

Title	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.
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Classification	Occupational Health and Safety > Occupational Health and Safety Practice
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Available grade	Achieved
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Guidance Information

Definitions

Contractor refers to a contractor or the sub-contractor engaged by a PCBU 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'.

Legislative requirements include but are not limited to – Health and Safety at Work Act 2015 (HSWA) and relevant regulations, and any applicable Approved Codes of Practice created under the primary Act or related guidelines.

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.

PCBU is a person conducting a business or undertaking, as defined in the HSWA.

Outcomes and performance criteria

Outcome 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 PCBU, 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.

Outcome 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.

Outcome 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.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	14 December 2000	N/A
Revision	2	16 May 2005	N/A
Review	3	25 May 2007	N/A
Rollover and Revision	4	22 May 2014	N/A
Rollover and Revision	5	22 August 2019	N/A
Rollover and Revision	6	25 March 2021	N/A

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.