

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<p>HEALTH AND SAFETY - MANAGEMENT FOR CONTRACTORS, VOLUNTEERS & VISITORS</p>	<p>Policy 5.3.1 Protocol 4</p>
<p>HEALTH & SAFETY PROTOCOL</p>		

STANDARD

There shall be a systematic, consultative and documented approach to ensure that contractors, subcontractors and their employees are informed of Bay of Plenty District Health Board (BOPDHB) health and safety controlled documents and contractors will follow safe working practices to mitigate the risk of harm from hazards to themselves and to other people in the DHB workplace while they undertaking the work required by the contract.

STANDARDS TO BE MET

1. All approved contractors including their employees involved in the scope of the work defined in a contract that includes a health and safety plan shall complete a Contractor Health and Safety Induction Program and where necessary a defined training program prior to starting any contract work, refer [Appendix A Health & Safety Contractor Induction Flowchart](#).
2. All inducted contractors and volunteers shall wear a Contractors / Volunteers identification badge at all times on BOPDHB property. This badge will be provided only on completion of the BOPDHB Health and Safety Induction (refer BOPDHB policy 3.50.01 P6).
 - 2.1 Contractors – BOPDHB Contractor induction
 - 2.2 Volunteers – BOPDHB Orientation program
3. Two (2) levels of ID:
 - Level 1 ID Card – full health and safety induction
 - Level 2 Proximity Card – full health and safety induction
 - Visitor’s Sticker – sign in / out requirements
4. All contractors’ performance shall be monitored against the contract document requirements at least annually and / or after any notifiable incidents.
5. Excluding visitors to patients all other visitors including company representatives are to:
 - 5.1 Prior to visiting the hospital, contact the person they intend visiting and make an appointment with a stated time.
 - 5.2 On arriving for the appointment, report to the designated reception area of the facility and complete the visitors register as a company representative stating who they are visiting and when. They are to confirm that they have read and understood the Health and Safety instructions provided by signing the appropriate form. These instructions are to be adhered to during the visit. They will then receive an official visitor’s sticker which they are to wear at all times during the visit.
 - 5.3 Attend the appointment.
 - 5.4 On completing the appointment return to the reception, return the visitor’s sticker and sign out with their signature and departure time and exit the hospital.

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<p>Protocol Steward: Health & Safety Manager</p>	<p>Authorised by: GM Corporate Services</p>	

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6. Contractors who carry out work on a BOPDHB site are required to report to Property Services Helpdesk (Tauranga) or Property Services Administration Support (Whakatane) to complete the sign in / out requirements including completing a Health and Safety Plan for the work to be carried out on a BOPDHB site.
7. On the completion of a project, site works or contract, the Contract Manager or representative shall conduct a review of the contractor's work to ensure that works have been completed to an acceptable standard. Contractor performance can be recorded on the Approved Contractors List with:
 - 7.1 Issues of concern – these are to be addressed with the contractor's management to give them the opportunity for improvement and correction prior to tendering for future work or projects; or
 - 7.2 Commendation for future work reference.
8. A review shall be conducted to ensure:
 - 8.1 Contract documents have remained relevant and up to date, taking into consideration any legislative changes. At a minimum:
 - a) Appropriate insurance certificates – annually
 - b) Contractor Health & Safety Manual – every 2 years
 - 8.2 Contractor's performance requirements have been met to determine whether or not the contractor remains on the Approved Contractors List.

9. Responsibilities

The following requirements are to ensure that the health and safety of contractors, volunteers and visitors are managed.

9.1 Contractors:

Contractors shall comply with the requirements set out in their written contract and health and safety plan with BOPDHB, and provide evidence of management systems in place that meet the standards and requirements set out in tender documents and contracts.

9.2 General Manager, Governance & Quality and / or GM Property Services:

Responsible for holding all signed original contracts and health and safety plans.

9.3 Service Contract Manager:

Managers who are responsible for contractors shall:

- a) Select contractor that appears on the Approved Contractors List or has a purchase order.
- b) Arrange to have new contractors placed on the Approved Contractors List if they meet the tender requirements.
- c) Arrange a written contract and health and safety plan with the contractor.
- d) Arrange for PDF copy of signed Contract and Contractor Health & Safety Manual to be electronically stored and a soft copy filed.
- e) Arrange and / or conduct regular auditing of the contractor's management systems to ensure such systems are meeting BOPDHB's requirements.
 - i. Conduct annual reviews of contractor's performance against the contract and the health and safety plan.

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- f) Complete annual and / or post contract review of performance against contract and the health and safety plan.

9.4 Health and Safety Manager:

- a) Provide assistance to the Contract Manager(s) in order to meet any regular auditing requirements;
- b) Co-ordinate the provision of a Health & Safety Checklist to services for signoff by visitors and volunteers;
- c) Provide the content and facilitate the online Health and Safety Induction of contractors and volunteers.
- d) Maintain a record of those contractors who have attended BOPDHB Contractor Induction on the Contractor database.

9.5 Property Services:

- a) Maintain a record of those contractors who have attended BOPDHB Contractor induction on the Contractor database.

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board Health and Safety controlled documents
- Bay of Plenty District Health Board policy 3.50.01 Protocol 6 Photo Identity / Proximity Cards
- Bay of Plenty District Health Board policy 6.9.4 Visitors
- Bay of Plenty District Health Board policy 6.9.4 protocol 1 Visitors and Nominated Support Persons Standards
- Bay of Plenty District Health Board Glossary of Terms / Definitions List
- Bay of Plenty District Health Board Form FM.11.1 ID Badge Request

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Appendix A: Health & Safety Contractor Induction Flowchart

