



## **NZCTA06**

At The Club we are committed to maintaining a Safe and Healthy environment for our NZCTA Members, Volunteers, Contractors, Subcontractors and visitors to our grounds and any persons participating in our sport. We are focused on continually improving processes, promoting behaviours that prevent harm and encourage individual responsibility for Health and Safety at The Club.

The Health and Safety at Work Act 2015 came into effect on the 4<sup>th</sup> April 2016 and as a result we are required to be extra vigilant in all areas of safety by managing the personnel who work on our grounds under our operational control by consulting, co-ordinating and co-operating collectively.

As part of The Club - Contractor Management Program to meet our legislative requirements you are required to fill out a Pre Work Application and provide sufficient information and documentation evidence to be assessed. The purpose of the questionnaire is to determine the general Health and Safety capability of a contractor.

The questionnaires will be evaluated by the The Club President or Club Nominee to ensure that there are satisfactory health and safety management systems in place and to establish an Approved Contractors List. All companies are required to meet minimum standards to remain on The Clubs Approved Contractors List.

Upon processing of this information, feedback will be given to the Contractor firm as to their assessed health and safety status.

**All contractors shall complete the documentation provided:**

- Contractor Pre Work Application
- Contractor Induction Health and Safety Agreement

Thank you for your co-operation. If you have any questions regarding safety and/or this approval process, please contact the undersigned.

Regards

**Name** \_\_\_\_\_

**Club President / Club Nominee**