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## CONTRACTORS HEALTH & SAFETY POLICY

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<b>RESPONSIBLE FOR REVIEW:</b>	<b>Board of Trustees</b>
<b>DEPARTMENT RESPONSIBLE:</b>	<b>Senior Leadership Team and (OTC Health and Safety Officer)</b>
<b>DATE LAST REVIEWED:</b>	<b>June 2016</b>
<b>NEXT REVIEW:</b>	<b>June 2017</b>

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### **Purpose:**

The purpose of this policy is to ensure that all contractors engaged to provide work or services to Otumoetai College:

1. Meet legislative standards prescribed by the current Health and Safety at Work Act 2015.
2. Understand Otumoetai College position, processes and responsibilities on health and safety in contracts.

### **Policy:**

Otumoetai College will meet health and safety standards prescribed by the Ministry of Business, Innovation and Employment in the management of contractors and sub-contractors by requiring the following:

1. All contractors and sub-contractors will ensure health and safety of College students, staff and members of the public, and property is protected during the contract work.
2. The contractor is primarily responsible for the health and safety protection of their employees, sub-contractors and individuals.
3. All contractors and sub-contractors will be Police vetted.
4. In scoping the contract manager is to ensure compilation of Health and Safety statements that include:
  - a) Significant hazards the contractor (or sub-contractors or individuals) might bring on to Otumoetai College premises or subject students or staff to during the contract,
  - b) Significant hazards that the College is aware of that the contractor may encounter during the service or work,
  - c) Who is responsible for control of the hazards in 4a and 4b above to protect safety or students, staff, contract employees, sub-contractors and individuals,
  - d) Protection of school property.
5. The school's contract manager must ensure the contractor has the capacity and competence to meet the required health and safety performance.

6. The contractor must enter into an agreement with MOE / Otumoetai College before undertaking work and must meet the agreement requirements. The contract must include an undertaking that the contractor shall meet all relevant Otumoetai College health and safety policies and procedures.
7. The contract manager is to ensure a health and safety induction for all new contractors and sub-contractors is completed prior to work or services commencing.
8. All contractors who work on Otumoetai College infrastructure or facilities must be inducted by the appointed person delegated by the contract manager and Principal.
9. The contractor must have in place a system to monitor the performance of the contractor including health and safety standards during the contract work.
10. Where applicable, contractors and/or site sub-contractors shall submit a site specific safety plan for approval by the school to be updated as required by the course of the contract.
11. Where it is deemed appropriate the construction site is to be physically secured or isolated by fencing or similar barrier as a separate work area.

NB: Refer Template "External Contractor Health & Safety Agreement"

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**Signature (BOT Chairperson)**

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**Date Ratified**