



Health and safety handbook for contractors and sub-contractors

Revised: 06/04/2026

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Version 3.0

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This handbook provides contractors and sub-contractors of Northland Regional Council (NRC) with basic information about working together in health and safety.

Under the Health & Safety Work Act 2015 (HSWA) NRC must ensure that contractors and their sub-contractors working for NRC (and in some cases volunteer work) have due regard to health and safety.

This booklet will guide you through the process of getting approved and working with us. There is an outline of the contract process on page 15 and some links templates for you to use if you do not already have your own versions. More detailed information is also available, please ask for help where you need it. If you have any questions, please talk to your “Contract Manager” at NRC.

‘Contract Manager’ will be abbreviated to CM, the person from NRC you will work with.

WORKING SAFELY IS NOT NEGOTIABLE

If any person contracted or subcontracted by NRC breaches health and safety requirements of their contract, or knowingly works in an unsafe manner they may be asked to stop work, and/or leave the site. Their contract may be terminated.

Environmental protection / other law

Protecting Northland's environment is a key role of Northland Regional Council, it is also a legal requirement under the Resource Management Act. Accidents often impact the environment. You must ensure your practices are safe and designed prevent and/or minimise any environmental impact if things go wrong.

You must also comply with other regulations including (but is not limited to):

- Health and Safety at Work (Hazardous Substances) Regulations 2017
- Land Transport Act 1998
- Resource Management Act 1991
- Safe work instruments, approved codes of practice, associated guidelines for your industry.

Engaging contractors

When NRC engages contractors we don't only look at the contractor's price and technical ability, but we also look at their ability to carry out planned work safely, without harm or risk to health.

All contractors (PCBUs) are required to fill out a ‘Contractor Health & Safety Pre-engagement approval form’ prior to any contract being agreed.

This form help us to check that you (as PCBU) have got all the required health and safety compliance, skills, and procedures in place to do the work involved in this contract.

NRC class work for health and safety as:

- 'low risk/administrative' (home or office based admin only) or
- 'standard' (any work involving field work)
- high risk (includes high risk work, see page 9)

The “pre-engagement form” and the information you provide is a critical step in the engagement process.

Who do you talk to at NRC?

Each contractor will have a designated Contract Manager (CM). This person will be the first point of contact to advise you. They are responsible for promoting safety and checking that all requirements are complied with during the contract period.



Who is responsible for what?

The HSWA ensures everyone has clear roles and responsibility for health and safety. PCBUs must all consult, coordinate and cooperate together on the way that work is carried out.

Person Conducting Business or Undertaking (PCBU) duties

You cannot contract out of your health and safety duties. Where duties overlap, PCBUs must work together to manage all of the risks and establish who is responsible for each part. This includes:

- Ensuring, so as far as is reasonably practicable, that risk is managed for the health and safety of workers, contractors and any other persons affected by the business or undertaking.
- Providing safe facilities and a safe working environment for workers.
- Providing safe plant, equipment and substances, and safe ways of working.
- Developing and communicating emergency procedures.
- Providing all necessary information, training, instruction or supervision.
- Monitoring the health of workers to prevent injury or illness.

Officer duties

If you are a CE/Director/Partner or head influencer at your business you must:

- Exercise due diligence - ensure your business understands, and complies with all health and safety responsibilities.

Worker duties

If you are a worker (including volunteers carrying out regular, ongoing work for the PCBU), you must:

- Take reasonable care - work in a manner that ensures your own health and safety.
- Cooperate with health and safety rules and procedures.
- Report accidents, near-misses, hazards, and suggest improvements.
- Ensure your actions (or inactions) do not harm any other person.
- Use and maintain the appropriate personal protective equipment (PPE) provided to you.

Contractor/sub-contractor duties

If you are a contractor (including volunteer organisations who have paid workers) you must :

- Carry out work-task analysis – identify all the risks in the task and suitable controls.
- Inform workers about accident and emergency procedures.
- Follow site rules and safe working procedures.
- Provide and maintain a safe working environment and equipment.
- Identify any new hazards that come up in the work and add to your risk assessment.
- Ensure that workers have adequate training, knowledge and experience.

Responsibilities of people who are self-employed

If you are a Sole-trader you must:

- Be your own PCBU and meet all the same duties as contractors.
- Ensure that no action (or inaction) harms you or other persons at work, or anyone else affected by your work.

Before starting any work

All work must have a clear scope with a written risk assessment. You will review this with the CM. This will identify the full safety plan, all responsibilities, and how the work will be managed effectively.

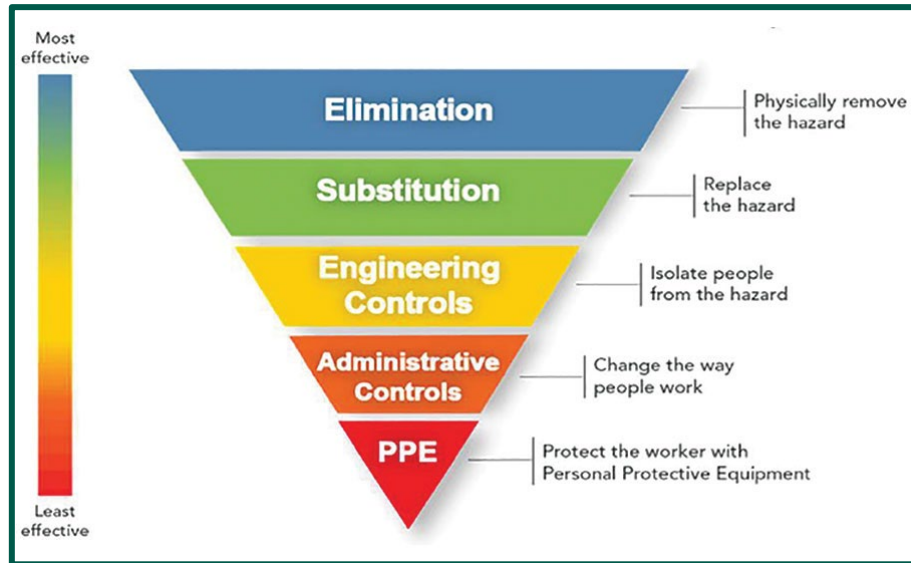
The type of risk assessment we would expect to see depends on level of risk for the work. For more complex high risk work, more detail is needed.

This should include:

- Scope and description of the job/tasks
- Identification of hazards and risks and controls
- Emergency planning
- Equipment and maintenance records
- Personal protective equipment
- Training for the individuals who will be doing this work

Work with a higher level of risk requires more in-depth risk assessment.

When identifying suitable controls, you must consider the hierarchy of controls.



Personal Protective Equipment: is the last resort where risks can't be controlled another way

You must provide your workers (and sub-contractors) with suitable personal protective equipment for the tasks being undertaken. PPE must be worn by workers. Workers must be trained in how to use, maintain and store their PPE. If certification is required for the equipment, a copy of the certificate must be attached to the task safety plan.

Reporting for work/Induction

At a Regional Council site

Working at a NRC site you (and any staff and subcontractors) must comply with the sign in requirements at the reception desk.

Your workers must be told who their CM is, and know how to contact them. The CM will give them an onsite induction. This includes information on the site protocols, use of facilities and emergency procedures.

Work areas on the site must be demarcated, use signage where needed. Workers are to keep to their specific work area, and only use facilities identified in the induction.

At other work sites

If the work site is not controlled by NRC, ensure the Site Controller is aware of the contractors on site and the work scope. All workers and other persons onsite must receive an induction to the site. You must keep a record of induction, you may be asked to provide this information to us.

Alcohol and drugs

Alcohol and drugs are strictly prohibited while at work for NRC. No one is to come to work while under the influence of alcohol or drugs. Drug testing may be required where behaviour indicates someone has come to work under the influence.

Smoking

Under the Smoke-Free Environment Act 1990 (as amended 2003) smoking and vaping is not permitted at any time on any NRC premises.

Housekeeping

It is essential that every site/project area is kept tidy. This includes checking:

- Is all loose material stacked away safely and securely
- Have all hazardous situations been left in a safe condition
- Are all facilities kept clean and secure
- Has all rubbish been placed in designated containers. Follow site procedures for safe disposal of rubbish.

Everyone is responsible for maintaining housekeeping for their area.

Training, information and supervision

All workers, sub-contractors and volunteers must be trained and competent to carry out all tasks in the planned work safely. They may also need supervision by a competent person to carry out the contract requirements.

If you notice something wrong or unsafe

Stop work. Ensure controls are put in place to prevent harm. If you cannot safely correct the unsafe condition, report it to the CM. Safety is paramount at all times. NRC will order an immediate halt to any work considered dangerous to you, or anyone affected by your work, on any area under the NRC's control.

Communication

Regular meetings or tool box talks must be held to ensure any new safety information is given to all workers, sub-contractors and persons onsite. It is expected that all people working on the project from all PCBU's will be involved in these briefings. If someone is absent they must be given any relevant information prior to them restarting the job.

These meeting 'minutes' and attendance must be kept in writing. This may be:

- diary notes
- formal minutes
- photographs of signed hazard boards
- other written notes

Emergency procedures

You must create an emergency response plan, that covers the steps that will be taken to respond in an emergency. It must include:

- what to do in case of fire or natural disaster
- the procedure for notifying emergency services
- the provision of medical treatment
- the evacuation procedure
- dealing with unintended spills
- the method of communication to the PCBU and the CM.

You must ensure that all your workers and subcontractors are aware of any relevant emergency response plans that apply to the contract – this should be included in your induction. These must be noted in the risk assessment. If anything changes, update everyone.

All persons on site need to know:

- where the emergency evacuation point is
- all the possible exits to reach that point
- what is expected of them in the case of a fire, earthquake and any other relevant emergency for the location (tsunami, bomb threat, chemical spill, etc.)

First aid

You need to provide suitable first aid equipment, that is easily accessed by your workers and trained first aiders (unless an alternative arrangement has been made with NRC or the site controller).

Injury and incident reporting



Contractors must notify NRC of any injury, incident, or new hazard which occurs as soon as practicable, within 24 hours of the incident in the case of a serious incident.

This QR code links to a reporting form so you can report incidents. You can print this and use it on site with your phone.

You must keep an incident/issues register with information about each incident that shows an investigation was completed.

Also see the WorkSafe reporting requirements on page 15.

What is high risk work?

NRC defines high risk work as any work that includes:

- work at height
- electrical work
- overhead crane operation
- work with asbestos
- working with gas or welding work
- undertaking excavation or earth moving
- confined space entry
- working with hazardous substances
- using explosives or firearms
- tree felling and forestry work
- maritime work
- working in, on or near water
- working in the road corridor

For high-risk work, contractors and sub-contractors must submit comprehensive safety plans to demonstrate that you meet the required competency to carry out the work safely. Failure to provide a comprehensive plan will prevent NRC entering into a contract with you.

Your safety plans will be reviewed by the CM and/or Health and Safety Advisor prior to any contracts being agreed on. If the work plan is updated during the course of the contract (as the result of a change of scope, accident, incident or new hazard) you must also send an updated version of the safety plan to the CM.

In planning for high risk work consider:

- Safe work instruments
- Approved Codes of Practice
- Equipment design and suitability for the job
- Access and egress requirements
- Stabilisation
- Atmospheric testing
- Personal safety and equipment
- Public safety
- Protection from overhead services
- Emergency planning

For any work including scaffolding, excavations or forestry operation:

You will be asked to provide evidence for all relevant training, competence and equipment certification records

Hazardous substances

Any work involving the use, storage, handling or transporting of hazardous substances must be done in accordance with the Health and Safety at Work (Hazardous Substances) Regulations 2017.

Include a register of all hazardous substances used during the contract to the Safety Plan. The Material Safety Data Sheet (MSDS/SDS) for each substance must be readily available for employees and emergency services on site. All containers must be clearly, correctly labelled.

All people using the chemicals (or likely to be in close contact with the chemicals) must understand the hazards and the required controls. Any safety equipment identified for the task, e.g. extraction and ventilation units must be used, and correct PPE must be worn.

Before you start work:

- know the first aid required in case of an incident
- have an emergency response plan
- make sure any equipment required in case of an incident is available
- create a spillage contingency plan if needed
- ensure chemicals are transported and stored correctly
- segregate non-compatible chemicals.

You will need to show your relevant chemical handler, controlled substance license, Growsafe certification or dangerous goods licence to the CM.

Working in the road corridor

Any work on or near public roads needs to be carefully planned and managed to avoid harm to workers, road users and general public, refer to the New Zealand Guide to Temporary Traffic Management.

A major part of the planning process will involve the design of your risk based Traffic Management Plan (TMP). This will set out timing, method, sign placement, etc. It must be approved by the relevant Road Controlling Authority. If the TMP needs to be lodged with emergency services, this is your responsibility. Do not work in the road corridor unless an approved traffic control is in place. This includes temporary set up or mobile operations.

If your site needs an STMS they have total authority and accountability for traffic management and safety - his/her instructions must be acted upon immediately.

When working on the road, ensure that:

- All site personnel wear approved PPE
- All spills of oil, diesel and other contaminant must be cleaned up with absorbent material and the contaminated material properly disposed of. You will need to act quickly if there is a risk of contaminants entering a drain or waterway.
- Ensure you have suitable communication devices on site if workers need to communicate over distance.

On completion:

- Clean up work-site and remove all plant
- Remove temporary signs and barriers
- Restore permanent signs and road furniture
- Observe traffic flow.

Insurance

The contractor must indemnify NRC against:

- Any loss suffered by NRC arising out of, or in consequence of, this contract
- Any liability incurred by NRC in respect of injuries of persons or damage to property, which may arise out of or in consequence of this contract
- Any costs NRC may incur in respect of that loss or liability.

Note: Insurance cover must remain in place for the duration of the contract and copies of the policy must be retained. NRC reserves the right to check the status of cover during the contract.

WorkSafe notifications:

Notifiable events

The death of a person

If there has been a death, you must immediately call Worksafe on 0800 030 040 (24 hours/7 days)

Notifiable injury, illness or incidents and some work must also be reported to WorkSafeA notifiable injury or illness:

- Person needs immediate treatment as an inpatient in a hospital; or
- Amputation of a body part, a serious head injury, a serious eye injury, a serious burn, a spinal injury, loss of bodily function, serious lacerations or separation of the skin from underlying tissue; or
- Person needs medical treatment within 48 hours of exposure to a substance; or

Any serious infection (including disease carried by animals) where work is a significant contributing factor, including any infection that can be attributed to carrying out work:

- with micro-organisms
- providing treatment or care to a person involving contact with human blood or bodily substances or work that
- involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products
- involves handling or contact with fish or marine mammals
- Any other injury or illness listed in regulations.

A notifiable incident:

An unplanned or uncontrolled incident where workers or others were exposed to a serious risk arising from:

- A substance escaping, spilling, or leaking
- An implosion, explosion or fire
- Gas or steam escaping
- A pressurised substance escaping
- Electric shock
- A fall or release from height or any plant, substance or object
- Damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use
- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or any shoring supporting an excavation
- The inrush of water, mud, or gas in workings in an underground excavation or tunnel
- The interruption of the main system of ventilation in an underground excavation or tunnel
- A collision between 2 vessels, a vessel capsize, or the inrush of ware into a vessel
- Any other incident declared in regulations to be a notifiable incident

If a notifiable event occurs, you as PCBU must preserve the site and notify WorkSafe. You must then notify your CM or the Health and Safety Advisor at NRC as soon as possible after the event.

Notifying WorkSafe can be done using the notify tool: www.worksafe.govt.nz/notify-worksafe/

Notification of hazardous work

The HSWA 2015 requires PCBUs to notify WorkSafe in writing of any “hazardous” work. Notification must be in writing and be sent to WorkSafe at least 24 hours before the work is started.

A copy of the notification must be supplied to the CM.

This notification can be done online by going to: www.worksafe.govt.nz/notifications/hazardous-work/

For more information contact WorkSafe: 0800 030 040

Type of work where WorkSafe notification is required

- Scaffolding at a height of 5 metres or more (all kinds)
- Construction work where there is a risk falling over 5 metres may occur
- Any narrow pit, shaft, trench or excavation more than 1.5 metres deep
- Using a lifting appliance to lift a mass over 500kg, or to lift over a 5m vertical distance
- Work in a drive, excavation or heading with ground cover overhead
- Excavated face over 5 metres deep with a face steeper than 63.4°
- Storage or use of explosives
- Logging and tree felling for commercial purposes
- Working in, or breathing, compressed air or air substitutes (includes some diving)
- Restricted work using asbestos
- Demolition

Links to other useful documents

Links to guidance for specific requirements for high risk work:

Scaffolding: www.worksafe.govt.nz/topic-and-industry/working-at-height/scaffolding-in-new-zealand/

Excavations: www.worksafe.govt.nz/topic-and-industry/excavation/excavation-safety-gpg/

Forestry operation: www.worksafe.govt.nz/topic-and-industry/forestry/safety-and-health-in-forest-operations/

Work in Road Corridor: [New Zealand Guide to Temporary Traffic Management](#)

WorkSafe permitted work applications - <https://www.worksafe.govt.nz/apply/list-of-applications/>

Risk assessment tools such as a SSSP templates are available free on SiteSafe:
www.sitesafe.org.nz/products-and-services/sssp/

Overview of contract process and useful templates

1. Contractor H&S Pre-Engagement Approval Form

You fill out the pre-engagement form provided to you by your Council **Contract Manager (CM)**.

Pre-engagement accredited contractors complete **section 1** of the preengagement form. Include certificate or record of your accreditation. If any weak areas are identified in your accreditation you may need to provide more information.

Non-accredited contractors need to complete both sections of the form and provide your most current information regarding:

- Induction, training and competency
- Emergency Procedures
- Risks & Hazards (including risk assessment, hazard identification and controls)
- A recent SSSP/SHEP/JSA/ JSEA (see page 6)
- Any prior notifiable events and/or prosecutions
- Records of incident reporting and investigation
- Audit and safety inspection records
- Management of sub-contractors
- Hazardous substances (SDS Sheets)
- Communications (toolbox talk minutes)
- Insurance certificates
- Evidence that you are working towards pre-engagement accreditation

Low Risk Contractors will be sent a low risk pre-engagement form by the CM, (limited to administrative consulting work only).

If you are not sure how to fill the forms out, or what information is required from you, contact your CM for clarification.

2. NRC will review the forms and documents

We will review your accreditation report details, and/or the information you provide to confirm you meet the standards for the level of work we are engaging you for.

You may be asked to provide more information. This will depend on the level of risk the work involves.

3. Contractor selection/negotiation of terms

The CM will review the full scope of work with you, and will establish the plan, including:

- Who is responsible for what
- What we expect from you
- What you can expect from us
- How we will manage the works
- How you will undertake the works

You must have an agreed task safety plan/ SSSP (or similar) which covers:

- the risks and their controls
- emergency procedures
- confirmation of any permits for work or notifications required
- requirements for reporting and inspections.

These documents form part of the plans and agreement made with NRC.

4. Awarding the contract

NRC will send you back the completed contractor pre-engagement form alongside the contract agreement.

Working on an NRC site – each worker and subcontractor will need a site induction with the CM.

Working offsite - you must complete your own site induction with all of your workers

and subcontractors and send a record of completion to the CM.

5. Monitoring the contract

Scheduled audits will be planned, where NRC monitor the works through to completion. This may include both onsite inspections and systems audits.

NRC does this to ensure you are meeting the requirements of the contract, and that all the work is done in compliance with all H&S rules. **If you identify any non-compliance, you must take action to resolve it, and report to the CM how it has been resolved.**

Breaches of H&S requirements or continuing with unsafe work will result in the work being stopped. You may further be asked to leave the site and/or have the contract terminated.

We expect you to report any incidents, injuries, illnesses or new hazards to NRC as soon as practicable.

If you are unsure what your responsibilities are at any stage throughout the contract process, please contact your CM.

6. Post-contract review

Post audit evaluation reports, feedback and inspection records will be completed and are available to you.

If you do not receive this, you can request it from the CM. These can be used as evidence for future accreditation applications. You can submit any feedback you have to your CM about the contract

7. Re-accreditation

As health and safety evidence has reoccurring expirations and is continually evolving in best practise, **you will be required to complete this pre-engagement form annually.**

8. Systems audit

If there is a serious event, a significant change in circumstance, or a legislative change, you will be required to complete a full audit, to reflect the changes required.

Northland Regional Council

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W www.nrc.govt.nz



