

Contractor Health and Safety Pre-qualification Scheme

Frequently Asked Questions (FAQ's) for Councils

Introduction

The Health and Safety at Work Act 2015 states that “Persons Conducting a Business or Undertaking” (PCBU) - i.e. Councils - are responsible for the health and safety of all workers. A worker includes those working for contractors and sub-contractors.

Waikato Local Authority Shared Service (WLASS) and Bay of Plenty Local Authority Shared Services (BoPLASS) have a pre-qualification system in place to assess the quality of Councils’ contractor health and safety systems, and safety culture. This ensures that contractors who can prove that they meet the Councils’ standards for safety, will be approved to undertake contracted work for councils.

A pre-qualification program provides a formal, comprehensive way to identify contractors who fail to meet Council standards. It also sends a very strong message that Councils take safety seriously.

An advantage of the pre-qualification system is the provision of a shared database from which contract managers can view and select a contractor.

The contract manager *must still gather job specific health and safety information* such as site-specific safety plans or job safety analysis documents, and any other required information in accordance with individual council requirements. The level of documentation and interval of contractor monitoring will be determined by the level of risk related to the work task/activity.

In order to support contract managers, WLASS and BoPLASS have prepared several questions and responses to frequently asked questions. Should you have any further questions, please contact [your](#) council’s health and safety team member.

FAQ's (All)

Q1	Why are we doing this?	A	<i>Having a contractor pre-qualification system ensures consistency across participating Councils. There is also a desire for more shared services across councils to provide value for money for our ratepayers.</i>
Q2	What are we trying to achieve?	A	<i>A formalised, consistent and effective shared service which benefits Councils and contractors at a reasonable cost. It also provides Councils with an assurance that contractors have health and safety systems in place.</i>
Q3	What will the benefits be?	A	<i>Saving time for both Councils and contractors who currently undertake the pre-qualification process. Having a shared system that provides a consistent approach to assessing contractor's health and safety systems.</i> <i>Benefits to Councils:</i> <ul style="list-style-type: none">• <i>reduced resource requirements</i>• <i>reduced organisational risk</i>• <i>heightened health and safety awareness and compliance within our communities</i>• <i>an ability to influence businesses and our communities to improve their health and safety systems and practices</i>• <i>a regionally consistent and standardised approach.</i> <i>Benefits to contractors:</i> <ul style="list-style-type: none">• <i>only needing to make one application</i>• <i>being able to work for any of the participating Councils once pre-qualified</i>• <i>education and improved practices.</i>
Q4	How are people impacted? (technology, work processes, etc.)	A	<i>Council staff - Contract managers need to check the contractor database to ensure a contractor is pre-qualified, and initiate pre-qualification if they are not on the contractor database (or use a contractor who is pre-qualified).</i> <i>Contractors – less time applying for pre-qualification with multiple councils, reducing the associated cost. There is a requirement to pre-qualify, where there was no requirement previously (with some Councils).</i>
Q5	Will we have to train people?	A	<i>Yes – All staff that engage new contractors can be trained by their own councils on how the system is managed.</i>

COUNCIL FAQ's

Q6	My contractor needs help to get their systems sorted. Who should they approach?	A	<i>Contractors who require professional advice on their health and safety systems should search for a fully qualified, competent business or professional. This information is contained on the HASANZ website 'Choosing a Workplace Health and Safety Advisor' http://www.hasanz.org.nz/. There is also advice on the WorkSafe NZ website.</i>
Q7	If a contractor is having problems with the website, and rings me, who should I direct them to?	A	<i>Refer them to the contact section of the website and a SHE representative will provide them with assistance. NZSupport@shesoftware.com></i>
Q8	Do I still have to get a Site-Specific Safety Plan (SSSP) or Job Safety Analysis (JSA) from my contractor?	A	<i>Yes. It is the role of the contract manager to exercise due diligence by ensuring the contractor is qualified to undertake the required work and they supply you with a site-specific safety plan (SSSP), job safety analysis (JSA) or similar, specific to the job/activity.</i> <i>The purpose of the pre-qualification process is to ensure that your contractor has a robust health and safety management system in place for their business.</i>
Q9	When do staff need to audit contractors onsite?	A	<i>You must monitor your contractors having regard to the level of risk for the specific site and tasks being undertaken.</i>
Q10	Is it compulsory to use a contractor from the list?	A	<i>Yes - If a contractor is not on the list, then they should be asked to pre-qualify before work commences.</i>
Q11	What if I need to use a Contractor urgently and they're not on the list?	A	<i>If there is no one on the database that can undertake the works, send the SHE URL to the contractor and make a request for urgent pre-qualification through Council's health and safety team. There is a small cost of \$150 payable by the requesting Council.</i> <i>Under emergency works, a contractor may be assessed by council without being pre-qualified initially. It is the contract managers responsibility to ensure the contractor is suitably qualified and that a SSSP (or similar) is in place prior to works commencing. Monitoring of the contractor is critical.</i>
Q12	How long will it take to assess an application once it's submitted?	A	<i>SHE software will process the application within 14 working days from the submission of all documentation requested.</i>
Q13	Where will the list of pre-qualified contractors be?	A	<i>There will be a URL link on your Council website directing you to the SHE website. There will also be a link to the website within each Council's intranet site.</i>
Q14	If a contractor I have previously used is not on the list, does that mean we cannot use them?	A	<i>Yes - Contractors will need to be pre-qualified before commencing work.</i>
Q15	Do we need to pre-qualify all contractors, including those working in an office?	A	<i>Priority is for medium to high risk physical works contractors to be pre-qualified. Lower risk contractors will be included at the discretion of each Council.</i>

Q16	What if there is no one on the list that can do the task we want?	A	<i>If you have a preferred provider, send them the URL to apply for prequalification.</i>														
Q17	What if my contractors' pre-qualification has or is about to expire?	A	<i>Reminders are sent directly to the contractor via email by SHE software.</i>														
Q18	Why is it compulsory for contractors' insurances to be managed through the new system?	A	<i>It was identified that expired insurances was a risk to Councils and is was not being well managed. SHE Software provides an efficient means to keeping track of insurances.</i>														
Q19	With regard to contractors that are covered by other organisations' regulations (such as Civil Aviation Authority and Maritime Safety Association), will they also need to be pre-qualified in this system?	A	<i>Yes – to confirm robust processes.</i>														
Q20	If we have a contractor that only works for our Council, do we need to tell them to pre-qualify through the SHE online system?	A	<i>Yes – this provides the Council with assurances that the contractor has robust systems and current insurances in place. It makes the contractor visible to other Councils/contractors.</i>														
Q21	Will contractors get a certificate of acceptance or similar once they have been successfully assessed to prove they are on the list?	A	<i>Yes – they will get an acknowledgement of successful pre-qualification through email.</i>														
Q22	Will our Contract/Project Managers be able to access and review all their Contractors' Health and Safety documentation which has been assessed by SHE? They require this information to effectively monitor contractors and to satisfy themselves contractors have been assessed for the work they are being employed to undertake.	A	<i>Some contract managers may have access to review the documentation and requests for access will be managed through the health and safety team. Monitoring of contractor performance is still to be carried out against the site-specific documentation.</i>														
Q23	What is this going to cost the contractors?	A	<table border="1"> <thead> <tr> <th>Number of employees</th> <th>No. of insurances included</th> <th>2 Year Cost (GST exclusive)</th> </tr> </thead> <tbody> <tr> <td>Small (<5 employees)</td> <td>Unlimited</td> <td>\$280</td> </tr> <tr> <td>Medium (5-24 employees)</td> <td>Unlimited</td> <td>\$525</td> </tr> <tr> <td>Large (25 and more)</td> <td>Unlimited</td> <td>\$1025</td> </tr> </tbody> </table>	Number of employees	No. of insurances included	2 Year Cost (GST exclusive)	Small (<5 employees)	Unlimited	\$280	Medium (5-24 employees)	Unlimited	\$525	Large (25 and more)	Unlimited	\$1025		
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