



# **CONTRACTOR INDUCTION**

# **HEALTH AND SAFETY AGREEMENT**

## **INTRODUCTION**

A commitment to Occupational Health and Safety (OHS) is a commitment to doing things in a safe manner. This leads to reducing and elimination of incidents. The Club's policy is to provide a healthy and safe working environment. With the appropriate attention to work safe practices, employees and contractors can perform their duties without risk to personal injury, injury to others or damage to property.

It is an expectation of The Club that the contractor will be familiar with the relevant OHS statutory requirements and that these will be observed at all times when working on Club grounds.

Likewise, The Club has OHS obligations to the contractor and their employees and will ensure that these are conducted all times.

## **CONTRACT CONDITIONS**

The contractor shall ensure their employees and any subcontractors under their control are inducted and comply with the requirements of The Club's specific rules and procedures and that:

- No unauthorised personnel are to enter The Club grounds without authorisation or fully supervised
- All personnel are suitably trades qualified
- All personnel are suitably supervised
- All personnel are in a fit state to perform the required tasks at all times.

The awarding of contracts is determined not only on the criteria of price and technical ability but also on the ability of those tendering to carry out planned work safely and without health risk or harm.

No contractor shall commence any work without first having completed the Contractor Pre Work Application and providing sufficient information that there are satisfactory health and safety management systems in place.

## **HEALTH AND SAFETY APPROVED CONTRACTOR PROCESS**

An Approved Health and Safety Contractor list shall be established for all contractors who carry out work for:

The Club \_\_\_\_\_

Address \_\_\_\_\_

This list will be managed by the Club President or Club Nominee. The Approved Contractor status determines the general health and safety capability of a Contractor and their ability to manage a particular contract work. The assessment will be undertaken on return of the Pre Work Application and will be evaluated by The Club nominee to determine if compliance is demonstrated. A Contractors approval status is valid for two years. Contractors are then required to re-apply and complete the Pre-Work Application.

### **All Contractors shall complete the following:**

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

## **RESPONSIBILTIES**

Both The Club and any of its contractors are individually responsible for providing and maintaining a safe working environment and are legally required to arrange facilities for their employees at work for their safety and health.

### **The Club Responsibilities:**

- Ensuring that all contractors are inducted to The Club policy and procedures
- Ensuring that contractors are informed of any known hazards and risks and that the controls are in place to prevent harm
- Ensuring that all contractors in their control and performing work are adequately trained, competent and suitably licensed
- Taking all reasonably practicable steps to ensure Contractors, Sub-Contractors or their employees are not harmed while undertaking any work the contractor is engaged to do

### **Contractor Responsibilities:**

- Being aware of the hazards and risks and following the required controls
- Ensure that equipment being used is in a safe operating condition and that licensing and/or certification is current
- Reporting incidents and injuries Club President or Club Nominee
- Using personal protective equipment and clothing in the correct manner
- Being familiar with the emergency response procedures
- Not working while under the influence of drugs and alcohol
- Ensuring that all their sub-contractors and employees in their control are adequately trained, competent and suitably licensed.
- Keeping the work area safe and secure
- Complying with and understanding their obligations under the Health and Safety at Work Act 2015 and its regulations, legislation, guidelines and approved codes of practice.

## **CLUB INDUCTION REQUIREMENTS**

The contractor and contract personnel shall attend The Club Safety Induction prior to commencing work. This will be conducted by the Club Nominee.

This induction shall also cover the following matters but not limited to:

- Location of first aid facilities
- Club Amenities
- Emergency procedures
- Club Safety Rules
- Parking and vehicle movement requirements
- Accident / Incident / Injury Reporting
- Restricted Areas ie. Shot Fall Area – Safety Zones

## **COMMUNICATION – CLUB NOMINEE AND CONTRACTOR**

All contractors and contract personnel must communicate all information pertaining to safety requirements on arrival to the Club grounds. This includes notification of hazards and risks brought to The Club grounds or created during the course of the work.

This may be done by safety meetings. Effective communication between the Contractor and The Club Nominee is essential.

## **HAZARD & RISK MANAGEMENT**

Contractors will comply with the Health and Safety at Work Act 2015 (Section 22) and the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, Hazard Identification, Risk Assessment and all reasonably practicable steps criteria. The contractor is required to conduct a risk assessment prior to commencing the work. The process considers factors such as:

- Identify what could go wrong
- Consider people, equipment, materials, environment
- Is it being done the best way
- Consider cost, production, quality and safety
- Develop controls - specific actions and precautions to prevent harm from occurring

### **The contractor shall:**

- Identify the hazards associated with the contract work
- Determine the level of risk associated with the job
- Establish risk control measures using the hierarchy of controls
- Demonstrate that hazards have been identified and managed

## **SAFE WORK PRACTICES**

All contractors and contract personnel must be appropriately instructed and adequately trained and have the resources and equipment to safely perform their work. Contractors must adhere to The Club Safety Rules and procedures at all times

## **TRAINING REQUIREMENTS**

Certain contracted works will require contractor employees to have relevant qualifications to conduct work on at The Club. Contractors and their employees must have formal unit standard training as per statutory requirements for using certain equipment and machinery and for high risk activities. All licensing and certification requirements shall be met by the contractor.

## **PEDESTRAIN AND VEHICLE INTERACTION**

Vehicles driven onto The Club grounds can present a risk to pedestrians and other traffic. Drivers of vehicles shall comply with all rules relating to speed limits and safe loads and limits. Parking will be provided for contractor's vehicles at their own risk at the location as instructed by The Club Nominee inducting the contractor

## **ELECTRICAL EQUIPMENT AND PLANT**

Contractors must ensure:

- All electrically powered equipment is in a safe working condition
- All leads and portable equipment must have a legible and current test tag
- All plant and equipment must be maintained in a manner that is safe for its use
- No equipment shall be used unless it has sufficient guarding or certification
- All equipment must have an operations manual available or Standard Operating Procedures.

## **PPE – PERSONAL PROTECTIVE EQUIPMENT**

Contractors are required to provide their own personal protective equipment and safety equipment. These include such items as safety boots, hard hats, gloves, high visibility vests, hearing protection and safety glasses.

The contractor and their employees shall observe all safety signs and requirements at The Club and must observe the PPE requirements applicable.

## **PUBLIC SAFETY REQUIREMENTS**

Contractors shall ensure that the public are adequately "warned" where the work is likely to present potential hazards and risk. If required, working areas must be barricaded off and appropriate warning notices erected. Where hazards may affect other people within the vicinity, contractors in control of the work must take all reasonably practicable steps to ensure no hazard harms them. People in the vicinity must be notified of significant risks. Contractors have the right and responsibility to instruct people not suitable protected to leave the area while the hazard and risks are present.

## **HOUSEKEEPING**

Contractors are required to maintain a clean and tidy condition for the area they are working in. Work areas and access to work areas must be cleared at the end of each working day. The contractor is required to conduct regular safety and housekeeping inspections to ensure the maintenance is of satisfactory standards at all times.

Where an inadequate standard of housekeeping has developed and compromises safety and cleanliness, or can cause an impact of the environment, the contractor will be instructed to cease work until the area has been tidied up and made safe.

## **ENVIRONMENTAL OBLIGATIONS**

Contractors must meet all their obligations under the legislation whilst working for the Club. Relevant environmental legislation includes, but is not limited to:

- Environmental Protection Acts and Regulations
- Environmental licenses, permits and consents
- Waste Management
- Air, noise and water pollution
- Hazardous Substances and Dangerous Goods

A hazardous substances and Dangerous Goods register shall be maintained with the appropriate Safety Data Sheet (SDS) for any hazardous substances and dangerous goods that you may use at the Club. Where specific emergency processes are required they must notify the Club Nominee.

As soon as the contractor becomes aware of an activity or incident that has caused, or could cause, harm to the environment, immediate remedial action shall be undertaken and the incident reported to the Club Nominee immediately.

## **LIQUID WASTE**

Liquid wastes cannot be placed in rubbish bins or skips. Depending on the nature and type of risk posed by the liquid waste the contractor shall determine the disposal method and to not dispose of waste into storm water or sewer unless they have obtained the appropriate approvals.

## **GENERAL WASTE HANDLING**

Regardless of the type of waste, the contractor has specific obligations as follows:

- Contractors are responsible for all wastes they generate and must make arrangements to remove from the Club or as instructed by The Club Nominee
- Wastes should be segregated for disposal
- All waste is to be removed on a regular basis
- Loose material must be managed to prevent moving and blowing around The Club.

## **EMERGENCY READINESS**

All contractors and contract personnel will be instructed in the emergency evacuation procedures as part of the Club Induction process. In the event of an Emergency Evacuation the personnel on The Club grounds at the time will be alerted to the emergency. You must promptly evacuate and follow the directions of emergency personnel during practice drills or actual emergency situations. Failure to cooperate in an emergency may lead to the contractor or contract personnel being removed from the Club grounds.

Every emergency situation you identify under your hazard management process will be required to have an emergency plan and procedure prepared.

## **FIRE**

Contractors are responsible for fire protection within their work environment and are responsible for ensuring that flammable liquids are stored in appropriate containers which are labelled as per regulations to identify contents. Contractors are responsible for ensuring they have fire extinguishers on their company vehicles. The location of Fire Extinguishers at The Club will be identified during the induction process.

## **FIRST AID**

It is expected that you will have your own first aid supplies readily available for the provisions of first aid treatment. All first aid treatment incidents and injuries are to be recorded and reported to The Club Nominee. The location of first aid supplies on site will be identified during the induction process.

## **INCIDENT REPORTING**

As per the Health and Safety at Work Act 2015 it is an offence if you fail to report and record a workplace injury, illness, dangerous event or occurrence or an environmental incident.

Contractors are to use their own procedures to record, report and investigate accident or near miss incidents and **MUST** notify The Club Nominee of any Injury, Illness or incident immediately. An investigation will be conducted either in conjunction with the contractor or separately. The Club may issue an improvement notice with corrective actions for any non-conformances incurred by the contractor or contract personnel.

The Club Nominee must also complete The Club Event Reporting Form – NZCTA02.





### Event (Incident/Accident) Report & Investigation Form

This form must be completed with corrective actions and Shoot Manager's comments before returning it to The Club President or Club Nominee within 24 hours.

**1. Persons Involved:**

Name:

Contact Details:

NZTCA Member  Competitor  Visitor  Contractor  Other (Specify):

**2. Details of Event (incident/accident)**

Location:

Date:

Time:

am/pm

**3. Severity:**

Notifiable Event  Accident  Incident  Injury

**4. Treatment:**

Nil  First Aid  Ambulance  Doctor  Hospital

What treatment was given:

By Whom:

**5. Description of what happened:**

**6. Describe the cause of the event (incident/accident):**

**Contributory Factors (refer to these when identifying the cause of the event)**

**Immediate Causes**

- Environmental Conditions
- Defective firearm or equipment
- Hazardous arrangements
- Unsafe conditions
- Unsafe design/guarding
- Housekeeping
- Other:

**Substandard Acts**

- Operating without authority
- Disabling safety devices
- Using unsafe equipment
- Non-use of Personal Protective Equipment
- Non-compliance with NZCTA/Club Rules
- Unsafe positioning/distraction
- Other:

7. Has a significant hazard been identified <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, please investigate this hazard accordingly		
8. Risk of the event occurring again?		
<input type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Probable <input type="checkbox"/> Almost Certain		
9. Risk Management: (What will be done to eliminate/minimise the risk of this happening again)		
<u>Action</u>	<u>By Whom</u>	<u>Completed</u>
Club Committee:	Name:	
Signed:	Position:	
10. The Club President and Club Committee comments:		
Name:	Signed:	
Position:	Date:	
11. NZCTA Executive Committee - Comments/Recommendations		
Is post event testing required <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, advise NZCTA Executive Committee <input type="checkbox"/> YES <input type="checkbox"/> NO    Date:		
12. Event recorded on register and all corrective actions completed.		
Signed:	Date:	
<b>Retain a copy on file at the club    Send completed original to Secretary    Page 2 of 2</b>		

## **NOTIFIABLE INJURY, ILLNESS OR INCIDENT**

Notifiable injuries, illnesses or incidents must be reported by the Club Nominee as soon as possible directly to Work Safe NZ by phone – Dial 0800 030 040 and provide a written notice of the circumstances within 7 days obtained from the Work Safe NZ Website.

<https://www.worksafe.govt.nz/notifications/notifiable-event/>

In the event of a serious harm accident the scene must not be disturbed until permission is obtained from Work Safe NZ, except to carry out first aid treatment or to prevent further harm to people and property.

In the event of SERIOUS accident on site the NZ Police will attend. You are required to assist the Police with any information regarding the accident. Sec 168 (5) and the Evidence Act 2006 sec 60.

**YOU SHOULD NOT MAKE STATEMENTS WITHOUT FIRST HAVING ADVICE OR GIVE ANY ANSWER OR INFORMATION TENDING TO INCRIMINATE ANY PERSON OR THE CLUB. YOU HAVE A RIGHT TO PROPER PROFESSIONAL ADVICE.**

## **NOTIFIABLE WORKS/PERMITS AND AUTHORITIES**

As defined in the Health and Safety Regulations 1995, Section 2 and 26, before commencing any work. All notifiable work permits should be obtained from Work Safe NZ in writing 24 hours prior to commencement of such work.

The Club Nominee will need to be notified of any particular hazardous works and will ensure Work Safe NZ is notified. If unsure Dial 0800 030 040.

<http://www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work/particular-hazardous-work-notification.pdf>

- Notification of Particular Hazardous Work

# NOTIFICATION OF PARTICULAR HAZARDOUS WORK

Use this form to notify WorkSafe New Zealand of particular hazardous work, under reg 26 of the Health and Safety Regulations 1995.



Did you know you can save time by completing this form online, [click here](#)

## Work start and completion dates

Intended start date:	Estimated duration:
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## Location of work:

Physical address:

Town/city: Postcode:

Main access road:

Location (provide directions on access as needed):

## Particular hazardous work details

Nature of particular hazardous work (tick all that apply):

- Logging or tree felling undertaken for commercial purposes.
- Construction work with a risk of falling 5 Metres or more. *(See the last page of this form for exclusions)*
- Erecting or dismantling scaffolding with a risk falling 5 metres or more.
- Use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more. *(See the last page of this form for exclusions)*
- 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 any drive, excavation, or heading in which any person is required to work with a ground cover overhead.
- Work involving the use of explosives, or storage of explosives for use.
- Work that in which a person breathes compressed air, or respiratory medium other than air (not diving)
- Work that in which a person breathes compressed air, or respiratory medium other than air (diving)

**Description of work:**

Provide a description of the particular hazardous work being carried out:

**Control of work:**

What is the status of your business in relation to this work?

- Principal (engaging a contractor or sub-contractor to do the work)       PCBU (using own employees to do the work)

If an employer, are you a contractor engaged by a principal to do the work?

- Yes       No

**Contact details:**

Legal entity name:  
*(the name that is used on legal documents)*

Trading name:  
*(if different to legal name)*

Industry:  
*(See the last page of this form for a list of industry options)*

New Zealand Business Number (NZBN):  
*(if applicable)*

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Business address:

Town/city:

Postcode:

Name of contact:  
*(first name, last name)*

Phone number:

Mobile number:

Email:

**Certificate of competence:**

This section only applies for work involving one of the following:

- a. Scaffolding (all kinds)
- b. Use of explosives
- c. Work in, or breathing, compressed air or air substitute (diving)
- d. Restricted work involving asbestos

Certificate holder:

Certificate number:

Certificate expiry date:

Mobile number:

## Declaration

I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name:  
(first name, last name)

Date:

Phone number:

Mobile number:

Email:

*Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification*

## Where to send your completed form

Please complete this form online if possible. The online version of the form can be found [here](#).

If completing this form online is not practical you may print it and post it to:

The Registrar  
WorkSafe New Zealand  
PO Box 105-146  
Auckland 1143

## Exclusions

**Construction work with a risk of falling 5 Metres or more.** Excludes:

- work in connection with a residential building up to and including 2 full storeys,
- work on overhead telecommunications lines and overhead electric power lines,
- work carried out from a ladder only, or
- maintenance and repair work of a minor or routine nature.

**Use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more.** Excludes:

- work using an excavator,
- work a fork-lift, or
- work using a self-propelled mobile crane.

## Industry options

Use these options to complete the industry question, under contact details on page 2 (select one)

- Accommodation and food services
- Administration and support services
- Agriculture
- Arts and recreation services
- Construction
- Education and training
- Electricity, gas, water and waste services
- Financial and insurance services
- Fishing
- Forestry
- Health care and social assistance
- Information media and telecommunications
- Manufacturing
- Mining — Minerals
- Mining — Other services
- Mining — Petroleum
- Not elsewhere included
- Other services
- Professional, scientific and technical services
- Public administration and safety
- Rental, hiring and real estate services
- Retail trade
- Transport, postal and warehousing
- Wholesale trade

## **INSURANCE AND REGISTRATIONS**

Before a contractor can begin any contracted work with The Club they must ensure that certain requirements are met to minimise risks. It is mandatory that contractors have relevant insurances, licenses and registrations.

## **MONITORING CONTRACTIONS**

It is a legal requirement to monitor contractors. The Club will assess and conduct Contractor observations not only on their ability to meet the requirements of the job, within the timeframe and quality of workmanship, but also on their willingness to perform their work at a high level of safety.

## **CONTRACTOR NON-COMPLIANCE**

Non-compliances with health and safety and environmental legislation by a contractor are taken very seriously. The Club has the right to suspend work at the contractor's expense where The Club is not satisfied that all so far as reasonably practicable steps are being taken to ensure the health and safety of personnel in connection with the work.

If the event could lead to serious harm The Club President and Committee shall undertake a formal health and safety meeting. Once the meeting is complete the contractor will be instructed to rectify any outstanding issues within a specified timeframe, this will depend on the level of risk. The Club President or The Club Nominee will check that corrective actions have been implemented and ensure it is effective.

**ALL CONTRACTORS AND CONTRACT PERSONNEL SHALL ABIDE TO THE FOLLOWING AT ALL TIMES:**

**Follow lawful instructions**—any contractor or contract personnel found to continuously disobey any lawful rule or instruction will be considered a breach of contract with The Club and may result in termination of the contract.

**Act in a responsible and safe manner** - contractors and contract personnel shall act in a responsible manner whilst working for The Club.

**Not misuse/abuse equipment**—no contractor or contract personnel shall wilfully or recklessly misuse or abuse any item, plant, equipment or facility which has been provided by The Club in the interests of health, safety and welfare of its employees, or the environmental.

**Be fit for work at all times**—any contractor or contract personnel unable to perform their duties safely for any reason shall not start or continue to work and shall be removed from The Club.

**Not be under the influence of drugs or alcohol**—possession or consumption of alcohol or illegal drugs is prohibited at all times and a breach may lead to termination of the contract.

If a contractor or any contract personnel is taking prescribed drugs, which affect their ability to work safely, the contractor shall make alternative arrangements for the work to be completed.





The Contractor Induction Health and Safety Agreement has been read and understood and any specific points requiring clarification have been explained to me.

I acknowledge that I understand and accepted my compliance and commitment to:

\_\_\_\_\_ (The Club)

and endeavour to work together in protecting our people, the community and the environment.

The Club Health and Safety policy and Club Safety Procedures have been explained to me and I acknowledge that I have read and understood them. I understand that failure to comply with these policies and procedures may lead to my termination of contract with The Club.

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Name of Contractor / Company

.....

Name of Contractor Representative

Remove the signed sheet and forward to The Club Nominee for filing. Document is to remain with the Contractor.