

# Guidelines for Sole Operators

(Codes SE 1 & SE 2)

## Information required for Sole Operators Pre-Qualification Process

The Health and Safety in Employment Act 1992 largely relates to the relationship between employers and employees and places few requirements on self-employed sole operators. It does however place duties on Principals (employers who retain contractors) and persons in control of a place of work.

Even though you do not employ staff, the fact that you may be doing work on contract for Matamata-Piako District Council means that we must be satisfied that you have health and safety systems in place, sufficient to ensure your own safety and the safety of others you may come in contact with while carrying out work for us. Furthermore, if you sub-contract, you have a responsibility to take all practicable steps to ensure the sub-contractor and their employees are not harmed while at work.

## Health & Safety Systems

1. **Health & Safety Policy:** A written policy statement is required. As a minimum, we would expect a statement regarding your responsibilities to ensure your own health and safety while working and your responsibility to ensure that no action or inaction by you while at work harms anyone else.

*If you sub-contract, you also have a responsibility to sub-contractors and any sub-contractor employees.*

2. **Licences, Certifications and Registrations:** Identify the certificated, licences and work related registrations you hold that show you are fully trained or qualified to carry out the work that you do. Eg. Registered Drainlayer, Registered Surveyor, Trade Certificate in... etc.
3. **Hazard Identification:** Identify all work related items, activities, situations, products, services, substances, tools, equipment, work processes and methods that could give rise to injury or illness, or potential harm. These hazards may be chemical, physical, biological, physiological and/or ergonomic.

| Hazards & Potential Harm  | Significant?<br>Yes/No | Control Method   |
|---|------------------------|--|
| <i>Skill Saw:</i><br>Bad physical injury<br>Eye injury from flying dust/waste materials<br>Loss of hearing from noise<br>Electric Shock | Yes                    | <ul style="list-style-type: none"> <li>• Keep machine well maintained</li> <li>• Wear safety glasses</li> <li>• Wear Grade 4 ear muffs</li> <li>• Correct Maintenance</li> </ul>   |
| <i>Regular heavy lifting:</i><br>Back Injury  | Yes                    | <ul style="list-style-type: none"> <li>• Use correct lifting posture</li> <li>• Get assistance for loads over (specify) kilos</li> <li>• Use lifting device for heavy loads</li> </ul>   |
| <i>Using XYZ Chemical</i><br>Poisoning from fumes, burns, lung damage   | Yes                    | <ul style="list-style-type: none"> <li>• Training in use of XYZ chemical</li> <li>• Use full protective suit when using this chemical so that all the body is covered, including breathing apparatus. Have MSDS sheets and emergency plan in place.</li> </ul> |

**Definition of ‘Significant Hazard’:**

“An actual or potential cause or source of:

- (a) Serious harm; or
- (b) Harm (> trivial) the severity of whose effects depend on the extent or frequency of the person’s exposure to the hazard; or
- (c) Harm that does not usually occur, or is not detectable, until a significant time after exposure to the hazard.

**What else?**

- Using power tools & equipment
- Exposure to dangerous substances, solvents, chemicals, bacteria, etc.
- Working on unsafe surfaces, in confined spaces, in high or low temperatures
- Working up ladders, in trenches, on scaffolds, working below work going on overhead
- Dangers to eyes, hearing, lungs, body functions, etc
- Effects of twisting, bending, vibration etc
- Working in the sun, bad weather, in storm conditions, on the roads
- Poor housekeeping leading to falls, trips, slips.
- Work that may impact on other people.

| Potential Emergency                                  | Emergency Plan  |
|--|---|
| <i>e.g</i><br><i>Fire on principals' premises</i>    | <i>Follow directions of principal's staff for building evacuation</i>   |
| <i>Accident while working alone at a remote site</i> | <i>Always carry cell phone, have regular telephone check-in contact with spouse or arrangement with principal; be sure principal or spouse knows where I am.</i>  |
| <i>Chemical spill</i>                                | <i>Read chemical's Material Safety Data Sheet (MSDS) before starting job so I know how to clean up; have cell phone in case I need to get help quickly; know before starting job who to call; if I need a product to do clean up, have some of it on the job and its MSDS</i> |

- 4. Emergency Management:** Identify all emergency situations that could happen in any work you may do for us, with a response plan for dealing with any of the situations.

Think carefully about what work you do that could generate specific potential emergencies for which you will need your own plan (eg accident with chemicals, accident while working on your own in a remote site, etc).

***What else?***

|   |                                |
|---|--------------------------------|
| Accident in confined space                  | Earthquake                     |
| Machinery and equipment failure             | Gas leak                       |
| Accident involving electricity              | Structure or building collapse |
| Falling from heights                        | Collapsing trench              |
| Emergency caused by weather or storm        | Medical emergency              |
| Unprotected exposure to hazardous materials | Etc...                         |