



HEALTH & SAFETY STANDARDS FOR SUPPLIERS CONTRACTORS AND THEIR WORKERS

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May 2016

Owner: Chief Procurement Officer



INTRODUCTION

When the Ministry of Education ('the Ministry') engages a supplier to carry out work, there is a requirement on both parties to consult, co-operate and co-ordinate activities to ensure the work does not pose risks to people's health and safety.

Purpose of this document

You and your workers must have in place and follow effective health and safety management practices when carrying out work for the Ministry. This document sets out the Health & Safety Standards the Ministry requires you and your workers to follow while engaged by the Ministry.

What is a 'worker'?

There are a number of references to 'workers' in this document. As a supplier, please be aware that under the Health & Safety at Work Act 2015, a worker is:

- an employee; or
- a contractor or subcontractor; or
- an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the business or undertaking; or
- an apprentice or a trainee; or
- a person gaining work experience or undertaking a work trial.

STANDARDS

2.1 General

You and your workers must comply with these standards and any specific health, safety & security requirements in place at each Ministry workplace where you are carrying out work.

2.2 Health & Safety Risk Management Plan

Depending upon the nature of the work you are carrying out, the Ministry may ask for your Health & Safety Risk Management Plan. If the Ministry does not require a formal plan, this document serves as your Health & Safety Risk Management Plan.

2.3 Induction

As an individual contractor, you must be formally inducted into the workplace by an authorised Ministry representative (unless you will be supervised by a Ministry representative at all times while carrying out the work).

The purpose of this meeting is to discuss:

- The nature of the work and how you and your workers will be carrying this out including the associated risks and hazards.
- The risks and hazards already present in the workplace where you and your workers will be carrying out work.



- Any necessary risk and hazard control methods; *and*
- The process for you and your workers to follow to report risks, near misses and incidents and accidents to the Ministry.

Further meetings will be held as necessary throughout the duration of the contract.

2.4 Entry and Exit

You must ensure you and your workers are aware of, and comply with security entry and exit requirements (including after hours entry and exit requirements) of the Ministry workplace where you will be carrying out work.

Unless you have been issued with an authorised access card, you and your workers must report to Reception and sign in when you arrive at the Ministry workplace. You and your workers must also sign out prior to leaving the workplace.

2.5 Risk Management

As a contractor to the Ministry, you and your workers must:

- Follow a system that effectively manages your own health and safety, and ensure that you and your workers do not cause harm to any other person as a result of the work you are carrying out.
- Before starting the work, you and your workers must identify the risks and hazards that:
 - Are already present in the workplace and your workers will be carrying out the work.
 - Are associated with the nature of the work you and your workers will be carrying out.
 - Could occur if something goes wrong in the course of you and your workers carrying out the work.
- Refer to the Hazard Register in the Ministry workplace for current risks and hazards in the workplace where you and your workers will be carrying out work.
- Discuss the job and the risks and hazards with your Ministry contact person.
- Use ways of avoiding the risks and hazards if possible; otherwise ensure you and your workers are effectively managing those risks and hazards to protect people from harm.
- Ensure barriers and signs are used where necessary to ensure people are protected from the risk or hazard.
- Plan for emergencies and ensure you and your workers have all necessary equipment available to manage these situations and that the equipment is in working order.



- Notify your Ministry contact person of all risks and hazards which are the responsibility of the Ministry to control (either related to the work or otherwise).
- Directly, and as soon as practicable, inform those in the workplace of all new risks and hazards created by you and your workers while carrying out work.
- You and your workers must carry Material Safety Data Sheets for all hazardous substances brought into Ministry workplaces. You and your workers must also have and use the relevant personal protective equipment for, and follow all prescribed precautions associated with, those hazardous substances. You and your workers must ensure people in the Ministry workplace are protected from the substance and/or its effects.

2.6 Incident Management

You and your workers must report to your Ministry contact person all accidents and incidents, including near misses, that occur in the course of carrying out work for the Ministry. You must notify your Ministry contact person of these incidents within 3 working days, unless it is an incident that is notifiable to WorkSafe NZ; in which case it must be reported to your Ministry contact person immediately.

In the case of a notifiable incident, you are responsible for notifying WorkSafe NZ, and for meeting WorkSafe's incident reporting requirements for notifiable incidents.

2.7 Emergency Procedures

You and your workers must ensure you are familiar with the emergency and evacuation procedures of the Ministry workplace where you are carrying out work.

2.8 Competence and Supervision

You and your workers must be competent in all the work you have been engaged by the Ministry to carry out and in the operation of relevant tools, equipment and substances. You and your workers must not carry out work or use tools, equipment or substances if you are not competent to do so. You must ensure your workers are adequately supervised while carrying out work for the Ministry.

2.9 Ministry of Education Equipment

You and your workers must only use Ministry's tools, computer equipment or appliances that you are authorised to use to perform the services you are engaged for.

2.10 Audit and Review

The health and safety performance of you and your workers may be monitored by one or more of the following methods:

- For long term projects or contracts, formal audits to ensure your formal Health & Safety Risk Management Plan (where submitted) and health and safety management system is being adhered to.
- Informal inspections by a designated Ministry representative on a regular basis.
- Review of your performance statistics and submitted reports.



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