

Contractor Safety Agreement

1. Health and Safety Agreement

- 1.1. Preferred/prequalified contractors will be asked to sign a [NZALS contractor health and safety agreement](#).
- 1.2. Any contractors working at NZALS premises must complete and sign a [contractor induction](#) prior to starting work.
- 1.3. Contractors are required to sign in the centre visitor/contractor register each visit.

2. Communication of Hazards

- 2.1. A key part of the NZALS contractor safety management procedure is communication of hazards between NZALS and Contractors. The purpose of the Contractor Safe Work Analysis ([CSWA](#)) is to provide a simple record of this communication for the contractor and for NZALS.
- 2.2. Prior to carrying out work, NZALS need to communicate any potential hazards to the contractor that NZALS is aware of. For example, if the contractor is working on the roof, this may involve notifying the contractor of the presence of brittle roofing or skylights.
- 2.3. The contractor should also be asked to identify any hazards they are bringing on site (such as hazardous substances), or any hazards they may create such as (dust, noise, falling objects).
- 2.4. The methods for controlling these hazards should be agreed and outlined on the Contractor Safe Work Analysis form.

Contractor Induction

NZALS Centre: Contractor Company: Individual inducted: Date of Induction:	
Topic	Tick if covered and understood
Outline of Centre emergency procedures	<input type="checkbox"/>
Requirement for Contractor work safety analysis	<input type="checkbox"/>
Building Access	<input type="checkbox"/>
Confidentiality/Privacy	<input type="checkbox"/>
Parking	<input type="checkbox"/>
Accident/incident reporting	<input type="checkbox"/>
Hazard reporting	<input type="checkbox"/>
Toilets	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>
Smoking	<input type="checkbox"/>
Other	<input type="checkbox"/>
	<input type="checkbox"/>

Signed:

Contractor

NZALS Representative

Date: / /

Date: / /

Health and Safety Agreement between NZALS and Supplier of Services

The Supplier/Contractor acknowledges that:

1. They understand their obligations to themselves, their employees and their sub-contractors under the Health and Safety in Employment Act 1992, and confirm their intention to comply at all times while visiting or working on our site(s).
2. They recognise that NZALS can be responsible for only advising the nature of and methods of controlling, hazards specific to the Principals business or worksite and that the Supplier shall apply best practice to ensure the safety of all involved at all times.
3. NZALS has advised the Supplier of the emergency procedures, location of emergency equipment, location and use of safety equipment, basic safety rules, hazards and hazard controls, go and no-go areas and access and authorization requirements relevant to the service being provided.
4. The Supplier shall ensure that all their sub-contractors and employees are informed of the same and that no person shall be permitted to visit or work on NZALS site(s) without being so informed.
5. The Supplier has a Health and Safety management system in place, which ensures their compliance with the Health and Safety in Employment Act 1992 in relation to the service being provided.
6. Where the supplier is providing for hire or purchase, plant or equipment to the NZALS, the Supplier must ensure that the plant or equipment is fit for its intended use in accordance with the relevant legislation.
7. The Supplier agrees to make available for inspection on demand by NZALS any documentation related to Health and Safety in connection to the service being provided.
8. NZALS has the right to monitor the Suppliers activities and carry out a safety audit from time to time during the progress of the service being provided.
9. NZALS has the right to suspend work at the Suppliers expense where NZALS is not satisfied that all practicable steps are being taken to ensure the Health and Safety of employees and others in connection with the service being provided.
10. The Supplier shall advise NZALS immediately of any accidents, including those in which serious harm is caused, or a significant hazard is involved and meet the requirements of the Health and Safety in Employment Act 1992 in reporting serious harm accidents to WorkSafe.

11. The Supplier shall advise NZALS immediately of any new hazard created during the period of service and shall take all practicable steps to avoid harm being caused to any person as a result of such hazards.
12. The supplier is responsible for notifying any notifiable work to WorkSafe.
13. Before beginning work on the service to be provided, the Supplier shall carry out a systematic identification of hazards likely to be encountered in relation to the service being provided and shall include these in the NZALS Contractor Safe Work Analysis document which is to be completed with NZALS prior to every job.

Signed on behalf of the Supplier/Contractor:

Signature:

Date: / /

Signed on behalf of NZALS:

Signature:

Date: / /

Contractor Safe Work Analysis

To be completed for each specific job carried out by contractor. Identify any hazards that could harm the contractor, NZALS personnel or visitors/clients

Work to be undertaken:	
Date:	
Hazards on our site you need to be aware of:	
Hazard	How we will control the Hazard
Hazards involved in the work you are doing:	
Hazard	How you will control the Hazard

Signed:

Contractor

NZALS Representative

Date: / /

Date: / /