



# Council's Health & Safety Standards For Contractors

Our vision:  
***Home safe, every day***

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## 1. Introduction

This booklet provides general information for contractors about MPDC's health and safety standards. Matamata-Piako District Council (MPDC) aims to work together with contractors to prevent harm to workers (MPDC, contractors and subcontractors), general public, visitors and volunteers.

If there are any health and safety issues that you need further information on, please talk to the MPDC Contract Manager who has engaged you.

**Failure to meet the requirements outlined in this booklet may affect the ability of your company to work on MPDC sites.**

Where the word "Council" appears in this document it relates specifically to Matamata-Piako District Council. Where the phrase "MPDC contract manager" appears it relates to the person from MPDC who engages your services. For some contractors this may be more than one person. The MPDC contract manager will be responsible for co-ordinating the work and explaining any specific safety requirements to the site contractors.

(The MPDC contract manager for smaller works will be the Council employee who issues the purchase order engaging the contractor.)

A contract is a binding document between the contracting company and Council. While this booklet is a guide to general activity and conduct on all sites, a work contract, purchase order or other such document will stipulate details of the work to be done and any specific safety requirements.

## 2. General Requirements



### 2.1 Prequalification

MPDC, together with several Waikato and Bay of Plenty Councils have teamed up with SHE Software NZ Ltd to develop a streamlined pre-qualification process. This process enables us to ensure that we use contractors who have appropriate health and safety systems in place.

Council requires all contractors and subcontractors engaged in physical works to have current prequalification through this Local Authority Contractor Pre-qualification.

This process requires contractors and sub-contractors who carry out services for MPDC, to apply to become pre-qualified every two years and maintain current insurances in the system.

To commence an application visit [payments.sheassure.net/](https://payments.sheassure.net/) and to view the list of contractors that have been prequalified visit [sheassure.net/las/Portal/approvedcontractorlist/Index](https://sheassure.net/las/Portal/approvedcontractorlist/Index). Further information on the prequalification scheme can be found on the MPDC website: [www.mpdc.govt.nz/apply-for-it/contractor-pre-qualification](https://www.mpdc.govt.nz/apply-for-it/contractor-pre-qualification)

### 2.2 Sub-Contractors

The requirements and procedures contained in this booklet apply equally to any sub-contractors employed by a nominated/lead contractor on site. Sub-contractors are required to complete the Council prequalification process. To commence an application visit [payments.sheassure.net/](https://payments.sheassure.net/) and to view the list of contractors that have been prequalified visit: [sheassure.net/las/Portal/approvedcontractorlist/Index](https://sheassure.net/las/Portal/approvedcontractorlist/Index)

### 2.3 Inductions

Contractors are required to complete an induction before commencing work. The induction is tailored to meet the requirements of the work to be done. Your MPDC contract manager will discuss this further with you. Many of our sites have safety maps that are available on request before you visit site.

***Induction is an opportunity to ensure that:***

- you are aware of the hazards/risks on that work site
- safety and emergency planning for the job has been completed, and is documented and communicated to everyone.

### 2.4 Audits

MPDC reserves the right to audit work sites at any time and to stop the work if the site or the work practices are unsafe. You will be informed of the outcome of any audits and will be required to provide evidence that corrective actions have been completed in the agreed timeframes.

MPDC also encourages its contractors to audit worksites: any non-conformances or actions arising must be notified to the MPDC contract manager immediately.

MPDC may also complete a post-contract review once the work is completed.

## 2.5 Compliance with the Health and Safety at Work Act (2015)

The Health and Safety at Work Act 2015 (HSWA) requires you and your workers to take reasonable care for your own health and safety and that of fellow workers; and take reasonable care that your work does not adversely affect the health and safety of any other people (general public or site visitors).

We require that any contractors and subcontractors must comply with all relevant health and safety legislation, regulations, WorkSafe Guidelines, Standards and Codes of Practice whilst working for MPDC.

## 2.6 Working together: consult, cooperate and coordinate

When two or more businesses are working together at the same location or through a contracting chain, they must work together to fulfil their duties of care.

HSWA requires that when businesses have overlapping duties they must consult, cooperate and coordinate their activities.

MPDC aims to do this so that before work starts, we and our contractors are clear on:

- what work is happening and when
- how each other's work can add to 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
- who will be in control of which aspect of the work
- which facilities will be shared, for example: who will provide a place for workers to 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.

This information must be documented and covered during a pre-start briefing, toolbox talk or induction before work starts.

The WorkSafe NZ website provides further information: [www.worksafe.govt.nz](http://www.worksafe.govt.nz)



### 3. Planning for emergencies

#### 3.1 First Aid

All contractors must ensure that there is sufficient first aid equipment, and enough trained first aiders on the work site. First aid kits must be easily accessible to workers and appropriately stocked.

#### 3.2 Incident/injuries/illnesses (events)

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

Work-related injuries and illnesses that require medical treatment or result in a shift taken off work (i.e. a lost time injury), and serious near misses (close calls) that could have resulted in serious 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).

Health and safety events must not be discussed with the media and any images or commentary relating to the event must not be circulated through social media. Our Communications Team will assist with media management in the event of a serious event.

MPDC will expect a detailed investigation report from the contractor to ensure that any lessons learnt are shared. Information about any health and safety events at work is used by MPDC to avoid a recurrence as part of our process of continuous improvement.

#### 3.3 Notifiable or 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 must also be notified. The scene of the incident must not be disturbed 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).

Refer to the WorkSafe NZ website for further information about what type of event is notifiable: <https://worksafe.govt.nz/notify-worksafe/>



### 3.4 Emergency Procedures

Contractors and subcontractors must have procedures in place to manage any likely emergencies for the work being done.



#### **Emergency procedures must be:**

- appropriate for the tasks being undertaken at the worksite
- communicated to all workers on site (the pre-start briefing, induction or toolbox talk is a good opportunity to discuss emergency planning)
- planned together with the MPDC contract manager and any other relevant people.

Ensure that all workers and visitors are aware of where to assemble in an emergency, who the trained first aiders are and where to locate any emergency equipment.

#### **To call emergency services dial 111.**

Give as much detail as possible and notify your MPDC Contract Manager immediately if you have called for the emergency services.

**In the event of an emergency the Fire Service / Police are fully responsible for the site until such time as the emergency is declared over.**

If working in a council facility, please evacuate any area where an alarm is sounding by following MPDC staff.

## 4. Safety Management

### 4.1 Your Responsibilities

As a Contractor, you and your workers, and any Subcontractors must:

- abide by all safety rules described in this document and any other safety rules applicable to the area/site or department where you are working.
- provide workers who have appropriate current training and competency
- ensure that any inexperienced workers are closely supervised
- report any new hazards or safety issues that you identify
- ensure all workers are inducted to the site before commencing any work/tasks
- sign in and out as per the requirements of the work site you are entering. Your entry to the register must be legibly completed
- meet any Council or site Personal Protective Equipment requirements
- assist with maintaining site security
- park your vehicle in the designated area
- make sure that all your workers on site are familiar with the hazard/risk register for that site (where applicable). If you have any questions about the hazards on site or how to keep safe on that site, talk to a Council staff member on site or contact the MPDC contract manager
- ensure that you plan your work to ensure public safety as many of MPDC's sites have public access. Members of the public may approach you to ask questions about the work MPDC has instructed you to do: respond politely and request that they ring MPDC direct if they require further information.
- inform all workers and visitors to site of the hazards and controls
- provide, whenever possible, your own means of communication when on site (radio, mobile phone etc.).



Any worker on site has the right to stop work if they think that the work could expose them or someone else to a serious health and safety risk.

## 4.2 Health and Safety Management Planning

You will need to provide a document that shows how you will manage safety on the job. 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). Keep it up to date and inform all workers of the contents. If there are any changes to the work or the hazards associated with it then the document must be updated.

***This document should include the following as a minimum:***

- hazards identified and risk assessment
- control measures (including personal protective equipment requirements)
- a system for recording accidents and near misses (near hits/close calls)
- emergency procedures and location of emergency equipment
- first aid personnel and emergency contact numbers.

## 4.3 Permit System

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

- work at height/depth (Section 5.6)
- confined space entry (Section 5.7)
- hot work (Section 5.11).

***The permit must be approved before any work can be started. Discuss with your MPDC Contract Manager as to who will sign off the permit. The process can be made easier by planning ahead and applying for a permit before the work starts.***

***It is your responsibility to:***

- inform the permit issuer of the details of the work to be undertaken and any hazards
- determine what controls are needed
- identify all of the personnel working on the permit and provide evidence that they are trained and competent
- communicate the details of the permit to workers involved in the work and ensure that they have understood and signed the permit
- ensure that all necessary controls are in place before work starts
- adhere to the permit
- relay information on any new hazards identified to the issuer and amend the permit
- notify workers of any changes
- inform the permit issuer when the job is complete and workers are clear, by closing (signing off) the permit.

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.

#### 4.4 PPE (Personal Protective Equipment)

All workers and visitors to the worksite must wear the appropriate compliant PPE for the site and for the tasks they are undertaking. Talk to your MPDC contract manager if you are unsure of what PPE is required.



**Note: Contractors are responsible for providing all of their own personal protective equipment/clothing and ensuring it is fit for purpose.**

## 5. Critical Risk Management

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

## 5.1 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.

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.



## 5.2 Working in the Road Reserve (Traffic Management)



To ensure the safety of your workers and any road users, 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
- Roothing Team at MPDC for all work in the Matamata-Piako District not on State Highways.

MPDC's Roothing 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.

COPTTM can be downloaded from the NZTA website at [www.nzta.govt.nz/resources/code-temp-traffic-management/#manual](http://www.nzta.govt.nz/resources/code-temp-traffic-management/#manual)



### 5.3 Hazardous Substances



Hazardous substances include, but not limited to, paints, solvents, cleaning materials and flammable materials. Work involving hazardous substances must comply with the *Health and Safety at Work (Hazardous Substances) Regulations 2017*. Some MPDC sites have hazardous substances on site. You must ensure 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 will be available in the risk register for that site.

For any work involving hazardous substance (chemicals):

- An inventory of substances must be held on the work site
- a current Safety Data Sheet (SDS) must be 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
- workers must be trained in the safe handling of any substances they use.
- substances must be stored in an appropriate container, clearly labelled - **never** store hazardous substances in drink bottles
- containers and substances must be removed from the site when you leave
- **under no circumstances are hazardous substances to be disposed of down any drains around any site**
- fire extinguishers must be readily available when flammable chemicals are on site. Fire extinguishers must be the right type for the job. Workers required to use a fire extinguisher must be trained in their use.





## 5.4 Working with Hazardous Plant, Equipment or Machinery



All plant, equipment and machinery must be fit for purpose and maintained in a safe working condition. Contractors are responsible for checking that their equipment is in a safe condition before using it.

Vehicles, forklifts, tractors and any other mobile plant must be of warrantable standard and currently registered. A copy of all licenses of operators must be kept on site.

### Machine/equipment isolation procedure

It is the responsibility of the contractor to ensure that all workers are familiar with the isolation procedure. Each contractor work group shall affix their own padlock and tag to **isolate** any faulty or isolated machines.

The MPDC worker responsible for that site must be notified **before** any lock out occurs as this may have an impact on the functioning of the site.

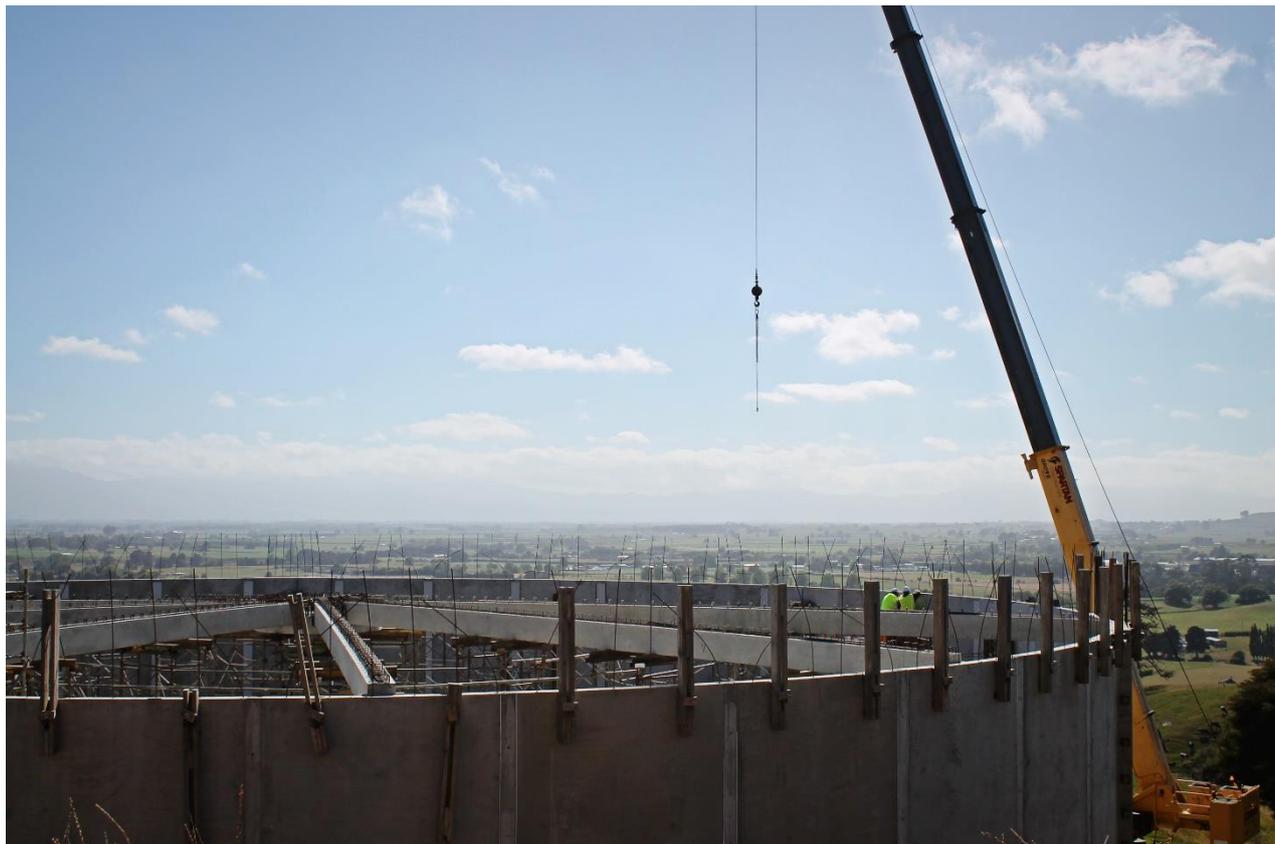
**Warning:** many MPDC plants have equipment that starts automatically. Check that isolations are in place before commencing work.

## 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).





## 5.5 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.



## 5.6 Working at Height



Work at height is to be done in accordance with the *Best Practice Guidelines for Working at Height in New Zealand*. Where work is to be done where there is a risk of fall over 3 metres or at a lower height where the work is high risk, a Height Safety Permit must be completed (see section 4.3). This enables Council to ensure that you have safe access to complete your work. MPDC's Procedure for *Safe Work at Height* is available on request.

All **ladders** must be certified as safe to use and be of industrial quality. All ladders must be checked by a competent person before use. Domestic ladders must not be used. Ladders are only to be used for short duration low risk tasks.

Where workers are required to use a **harness**: 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.

### Elevated Work Platforms

Where use of an **Elevated Working Platform** (EWP) is required e.g. cherry pickers, scissor lifts, hoists and travel towers, choose a 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 (see section 6).
- must have displayed/visible, identification/tag, stating whether it is safe or unsafe to use.

## 5.7 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 imperative 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.** Refer to section 4.3).



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).

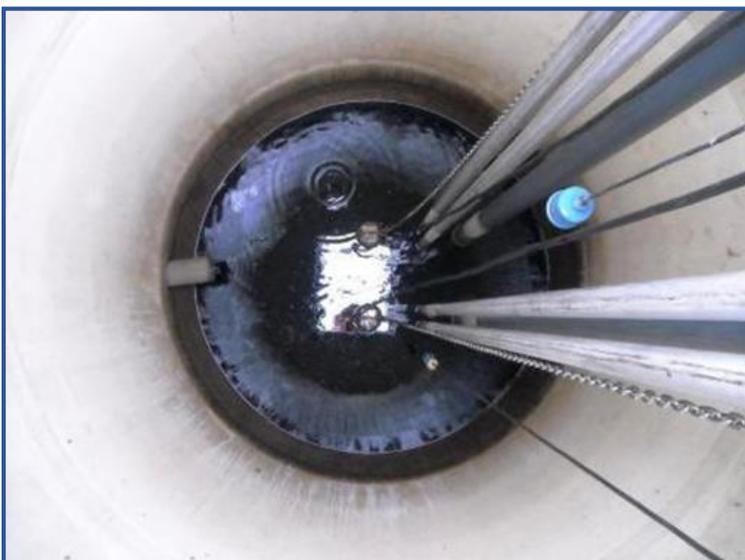
WorkSafe New Zealand recognises Australian Standard 2865-2009 as the current state of knowledge on Confined Space. This standard defines a confined space as follows:

*“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 (see section 6). MPDC’s confined space procedures are available on request.



**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.**

## 5.8 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 5.4 above).

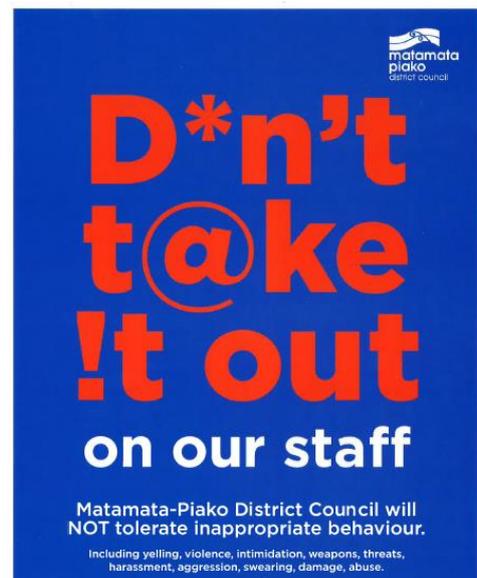


## 5.9 Psychological Factors



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

Any instances of this type of behaviour are to be reported to the MPDC Contract Manager.





## 5.10 Excavation



Excavation work is to comply with the *Excavation Safety Good Practice Guidelines* published by WorkSafe NZ (July 2016).

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.

Notification of particular hazardous work is the contractor's responsibility (see section 6).

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

## 5.11 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. (Reference section 4.3).



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

Council 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 then work must be stopped immediately and the MPDC Contract Manager informed.

Removal of asbestos or asbestos-containing materials 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*.

### Damage to the Environment

Contractors are required to make provision for dealing with any environmental emergency arising from their work and to plan work in such a way as to minimise environmental impact.

Wastes and hazardous substances, such as toxic chemicals, shall be safely disposed of by the contractor and not left on any site. Absolutely no wastes, such as oil, chemicals, concrete etc, are to be disposed of down stormwater or sewer drains.

Asbestos (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*.

Any spills or leaks are to be reported to MPDC immediately. Spills to stormwater are considered an emergency and need to be dealt with immediately.

### Housekeeping

Every Contractor is to ensure that their worksite is kept tidy. On completion of the work the site is to be left clean. This includes the removal of waste material produced throughout the particular job undertaken, such as construction materials.

A site clean-up may be required from time to time during larger contracts and shall be carried out within 24 hours of a request by the MPDC Contract Manager.

Any damage to roadways, lawns or access-ways from contractor's vehicles or equipment is to be repaired by the contractor.

Rubbish bins are to be provided and maintained on site by the contractors.

## 6. Notification of Particular Hazardous Work

It is the contractor's responsibility to provide at least 24 hours' notice to WorkSafe New Zealand of particularly hazardous work. Notification forms can be submitted by email, see website [www.worksafe.govt.nz/worksafe/notifications-forms/particular-hazardous-work](http://www.worksafe.govt.nz/worksafe/notifications-forms/particular-hazardous-work)

MPDC require you to provide a copy of the notification to the MPDC Contract Manager and keep a copy on the work site.

### ***Particular hazardous work includes:***

- logging or tree felling undertaken for commercial purposes
- construction work with a risk of falling 5 metres or more  
*Excluding:*
  - work in connection with a residential building up to and including 2 full storeys,
  - work on overhead telecommunications lines and overhead electric power lines,
  - work carried out from a ladder only, or
  - maintenance and repair work of a minor or routine nature
- erecting or dismantling scaffolding with a risk of falling 5 metres or more
- use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more  
*Excluding:*
  - work using an excavator,
  - work using a fork-lift, or
  - work using a self-propelled mobile crane
- work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top
- work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
- work involving the use of explosives, or storage of explosives for use
- work in which a person breathes compressed air, or respiratory medium other than air (not diving)
- work in which a person breathes compressed air, or respiratory medium other than air (diving).

## **7. Standards of Behaviour**

### **7.1 General Behaviour**

#### ***MPDC workers and contractors must:***

- remain professional at all times
- carry out all work in a timely and safe manner
- not engage in fighting, horseplay, foul language
- behave in a way that protects safety and security on site.

In the case of any failure in this regard, the Contractor may be directed to remove his/her worker from this site.

Harassment of any kind, whether written, spoken or implied, shall not be tolerated and may result in your removal from the site. This includes the bringing of any offensive material onto our sites.

### **7.2 Smoking**

Smoking is only allowed in designated areas. If you use the designated smoking areas you are responsible for ensuring the areas are maintained in a clean and tidy condition at all times. Use the ashtrays (where provided) to dispose of all smoking material. No cigarette butts should be disposed of on the ground, including the car park, drains and areas by external doorways.

### **7.3 Drugs and Alcohol**

MPDC work sites are drug and alcohol free. No alcohol or illegal drugs shall be brought onto any Council site. The use of drugs and alcohol while working can be potentially fatal. Any use of alcohol or illegal drugs on our sites or working while under the influence of said substances could result in the permanent exclusion of the persons concerned from the site. MPDC's Drug and Alcohol Policy applies to contracted workers: a copy is available on request.

### **7.4 Theft**

Where persons are suspected of, or caught, stealing materials, equipment or tools from the site, the matter may be immediately placed in the hands of the Police. In the case of any failure in this regard, the contractor may be directed to remove his/her worker from this site.

## 8. Contact Numbers

*Write the name and number of your MPDC contract manager(s) here:*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Safety & Wellness Team 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](mailto: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](mailto: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 hours)

## Health & Safety Policy



# Our vision: HOME SAFE, EVERY DAY

We are committed to managing our work environments to prevent injuries and promote the safety and health of all staff, visitors, contractors and volunteers.

### Keep people safe

We will keep ourselves and others safe by identifying risks, and implementing effective controls.  
We will recognise and celebrate effective safety risk management.

### Train & supervise

We will train and supervise workers to ensure they have the skills to do their job safely.

### Lead by example

We will ensure managers and supervisors are appropriately trained, competent and accountable in leading health & safety within their teams and with contractors, volunteers etc.  
We will ensure our managers & supervisors demonstrate highly visible levels of commitment to health & safety.

### Due diligence

We will ensure our officers have a due diligence plan implemented and regularly reviewed.  
We will set high standards for operational discipline & hold managers & supervisors accountable for corrective actions allocated to them.

### Investigate & learn

We will encourage a reporting culture where all workers participate in reporting accidents, incidents and risks.  
We will investigate all accidents, incidents and near misses and use outcomes as a learning opportunity.



Mike van Bysterveldt (Roading Engineer), Sandy Barnes (Health & Safety/Quality Manager), Gert Jordaan (Contract Supervisor, Fulton Hogan).

### Engage

We will actively engage with workers and unions about health & safety to encourage participation for continual improvement and empowerment.  
We will have an active health and safety committee.

### Measure & improve

We will set, monitor and report on measurable objectives.

We will implement, monitor, review and continually improve systems, policies, and procedures to achieve best practice in health & safety management.

### Take ownership

We will ensure health & safety is part of every worker's job requirements.

We will comply with relevant health & safety legislation, regulations, codes of practice, standards etc.

### Collaborate

We will actively participate in forums with our peers and other industry leaders where learning can be shared.

We will consult, coordinate and cooperate with other PCBUs to ensure effective health and safety wherever work is being done.

### Keep people healthy

We will monitor worker's health where it relates to health related risks.  
We will actively manage a worker's return to work if they are injured or ill.  
We will give health & wellbeing equal status and effort to safety.

Don McLeod  
Chief Executive Officer

Sandy Barnes  
Health & Safety Manager

Mayor Ash Turner

Policy date: 13/12/19  
Review date: 13/12/21