

Contractor Safety Induction Pack

All contractors undertaking work for Sandspit Marina Society must complete a contractor safety induction process.

It is a requirement that all Contractors demonstrate competency, capability and commitment to Health & Safety in accordance with the current Health and Safety in Employment Act, Regulations, Codes and Standards.

This safety induction pack allows Sandspit Marina Society to assess your commitment to workplace health and safety and to ensure you have the necessary systems in place to meet their required standards.

Once you have completed this safety induction pack, please send pages 1-4 to:

**Sandspit Marina Society
1220 Sandspit Road
RD 2
Warkworth 0982**

Page 5 onwards is to be kept by the contractor for future reference.

Section 1. Contractor Details

Company Name: _____

Contractor Name: _____

Address: _____

Email Address: _____

Phone Number(s): _____

Service Provided: _____

Section 2.**Questionnaire**

1. Health and Safety Policy		
It is a requirement of Sandspit Marina Society that all Contractors have a workable Health and Safety Policy. Please attach a copy of your Health and Safety Policy with this completed questionnaire.		
Does your organisation have:	Yes	No
A process to identify your legal Health & Safety responsibilities		
A process to identify work related hazards		
Individual worker Health & Safety responsibilities		
A maintenance program for plant & equipment		
Emergency first aid procedures		
Certified first aiders		
Emergency procedures		
A process to identify the need for and supply of protective clothing & equipment		
A process of review for your Health & Safety Policy		
2. Hazards	Yes	No
Will you be bringing any hazards to the workplace? If yes please provide details of hazards and control measure(s) - record details on page 3		
Is your work expected to expose the public to any hazards? If yes please describe how you intend to control these risks – record details on page 3		
Have you conducted a risk assessment of your hazards?		
Do you have a risk register that lists the hazards and their controls?		
3. Certification and Training	Yes	No
Are your workers legally certified to complete this contract?		
Are you workers legally licensed to complete this contract?		
Do you have a worker Health & Safety induction programme?		
Do you maintain training records?		
4. Accidents / Incidents	Yes	No
Does your company have an accident / incident reporting & recording system?		
Do you have an accident / incident investigation process?		
Do you treat near misses as an accident / incident?		
5. Fire, Emergency and First Aid	Yes	No
Does your company have a fire evacuation plan or procedure?		
Do you have a fire extinguisher present at all work sites?		
Do you have a site emergency procedure in place?		
Do you or your workers have a current first aid certificate?		
Do you have a trained first aider present at each site?		
Do you have a cell phone or radio available at each site in case of emergency?		
6. Prosecutions and Prohibition/Improvement Notices	Yes	No
Has your Company ever been prosecuted for any offence under the Health and Safety in Employment Act 1992 / Health and Safety at Work Act 2015 or issued with a prohibition or improvement notice by Worksafe New Zealand in the last three years? If yes please provide details below.		

Section 3.**Hazards and Risks**

Please provide details of any hazards you will bring to the workplace or to the public and the control measure(s):

Hazards to the Workplace	
Hazard	Risk Control(s)

Hazards to the Public	
Hazard	Risk Control(s)

Section 4. Declaration

Health and Safety information for Sandspit Marina Society has been provided to me and I have reviewed and understood the requirements.

I understand the information given to me about the hazards I might be exposed to, the accident reporting process and the emergency procedures.

I declare that all workers of my company have received training and have achieved all the relevant competencies necessary to conduct their work in a safe and professional manner. All certification requirements and permits required by my company are current and I have sufficient current liability insurance in place for the duration of any contract with Sandspit Marina.

In the event that I use any subcontractors I will ensure that they fully understand Sandspit Marina Society health and safety requirements and have the necessary training and competencies to conduct their work in a safe and professional manner.

I acknowledge that all workers of my company and sub-contractors I engage who will conduct work for Sandspit Marina Society have received safety induction training on Sandspit Marina Society safety rules and requirements.

It is a requirement of Sandspit Marina Society that all its Contractors demonstrate competency, capability and commitment to Health & Safety in accordance with the current Health and Safety at Work Act, Regulations, Codes and Standards.

Contractor Name: _____

Contractor Signature: _____

Position: _____

Date: _____

The following workers have been trained in and understand the health and safety requirements of Sandspit Marina:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 5.

Health and Safety Requirements for Sandspit Marina

Contractor Policy

A contractor is defined in the current Act as a person engaged by any person (other than as a worker) to do any work for gain or reward.

All contractors and their workers must be aware of the Health and Safety Manual before commencing any work.

A list of approved contractors will be kept and must be completed for all contractors undertaking work for the society.

All contractors working in Sandspit Marina Society must hold a Sandspit Marina Society Contractor Licence.

A permit to work is to be issued by the Marina for all hot work.

Approved Contractor Status

All contractors undertaking work for Sandspit Marina Society must complete a contractor safety induction process.

It is a requirement that all Contractors demonstrate competency, capability and commitment to Health & Safety in accordance with the Health and Safety at Work Act 2015 and its Regulations, Codes and Standards.

To this end Contractors are required to complete a health and safety assessment in the form of a questionnaire.

Prospective contractors must declare if they have been prosecuted for any offence under the Health and Safety in Employment Act 1992 or the Health and Safety at Work Act 2015. They must declare if they have been issued with any prohibition or improvement notices by Worksafe NZ during the previous three years and if so, give details.

Contractor Obligations

Contractors are expected to wear or use any protective equipment necessary for the safe operation of their work.

Safety guards must be in place and used on all machinery operated by contractors.

Contractor's workers (including sub-contractors used) must be fully trained and competent to complete their work safely.

Contractors must advise their presence in the workplace before beginning work.

Contractors must ensure that all their workers are aware of Sandspit Marina Society Health and Safety requirements.

Any injury sustained or incident while conducting work for Sandspit Marina Society must be reported to the Safety Officer or management as soon as possible.

Contractors must report any accidents involving hazardous / toxic substances, spills or discharges or any breaches of permits or consents.

Contractor Health and Safety Performance

Contractor's health and safety performance will be measured periodically to ensure that their work practices meet the requirements of the Health and Safety at Work Act 2015.

A contractor safety checklist form will be used for this purpose.

Post Contract Evaluation

Short term one off contracts do not require an evaluation however ongoing contracts such as maintenance contracts should be evaluated at least annually to ensure that health and safety performance is acceptable.

A contractor safety checklist will be used to document the evaluation process and will be completed by the Safety Officer.

Reporting of Accidents, Incidents and Near Misses

All work related accidents, incidents, injuries and near misses must be accurately reported and accurately recorded by the Safety Officer in the Accident Register.

All notifiable events must be recorded. These will be investigated to ensure that corrective action is taken.

Near misses should be recorded to assess the risk they pose in order to prevent an accident / incident happening in the future.

Should a notifiable event occur management is to advise WorkSafe New Zealand as soon as possible (within 48 hours of the accident occurring). **This is a legal requirement.**

The scene of the injury or incident **MUST NOT BE DISTURBED** unless further harm or the potential for further harm exists.

The notifiable event is to be investigated & a written report supplied within a maximum time frame of 7 days of the occurrence.

Hazard Identification and Management

All hazards or potential hazards must be reported to management.

A risk register will be maintained that lists known hazards and the control measures applied.

All reported hazards or potential hazards will be investigated to assess their significance and if necessary they will be added to the risk register.

Summary of the Basic Safety Rules

- Report any safety hazards to the Safety Officer or manager promptly.
- All accidents and near misses must be reported.
- Wear protective safety equipment appropriate to the work.
- Plant and equipment must be operated by skilled or trained persons only.
- Inspect plant and equipment before use.
- Ensure safe and suitable power supply to all tools and equipment.
- No unauthorised visitors.

- Drivers are to ensure load security and complete a final check.
- Vehicles may only be driven by qualified and authorized personnel.
- When using hoists and lifting equipment, do not overload. Secure load and always move with caution. Be aware of pedestrians.
- Conduct a visual check for hazards at each new work site and observe customer safety rules.
- **If unsure - ask**
- House-keeping and hygiene in all aspects provides a safe and healthy work place.
- Know the location of your nearest fire extinguisher.
- No alcohol or drugs allowed.
- Don't fool around in the work place.
- Be aware of evacuations and emergency procedures in your work place.

Significant Hazards and Risk Controls

Hazard	Risk Control(s)
Manual handling & lifting	Ensure correct procedure is followed. Get help.
Slips, trips and falls	Housekeeping issue. Don't leave things lying around. Clean up after yourself. Watch your footing on wet surfaces.
Noise and eye damage	Wear hearing protection and safety glasses where necessary.
Alcohol and Drug Use	No persons under the influence of drugs or alcohol are permitted in the workplace. No drugs or alcohol in the workplace.
Stress and fatigue	If stress or fatigue becomes an issue report it at the onset.
Medical conditions and allergies	Advise management of any allergies (i.e. bee stings) and keep medicine close at hand.
Sun Exposure	Use sunscreen provided.
Dust	Wear protective equipment as required. Ensure adequate ventilation.
Training	Ensure staff are fully trained for their job and are supervised where necessary.
Repetitive strain injury (RSI)	Report any signs at the onset. Don't try and work through it. Take regular short rest breaks and try to diversify work tasks.
Children in the workplace	Parent's responsibility. Must be supervised at all times. Sandspit Marina Society recommend that all children wear life jackets on the marina.
Vehicles	Ensure registration and warrants are current. Drive safely. Report any faults or repairs needed. Observe speed limits.
Vehicle movement in the hardstand area	Wear a high viz vest in this area. Don't assume the driver knows you are there. Establish eye contact with the driver. Take care around vehicles reversing with trailers as they may not travel in the direction expected.
Winch and Cradle	Trained operators only. Move with caution. Don't let members of the public help. Use a spotter at all times.
Marina Tender (RIB)	Trained and authorised operators only. The RIB shall only be operated within the harbour limits. Life jackets shall be worn by everyone on board.

Hazard	Risk Control(s)
Quad Bike	Be aware of safe operating procedures. Use with caution. Be guided by the WorkSafe NZ best practise guidelines on safe use of quad bikes. Speed to be kept to below 10 kph. Helmet to be worn at all times when operating a Quad Bike.
Electricity	Ensure plugs, switches and connections are in good condition. Ensure all leads and appliances have a current tag.
Electrical Work	Only authorised, qualified personnel to carry out any electrical work. Lockout / isolation procedures must be followed at all times.
Tools and equipment	Report any faulty equipment. Ensure guarding is in place. Isolate before attempting repairs or maintenance. If unsure ask. Use an isolating transformer unless earth leakage is provided by another means.
Marina Walkways	Watch your footing and be aware of obstacles left by marine users. Request items be moved if they present a trip hazard. Ensure that you know the location of the nearest flotation device to assist any persons who have fallen into the marina.
Moving and Mooring Boats	Take care not to strain yourself if assisting with moving or mooring boats.
Adverse Weather Conditions	Ensure that all boat have been secured by their owners. Ensure that all loose items are secure.
Damaged pontoons	Ensure there is regular maintenance on pontoons. Daily checks to be made and any defects rectified immediately.
Falling Objects	No work underneath anyone working at height.
Compressed Air	Take care that lines do not causing a tripping hazard on the floor, ensure that connections are secure and do not apply directly to the skin. Wear eye protection if using compressed air to blow dust from clothing.
Tsunami Warning Issued	Leave for higher ground immediately. Walk or bike if possible as cars get jammed.