

Approved Contractor Induction Pack



The Sandspit Marina is the designated workplace of the Sandspit Marina Society (SMS). As such the SMS has PRIMARY responsibility for ensuring all practicable steps are undertaken to prevent harm within it. All Contractors and their workers undertaking work within the Sandspit Marina workplace also have a duty of care to themselves and to ALL "Others" in the workplace therefore, whether engaged directly or indirectly (e.g by a vessel owner) Contractors must first be registered and approved by the Sandspit Marina before commencing any work.

It is a requirement that all Contractors demonstrate competency, capability and commitment to workplace Health & Safety in accordance with the current Health and Safety in Work Act (HSWA), 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 our required standards.

Once you as the have completed the Approved Contractor Induction Pack, please "save as" and upload via the portal on the website.

Section 1. Contractor Details

Company Name: _____

Business Principal: _____

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 an appropriate Health and Safety Policy & System in place.		
Does your organisation have:	Yes	No
A H&S system to identify and fulfill 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 and plan		
2. Hazards	Yes	No
Will you be bringing any hazardous chemicals or material to the workplace? If yes please provide details 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		
Please conducted a risk assessment of your hazards whilst working on the Marina. (JSA)		
*Please attach your risk register with hazards and their controls relating to work in the Marina or complete the one below.		
3. Certification and Training	Yes	No
Are your workers legally certified/qualified to complete this work?		
Are you workers legally licensed to complete this work?		
Do you have an in-house worker Health & Safety induction programme?		
Do you maintain training records?		
4. Accidents / Incidents	Yes	No
Does your company have an accident/incident reporting, investigation & recording system?		
Do you treat near misses as a H&S incident?		
Has your company had a reportable H&S incident in the last 3 years? if yes please detail.		
5. Fire, Emergency and First Aid	Yes	No
Do you/workers have a cell phone or radio available at each site in case of emergency?		
Do you have a fire extinguisher present at all work sites?		
Do you have a site emergency procedure in place?		
Do you have a trained first aider present at each site?		
Do you have a Lone Worker policy? Please attach.		
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.		

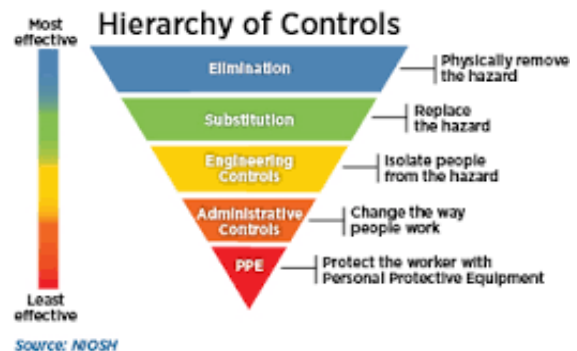
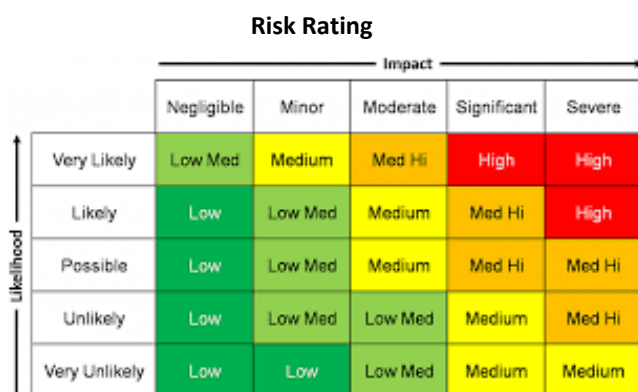
Section 3. Hazards and Risks

Please provide details of the 6 highest rated hazards to Workers or Others identified along with the control measure(s) you will have in place on site to manage them; also detail any hazardous substances you will bring to the Marina workplace on the second sheet below: (Use the sheets below or alternatively attach your own Hazard/Risk docs from your H&S system.)

1. Significant hazards to workers or Others identified when working at the Sandspit Marina									
Hazard	Risk(s) & initial risk rating	M	MH	H	Risk Control(s) & residual risk rating	M	MH	H	PPE

Hazardous Substance - <https://www.hazardoussubstances.govt.nz/>

2. Managing Hazardous Substance brought to the Sandspit Marina Workplace.			
Description (incl. HSNO #)	SDS Attached	Environmental Risk	Risk Control(s) and onsite spill management plan



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 have reviewed our work practices relative to this information and working in the Sandspit Marina workplace.

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 including Ship Repairers cover in place (when applicable) for the duration of any work taking place within the 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 on behalf of 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 attending Contractors demonstrate competency, capability and commitment to Health & Safety in accordance with the current Health and Safety at Work Act, Regulations, Codes and Standards. All contractors will ensure they and their employees also abide by the Marina Code of Conduct and understand that an individual and/or organisations' access to the Marina may be prohibited if conditions are breached or entered H&S standards not upheld.

Contractor and Company Name:

Authorized Signature:

Position:

Date:

The following workers, act on behalf of and who's action/inaction represents your Company, have been inducted into the site and they understand the workplace health and safety requirements and the Code of Conduct of Sandspit Marina: (First & Last Name and position). -

*Please provide each persons unique email address to permit gate access via INuGO APP if required.

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Section 5.

Health and Safety Requirements for Sandspit Marina

Contractor Policy

A contractor (PCBU) is defined in the current Act as a Person or Organisation engaged by any person (other than as a payroll worker) to do any work for gain or reward. Contractors working in a shared workplace are required to **Consult, Cooperate and Coordinate** on H&S delivery with the site Principle (Sandspit Marina Society, SMS."the Marina").

All contractors and their workers, working on the Marina, whether engaged directly or indirectly (e.g by a vessel owner) must be registered and approved by the SMS before commencing any work.

A list of approved contractors will be kept and documentation must be current for all contractors undertaking work. It is the Contractors responsibility to ensure required documents are updated.

A permit to work is to be requested from the Marina for all hot work or **any** diving on site.

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

Govt. Health Orders (COVID19): All contractors must abide by current guidelines and Covid19 management protocols addressing Government requirements and ensuring all workers are familiar with its requirements and actions.

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 and/or their workers must advise their presence in the workplace before beginning work and again advise when leaving (sign in and out in the register provided).

Contractors must ensure that all their workers are aware of Sandspit Marina Society Health and Safety requirements including the **Marina Code of Conduct**.

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

Contractors must report any accidents involving injury, hazardous / toxic substances spills or discharges or any breaches of permits or consents within 24hrs to SMS Management.

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, and that indicated risk management controls are in practice and sufficient. A SMS Contractor induction update is required annually to retain SMS Approved Contractor status.

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

Reporting of Accidents, Incidents and Near Misses

All work related accidents, incidents, injuries and near misses must be accurately reported to the Marina Manager within 24hrs and accurately recorded by the Marina Manager in the Accident Register. Contractor incident investigation reports must be provided to Marina Management if requested and Contractor access may be suspended pending its review.

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 that may impact others within the Marina must be reported to management.

A Contractor must maintain a Hazard/Risk register that lists known hazards and the control measures applied, this is a living document to be updated and assessed regularly.

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

- **If unsure of safety - STOP!**
- Report any safety hazards that may impact others in the workplace to the Marina management 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.

- 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.
- 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 or working under the influence of either is allowed. Sandspit Marina is Smoke Free.
- Don't fool around in the work place.
- Be aware of evacuations and emergency procedures in your work place.

Common shared Hazards and Controls

Hazard	Controls
Manual handling & lifting	Ensure correct lifting procedure is followed. Get help.
Slips, trips and falls	Maintain good Housekeeping. 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. The Marina precinct is a SMOKE FREE WORKPLACE.
Working alone	Have a Lone Worker policy and plan in place
Medical conditions and allergies	Have a plan. Advise management of any allergies (i.e. bee stings) and keep medicine close at hand.
Sun and Heat Exposure	Use sunscreen and work to conditions.
Dust	Wear protective equipment as required. Ensure adequate ventilation.
Training	Ensure staff are fully trained for their job and are supervised where necessary.
Vehicles	Ensure registration and warrants are current. Drive safely with consideration for others. Observe Marina speed limits.
Tractor movement in the hardstand area	Keep Clear of tractor operations. 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.
Working around Winch and Cradle	Trained operators only. Move with caution. Isolate work area - Don't let members of the public help. Use a spotter at all times.
Work Vessels	Trained and authorised operators only. MSA registered and under MOSS. Life jackets shall be worn by everyone on board.

Hazard	Controls
Electricity	Ensure plugs, switches and connections are in good condition. Ensure all leads and appliances have a current tag. All leads between Marina pedestals and equipment must have a RCD inbetween.
Electrical Work	Only authorised, qualified personnel to carry out any electrical work. Lockout / isolation procedures must be followed at all times.
Tools and equipment	Ensure guarding is in place. Isolate before attempting repairs or maintenance. If unsure ask.
Marina Walkways	Watch your footing and be aware of obstacles left by marina users. Request items be moved if they present a trip hazard. Ensure that you know the location of the nearest recovery 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. All boats lines must be secured back to "as found" following work.
Adverse Weather Conditions	Ensure that all boats have been appropriately secured following work. Ensure that all loose items are secure. Be aware of possible lightening strike.
Damaged pontoons	Report any damage to pontoons or Marina structure to Marina office.
Falling Objects	No work underneath anyone working at height.