

Contractor Health & Safety Handbook



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Version	Date	Changes
V1.0	30/09/2013	Contractor Health and Safety Documents and Information Booklet developed.
V1.1	30/09/2015	To be reviewed and updated.
V2.0	03/06/2025	Definitions expanded, prequalification process updated, processes updated.

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Definitions

Term	Definition
Council	Kāpiti Coast District Council.
Staff	All employees of the Council.
Worker	As defined by the Health and Safety at Work Act 2015.
Contractor	A person engaged by the Council (other than as a Council employee) to do any work for gain or reward, including managing contracted work. This may be referred to as Lead Contractor where there are multiple contractors working on the same project.
Subcontractor	A person engaged (other than as an employee) by any Managing Contractor or Contractor to do any work for gain or reward.
Council Health and Safety Representative	A person employed by the Council, as part of the Health, Safety and Wellbeing Team, to assist the Principal Representative to ensure Health and Safety plans and practices meet Council's requirements.
Engineer to Contract	A professionally competent person appointed by the Council to manage a contract or contractor. Engineer to Contract may appoint a representative.
Principal's Representative	A Council employee who oversees and manages the contractor, contract or work.
Principal	A person who engages any other person other than as an employee, to do work for gain or reward.

Term	Definition
PCBU	Person Conducting a Business or Undertaking (defined in the Health and Safety at Work Act).
HSWA	The Health and Safety at Work Act 2015 that governs health and safety decisions.
WorkSafe New Zealand	WorkSafe New Zealand (WorkSafe NZ) is the Health and Safety Regulator in New Zealand.
Particularly Hazardous Works	For the purposes of this handbook Particularly Hazardous Works is defined as Notifiable Works. These are works that are required to be notified to the regulator prior to those works commencing.
Reasonably practicable	Taking all reasonable steps to ensure health and safety, considering the likelihood and severity of harm, available control measures, and the cost and practicality of those measures.
Notifiable Event	A notifiable event is any of the following work-related events: • a death • a notifiable injury or illness or • a notifiable incident.
Notifiable injury or illness	All injuries or illnesses that require (or would usually require) a person to be admitted to hospital for immediate treatment are notifiable. The WorkSafe NZ notifiable tool will help determine if it is a work-related notifiable injury or illness event.

Term	Definition
Notifiable Incident	A notifiable incident is an unplanned or uncontrolled work-related incident that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to: • 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 • any other incident declared in regulation to be a notifiable incident.

1. Introduction

This handbook outlines key health and safety requirements for all contractors and subcontractors working on Council sites. It supports safe, compliant, and well-managed worksites.

Your input is welcome. If you have feedback to improve health, safety, or wellbeing on our sites, we encourage you to share it. Together, we can create safer, healthier workplaces for everyone.



2. Contract conditions



The Council considers **health and safety performance** as a key factor in awarding contracts, alongside technical capability.

Contractors must demonstrate that they can complete the proposed work **safely and without risk to health**.

No work may begin without providing proof of suitable health and safety systems and documentation during the pre-engagement or tender process.

Works and site specific health and safety documentation must also be available upon request as part of contractual arrangements for the works to be undertaken.

Contractors who do not meet these requirements may be excluded from Council work.

3. Health and safety accredited contractor process

SiteWise is the Council's approved prequalification system. Prior to commencing work on a Council site, contractors must hold the required SiteWise accreditation level.

This ensures contractors meet minimum health and safety standards and helps to reduce the risk of harm to workers, the public, and others on or near Council-managed worksites.

If a contractor holds an existing prequal accreditation from Impac Prequal or Tōtika, an exemption request to SiteWise may be discussed with the Principal's Representative and Council's Health, Safety and Wellbeing Team.

The SiteWise accreditation level required is based on the following categories.

Risk Level	SiteWise Level	Examples
High	 Gold	E.g. significant construction works high voltage electrical works, notifiable works
Medium	 Green	Regular or short-term contractors with moderate health and safety risks e.g. plumbing, fencing, non-structural building work
Low	 Green	One-off, low risk tasks e.g. carpet repairs, furniture install, installing internal window films, minor maintenance

4. Induction of contractors

All Contractors working on Council sites will be inducted by the Principal's Representative, as part of the site handover prior to works commencing. A signed induction form will be kept on file.

If working at multiple sites, contractors must be inducted to each site they work at.

The site induction will cover:

- roles and responsibilities
- overview of work that will be undertaken
- site hazards and controls

- emergency procedures
- incident and hazard reporting processes
- site facilities (first aid, toilets, eating spaces etc.)
- site requirements (no smoking, parking arrangements etc.).

Contractors are responsible for ensuring all their workers and subcontractors are inducted. Council will provide information relevant for the content of that induction.

5. Roles and responsibilities



Both the Council and its contractors are responsible for providing and maintaining a safe and healthy working environment for their respective workers.

The Council's responsibilities

- Select contractors based on safety performance, not simply based on costs.
- Set clear expectations on safety and incorporate these into contracts with contractors.
- Ensure Council staff, or other persons, are not harmed as a result of work undertaken in the workplace by contractors.
- Provide information about known or potential hazards and the required controls.
- Ensure contractors are trained to do the work and/or provided with competent supervision.
- Ensure that plant is designed, made and maintained for safe use.
- Develop and communicate emergency procedures for buildings occupied by Council staff.
- Review contractor health and safety performance.

Contractor/lead contractor responsibilities

- Maintaining the required SiteWise accreditation.
- Identify and assess any hazards/risks associated with the works and communicate this information to the Principal, and other contractors/subcontractors working on site.
- Report all incidents, accidents and near misses with an actual or potential consequence, as agreed in the contract or if unspecified no later than 72 hours.
- The contractor is responsible for notifying WorkSafe NZ of all notifiable incidents, illnesses or injuries, within the required timeframes.
- Notifying WorkSafe NZ and Council of Notifiable Works prior to them being undertaken.
- Communicate regularly with workers or impacted PCBUs about health and safety (e.g. toolbox talks).
- Coordinate with other PCBUs to ensure shared health and safety risks are effectively managed.
- Comply with legislative requirements and contractual arrangements for the works.
- Ensure all visitors and workers receive the appropriate induction to the project and site, prior to commencing work onsite.
- Communicate Personal Protective Equipment (PPE) requirements for the work site, and ensure all workers within the worksite are wearing the appropriate PPE.

Subcontractor responsibilities

- Identify and assess any hazards/risks associated with the works and communicate this information to the Principal, and Lead Contractors.
- Complete site inductions.
- Report all incidents and accidents in accordance the requirements set by the Principal and Lead Contractor.
- Coordinate with other PCBUs to ensure shared health and safety risks are effectively managed.



Worker responsibilities

- Follow all safety instructions and procedures.
- Keep the work area safe and secure.
- Complete all relevant inductions prior to the start of work.
- Be aware of the hazards and controls required.
- Report incidents/near misses within the required timeframes.
- Using PPE and clothing in the correct manner.
- Being familiar with the emergency response plan.
- Operate equipment only if trained and competent to do so.
- Never work while impaired by the effects of drugs or alcohol.
- No threatening, harassing or intimidating other people.
- Take reasonable care that your actions don't harm others.
- If in doubt, STOP work and ask.

6. Contractor health and safety advice

If contractors are uncertain about their health and safety responsibilities, they should seek guidance from WorkSafe NZ, their Lead Contractor, or the Council's Principal Representative to ensure they are meeting all relevant obligations.

7. Safety on site

Overlapping duties

Under the HSWA, when multiple PCBUs, such as the Principal and one or more contractors or subcontractors, are working together on the same site or project, may have what are known as overlapping duties.



While each PCBU retains responsibility for the health and safety of their own workers and operations, they must also consult, cooperate, and coordinate activities to manage shared risks.

This includes:

- Communicate effectively with all parties involved in the work.
- Share risk assessments and site-specific safety plans with all relevant PCBUs.
- Hold regular pre-start and coordination meetings.
- Agree who will manage each shared risks (e.g. traffic management, working at height, confined space entry).
- Keep written records of decisions and responsibilities.

Emergency response

The Lead Contractor must ensure all workers, including subcontractors, understand the sites emergency response plans. This includes evacuation, medical incidents, fire, or spills. These plans must be clearly documented within the Site-Specific Safety Plan (SSSP) and communicated to all personnel during induction and prior to commencing work.

Emergency procedures should be reviewed and practiced regularly, especially for high-risk work or isolated work.

Contractors working in staffed Council facilities



All contractors and subcontractors must take reasonably practicable steps to ensure their work does not put themselves, Council staff, or others at risk.

Key requirements:

- **Sign in/out** – each day using the sites designated system if working in a restricted area.
- **Contact** – Contractors must know who their assigned Council Principal Representative is for the duration of the work.
- **Be inducted** – The Principal Representative will provide the induction including the emergency and evacuation procedures. If this has not been provided, ask before starting work.
- **Induct your team** – Once inducted, it is the contractor's responsibility to ensure that all their workers and subcontractors are also inducted onto the site before commencing work.
- **Notify emergency risks** – If the planned work introduces new or site-specific emergency risks, the contractor must notify the Principal Representative in advance and ensure any affected Council staff are informed of appropriate emergency responses related to the activity.

Contractors working away from staff but within Council property/asset

If no Council staff are present, the Contractors are fully responsible for managing health and safety on site.

- The site controller (contractor or subcontractor in control of the site) must know who is onsite and what work is happening.
- Emergency procedures must be relevant to the work and the site conditions.
- Contractors must provide adequate first aid facilities.

Hazard identification and site safety plans



All contractors must actively manage health and safety risks by identifying, assessing, and controlling hazards so far as is reasonably practicable.

Before work begins, the Council's Principal Representative, will inform its Contractors of any known site hazards and existing controls. The Site-Specific Safety Plan (SSSP) or Job Safety Environmental Analysis (JSEA) may be used jointly by the Council and contractor to identify and record site-specific risks.

A SSSP must be completed at the start of the contract to show how risks will be managed. For high-risk work, contractors and subcontractors must submit a detailed safety plan and ensure that all workers are trained, qualified, and certified.

All plant, equipment, and safety systems must be suitable and compliant with relevant standards to safely carry out the work.

Training



All contractors and subcontractors must be trained, competent, and fit for work to carry out their tasks safely and in accordance with contract requirements.



Where a worker is not yet competent to perform a task independently, they must be adequately supervised by a competent person to ensure work is carried out without risk to health and safety.

The Council reserves the right to request evidence of training, qualifications, and competency records to verify that health and safety obligations are being met.

First aid

All self-employed contractors and PCBU's, including contractors and subcontractors, are required to provide appropriate first aid resources and trained personnel.

Contractors and subcontractors must ensure that:

- Sufficient and suitable first aid equipment is provided and is readily accessible to their workers at all times.
- First aiders are available on site who are adequately trained to respond to likely injuries or health incidents related to the work being performed.
- Where work involves specific risks or remote locations, any specialised first aid equipment or materials required to treat potential injuries must also be provided by the contractor.

Protective clothing and equipment



Contractors are responsible for ensuring that PPE is provided, used correctly, and maintained in good working condition.

Where PPE is a control measure:

- The required PPE should be included in the site specific safety documents, and clear signage must be displayed at the entrance to, and within, the work area indicating the required PPE.
- All personnel, including contractors, subcontractors, visitors, and workers, must comply with the PPE requirements at all times.

Electrical plant and equipment

Contractors have a duty to ensure that all plant and equipment, including electrically powered tools and machinery, are safe to use, properly maintained, and compliant with applicable standards and legal requirements.

To meet these obligations, contractors must ensure:

- Electrical equipment, including portable tools and extension leads, is safe, tested and compliant with *AS/NZS 3760 In-service safety inspection and testing of electrical equipment and RCD's*.
- All plant and equipment is designed, used, and maintained in accordance to the manufactures guidance.
- Equipment must not be used unless it is properly guarded, certified as fit for purpose, or has met any other manufacturer or supplier safety requirements.
- Operating manuals (including SOPs and MSDSs where relevant) must be kept onsite, and where relevant signed onto by workers onsite.
- All licences, certifications, and training for operating equipment (e.g. forklifts, working at height, or confined spaces) must be held and current for relevant personnel.
- Ladders must be compliant with *AS/NZS 1892. Portable Ladders* standards and used in accordance with WorkSafe NZ's *Best Practice Guidelines for Working at Height in New Zealand*.

These measures are essential to ensuring the health and safety of all workers and others on or near the worksite.

Reporting of accidents, near misses and serious harm

Contractors and subcontractors are to use their own procedures to record, report and investigate accident and near miss incidents.



Incidents, accidents and near misses with an actual or potential consequence, must be reported to Council as agreed in the contract or if unspecified no later than 72 hours.

Council may require an investigation report to be provided by the contractor as agreed with the Principal Representative or Principal's Health and Safety Representative, and choose to investigate further, either independently or in conjunction with the contractor.

Council must be notified immediately if serious harm incident has occurred that is being reported to WorkSafe NZ.



Hazard

A hazard observation is a source, situation or act **with a potential** for harm in terms of human injury, illness, property damage, or a combination of these.



Near miss

A near miss is an **unplanned event that doesn't result in** injury, illness, fatality, or property damage – but has the potential to do so.



Incident

An incident that has resulted in injury, illness, fatality, or property damage.

Monitoring and review

To keep everyone safe, contractor works may be monitored and reviewed by Council throughout the job. The level of monitoring depends on the type of work, how long it runs, and the level of risk involved.



Low-risk work

may involve minimal oversight.



Medium-risk work

will usually involve a site check at least every month.



High-risk work

will involve more frequent checks.

Health and Safety Audits

Safety audits may be scheduled or on an adhoc basis. These may be done by the Health, Safety and Wellbeing Team alongside the Council Project Manager. Findings help identify any recurring issues and improve safety practices.

Contractors must:

- cooperate fully with any monitoring or audits
- provide requested health and safety documents
- take prompt action to address any issues raised
- update Council on any corrective actions taken.

If unsafe or non-compliant work is found, you may be asked to stop work until it's resolved. Serious or ongoing issues may be escalated.

Monitoring records and audit findings will be kept on file for at least five years, and reviewed at the end of the contract.

Public safety



Contractors must take all reasonably practicable steps to keep the public and others safe while work is underway.

This includes preventing unauthorised access to the site and making sure potential hazards are clearly identified and controlled.

Where work activities present potential hazards, contractors must ensure that the public and anyone in the vicinity are adequately warned through clear signs, physical barriers, or other effective means.

Visitors and members of the public must be informed of any significant hazards so they can avoid the area or use appropriate PPE where necessary. Contractors have both the authority and responsibility to instruct anyone who is not properly protected to leave the hazardous area until it is safe.

Environmental protection

The Council recognises that environmental protection is a core responsibility and legal requirement under the Resource Management Act 1991. Worksite incidents and accidents can have significant environmental impacts.

Therefore, it is the responsibility of every contractor to implement and maintain safe work practices that prevent or minimise harm to the environment. This includes managing risks to air, water, soil, flora, and fauna, ensuring compliance with all relevant environmental regulations and Council policies, and consent conditions.

8. Notifiable works

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

Under the HSWA and associated regulations, the contracting company (as a PCBU) is responsible for notifying WorkSafe NZ, within the required timeframe set by WorkSafe NZ, of any notifiable work as defined under the relevant legislation.

A copy of the WorkSafe NZ notification must be provided to the Engineer to Contract and Council's Principal Representative before work begins.

Type of work where notification is required

Refer to the WorkSafe NZ website for the types of work that require notification.



Below are some examples of activities that are classified as hazardous work and necessitate prior notification to WorkSafe NZ:

- Construction work with a risk of falling 5 metres or more.
- Erecting or dismantling scaffolding with a risk of falling 5 metres or more.
- Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead.
- Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical.
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top.
- Work in which a person breathes compressed air, or a respiratory medium other than air (not diving).

Notification process

To notify WorkSafe NZ of notifiable works, contractors must complete the online notification form available on the WorkSafe NZ website.

If you are uncertain whether your planned work qualifies as notifiable, it is advisable to err on the side of caution and submit a notification.

9. Insurance

All contractors engaged by the Council are required to hold current and adequate insurances as required in the contractual arrangements, these may include:

- Professional Indemnity insurance
- Public Liability insurance
- Statutory Liability insurance
- Motor Vehicle insurance
- Contract Works insurance.



If you are undertaking any hot works, your insurance must specifically state that it includes hot works and the requirements.

Proof of insurance, including policy limits and expiry dates, must be provided during the procurement process and maintained for the duration of the contract.

These insurances help protect both the contractor and the Council from financial and legal risk.

10. Failure to maintain health and safety

The contract between the Council and the contractor shall specify the implications of failure to maintain health and safety, or failure to conform to the requirements of this policy.

11. The Council health and safety policy

The Council is committed to ensuring that all workers, including contractors, subcontractors, employees, and visitors are provided with a safe and healthy environment across all Council-controlled sites and operations.

In fulfilling this commitment, the Council will:

- Acknowledge its primary duty of care to protect workers, contractors, visitors, and members of the public from harm while on, or affected by, Council worksites or activities.
- Take all reasonably practicable steps to identify, assess, and control risks to health and safety.
- Foster a proactive health and safety culture and promote continuous improvement in the way health and safety is managed.
- Engage and consult with workers and contractors to ensure health and safety responsibilities are clearly understood and effectively implemented.

Chief Executive commitment to

Health, Safety & Wellbeing



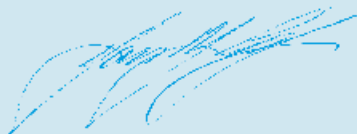
At Kāpiti Coast District Council (Council) our commitment to health, safety and wellbeing is not just a policy – it's a core principle that guides our daily actions and decisions.

Our commitment to tikanga haumarū (safety practice, safety procedure) is driven by our values – and embraces the below four principles. While each principle stands strong on its own, manaakitanga (caring for others) weaves through them all – guiding the way we care for, protect, and uplift each other in every aspect of our work.

As your Chief Executive, my commitment to you is that we will continue to prioritise health, safety and wellbeing in all aspects of our mahi. I am dedicated to providing the necessary resources, training and support to ensure Council embodies these principles. By upholding tikanga haumarū (safety practice, safety procedure) and giving expression to manaakitanga (caring for others), everyone will feel safe, supported, and empowered to lead in health and safety.

Through our collective efforts, we can foster a safe and healthy work environment that allows all kaimahi (staff) to thrive and return home from work safe and well every day.

**Darren Edwards, Chief Executive,
Kāpiti Coast District Council**





Kaitiakitanga

Guardianship

Taking responsibility for our health, safety and wellbeing.

All staff (kaimahi) have the right to work in a workplace that is free from harm. Kaimahi can express kaitiakitanga (guardianship) by taking responsibility for our own safety and that of our colleagues. We also ensure that where duties overlap, we consult, cooperate and coordinate with other businesses. We should never place ourselves or others unnecessarily in harm's way.



Whanaungatanga

Relationships

By expressing whanaungatanga, we will build strong relationships.

All kaimahi (staff) are encouraged to speak up when they identify potential risks and are empowered to stop work when unnecessary harm may arise. Ongoing kōrero reflects our collective responsibility to share our knowledge, and collaboratively seek solutions.



Kotahitanga

Collective action

We are stronger together in our efforts to carry out our mahi safely.

All kaimahi (staff), regardless of their role, are responsible for upholding the mana of collective action and are leaders when it comes to health, safety and wellbeing. We are all guardians of one another, proactively identifying and mitigating risks to carry out our mahi safely every day.



Pūkengatanga

Knowledge and skills

Learning from each other's experience and insights.

It is vital we apply our pūkenga (skills) by reporting all work-related health, safety, and wellbeing incidents or near misses in a timely and accurate manner. Together, we can learn from each other's experience, diversity and insights, and create an environment where everyone feels valued and safe.

