



Kaipara District Council Contractor Supervision Guide

	Level 1 Low Risk Contractors	Level 2 Medium Risk Contractors	Level 3 High Risk Contractors
To be considered.	Evidence that contractor has safely undertaken similar work.		
Before Contract starts	Proof of competency of all staff working on KDC property or projects.	<ul style="list-style-type: none"> • Proof of staff competence; • Hazard register supplied; Demonstration of Safe System of Work (can be generic for “set piece” work).	<ul style="list-style-type: none"> • Review including H&S performance and policy; • Complete site specific safety plan (SSSP) provided for KDC approval and sign-off.
Supervision whilst working for KDC	<ul style="list-style-type: none"> • Inducted to work for KDC (sign in/out at KDC buildings); • Escorted/introduced to work area; • Hazards discussed, problems resolved (meeting documented). 	<ul style="list-style-type: none"> • Inducted to work for KDC (sign in/out at KDC buildings); • Escorted/introduced to work area; • Hazards discussed, problems resolved (meeting documented). Audited on as necessary by KDC.	<ul style="list-style-type: none"> • Inducted to work for KDC (sign in/out at KDC buildings); • Initial and ongoing CCC* meetings; • Procedure for any “Particular Hazardous Work” discussed with KDC representative prior to start; Ongoing audits to be conducted on a regular basis by KDC staff or representative.
Reporting required during work	Any events that caused harm (or under different circumstances could have caused harm) must be notified to KDC, these include: <ul style="list-style-type: none"> • Events notified to WorkSafe; • Lost time injuries; • Medical treatment; • Near miss/hit incidents; • Environmental damage. In addition KDC likes to be informed of the actions taking to reduce risk e.g. <ul style="list-style-type: none"> • Safety meetings and toolbox talks; • Internal audits undertaken; and • Safety awards to staff. 		
Post Contract moderation	Contractor’s H&S performance assessed and scored by KDC staff. Positive or negative items recorded on the SiteWise Database. Documents retained for future reference.		<p>* Section 34 of the Health and Safety at Work Act 2015 requires that all PCBU’s who have a duty in relation to the same matter must Consult Co-operate and Co-ordinate (CCC) to reduce risk so far as is reasonably practicable.</p> <p>KDC will hold these CCC meetings throughout the project.</p> <p>KDC must be informed of any variations to the work and any possible new risks generated by these variations.</p>