



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

University of Waikato

Minimum Health and Safety Requirements for Contractors

Note:

This is a minimum standard only. People using this standard are responsible for ensuring compliance with current Health and Safety Legislation, Regulations, Codes of Practice, Guidelines and best practice.

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INTRODUCTION

This document titled has been developed to provide minimum safety guidance to be adhered to by all consultants and contractors engaged in physical works on University of Waikato properties or premises.

Please note that people and organisations using the safety guidance in this document remain responsible for ensuring compliance with current health and safety legislation, regulations, codes of practice, guidelines and best practice.

Physical works include any work involving construction, maintenance, installation or operation of physical infrastructure or equipment.

Physical works contracts are generally based on either *NZS 3910, *NZS 3915:2005 or *NZIA, SCC, but other forms of the contract may also be used where this would be more appropriate.

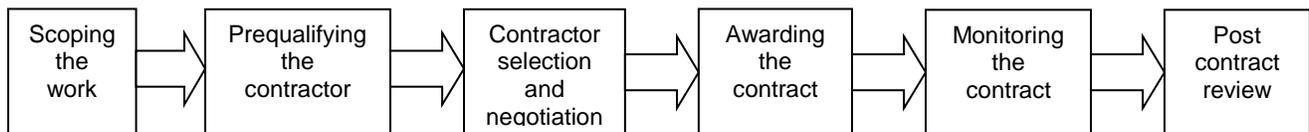
Physical works may also include temporary installation and operation of equipment for site investigation, installation and removal of temporary access equipment, provision of services, operation of plant and machinery.

This document is intended for distribution throughout the University of Waikato and to any of its contractors and to those tendering for University of Waikato contracts.

As a Principal under the Health and Safety in Employment Act 1992 and subsequent amendments, the University of Waikato recognises and accepts its legal responsibilities to all its employees, contractors and their employees, sub-contractors and their employees and the public, to ensure all reasonable and practicable steps are taken to ensure that people in the place of work, and in the vicinity of the place of work, are not harmed by any hazard that arises, or may arise in, the place of work.

In order to meet these commitments, it is essential that systematic and effective procedures are in place.

The systematic process to be taken by the University of Waikato in the management of the health and safety of contractors is summarised in the following six stage process:



A principals guide to contracting to meet the Health and Safety in Employment act

- **NZS 3910:2003 Conditions of contract for building and civil engineering construction**
- **NZS 3915:2005 Conditions of contract for building and civil engineering construction (where no person is appointed to act as engineer to the contract)**
- **NZIA**

DOCUMENT VERSION CONTROL

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1. RESPONSIBILITIES OF VARIOUS PARTIES

1.1 University of Waikato

University of Waikato as Principal shall:

- Understand the legislative and regulatory requirements for health and safety in the place of work.
- Ensure that professional services consultants/main contractors have received a copy of this, the, University of Waikato - Minimum Health and Safety Requirements for Contractors.
- Notify all relevant stakeholders including, consultants, project engineers and/or main contractors of known hazards and other risks associated with the works during the tender/contract development process.
- Review the professional services consultant's/main contractor's health and safety capability at tender stage.
- Review the professional services consultant's/main contractors' health and safety plans prior to them commencing work.
- Review professional services consultant's/main contractor's process for engaging of subcontractors. Ensure that professional services consultants/main contractor's and sub-contractors used during the course of a contract meet the minimum safety requirements of the University of Waikato.
- Ensure that the Ministry of Business Innovation and Employment is notified of all fatalities or serious harm injuries.
- Review professional services consultant's/main contractor's investigation reports into any serious harm accidents or incidents.
- Ensure any notifiable work has been notified to the Ministry of Business Innovation and Employment.
- Carry out Principal's health and safety audits.
- Lead by example showing a visible commitment to providing a safe work environment.

1.2 Employers

Employers, whether principals, consultants, contractors or sub-contractors shall:

- Ensure their employees are trained or adequately supervised for the work they are intending to carry out.
- Ensure employees have the appropriate PPE and that it is maintained in a serviceable condition and certified in accordance with applicable standards.
- Maintain equipment in a serviceable condition and is certified safe as required e.g. electrical equipment, equipment for working at height.
- Monitor the behaviour and performance of their employees to ensure that it is acceptable and in accordance with contract requirements.
- Develop and maintain required registers.
- As appropriate to investigate, identify root causes and solutions to effectively manage the hazards identified as a result of the investigation, report the MOBIE, project manager/consultant and University of Waikato, within the time frames specified (see section 5.2) on all fatalities, serious harm injuries, injury to third parties, medical treatment/lost time injuries/potential lost time injuries, first aid treatment incidents, environmental incidents, damage to University of Waikato assets, damage to property, security incidents and near miss/hit incidents.
- Lead by example showing a visible commitment to providing a safe work environment.

1.3 Professional Services Consultants

Professional services consultants who are engaged by University of Waikato to provide investigation, design or project management services on behalf of the University of Waikato must ensure the requirements of these procedures are met or exceeded.

Professional service consultants shall:

- Understand the legislative and regulatory requirements for health and safety in the place of work.
- Prepare an overall health and safety framework for the contract.
- Notify all relevant stakeholders including the University of Waikato, project engineers and/or main contractors of known hazards and other risks associated with the works during the tender/contract development process.
- Regularly review the operation of the health and safety framework and make any changes necessary to reflect the state of the contract so as to keep the framework current and relevant.
- Notify and provide a copy of any updates of the health and safety framework for the contract to the University of Waikato to review main contractor's health and safety capability at tender stage.

- Review main contractor's health and safety plans prior to them commencing work.
- Audit main contractor's process for engaging of sub-contractors and that the main contractor is reviewing their safety plans, training, capability and equipment.
- Ensure that main contractors, professional services consultants and sub-contractors used during the course of a contract meet the minimum safety requirements of the University of Waikato.
- Ensure that main contractors, professional services consultants and sub-contractors have received a copy of this document.
- Notify the Ministry of Business Innovation and Employment, (MOBIE) the University of Waikato and report, within the time frames specified (see subsection 4.4) on all fatalities, serious harm injuries, injury to third parties, medical treatment/lost time injuries/potential lost time injuries, first aid treatment incidents, environmental incidents, damage to, University of Waikato assets, damage to property, security incidents and near miss / hit incidents.
- Review main contractor's investigation reports into any serious harm accidents or incidents.
- Manage as required any, University of Waikato or MOBIE improvement or stop work notifications that may be issued.
- Monitor their employees' and contractor's health and safety performance including verifying that their contractor's employees have the appropriate training for the work being conducted.
- Where required provide a monthly report and statistics on overall health and safety performance for the contract.
- Audit main contractor against their health and safety plans.
- Regularly review main contractor's audits of their and their sub-contractors safety plans, method statements, task analysis and permits.
- Chair a regular health and safety and co-ordination meeting. Alternatively, health & safety must be a permanent item on the agenda of all site meetings.
- Ensure any notifiable work has been notified to the MOBIE.
- Develop, where required and in consultation with the contractor responsible, a traffic management plan.
- Ensure their employees have appropriate and current training, certification/licensing and have the necessary knowledge and experience to carry out tasks, use plant and equipment, objects, substances and protective clothing safely. If they are not, then they must be under direct supervision of someone who has the required knowledge and experience.
- Monitor to ensure all training is current.
- Lead by example showing a visible commitment to providing a safe work environment.

1.4 Contractors

Contractors have a wide variety of duties – as detailed in items 1.4.1-1.4.9 below.

1.4.1 General

The Contractor shall:

- Take all practicable steps to ensure the safety of all personnel on site or who may be affected by the execution of the work.
- Comply with relevant legislation, regulations, and codes of practice for health and safety in their working environment.
- Provide, maintain and operate its equipment in compliance with relevant MOBIE codes of practice or best practice guidelines ensuring the equipment does not cause harm to personnel operating it, including sub-contractors, public or any other people.
- Provide the appropriate safety equipment that is in good condition, in its recommended 'work' life and be able to provide licensing, calibration and test certificates where appropriate.
- Comply with relevant safety guidelines appropriate to the hazards in their working environment.
- Prepare and implement an approved site/contract specific safety plan that takes into account, University of Waikato - Minimum Health and Safety Requirements for Contractors before work commences.
- Ensure the safety plan is kept up-to date and communicated to all affected parties for the duration of the contract.
- Confirm to the University of Waikato that the MOBIE have been informed of notifiable works where applicable.

Attention must be paid to the management of minor works, particularly where the Contractor required to work in a designated area where visitors or University of Waikato employees may be present. On these sites the Contractor shall:

- Minimise conflicting activities and making sure those activities are carried out in a safe manner.
- Inform University of Waikato of any non-compliance by other contractors or other employees of their health and safety obligations.
- Lead by example showing a visible commitment to providing a safe work environment.

1.4.2 Hazard management

The Contractor shall:

- Implement a hazard management programme including assessment to determine hazard significance and the procedures to deal with their elimination, isolation and minimisation of new and existing hazards.
- Ensure the list of new and existing hazards is kept up-to date and communicated to all affected parties for the duration of the contract.
- Inform the University of Waikato in writing of any notifiable work to be carried out, 48 hours prior to commencement.
- Notify MOBIE in writing not later than 24 hours prior to commencement of notifiable work.
- Ensure that manufacturer safety data sheets (MSDS) are available to employees during the contract for any chemicals or relevant hazardous substances that are used.
- Where required, provide a means to secure their site during work hours, with no person being allowed entry who is not inducted or escorted, also to prevent unauthorised entry during non-working hours.

1.4.3 Emergency response

The Contractor shall:

- Ensure that the correct number of appropriately trained first aiders, stocked first aid kits/facilities and appropriate fire extinguishers are always present on site.
- Record the name, position, qualification of staff responsible for health and safety on the site. Where more than one person is responsible the extent of each person's responsibilities shall be indicated.
- Where required, include emergency response plan in its safety plan that considers foreseeable emergencies specific to the contract (plan to be documented and dated).
- Ensure all personnel including sub-contractors and associated people are aware of all its emergency response requirements.
- Where required, provide evidence that a trial 'Emergency Response' has been held and reviewed with employees.

Examples of a trial 'Emergency Response' are:

- Collapsed trench
- Confined space rescue
- Rescue from height
- Medical emergency
- Hazardous spill
- Traffic accident
- Site evacuation

1.4.4 Training and Induction

The Contractor shall:

- Ensure their own employees and the employees of sub-contractors are inducted into the requirements of this document prior to undertaking work for the University of Waikato.
- Induct all personnel including their own employees, sub-contractors and the subcontractor's staff onto the safety requirements for the contract prior to commencement of the contract.
- Ensure their employees and those of their sub-contractors have appropriate and current training, certification/licensing and have the necessary knowledge and experience to carry out tasks, use plant and equipment, objects, substances and protective clothing safely. If they are not, then they must be supervised by someone who has the required knowledge and experience (refer to section 2. Minimum Health and Safety Training for Contractors).
- Monitor to ensure all training is current.
- Record evidence of all health and safety inductions and training in their safety documentation.

1.4.5 Accident/incident management

The Contractor shall:

- Report, within the time frames specified (see sub-section 4.4) on all fatalities, serious harm injuries, injury to third parties, medical treatment/lost time injuries/potential lost time Injuries, first aid treatment incidents, environmental incidents, damage to University of Waikato assets, damage to University of Waikato property, security incidents and near miss/hit incidents.
- Notify the MOBIE, Facilities Management Department, Project Manager/Consultant, University of Waikato Health and Safety Coordinator.
- Record all incidents/accidents or near misses/hits on the University of Waikato online incident form.
- Investigate and identify root causes and solutions to effectively manage the hazards identified as a result of the investigation.

1.4.6 Communication

The Contractor shall:

- Hold and record regular safety (tool box/tailgate) meetings with all site staff as specified in the safety plan.
- Attend regular health and safety and co-ordination meetings chaired by the project manager/consultant – these may take place in conjunction with regular site meetings.
- Where requested, provide a monthly health and safety report with statistics.

1.4.7 Site Safety Assessments

The Contractor shall:

- Allow the University of Waikato representatives access to the work site to carry out inspections/audits/safety assessments of procedures, plant and equipment and behaviour relating to health and safety.
- Audit their own procedures and operations against their health and safety plans.
- Audit their sub-contractor's safety plans, method statements, task analysis, permits and operations.

1.4.8 Sub-contractor management

The Contractor shall ensure that:

- The University of Waikato has been made aware of sub-contractor appointments/arrangements.
- Sub-contractors have received a copy of this document.
- Sub-contractors and their employees are inducted into and comply with the requirements of this document.
- The sub-contractors fulfil the requirements for Health and Safety arrangements to work on University of Waikato premises or properties.
- The sub-contractors have an acceptable site/contract specific health and safety programme in place before the sub-contractor begins work on site.
- Evidence of all health and safety inductions is recorded in their contract safety documentation.
- Sub-contractor health and safety performance is monitored and any non-conformances are rectified in a timely manner. Audit of sub-contractor performance against their safety plans is carried out.
- Regular review sub-contractors safety plans, method statements, task analysis and permits is recorded.

1.4.9 Tools, Plant and Equipment

The Contractor shall ensure that their tools, plant and equipment:

- Meet the relevant standards.
- Are all fit and suitable for the purpose for which it is used.
- Are all well maintained.
- Are inspected at the appropriate intervals and that records are kept of these inspections.

1.5 Sub-contractors

Sub-contractors shall adhere to the following when working under the control of the contractor:

- Follow the requirements of this document.
- Provide a safety plan, task analysis, method statement to the contractor for review and acceptance by the contractor before commencing work on site.
- Regularly review their safety plans, method statements, task analysis and permits.
- Obtain a permit to work for activities requiring it.
- Participate in site safety meetings and toolbox talks.
- Ensure their equipment is maintained in a serviceable condition and in accordance with any standards that may be applicable.

1.6 Employees

Employees shall:

- Adhere to their employers, the contractors and University of Waikato safety requirements.
- Ensure that they are briefed and have the appropriate training and equipment prior to commencing work.
- Report all hazards, accidents, incidents or near misses they observe or are involved with. To enable preventative measures to be taken.
- Where personal protective equipment (PPE) is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed or as required.
- Use all safety equipment and other equipment, e.g. tools, plant, with manufacturer's instructions or as it was intended.
- Ensure tools and their PPE is maintained in a serviceable condition (not worn or damaged).
- To report to work in a 'Fit for Duty' status, that is, free from drugs and/or alcohol and not suffering from fatigue.

2. MINIMUM HEALTH AND SAFETY TRAINING FOR CONTRACTORS

2.1 Health and safety supervision

All contractor staff responsible for the daily supervision of the works must be appropriately trained for the work. Ideally they shall have attended a two-day (16 hour) Safety Supervisor Management training course by a NZQA training provider or have a minimum of one of the following:

- Site Safe – Supervisor Gold Card; or
- Go Safe – Hazard identification and Protect Health and Safety in the Workplace.

2.2 General staff training

All Contractor staff should have the following minimum training or an NZQA recognised equivalent:

- 'Site Safe' Civil/Electrical/Commercial/Maintenance Passport (work dependent);
- Or, 'Go Safe' Protect Health and Safety in the Workplace.

At least one employee of a physical works contractor or sub-contractor on a University work site will hold a current workplace first aid certificate.

Numbers of personnel on site and ratio for first aiders available should also be considered.

2.3 Confined space entry

2.3.1 All contractor staff involved with works in confined spaces shall have attended a training course, training to comply with AS/NZS 2865-2009:

- Unit standard 17599: Plan a confined space entry
- Unit standard 18426: Demonstrate knowledge of confined spaces,
- Unit standard 25510: Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely

Or;

- Unit standard 3058: Perform gas tests for energy or chemical plant. This is interchangeable for 25510 above but not vice-versa.

2.3.2 All contractor staff involved with confined space entry works involving work on water, or wastewater, or storm water reticulation systems shall have also achieved the NZQA unit standard:

- Unit standard 19207: Enter, work in, and exit a confined space in the water industry.

2.3.3 All contractor staff using breathing apparatus within confined space shall have also achieved the NZQA unit standard:

- Unit standard 25044: Wear and operate compressed air breathing apparatus in the work place.

Note:

- 1) This course covers the processes required to correctly maintain, operate and wear this equipment in a non-rescue situation.
- 2) It is recommended that personnel involved in rescue have attended a breathing apparatus rescue course (Unit Standard 3272 or equivalent).

2.4 Traffic management procedures

These procedures include:

- Submitting and approving traffic management plans.
- Installing, maintaining or removing temporary traffic management measures.
- Inspecting or auditing temporary traffic management measures.

All contractor staff carrying out such work shall have current training to the appropriate level of competency for the task and the level of traffic management required. Personnel without supervising responsibilities are not required to undertake formal training but it is recommended that they receive in house documented basic training on a curriculum similar to basic Traffic Controller.

2.5 Working at height

Control measures shall be selected in accordance with the hierarchy of control, which is (in priority order):

- Whether the job can be done without exposing persons to the hazard (eliminate). This can often be done at the design, construction planning and tendering stages.
- If elimination is not practicable, then steps should be taken to isolate people from the hazard. This can be achieved using safe working platforms, guardrails systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds, barriers to restrict access.
- If neither elimination nor isolation are practicable then steps should be taken to minimise the likelihood of any harm resulting. This means considering the use of work positioning systems or travel restraint systems, safety harnesses, industrial rope access systems, safety nets, air bag/bean bag systems, and catch platforms.

All contractor staff involved with using fall arrest systems shall have achieved competency in the following minimum standard (training to be provided by an authorised trainer):

- Unit standard 15757: Employ fall arrest systems on building and construction sites.

2.6 Rope and technical access

Rope and technical access is a specialised task and must be carried out by suitably trained personnel. All contractor staff involved with rope access or technical access shall have achieved competence in the following minimum standards (training to be provided by an authorised trainer):

- Operators/Supervisors: National Certificate in industrial rope access. (elementary rope skills) (level 3).
- Trainee: - **Must be supervised** - Working towards National Certificate in industrial rope access (elementary rope skills) (level 3).

In addition there is a higher qualification of National Certificate in industrial rope access (working on ropes) (level 4). In some cases, operations may require the initial work site setting, and/or supervising by qualified personnel. It is to be expected that a suitably qualified contractor assessing the task will instigate the correct level of supervision required.

Note: All rope or technical access operations shall (a) work in groups of a minimum of two, (b) be in line-of-sight of each other and (c) be able to rescue each other in the event of an accident.

2.7 Ladders

Ladders should be used as a means of access, and for short duration maintenance work such as changing light bulbs or touching up paint.

Although there are no formal NZQA standards which apply to the use of ladders, people using ladders must be trained and instructed in the selection and safe use of ladders.

Critical requirements of ladder use:

- Ladders must be regularly inspected and well maintained, in good order and free of defects, to ensure they are safe to use.
- They must be secured against movement in their head and base.
- The industry norm is not to use wooden ladders – aluminium ladders with isolating feet are deemed suitable for electrical work.
- Any equipment to be carried to the task is secured to a belt or hoisted up separately.

- Any ladder work to be conducted in a pedestrian or vehicular thoroughfare is isolated, cordoned off by a barrier and warning signs.
- Step ladder spreaders must be locked into position.
- Users must maintain three points of contact wherever possible. Where both hands are required for working, alternative means of safe access equipment should be considered.
- All ladders must be clearly labelled with the next maintenance inspection.
- In a workplace, a ladder must be compliant with the AS/NZ 1892 standard.

2.8 Scaffold

The Health and Safety in Employment Act requires that anyone who erects alters repairs or dismantles any scaffold from which a person could risk a fall of 5 metres or more holds the appropriate class of certificate of competence for that type of scaffold.

All Contractor staff involved with erecting, dismantling, altering and inspection of Scaffolding and equipment shall have achieved competency in the following minimum standards (training to be provided by an authorised trainer):

- Unit Standard 1352: National certificate in scaffolding (elementary) (level 3). The holder of the qualification is able to base out, erect, and dismantle straightforward proprietary and tube and fitting' scaffolding structures from given plans. The holder can also assure the compliance of the structures and move safely on them at height.
- Unit Standard 1463: National certificate in intermediate scaffolding (level 4). The holders of this qualification are able to plan, erect and dismantle complex scaffolding structures. The holder can also assure the compliance of the structures and lead a scaffolding team.

The national certificate in scaffolding (level 4) with strands in advanced scaffolding, and suspended scaffolding (NZQA reference 0110) recognises the skills and knowledge required to work as a specialist Scaffolders.

The term 'advanced' refers to the range of equipment used and the level of competence of the qualification holder. 'Suspended' refers to a specialised area of scaffolding work. Holders of this national certificate with the suspended scaffolding strand are those whose work is in relation to cable supported scaffolds in their various configurations. Holders of this national certificate with the advanced scaffolding strand are those whose work is in the planning and erection of tube and fitting scaffolds to meet the highest demands found in the scaffolding industry. This is the highest level qualification available in this industry.

2.9 Falsework

In determining what information to consult and how to approach False-work design, no single document provides all the answers. Sources of information for Scaffolders and design engineers include:

- The manufacturer/designer loadings and proven test information (proprietary systems).
- Grade, quality and test results of scaffolding equipment (tube, clip, fittings).
- BS 5975:2008+A1:2011- Code of practice for temporary works procedures and the permissible stress design of False-work.
- BS EN 12812: 2008 False-work - performance requirements and general design. AS/NZS 1170 parts 0 - 3 and NZS 1170.5.
- Cement and Concrete Association of New Zealand guidelines and documents.
- HERA (Heavy Engineering Research Association) publications on structural steel capacity, connections, loadings and use. Structural steel is used as, and/or in conjunction with, manufactured Falsework equipment.
- HERA publication, guide to practical aspects of composite floor system design and construction, including concrete placement. This includes information on controlling deflection of pumped concrete in composite floor systems.
- AS 3828 Guidelines for the erection of building steelwork.
- AS 3610 Formwork for concrete.

2.10 Mobile plant and equipment

- All contractor staff involved with operating mobile plant and equipment shall have the appropriate drivers licence endorsement.

- HT (Heavy Truck), Heavy Special -Wheels, Tracks and Rollers. (This will also be required as proof of competency for operating an excavator).
- F(Forklift) Unit Standard 10851: Operate a powered industrial lift truck fitted with forks – forklift, and where required demonstrate knowledge and skills for driving a forklift on a road.
- A working beacon will be required for all plant which must be in operation during movements.
- Plant fitted with roll over protection (ACoP for Operator protective structures on self-propelled mobile mechanical plant) will also require seat belts which must be worn at all times whilst in operation. Note; Plant fitted with roll over protection that can be folded down for transport must have these deployed and secured into the working position before use.
- Work performed in the inspection, servicing, cleaning and maintenance of the plant and equipment shall be performed by competent persons.
- A plant and equipment register is maintained and records of inspections undertaken of the service, cleaning and maintenance of plant and equipment. This will include for daily recorded inspections and weekly formal inspections.

2.11 Elevated work platforms (EWP's)

All contractor staff involved with EWP's shall have the appropriate training for the equipment being used:

- Unit Standard 23966: Describe the types of elevating work platforms and legislative requirements for their use (pre-requisite).
- 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.

Note: Use of all types of EWP's will require harnesses and suitable training in their use. Unit standard 15757: Employ fall arrest systems.

2.12 Lifting Operations – i.e. using cranes

Lifting operations shall be planned and co-ordinated by a suitably qualified person and in accordance with the requirements of the approved code of practice for cranes and approved code of practice for load lifting rigging.

All persons operating or working with a crane must hold the applicable unit standards as a minimum:

- Unit standard 3789: Sling regular loads and communicate during crane operations.
- Unit standard 3790: Operate a cab controlled overhead crane and lift and place loads.
- Unit standard 3794: Lift and place loads with a tower crane.
- Unit standard 3795: Configure a mobile crane and lift and place loads.
- Unit standard 3800: Operate a pendant controlled overhead crane and lift and place regular loads.
- Unit standard 16617: Operate a truck loader crane to lift and place loads.
- Unit standard 20526: Configure a track crawler crane, and lift and place loads.
- Unit standard 24511: Configure a non-slewing articulated crane and lift and place regular loads.

2.13 Arboriculture and horticulture

All contractor staff involved with arboriculture or horticulture operations shall have the following minimum standards:

- Trainee: Working towards national certificate in horticulture (arboriculture) (level 3) under the supervision of a foreman who holds national certificate in horticulture (arboriculture) (level 4)
- Crew: National certificate in horticulture (arboriculture) (level 3) or an appropriate international equivalent, or working towards national certificate in horticulture (arboriculture) (level 3) under the supervision of a foreman who holds national certificate in horticulture (arboriculture) (level 4)
- Foreman: National certificate in horticulture (arboriculture) (level 4) or an appropriate international equivalent. And: hold the unit(s) within the qualification that is relevant to the arboriculture / horticultural operation being undertaken.
- Or, alternatively the company is an NZAA approved contractor.
- Or, provide appropriate evidence of their competence to undertake specific arboriculture / horticultural operations gained through relevant work experience.

2.14 Hazardous substances

All personnel involved with the storage, handling or transport of hazardous substances shall have the appropriate training and or licenses for the quantities involved.

- No hazardous substance is permitted on site without the knowledge of the project manager
- A manufacturer's safety data sheet (MSDS) is to be kept in the area where hazardous substances are being used.
- The identified controls of the MSDS are the minimum acceptable requirements.
- No hazardous substances are to be used in areas where clients or visitors are present without the consent of the project manager and department manager.
- Health and Safety representatives in the area where hazardous substances are to be used and employees are present shall be informed so an area specific risk assessment can be carried out.

Personnel involved with the application of herbicides shall hold a current "Grow safe" certification.

2.15 Powder actuated tools

Use of these types of tools will only be conducted by persons holding a certificate of competence:

3. LEGISLATION, STANDARDS, CODES OF PRACTICE AND GUIDELINES

3.1 Standards and legislation

The HSE Act allows for the development and approval of statements of preferred work practice, known as "Approved Codes of Practice", or "Best Practice Guidelines".

These are recommended means of compliance with the requirements of the Act, and have been developed after consultation with the industry or industries concerned.

They are approved by the Minister of Labour after consultation with affected groups and individuals.

A code of practice or best practice guideline applies to anyone who has a duty of care in the circumstances described in the guidance document - which may include employers, employees, the self-employed, principals to contracts, owners of buildings or plant, and so on.

An approved code or best practice guideline does not necessarily contain the only acceptable ways of achieving the standard required by the Act. But, in most cases, compliance will meet the requirements of the Act, in relation to the subject matter of the code or guideline

An approved code or best practice guideline does not have the same legal force as a regulation, and failure to comply with a code of practice or guideline is not, of itself, an offence. However, observance of a relevant code of practice or best practice guideline may be considered as evidence of good practice in a court.

All personnel employed on any University of Waikato projects/works shall work to the latest approved code of practice or best practice guideline for the work being carried out.

Approved codes of practice and best practice guidelines are available from the MOBIE Website.

Where the requirements prescribed by the University of Waikato are greater than the following;

- Provisions of the Health and Safety in Employment Act 1992 and the Hazardous Substances and New Organisms Act 1996 including all associated regulations and codes of practice,
- AS/NZ 4801 :2001 Occupational Health and Safety Management Systems – Specification with guidance for use – this shall include any requirement or arrangement made pursuant to the Health and Safety in Employment Regulations 1995 which is applicable to the Work and service being performed,

Then, all reasonable requests of the University of Waikato representative in relation to safety matters shall be complied with.

4. OPERATING PRACTICES

4.1 Permits to Work

Prior to the commencement of any work a permit to work will be required for high risk activities.

Permits shall only be issued by the site manager or a competent nominated person.

Permits shall include but not be limited to:

- Hot work
- Isolations and lockouts
- Confined space
- Restricted area
- Working at height

4.2 Hire equipment

On delivery and prior to use the equipment/plant shall be inspected by the hiring contractor (as applicable) to ensure the equipment/plant is compliant with the applicable standard and is fit for its purpose.

Duties of a supplier who hires or leases plant:

- Must ensure the plant is inspected and maintained to ensure risks arising from the use of the plant are eliminated, or if it is not practicable to eliminate the risk, reduced so far as is practicable
- Must ensure inspections and maintenance carried out on the plant are recorded and the records are retained while the supplier has management or control of the plant
- Must provide to each person to whom the supplier hires or leases the plant any information on the safe use of the plant.

Duties of site personnel receiving the plant:

Inspect the plant with the supplier; fully understand any risks associated with the plant:

- Check plant operation
- Inspect fall restraints and anchor points (if applicable)
- View safety documents, plant manuals, delivery documents
- Notify the relevant supervisor if any safety concerns exist and do not use until rectified.
- Hired plant must be included on a plant register for weekly formal inspections and must be inspected daily prior to use

4.3 Electrical tagging and testing

Any person bringing a portable item of electrical equipment or RCD onto any University of Waikato property or a University of Waikato controlled site must, before the item is used, provide a record of relevant testing data and ensure the tag bears the name of the competent person who conducted the test along with the test or re-test date.

If the tester is a licensed electrician, the tester's licence number must also be included on the tag.

Tagging and testing will take part at no more than three monthly intervals for electrical equipment used for construction activities.

4.4 Management of hazardous substances and dangerous materials

The supply or use of any substance or material which may be detrimental to the health or safety of any persons undertaking or affected by the works will be in accordance with the approved code of practice for the management of substances hazardous to health in the place of work.

Storage, handling, and disposal of hazardous substances and dangerous goods shall comply with all statutory regulations including specific EPA requirements and adherence to Hazardous Substances and New Organisms Act 1996 (**HSNO**).

All personnel who may come into contact with hazardous and infectious substances including waste water must have had the appropriate inoculations (E.g. Tetanus and Hepatitis A).

4.5 **Drug and alcohol policy**

University of Waikato drug and alcohol policy will apply.

4.6 **Fatigue management**

Where required, contractors shall provide a fatigue risk assessment for their operatives, especially where travelling extended distances to work or working extended hours or engaged in shift work.

5. **HEALTH & SAFETY, ACCIDENT & INCIDENT REPORTING**

5.1 **Contractors monthly health, safety and environmental report**

Physical works contractors companies on site for an extended period of time (preferred contractors) must provide the University of Waikato project manager/supervisor by the 5th working day of each month, HS&E Report for the previous month, for each physical works contract being performed.

5.2 **Accident, incident reporting and time frames**

In the event of an accident or incident occurring, the contractor will notify the University of Waikato after becoming aware of any accident or incident to which the Health and Safety in Employment Act 1992 applies in the following time frames.

- Fatalities - Immediate notification and written report within 24 hours
- Serious harm injury - Immediate notification and written report within 24 hours
- Damage to third party assets - Notification within 2 Hours and written report within 2 days
- Medical treatment/lost time injury/potential lost time injuries - Notification within 2 Hours and written report within 2 days
- Injury to third parties - Notification within 2 Hours and written report within 2 days
- Environmental incidents - Notification within 2 Hours and written report within 2 days
- First aid treatment incidents - Notification within 24 Hours and written report within 2 days
- Damage to property - Notification within 24 Hours and written report within 2 days
- Near miss/hit incidents - Notification within 24 Hours and written report within 2 days
- Minor security incidents involving nil injury or loss Written report within 2 days
- Serious security incident involving injury or actual/possible serious loss i.e. assault, burglary, arson
Notification within 24 hours and written report within 2 days

The contractor must inform the University of Waikato of all the details, including the personal details of those involved.

A failure to do so would constitute a material breach of the terms of the contract.

5.3 **Definitions for reporting**

A **Near Miss** is defined as an incident where if the circumstances were different, harm to a person or persons may have occurred;

Lost Time is where a person is off work due to a work related injury beyond the date of the injury, for more than 8 working hours (8 hours = 1 day);

Accident requiring **First Aid** is where a person requires First Aid Treatment for their injury only;

Accident requiring **Medical Attention** is where an injured person has received treatment from a Doctor, A&E Clinic or Hospital;

Serious Harm is as per the First Schedule in the Health and Safety in Employment Act;

MOBIE Improvement Notice. A notice from MOBIE that specifies steps to ensure compliance with a provision of the Health and Safety in Employment Act;

MOBIE Prohibition Notice. A 'Stop Work' notice issued by MOBIE until an Inspector is satisfied that acceptable measures have been taken to remedy the hazard.

University of Waikato Safety Improvement/Stop Work Notice.

A notice from the University of Waikato that specifies steps to ensure compliance with a provision of the Health and Safety in Employment Act and the University of Waikato Health & Safety Requirements for Contractors and or the Site/Contract Specific Safety Plan.

A "Stop Work" notice issued by a University of Waikato representative until the University of Waikato, the Health and Safety Coordinator and the person issuing the notice is satisfied that acceptable measures have been taken to remedy the hazard.

Environmental incidents may include:

- 1) Discharge of sediment or other pollutants to drains, streams and beaches, and/or correspondence from either Hamilton City Council or Local environmental regulatory.
- 2) Infringement or abatement notice, fine, enforcement order or prosecution pending.
- 3) Damage to archaeological sites, property, harm to trees or related complaints from public (including excess noise or dust).