test	An Immunoassay device used to exclude the presence of drugs and/or metabolites in urine at the site of specimen collection and which has been verified in accordance with AS/NZS 4308:2008 (or any updates). This test must be carried out by a NZQA qualified collector. In the event that the specimen gives a not negative screen it must be sent to a laboratory for confirmatory testing.
Positive Alcohol Test	Means a level of alcohol in the breath at or above 100 micrograms per litre (µg/litre) or 250 micrograms per litre (µg/litre) of breath as per our Social Drink Policy.
Positive Drug Test	Means that as a result of laboratory confirmatory testing of the urine the concentration(s) of drug(s) and/ or metabolite(s) recorded are either: <ul style="list-style-type: none"> • at or above the confirmatory cut-off concentration(s) specified in the table of AS/NZS 4308:2008 (page 14); or • at or above the confirmatory cut-off concentration determined by the laboratory for those substances not tabled in AS/NZS 4308: 2008.
Safety Sensitive	There are areas of work carried out by Taupo District Council which are deemed “safety sensitive”. This means a person carrying out a role that may, if affected by drugs or alcohol, expose them or another person to the risk of injury. Safety

	sensitive refers to any area or role that contains a hazard or potential for an accident or incident where a consequence could be serious injury, harm, or death. Please note this includes driving a Taupo District Council vehicle and a personal vehicle for work purposes.
Sample	A portion or aliquot taken from the specimen on which the test or assay is actually carried out.
Serious Misconduct	<p>The following circumstance are strictly prohibited and will be deemed to be <i>Serious Misconduct</i>:</p> <ol style="list-style-type: none"> The use, sale, transfer or possession of drugs and/or alcohol while on Taupo District Council property or a Taupo District Council worksite (excluding alcohol at approved functions) Reporting to and/or undertaking work with a risk level of drug(s) in the system Having any level of alcohol at or above 100 micrograms of alcohol per litre of breath or 250 micrograms of alcohol per litre of breath in accordance with Social Drink Policy (page 14). Having a urine level of drug and/ or metabolite at or above the confirmatory concentrations in Table 2 of the Australian/New Zealand Standard, AS/NZS 4308:2008: "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine". Having an unacceptable urine level of a drug of abuse (and/or its metabolite) which is not listed in the AS/NZS 4308: 2008 Compromising or attempting to compromise the integrity of the urine specimen or the testing process.
Taupo District Council Premise(s)	A reference to a workplace and includes all premises (whether owned by Taupo District Council or leased) and includes offices and operational sites.
Testing Procedures	<p>Drug Testing AS/NZS 4308: 2008 compliant</p> <p>Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct "on-site" drug screens (US 25511). The screen is conducted using an AS/NZS 4308: 2008 verified "on-site" screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a "not negative" screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.</p> <p>Alcohol Testing</p> <p>Breath alcohol tests will be conducted using an Approved Testing Device which meets the Australian Standard: AS3547:1997/Amendment 1-2000 (Type 2) "Breath Alcohol Testing devices for Personal use".</p>
Worker	<p>A worker includes employees, contractors, subcontractors, labour hire workers, apprentices, trainees and volunteer workers.</p> <p>Contractors are required to comply with this policy and are included in the term "employee and worker." The only exception is that the rehabilitation section does not apply to contractors.</p>
Workplaces/ Sites	A reference that includes the definition of a "premise" but also Taupo District Council vehicles, Taupo District Council property and any other designated site.

Testing Situations

1.1 Reporting

Taupo District Council encourages the open reporting of all incidents and risk exposures relating to alcohol and/ or other drugs that relate to or could impact on Taupo District Council's workplace or operations.

All workers must report to their Taupo District Council Manager any work related incident or risk exposure relating to alcohol and/ or other drugs, large or small, that is or may be a hazard to any person. For example, if the worker has an alcohol or other drug abuse problem or the employee or contractor notices another person is showing signs of being under the influence of alcohol or another drug at work, this should be reported to their Taupo District Council Manager.

If a worker reports any such incident or risk, including self-reporting any alcohol or drug use or abuse problem the worker has, and that worker is an employee of Taupo District Council, that employee will not be subject to disciplinary action, or if that worker is a contractor, the contractor will not have their contract terminated, for taking the reporting action or for that incident or risk unless one of the exceptions below applies.

Some exceptions may be where:

- The worker self-reports in a situation where they are already under investigation for a possible breach of this policy or is potentially about to be discovered as in breach of this policy (for example, they have been requested to take an alcohol and/ or other test and believe it may be not negative).
- Actions involve pre meditated or intentional harm to people or property or a reckless disregard for the safety or security of any persons.
- There has been a failure to report safety or security incidents, risks or accidents in accordance with the requirements of this policy or Taupo District Council's other policies.
- A worker makes a false and malicious report regarding another person.
- If one of the above exceptions apply, disciplinary action up to and including summary dismissal (for an employee) or termination of contract (for a contractor) may still occur. However, Taupo District Council will take into account in making its decision, any compliance with reporting requirements.
- If the worker self-reports alcohol and/or other drug use or an abuse problem they have and Taupo District Council is not intending to take any disciplinary action or terminate the contract, Taupo District Council will still need to take appropriate steps to ensure the relevant person is safe to work.

1.2 Testing Situations

Testing for the presence of drugs and/or alcohol may be conducted:

- a) As part of pre-employment screening.
- b) Where there is reasonable cause to suspect fitness for work is affected by the consumption of alcohol or other drugs.
- c) Post-incident, accident or near miss, such as but not limited to an incident:
 - involving death or a lost time injury
 - requiring treatment by a medical professional

- involving a near miss that had the potential to cause serious harm or loss
 - involving damage to vehicle, property, plant or equipment
- d) During-rehabilitation treatment.
- e) Follow-up testing post rehabilitation.

Here is an explanation of the different types of testing situations:

a) **Pre-employment Testing**

Employment with Taupo District Council may be conditional on an applicant for employment undergoing and obtaining a not negative drug test result and a negative breath test. The costs of such testing will be borne by Taupo District Council.

b) **Reasonable Cause or Suspicion**

In the event where an employee, volunteer, or contractor is feeling unsafe because they suspect another is in breach of this policy, they must report this to their manager. Should a member of management suspect an employee, contractor or volunteer's performance or safety may be demonstrating the effects of drug and/or alcohol use, that person suspected of demonstrating the effects of drugs or alcohol may be requested to undergo a drug and/or alcohol test.

It is preferable (where possible) that two persons agree on these observations and one of these persons should be a manager who has completed Managers' training which covers Reasonable Cause Recognitions or similar. Suspicion may be based on the person's actions, behaviour or appearance.

Examples of reasonable cause include, but are not limited to the following:

- i. Physical signs and symptoms consistent with excessive alcohol or drug use such as blood shot eyes, odour of alcohol or drugs.
- ii. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
- iii. Fights, assaults, disregard for and/or violations of established safety, security, or other operating procedures.
- iv. Involvement in accidents or near misses.
- v. Motor skills demonstrating the effects of drugs or alcohol or reduced ability to perform tasks normally expected of the employee, volunteer or contractor.
- vi. Learning and memory, perception and judgement that demonstrate the effects of drugs or alcohol.
- vii. Perceived personality changes.
- viii. Excess lateness.
- ix. Changes in levels of alertness.
- x. Difficulty with attention.
- xi. Sudden changes in appearance, such as clothing, hair, and hygiene.

Refer to Appendix 5 for reasonable cause indicators and process template.

c) **Post Incident/Accident Testing**

If you are involved in an incident/accident or have a serious near miss, you may be asked to subject yourself to a drug and/or alcohol test. Where practicable post-incident drug and alcohol tests must be conducted as soon as possible after the incident. It should be noted consuming alcohol or drugs post-incident could influence your test results.

Should the worker be involved in a vehicle accident while driving for Taupo District Council business purposes, and that worker is hospitalised in an unconscious state, Taupo District Council may be able to rely on any result of blood alcohol testing obtained by the Police post-incident.

d) **Post-treatment testing**

Where the employee or contractor has returned a not negative test or shown other risk indicators for impairment (including self-reporting drug or alcohol abuse), or where an employee is subject to or has completed a Drug and Alcohol Rehabilitation Programme, they may be required to undertake further testing to ensure they have a zero alcohol level and drug free level before they return to work and/or unannounced testing over a period of time to reduce any risk of future incidents of impairment at work.

1.3 Privacy

All information gathered as a result of drug and/or alcohol testing is collected for the purpose of implementing Taupo District Council's policy and achieving its objectives and will comply with the Privacy Act. The People and Capability section will hold the information in a secure filing system. Information maybe disclosed only to managers who "need to know." Disclosure of this information to other parties (including future employers) will require the consent of the employee. The information shall be destroyed 3 calendar months after termination of employment with Taupo District Council.

1.4 Education

To assist staff with education on drug use and this policy, training will be provided as required by expert trainers who are qualified in the relevant specialist fields. Training may include general awareness training and/or E-Learning training modules covering:

- drugs and alcohol trends and their adverse effects
- use/ misuse/ abuse/ dependency
- the implications of Taupo District Council's Drug and Alcohol policy
- the testing options
- how drug and alcohol tests are conducted
- how long substances can be detected for after use
- how to access the drug and alcohol rehabilitation programme

Reasonable cause recognition (managers/ supervisors)

Training workshops for managers and supervisors will cover in more detail the topics above and will also focus on:

- sign and symptoms of drug and alcohol misuse: how to recognise
- reasonable cause for testing
- understanding Taupo District Council's Drug and Alcohol Policy and how to manage it
- understanding the testing processes

Drug and Alcohol Testing Overview

2.1 Alcohol Testing

Taupo District Council's policy is for zero alcohol tolerance at any time during work hours except when approved as per the Social Drink Policy. For the test to be positive there must be a level of alcohol in the worker's breath at or greater than 100 micrograms per litre (100 µg/L) OR at or greater than 250 micrograms per litre (250 µg/L) after an approved drinking event and you are returning to work or driving a Taupo District Council vehicle.

If a test is to occur, a Manager will advise the employee or contractor that they are required to undergo the test. The employee or contractor must be accompanied until either the test is carried out or they refuse consent. *(NB: If possible, the Alcohol test should be conducted within 1 hour and the urine specimen collected for the Drug test within 2-3 hours).*

All aspects of the testing procedure will be carried out as much as possible in a confidential and private manner. Testing will only be carried out by a suitably trained person using an approved breath screening device (which meets the Australian Standard: AS 3547-1997/ amendment 1-2000 (Type 2) "Breath Alcohol Testing Devices for personal use" or successor Standard).

All workers who undergo alcohol testing will be informed of:

- The purpose of the testing;
- Who the testing information will go to;
- The name and address of the testing organisation; and
- The likely consequences for the employee if they refuse to participate.

2.2 Drug Testing

Medication: Prescribed, Pharmaceutical or Other

Please refer to the definition of Drug(s) on page 4 of this document.

If your medical practitioner has prescribed you medication or you purchase over-the-counter or on-line medication, you must advise the medical practitioner, pharmacist or other authoritative source of the nature of your work so that appropriate medical information on possible side effects and their possible impact on safety can be given.

If you are taking prescription or non-prescription legal drugs that may affect your work performance, or have been identified by your medical adviser as affecting your work performance, you must report this usage to your immediate supervisor before beginning your shift. You consent to provide further information about the drugs from the prescribing medical practitioner on request from Taupo District Council at your cost. Taupo District Council reserves the right to, at its cost, obtain an alternative professional opinion on whether the prescription or non-prescription legal drugs will affect job performance or safety. Any medical information disclosed by you will be kept strictly confidential.

Where the use of drugs demonstrates the effects of drugs or alcohol and affects an employee's job performance or safety, the Manager will determine whether the employee will be assigned to other duties, be required to take sick leave, or consider other options as appropriate.

Testing Standard: AS/NZS 4308:2008

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will comply with the strict criteria dictated by AS/NZS 4308: 2008: "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine."

Observed or monitored collections will only be considered if the individual has previously been suspected of compromising the specimen integrity and is being given a second opportunity to provide a specimen.

NZQA qualified collectors will collect specimens, conduct an "on-site" screening test using a fully verified device and processes which comply with AS/NZS 4308: 2008, and forward any "not negative" specimens to the accredited laboratory for confirmation testing.

Confirmatory Test Cut-off Concentrations (as total drug): AS/NZS 4308:2008

Compound	Cut-off level (micrograms/litre)
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methyl amphetamine	150
Methylenedioxymethamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine *	500
Pseudoephedrine*	500
11-nor- Δ9- tetrahydrocannabinol-9- carboxylic acid	15
Benzoylcegonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nor diazepam	200
α-hydroxyl-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

* These drugs may be optionally tested within each class and the specified cut-off levels shall apply.

For the drugs/ metabolites not listed in AS.NZS 4308: 2008, the laboratory will determine what the appropriate cut-off concentration is and advise the client. The table may be updated should the standards change.

2.3 Adulteration/Cheating

Any attempt by a worker to cheat or avoid a test, tamper with or adulterate a specimen is considered to be serious misconduct and may lead to summary dismissal of any employee, and is a serious breach of contract by a contractor justifying immediate termination by Taupo District Council.

Rehabilitation

3.1 Rehabilitation Support

Taupo District Council offers an Employee Assistance Programme (EAP). EAP is confidential and offers support with alcohol & drug counselling, anxiety & depression, emotional stress, work & family pressures, trauma and more. Please visit www.eapservices.co.nz or phone **0800 327 669** anytime (24/7).

If you have concerns that you have a problem with alcohol or drug use, misuse, abuse, or dependency, Taupo District Council encourages Employees to ask for help from their Manager at an early without fear of reprisal, discussions will be kept confidential. Taupo District Council will try to help the Employee resolve the problem, including referring the Employee to appropriate community resources and/or the Employee can take advantage of the EAP services. Confidential referrals and voluntary participation in the programme is desired. All employees are encouraged to use the EAP resource before their employment is affected by drug and alcohol use.

Voluntary rehabilitation

Those who voluntarily seek assistance for substance abuse problems may request to utilise some of their entitlement to sick and unpaid leave to participate in a rehabilitation programme without jeopardising their continued employment. The amount of leave (paid or unpaid) will be agreed with your Manager. Taupo District Council supports a goal of “total abstinence” for those diagnosed as substance dependent. However voluntary participation treatment programmes will not prevent disciplinary action for any breaches of operating procedures or employment that may already have occurred or may occur during rehabilitation.

Taupo District Council Referred Rehabilitation

Current employees returning a positive test for the first time, who want to continue employment, may be given the opportunity to join Taupo District Council's supported drug and alcohol rehabilitation programme. Failure to take part or complete the programme may result in disciplinary action including dismissal. *NB: Taupo District Council reserves the right not to offer rehabilitation in situations where it can justify taking disciplinary action including dismissal.*

Rehabilitation Financial Support

Taupo District Council will fund rehabilitation as follows:

- Initial assessment by a substance abuse professional.
- Up to 6 sessions with a drugs and alcohol substance abuse specialist.
- Comparison testing during rehabilitation
- Up to 6 unannounced follow-up tests per year over 2 years.

You need to be aware, that should rehabilitation be the preferred path for both parties, failure to participate in rehabilitation will result in disciplinary procedures being initiated and may result in your dismissal.

3.2 Return to Work Decision

On advice from the rehabilitation service provider and drug testing provider Taupo District Council will make a return to work decision, based upon:

- a) Comprehensive drug and/or alcohol assessment report from the rehabilitation service provider. This report will indicate the employee's ability and readiness to change. Note that in some instances, the rehabilitation service provider will recommend that the employee abstains from drugs and/or alcohol as part of their treatment programme. In such circumstance, a 'zero' result for drugs will be expected which is a higher standard than that required for 'return to work.'

- b) Comparison drug and/or alcohol test results report is used to monitor the employee's pattern of use since the initial test. The urine specimens are sent to the laboratory and the request is made to conduct comparison testing. The laboratory will then compare the result with those from the initial urine tested which is referred to as the base line drug test result. Recent alcohol testing results are compared to the last results taken.

Follow-Up Testing

On completion of the programme the employee will be subject up to six unannounced follow-up drugs and/or alcohol tests per year over the next 2 years.

- a) These tests will be laboratory base testing only. The laboratory will be requested to test for the extended range of drugs and may look for the presence of any amount of a drug (i.e. it is not restricted to cut-off levels).
- b) A second positive test outside the treatment period may result in disciplinary action including dismissal.

Social Drink Policy

Alcohol may be consumed in moderation on Taupo District Council premises at pre-approved work functions or other events that are sanctioned by the Chief Executive or Group Manager (such as significant events, team social gatherings, business meetings, leaving functions or other work related functions).

Drugs may not be possessed or consumed on Taupo District Council premises or at these work functions or events at any time.

Workers adversely affected by alcohol and/or under the influence of illegal drugs, are not permitted to return to work to collect their personal property outside of work hours after drinking at an external function.

4.1 Host Responsibility

Managers and employees are encouraged to exercise "host responsibility" in situations where alcohol is served at work functions, events on or off Taupo District Council premises. Examples of host responsibility can include:

- Providing food and/or nibbles
- Having non-alcoholic and/or low-alcohol drinks available
- Ensuring that service of alcohol is in compliance with the law, such as those which apply to people under 18 years-of-age and not serving people who are intoxicated
- Having a manager present to supervise the event

For further information on host responsibility refer to the Alcohol Advisory Council's website - www.alac.org.nz.

4.2 Work-Related Gatherings away from Taupo District Council Premises

Workers adversely affected by drugs and/or alcohol at a work function or events can bring Taupo District Council's name and reputation into disrepute. Alcohol may be consumed at work/ business functions or events held away from Taupo District Council premises that are sanctioned by your Chief Executive Officer or Group Manager which can include but are not limited to business lunches, conferences, team meeting lunches and dinners, client functions, team-building events and Christmas parties. However unreasonable intoxication resulting in inappropriate behaviour and driving a workplace vehicle over the prescribed limit set in the Land Transport Act and its Amendments may result in a disciplinary process.

Illegal drugs may not be possessed or consumed at any work functions or events held away from Taupo District Council premises.

4.3 Licensing Requirements

A liquor licence is required for the sale and supply of alcohol on Taupo District Council premises. This can include situations where a Social Club sells alcoholic drinks to its members. Alcohol is a prohibited prize for raffles. The manager authorising the event is responsible for ensuring that a suitable licence is obtained.

The Sale of Liquor Act provides heavy penalties for failing to have an appropriate licence.

Licensing laws do not apply where alcohol is provided free of charge (either by Taupo District Council or, for example, where employees take it in turns to buy "rounds" of drinks for each other on a Friday night).

The situation where a group of employees puts money into a "kitty" for one person to go out and purchase alcohol on their behalf on a non-profit basis isn't a "sale" situation requiring a licence.

All workers should be aware that they could be prosecuted by the Police for allowing people to use Taupo District Council premises as a "place of resort" for consuming alcohol. This means that the occupier of any premises can be prosecuted for allowing alcohol to be consumed there; even when the liquor licence is not required (this does not apply to residential situations where the person living at the address provides the alcohol). This can be a relevant factor when considering whether to allow alcohol to be consumed on Taupo District Council premises and what sort of function to allow (e.g. a party with a lot of alcohol and not a lot of food is probably more likely to attract attention from the Police than a smaller function with nibbles that finishes at 7.30pm).

It is illegal to sell or supply alcohol to persons under 18 years of age.

4.4 Taupo District Council Vehicles

Alcohol and/or drugs may not be consumed in Taupo District Council vehicles at any time and operating a Taupo District Council vehicle whilst adversely affected by alcohol and/or drugs is not permitted and may result in the commencement of a disciplinary process.

Additional Advice for Staff and Contractors

Is someone adversely affected?

Signs that could demonstrate the effects of drugs or alcohol can include:

- A change in the person's mood (i.e. are they more aggressive, happy or depressed than usual)
- They talk loudly, slurring their words, babbling incoherently or using foul language.
- Their motor skills and/or dexterity may have decreased.
- Their ability to safely operate a motor vehicle is in question.
- They appear drowsy and/or unable to concentrate.
- The person's breath or clothes may smell strongly of alcohol, cannabis smoke, solvents etc.

What to do when you suspect someone is adversely affected by drugs and/or alcohol.

1. Do not compromise your own or others safety, particularly if the person is or they are becoming violent, aggressive or agitated.
2. If possible remove the substance from the person and take it to management.
3. Ensure the person is monitored, while appropriate assistance is obtained.
4. If a manager is unavailable make arrangements for the person to get home as necessary (e.g. call their spouse/partner, call them a cab, drop them off yourself etc).
5. Report the incident to management.

Reasonable Cause Indicators

Process Form

When assessing “reasonable cause”, physical symptoms and/or unusual out of character behaviours must be considered. There will usually be more than one indicator present.

Examples of physical symptoms and behaviour include, but are not limited to the following:

- physical sign
- smelling breath, body odour, clothes
- slurred speech
- unsteady on feet
- eyes: bloodshot, dilated pupils, pin-point pupils
- excessive sweating
- flushed/ red complexion
- loss of weight
- unusual or out of character on-site behaviour
- continual involvement in small accidents or inattention
- obvious continual drop in performance
- changes in personality or mood swings
- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs: outbursts, anger, aggression, mood swings, irritability
- paranoia
- changes in alertness – difficulty with attention span
- changes in appearance – clothing, hair personal hygiene
- less energy
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- hangovers
- violent behaviour
- impaired motor skills
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- intense anxiety or panic attacks or depression
- impairments in learning and memory, perception and judgement

Reasonable grounds for testing may also be applied when:

- Taupo District Council learns, from a credible source, that the Employee/ Contractor is working under the influence of drugs and/or alcohol, or where the Employee/Contractor is observed using, possessing, distributing or consuming drugs or alcohol during work time or during any breaks, whether on or off the Company premises.
- Paraphernalia associated with drug or alcohol use is found on Taupo District Council’s premises/ worksite.

Employee's name: _____ Department: _____

Date(s): _____

Support person: Yes No

Name: _____

Manager/Supervisor's name: _____

Department: _____

2nd observer's name (if relevant): _____

Department: _____

Date(s): _____

Managers/ Supervisor to record below the reasonable cause or reasonable grounds indicators:

Comments/explanation of Employee/Contractor (if offered)

Comments of Supervisor/ 2nd Observer

Determining Reasonable Cause

From your observation is there a potential risk to the health and safety of this person and/or others? Yes No

Are you satisfied that it is reasonably possible that the risk is a result of the possible misuse of drugs or alcohol? Yes No

Do NOT proceed with reasonable cause testing unless the above questions are answered with a YES.

Taking Action

Reasonable cause established: Yes No

Date: _____ Time: _____

Action taken:

Manager/ Supervisor's signature:

Date: _____ Time: _____

2nd person's signature (where relevant): Date: _____ Time: _____

Breath Alcohol Testing Consent Form

The Taupo District Council Policy on Alcohol and Drugs provides for breath alcohol testing and drug testing in certain situations, including where an accident or incident occurs, where there is reasonable cause to believe that alcohol or drugs may be impacting on a person's performance at work and random unannounced testing.

The collection, storage or exchange of information concerning the alcohol test will be in accordance with the requirements of the Privacy Act 1993 and results will only be used for the purposes for which they were obtained in accordance with Taupo District Council's Drug and Alcohol Policy. After you have signed this form, you will be given a copy and a copy will also be kept by Taupo District Council.

Consent for Breath Alcohol Testing

- Pre-employment
- Post accident/ incident Reasonable Cause Random Follow-up

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have a level of alcohol in my breath at or higher than 100µg/L or higher than 250µg/L in accordance with Social Drink Policy.

I also agree to provide the collector with verification of my identity (both photo ID and signature) and two unique identifiers (e.g. full name and date of birth).

I consent to the confidential communication of the test results to Taupo District Council. Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that refusing to sign this form, or the return of a positive result means that:

- Pre-employment:** the job offered/ applied for will not be confirmed or offered to me
- Current employee:** the company disciplinary procedure will follow which may include dismissal or the requirement to take part in a Rehabilitation Programme.
- Contractor:** Taupo District Council may terminate the contract for services.

I hereby authorise the collection and testing of a breath sample for alcohol, and the release of the test results to the authorised representative of Taupo District Council.

I have read and understood the terms of this consent form.

Signature of employee:.....**Date**.....

Employee's Name:.....

Signature of witness.....**Date**.....

Witness' Name:

Breath Alcohol Test

Employee's verification of ID..... Date of birth.....

Breathalyser modelSerial #..... Next Recalibration date

Test administered atName of Tester.....

1 st Test Result (µg/L)		2 nd Test Result if required (µg/L)		Time between tests (mins)		RESULT (tick box) Positive <input type="checkbox"/> Negative <input type="checkbox"/>
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Date & time of testing (final test)

Signature of Tester Signature of Employee

Drug Testing Consent Form

The Taupo District Council Policy on Drugs and Alcohol provides for drug testing and breath alcohol testing in certain situations, including where an accident or incident occurs, where there is reasonable cause to believe that alcohol or drugs may be impacting on an employee's or contractor's performance at work and random unannounced testing.

The collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act 1993 and results will only be used for the purposes for which they were obtained in accordance with Taupo District Council's Drug and Alcohol Policy. After you have signed this form, you will be given a copy and a copy will also be kept by Taupo District Council.

Consent for Drug Testing

Pre-employment

Post accident/ incident Reasonable Cause Random Follow-up

I consent to undergo a drug test, to be undertaken by a NZQA qualified collector and urine drug screener and an accredited laboratory appointed by Taupo District Council, which I acknowledge is for the purpose of determining whether I have level(s) of a drug(s) (as defined) higher than:

- the accepted international cut off standard as defined by the Australian/ New Zealand Standard AS/NZS 4308:2008 (or any replacement standard), or
- The level determined by the laboratory for a drug not listed in AS/NZS 4308: 2008

I understand that a urine specimen will be collected and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including party pills containing benzylpiperazine), cocaine, benzodiazepines I understand that other illicit drugs and psychoactive substances (e.g. LSD, synthetic cannabinoids, cathinone derivatives, NBOMe), restricted and legal party substances, misused prescription drugs and other mind altering substances can also be tested for.

I have been told that I should advise the qualified collector of any medication that I am taking and that this information may be released to Taupo District Council if it matches/relates to any possible result. I also agree to provide the collector with verification of my identity (either photo ID or an alternative proof) and two unique identifiers (e.g. full name and date of birth).

I understand that collection is to be undertaken by _____
(*name of drug testing agency*) and they will also hold information about the results. I consent to the results of the drug test(s) being communicated confidentially to Taupo District Council. I have been advised that, in most cases, I have the right of access to, and to request correction of, information held about me.

I understand that if my urine specimen test is confirmed positive, I may request at my initial cost a second test to be conducted on the reserve specimen which was split from the original urine and retained at the laboratory. This request must be made within 7days of receiving the result. For the second test to be positive, there need only be the presence of a drug or metabolite detected. If this occurs, it will be accepted as a conclusive result and costs of the second test will be borne by me. If the second test proves negative, this will be accepted as a conclusive result and costs of the second test will be reimbursed by Taupo District Council.

I understand that a refusal to sign this consent form, or the return of a positive result means that a disciplinary procedure will follow, which may result in, for an employee, disciplinary action (up to and including summary dismissal) and, for a contractor, termination of contract.

I have been offered a copy of Taupo District Council's Drug and Alcohol Policy and the opportunity to have a support person present, provided that it does not unduly delay the drug test. I have read and understood the terms of this consent form.

Signature of Worker:.....

Date:.....

Worker's Name:.....

Witnesses Signature:.....

Date:.....

Witnesses Name:

Drug and Alcohol Rehabilitation Contract

Taupo District Council

Employee Name _____

I acknowledge that I have been entered in the Taupo District Council Drug and Alcohol Rehabilitation Programme ("Programme"), Taupo District Council has agreed to partially fund participation as set out in its Drug and Alcohol Policy on the terms set out in that policy (to the extent not already provided), and my continued employment with Taupo District Council is subject to my full commitment to and completion of the Programme and any Plan on the terms set out below.

I am committed to full participation in the Programme with the service provider(s) specified by Taupo District Council, being _____ (*specify service provider(s)*).

I authorise the service provider to report to Taupo District Council on matters relevant to my drug/alcohol problem, its potential impact on my employment and my commitment to the Programme, including releasing the following information to Taupo District Council:

- Whether I have been on time and kept appointments.
- Whether the service provider has recommended a course of treatment.
- Whether I am following that course.
- Whether a return to work is appropriate and within what timeframe.
- Whether return to work is to full or alternative duties.
- Whether I have completed the required treatment.
- Whether I should abstain from Drugs/Alcohol as part of my treatment programme.
- Whether I have the ability and readiness to change.

I authorise Taupo District Council to release to and permit the service provider to discuss results of drug and/or alcohol tests, undertaken during rehabilitation, with Taupo District Council, the accredited laboratory, toxicologist (if any) and medical advisor (if any).

I agree to use leave entitlements or unpaid leave whilst undergoing rehabilitation and until I have both returned a negative test(s) and am considered fit to return to my normal or alternative duties.

I agree to take any comparison drug/alcohol tests required during the Programme.

I agree to take 6 subsequent follow-up drug/alcohol tests per year in the 24 months following treatment and agree that the results are to be released to Taupo District Council.

I accept that the consequences may be suspension and dismissal with or without notice if:

- I do not attend or complete the required course;
- On any future occasion, including the subsequent tests above, I return a positive drug/alcohol test;
- I refuse to take any of the subsequent tests; or
- I otherwise breach the Taupo District Council Drug and Alcohol Policy.

I have been advised of the right to get independent advice (including legal advice) on the terms of this contract and have been given a reasonable opportunity to do so. I accept the terms of this contract, which I acknowledge may be in addition to the terms of my current employment agreement.

Signature of Worker:.....

Worker's Name:.....

Date:

Witnesses Signature:.....

Date:

Signature of Taupo District Council Manager:

Taupo District Council Manager Name:.....

Date:

 Risk Assessment Matrix		Consequence(s)					
		Impact on People	No incident or first aid injury	Minor injury (requires onsite first aid, no medical care, person can continue working)	Serious injury (requires medical treatment by a doctor with or without time off work) or threatening serious injuries	Serious injury (life threatening injury with or without hospitalisation) or multiple non-life-threatening serious injuries	Death or multiple life-threatening injuries/multiple people injured
Natural Environment		Negligible discharges; event contained within site. Short term, no lasting effects on physical environment and ecosystems	Event contained within site. Short term and minor effects on physical environment and ecosystems	Offsite release or spill. Moderate medium term effects on physical environment and serious short term effects to ecosystems	Moderate offsite release or spill. Medium term and significant impact on natural environment and ecosystems	Major offsite release or spill. Long term destruction of natural environment and ecosystems	
Financial		Minor property damage (<\$1000)	Property damage (\$1000 - \$5000)	Property Damage (\$5000-\$50,000)	Property Damage (\$50,000-\$250,000)	Property Damage (\$250,000+)	
Legal Compliance		Unintentional minor breach of regulations. Immediate corrective action implemented for non-compliance. Prosecution unlikely with no risk of serious harm or significant risk of environmental impact	Breach of law or non-compliance with minor litigation possible	Serious breach of regulations and/or acts with possible prosecution and/or infringements	Major breach of acts or regulations. Significant prosecutions including class actions. Significant fines	Very high fines or awards against Council. Breaches punishable by imprisonment. Prolonged multiple litigations	
		Insignificant	Minor	Moderate	Major	Catastrophic	
Almost Certain		Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)	
Likely		Medium (4)	Medium (8)	High (12)	Extreme (16)	Extreme (20)	
Possible		Low (3)	Medium (6)	Medium (9)	High (12)	High (15)	
Unlikely		Low (2)	Medium (4)	Medium (6)	Medium (8)	High (10)	
Rare		Low (1)	Low (2)	Low (3)	Medium (4)	Medium (5)	
Likelihood of the risk eventuating		Expected in most circumstances					
		Will occur on a regular frequency					
		A reasonable possibility of occurrence					
		Will not occur in most circumstances					
		Exceptional circumstances of occurrence					
Risk		Tolerance	Risk Management Response			Actions	Responsibility
Extreme	No tolerance & unacceptable	Cease operations - senior management attention			Risk is not acceptable. Eliminate risk with alternate management plan		Senior Management
High	Low tolerance	Requires definitive management required to reduce risk to As Low As Reasonably Practicable (ALARP)			Detailed action plan required - consider engineered controls to eliminate risk		Activity Managers
Medium	Medium Tolerance	Risks are required to be actively managed and monitored to ensure no escalation of risk			Specific controls/procedures to manage and monitor risk		Activity Managers/Team Leaders
Low	High tolerance	Risks are managed and monitored with normal operational procedures and policies			Routine standard operating procedures		All staff

HIGH RISK WORK – COMPETENCY REFERENCE

This is a non-exhaustive list of work types you may be undertaking as a contractor:

HOT WORK	
Minimum competencies	<ul style="list-style-type: none"> • Only workers with appropriate levels of competence and skill should be welding • NZS 4711: 1984. qualification tests for metal-arc welders • AS/NZS 1554 series. covers: welding of steel structures • AS 1796–Certification of welders and welding supervisors • Welders should not use equipment for which they are not certified • Welders should be trained in the use of fire extinguishers and hot work permits
Key points/tips	<ul style="list-style-type: none"> • Appropriate and approved PPE: <ul style="list-style-type: none"> – Welding helmet, eye protection, flameproof overalls, gloves and apron (note: a welding helmet does not protect against fumes) • Respiratory protection • Approval to work • Fire extinguisher and first aid kit • Emergency procedures and plan onsite
Reference	NZS 4781:1973 Code of practice for safety in welding and cutting AS 2865 Hot work. Refer to WorkSafe NZ Guidelines on: hot work on tanks and Drums. health and safety

ELEVATED WORK PLATFORMS	
Minimum competencies	All personnel involved with elevated work platforms (EWPs) shall have the appropriate training for the equipment being used: <ul style="list-style-type: none"> • Unit standard 23966: describe the types of elevating work platforms and legislative requirements for their use (pre- requisite). As required: <ul style="list-style-type: none"> • Unit standard 23960: scissor lift • Unit standard 23961: truck mounted lift • Unit standard 23962: self-propelled boom lift • Unit standard 23963: trailer mounted lift • Unit standard 23964: vertical lift All scaffolding is to be erected by a suitably qualified person, and shall have a current scaffold safe or similar ticket affixed to the scaffold, which is signed off by a suitably qualified person each seven days.
Key points/tips	<ul style="list-style-type: none"> • Use of all types of EWPs will require harnesses and suitable training in their use • Assessing sloping ground/instability • Suitable PPE • Machinery limitation • Safe working loads • Moving EWPs • Effects of environment • Overhead power lines • Emergency procedures and plan onsite Note – EWPs will require harnesses and suitable training in their use (refer to working at heights training below)
Reference	AS/NZS 1418.10 - Cranes, hoists and winches - Part 10: Mobile elevating work platforms AS/NZS 1891.4 - Industrial fall-arrest systems and devices Refer to WorkSafe NZ Programmes

CONFINED SPACE WORK	
Minimum competencies	<p>All personnel involved with confined space entry works shall have attended a training course to comply with AS/NZS 2865-2009 and have achieved the NZQA unit standards:</p> <ul style="list-style-type: none"> • Unit standard 17599: plan a confined space entry, and • Unit standard 18426: demonstrate knowledge of confined spaces, and • Unit standard 25510: Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely
Key points/tips	<ul style="list-style-type: none"> • Tools, plant and equipment are inspected and certified for use. • Personal protective equipment required by all persons entering the confined space • Ventilation equipment to be used • Lighting inside confined space • Barriers/shields and signage requirements • Internal to external communication methods • Rescue equipment to be maintained onsite • Emergency procedures and plan onsite
Reference	AS 2865: 2009 safe working in a confined space Refer to WorkSafe NZ programmes

EXCAVATIONS AND TRENCHING	
Minimum competencies	All work involving excavations must comply with the requirements of legislation.
Key points/tips	<ul style="list-style-type: none"> • Notifiable works • Shoring • Planning/investigations • Materials and loads above the excavations • Safe access and egress • Working space/adequate lighting • Emergency procedures and plan onsite
Reference	Refer to the WorkSafe NZ Approved Code of Practice for safety in excavation and shafts. For foundations refer to particular Hazardous Work Notification form on Worksafe NZ website

CRANE WORKS	
Minimum competencies	<p>All persons operating or working with a crane must hold the following applicable unit standards as a minimum qualification and preferably hold the relevant national certificate in crane operation:</p> <p>Refer to Table 4.1: minimum unit standard requirements i.e.</p> <ul style="list-style-type: none"> • Unit standards 3789; 3795 mobile crane operation • Unit standards 3789; 3794 tower crane operation • Unit standards 3789; 20208 self-erecting tower crane operation
Key points/tips	<ul style="list-style-type: none"> • Training and supervision • Controls • Safe access and egress • Load handling/guarding • Radio controlled equipment • Electrical protection • Overhead electric power lines • Emergency procedures and plan onsite
Reference	AS/NZS 2550.1 Cranes, Hoists and Winches; Approved Code of Practice for Cranes; Crane Safety Manual Crane Association of New Zealand. Refer to WorkSafe NZ Code of Practice for Cranes.

WORKING AT HEIGHTS

Minimum competencies	All personnel involved with using fall arrest systems shall have achieved competency in: <ul style="list-style-type: none"> • Unit standard 15757: use, install and disestablish proprietary fall arrest systems when working at height Note – Ladders/work platforms must be to the approved NZ standard and in good condition
Key points/tips	<ul style="list-style-type: none"> • Notifiable works • Certified harness/fall arrest systems • MEWP's/scaffold/ladderwork • Working above or the side of power lines • Overhead crane/lifting operations • Access and egress • Emergency procedures and plan onsite
Reference	WorkSafe NZ Best Practice Guideline for Working at Height

SCAFFOLDING

Minimum competencies	All personnel involved with erecting, dismantling, altering and the inspection of scaffolding and equipment shall have achieved competency in the following minimum standards: <ul style="list-style-type: none"> • Unit standard 1352: National certificate in scaffolding (elementary) • Unit standard 1463: National certificate in intermediate scaffolding • Unit standard 1771: National certificate in suspended scaffolding The holder of this qualification has the basic mathematical, first aid, safety, technical and people skills to plan, erect and dismantle proprietary suspended scaffolding structures as part of a suspended scaffolding team. They can also lead people in order to achieve an objective.
Key points/tips	<ul style="list-style-type: none"> • Notifiable works • Erect, altered and dismantled safely and efficiently • Physics, mechanics and mathematics • General site plans • Design drawing and specifications • Visual inspect equipment for faults • Physical fit for manual handling • Work safely and confident in heights • Emergency procedures and plan onsite
Reference	All scaffolds should comply with the Scaffolding, Access & Rigging New Zealand (SARNZ) Best Practice Programmes for Scaffolding in New Zealand or equivalent programmes, or a higher standard.

WORK REQUIRING LOCKOUT PROCEDURES TO BE USED

Minimum competencies	Isolation or lockout devices are safety devices that are connected to a machines control or power source. They prevent machines being started. Such devices improve the safety of your workplace.
Key points/tips	<ul style="list-style-type: none"> • Good communication between workers (so everyone in a work area knows where each person is) is vital • Everyone working on or around the machine must have personally locked out the machine
Reference	Refer to WorkSafe NZ Best Practice Guidelines for the Safe Use of Machinery

HIGH VOLTAGE WORK

Minimum competencies	Only workers with appropriate levels of qualifications and comply with the standards. Follow the industry standard for safe working practices for high voltage work
Key points/tips	<ul style="list-style-type: none"> • Wear appropriate personal protective equipment (PPE) i.e. insulated boots, insulated gloves, long pants • Metal jewellery that can accidentally contact a circuit should be removed • Emergency procedures and plan onsite
Reference	Comply with the standards: <ul style="list-style-type: none"> • AS/NZS 3012 • Electricity (Safety) Regulations 2010 / Electricity Regulations 1997

POWDER-ACTUATED, HAND-HELD FASTENING TOOL

Minimum competencies	Only certified operators can use these tools. Follow the industry standard for safe working practices for High voltage
Key points/tips	<ul style="list-style-type: none"> Wear PPE that includes the correctly rated hearing protection and safety glasses
Reference	Comply with the standards: <ul style="list-style-type: none"> AS/NZS 3012 Electricity (Safety) Regulations 2010 / Electricity Regulations 1997

ASBESTOS

Minimum competencies	Certified asbestos remover (approved by WorkSafe NZ)
Key points/tips	<ul style="list-style-type: none"> Isolate affected area. No one allowed in or out without authorization Asbestos is harmful in its airborne state Decontaminate any affected clothing by washing separately to any other contact authorised removal agent for advice and removal
Reference	WorkSafe NZ – Asbestos

HAZARDOUS CHEMICALS

Minimum competencies	Dependent on quantities and classification of chemical: <ul style="list-style-type: none"> approved handler test location certificate refer to safety data sheet (SDS) use of spill kits use of PPE
Key points/tips	<ul style="list-style-type: none"> Personnel must be competent to handle chemicals Refer to up-to-date (less than five years old) safety data sheet. This must be readily available Ensure that correct PPE is being worn Have a spill kit on stand-by if required Consider ventilation Remove ignition sources if flammable
Reference	WorkSafe NZ – Approved Code of Practice (ACOP) or the Management of Substances Hazardous to Health in the Place of Work Environmental Protection Authority Website – www.epa.govt.nz Hazardous Substances Regulations 2017 -1 st December (New)

TRAFFIC

Minimum competencies	Depending on the type of traffic management required, current qualification as an approved STMS is required
Key points/tips	<ul style="list-style-type: none"> STMS or traffic controller managing traffic management Signage and cones Pedestrians and push bikes Alternate routes
Reference	NZ Transport Agency (NZTA) – Code of Practice for Temporary Traffic Management (COPTTM)

CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

General Information	
Contract:	Primary Works:
Authorized by:	Date:
Total Contractor Hours / Month	
Total Sub contractor Hours / Month (List below)	
Sub – contractor Company (Name)	

LEAD INDICATORS

KPI 1 Risk Management		
1a	Number of new hazards identified in the period	0
1b	Number of critical risks identified	0
1c	Number of SWMS, or JSA's completed in the period	0
1d	Number of plant, substance or structure risks notified to Council	0
1e	Number of Notifiable Work to WorkSafe NZ	0
1f	Number of Permit to Work completed	0

KPI 2 Emergency Management		
2a	Emergency response plans are current	Yes/No
2b	Number of trials/tests of emergency response plan carried out in the period	0

KPI 3 Incident Management		
3a	Number of workplace health and safety near misses reported in the period	0
3b	Number of those near misses with a risk score of high or above	0
3c	Number of incident investigations completed in the period	0
3d	Number of Corrective Actions implemented (Total CA's from risks, audits & incidents)	0
3e	Number of workers tested for drugs and alcohol (NZDDA) post incident	0



CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

KPI 4 Engagement, Participation, and Representation Practices

4a	Tool box / health and safety briefings held in the period	0
4b	Number of health and safety issues / initiatives raised by Workers in the period	0
4c	Number of site visits conducted by Project Managers and 1 st or 2 nd tier managers	0
4d	Number of safe / unsafe behavioral conversations	0
4e	Percentage of trained Health & Safety Reps for work group	0

KPI 5 Training and Supervision

5a	Number of new worker health and safety inductions completed in the period	0
5b	Required (industry and OHS) training for workers completed to schedule	Yes/No
5c	Workers deployed on tasks are always appropriately trained and qualified	Yes/No
5d	Supervision activity and corrective actions are carried out and documented	Yes/No

KPI 6 Monitoring

6a	Health and safety policies and procedures reviewed to schedule	Yes/No
6b	Number of procedures reviewed in the period (SOP's, JSA's, SWMS's etc)	0
6c	Number of inspections on plant, equipment, PPE	0
6d	Number of audits completed (systems)	0

KPI 7 Health Monitoring

7a	Does your organisation conduct noise / dust or contaminant monitoring on site	Yes/No
7b	Is Health Monitoring available for employees	Yes/No

KPI 8 Sub-contractor Management

8a	Number of pre-qualification applications approved in the period	0
8b	Number of existing pre-qualified contractors reviewed in the period	0
8c	Number of audits on contractor health and safety management carried in the period	0
8d	Consultation activity with partner PCBU on health and safety management is documented	Yes/No



CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

LAG INDICATORS

KPI Incident Reporting		
1	Number of First Aid Treatment Incidents	0
2	Number of Medical Treatment Injuries (MTI's)	0
3	Number of Lost Time Injuries(LTI's)	0
4	Fatalities or permanent disability injuries	Yes/No
5	Number of Incidents reported to Worksafe NZ – serious harm or notifiable event	0
6	Number of Incidents with a risk score of high or above	0
7	Have WorkSafe NZ inspectors issued any prohibition notices?	Yes/No
8	Number of Incidents – property damage or vehicle damage	0
9	Number of Incidents with significant environmental impact	0
10	Incidents or events involving Taupō District Council's critical risks?	Yes/No

KPI Exception Reporting

Risk register

Please provide with this report a current copy of the risk register used to manage risk to health and safety. Critical Risks must be documented with controls signed off from management.

Incident reports

Please provide with this report a summary of any health and safety incidents. This should include for each; Date/ time occurred; what took place; cause of incident; controls/ actions taken; monitoring and review action plan.

Near Misses involving critical risks and Serious Harm Incidents must be supported with a full investigation and these incidents are Notifiable Events to WorkSafe NZ



CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

Key Performance Indicator (KPI) and Performance Criteria (PC) reference table
Active (Lead) Indicators

KPI 1 Risk Management - Risks to the health and safety of workers carrying out Council controlled work.	
PC	<p>1a Number of new hazards identified in the period How many new workplace hazards work have been identified by workers in your business within the reporting period?</p>
	<p>1b Identified Critical Risks - assessments and control plans completed in the period Has your business met its PCBU obligation to manage <u>critical risks</u> to health and safety of workers by reviewing and renewing current hazard and risk controls, and implementing new controls for any newly identified and assessed hazard and risk?</p>
	<p>1c Number of SWMS or JSA's in the period Does your business have adequate procedures in place relevant to the risk? For High risk work- Safe Work Method Statement (SWMS) or equivalent documentation. For non-routine low risk work- Job safety Analysis (JSA)</p>
	<p>1d Structure and plant hazards/incidents notified to Council Have all new hazards relating to plant, substance or structure supplied by council, been notified to council through the contract management line of authority?</p>
	<p>1e Number of 'Particularly Hazardous Work' Notified to WorkSafe NZ Prior to commencement of task – Notifiable Work has been completed online to WorkSafe NZ</p>
	<p>1f Number of Permit to Work completed Does your business manage high risk work through a permit to work system or work under a council permit to work system?</p>
KPI 2 Emergency Management	
PC	<p>2a Emergency response plans are current Emergency response plans are reviewed as required, and are relevant to the current operational environment?</p>
	<p>2b Number of trials/tests of emergency response plans carried out in the period Trail evacuations, fault detection system tests, response procedure trials are carried out, recorded and any improvements made.</p>
KPI 3 Incident Management – Near Misses reported & Corrective Actions actioned while carrying out Council controlled work.	
PC	<p>3a Number of workplace health and safety near misses in the period How many workplace health and safety near misses or near hits have been actively reported by employees and sub-contractors?</p>
	<p>3b Number of high potential near misses with a risk score of high or above How many near misses have occurred in the reporting period that have taken place while the worker(s) involved was engaged in council work, with a risk score of high or above when scored using the contractors assessment matrix?</p>
	<p>3c Number of incident investigations completed in the period Have the investigations of incidents that have been reported through your businesses health and safety incident reporting system been investigated as soon as is practicable?</p>
	<p>3d Number of workers involved in incidents and have undertaken post incident Drug and Alcohol testing. (NZDDA)</p>

CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

KPI 4 Engagement, participation, and representation practices - Provide Workers with opportunity for ongoing involvement in the management of risk to their health and safety (HSWA 2015 Part 3).	
PC	<p>4a Number of tool box / health and safety briefings held in the period Is health and safety a regular topic at tool box meetings? Or does your business have specific health and safety briefings or meetings? Are these regular and are they documented? How many have occurred?</p>
	<p>4b Number of health and safety initiatives / issues raised by employees documented and responded to in the period Workers are encouraged to contribute to health and safety matters and their ideas, suggestions and concerns are listened to and responded to? Is there evidence of this engagement? How many safety initiatives / issues were raised and responded to?</p>
	<p>4c Visible presence of Project Managers and 1st or 2nd tier managers Number of site visits by the contractor project managers and 1st or 2nd tier managers.</p>
	<p>4d Number of behavioral observations /conversations – safe or unsafe acts Does the company or organisation promote a culture of ‘mates looking out for mates’ and have a system to report on these behavioral conversations? Is there evidence of this documented – how many? These safety conversations effectively engage the work force to manage risks that have been normalized due to routine exposure to the workplace risks.</p>
	<p>4e Does your business utilize Health and Safety Representatives? Under the Health & Safety at Work (Worker Engagement, Participation & Representation) Regulations 2016, high risk sectors or industries defined in Schedule 2, the prescribed minimum ration of health and safety representatives for a work group is 1 Representatives: 19 Workers.</p>
KPI 5 Training and supervision - Providing and maintaining the skills required for Workers to work safely.	
PC	<p>5a Number of new Worker health and safety inductions completed in the period Of all new workers (including new subcontractors) who have started work for your business in the period, what percentage of workplace health and safety inductions have been completed on time?</p>
	<p>5b Required (industry and OHS) training for workers completed to schedule Is the system used to manage your business' training requirements for Workers up to date? Is all of the training that workers in your business are required to have in order to carry out certain tasks up to date? Can you produce evidence of this (a register)?</p>
	<p>5c Workers deployed on tasks are always appropriately trained and qualified Are appropriately qualified and trained workers the only ones assigned to task that require a trained and qualified operator?</p>
	<p>5d Supervision activity and corrective actions are carried out and documented Is all supervision of Workers that takes place and any improvements to work practices consistently documented?</p>
KPI 6 Monitoring - Maintaining an effective health and safety management system	
PC	<p>6a Health and safety policies and procedures reviewed to schedule A periodic review cycle of your health and safety management system is present. This cycle is documented and the outcomes recorded. The timeframe for the review cycle is met.</p>
	<p>6b Standard Operating Procedures reviewed following an incident Have all relevant SOPs been reviewed following a health and safety incident? Can you produce evidence of this?</p>
	<p>6c Number of safety inspections on plant, equipment & PPE</p>
	<p>6d Number of H&S audits completed Audits look at the systems supporting health and safety practices within your company.</p>



CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

KPI 7 Health Monitoring

PC	7a Does your organisation monitor the working environment? Are noise levels around plant and machinery within the acceptable decibel range? Is there risks of contaminants that workers may be exposed to?
	7b Is Health monitoring available to your workers?

KPI 8 Contractor Management - Sub-contractors engaged in Council controlled work (included as your Workers).

PC	8a Number of pre-qualification applications approved in the period Of the total number of health and safety pre-qualification applications received by your business from contractors seeking to work for Council under your control, how many have been approved?
	8b Number of existing pre-qualified contractors reviewed in the period Has your business reviewed and re-qualified any contractors seeking to work for Council under your control, who have previously pre-qualified with your business more than 2 years ago?
	8c Number of audits on contractor health and safety management systems and practices carried in the period Has the programme of periodic audits that your business uses to maintain an understanding of your contractors health and safety performance been adhered to? How many audits have been carried out?
	8d Consultation, co-operation and co-ordination with PCBU on health and safety management is documented Occasion of compliance with the PCBU Duty to Consult (Section 34, HSWA 2015) been documented

CONTRACTOR HEALTH AND SAFETY MANAGEMENT MONTHLY KEY PERFORMANCE INDICATOR (KPI) REPORT

Key Performance Indicator (KPI) and Performance Criteria (PC) reference table

Reactive (Lag) Indicators

KPI Incident Reporting - Incidents taking place while carrying out Council controlled work.

KPI	1 -4 Number of workplace health and safety incidents in the period How many workplace health and safety incidents, non-injury, injury, lost time, serious injury, serious illness incidents have occurred in the period? Include those reported by sub-contractors engaged to carry out Council controlled work.
	5 Number of Incidents (Events) reported to WorkSafe NZ- Serious harm or Notifiable Event
	6 Number of incidents with a risk score of high or above How many incidents have occurred in the reporting period that have taken place while the worker(s) involved was engaged in council work, with a risk score of high or above when scored using the contractors assessment matrix?
	7 Number of prohibition notices issued by a WorkSafe NZ inspector Has WorkSafe NZ investigated any workplace incidents resulting in prohibition notices issued?
	8 Number of incidents involving damage to property, plant or vehicles
	9 Number of incidents/ events resulting in significant environmental impact Events to include spills, loss of containment, erosion and sediment run off
	10 Did any incidents involve Taupō District Council's Critical Risks?

KRA 8 Exception reporting

These should include additional data from subcontractors employed by your business to carry out Council controlled work



GREAT LAKE TAUPO
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