

WE CREATE.

**A healthy, safe workplace
together, where we thrive.**

**We are.
Matamata-Piako.**

August 2022

Safety & Wellness Information for Contractors

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MPDC Safety & Wellness Information for Contractors

Working together

At MPDC we see safety and wellness as a core part of the work that we and our contractors do. This booklet provides information about how we will work together with you to create a healthy, safe workplace for workers (including contractors and subcontractors) and any other people impacted by our work. This document supersedes MPDC's Health and Safety Standards for Contractors.

We have a shared responsibility to make sure we work in a safe way, using the Three C's:

Consult
Co-operate
Coordinate activities

You can read WorkSafe New Zealand's 'Overlapping Duties' Guide for more information about the 3C's here: <https://www.worksafe.govt.nz/assets/dmsassets/zero/851WKS-5-HSWA-overlapping-duties.pdf> .

WorkSafe provide guidance for persons conducting a business or undertaking (PCBUs) who are sharing a workplace with other businesses, or are working as part of a contracting chain. You can read their guidelines here: <https://www.worksafe.govt.nz/managing-health-and-safety/getting-started/understanding-the-law/overlapping-duties/pcbus-working-together-advice-when-contracting>



It's everyone's responsibility

Responsibilities

We will work together to make sure that safety and wellness responsibilities are assigned according to what is practical for the work to be undertaken.

Our responsibilities include:

- Looking after the health and safety of all who work or do activities for us.
- Making sure that the health and safety of other people is not put at risk from the work we and our contractors do.
- Providing opportunities for regular communication to consult, coordinate and cooperate with you.
- Informing you of relevant hazards that we are aware of.
- Ensuring that any Council owned plant is designed, made and maintained for safe use.
- Providing inductions as appropriate and ensuring that you are aware of site risks and emergency procedures for our buildings and facilities.
- Striving to continually improve our safety and wellness performance and encouraging you to do the same, through monitoring and evaluating safety and wellness performance.
- Using safety events as a learning opportunity.
- Stopping work if there is a risk of serious injury and talking to you about what is needed for work to be done safely.

Your responsibilities as a contractor include:

- Doing your work in a way that protects the safety and wellness of people who work or do activities for you.
- Consulting, coordinating and cooperating with us (and any other parties involved).
- Identifying the risks associated with your work and managing them appropriately.
- Planning your work and following the plan. Adapt the plan as necessary to improve safety or if anything changes.
- Abiding by our permit system where applicable.
- Attending inductions and complying with any site rules.
- Keeping your work area safe and secure and ensuring that other people (e.g. public) are not put at risk by your work.
- Ensuring your workers are suitably qualified, competent and trained to undertake the work, or are supervised by a competent person.
- Reporting safety events as per this booklet, including notifying WorkSafe of any notifiable events.
- Ensuring that your workers are fit for work, and not impaired by drugs, alcohol or fatigue.
- Stopping work if you feel that there is a risk of serious injury or illness.
- Monitoring your own safety and wellness performance and that of any subcontractors you engage.
- Using safety events as an opportunity to learn and improve safety.

Risks

Different businesses will have different safety and wellness risks; it all depends on the type of work you do. You must identify the key risks for your work and talk to your MPDC contract manager about how these will be managed: doing what is reasonable, what is practical and what can be done to eliminate or (where they can't be eliminated) minimise those risks. We will also share the information we have about our risks with you.

MPDC have identified the following top ten critical risks relating to health and safety for work done by or for our organisation:



Driving on the roads in the course of work



Working in the road reserve



Working with hazardous substances (chemicals), asbestos, silica dust, sewage



Working with hazardous plant, equipment or machinery



Working over or near water, e.g. lifeguarding, using a boat, working above deep water



Working at height e.g. using a ladder, scaffolding, elevated work platform



Work requiring entry to a confined space



Working with electrical equipment or other forms of energy e.g. gas



Dealing with aggressive or violent customers, bomb threat, stress, bullying, mental illness



Excavation: operating an excavator or working in the vicinity of excavations

These critical risks are those that could potentially cause someone to be permanently disabled or fatally injured.

This list is not exhaustive, there will be other safety and wellness risks that relate to our sites and the work our contractors do. Assessing the risks helps us know which risks we must focus on to keep people safe.

Further information about these risks is provided at the end of this document.

Before you start work

Prequalification

Prequalification assists us to make sure that we use contractors who have appropriate health and safety systems in place. All contractors and subcontractors engaged in high or very high risk physical works for MPDC will be required to be prequalified. Talk to your contract manager about what prequalification is required for the work you will be undertaking.

Further information on the SHE prequalification scheme used by MPDC and many other local councils can be found on the MPDC website: www.mpdc.govt.nz/apply-for-it/contractor-pre-qualification. Alternatively, prequalification under other schemes such as [Tōtika](#) and [SiteWise](#) may be accepted, dependent on your rating and the work you will be doing.

Planning

Planning is key to getting the job completed safely and efficiently. Before work starts you will need to provide a document that shows how you will manage safety on the job, including managing any emergencies. This could take the form of a Safety Management Plan (SMP), Job Safety Environmental Analysis (JSEA), Site Specific Safety Plan (SSSP), Contract Safety Plan or Safe Work Method Statement (SWMS). Discuss the plan with the MPDC contract manager and ensure that work doesn't start before they have reviewed it. Keep it up to date and inform all workers of the contents.

Permits

MPDC operate a permit system for the following three types of work:

- work at height/depth
- confined space entry
- hot work.

You must make sure that the permit has been approved before any of the above work starts. Your MPDC Contract Manager will assist you with the permit process, which can be made easier by planning ahead and applying for a permit in advance. The permit is open until the job is completed or the scope of the job has changed (a new permit will be issued if this occurs).

Notifiable work

You are required under the Health and Safety at Work Act 2015 to provide at least 24 hours' notice to WorkSafe New Zealand of particularly hazardous work. Provide a copy of the notification to the MPDC Contract Manager before work starts, and keep a copy on the work site. Notification forms can be submitted by email, see website www.worksafe.govt.nz/worksafe/notifications-forms/particular-hazardous-work

Pre-start meeting

Your MPDC contract manager will have a pre-start safety and wellness meeting with you before work starts. This will be tailored to meet the requirements of the work to be done, and to ensure that we are clear on:

- what work is happening and when
- the key risks and how they will be managed
- how each other's work can affect health and safety risks
- who is taking care of each health and safety responsibility (this will be the person who is most able to control or influence that aspect), for example: who will be in charge of site inductions and first aid
- who will be in control of which aspect of the work
- which facilities will be shared, for example: where will workers have meal breaks
- how the work will be monitored and checked: who will be doing checks, inspections or audits and how often these will be done.

If you are visiting one of MPDC's facilities, you must advise the MPDC contract manager or site manager that you are doing work on site. Many of our sites also have site safety maps that are available on request in advance – these can be helpful when planning your work.

Sites such as water and wastewater treatment plants, swimming pools and Kaimai Valley Services Depot have multiple risks and it is very important that you arrange for an induction for all your workers before they start work.



During Work

Monitoring

We want to be sure that work is done safely, so we will carry out regular monitoring as appropriate for the level of risk and the duration of the work being undertaken.

You will also be required to monitor work undertaken by your workers and any subcontractors you engage.

We reserve the right to visit work sites at any time and to stop the work if the site or the work practices are unsafe.

Annual Review

If you are engaged by MPDC on a regular basis or over longer periods of time, the MPDC contract manager or Safety & Wellness Team will arrange for an annual safety and wellness review meeting with you. This is an opportunity for us to check that the controls we have in place are working effectively, and share any successes or opportunities for improvement.

Safety & Wellness Events

The first priority is to provide the necessary care to the affected person.

Any work-related injuries and illnesses that require medical treatment or result in a shift taken off work (i.e. a lost time injury) must be reported to the MPDC contract manager as soon as possible. This includes injury/incidents involving contractor or subcontractors or any other person on site (including public). This also applies to any serious near miss events (close calls) that could have resulted in serious injury.

We will work with you ensure that any events are used as a learning opportunity, and will ask you to provide a detailed investigation report.

Please do not discuss safety and wellness events with the media and do not circulate any images or commentary relating to the event through social media. Our Communications Team will assist with media management in the event of a serious event.

Notifiable/serious events

You must notify WorkSafe NZ of any notifiable events as soon as possible on 0800 030 040 or using the online notification system at <https://worksafe.govt.nz/notify-worksafe/>. The MPDC Contract Manager or Safety and Wellness Team must also be notified as soon as possible.

Do not disturb the scene of the event unless the safety of those in the vicinity is threatened or clearance is given by WorkSafe.

Notifiable events are:

- a death
- a notifiable illness or injury (usually requiring admission to hospital)
- a notifiable incident (an unplanned or uncontrolled incident that exposes someone to a serious risk arising from exposure to some specific hazards e.g. a substance escaping, fire, collapse of a structure).

There is further information on notifiable events here: <https://worksafe.govt.nz/notify-worksafe/>

When work is finished

Your MPDC Contract Manager may ask you to participate in a post-contract review once the work is completed. This is an opportunity to identify safety and wellness successes and areas for improvement.

Communication is key

We aim to build a positive working relationship with our contractors and we know that communication is key. If you have any feedback or suggestions to improve safety and wellness, please talk to your MPDC contract manager or contact the Safety & Wellness Team (see contact details over page).

Contact numbers

Matamata-Piako District Council (24 hours) – 07 884 0060 or 0800 746 467

Safety & Wellness Contacts:

Kate Stevens, Safety & Wellness Team Leader

Phone: (07) 884 0060

Mobile: 027 497 9820

Address: PO Box 266, Te Aroha 3342

Email: cstevens@mpdc.govt.nz

Stacey Blake, Safety & Wellness Coordinator

Phone: (07) 884 0060

Mobile: 027 208 4230

Address: PO Box 266, Te Aroha 3342

Email: shockenhull@mpdc.govt.nz

Emergency Contact Numbers

Emergency Services – 111

Matamata-Piako District Council (24 hours) – 07 884 0060 or 0800 746 467

Waikato Regional Council – 0800 800 401

Health Te Aroha – 07 884 8053

Dallas Clinic Morrinsville – 07 889 3809

Morrinsville Medical Centre – 07 889 5126

Matamata Medical Centre – 07 881 9102

National Poisons Centre – 0800 764 766

WorkSafe NZ – 0800 030 040 (24 hour

Critical risks: minimum requirements

This section outlines our expectations for managing our 'top ten' critical risks. It is likely that there will be other risks associated with your work, and additional controls needed to make sure that work is done in a healthy and safe manner. Talk to your MPDC Contract Manager or the Safety and Wellness Team if you have any questions or concerns about safety and wellness on site. We would also like to hear any suggestions for improvement or successes that we can share.

Driving on the roads



MPDC is situated in a rural district with hazards such as stock on the road, and flooding and high winds can occur in some areas, particularly along the Kaimai Ranges. We recommend that you use the Antenno mobile phone app to ensure that you receive information about road conditions in the district.

Take care at all times when driving and advise us if you see a hazard on the road that needs attention. Antenno mobile phone app allows you to add a photo and your location, or you can phone 07 884 0060.

Working in the Road Reserve (Traffic Management)



If your work is likely to disrupt the normal flow of vehicle, cyclist or pedestrian traffic, you will need to provide a traffic management plan (TMP) in accordance with the Code of Practice for Temporary Traffic Management (COPTTM).

Your TMP must be approved by the Road Controlling Authority which is:

- NZTA for all work on State Highways
- Roding Team at MPDC for all work in the Matamata-Piako District not on State Highways.

MPDC's Roding Team audit traffic management in our district. All COPTTM requirements must be adhered to. COPTTM(W) compliant high visibility vests are required for all persons working in the road corridor.



Hazardous Substances



Hazardous substances include, but are not limited to, paints, solvents, cleaning materials and flammable materials.

Some MPDC sites have hazardous substances on site. Make sure that you are aware of any hazardous substances located where you are working and any precautions you need to take to stay safe. Further information is available in the risk register, inventory and safety data sheets at that site.

Work involving hazardous substances must comply with the *Health and Safety at Work (Hazardous Substances) Regulations 2017*. If you work with hazardous substances, this includes:

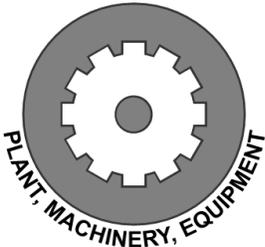
- Having an inventory of substances on your work site
- Having a current Safety Data Sheet (SDS) available on the work site (must be within 5 years of issue date). The SDS contains information of what PPE is required, what to do in an emergency i.e. first aid, as well as any disposal information.
- Ensuring that your workers are trained in the safe handling of any substances they use.
- Storing substances in an appropriate container, clearly labelled - **never** in drink bottles
- Removing containers and substances from the site when you leave
- Never disposing of hazardous substances down any drains around any site
- Having fire extinguishers readily available when flammable chemicals are on site. Ensure that you have the right type of extinguisher for the job and that your team know how to use it.



Wastewater (or sewage) is a source of harmful micro-organisms, including bacteria, viruses and parasites. Hygiene measures, PPE and safe work practices are key controls, and for higher risk activities immunisation against illnesses such as tetanus, poliomyelitis, hepatitis A and B and typhoid may be required.



Working with Hazardous Plant, Equipment or Machinery



All plant, equipment and machinery must be fit for purpose and maintained in a safe working condition. Ensure that you check that your equipment is in a safe condition before using it. Safety features such as flashing beacons, mirrors, cameras, seatbelt and any warning devices must be in good working order.

Vehicles, forklifts, tractors and any other mobile plant must be of warrantable standard and currently registered.

Ensure that plant operators have a current licence on site with them.

Machine/equipment isolation procedure

Many MPDC plants have equipment that can start automatically. The MPDC operator responsible for that site must be notified **before** any lock out occurs as this may have an impact on the functioning of the site.

In all cases when you are working on plant, machinery or equipment, ensure that you work with the operator on site to put the correct isolations in place so that you can work safely. Check that these isolations are in place before commencing work. Attach your own padlock and tag to **isolate** any faulty or isolated machines.

Cranes and lifting equipment

Cranes must have a valid certificate of inspection to be displayed on the crane. All lifting equipment (slings, chains etc.) with a gross load greater than 1 tonne must have a current test tag and be in good condition. All truck-loader type cranes over 0.9 tonne must have an annual inspection carried out by an equipment inspector.

Any crane operations must be in accordance with the *Approved Code of Practice for Cranes* and the *Approved Code of Practice for Load Lifting and Rigging*.

The crane operator must hold the appropriate minimum unit standards as per Part 4 of the *ACOP for Cranes* (Mobile cranes: 3789 and 3795; truck loader crane: 3795 or 16617). The dogman must be qualified to US 3789 (slinging of regular loads) or have sufficient training or experience to be competent.



Working over/near water



A safety management plan is required wherever work is to be completed over or near water.

Appropriate controls must be selected to prevent people/materials falling into the water, e.g. guard rails, safety grates, flotation jacket and/or harness. Our safe operating procedure must always be followed when using a boat.





Working at Height



We expect work at height to be done in a way that aligns with the *Best Practice Guidelines for Working at Height in New Zealand*. A Height Safety Permit is needed where there is a risk of fall over 3 metres or at a lower height where the work is high risk. This enables us to ensure that you have safe access to complete your work. MPDC's Procedure for *Safe Work at Height* is available on request.

Ladders

All **ladders** must be certified as safe, checked by a competent person prior to use and be of industrial (not domestic) quality. Ladders are only used for short duration low risk tasks. When a **harness** is used the wearer must have NZQA US 23229 – *Use a Safety Harness for Personal Fall Prevention When Working at Height*, or NZQA US 17600 with US 25045. The harness must be inspected before use and in good condition, and be within 10 years of date of manufacture. In many situations, low level scaffolding provides a safer option for access.

Elevated Work Platforms

An **Elevated Working Platform** (EWP) e.g. cherry pickers, scissor lifts, hoists and travel towers can provide good access for work at height. Choose an EWP that is suitable for the terrain: some are designed for hard flat surfaces only, others for rough and uneven terrain. Further information can be found in *Mobile Elevating Work Platforms – Best Practice Guidelines* on the WorkSafe NZ Website.

A Work at Height Permit is required for EWP work. Mobile EWP operators are to have completed unit standard training as per the best practice guidelines.

Scaffolding

Scaffolding must comply with the WorkSafe's *Scaffolding in New Zealand Good Practice Guidelines (Nov 2016)*.

All scaffolds:

- should be erected, altered and dismantled by persons who have been trained and have suitable experience with the type of scaffold used
- from which a person or object could fall more than 5 metres must be erected, altered and dismantled by (or under direct supervision of) a certified scaffolder. WorkSafe NZ must be notified where appropriate.
- must have displayed/visible, identification/tag, stating whether it is safe or unsafe to use.



Working in Confined Spaces



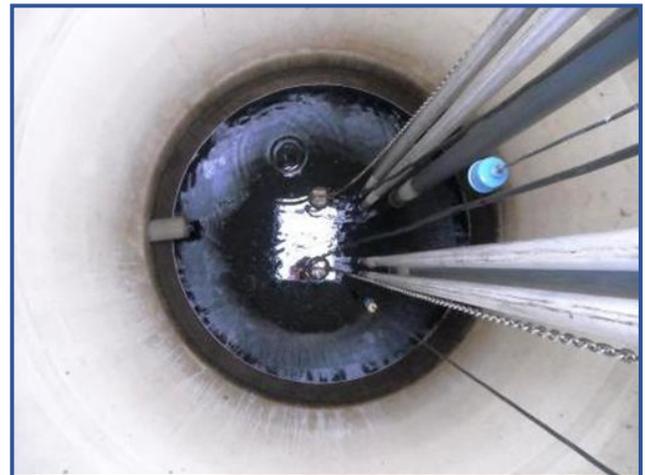
MPDC has many confined spaces at worksites, including pump wells, water tanks, dry chambers (e.g. valve flow meter chambers), manholes (storm water or sewer) etc. Confined Space work is dangerous. With this in mind it is preferable that, wherever possible, the work is done from outside.

No MPDC worker or contractor to MPDC may enter a confined space unless a written authority (permit) has been issued.

WorkSafe New Zealand recognises Australian Standard 2865-2009 as the current state of knowledge on Confined Space. This standard defines a confined space as follows:

“A Confined Space is:

- an enclosed or partially enclosed space
- that is not intended or designed primarily for human occupancy,
- within which there is a risk of one or more of the following:
 - an oxygen concentration outside the safe oxygen range
 - a concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation
 - a concentration of flammable airborne contaminant that may cause injury from fire or explosion
 - engulfment in a stored free-flowing solid or rising level of liquid that may cause suffocation or drowning.”



Examples of the above risks include flooding (water or sewage) and airborne contaminants (e.g. hydrogen sulphide and methane).

Some confined space work is notifiable to WorkSafe NZ: ensure that the notification is made at least 24 hours before work commences. MPDC's confined space procedures are available on request.

Only persons currently certified and assessed as competent to Unit Standards 5510, 17599 and 18426 may be associated with confined space tasks (including risk assessment, permit preparation and issue, safety watch, standby and entry).



If you are in any doubt as to whether a space requires confined space entry authorisation: do not proceed.

Contact the MPDC Contract Manager to get clarification.

Working with energy/electrical equipment



Electrical work is to be completed by a qualified electrician. All electrical equipment and leads must be certified and tagged as safe by a Registered Electrician or a competent person trained in testing electrical equipment.

Always ensure that isolation procedures are followed when working on equipment (see Plant and Equipment section above).

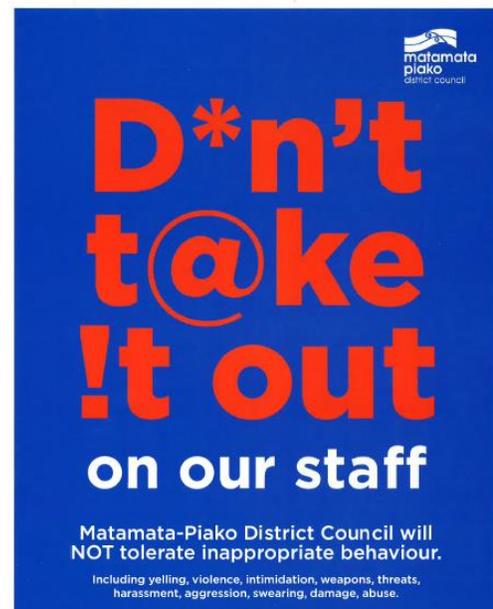
Psychological Factors



MPDC does not expect its staff, visitors, contractors or subcontractors to tolerate abusive or aggressive behaviour.

Report any instances of this type of behaviour to the MPDC Contract Manager or Safety & Wellness Team.

The wellbeing of our contractors is important to us and we will work with you to manage risks such as abusive behaviour, fatigue and stress.





Excavation



The *Excavation Safety Good Practice Guidelines* published by WorkSafe NZ (July 2016) describes the requirements for excavation work.

Key points from this guide are:

- Avoid underground services and make sure not to undermine nearby structures – use safe digging practice and dig away from them.
- Check the excavation each day before starting work and after any event that may affect its stability.
- Provide safe access to get in and out.
- Prevent collapse – shore, bench, or batter back. Do not assume ground will stand unsupported.
- Prevent people and materials falling in – with barriers strong enough not to collapse if someone falls against them, filling or covering excavations on unattended sites.

Always ensure that services (both overhead and underground) have been located before excavation commences. Beforedig provides information about underground services.

Other Risks:

Hot Work

Hot work is defined as any work involving processes that could cause fire or explosion. Examples include welding, brazing, gas cutting, grinding, soldering, paint stripping.

You are required to complete a Hot Work Permit before starting hot work. This permit details how you will prevent a fire or explosion.



Hot work can cause fire either directly (a flame or spark causes a fire) or through conduction (metal conducts the heat to a combustible material away from the hot work). There have been cases of fire caused by sparks that have gone unnoticed and smouldered until a fire is caused later once workers have left the site.

Asbestos

MPDC will make every effort to identify any risk of asbestos before work commences, however if during the course of any work you identify an asbestos risk, stop work immediately and inform your MPDC Contract Manager.

If you are removing asbestos or asbestos-containing materials you must comply with the *Health and Safety at Work (Asbestos) Regulations 2016* and the *Approved Code of Practice for the Management and Removal of Asbestos*. Asbestos containing materials (such as Asbestos Cement Pipes, asbestos sheets or tiles) must be disposed of in accordance with the *Health and Safety at Work (Asbestos) Regulations 2016*.

Damage to the Environment

You are required to have a plan for managing any environmental emergency that could arise from your work, and to plan work in such a way as to minimise environmental impact.

Wastes and hazardous substances, such as toxic chemicals, must be safely disposed of and not left on any site. Never dispose of waste such as oil, chemicals, concrete etc. down storm water or sewer drains.

Report any spills or leaks to MPDC immediately. Spills to storm water are considered an emergency and need to be dealt with immediately.



WE CREATE.
A healthy and safe workplace.

OUR VISION: HOME SAFE, EVERY DAY

Keep people safe

We keep people who could be affected by our work safe: this includes ourselves, our workmates, our contractors, our volunteers and our customers.
We focus our efforts on managing the critical safety and wellness risks.

Monitor and measure

We set, monitor and report on measurable objectives.
We monitor our safety and wellness performance through activities that are focused on our critical risks, to provide assurance.

Learning and Development

We train and supervise our people to ensure they have the skills and knowledge to do their job safely.
We provide ongoing learning and development opportunities to drive continuous improvement.

Ownership

We take ownership for keeping ourselves and others safe at work, and come to work fit and capable of working safely.
We comply with all relevant legislative requirements and industry standards.

Engage

We listen to people who work for us, including contractors, recognising that their contribution is vital to continuously improve the way we work.
We empower our health and safety representatives and engage with unions.
Our Health and Safety Committee is proactive and effective.

Collaborate

We engage collaboratively with our contractors and volunteers so together we can achieve high standards in safety and wellness.
We actively participate in forums with our peers and other industry leaders where learning can be shared.
We work together and collaborate between teams to foster a culture of shared learning.

Leadership

Our leaders listen to workers and empower them to make good safety choices. They take responsibility for safety and wellness at our workplaces.
Our officers and executive management team have a due diligence plan implemented and regularly reviewed.

Keep people well

We create a workplace that is healthy, both mentally and physically.
We actively support return to work for those who are injured or ill.

Date: 8/8/2022
Review date: 8/8/2025

Signature: 
Don McLeod
Chief Executive