

## SAFE Form C - SDC Health and Safety Agreement

### Company Name

### Postal Address

### Physical Address (if differs from postal)

Phone:

Mobile:

Email Address:

### Policy

It is the policy of Southland District Council's to engage only competent Contractors who shall meet stringent health and safety standards and checks. The Council expects and will ensure that, so far as is reasonably practicable, all Contractors, Subcontractors and their employees, comply with all relevant safety legislation, approved codes of practice and industry standards.

### Contractors will:

- Comply with and understand their obligations to themselves, their Subcontractors and their employees under the Health and Safety at Work Act 2015(including amendments) and any other relevant legislation including rules and regulations of the Council.
- Notify the Council of any hazards they bring on to, create or are aware of on site.
- Be inducted before commencing work on any site and will agree to our Health and Safety policies and procedures.
- Have an effective health and safety management system in place which includes methods for identifying any significant hazards. Any significant hazards are to be reported to the Council as soon as practicable and advised in writing within seven days.
- Ensure all Contractor employees and any Subcontractors they engage, are suitably qualified, experienced, trained and supervised and all required certificates are current.
- Have procedures in place for dealing with emergencies that may arise while employees are at work. The Contractor is to ensure their employees, Subcontractor employees and the Council Engaging Supervisor are familiar with these procedures.
- If requested, provide the Council with any documents relating to health and safety in relation with this contract for inspection.
- Lodge 'Particular Hazardous Works' in writing to the Department of Labour at least 24 hours before carrying out the work in accordance with S26 Health and Safety in Employment Regulations 1995. A copy will be given to Southland District Council Engaging Supervisor.
- Report, record and investigate all accidents/incidents and near misses.
- Advise the Council Engaging Supervisor and/or the Council Health and Safety Advisor verbally within an hour and in writing within 48 hours of all serious harm events and advise the Department of Labour as soon as possible by phone and provide a written notice of the circumstances within seven days.
- Advise the Council Engaging Supervisor and/or the Council Health and Safety Advisor in writing with 48 hours of all other accidents or near misses.

- Provide and maintain adequate first aid facilities, treatment register, supplies and qualified first-aiders.
- Provide their employees with Personal Protective Equipment (PPE) that may be required to complete the work safely.
- Advise the Southland District Council of any changes in procedures, standards, and performance or key personnel during this period.

**Southland District Council will:**

- Monitor the Contractor’s activities and carry out safety audits from time to time during the progress of the contract.
- Suspend work at the Contractor’s expense where the Council is not satisfied that all practicable steps are being taken to ensure the Health and Safety of employees and others in connection with the contract. Where repeated serious breaches of contract are identified, the Southland District Council shall have the discretion to terminate the contract.

**Declaration**

By signing below the Contractor agrees:

1. That I have read and understood the “Health and Safety and I Agreement” (SAFE FORM C).
2. That I have read and understood the “Contractors Health and Safety Information Booklet”.
3. That I have read and understood the controls for the identified significant hazards in the “General Hazard Register” and the applicable Hazard Register for my category of work.
4. To abide by all Health and Safety requirements detailed in these documents.

**Signed for and on behalf of the Contractor**

Full name:	
Signature:	
Position:	
Date:	

**Signed for and on behalf of Southland District Council**

Full name:	
Signature:	
Position:	
Date:	

Approved Contractor status shall remain current for two years subject to Health and Safety performance.