

# SAFE FORM A - Assessing Contractor Risk

## 1.0 Purpose:

The purpose of this document is to provide a guideline assessing the risk that a contracting company holds to the Southland District Council (SDC) when providing services or goods, unsupervised, to a SDC controlled site.

## 2.0 Scope:

For assessing and review procedures Contractors shall be categorised into three sections:

- Primary;
- Secondary; and
- Ancillary.

All Contractors that enter site and undertake work that are not directly supervised will complete the suitable induction.

### Contractor Categorising Matrix:

The below matrix is a guideline to assessing the contracting company's category for risk management based upon the frequency the company comes to site, the hours intended to be worked, and the nature of the work that is to be undertaken.

Red, yellow and green have different level of requirements to meet.

High	1 FTE and above								
	0.8 FTE								
Medium	0.5 FTE								
Low	0.1 FTE								
Hazardous work on SDC site	Planned FTE hours on site	Less than once a year	Once to twice a year	Every four to six months	Every two and three months	Monthly	Fortnightly	Weekly	Daily
Access by highest denominator		Frequency on site (based per company)							

## Primary Requirements

Primary contracting companies are defined by those companies that fall inside the red section and consist of those that spend high number of man hours (either regular or short term capital works) or perform notifiable or hazardous tasks on site. The companies that fall in this category will require:

- To submit a Health and Safety Management Plan that meets SDC approval and/or an Approved Contractors Pre Assessment Application (SAFE FORM B).
- A signed Contract for Services Agreement and/or a Contractors Health and Safety and Environmental Agreement (SAFE FORM C) - this includes relevant insurances and credentials/qualifications of on-site staff.
- When working on Council controlled sites an Induction (SAFE FORM D).
- To undergo a full Health and Safety Compliance Assessment annually/bi-annually or post-accident/incident.
- Contracting companies will feed back into the hazard identification system by way of "A3" report forms (or equivalent) and Incident/Accident forms as part of their ongoing commitment to health and safety.
- To submit any applicable Traffic Management Plan/s (TMP) - in conjunction with a Corridor Access Request (CAR) from Council's Road Controlling Authority (RCA).
- To submit any 'other' supporting documentation as required eg, hazardous work to other external authorities.

## Secondary Requirements

Secondary contracting companies are defined by those companies that fall inside the yellow section and are deemed to pose moderate risk to the business depending on the amount of hours planned and the nature of the work undertaken.

These companies will require:

- Approved Contractors Pre Assessment Application (SAFE FORM B).
- Contractors Health and Safety and Environmental Agreement (SAFE FORM C).
- A SDC Secondary Induction completed annually/bi annually as approved (SAFE FORM D).
- Safety Management Plan, and/or Contract for Services Agreement may be required.

## Ancillary

Ancillary Contractors generally will cover low risk contract workers, transport operators, reps and infrequent visitors.

- Contractors Health and Safety and Environmental Agreement (SAFE FORM C).
- All Contractors/sole operators will undertake the appropriate Ancillary Induction annually (SAFE FORM D).
- Low risk contract workers will be given a Safety Information Leaflet on an annual basis.
- Investigated post incident where required.

## Planned Full Time Equivalent Hours (FTE)

Full Time Equivalent hours are calculated by the number of people on site (X) multiplied by the hours of work performed (Y) divided by 40 (number of hours in a working week) eg,  $FTE = \frac{X \times Y}{40}$

For example:

- (a) A cleaner works one day a week for four hours their FTE = 0.1,
- (b) A gardener works five days a week for six hours per day, their FTE = 0.8,
- (c) A team of three service engineers come once a month for eight hours each their FTE = 0.6,
- (d) An installation project requires five people over a 10 hour day, their FTE = 1.25.

## Hazardous Work on Site

The hazardous work on site will be better defined by the person engaging the Contractor and it is expected that the nature of work may not neatly fit into three categories and judgement will be needed to scale the Contractor appropriately (eg, low to medium, medium to high). Consideration must also be given to any "Unintended Risk" where ineffectual execution of a low risk activity could cause harm to the greater community and members of the public. The following serves as a guideline:

**Low** - Associated with low risk activities such as transport and courier drivers, office work, consultants, community based cleaners, office equipment repairers and serviceman. Visitors, although not Contractors, can fall into this category if applicable. There is a low likelihood of harm to the public if procedures are not followed.

**Medium** - Associated with medium risk activities such as, general tradesman repair activities, mechanical work, working on road margins, operating machinery such as tractors and mowers. Public are exposed to their activities and there is potential for serious harm.

**High** - Associated with high risk activities such as restricted work requiring fall arrest systems, confined space entry, hazardous materials and any notifiable work under the Health and Safety in Employment Act. Major capital/civil works, road works or any drainage related activity within Council's accessway. Public safety is at risk.

## Visitors and Accompanied/Supervised Contractors

Where an office reception exists, Contractors that do not go past this area unaccompanied may be exempt from secondary and ancillary requirements (eg, security firms doing cash pick up). Also where a secondary or ancillary Contractor is used on a "one-off" basis and is under direct line of site supervision from the PCBU/person in control of the workplace, then they may be able to be treated as a "visitor" under SDC's Visitor Policy.