



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.

Effective health and safety management requires all parties to identify hazards, assess risks and implement appropriate controls so that risks are eliminated so far as is reasonably practicable or, where elimination is not reasonably practicable, minimised.

Particular priority must be given to identifying and managing **critical risks** associated with work activities, including risks that have the potential to result in death, serious injury, serious illness, or long-term harm. Health and safety controls must be proportionate to the nature of the work, the seriousness of the risk and the level of influence or control each party has over the work.

NZCTA expects all Contractors to understand and comply with the Health and Safety at Work Act 2015, including amendments made by the Health and Safety at Work Amendment Act 2026, together with all applicable regulations, approved codes of practice, standards, WorkSafe New Zealand guidance and site-specific health and safety requirements relevant to the work being undertaken.

Contractors must also ensure that their health and safety systems and work practices are prepared for, and comply with, when applicable, the requirements introduced by the Health and Safety at Work Amendment Act 2026, which come into force on 1 April 2027.

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

RESPONSIBILITIES

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
- Consulting, cooperating, and coordinating activities with Contractors and other PCBU's where health and safety duties overlap, including clearly establishing responsibility for managing shared risks. Taking as far as is reasonably practicable steps to ensure Contractors and their workers are not harmed while undertaking any work, they are engaged to do.
- Ensuring Contractors are familiar with emergency procedures, and that appropriate emergency and rescue arrangements are established for their work.
- 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:

- Consulting, cooperating, and coordinating activities with NZCTA and all other PCBU's who have overlapping health and safety duties, as far as is reasonably practicable.
- Conduct a hazard identification and risk assessment, ensure control measures are put in place to reduce the risk associated with the contract work prior to commencing work.
- Reviewing risk assessments and controls when conditions change, including changes to work methods, personnel, plant, equipment, sequencing, environmental conditions, or activities.
- Stopping work where an immediate or significant health and safety risk is identified and not recommencing until appropriate controls have been implemented.
- Ensuring all workers sign in to the site and complete the required site induction before commencing work.

- Ensuring appropriate personal protective equipment (PPE) and clothing is provided, workers are trained in its correct use, and it is worn and maintained as required.
- Ensuring all workers under their control are provided with relevant information, instruction, training and supervision regarding hazards, risks, control measures, emergency procedures, and changes that may affect their health and safety.
- Ensuring that all the workers under their control are adequately trained, competent and suitably licensed.
- Being familiar with the emergency response procedures. Ensuring appropriate emergency and rescue arrangements are established for high-risk activities, such as work at height, confined spaces, or other work where a specific rescue plan may be required
- Reporting incidents, injuries, illnesses, near misses and hazards immediately to the Club President or Club Nominee and participating in investigations and corrective actions where required.
- Immediately reporting any notifiable event and ensuring the incident site is preserved where legally required.
- Ensure that equipment being used is in a safe operating condition and that licensing and/or certification is current
- Not working while under the influence of drugs and alcohol
- Keeping the work area safe and secure
- Complying with and understanding their obligations under the Health and Safety at Work Act 2015, Health and Safety at Work Amendment Act 2026, and any other relevant Legislation, Guidelines, Regulations, Standards 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 i.e. 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.

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.

Any foreseeable emergency identified through the hazard and risk management process must have appropriate emergency procedures and, where necessary, a specific emergency or rescue plan in place before the work begins.

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.



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:

☐ NZCTA 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:

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7. Has a significant hazard been identified ☐ YES ☐ NO		
If yes, please investigate this hazard accordingly		
8. Risk of the event occurring again?		
☐ Rare ☐ Unlikely ☐ Possible ☐ Probable ☐ 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	☐ YES	☐ NO
If yes, advise NZCTA Executive Committee	☐ YES	☐ NO Date:
12. Event recorded on register and all corrective actions completed.		
Signed:	Date:	
Retain a copy on file at the club Send completed original to Secretary Page 2 of 2		

NOTIFIABLE INJURY, ILLNESS OR INCIDENT

A notifiable event is work-related:

- Death;
- Notifiable injury or illness; or
- Notifiable incident that exposes a person to a serious risk to their health or safety.

Notifiable events must be reported by the Club Nominee as soon as possible and 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/what-events-need-to-be-notified/>

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 events are a legal reporting requirement under the Health and Safety at Work Act 2015 and the Health and Safety at Work Amendment Act 2026.

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.

- Notification of Particular Hazardous Work – <https://www.worksafe.govt.nz/notifications/report-scheduled-or-completed-work/hazardous-work/>

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.

Signature of Contractor Representative:	
Name of Contractor Representative:	
Contractor Company Name:	
Date:	

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