

## **Contractor Health and Safety Pre-qualification Scheme**

### **Frequently Asked Questions (FAQ's) for Contractors**

#### **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 developed a set of questions and answers that may assist you through your application process. Should you have any further questions, please contact SHE software [NZSupport@shesoftware.com](mailto:NZSupport@shesoftware.com)>

## FAQ's (All)

Q1	Why are we doing this?	<b>A</b>	<i>Having a contractor Pre-qualification system ensures consistency across participating Councils.</i>
Q2	What are we trying to achieve?	<b>A</b>	<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?	<b>A</b>	<p><i>Saving time for both Council and contractors. Having a shared system that provides a consistent approach to assessing contractor's health and safety systems.</i></p> <p><i>Benefit to Councils:</i></p> <ul style="list-style-type: none"> <li>• <i>reduced resource requirements</i></li> <li>• <i>reduced organisational risk</i></li> <li>• <i>heightened health and safety awareness and compliance within our communities</i></li> <li>• <i>an ability to influence businesses and their communities to improve their health and safety systems and practices</i></li> <li>• <i>regionally consistent and standardised approach.</i></li> </ul> <p><i>Benefits to the contractors:</i></p> <ul style="list-style-type: none"> <li>• <i>only needing to make one application</i></li> <li>• <i>being able to work for any of the participating Councils once pre-qualified</i></li> <li>• <i>education and improved practices</i></li> </ul>
Q4	Will we have to train people?	<b>A</b>	<i>Yes – All staff that engage new contractors are trained by their own Councils on how the system is managed.</i>

## CONTRACTOR FAQ's

Q5	What is this going to cost? Council staff used to perform this function free.		<table border="1"> <thead> <tr> <th><b>Number of employees</b></th> <th><b>No. of insurances included</b></th> <th><b>2 Year Cost (GST exclusive)</b></th> </tr> </thead> <tbody> <tr> <td>Small (&lt;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>	<b>Number of employees</b>	<b>No. of insurances included</b>	<b>2 Year Cost (GST exclusive)</b>	Small (<5 employees)	Unlimited	\$280	Medium (5-24 employees)	Unlimited	\$525	Large (25 and more)	Unlimited	\$1025
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Q6	I am already pre-qualified with another reputable Health and Safety pre-qualification company – can this count instead of registering again?	<b>A</b>	<i>No –WLASS has developed a specific set of questions to ensure a standardised approach across local authorities.</i>												

Q7	I am a contractor that needs help to get my health and safety system sorted. Who should I approach?	<b>A</b>	<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 HASNZ website ‘Choosing a Workplace Health and Safety Advisor’ <a href="http://www.hasanz.org.nz/">http://www.hasanz.org.nz/</a>. There is also advice on the WorkSafe NZ website.</i>
Q8	Do I still have to do a Site-Specific Safety Plan or Job Safety Analysis for the work?	<b>A</b>	<i>Yes. The pre-qualification process ensures that your organisation has a robust health and safety management system in place for the work you do. It does not eliminate the need to plan work for the site/task/on job specifics.</i>
Q9	If I get stuck when entering my documentation, who do I contact?	<b>A</b>	<i>Contact <a href="mailto:nzsupport@shesoftware.com">nzsupport@shesoftware.com</a></i>
Q10	How do I add further services I can provide once I have already signed up?	<b>A</b>	<i>Contact <a href="mailto:nzsupport@shesoftware.com">nzsupport@shesoftware.com</a> Note: that there may be a charge for the assessment of any additional information needing to be provided.</i>
Q11	What if I miss a deadline to re-qualify?	<b>A</b>	<i>SHE will notify you at least two months prior to your expiry date. If they don’t receive any, or insufficient, information from you, your status will show as “expired”. You can still send in your information, but it will be processed in the order received, so may take a few weeks depending on workload. During this time Councils may choose not to use your services.</i>
Q12	If I don’t send my application in will I be removed?	<b>A</b>	<i>No – the status will show as ‘expired’ on the database until it is reapproved. The company name will not display on the ‘pick list’. SHE Software NZ will audit/monitor expiration dates and email contractors directly prior to expiration to provide full opportunity to remain on the ‘pick list’.</i>
Q13	What if I miss notifications due to change of details? How do I update my details?		<i>Email any changed email details to your Council’s health and safety team and they will arrange for them to be updated. If you have generic business email address, please use this in your application. SHE Software NZ will make direct contact via phone if a renewal application has not been initiated by the contractor.</i>