

Contractor Management



The Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2016

Mine workers =

- **Employees of the mine operator, and**
- **Contractors and their employees while they are working on the mine operator's site**

Typical contractors

- **Electricians**
- **Maintenance**
- **Tyre fitters**
- **Drill & Blast**
- **Stripping**







All contractors are both good and not so good.

What makes the difference is the way you manage them.



WorkSafe NZ Fine Owner over Death

- **Company owner hired contractor to conduct hot work on 96klt tank**
- **Tank exploded killing contract worker**
- **Owner “left work to contractor because he was the expert” - No checks or supervision**
- **Fined \$284k, Reparation \$128k, Sentenced to 41/2 mths home detention**



Obligations of contractors:

Contractors have an obligation to ensure, to the extent that they relate to the work undertaken by them at your site, that **provisions of relevant legislation** and **any applicable health and safety management system are complied with.**

You can rely on their SHMS provided you have verified that it is equivalent or better than yours, as it relates to their work.



You need to manage Contractors through:

- **Induction**
- **Verification of Health and Safety and Management system**
- **Risk Management**
- **Supervision**
- **Verification of worker competency**
- **Verification of worker fitness for work**
- **Verification of fit-for-purpose plant and equipment**

Induction

- **Keep it relevant to their work**
- **Keep it short and sharp**
- **Important, “need to know” information**



SAFETY ITEMS

Please tick appropriate box
Yes
No

Contractor to answer yes or no to the following items.

Details of key staff and the organisational structure responsible for the management of the contract work.		
Reference to and include written policies and safe work procedures, including emergency procedures, incident report forms etc.,		
All hazards identified with the associated work.		
Methods of hazard identification including checklists and other methods used.		
Details of risk assessment and control measures.		
List of instruction, training and experience of the contractor employees.		
Types of records that will be kept and who are to keep them.		
State monitoring of work requirements and safety requirements that will be used.		
Provision of own PPE to site standards and state by whom and how it is to be inspected.		
Details of proposed safety meetings and means for resolution of safety issues.		
A process for the inspection of machinery supplied and used for the contract work, and how this process is monitored.		
Copies of all relevant inspection certificates or records.		
Copies of all relevant competency tickets/licences held by contracted workers. [This includes drivers licences, machine tickets etc.]		
Evidence that all workers fitness level is adequate to complete the work contracted to carry out on the Quarry site.		

Verification of Health and Safety Management System

Risk management

- **Principal Hazard Management Plans**
- **What do Contractor's have**
- **Site process vs Contractor's process (isolation)**
- **Supervision**



Verification of Contractor competency

- **How do you check this?**
- **Supply of evidence from contractor**
- **References**
- **Visual checks/Inspections**



Verification of Contractor fitness for work

- Pre - contract declarations or medicals
- Sign -in declaration including medication being taken
- Observation and supervision

PARKLANDS BLUE METAL QUARRY

Declaration for Visitors and Contractors

Whilst on this site you may encounter the following hazards:
Noise, Dust, Uneven Ground, Trip Hazards, Heat, Stairs, Mobile Equipment and Blasting

Health Surveillance:

1. Do you have any medical conditions which could make you susceptible to injury from any of these hazards? I.e. knee or shoulder injuries, vertigo, hearing or vision impairment.
Yes No
2. Do you suffer from any allergy?
Yes No
3. Do you have any medical condition which could require emergency medication whilst on site? I.e. Asthma, Diabetes, Angina
Yes No
4. Do you have medication with you?
Yes No
5. ~~Strike out which is not applicable:~~
I state that in my opinion I am/am not medically and physically fit to perform the task that I am visiting the Quarry site to perform.
6. I have read and fully understand my responsibilities and the safety requirements contained in the visitor safety information brochure/contractor induction.

NAME.....COMPANY.....

EMERGENCY CONTACT: MOBILE PHONE NO.....

SIGNED.....DATE.....

TIME IN.....SIGNED.....

TIME OUT.....SIGNED.....

TIME IN.....SIGNED.....

TIME OUT.....SIGNED.....

Form MSH/MSD/01 Entry Pass 1/10/14

Fit-for-purpose plant



Contractors are workers on your site

- Your duty of care applies equally to your employees and your contractors and their employees
- Legislation does not distinguish between employees and contractors in terms of your obligations
- **Remember** - The difference between good and bad contractors is the way they are managed



Questions ???

Wayne Scott

wayne@minex.org.nz

mobile: 021 944 336