

CONTRACTORS HEALTH AND SAFETY PROCEDURE

Section	Health and Safety
Contact	University Health and Safety Manager
Last Review	August 2014
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Approval	University Health and Safety Manager

Purpose:

The purpose of this procedure is to detail steps to ensure that all Contractors engaged to work at Massey University;

1. are aware of current Health and Safety policies and procedures, and
2. meet current health and safety standards prescribed by the WorkSafe New Zealand.

Scope:

This complete procedure applies to all staff who engage contractors and their sub-contractors to carry out work for Massey University for: capital and maintenance work including IT cabling and wiring, electrical work, cleaning, security and similar works; installation, servicing, maintenance or operation of plant, equipment or machinery and agricultural type contracts.

Sections 1 to 6 of the procedure apply to departmental and individual contracts for teaching, consultancy reports or similar activities. For those contracts or subcontractors the terms and conditions should include relevant health and safety arrangements and the contract supervisor is to ensure that sections 1 to 6 (below) of this policy are complied with.

Policy:

The following criteria are required by Massey University to meet health and safety standards prescribed by the WorkSafe New Zealand in the management of contractors and sub-contractors:

1. All contractors and sub-contractors will ensure University staff; students and members of the public are not endangered during contract work.
2. The selection criteria for contractors and sub-contractors shall include health and safety performance.
3. The contractor must enter into an agreement with the University before undertaking work and must meet the agreement requirements. The contract must include an undertaking that the contractor shall meet all relevant Massey University health and safety policies and procedures.
4. A health and safety induction for all new contractors and sub-contractors must be completed, prior to work commencing, by the department that engages the contractor.
5. Contractors and/or their sub-contractors shall submit a site specific safety plan or detailed methods statement if requested for the project or for aspects of the project that are deemed to be high hazard work.
6. University departments engaging contractors and sub-contractors must have in place a system to monitor the performance of the contractor including health and safety standards during the contractual work.
7. Where it is deemed appropriate or practicable by the department engaging the contractor and the construction site can be physically secured, then the site should be a designated Site Safe or equivalent area.
8. Site Safe system requirements shall not always apply to building maintenance.

Audience:

Every manager and staff member who engages contractors.

Relevant Legislation:

Health and Safety in Employment Act 1992
Health and Safety in Employment Amendment Act 2003

Legal Compliance:

The health and safety requirement on contractors invokes legal compliance of legislation relevant to the contract. It is essential the relevant legislation, licences, approvals, permits and similar controls are included in contract arrangements. If the contract does not specify who is responsible for health and safety, New Zealand case law dictates the Principal (i.e. the person engaging the contractor) assumes responsibility for control of the health and safety of the contractor.

Related Procedures:

[Guideline for Health and Safety Protection of Staff, Students, Contractors, Employees, Subcontractors and Individuals Safety in Contracting Situations](#)
[Campus Regional Facilities contractor handbooks, agreements, or procedures.](#)
[Contractor Health and Safety Induction Check List](#)
[Creation of Contracts Policy](#)
[Approved Contract Agreements](#)
[Guideline for Site Safe Accreditation and Membership](#)
[Contractors \(Academic and General Staff Duties\) Procedures](#)

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