



Waste & Drainage Department

Specification for  
Registered and Licensed Contractors

## Version Control

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## 1 Definitions and interpretation

Appeal Committee	A committee consisting of at least 2 of the following Council Representatives: - Waste and Drainage Manager - Operation engineers - Wastewater Engineer - Assest Engineer - Engineering Offiicer
Authorized work	Project is awarded to RC/LCS contractors by WDC
Certified Drainlayer	is the drainlayer who has valid registration under Plumbers, Gasfitters and Drainlayers (PGDB) Act 2006
CAR	Corridor Access Request
Effective date	The date on which Council approves the Contractor as either a Registered or Licenced Contractor
EES	WDC Environmental Engineering Standards
FWP	Forward Works Programme
HSE	Health and Safety at Work Act 2015
Live Connection:	A connection of any private pipe to the Council's sewer network
LSC	Licensed Contractor
MC	Maintenance Contractor
NZTA	New Zealand Transport Agency
PE	Polyethylene
RC	Registered Contractor
Reticulation or network	Wastewater and Stormwater Reticulation that belongs to WDC
RAMM	Road Assessment and Maintenance Management system
Road	All land within the legal boundaries of a road as defined in the Local Government Act 2002 and Reserves for roading purposes under the Reserves Act 1977
Sewer	An artificial passage or pipe, usually underground, that conveys waste and wastewater from sinks and toilets from buildings to a place where they can be treated and disposed of
Stormwater pipe:	A pipe or an open drain that conveys water away during rainfall.
TMP	Traffic Management Plan
WAN	Work Access Notice
W&D	Waste and Drainage Department
WDC	Whangarei District Council

## 2 Introduction

This document sets out requirements of Whangarei District Council (WDC) Waste and Drainage Department (W&D) for Contractors that intend:

- constructing public stormwater and sewer reticulation (including reticulation that will be transferred to Council ownership),
- carrying out work on an existing reticulation system.

No WDC contractor may do work on sewer and stormwater assets that are owned by or will be vested in WDC, unless they comply with these requirements.

These requirements do not apply to plumbing and drainage work on private property which is subject to a Building Consent and will not be vested in Council.

There are three classes of Contractors permitted to carry out work on Council's network. These are:

- Registered Contractor (RC)
- Licensed Contractor (LSC)
- Maintenance Contractor (MC)

These are further described in Section 3.

## 3 Classes of Contractors

### 3.1 Registered Contractor

A Registered Contractor (RC) is permitted to carry out work that may include construction of reticulation as part of a subdivision, or new reticulation constructed for the Council prior to connection to WDC live reticulation. A RC contractor is also able to install an individual pressure sewer pump unit and its connection to a boundary kit. A RC must ensure a Licensed Contractor (LCS) carries out all work on live WDC mains where it relates to their project.

Do note that it does not include construction of municipal pump stations which will be evaluated on a case by case basis. There is no limitation to the number of contractors that may be added to the Register. Contractors that comply with the requirements of Registered Contractors –may apply to W&D to be added to the Register.

Given that evidence of compliance is provided, including satisfactory evidence of a track record of carrying out sewer reticulation work to those standards as set out in the application form, and this evidence is acceptable to the W&D Manager, the Contractor may be added to the Register.

Refer to section 3.4 Summary of Scope of Work for Contractors

A RC may be removed from the Register for non-compliance with WDC Standards or procedures, if they engage in unsafe work practices, deliver poor workmanship, or if qualified staff leaves their company and the contractor fails to notify WDC. Refer to section 5.5 for more information.

### **3.2 Licensed Contractor**

A Licensed Contractor (LCS) may, in addition to work that a RC may perform, carry out work on the live network, including shutting down the wastewater/stormwater flows that service a particular area. The Council reserves the right to require that work relating to trunk mains, or other critical mains be carried out by its appointed Maintenance Contractor, and the cost of any of this work be passed on to the developer, or contractor.

Subject to necessary approvals and shutdown notifications, a LCS may perform the following:

- carry out work on a live network, including shutting down sections of the network
- make connections to a live network on behalf of customers/developers wishing to connect to the public network ( both gravity or pressure).
- Connect pressure sewer pump units from the boundary kit to WDC reticulation, including installation of boundary kits if required
- Construct pump stations that will become part of the WDC network.

Any connection or modification to existing or live network can only be made after obtaining written approval from W&D, usually through a Public Utility application. As-built information complying with the WDC Environmental Engineering Standards shall be submitted to W&D within 2 weeks of completion of any works.

WDC will limit the number of Licensed Contractors (LCS) at any one time. Appointment will normally be by Council requesting submissions on attributes from suitably experienced/qualified Contractors. Appointment will be for a defined period, normally 5 years. However, WDC reserves the right to review at its own discretion. Refer to section 3.4 and 5.5 for further information.

Licensed Contractors may be invited to submit competitive day work rates to the WDC and may be called upon in times of civil emergency to assist W&D in restoring the network.

Applications to become a LCS will be assessed on their performance, track record and knowledge of the network. Granting of LCS status will be at the discretion of the W&D Manager.

Licensed Contractors will be removed from the LCS Register if found to have breached any relevant WDC standards, procedures, engage in unsafe work practices, produce poor workmanship, or lack suitably qualified and skilled staff.

### 3.3 Council Maintenance Contractor (MC)

WDC appoints a Maintenance Contractor for defined periods. Typically, work on major trunk or critical wastewater and stormwater mains may only be carried out by the MC, particularly where it may involve interruption to the network over significant areas.

The W&D Manager has discretion to decide whether such work is carried out by a Licensed Contractor or the Maintenance Contractor, and reserves the right to change this at short notice. Costs shall normally be paid for by the customer/developer.

The Maintenance Contractor is also permitted to undertake the work that an LCS may perform.

### 3.4 Summary scope of works for Contractors

Scope of work	Licensed Contractor <b>LCS</b>	Registered Contractor <b>RC</b>	Maintenance Contractor <b>MC</b>
Work on live network	Yes	No	Yes
New Reticulation (e.g subdivisions)	Yes	Yes	Yes
Install private pressure sewer pumping units up to boundary kits	Yes	Yes	Yes
Connection from boundary kits to WDC mains	Yes	No	Yes
Relay/modify existing reticulation/mains	Yes	No	Yes
Install pumps in WDC network	Yes	No	Yes
Construction of new pump stations	Yes	No	Yes
Connection to live sewer/SW mains	Yes	No	Yes

## 4 Qualification of Contractors - General

### 4.1 Knowledge of Council Standards

Contractors shall have a working knowledge of the current versions of the Whangarei District Council standards and procedures. These include:

- District Plan
- Health and Safety Policy and Procedures



- Wastewater Bylaw 2014
- Stormwater Management Bylaw 2014
- Approved Materials List - Wastewater & Stormwater
- Environmental Engineering Standards 2010
- Pressure Sewer Policy 2012
- Building Over or Near Public Sewer and Stormwater Pipelines Policy 2015
- Working within Road Reserves Policy and Specification

#### **4.2 Knowledge of Other Requirements**

Contractors shall have a working knowledge of other standards and procedures that will apply to the work. This includes, but is not limited to;

- Environmental Standards for Land Disturbance Activities in the NRC Regional Water and Soil Plan for Northland
- NZS 4404:2004 Land Development and Subdivision Engineering
- Guide for Safety with Underground Services – Worksafe
- NZTA Code of Practice for Temporary Traffic Management (COPTTM)
- National Code of Practice for Utility Operator access to corridors

#### **4.3 Qualifications**

All contractors shall have a minimum of one permanent full time staff member holding qualifications as a certifying drainlayer as per PGDB requirements and one of the following NZQA Unit Standards:

In the event that the permanent staff member no longer works for the company, a suitably qualified replacement shall be made within 6 months. All contractors are required to notify WDC regarding such changes.

NZQA Number	Subject	Description	Notes
5627	Temporary Traffic Management	Operate as a Traffic Controller (TC) for low volume and Level 1 roads	
2694	New Zealand Certificate in Pipe Installations (Level 4) with strands in Trenched, and Trenchless	Demonstrate extensive civil construction knowledge and skills for installation of water and wastewater pipes	

\* At the discretion of the W&D Manager, Contractors with equivalent knowledge and experience may be approved. Such approval may be for a limited period while formal qualifications are gained.

## 5 Additional Requirements for Licensed Contractors

### 5.1 Health and Safety

Licensed Contractors are assessed as High Risk Contractors so will be required to have been prequalified by SiteWise with a score of at least 50% in the initial assessment and the following year achieve a 75%+ mark in their recertification assessment.

Alternate health and safety prequalification such as SHE or IMPAC may be considered, at the discretion of the WDC Health & Safety Manager.

### 5.2 Connecting to Live Reticulation system

Any connections to the live system shall only be made after written approval by W&D, and a copy of the approved documents shall always be kept on site for WDC staff to inspect. Failing to do so may result in loss of the LCS status.

### 5.3 Knowledge of the WDC Wastewater & Stormwater Network

The Contractor shall demonstrate a general knowledge of the WDC sewer and stormwater network and shall demonstrate knowledge of particular requirements for working on sewerage systems, and have systems in place to ensure compliance with these requirements. This includes but is not limited to:

- restrictions on using staff/equipment/materials on sewerage systems, and other services, particularly water supply
- procedures for network shutdown
- restrictions on entering confined spaces (manholes)
- safe work practice in excavations
- working with asbestos (provide a copy of asbestos handling management plan in line with the latest Work Safe guidelines)

- completed an approved welding course recognised by the NZWWA to undertake joining procedures on polyethylene pipes greater than 63mm outside diameter

#### 5.4 Commitment

LCS must be available and adequately resourced to respond to the needs of customers and Council. Timely provision of quotes and installation of connections is important. It is also important the quotes provided are realistic, at competitive rates. Contractors shall ensure best value for money is provided for all clients and shall not abuse their position as a Licensed Contractor in this regard.

If a Licensed Contractor is unable to respond to a request for service, either by not providing quotes or by continually not being available to undertake work, then their LCS status will be reviewed. Similarly, if a Licensed Contractor is found to be charging inflated prices for connections, their status will be reviewed.

#### 5.5 Summary of qualifications for various contractors

The table below shows the qualifications that contractors need to meet

Qualification	Licensed Contractor <b>LCS</b>	Registered Contractor <b>RC</b>	Maintenance Contractor <b>MC</b>
<b>A Certifying drainlayer</b>	Yes	Yes	Yes
New Zealand Certificate in Pipe Installations (Level 4) with strands in Trenched, and Trenchless **	Yes	Yes	Yes
WDC high risk contractor qualification, including Sitewise certification	Yes	Yes	Yes
Temporary Traffic Management	Yes	No	Yes
Accreditation from pressure sewer pump suppliers *	Yes	Yes	Yes
PE Welding certification on (PE80/PE100)	Yes	Yes	Yes

\*\* It is preferred that the contractor has staff who have obtained certification.

\* Currently, WDC has a list of approved pressure sewer pump suppliers. Contractors need to be accredited by one of the suppliers.

## **6 Installation Procedure and Wastewater/Stormwater Approval**

### **6.1 Approval for Sewer Reticulation Installations**

All proposed sewer reticulation installations must first be approved by W&D Department. Once approval has been granted the documents will be returned to the applicant who will arrange with their nominated Registered / Licensed Contractor to undertake the work.

The contractor must sight the drawings stamped with “Wastewater or Stormwater Approved” and ensure installation is carried out in accordance with these drawings. If, in the opinion of the contractor, an alteration may be required to the approved drawings, the approval of W&D Manager is to be obtained first. Failing to comply with the approved drawings or other W&D specifications may result in the installation having to be redone to the correct standard at the contractors or applicant’s expense.

### **6.2 Approval for any Connections to the Live Sewer System**

All connections to the live network must first be approved by Waste & Drainage Department. Drawings with the proposed connection detail shall be stamped with “Wastewater or Stormwater Approved”.

Licensed Contractors shall not carry out any works until they are in receipt of approved drawings. Failure to comply with this requirement may result in a loss of the Licensed Contractor status.

It is the contractors responsibility to confirm pipe sizes are as shown on approved drawings prior to ordering fittings.

## **7 General Contractor Requirements and Conditions**

### **7.1 Insurances**

The Contractor shall hold Public Liability Insurance for a minimum amount of \$1,000,000. The Council may require this value to be increased where it considers that the risk or the value of the work warrants it. The policy shall also be extended to cover claims for vibration and loss of support to a minimum of \$250,000.

The policy shall be effected with an insurance company approved by Council and on terms reasonably acceptable to Council.

The RC/LCS will immediately notify Council if:

- The policy is cancelled;
- A claim notification is rejected; or
- A claim notification is accepted but then rejected

## **7.2 Health & Safety Requirements**

Safety procedures for all work are subject to Health and Safety at Work Act 2015 and other support regulations and legislation.

Refer to appendix A for further information.

## **7.3 Protection of Services**

The Contractor shall verify on site the positions of all underground services before excavation commences. The repair of any damage to services caused by the Contractor's activities shall be his responsibility including B4udig requirement for every job.

## **7.4 Corridor Access Request (CAR) and Administration**

### **7.4.1 Corridor Access Request (CAR)**

The Contractor must notify the Corridor Manager of any planned or programmed work in the Road Corridor in accordance with the National Code of Practice for Utilities Access to the Road Corridors and timeframes set by the Corridor Manager.

The National Code for Utilities Access to the Transport Corridors is available in Word format on the NZ Utilities Advisory Group website: [www.nzuag.org.nz](http://www.nzuag.org.nz).

Notifications shall be by way of creating and submitting a Corridor Access Request (CAR) application within Council's corridor management tool as used by the Councils, or any future tool that the Council may adopt, this provides work location visibility for the Corridor Manager on a GIS map allowing for coordination across the network.

CARs shall be submitted by the Contractor for any static or semi static maintenance, or new work activities within a road corridor that is likely to have a more than minor effect on its users. "More than minor effect" means that it may disrupt or alter the normal safe use by pedestrians, motorists or cyclists, or may affect traffic signal operations or other Utility services, or could restrict or conflict with Public, Sporting Bodies, Private Organisations or other Utility Service provider's ability to apply for and occupy a section of road corridor.

Applications shall include supporting information such as but not be limited to the Scope of Works, Work Methodology, Location Plans, Generic Traffic Management Plans and in some cases Site Specific Traffic Management Plans on request by the Corridor Manager.

Traffic management shall comply with; the 'Code of Practice for Temporary Traffic Management', or as agreed with by the Corridor Manager.

Works Access Notice (WAN) shall be issued by the Corridor Manager in accordance with the National Code of Practice for Utilities Access to the Transport Corridors, and no works shall take place prior to obtaining the WAN unless expressly provided for within the National Code.

**Note:**

1. When the Renewals FWP activity is managed in RAMM's Forward Works Programme, and who have an approved generic TMP, are typically exempt from the above process.
2. The Corridor Manager may relax the requirement for CAR submission and or TMP dependent on the nature of the works being considered 'Minor' in nature, the quality of information provided regarding the planned activity will be crucial in this determination.

#### **7.4.2 CAR Administration**

The Contractor will need to allow for administrative costs associated with lodging CAR and TMP applications as part of liaising with the Corridor Manager.

Corridor Access Requests (CARs) and Traffic Management Plans (TMPs) shall be lodged directly into Council's management tool. A subscription may be required.

CAR applications are expected for all utility works or carriageway occupations that are to occur on roads under the control of Council.

#### **Service Authorities**

The Contractor should note that various service authorities have rights of access to their underground and overhead plant within the contract area and he should be aware that co-operation or coordination of activities may be required. Defects within reinstatements carried out by Service Authorities or their contractors which directly affect the road network shall be reported to the Engineer with sufficient information to enable defect rectification.

#### **7.5 Levels and Alignment of Works**

The works shall be carried out in accordance with the positions, levels, grades and alignments shown on the application, and shall not be deviated from without prior approval of Council.

The Contractor shall be responsible for the accurate setting out of the relevant works and for the reinstatement of any survey control marks or pegs that may be disturbed by his operations.

#### **7.6 Property Considerations**

##### **7.6.1 Entry to Private Property**

The Contractor shall not enter upon private property without prior consent of the land owner. At least 48 hours notice shall be given to the owner with respect to the Contractor's intent.

Clearly visible personal identification, which must include a photograph, shall be displayed by each person engaged or employed by the RC or LCS at all times while they are on any private property;

RC or LCS shall ensure that all persons entering neighbouring property deal with the neighbour in a polite and professional manner, and that they carry out the Authorised Work with the least interruption to the neighbour's privacy, access to services and (where appropriate) means of access by foot or by vehicle;

The RC/LCS shall leave the neighbouring property in a clean and tidy condition at least as good as found.

### **7.6.2 Property Protection**

The Contractor shall take precautions to protect all property including those adjoining, and shall make good any damage caused by and during his operations. No spoil, materials, or equipment shall be stacked against any fence or building or on any sealed carriageway. No trees or shrubs shall be pruned or removed without the prior consent of the owner. The cost of repairing damage to private properties and plumbing fixtures shall be met by the contractor.

### **7.6.3 Property Restoration, Clean-Up and Make Good**

The Contractor shall ensure that all work is done in a tidy and workmanlike manner. All surfaces and features shall be reinstated in such a manner that there is minimal evidence of disturbance.

Any trees or shrubs removed shall be replaced to the satisfaction of the owner.

Unless otherwise authorised by Council, pipe laying work shall not continue more than 15 metres ahead of final backfilling and compaction, and no more than 30 metres ahead of reinstatement of all surfaces and features.

The Contractor shall ensure that any trench is reinstated to the standards required by council's EES.

No trench should be left with temporary metal or loose material un-compacted for more than 24 hours.

Notwithstanding the above, complete restoration is to be carried out as soon as possible after pipe laying.

### **7.6.4 Maintaining Access to Private Property**

The Contractor shall provide safe pedestrian and vehicular access to private properties where practicable.

### **7.6.5 Temporary Fencing**

The Contractor shall erect temporary fencing to all excavations where it is necessary to leave them uncompleted for any length of time. Excavations left overnight or longer shall be covered.

## **7.7 As-Built Plans**

The Whangarei District Council maintains a system of record plans indicating details of services under its control. The accuracy or completeness of these drawings is not guaranteed. The Contractor shall ensure that as-built plans are viewed and not rely on GIS information solely. No claims for losses shall be entertained unless the contractor can demonstrate that they have made every effort to obtain information relating to buried assets – including making a b4udig application and requesting as-built information from WDC. Copies of these drawings can be obtained from the Whangarei District Council, Forum North, Whangarei on payment of the current fees.

Once the work is completed, all contractors must submit as-built plans complying with the EES.

## **7.8 Public Relations**

All work is to be carried out with due regard to members of the public, and the Contractor is to ensure that the good image of Council is maintained at all times. Only fair and reasonable costs shall be charged to the applicant. Excessive pricing or price fixing between contractors will be grounds for removal of the Licensed/Registered Contractor status.

Employees are to clearly indicate who they are. Vehicles are to be clearly marked with the company name. Vehicles are to be kept clean and tidy and free from dirt

Should any work need to be carried out that would involve disruption to the public, then adequate provisions must be made with regard to advising the public of the situation and arranging for alternative service to be provided. This may require consultation with Council.

As Registered or Licensed Contractors, the contractors are expected to follow Council Policies and Procedures. They are also expected to report to Council breaches of the Policies and Procedures.

## **7.9 Resources**

The Contractor is required to employ suitably qualified and experienced staff. W&D is to be informed when staff with key qualifications (as listed under Section 4) have left the employment. Failing to provide this information to W&D may result in loss of the RC / LCS status.

## **7.10 Contractor's Availability**

The Contractor shall ensure that a telephone is available throughout the working day or such other means of communication that allows Council to relay any problems to the Contractor during normal business hours (such as a cell phone)

The Contractor shall also supply an afterhours telephone number of an employee who is available outside working hours.



### **7.11 Maintenance Period**

All work carried out on WDC reticulation or network shall be maintained by the Contractor for a period of 12 months from the date of issue of the Certificate of Practical Completion. If the work fails within this period, the Contractor shall carry out remedial work.

Remedial work shall be carried out within 10 days of notification or such earlier period where the failure warrants it. Where remedial work is not carried out within the required period, or emergency/immediate response is required, Council may engage the Maintenance Contractor to make the necessary repairs. The cost of this will be invoiced to the Contractor.

Work failing outside the maintenance period due to poor workmanship may result in registration or license status being revoked and may be taken into consideration when assessing the application to renew the LCS/RC status.

### **7.12 Termination of Registration or Licence**

Council reserves the right to suspend or revoke any Licensed, or remove a Contractor from its Register if any of the following conditions apply:

- Non-performance by the Contractor or their staff to any conditions or requirements of the Registration or Licence,
- Unsafe work practices or non compliance with H&S requirements.
- Changes in the terms or conditions of the Registration or Licence.

The Licensed Contractors shall retain approved status until the term of the Licence expires, or their Licence is suspended or revoked.

### **7.13 Inspections and suspension**

W&D may undertake periodic audits of work undertaken by Registered and Licensed Contractors to ensure the quality of work carried by both RC and LCS.

- a. The Council may immediately by written notice suspend the RS or LCS's status if:
  - The Contractors is in breach of an obligation under these Conditions and has not acted within the reasonable time stated in a written notice given by the Council to remedy that breach; or
  - The public liability insurance policy effected under Clause 7.1 is cancelled and replacement cover is not able to be effected immediately; or
  - Pending compliance with the notice of reinstatement of insurance cover.
- b. Upon service of the suspension notice the RC or LCS may not thereafter commence, or continue to carry out, authorised work.

- c. Nothing in clause 7.13a shall prevent any other RC or LCS from being engaged to undertake work for which a consent has been issued or to complete work already begun.

If no action has been taken to resolve the cause of the suspension, or to lodge an appeal under Clause 12, within three (3) months of service of the suspension notice the Council may by notice in writing cancel that RC/LCS's registration

## **8 Cancellation of Registration**

- a. If the RC or LCS

- Receives three (3) or more written breach notices (or strikes) in any 12 month period requiring the remedy of breaches with these terms and conditions (notwithstanding compliance with those notices);
- Is convicted of an offence under the Health and Safety at Work Act 2015 and the Council reasonably believes that conviction, if it had occurred before registration, would have precluded approval of an application for registration;

then the Council may by notice in writing cancel the RC or LCS/s registration.

- b. If registration is cancelled under Clause 8a, that contractor may not reapply for registration until after the expiry of 12 months from the service of notice of cancellation.
- c. Clauses 7.13b and 7.13c shall apply to a cancellation, with references to "suspension" read as "cancellation".

## **9 Appeal Procedure**

Any contractor whose registration is suspended under clause 7.13a and whose registration is cancelled under clause 8a shall have a right to appeal to the Appeal Committee

Any appeal shall be made by notice in writing to the Appeal Committee, setting out the reasons for the appeal, within 10 working days after the date of the Council's notice, or within such further time as may in any case be allowed by the Appeal Committee.

The Appeal Committee shall as soon as practicable, consider the appeal. The Appeal Committee shall give at least five (5) working days' notice to the RC or LCS of the commencement date and time, and the place, of a hearing of an appeal.

The Appeal Committee may dismiss the appeal or uphold the appeal wholly or partly and shall give notice in writing to the RC or LCS of its decision and the reasons for it and the decision shall be final

## **10 Termination of existing registration**

WDC shall provide written confirmation of termination of registration.

## **11 Assessment of Applicants**

Applications for Registration or Licensing shall be assessed based on information provided in the application, and any further information obtained by W&D relating to the suitability and competence of the Applicant.

Applicants should provide supporting information detailing the capability of the applicant to carry out the work, refer to application form for more details.

## **12 Application Procedure**

Both applications for Registered Contractor (RC) and Licensed Contractor (LCS) will be assessed on a pass/fail basis based on the documentation provided. The applicant will be given written notice of the decision and the decision shall be final.

### **12.1 Registered Contractors**

Contractors wishing to apply for Registered Contractor status shall submit their attributes and all relevant documentation to Waste & Drainage marked for the attention of the W&D Manager.

Where staff does not have the relevant qualifications at the commencement of the Registered/Licensed Contractor system, the contractor may make an undertaking to obtain the qualifications within a period of not more than 6 months. However, contractors will not be allowed to work on sewer/stormwater reticulation until a certified drainlayer becomes a permanent staff member. Refer to section 5.5 for more details.

### **12.2 Licensed Contractors**

WDC limits the number of Licensed contractors to a maximum of 14 plus the maintenance contractor for sewer/stormwater connections following the evaluation of the expressions of interest in accordance with this document. The Licensed Contractor status is required for work on live wastewater mains.

Should the maintenance contract move to another contractor the current contractor will retain their Licensed status and the new contractor will automatically gain Licensed status.

A major additional requirement of Licensed Contractors is the need for medical screening of all personnel who work on sewer mains.

From time to time meetings may be called with Registered / Licensed Contractors and Council representatives. A representative from each Registered/Licensed Contractor must attend.

## **13 Forms Required for Submission**

All applications for Registered or Licensed Contractor status must be accompanied with the following forms:

- Application Form

- Health and Safety form, Appendix A
- Schedule of Plant & Equipment to be used on sewer reticulation work
- Schedule of Personnel to be used on sewer reticulation work

## Application Form – Registered / Licensed Contractor status

### Part A: Company details

Company name:

Registration:

Address:

Proposed point of contact:

Telephone:

Email address:

Cellphone number:

### Part B: Registration for

Registered Contractor

Licensed contractor

### Part C: Track record and working experience

1. Do you have experience working with Stormwater, Sewer ?

Yes

No

2. Can you please provide 3 recent projects in Stormwater and wastewater demonstrating your experience?  
(please provide pictures, video available)

2.1 Project details of works carried out in accordance with WDC Environmental Engineering Standards (EES)

Referee:

Referee's contact details:

Type of project

Pipeline diameter (DN)

2.2 Project details of works carried out in accordance with WDC EES

Referee:

Referee's contact details:

Type of project

Pipeline diameter (DN)

2.3 Project details of works carried out in accordance with WDC EES

Referee:

Referee's contact details:

Type of project

Pipeline diameter (DN)

Attached a new sheet if required

**Part D: Evidence of fulltime staff Certified as Drainlayers as per Plumbers, Gasfitters and Drainlayers (PGDB) requirements**

Name:

Registration number:

Numer of years working as a fulltime staff

Add a new sheet if you have more than one staff member Certified as a Drainlayer

**Part E: Others documents required**

1. Company's insurance (at least \$1M Public Liability Insurance, with vibration, removal and weakening of support extension of \$250,000 required). Certificate to be attached.

Name of insurance Company:

2. Company's Quality Assurance Plan  Yes  No

3. Company's Health and Safety Management System (manual or overall plan)  Yes  No

4. Corridor Access Request (CAR) administration document  Yes  No

5. Other documents that are relevant to your application  Yes  No

6. Completed Health and Safety Information document (refer to appendix A)

If the answer is yes to any of the above then please include relevant documents with your application

**WDC Evaluation (for internal use only)**

Fail

Pass

Approval from Manager of Waste & Drainage Department

Approval name:

Approval date

# *HS003: Health and Safety Information*

## *Appendix A*

Date	Revision	Reason	Author
May 2018	5	<ul style="list-style-type: none"> <li>• Reformat for simplicity and terms / wording to match Contracts</li> <li>• Added option to request Health and Safety Tender Form</li> <li>• Monthly Report now required in WDC excel format</li> <li>• Removed requirement for WDC to provide List of Approved WDC Asbestos Removalists, but will supply testing information.</li> <li>• Added requirement for 75% Sitewise after Year 1</li> <li>• Contractor H&amp;S Booklet only required if entering WDC property</li> </ul>	R Mannion

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## 1 Introduction

This document is an appendix to your application documentation, with specific health and safety information and requirements. There may be further specific health and safety information and requirements within the tender document itself.

### 1.1 Definitions

**Contractor:** The term 'contractor' relates to any person, company or entity engaged by Whangarei District Council (WDC), *other than as an employee*, regardless of the type of work undertaken, including consultants undertaking professional services for WDC.

**Supplier:** The term 'supplier' relates to any person, company or entity supplying goods to the Whangarei District Council that are not manufactured at the Whangarei District Council Workplace or, when services are engaged, this work is not undertaken at the Whangarei District Council Workplace (e.g. work undertaken from another non-council work premise).

**WDC Representative:** A council employee, who has engaged you to undertake the work and is your key contact in relation to the tender or contract.

## 2 Document Submissions

You will need to ensure you can meet the minimum requirements outlined in;

- This document
- The current **WDC Contractor Health and Safety Handbook**

### 2.1 Low Risk Contractors and Suppliers

*(Refer to Attachment 1 in this document regarding risk level profiles);*

The following information shall be supplied as part of your tender submission;

If you are WDC Health and Safety Approved;

- A statement of the level of approval you have achieved

If you are not WDC Health and Safety Approved;

- Completed **HS026 Low Risk Contractor Health and Safety Form**, AND
- Completed **Attachment 5**: in this document.

### 2.2 Higher Risk Contractors

*(Refer to Attachment 1 in this document regarding contractor risk level profiles);*

The following information shall be supplied as part of your tender submission;

- Evidence that you are SiteWise approved with a score of at least 50% if this is the first year you have been Sitewise registered, or at least 75% if you have been registered for over 1 year

## 3 Contract Requirements

### 3.1 Documents Provided

The Whangarei District Council will provide the winning Contractor / Supplier with;

- **HS002: Site Specific Hazards Associated with the Project Form**. This will be partially completed, where relevant, by Whangarei District Council. We will list possible risks that could eventuate during the course of the project, which relate specifically to the project being tendered for. The list is not exhaustive!
- A copy of our current **Contractor Health & Safety Booklet**, unless previously provided
- A **WDC Supplier Maintenance form** if you are not already set up in our finance system
- The **HS015: Monthly Contractor Health & Safety Report** for monthly reporting purposes.

Where the work will involve the handling of over 10m<sup>2</sup> of asbestos, including Class A asbestos, the following documents will also be provided;

- The current **WDC Asbestos Management Plan**
- The current **WDC Asbestos Management Policy (POLICY0100)**
- Relevant sections of the **WDC Asbestos Register**
- **WDC Asbestos Work Permit**
- Any relevant testing information available to Council

## 3.2 Contractor / Supplier

### 3.2.1 New Contractors / Suppliers

Whangarei District Council's **Contractor Health and Safety Management Policy** requires that;

- Contractors undertaking work for the Council are SiteWise approved with a score of at least 50% in the first year they are SiteWise registered and at least 75% in the years following and are on our WDC Preferred SiteWise Contractor list.
- Suppliers undertaking work for Council are WDC Health and Safety Approved

If your tender is successful and you do not currently meet these requirements, you will be required to do so before the contract is awarded. Contact the WDC Representative or Luke Colmer ([luke.colmer@wdc.govt.nz](mailto:luke.colmer@wdc.govt.nz)) for more information on this process.

If you are not already set up in our finance system you will need to provide;

- A completed WDC **Supplier Maintenance form**
- A bank deposit slip

### 3.2.2 Before Works Start

#### (1) Completion of the Risk Summary

Where provided, the **HS002: Site Specific Hazards Associated with the Project Form**, which may have been partially completed by the WDC representative shall be fully completed by the Contractor / Supplier. You shall list all hazards that may eventuate during the course of the project, including any works during the maintenance period. This shall be returned to the WDC Representative prior to any work commencing

#### (2) Contractor Health & Safety Booklet

All Contractors / Suppliers and subcontractors undertaking work on a Whangarei District Council premise (i.e. in our offices or on one of our treatment plants) must sign the back page of the current **WDC Health and Safety Contractor Booklet**, along with completing the small questionnaire.

These signed documents must be forwarded to the WDC Representative

### 3.2.3 On-Going Requirements

#### (3) Legislative Compliance

The Contractor / Supplier, and any sub-contractors they may engage, have a duty to protect their own workers, WDC workers and other persons on or near the worksite from harm at all times.

All Contractors, Suppliers and subcontractors and their employees who carry out any work on behalf of WDC shall meet safety standards as required by *Health & Safety At Work Act 2015* as well as all other relevant legislation, regulations, standards, codes of practice. This includes any subsequent updates to legislation, after being awarded the tender.

In addition, the successful tenderer needs to take into account, where other Contractors or Suppliers may be engaged on the same project, the requirement to consult and work in with other Contractors and Suppliers (PCBUs) in relation to safety and hazards they may create, that could affect others.

Where the Contractor / Supplier is issued with an improvement or prohibition notice by the WorkSafe NZ and/or are prosecuted for a breach of any relevant legislation while working for the Council, it will be deemed to be a material breach and WDC will have the right to cancel the contract in part or in full, in accordance with the general conditions of contract.

#### **(4) Adherence to Whangarei District Council Procedures**

The Contractor / Supplier and any of their employees or subcontractors shall comply with and provide the relevant documentation as outlined in this document and current **WDC Health and Safety Contractor Handbook**.

When working for Council, or at a council workplace, WDC strictly prohibits the use and consumption of alcohol and drugs.

Contractors can be required to undergo D&A testing under the following circumstances:

- Reasonable Cause
- Post Incident
- Random

#### **3.2.4 Reporting of Injuries and Incidents**

##### **(5) Monthly Reporting**

At the end of each month and within 5 working days into the next calendar month the Contractor shall complete the provided, **HS015 Monthly Contractor Health & Safety Report** and forward to the WDC Representative contact and to;

Luke Colmer

Email: [luke.colmer@wdc.govt.nz](mailto:luke.colmer@wdc.govt.nz)

Postal address:

Whangarei District Council

Forum North, Private Bag 9023, Whangarei 0148

##### **(6) Serious incidents, accidents and breaches**

Where a serious accident involving WorkSafe NZ notifiable accidents and events occurs, or there is a significant breach of requirements, the Contractor shall report this to the WDC Representative by the end of the Working Day.

Incident investigation reports of significant injuries or incidents may be requested by WDC and shall be provided in a timely manner.

#### **3.2.5 Asbestos**

Where the work will involve the handling of over 10m<sup>2</sup> of asbestos, including Class A asbestos the contractor will be required to;

- Only use WDC Approved removalists that are outlined in the provided current **List of Approved WDC Asbestos Removalists**, for either Class A or B work, respectively
- Or if intending to undertake the work yourselves, for approval and inclusion into the **List of Approved WDC Asbestos Removalists** provide copies of the following;
  - Current WorkSafe NZ Class A &/or B certificates
  - Provide copies of any Asbestos training completed
  - Provide copies of your asbestos management procedures

On successful completion of this appraisal you will become included into the **List of Approved WDC Asbestos Removalists** located in our WDC Contractor Register.

- Adherence to current WorkSafe NZ guidelines and regulations pertaining to asbestos as a minimum standard, is mandatory.
- The completion of the relevant sections of the **WDC Asbestos Work Permit** needs to be forwarded to your usual WDC Representative, with an agreed and authorised WDC sign off, prior to any work commencing.

## 4 Physical Works

If the work involves physical works the following minimum requirements shall be met;

#	Item	Minimum requirements outlined
1	Site Safety Plan	A Site Safety Plan for this contract that must be approved before any work commences, which needs to include any emergencies likely to arise
2	H&S personnel	Nominated person through the project duration responsible for health and safety Nominated person through the project duration responsible for environmental requirements under the Resource Management Act, where relevant First Aider on work site
3	Emergencies	First Aid equipment on site
4	Work permits	Adherence to WDC work permit requirements where work involves; Confined space entry, asbestos removal, hot work, work at heights, or using contractors permit system by agreement, in advance
5	Training requirements	Agreement that contractor workers will be trained and competent when undertaking work for council as outlined in current WDC Contractor handbook, including attendance at any prescribed induction, with verification provided.
6	Certification, and licensing	Agreement that contractor workers hold necessary licences and qualifications when undertaking work for council, as outlined in current WDC Contractor handbook, including attendance at any prescribed induction, with verification provided.
7	Site specific hazards	Completion of attached form HS002 Potential Site Specific Hazards Associated with the Project
8	Hazard Management	Hazard board at site, tool box talks covering new and existing hazards
9	Asbestos handling	Adherence to current legislative requirements and in compliance to WDC Asbestos Work Permit, WDC Register, WDC Asbestos Management Plan and WDC Asbestos Policy – to be provided if working with asbestos.
10	Reporting requirements	Monthly H&S Reporting using the HS015 Monthly Contractor Health & Safety Report
11	Site security	Refer to Specifications
12	Site access	Sign in and out of site required
13	Personal protective equipment	Meet required standards as outlined in latest WDC Contractor Handbook; <ul style="list-style-type: none"> <li>• Safety footwear, where feet hazards involved</li> <li>• Eye protection, where eye hazards involved</li> <li>• Hearing protection, where noise hazards involved</li> <li>• Hard hat, where items could fall</li> <li>• Covered arms and legs, where injury could harm exposed skin, including in some cases exposure to sun</li> <li>• Sun protection, in some outdoor conditions</li> <li>• Respiratory protection, where respiratory hazards exist (dust, fumes, chemicals)</li> <li>• Gloves, where specific hand hazards involved</li> </ul>
14	Traffic management plan	Refer to Specifications, including corridor access request, that must be submitted and approved prior to any work commencing
15	Hazardous substances	List of hazardous substances used during the project, with Safety Data Sheets available at the work site
16	Notifiable work	Notification to WorkSafe about any 'Particular Hazardous Work', as outlined by Worksafe, 24 hours in advance, with a copy provided to WDC,
17	Verification	Verification of any item ticked 'yes', in Section 15 of the <b>Health and Safety Tender Information Form</b>

#	Item	Minimum requirements outlined
18	Approved contractor status	Health and safety approval met prior to any work commencing at appropriate risk level

## Attachment 1. Contractor Risk Level Classifications

Risk Rating	Definitions & Examples of these	Managed by
Very Low Risk Suppliers	Suppliers who carry out very low risk work and do not meet risk definitions below and are; <ul style="list-style-type: none"> <li>Suppliers of goods or services who will not come onto council property (includes trainers), or</li> <li>Suppliers of goods or services who may come onto council property to deliver or pick up vehicles or goods or items or documents, where there is minimal manual handling, or</li> <li>Power and water supply companies who only come onto site to read meters</li> <li>Caterers who deliver food into council premises, under supervision of a council person, or</li> <li>Courier drivers who will deliver goods to the reception areas of council only, or</li> <li>Trainers, who will be undertaking low risk training on company premises in meeting/training rooms and will be treated as a visitor</li> </ul>	Initial review to categorise Visitor procedures Familiarity with council offices and personnel Supervision
Low Risk Contractors	Contractors who carry out low risk work and do not meet VLR or Higher Risk definitions and are; <ul style="list-style-type: none"> <li>Contractors or project managers working on Council property or managing Council projects, who do not visit higher risk projects or sites</li> <li>Photocopier repair service personnel</li> <li>People who supply water to water coolers and service</li> <li>Plant hire personnel</li> <li>Commercial Cleaners who clean in office type areas</li> <li>Personal hygiene suppliers in office based facilities</li> <li>Caterers who work from a Council owned property</li> <li>Property management companies who engage contractors to do work for them</li> <li>Painting where no at height work will take place and only acrylic paint used</li> </ul>	Initial appraisal process Visitor procedures Supervision H&S understanding Inductions – may be staff if based long term in council offices and/or contractor induction
Higher risk contractors including;	Contractors who carry out medium risk work <ul style="list-style-type: none"> <li>General maintenance work</li> <li>Work undertaken on a roof and ceiling e.g. air-conditioning repairs/service under 5 metres.</li> <li>Painting under 5 metres</li> <li>Commercial cleaning, who do height work up to 5 metres</li> <li>Electrical work (Not high voltage) up to 5 metres</li> <li>Plumbing</li> <li>Brazing and soldering</li> <li>Pest Control (excluding very toxic chemicals)</li> <li>Gardening/ Landscaping/Lawn Mowing</li> <li>Installing/working on scaffolds under 5 metres</li> <li>Working on elevated platforms under 5 metres</li> <li>Other work at heights between under 5 metres</li> <li>Excavations that are not notifiable to Worksafe NZ (previously called DOL)</li> </ul> Contractors who carry out high risk work and undertake; <ul style="list-style-type: none"> <li>Roading projects</li> <li>Building projects</li> <li>Work where permits to work are required</li> <li>Handling hazardous (and toxic) chemicals</li> <li>Work involving mobile equipment</li> <li>Confined space entry and work in confined spaces</li> <li>Demolition</li> <li>Asbestos removal</li> <li>Diving Work (breathing compressed air)</li> <li>Excavations that are notifiable to Worksafe NZ (Previously called DOL)</li> <li>Tree felling</li> <li>Tree pruning that requires notification to Worksafe NZ</li> <li>Use of explosives</li> <li>Hot work – welding, gas cutting, grinding, etc.</li> <li>Working at heights over 5 metres</li> <li>Any hazardous work that requires notification to Worksafe NZ</li> </ul>	Site Wise Pre-qualification approval Supervision H&S understanding On site Inductions JSAs Safety management plans H&S monitoring Monthly reporting H&S meetings

## Attachment 2. HS026 Low Risk Contractor Health and Safety Approval Form

*Instructions: WDC Representative is to forward this form to the Contractor requiring certification prior to commencement along with current "H&S Handbook for Contractors"*

### PART A: To be completed by the Contractor Representative

Contractor Company Name (As it is to appear on Register):.....

Current postal address:.....

Current email address:.....

Current phone number/s:..... Number of employees.....

Service provided:.....

Contracting Company Information Required					
Details	Yes	No	NA	Comments	
Reported serious harm accidents or incidents (Local & National)					
Infringement notices by Worksafe NZ (Local & National)					
Prosecutions by Worksafe NZ (Local & National) in last 5 years?					
Are accidents, incidents & hazards reported in your company?				<i>If no, why not?</i>	
Does your company have a Health & Safety Policy?				<i>Please attach</i>	
Does your company have health and safety procedures?				<i>Not required to attach, unless specifically requested</i>	
Will suitable PPE be used, if doing field work				<i>If yes, describe:</i>	
Insurance coverage or policy				<i>Please attach</i>	
Has your organisation been registered with Companies office within last year?					
Any relevant H&S training undertaken by employees					
WDC H&S Procedure Requirements				No	Yes
1	Have you received a current version of WDC Contractor Health and Safety Handbook?				
2	Is there any reason that you are unable to comply with any of the requirements?				
3	Do you understand all of the H&S requirements?				
4	Are you Site wise Approved to 50% or more?				
<b>Name/s of Subcontractor Company's currently used to undertake WDC work: Note: Attach list if required</b>					
5					

Comments:

\_\_\_\_\_  
Contractor Representative's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

*Instructions: Contractors to forward this form back to the Council Representative who forwarded this within 7 days, as any Contractors who are not currently on our Approved Contractor Register are not allowed to undertake work.*

## Attachment 3. HS002 Potential Site Specific Hazards Associated with the Project

Name of Contractor: .....

Location of Project:.....

*This form relates specifically to the project being tendered for, or that has been approved. The Whangarei District Council tender organiser is to list possible hazards that could eventuate during the course of the project in conjunction with the Contractor. This list is not exhaustive and other hazards that may eventuate during the course of the project, including any works during the maintenance period.*

#	Item	Yes	#	Item	Yes
<b>1.0</b>	<b>Electrical</b>		<b>6.0</b>	<b>Hazardous Environment</b>	
1.1	High Voltage		6.1	Confined Space	
1.2	Low Voltage		6.2	Working at Heights	
1.3	Electrical Equipment		6.3	On Water (i.e. boats)	
<b>2.0</b>	<b>Fire and Explosion</b>		6.4	Diving	
2.1	Flammable Substances		6.5	Remote Sites	
2.2	Explosives		6.6	Weather Extremes	
2.3	Welding		6.7	Terrain	
2.4	Other Hot Work		6.8	Tunnels and Shafts	
2.5	Fire Risk		6.9	Working Alone	
<b>3.0</b>	<b>Mechanical</b>		6.10	Working on the Road	
3.1	Vehicles		6.11	Working in Excavations	
3.2	Plant/Machinery/Equipment		<b>7.0</b>	<b>Site Management</b>	
3.3	Cranes/Lifting Devices		7.1	Contractors/Subcontractors	
3.4	Noise		7.2	Access Control	
3.5	Aircraft/Helicopter		7.3	Authorisations	
3.6	Vibration		7.4	Licensed Operations	
3.7	Machine Guarding		7.5	Permits and Consents	
3.8	Fluids under Pressure		7.6	License endorsements	
3.9	Gases under Pressure		<b>8.0</b>	<b>Environment</b>	
3.10	High Temperatures		8.1	Earthworks	
3.11	Steam		8.2	Tree Felling/Bush Clearing	
<b>4.0</b>	<b>Personal</b>		8.3	Pollutants	
4.1	Manual Handling		8.4	Environmentally Sensitive Areas	
4.2	Repetitive Movements		8.5	Water levels High/Low	
4.3	Slips/Trips/Falls		8.6	Water flows High/Low	
4.4	Heat Exhaustion		<b>9.0</b>	<b>Emergency Procedures</b>	
4.5	Cold/Hypothermia		9.1	Fire Fighting	
4.6	Fatigue		9.2	Evacuation	

#	Item	Yes	#	Item	Yes
5.0	<b>Hazardous Substances</b>		9.3	Rescue	
5.1	Toxic/Poisons		9.4	First Aid Medical	
5.2	Solvents		9.5	Transportation to Hospital	
5.3	Corrosives		<b>10.0</b>	<b>Work Practices</b>	
5.4	Generation of: Dusts, Fumes, Vapours		10.1	Housekeeping	
5.5	Chemical/Substance Handling		10.2	Waste Disposal	
5.6	Hazardous Substance Storage		10.3	Storage	
5.7	Asbestos		<b>11.0</b>	<b>Biological</b>	
			<b>12.0</b>	<b>Other</b>	

<b>Operation Access Requirements (Safety/Security)</b>	



**Attachment 4. HS015 Monthly Contractor Health and Safety Report**

This report will be supplied in excel format and the Contractor shall complete and return the report in excel format.

Date	Time	Injury Type (Use Drop Down Box)	Description	Actions taken	Nature of injury (Use Drop Down Box)	Body part affected (use Drop Down Box)	Location of Incident (Address / Street)	Contracting Company (Your Organisations Name)	Hiring Department (Who in WDC Engaged you?)

## Attachment 5. Health and Safety Tender Information Form

<b>Tender Title:</b>			
<b>BUSINESS INFORMATION</b>			
Name of organisation			
SiteWise approved	Are you already SiteWise approved and if yes, what is your current score?	<b>Score?</b>	
Council Preferred Contractor	Are you already a Council Preferred Contractor on SiteWise or other approved pre-qualification system?	<b>Yes</b>	<b>No</b>

**Note: If your SiteWise score is 50 or more in your first year of being SiteWise registered OR 75 or more after being registered for more than 1 year AND you are a Council Preferred Contractor on SiteWise you are only required to complete section 15 and 16 of this form].**

**Or if you have some other suitable health and safety pre-qualification, details to be provided in advance.**

<b>1. HEALTH AND SAFETY PERFORMANCE</b>				
Referees	Will you be able to provide the names of at least 3 x referees that can comment on your health and safety performance?	<b>Yes</b>	<b>No</b>	
<b>2. COMPLIANCE WITH STANDARDS</b>				
Accreditation	Will you be able to provide evidence of ISO 9000, AS/NZS, or other equivalent standards for health and safety compliance?	<b>Yes</b>	<b>No</b>	
<b>3. ASSOCIATIONS/MEMBERSHIPS</b>				
Memberships and Associations	Will you be able to provide the names of Trade, Employers or H&S Associations you are associated with (e.g. EMA, Site safe etc)	<b>Yes</b>	<b>No</b>	
<b>4. HEALTH AND SAFETY INFORMATION</b>				
Does your organisation maintain:	An Accident Register?	<b>Yes</b>	<b>No</b>	
	A Hazard /Risk Register?	<b>Yes</b>	<b>No</b>	
	Records from the last five years that include? <ul style="list-style-type: none"> <li>• fatalities</li> <li>• lost days from injury to workers accidents resulting in environmental damage or pollution</li> <li>• notices, warnings or prosecutions by an enforcement authority such as the Ministry of Business, Innovation and Employment.</li> </ul>	<b>NA</b>	<b>Yes</b>	<b>No</b>
<b>5. HEALTH AND SAFETY MANAGEMENT POLICY</b>				
Health and safety Policy	Will you be able to provide an H&S policy signed by the Managing Director/CEO?	<b>Yes</b>	<b>No</b>	
Communication to workers	Will you be able to describe the method that the policy is communicated to workers?	<b>NA</b>	<b>Yes</b>	<b>No</b>
<b>6. SUBCONTRACTORS</b>				
Subcontractors competence	Has the competence of all sub-contractors ( <i>named in schedules</i> ) been formally assessed?	<b>NA</b>	<b>Yes</b>	<b>No</b>
H&S performance of sub-contractors	Will you be able to provide evidence of how you assess the H&S performance of sub-contractors?	<b>NA</b>	<b>Yes</b>	<b>No</b>
H&S of subcontractors	Is health and safety considered in the selection of sub-contractors?	<b>NA</b>	<b>Yes</b>	<b>No</b>
Procedures	Do you have procedures available and systems in place for controlling the safety performance of Sub-contractors?	<b>NA</b>	<b>Yes</b>	<b>No</b>

<b>7. INFORMATION, TRAINING AND SUPERVISION</b>				
H&S training	Are you be able to provide health and safety training records of the managers, supervisors & workers receive to help ensure health and safety in the work they manage, supervise or undertake?	NA	Yes	No
H&S information	Are you able to provide health and safety information to workers?	NA	Yes	No
Induction	Are you able to provide evidence that there is an induction/orientation programme for new workers, including sub-contractors?	NA	Yes	No
Licences and certification	Will you be able to provide evidence of any relevant worker certification and licensing?	NA	Yes	No
Documentation on site	Will you be able to ensure copies of relevant training, licences and certification is held on the job site?	NA	Yes	No
Documented procedures	Do you have documented working practices and safety instructions?	NA	Yes	No
Auditing	Will you be able to provide evidence of how often are these audited?	NA	Yes	No
PPE	Will you be able to provide evidence of how personal protective equipment is supplied to all employees?		Yes	No
Worker participation	Do you have procedures that allow for workers to actively participate in the improvement of health and safety systems and procedures?	NA	Yes	No
<b>8. EMERGENCY PROCEDURES</b>				
Emergency drills	Will you be able to provide evidence that emergency drills been carried out within the last 12 months?	NA	Yes	No
<b>9. HAZARD MANAGEMENT</b>				
Hazard & Risk Assessments	Will formal risk assessments be carried out and recorded?		Yes	No
Worker participation in hazard reporting	Do you have a system for workers to identify new hazards?	NA	Yes	No
Hazards arising from accidents and incidents	Are accidents and incidents reviewed for the existence or otherwise of significant hazards?	NA	Yes	No
<b>10. ACCIDENT REPORTING AND INVESTIGATION</b>				
Accident Investigation	Do you have an investigation process into any accident that results in harm, or could have resulted in harm that include remedial action plans to initiate future prevention?		Yes	No
WorkSafe NZ notifications	Do you, or will you notify WorkSafe NZ where legally required?		Yes	No
Worker involvement	Are workers and H&S Reps advised of accidents?	NA	Yes	No
Accident reporting	Are all workers aware of the requirement to report all injuries and near misses?	NA	Yes	No
<b>11. PLANT AND EQUIPMENT</b>				
Plant and equipment monitoring	Is all plant and equipment, lifting gear, etc. inspected, tested, examined and maintained, with records available?	NA	Yes	No
Plant and equipment procedures	Do you have procedures for using and maintaining plant, equipment and vehicles in a safe condition?	NA	Yes	No

<b>12. WORKER HEALTH (INCLUDING MONITORING/SURVEILLANCE)</b>				
Worker health monitoring	Will any worker health monitoring /surveillance be required?	NA	Yes	No
Adverse conditions	Do you have procedures in place to cope with adverse weather conditions?	NA	Yes	No
Drug and Alcohol	Do you have a Drug and Alcohol policy in place?	NA	Yes	No
Health monitoring surveillance	Will any occupational health surveillance be required? (e.g. noise)	NA	Yes	No
Fatigue	Do you have processes in place to cover fatigue?	NA	Yes	No
Sun protection	Do you have processes in place to cover sun protection?	NA	Yes	No
Violence and aggression	Do you have a process in place to protect workers from workplace related stress, bullying, violence and aggression?	NA	Yes	No
<b>13. MEASURING AND IMPROVING HEALTH AND SAFETY</b>				
H&S meetings	Do you intend to hold regular In-house safety meetings and/or safety committees?	NA	Yes	No
Inspections	Do you intend to hold safety inspections or audits?	NA	Yes	No
Other participation methods	Do you intend to hold other forms of employee participation?	NA	Yes	No
<b>14. WORKING WITH OTHER PCBUS</b>				
Working with other PCBUs	Are you prepared and willing to work with other PCBUs to ensure safety in the workplace, if there is more than one organisation involved in the project or worksite?	NA	Yes	No
<b>15. SPECIFIC HAZARDS</b>				
Excavation	Do you have excavation procedures in place	NA	Yes	No
<b>16. SIGNATURE</b>				
1. Should this tender be successful, we agree to allow a WDC Representative to conduct a Health and Safety appraisal of our Health and Safety systems and / or request verification of specific items related to the above, as well as WDC health and safety appraisal documents, previously noted.				
2. All of the above information is to the best of my ability true and correct.				
Name for contracting company				
<b>Signature:</b>			<b>Date:</b>	