

**ARGEST**

**MINISTRY OF EDUCATION**  
**Facility Compliance**  
**Management Services**  
**Agreement**

**HEALTH AND SAFETY**  
**PLAN**

Christine Scammell  
Executive Director

Signed:



Date of Review: June 2019

# INTRODUCTION

Argest has developed this Health and Safety Plan to outline their commitment to maintaining a safe working environment while at all Ministry of Education sites. Argest and our contractors will follow this school specific H&S plan, the School Access Plan and conform to the schools' procedures and instructions as well as those administered by Argest as outlined in our company overarching Health and Safety plan.

This document identifies the H&S requirements that apply to all employees and contractors employed by Argest whilst working on any of the school sites. This plan must be read in conjunction with Argest's overarching H&S Plan which outlines our H&S systems, checks and qualifications. This plan also outlines risks which have been identified when conducting specified services on school sites and what precautions are to be taken to minimise those risks.

Argest will comply, and will ensure that all of its personnel and subcontractors comply, with the entire Ministry's and Schools' health, safety, operational and security requirements while on the school sites and any other the Ministry premises.

## Objectives

- To avoid harm to individuals or disruption or risk to operations from regulatory non-compliance.
- To promote and secure the health, safety and welfare of persons at work.
- To protect persons at work against injury from hazards.
- To eliminate, reduce and control the hazards to which persons are exposed at work.
- To foster cooperation and consultation and to provide for the participation of employer and employees, in the formulation and implementation of Environment, Health and Safety standards to current levels of best practice.
- To consult, cooperate, coordinate with other PCBUs who have health and safety duties for the same matter.

The key elements that have been identified as crucial to ensuring the achievement of these objectives are:

- To meet with and receive a commitment from all Argest subcontractors to follow this school specific H&S plan,
- Implementation of the company's overarching H&S Plan,
- Performing Job Safety Environment Analysis (JSEA),
- Induction, Training and Toolbox Meetings,
- Promoting and communicating safety at all levels of the workforce.

## Policies and Procedures

This plan has been developed for the Ministry of Education in conjunction with Argest's overarching company Health and Safety Plan and in accordance and compliance with the following:

### Legislation

- Health and Safety at Work Act 2015
- Regulations made under the Health and Safety at Work Act 2015 which include:
  - Health and Safety at Work (Asbestos) Regulations 2016
  - Health and Safety at Work (Hazardous Substances) Regulations 2017

- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016
- Accident Compensation Act 2001
- Resource Management Act 1991
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- Smokefree Environments Act 1990
- New Zealand Standards Association Code of Practice for Interior Lighting Design NZS 6703:1984.
- Vulnerable Children Act 2014

### **Codes of Practice, Guidelines and Guides**

- [Noise in the Workplace - Approved Code of Practice for the Management of](#)
- [Visual Display Units in the Place of Work - Approved Code of Practice for the Safe Use of](#)
- [Commercial and Industrial Premises - Guidelines for the Provision of Facilities and General Safety in](#)
- [First Aid for Workplaces - A good Practice Guide](#)
- [Shift-work, Reducing its Effect on Health and Safety - Advice for Employers and Employees](#)
- [Healthy Work - Managing Stress and Fatigue in the Workplace.](#)
- [Temperature in Places of Work - What You Need to Know](#)
- [Solar Ultraviolet Radiation - Guidance Notes for the Protection of Workers](#)
- [Managing hazards to prevent major industrial Accidents – Approved Code of Practice](#)
- [Directors – Guidelines on their health and safety responsibilities](#)
- [Managing Health and Safety – A guide for employers](#)
- [Best practice guidelines for working at height in New Zealand](#)

### **Standards**

- Safe Plus <https://worksafe.govt.nz/managing-health-and-safety/businesses/safeplus/>.
- AS/NZS 4801:2001: Occupational Health and Safety Management Systems - Specification with guidance for use
- AS/NZS 4804:2001: Occupational Health and Safety Management Systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 45001:2018 – Occupational Health and safety management systems – Requirements with guidance for use

### **Argest Company Policies**

- Health and Safety Policy
- Rehabilitation Policy
- Driving and Vehicle Safety Policy
- Smoking Policy
- Working Alone Policy
- Environmental Policy
- Drug and Alcohol Policy
- Personal Protective Equipment Policy
- Fatigue Policy
- Working at Height Policy
- Conflict Management Policy
- Workplace Bullying Policy
- Asbestos Policy

# CONTRACT SPECIFIC REQUIREMENTS & KPI'S

CONTRACT REQUIREMENT / KPI'S	PROCESS
<b>Coordination with Schools</b>	
(a) The contractor agrees to follow the Ministry's School Access Plan and give adequate notice of intended entry to a School. When in the School the contractor will observe and comply with any practices and protocols in respect of any such entry required by the Board of Trustees;	Our contractual agreement with our subcontractors ensure that they adhere to back to back processes of that with Argest and the Ministry. This includes ensuring adequate notice is given prior to entry upon schools. Argest's work instructions to our contractors also make clear the requirement for providing notice to schools upon where the School Access Plan is referred to, conduct at the site and complying with their health and safety requirements
(b) The contractor and subcontractors visiting schools will be Police vetted in accordance with the Contract School Access Plan. The school may require their own Police vet to be undertaken or the contractor escorted. Should a Police vet be required the contractor or subcontractor is to supply the required details for the school to apply for a Police vet. The contractor is to inform the Ministry Contract Representative if this occurs to discuss implications to the inspection programme. No record is required outside of the school hours as these rules relate to unsupervised access to children.	All IQP's and subcontractors must demonstrate proof of Police Vetting. This is a back to back requirement and is included in our subcontractor agreements.
(c) The contractor shall comply with the Health and Safety at Work Act 2015 and subsequent amendments and all Regulations and Codes made under that Act and that it will take all practicable steps to ensure and protect the health and safety of both students, staff and others at the School at all times;	It is a condition of engagement with Argest that our subcontractors meet our management of subcontractor requirements. Our acceptance of their H&S processes is documented.
<b>KPI – Health and Safety</b>	
(1.1) Number of serious accidents Number of serious accidents causing harm to individuals that result in individuals not being available for work for cumulative periods greater than 8 Working Hours. Green - No such accidents in the 6 month reporting period. Red - 1 or more such incidences recorded in the 6 month reporting period	It is a reporting requirement of our contract that subcontractors immediately report serious accidents to us. Any incidents are also recorded in regular monthly reporting.
(1.2) Number of minor accidents to individuals Number of accidents to individuals requiring medical attention and that result in not being available for work for cumulative periods less than 8 Working Hours. Green - 0 - 1 such accidents in month reporting period. Amber - 2 such accidents in month reporting period. Red - 3 or more such accidents in month reporting period	It is a reporting requirement of our contract that subcontractors immediately report minor accidents to us. Any incidents are also recorded in regular monthly reporting.
(5.5) Health and Safety Plan Complete and up to date Health and Safety Plan in	Argest have developed a contract specific Health and Safety Plan that identifies risks and

<p>accordance with the Contract to be delivered to MINISTRY by the end of the month specified in the Annual Business Plan for that operating year. Green - complied then award Green. Amber - such report delivered after the due date but not more than 1 month late. Red - such report delivered more than 1 mth late</p>	<p>task associated with the contract. The SWMS have been developed for all task and have been included in the risk matrix below.</p>
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# IDENTIFIED HAZARDS AND CONTROLS

Task	Hazard	Risk Rating	Control Measure	New Risk Rating	Responsible Person
<b>WORKING OFF A LADDER</b>					
Clear/Isolate/tape off work area.	<ul style="list-style-type: none"> <li>Public thoroughfare while setting up ladder causing injuries to others. Pinch points, Cuts and abrasion</li> <li>Ladder left alone in the proximity of students.</li> <li>Carrying ladder through areas where students may be present.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Advise people in the area that you are isolating the area with barrier tape to conduct some work off a step ladder for short duration. Inspect the isolated area for damage before setting up or use barrier tape for the work area. If required, wear gloves when isolating an area.</li> <li>Notify reception and appropriate teacher/caretaker if ladder will be left attended at any time.</li> <li>Be aware of students while carrying ladder. Approach high density areas slowly.</li> </ul>	Low	Technician
Setup ladder to correct work position. Please refer to ladder safety procedures.	<ul style="list-style-type: none"> <li>Falling from height causing injury to self and others.</li> <li>Damage ladder causing injury to self and others.</li> <li>Untrained users to setup ladder</li> </ul>	High	<ul style="list-style-type: none"> <li>Where possible, the preference is to use a platform ladder to conduct this task and working off step ladder for short duration only</li> <li>Person conducting work at height must have completed working safely at heights accreditation.</li> <li>Ladder must be inspected prior to use ensure it has no damage. Any damage found on ladder must be tagged out of service and reported to manager/supervisor for repair/disposal.</li> <li>If required, have a second person be on watch for public thoroughfare and foot step ladder.</li> </ul>	Low	Technician
Ascend ladder	<ul style="list-style-type: none"> <li>Tools and equipment falling from height</li> </ul>	High	<ul style="list-style-type: none"> <li>When ascending ladder, ensure 3 points of contact at all time.</li> <li>Carrying any tool or equipment using a tool belt or have second person pass tools and equipment.</li> <li>Do not work on the top two (2) rungs of a ladder</li> </ul>	Low	Technician
Descend ladder	<ul style="list-style-type: none"> <li>Tools and equipment falling from height</li> </ul>	High	<ul style="list-style-type: none"> <li>Place all tools and equipment in tool belt or pass to second person to safely store on ground.</li> </ul>	Low	Technician

Task	Hazard	Risk Rating	Control Measure	New Risk Rating	Responsible Person
			<ul style="list-style-type: none"> <li>When descending ladder, ensure 3 points of contact at all time.</li> </ul>		
Pack up, tools, step ladder and barricade	<ul style="list-style-type: none"> <li>Public thoroughfare while removing barricade and tools and equipment. Pinch points</li> </ul>	Low	<ul style="list-style-type: none"> <li>If required, wear gloves when packing tools and equipment up.</li> <li>Advise people in the area job is complete and access to area once equipment removed</li> </ul>	Low	Technician
<b>SITE ATTENDANCE</b>					
Refer to School Access Plan. Report to Reception on arrival, sign in, receive any additional instruction from school e.g no go areas that day, collect master keys (if required), review School Hazard and Risk Register and Asbestos Management Plan. When entering classrooms, ensure teachers/staff are notified prior to commencing. If outside of normal school hours, call Property Manager for access.	<ul style="list-style-type: none"> <li>Client unaware on site. Unfamiliar with site layout causing injury to self and others</li> <li>Means of escape</li> <li>High trafficked areas by children (Hallways, walkways, corridors etc.)</li> </ul>	Med	<ul style="list-style-type: none"> <li>Complete Site Induction and sign in. Obey site specific rules.</li> <li>Familiarize yourself with exits</li> <li>Avoid times of high occupancy (e.g. complete during school holidays where appropriate)</li> <li>Review School Hazard/Risk Register and Asbestos Management Plan to understand where risks/hazards and asbestos are on site.</li> </ul>	Low	Technician
Obtain access to relevant locations.	<ul style="list-style-type: none"> <li>Lost time to be avoided and unauthorised access prevented.</li> </ul>	Med	<ul style="list-style-type: none"> <li>Arrange for access to all locations with the relevant authority.</li> <li>This can be done at each test or in advance.</li> <li>If keys are obtained directly ensure your Supervisor is aware of that.</li> </ul>	Low	Technician
Perform walk round visual inspection of lighting to be repaired.	<ul style="list-style-type: none"> <li>Unfamiliar with site hazard</li> </ul>	Med	<ul style="list-style-type: none"> <li>Review the School Hazard/Risk Register. Assess and advise the school of any risks encountered.</li> </ul>	Low	Technician
Notify School Contact of task completion and any faults when departing from site. Complete documentation, sign out at Reception and return keys. Call Security company to inform them that you have completed your job.	<ul style="list-style-type: none"> <li>Occupants being unaware of presence if an incident occurs.</li> </ul>	Med	<ul style="list-style-type: none"> <li>When a site has a notification requirement, adhere to the requirement. When site has no requirement ensure someone on the site is aware of your presence and departure from site.</li> </ul>	Low	Technician
<b>EMERGENCY AND EXIT LIGHTING</b>					

Task	Hazard	Risk Rating	Control Measure	New Risk Rating	Responsible Person
Isolate all associated electrical equipment and tag off breakers at Switchboards.	<ul style="list-style-type: none"> <li>Unauthorized Access, Electrical Shock</li> <li>Security may be alerted unnecessarily.</li> </ul>	High	<ul style="list-style-type: none"> <li>Lock Switchboards. Wear Protective Clothing. Electrician to isolate power.</li> <li>Complete electrical isolation permit and ensure client signs off before commencing works</li> <li>Call security company to make them aware of testing.</li> </ul>	Low	Technician
Carry out 6 Monthly Tests to Emergency and Exit lighting.	<ul style="list-style-type: none"> <li>Public thoroughfare causing injury. Electric shock</li> </ul>	High	<ul style="list-style-type: none"> <li>Be vigilant in awareness at all times. Visual Inspection Only</li> </ul>	Low	Technician
Clean Fittings	<ul style="list-style-type: none"> <li>Chemicals – Skin Eye Irritation</li> </ul>	Low	<ul style="list-style-type: none"> <li>Refer to Safety Data Sheets. Wear Gloves and other Protective clothing as required, including eyewear.</li> </ul>	Low	Technician
Reinstate all isolated electrical equipment. Test Operation of repaired Replaced units	<ul style="list-style-type: none"> <li>Unauthorized Access. Electrical Shock</li> </ul>	High	<ul style="list-style-type: none"> <li>Remove all tags off breakers and lock all switchboard doors. Lock Switchboards. Electrician to reinstate power supply</li> </ul>	Low	Technician
Clean-up work area	<ul style="list-style-type: none"> <li>Public thoroughfare while removing barriers and tools and equipment. Pinch points</li> </ul>	Med	<ul style="list-style-type: none"> <li>If required, wear gloves when packing tools and equipment up.</li> <li>Advise people in the area job is complete and access to area once equipment removed</li> </ul>	Low	Technician
<b>FIRE ALARM TESTING</b>					
Check that Fire Alarm Panel is unobstructed and well lit and ventilated	<ul style="list-style-type: none"> <li>Slips, falls or walking into objects to be prevented by ensuring all equipment is clear and accessible.</li> </ul>	High	<ul style="list-style-type: none"> <li>Visually check the work area to verify it's safe.</li> <li>Make sure all debris has been removed and that there is sufficient and safe lighting and ventilation.</li> </ul>	Low	Technician
Isolate all relevant auxiliaries and place system into 'test' mode.	<ul style="list-style-type: none"> <li>False alarms or evacuations to be prevented by ensuring isolations are correct.</li> <li>Security company may be alerted unnecessarily.</li> <li>Electric Shock received through contact with exposed terminals or</li> </ul>	High	<ul style="list-style-type: none"> <li>Devise an emergency procedure in case of a false alarm.</li> <li>Isolate relevant equipment for the minimum amount of time.</li> <li>Tag isolations when required.</li> <li>Call Security company to make them aware of testing</li> <li>Carry out visual inspection of connections and terminals, make sure exposed terminals are covered with plastic cover (Alpha 4 and Sigma 5 panels only)</li> </ul>	Low	Technician



Task	Hazard	Risk Rating	Control Measure	New Risk Rating	Responsible Person
	connections				
Carry out maintenance routine as specified in NZS4512 – test manual call points	<ul style="list-style-type: none"> <li>Site specific hazards (plant noise, slip and trip hazards)</li> </ul>	Med	<ul style="list-style-type: none"> <li>Be aware of site specific hazards and protocols and follow appropriate actions</li> </ul>	Low	Technician
Carry out smoke detector test as specified in NZ4512 (annual survey only).	<ul style="list-style-type: none"> <li>Chemical exposure (test smoke)</li> <li>Fall from height</li> </ul>	High	<ul style="list-style-type: none"> <li>Use only in well ventilated areas, always spray away from body, should test smoke enter eye wash with clear water</li> <li>Refer to individual JSEA for the specific means of height access</li> </ul>	Low	Technician
Carry out heat detector test as specified in NZ4512 (annual survey only).	<ul style="list-style-type: none"> <li>Equipment damage using heat pole</li> <li>Fall from height</li> </ul>	High	<ul style="list-style-type: none"> <li>Use heat pole in a safe manner, take care not to cause damage to detectors</li> <li>Refer to individual JSEA for the specific means of height access</li> </ul>	Low	Technician
Carry out sounder test.	<ul style="list-style-type: none"> <li>False Alarms or evacuations</li> <li>Hearing Damage</li> </ul>	High	<ul style="list-style-type: none"> <li>Advise all onsite personnel before commencing with sounder test</li> <li>Wear correct form of hearing protection</li> </ul>	Low	Technician
Battery Test and Replacement.	<ul style="list-style-type: none"> <li>Corrosive liquids - burns</li> <li>Explosions – physical injuries and burns</li> <li>Electric shock</li> </ul>	Med	<ul style="list-style-type: none"> <li>Always wear safety gear, including eyewear and gloves if required.</li> <li>Use only insulated hand tools [do not short battery posts to each other or earth]</li> <li>Do not place tools, equipment etc on top of batteries</li> <li>Do not wear metal rings watch bands etc.</li> <li>Ensure no stress [twisting] is applied to battery posts</li> <li>Do not disconnect or connect batteries on load or on charge.</li> <li>Do not allow personal contact with terminals on battery banks [dangerous voltages may exist]</li> <li>Cut cables to corroded battery posts</li> </ul>	Low	Technician
Reinstate The System to its operational mode.	<ul style="list-style-type: none"> <li>System failure to be prevented by checking all resets.</li> </ul>	Med	<ul style="list-style-type: none"> <li>Check that the relevant alarms and isolations are correct prior to proceeding.</li> </ul>	Low	Technician

FIRE HOSE REEL IINSPECTION AND MAINTENANCE					
Inspect hose reels for access	Slip, trip, fall Public thoroughfare Objects obstructing access	High	Comply with site access requirements Wear PPE Isolate work area if required	Low	Technician
Inspect hose reel for physical condition / painting	Cuts and abrasions	Med	Wear PPE	Low	Technician
Inspect hose reels for presence of blanking caps, obvious damage and certification tags	Cuts and abrasions	Med	Wear PPE (gloves and glasses) when inspection fire hose reel	Low	Technician
Inspect hose reel for correct orientation to ground	Cuts and abrasions	Med	Wear PPE (gloves and glasses) when inspection fire hose reel Ensure safe procedures for operation of valves, restraint of hoses, and direction of water runoff.	Low	Technician
Check valve operation.	Cuts and abrasions	Med	Wear PPE (gloves and glasses) when inspection fire hose reel	Low	Technician
Check flow through required range	Cuts and abrasions Damage to surrounding	Med	Wear PPE (gloves and glasses) when inspection fire hose reel Ensure safe operation of valves, restraint of hoses, and direction of water runoff away from property damage or students/teachers using walkways.	Low	Technician
Check for leaks around the valve gland, spindle gland, and discharge nozzle with the stop valve turned fully open, and the nozzle closed	Debris in eyes Cuts and scratches to hands	Low	Wear PPE	Low	Technician
Check the hose guide rollers move freely with the hose	Hand injury	Low	Check that there are no signs of corrosion or damage, spray with lubricant if necessary	Low	Technician
Isolating water Valves	Absence of water to firefighting equipment, and possibly unintentional isolation of domestic water supply.	Med	Awareness of risk of isolating water, advise personnel, tenants , and emergency services	Low	Technician
Draining stagnant water from pipe	Biological	Med	Stand clear of draining water Wear additional PPE if water is running during work Dispose of waste water without causing any H&S or Environmental Risk	Low	Technician

Visually check Nozzle	Blocked nozzles	Med	Clean Nozzles Blocked or restricted Re direct nozzles	Low	Technician
Repair/replace faulty parts and remove faulty/damaged components off site.	Slip, trip and fall Sprains and strains Cuts and abrasions. Injury to personnel while in transit.	High	Manual handling training, good posture & breaks. Wear PPE as per hazards present. Cargo barriers. Tie down stowage in service units.	Low	Technician
Return tools and equipment to service vehicle and clean-up work area.	Slip, trip and fall Sprains and strains Cuts and abrasions	High	Manual handling training & posture. Wear PPE as per hazards present.	Low	Technician
Remove, and stow equipment.	Injury by site process in area Injury by manual handling Injury by slip, trip, fall	High	Comply with site access requirements Comply with JSEA controls for safe manual handling. Ensure all tools approved type and in good condition	Low	Technician
Check equipment undamaged and clean	Cuts and abrasions	Med	Wear gloves when inspecting equipment	Low	Technician
Roll & stow hoses	Cuts and abrasions Slips trips and falls Uncontrolled motion of hose unwinding Pinch points	Med	Wear gloves when winding hose. Use the guide when winding the hose reel Clear area of material/debris before winding hose reel	Low	Technician
Clean up & remove material from worksite	Cuts and abrasions Slips trips and falls	Med	Be aware of surrounding Wear gloves when cleaning up. Always inspect gloves for damage	Low	Technician
<b>PORTABLE FIRE EXTINGUISHERS INSPECTION AND MAINTENANCE</b>					
Carry out inspection, maintenance and or installation of Portable Fire Extinguishers in accordance with AS/NZS 4503	Slips trips, falls, cuts, abrasions, sprains, strains, eye injury, burns (eye), pinch points	High	Delineate work area if required Appropriate PPE to be worn as required Maintain a neat and tidy worksite Correct manual handling techniques Awareness of pinch points when inspecting, maintaining or installing of equipment	Low	Technician
Replace out of service units with loan / exchange units and remove for off site service	Slips, trips, falls, cuts, abrasions sprains and strains, injury whilst in transit	High	Correct manual handling techniques Maintain a neat and tidy worksite Appropriate PPE to be worn as required Cargo barriers where required in vehicle and or tie down storage in service units	Low	Technician

Supply and install new equipment as and when required	Slips, trips, falls, cuts, abrasions sprains and strains, pinch points	High	Delineate work area if required Appropriate PPE to be worn as required Maintain a neat and tidy worksite Correct manual handling techniques Use of correct tools for the task Awareness of pinch points when installing equipment	Low	Technician
Return tools and equipment to service vehicle	Slips, trips, falls, cuts, abrasions sprains and strains	Med	Correct use of manual handling techniques Place equipment in correct area within vehicle and restrain where applicable Maintain a neat and tidy worksite	Low	Technician
<b>PASSIVE INSPECTIONS</b>					
Carry out inspection	Slips, trips and falls due to poor underfoot conditions, uneven ground, slippery surface, lighting and footwear	High	Observation audits, uneven surfaces repaired, door mats to prevent ingress of water, wet floor signs, maintenance regimes, maintain a neat and tidy worksite, appropriate footwear, adequate lighting, being aware of surroundings, anti-slip strips, signage and notification	Low	Technician
<b>FUME CUPBOARDS</b>					
Carry out inspection	Burns, smoke & Fume inhalation, death	High	Building fire safety compliance, buildings / occupants protected by fire systems (sprinklers, smoke detectors, heat detectors, fire doors, fire curtain, fire alarms, hose reel, fire extinguisher) , trial evacuation schemes implemented and kept up to date. Building and Floor Warden training, First responder training, maintain a neat and tidy worksite, correct storage and use of substances or gases, staff training, approved handlers, signage, safety data sheets	Low	Technician
<b>MECHANICAL VENTILATION</b>					
Slips, trips and falls due to poor underfoot conditions, uneven ground, slippery surface, lighting and footwear	Bruising, fractured bones, sprains and strains, dislocations, cuts, abrasions, back injuries, head and neck injuries	High	Observation audits, uneven surfaces repaired, door mats to prevent ingress of water, wet floor signs, maintenance regimes, maintain a neat and tidy worksite, appropriate footwear, adequate lighting, being aware of surroundings, anti-slip strips, signage and notification	Low	
Moving Machinery components.	Crushing, sprains & strains, Impact injuries.	Med	Guarding of moving machinery components. Training, Lock out procedures	Low	

**WORKING WITH ELECTRICAL APPLIANCES**

Using 230v electrical tools and leads	Electric Shock	High	Current PAT testing tag Do not use equipment if damaged Use a RCD	Low	Technician
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# SUBCONTRACTOR HEALTH AND SAFETY

For the provision of Compliance Management and Information Collection Services to The Ministry of Education, Argest will utilise the services of the following subcontractors on this contract:

	H&S Systems	H&S Qualifications
<b>Wormald</b>	Internal H&S Management system audited by: <ul style="list-style-type: none"> <li>• External CAP</li> <li>• Internal CMS</li> </ul>	Site Safe Prequal approved Contractor
<b>KONE</b>	<ul style="list-style-type: none"> <li>• KONE WHSE in accordance with OHSAS18001:2007 &amp; AS/NZS4801:2001</li> <li>• KONE Guardian technician workplace safety app</li> </ul>	AS/NZS4801:2001 OHSAS 18001:2007 ISO 9001:2015 ISO 14001:2015
<b>AHI Carrier</b>	Full H&S system based on the UTC model and audited internally by UTC.	Preparing to obtain ISO 14001 and ISO 45001
<b>Dorma</b>	Internal H&S Management system audited internally	Previously ACC WSMP Tertiary Level
<b>Aquaheat</b>	Comprehensive Health & Safety system that meets the requirements of AS/NZS4801:2001	AS-NZS 4801 Registration Site Safe Membership

## SUBCONTRACTOR HEALTH AND SAFETY MANAGEMENT

### Implementation of new contract

- Keep a list of all contractors on the database
- Send out Acknowledgement of Health and Safety Obligations to at the start of contract
- Collect updated Insurance Certificates
- Actively monitor and evaluate performance of contractors using the **Contractors' Review Schedule** Form and **Worksite Contractor Health and Safety Performance Evaluation** Form as further defined in the overarching Argest Health and Safety Plan

### Standards

It is essential to have clear policies and procedures for dealing with the health and safety issues associated with contractors. Key areas to be addressed are:

- The contractor, when in control of a place of work, must ensure that all practicable steps are taken to ensure that people in the vicinity of the place of work are not harmed by any hazard.

- Argest will make available to the contractor a list of identified hazards that pertain to the place of work where the contractor will be working.
- Any potentially hazardous activities are to be carried out at a time that will least affect the staff of Argest.
- The contractor will record all accidents and incidents that are caused by the contractor, and will advise Argest in all cases as soon as practicable. The contractor will also advise Work Safe of any accidents causing serious harm.
- The contractor must make him/herself aware of the current emergency procedures that are in place for the place of work.
- The contractor also undertakes to use appropriate signs to warn people of hazards and provide the necessary personal protective equipment for members of his/her own staff.
- Argest will make available to the contractor The School Access Plan which describes the required procedures for visiting schools. The SAP is to be agreed and followed as a condition of contract.

### **Roadshow for Contractors**

After consulting with their subcontractors Argest will oversee a roadshow informing each subcontractor of Argests expectations and requirements for the new Facility Compliance Management Contract. The following information will be included for contractors to be made aware of the requirements of the sites they will be visiting which will include the following:

- All hazards they may be exposed to on the site.
- School Access Plan.
- School Hazard/Risk Register.
- Emergency procedures.
- Accident reporting procedures.
- Hazard identification procedures.
- Contractor responsibilities.
- Personal protective equipment requirements.

### **Contractor Contract and Questionnaire**

The contractor H&S information form and contract is completed by all subcontractors on the Ministry of Education contract. Signed agreements are kept together with the information and the contract documents.

The questionnaire is used to establish that Contractor is able to comply with the provisions of the Health and Safety at Work Act, all of which are capable.

### **Monitoring Contractors' Health and Safety Performance**

A review of health and safety performance at appropriate intervals during the contract will be undertaken for the nominated subcontractors. The review timing will depend upon the following:

1. The duration of the contract.
2. The complexity of the contract.
3. The risks involved in carrying out the contract.
4. The nature of the hazards generated by the contractor.

The monitoring process will be set out at appropriate intervals during the contract.

A health and safety monitoring meeting, including minutes, will be held with the contractor and the project/contract coordinator, and will cover:

1. Scheduled joint hazard inspections
2. Hazards generated by the contractor.
3. Controls for these hazards.
4. Any accidents or incidents occurring.
5. Any complaints by either party involving health and safety.

### **Reporting Health and Safety Performance**

Argest will report and discuss health and safety with Ministry contract representatives during the regular contract meetings and include H&S in its reports.