

Explain health and safety management requirements for contractors working on site

Level 4

Credits 8

Purpose People credited with this unit standard are able to: identify the legislative and organisational health and safety requirements for engaging contractors to perform work on site; explain how to manage the use of contractors on site to ensure compliance with legislative and organisational health and safety requirements; and explain contractor health and safety performance review requirements.

Subfield Occupational Health and Safety

Domain Occupational Health and Safety Practice

Status Registered

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Accreditation Evaluation of documentation by NZQA and industry.

Standard setting body (SSB) New Zealand Industry Training Organisation – Industrial Health and Safety Advisory Group

Accreditation and Moderation Action Plan (AMAP) reference 0171

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

Definitions

Organisational requirements refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements may include but are not limited to – site specific requirements, company quality management requirements, approved codes of practice and guidelines, and legislative requirements.

Legislative requirements include but are not limited to compliance with – Health and Safety in Employment (HSE) Act 1992, Health and Safety in Employment (HSE) Regulations 1995, their subsequent amendments and any applicable Approved Codes of Practice created under the primary Act or related guidelines.

Contractor refers to a contractor or the sub-contractor engaged by a principal to perform work on site. A contractor is not an employee of the company engaging the contractor and is engaged in a ‘contract for service’ rather than a ‘contract of service’;

Principal refers to the agent engaging a contractor as defined in S.18 of the HSE Act.

Elements and performance criteria

Element 1

Identify the legislative and organisational health and safety requirements for engaging contractors to perform work on site.

Performance criteria

- 1.1 Legal and organisational requirements for contractor engagement are identified.
- Range health and safety systems and plans, information provision, hazard management programme, training and supervision, emergency plans, serious harm reporting, organisation specific requirements.
- 1.2 Key elements to be covered in a contractor’s health and safety plan are identified.
- Range includes but is not limited to – health and safety systems, defined responsibilities for the plan’s implementation, hazards they may create and how they will control them, training and supervision of their personnel, emergency plans, competency levels of key personnel, past health and safety performance, reporting and communication to the principal, serious harm reporting.
- 1.3 Health and safety requirements are included in tender or contract for service documents.
- Range includes but is not limited to – abiding by organisational and legal requirements, communication and reporting requirements (including serious harm notification), inspections, work permit activities, company procedures, induction and training, housekeeping standards, equipment and staffing requirements, hygiene issues (only if food based industry), restricted areas.

Element 2

Explain how to manage the use of contractors on site to ensure compliance with legislative and organisational health and safety requirements.

Performance criteria

- 2.1 Induction and training requirements are explained in terms of organisational requirements.
- Range includes but is not limited to – abiding by organisational and legal requirements, communication and reporting requirements, inspections, work permit activities, company procedures, on-site hazards and control procedures, housekeeping standards, hygiene issues, restricted areas.
- 2.2 Methods of contractor supervision and monitoring are explained in terms of organisational health and safety requirements.
- Range includes but is not limited to – contract clauses and organisational requirements, safety review meetings, site inspections, audits, incident reporting, work permit requirements, job specific instructions, handover procedure.
- 2.3 Monitoring and reporting requirements for contractor health and safety performance on site are identified and explained.
- Range includes but is not limited to – key performance indicators (KPIs), incident summaries, organisational reporting requirements, serious harm notification requirements.

Element 3

Explain contractor health and safety performance review requirements.

Performance criteria

- 3.1 The requirements associated with the review of a contractor's health and safety performance at the end of a project are identified and explained in terms of their use in improving safety and health performance.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the New Zealand Industry Training Organisation office@nzito.co.nz if you wish to suggest changes to the content of this unit standard.