



### **3.2 CONTRACTORS & SUB CONTRACTORS ON-SITE**

**Approved by:** Board of Trustees

**Contact:** Deputy Principal

**Group:** LT, H&S Comm

**Date effective:** Jun 2017

**Review date:** Jun 2020

**Reviewed by:** Health & Safety Committee / Senior Leadership Team / BOT

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Under the Health and Safety in Employment Act, Principals are required to take all practicable steps to prevent harm to Contractors and Sub-Contractors.

#### **Guidelines:**

1. The contractor may be required to provide a copy of their occupational health and safety policy or statement.
2. The contractor will nominate a person who will be responsible and accountable for occupational health and safety on site.
3. The contractor must be able to prove that all employees required to carry out any work under the contract have been adequately trained or have adequate knowledge and experience of the kind of work they may be required to do; and of the plant or substances they will use.
4. The Property Manager or other designated Nelson College senior administrator shall have the right to inspect the contractor's provisions prior to letting the contract.
5. The contractor shall keep themselves aware of, and comply with, all relevant Health and Safety legislation, and industry work practice norms.
6. The contractor shall provide first aid facilities or as agreed with the Property Manager or other designated Nelson College senior administrator.
7. Where relevant, the contractor's emergency plans are to conform with OSH standards.
8. The contractor shall report all incidents/accidents, including hazardous/toxic substances and trade wastes, spills or discharges, to the Property Manager or other designated Nelson College senior administrator and any appropriate regulatory authority.
9. The contractor has a duty to protect the public and people in the vicinity from harm at all times.
10. The Property Manager or other designated Nelson College senior administrator will provide the contractor with copies of its health and safety policies, procedures and rules which the contractor must comply with.
11. The Property Manager or other designated Nelson College administrator may require the contractor to cease work if the contractor fails to comply with any of the above.

12. In respect of contractors working beyond one (1) working day on the College site, the contractor will maintain a daily log of their personnel on site, together with a schedule of where their personnel undertake their duties. Casual or jobbing work contractors shall register in the College Visitors Register in the Front Office.