

HEALTH & SAFETY CONTRACTOR MANAGEMENT PROCEDURE

Section	People & Culture
Contact	Director Health, Safety & Wellbeing
Last Review	n/a
Next Review	July 2022
Approval	Director Health, Safety & Wellbeing

Purpose:

The purpose of this document is to define how contractors at Massey University will be selected and managed with respect to the health and safety of workers, and the risks associated with their work.

Scope:

operations of Massey University. This procedure should be read alongside, and in the context of, the Contract Management Policy and Procedure.

Definitions:

Contractor: Any individual or organisation that provides services under a contract for services. This definition excludes suppliers who do not undertake work for Massey University and only supply goods or materials.

Contract Manager: The Massey staff member with responsibility for ensuring that the rights and obligations under the contract are met.

Job Safety Analysis (JSA): A document which describes the steps to be undertaken within a task, the hazards or risks that will arise for each step, and the controls that must be put in place to manage that risk.

PCBU: defined by the Health and Safety at Work Act 2015

Ring-Fence: The establishment of a discrete and easily identifiable work area that is under the complete control and management of the contractor, and where Massey University has no staff, students, or operations within that area. It must be subject to access control (such as fences), and Massey acts only as a client organisation. Typically, a Tier 1 construction project.

Subcontractor: An individual or organisation which is providing services directly to a contractor of Massey University under a contract for services. There is no direct contract between Massey and this PCBU.

Safe Work Method Statement (SWMS): Has the same meaning as Job Safety Analysis, and is the term commonly used in the construction industry

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	<p>Note: Where the contractor has a prequalification accreditation from an industry organisation (eg. ISN, IMPAC, etc), this may only be used as evidence if Massey University is signed up as a client organisation to that process and has access to the appropriate reports and information.</p>	
Class 3 Contractor	<p>These contractors will work under the Massey University H&S Management System, as they are generally small or independent operators who may not have invested in procedures or systems. Massey University must undertake appropriate due diligence and ensure that the contractor:</p> <ul style="list-style-type: none"> • Has the necessary competencies, licences and registrations where these are required • Demonstrates and ability to identify and manage risks, and plan for safe work 	<p>Class 3 Contractor Prequalification Guide</p>
Class 4 Contractor	<p>These contractors will undertake work under the Massey University H&S Management system. Massey University must undertake appropriate due diligence and ensure that the contractor:</p> <ul style="list-style-type: none"> • Has the necessary competencies, licences and registrations where these are required 	<p>Class 4 Contractor Prequalification Guide</p>

Prequalification is the responsibility of the Contract Manager, with support from the Health, Safety and Wellbeing team where expertise is needed in assessing systems or evidence.

Once a contractor is prequalified, the contractor should be asked every 2 years (or at contract renewal) for any information relating to changes to their management systems or systems of work that may have occurred since prequalification. This may be undertaken earlier in the event of a serious safety issue, or if significant changes are made to the Contractors H&S Management System, their resources, or the type of workes, or work resources, ort changes



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arrangements within the SSSP are in place and are still appropriate for the contract. It is permitted for this function to be met by engaging an independent auditor, or through utilising specialist H&S staff.

For Class 2 and 3 Contractors, the focus of monitoring will be on the adherence to any SSSP that is in place, along with the verification of controls associated with JSA or SWMS. There shall also be a check that the contractor is engaging and communicating

Where monitoring identifies an uncontrolled risk, this shall be communicated immediately to the Contract Manager and the Contractor to ensure that controls are put in place

Review:

All contractors shall be subject to a regular review process that will be arranged by the Contract Manager, which at a minimum will look at:

- Safety performance with a particular focus on serious incidents and subsequent learnings
- What worked well between Massey and the Contractor
- What did not work well between Massey and the Contractor
- Opportunities for improvement in the way that health and safety is managed for contracts

This review should provide both parties with an opportunity to provide feedback. 213.8 39.3.8 39.3.8 3BT/F2 10.2 T9 59.2 8