

## Contractor Health and Safety Policy – Policy

<b>Document Name</b>	Contractor Health and Safety Policy
<b>Document Number</b>	QS100
<b>Owner</b>	Human Resources Director
<b>Developer</b>	Health and Safety Advisor

### Policy statement

<b>Purpose</b>	EIT will work with all Person’s Conducting a Business or Undertaking (PCBU’s) to carry out their primary duty of care. EIT acknowledges that there are overlapping duties to workers, students and others in the workplace. For that reason, EIT and PCBU’s will consult, co-operate with, and co-ordinate health and safety activities. This policy is intended to outline Health and Safety practices and requirements for PCBU’s we engage with. For the purposes of ease of reading and understanding, this policy will refer to a PCBU as a Contractor.
<b>Scope</b>	All Contractors that carry out work with EIT.
<b>Background</b>	This policy was initially established in 1996. 20 years on, EIT still has the same commitment. That is to work with contractors to provide a safe and healthy workplace for workers and students. Since its establishment, the Institute also recognises its duties under the Health and Safety at Work Act 2015.

### Definitions

<b>Term</b>	<b>Meaning</b>
<b>PCBU</b>	Person conducting a business or undertaking. This is a legal entity such as the Institute, a main site contractor or a sub-contractor etc. For the purposes of ease of reading and understanding, this policy will refer to a PCBU as a Contractor.
<b>Contractor</b>	A PCBU engaged by EIT to do a work for gain or reward. A contractor is not an employee.
<b>Contracts</b>	A contract can include various modes of transactions such as a Contracts for Service, Memorandums of Understanding (MoU), Memorandums of Agreements (MoA) etc.
<b>Contract Manager</b>	An authorised person of EIT, who oversees the contract and ensures the health and safety of people and property is protected.
<b>Workers</b>	A person who works for the Institute. This includes; <ul style="list-style-type: none"> <li>• an employee</li> <li>• an officer of the PCBU</li> <li>• a contractor or subcontractor and their workers</li> <li>• a labour hire company employee who has been assigned to work in the business or undertaking</li> <li>• an outworker (including a home worker)</li> <li>• an apprentice or a trainee</li> <li>• a person gaining work experience or undertaking a work trial</li> <li>• a volunteer worker</li> </ul> A casual volunteer is not a worker.
<b>Students</b>	EIT Students are not explicitly defined under the Health and Safety at Work Act 2015. Despite this, the Institute understands it has a primary duty of care for its Students. For that reason, the Institutes will, as far as reasonably practicable, ensure their health and safety.
<b>Others in the Workplace</b>	This includes visitors and any other person who has a reason to be in the workplace, as well as those that may be put at risk by the work of the PCBU. This does not include those who are there unlawfully.

<b>Overlapping duties</b>	When there are overlapping duties to a worker, both PCBU's must consult co-ordinate and collaborate on the health and safety of that worker.
<b>Workplace</b>	A place where work is carried out and includes any place where a worker goes or is likely to be while at work. This includes vehicles, private residences, construction sites and other workplaces.
<b>Evidence</b>	Proof of the facts which may include the minutes, witness statements, records, documents, or objects.
<b>Type 1 Contractor/Contracts</b>	These are high risk contracts. Those who do work for us regularly and are generally unsupervised. E.g. Construction, maintenance, catering, facilities support
<b>Type 2 Contractor/Contracts</b>	These are medium risk contracts. Those who deliver courses for us. E.g. Taratahi, Waipaoa Farm Cadet Training
<b>Type 3 Contractor/Contracts</b>	These are low risk contracts. Those individuals or organisations who are engaged to provide services where that involves working at EIT and/or engaged through a third party like recruitment agency. Those who lease EIT facilities long term but are not providing services for EIT. Eg. Stewart Centre, Massey University, Food HB – Singing School

### Persons/Groups Affected

Person / Group	Impact
All EIT Managers	All EIT Managers must ensure that the policy and associated procedures are being complied with.

### Consultation Process

All EIT Managers via email

### Quality Outcomes

- The Contractor Health and Safety Policy provides a coherent, effective and compliance framework for meeting the H&S requirements when working with other PCBU's.
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- Contracted workers work in a healthy and safe manner, and are not harmed while at work on EIT premises.
- Harm is not caused to others by work conducted by Contractors on EIT Premises
- Measures are promoted by both EIT and Contractors, to prevent injury and illness by establishing and insisting upon safe methods, safe equipment and proper materials.

### Output Standards

EIT will take all reasonably practicable steps to ensure other PCBU's who contract or provide services to EIT carry out their primary duty of care. They will do this by;

- All awarded contracts can meet the H&S obligations for the work required
- All contracts include a H&S clause in the agreement. The H&S Section can assist with this.
- All Type 1 contractors/contracts are registered as an Approved Contractor in accordance with Contractor H&S Prequalification Procedure. A list of Approved Contractors who have evidenced that they meet EIT's requirements is held with the Health and Safety Section.
- A worker of a contract company have completed the appropriate H&S induction in accordance with the Contractor H&S Induction Procedure
- All contractors/contracts may be required to undergo an internal audit conducted by EIT's H&S section.

- All EIT managers who are contract managers, will consult, co-operate with, and co-ordinate with contractors throughout the contracted period on H&S activities. Evidence of this is recorded.

### Compliance Standard

The Contractor Health and Safety Policy, and associated Procedures and resources, apply to all EIT contracts and is adhered to by all staff, in particular EIT managers who are contract managers.

### Reporting Requirements

Monthly Health and Safety reporting through the Key Performance Indicators

Key Information	
Review Frequency	36
Last Review	31/01/2017
Next Review	31/01/2020
Related Items	<p><i>Procedures include;</i></p> <ul style="list-style-type: none"> <li>• Contractor H&amp;S Prequalification Procedure – [Insert QMS Number]</li> <li>• Contractor H&amp;S Induction Procedure – [Insert QMS Number]</li> </ul> <p><i>Resources include;</i></p> <ul style="list-style-type: none"> <li>• Contractor H&amp;S Onboarding process</li> <li>• EIT – Contracts Checklist</li> <li>• Optional H&amp;S Contractual Clauses - Guidance</li> <li>• Template Appendix Management of Health and Safety Activities</li> <li>• Contractor H&amp;S Prequalification Questionnaire</li> <li>• Contractor H&amp;S Video Induction</li> <li>• Contractor H&amp;S Site Induction Checklist</li> <li>• EIT Contractor List</li> </ul>