STANDARD

The BOPDHB recognises its responsibility to establish a clear and appropriate standard of Health and Safety performance for its contractors. To that end, there shall be a systematic, consultative and documented approach to ensure that all Bay of Plenty District Health Board (BOPDHB) approved / appointed contractors and their respective employees are informed of BOPDHBs health and safety policies, procedures, protocols and rules; and will follow safe working practices to mitigate the risk of harm from hazards to themselves and to other people in the DHB workplace whilst undertaking work under a BOPDHB contract.

Corporate contractors (which are all other contractors associated with the Provider Arm as defined in Appendix B – Contractor Risk Categories) are managed by the Health and Safety team located in Tauranga and Whakatane in accordance with this protocol.

OBJECTIVE

The objective of this protocol is to ensure that there is a system for effective Contractor management and monitoring of contractor performance across the BOPDHB. Refer to Appendix A - Contractor Management Process Flowchart.

STANDARDS TO BE MET

1. All Contractors that wish to perform work for the BOPDHB in terms of risk category Tiers 1, 2 and 3 as defined in Appendix B – Contractor Risk Categories will be required to register and participate in the BOPDHB's internal prequalification assessment processes.

2. Contractors who do not pass the prequalification process will be reassessed and required to produce further information or examples of work to be inspected.

3. All approved / appointed Contractors (including their employees) that wish to perform work for the BOPDHB in terms of risk category Tiers 0, 1, 2 and 3 as defined in Appendix B – Contractor Risk Categories will undertake a mandatory Contractor Health and Safety Induction Programme and where necessary further clarification prior to starting any work, refer to Appendix A – Contractor Management Process Flowchart. Also refer to FBO Contractor Approval Procedure PROP.04.28.

4. All inducted Contractors shall wear an issued DHB ID card at all times on BOPDHB work sites. This badge will be provided only on completion of the BOPDHB Contractor Health and Safety Induction and any applicable orientation (refer to 3.50.01 P6 Staff, Contractor and Volunteer Identification (ID) Standards (Photo ID Card and Name Badge).

5. Contractors' health and safety performance shall be regularly monitored/assessed against the contract document requirements and/or at least annually and/or post contract review and/or after any notifiable events.

6. Contractors (including their employees) who carry out work on any BOPDHB site are required to report to the Facilities & Business Operations (FBO) Helpdesk (Tauranga) or FBO Administration Support (Whakatane) to complete the sign in / out requirements.

7. On the completion of a project, site works or contract, the project manager of the contract will conduct a review of the contractor's work to ensure that works have been completed to an acceptable standard.

8. Roles & Responsibilities

BOPDHB Responsible Party Roles	Responsibilities
Management / Project Manager	• Ensure only approved contractors undertake work on BOPDHB sites as per the defined Contractors lists. • Contact the Health and Safety team if you require a Contractor who is not on the lists, to arrange for the prequalification process to be initiated. • Ensure all existing and new prequalified Contractors (including their employees) undertake appropriate and timely Contractor Health and Safety inductions, prior to any work commencing. • In conjunction with FBO or Health and Safety, responsible for completing annual and/or post contract reviews and/or a review after any notifiable events.
Health and Safety Team / FBO Health & Safety Manager	• Maintain the approved Contractors lists via the Contractor Management System (Vault). • Co-ordinate the prequalification process with the Contractor ensuring all required Health and Safety documentation and information has been received and uploaded into Vault. • Co-ordinate and induct Contractors prior to commencement of work. • Responsible for regularly undertaking/completing health and safety interaction checklists, monitoring and recording contractor performance via Contractor Management Assessments and uploading to Vault. • Responsible to keeping the Project Manager informed. • In conjunction with the Project Manager, responsible for completing annual and/or post contract reviews and/or a review after any notifiable events.
Administration Support	• Responsible for ensuring all contractor data is accurately entered into Vault in a timely manner.
FBO Advisor / Health & Safety Advisor	• All completed Contractor Management Assessments are evaluated for H&S criteria / content prior to approval. • Responsible for keeping their Manager and the Project Manager informed regarding any health and safety concerns. • KPIs related to Contractor approval/performance are produced and reported monthly via the FBO and Health and Safety Board Reports. • Regular Contractor Health and Safety Interaction Checklists (PROP.04.29) completed and uploaded into the Health and Safety Management System.

9. Records

9.1 All contractor health and safety documentation, information, health and safety management assessments, post contract, services and project performance reviews and contractor / worker induction details must be recorded into the Health and Safety Management System.

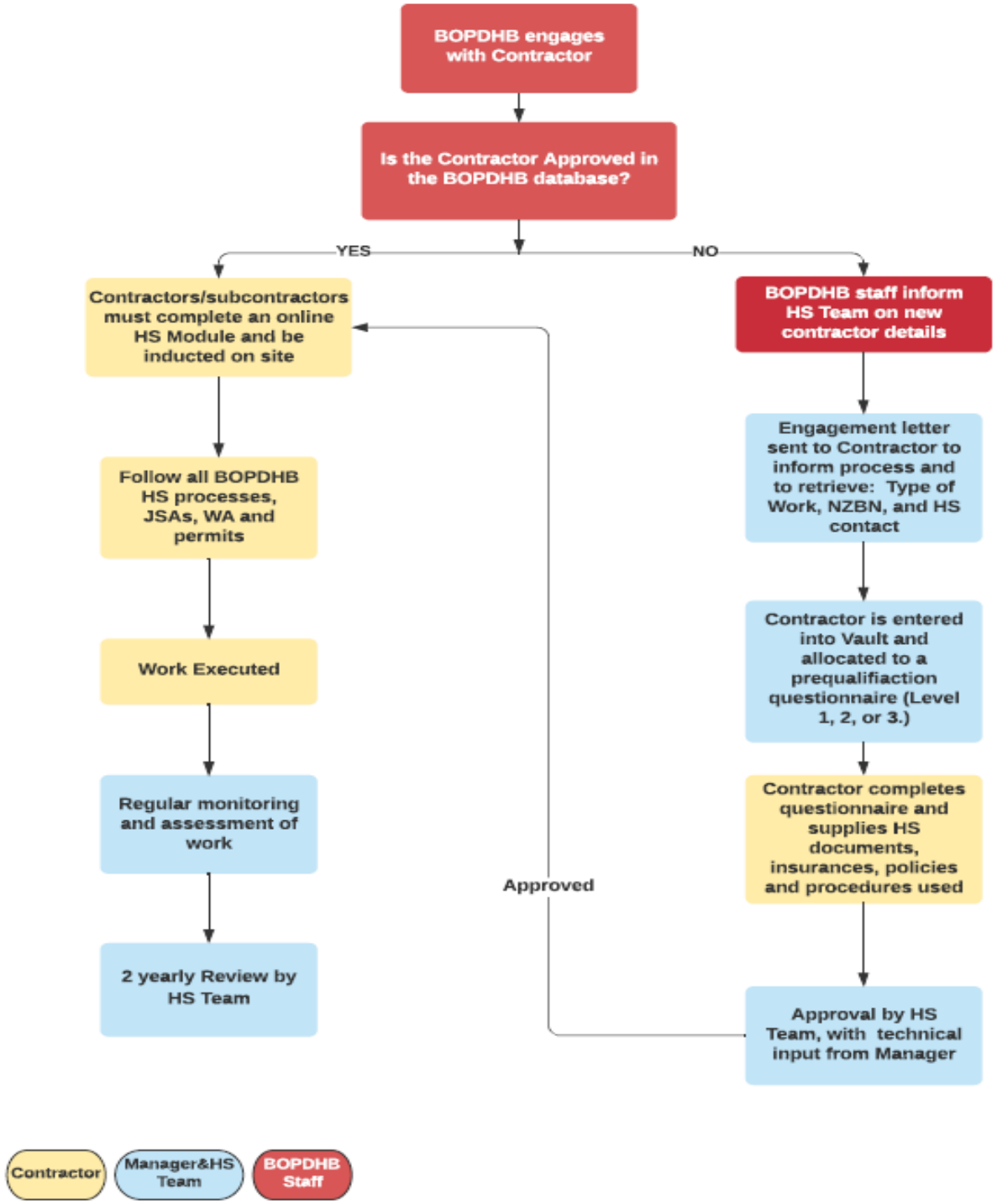
REFERENCES

- Health and Safety at Work Act 2015 and amendments
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- ACC Accredited Employers Programme Audit Standards and Guidelines

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board Health and Safety controlled documents
- Bay of Plenty District Health Board policy 3.50.01 P6 Staff, Contractor and Volunteer Identification (ID) Standards (Photo ID Card and Name Badge)
- Bay of Plenty District Health Board FBO Guideline. FBO.04.23 Health and Safety at Work – Consultation, Cooperation and Coordination
- Bay of Plenty District Health Board FBO Guideline. FBO.PROP.O4.28 Contractor Approval Procedure (Contractor Management Procedure)
- Bay of Plenty District Health Board FBO Guideline. PROP.O4.29 Health and Safety Interaction Checklist Procedure FBO
- Bay of Plenty District Health Board FBO Form. PROP.04.29 Form Health and Safety Interaction Form
- Bay of Plenty District Health Board policy 5.4.10 Work Safety Systems
- Bay of Plenty District Health Board policy 5.4.10 protocol 1 Permit to Work
- Bay of Plenty District Health Board policy 5.4.10 protocol 2 Job safety Analysis and Work Approval

APPENDIX A - Contractor Management Process Flowchart



APPENDIX B - Contractor Risk Categories

	Contractor Risk Tier – Prequalification categories			
	Tier 3 (high risk)	**Tier 2 (medium risk)**	**Tier 1 (low risk)**	**Tier 0**
Health and Safety criteria for risk assessment and works	Works that are either possible, likely, or almost certain that has the potential to result in a moderate, major, or extreme severity of injury, fatality, or damage. Includes works that is notifiable work to WorkSafe. Any work activities/tasks that are considered high risk Anything involving a high risk works license or ticket	Works that are either possible, unlikely, or rare, to have the potential that may result in minimal, minor, or moderate severity of potential injury. Which includes lost time, first aid or superficial injuries or superficial damage to property that lead to a delay in Any work activities/tasks that are considered medium risk – which engages in manual labour tasks	Works that are either unlikely or rare, to have the potential that may result in minimal or minor severity of potential injury. Which includes first aid or superficial injuries and/or superficial damage to property. Support services to DHB Does not engage in any manual labour tasks	Contract Services which are clinical professionals, locums, consultants, sales reps, patient support. ONLY need induction – no HS required
Example Works/Contractors	• Security – ADT Security Ltd • Grounds maintenance – Girls on Grass • Carpentry using powered mobile tools • Plumbing – Plumbing World • Electricians - Aquaheat • IT servicing - Datacom • Construction – Downer, Watts & Hughes • Refrigeration - Aquaheat • Waste removals – Interwaste, Waste Management NZ Ltd • Sterilisation Technician • Servicing and lifting of hoists	• Hand tool manual tasks – Betta Blinds, Fuji Xerox • Carpentry – using hand tools only - Exceed Maintenance • Onsite Trial of medical equipment • Laundry service (including delivery/drop off goods) • Cleaning services - Spotless • Kitchen services - Compass	• Consultants / Advisors – DAA Group, Darryl Hubbard Consulting • Staff support – Benestar and EAP Services • Transport support services – Driving Miss Daisy • Training Providers (non-practical) – Coachio • Funeral Services	• Clinical locums – SMOs, Nurses, Midwives, other allied health • Clinical consultants • Patient support work (chaplaincy) • Volunteers • One off visitor meeting