Kaipara District Council Contractor Supervision Flow Chart



KDC tender process starts

- Risk rating for project published Low, Medium or High
- H&S requirements stated.

SITEWISE MINIMUM SCORE ACHIEVED

Level 3 High Risk Contractors provide a full <u>Site Specific Safety Plan</u> with detailed Task Analysis for any "Particular Hazardous Work".

Level 1 Low Risk

Contractors provide: proof of competency.

Level 2 Medium Risk

Contractors provide:

- Proof of staff competence;
- Hazard register;
- Demonstration of Safe System of Work.

Consult Co-operate Co-ordinate (C.C.C.) meeting with all

PCBU'S at start and throughout the project. Meeting records retained.

KDC

Audits

H&S

Site Specific Safety Plan reviewed by **KDC** representative, amended as necessary, signed off before work starts.

- Inducted to work for KDC (sign in/out at KDC buildings);
- Ongoing C.C.C. meetings and audits.

- Inducted, sign in/out at KDC buildings;
- Escorted/introduced to work area;
- Hazards discussed, problems resolved.
- Inducted to work for KDC (sign in/out at KDC buildings);
- Escorted/introduced to work area:
- Hazards discussed, problems resolved.

High risk elements or "Particular Hazardous Work" require specific planning approved by KDC representative prior to start.



Accidents and near miss events notified to **KDC**.

Post contract moderation.

The H&S performance of all contractors is reviewed to ensure they have met **KDC** safety requirements throughout the project.

2209.08 Contractor Flow Chart