



Contractors/Sub Contractors Health & Safety Manual Te Puia | NZMACI

**PLEASE KEEP THIS MANUAL FOR YOUR
CONVENIENCE**

This handbook has been designed specifically for contractors/sub-contractors and their workers working at Te Puia|New Zealand Māori Arts and Crafts Institute

It is a requirement that ALL contractors to SCAN the Contractor Registration Form QR Code located at all our main entrances.

Responsibilities

Te Puia | New Zealand Māori Arts and Crafts Institute (Te Puia | NZMACI) is committed to ensuring the health and safety of manuhiri (visitors), employees, students, contractors/subcontractors, and their workers.

Te Puia | NZMACI promises to pursue best practice in occupational health and safety and to comply with the Health and Safety at Work Act 2015.

Te Puia | NZMACI will ensure the safety of contractors, sub-contractors, and their workers by:

- Providing and maintaining a safe working environment
- Providing facilities for health and safety
- Ensuring all contractors, subcontractors and their workers are appropriately inducted to our site
- Ensuring all plant and equipment is safe
- Ensuring all contractors, subcontractors and their workers are not exposed to unmanaged or uncontrolled hazards
- Developing and implementing emergency and evacuation procedures
- To use correctly; any information, training, personal protective equipment, and safety devices provided
- To ensure all contractors, subcontractors and their workers are always wearing relevant Personal Protective Equipment (PPE) i.e., Hi-Viz vest, Safety Boots etc.
- Ensuring that all contractors, subcontractors, and their workers who are working at heights, in confined spaces, in and around highly actively geothermal activity, or areas of the site which have significant hazards are kept as safe as practicably possible, and that they are suitably qualified to work in those areas.

The primary aim of our Health and Safety Policy is:

- To prevent any accidents whatsoever from occurring at our place of work, this includes accidents to our manuhiri, employees, students, contractors, subcontractors, and their workers
- To ensure that we consistently maintain a healthy and safe working environment for the benefit of our manuhiri, employees, students, contractors, subcontractors, and their workers
- To ensure that all contractors, subcontractors, and their workers on site maintain a responsible, mature, and proactive attitude toward workplace health and safety.

Contractors, Subcontractors, and their workers

Te Puia | NZMACI will ensure that all relevant documentation relating to occupational health and safety issues is made available to contractors, subcontractors, and their workers. Every contractor, subcontractor and their workers are expected to always act safely to ensure the safety of their own welfare and that of fellow contractors, subcontractors, and others in the workplace. Contractors, subcontractors, and their workers are to learn and understand the health and safety rules and follow them.

Health & Safety is the responsibility of every person on our worksite. To achieve the above aims we require you to do the following:

- Adopt a positive attitude toward assisting us in providing a healthy and safe place of work.
- That all contractors, subcontractors, and their workers are suitably varied in safe working practices and ensure the practices are always adhered to throughout the working day.
- Operate within all Statutory Requirements.
- Ensure your plant and equipment meet safety, hygiene, and environmental requirements.
- Please provide Te Puia | NZMACI with documentation proving that all workers undertaking work on our site are suitably qualified.
- Eliminate safety hazards.
- Be aware of our emergency procedures.
- Abide by all safety procedures developed by us or your principal contractor.
- Report all unsafe acts, practices, and conditions to our H&S Manager.

Accident/Incident Investigation Reporting

Record Keeping

Each contractor, subcontractor and their workers with staff working on the premises, will be responsible for maintaining their own records of all accidents and incidents in a suitably acceptable incident/accident report format. Copies shall be provided immediately to one of the **Internal Emergency Contacts** (numbers below).

Emergency Responses and First Aid

In case of an emergency dial: 111

Dialing from Te Puia | NZMACI Phone:

Fire	1-111
Police	1-111
Ambulance	1-111

Suggested what to say:

“Location: Te Puia New Zealand Maori Arts & Crafts Institute, Hemo Rd”
 “Give your name”
 “Give your company name”
 “Explain the emergency service required”

Internal Emergency Contacts

Nick Dallimore	027 2011 536	(GM Operations & Site Development)
Justin Te Hau	022 0720 573	(Operations Manager, Visitor Experience)
Te Puia Reservations	07 348 9047	

Evacuation Procedure

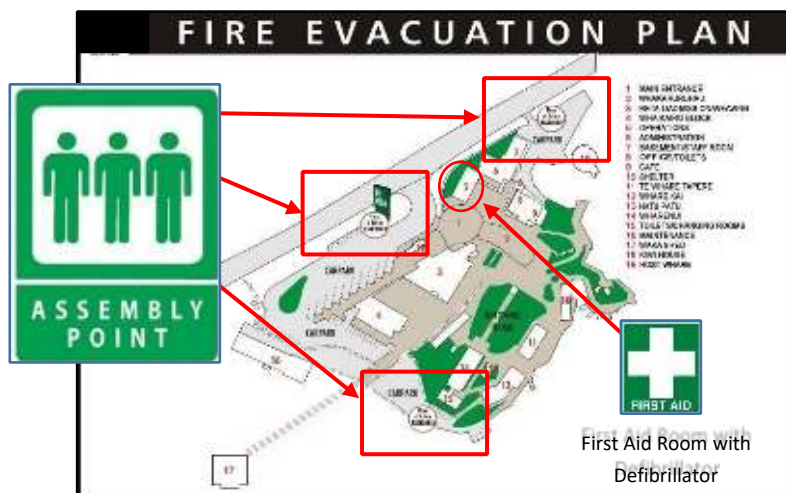
The following principles apply to any evacuation, in all circumstances:

1. Please try to remain calm
2. Move off in an orderly fashion to the nominated evacuation assembly point (See picture below), when directed by either the warning siren or a building floor warden
3. Assist others to evacuate if necessary and if prompted follow the necessary building floor wardens
4. Do not leave the assembly area until you are told to do so by your building floor warden or the site Emergency Controller/ Head Warden

- **Be aware of any new dangers**
- **Under no circumstances should you retrieve personal items**
- **Do not re-enter the evacuated area until the site Emergency Controller/ Head Warden has told you to do so**

There are 2 assembly areas:

1. The far end of the administration carpark
2. The large Te Puia/NZMACI sign at the main entrance



Significant Hazards

Contractors/Subcontractors are to maintain safety on the whole site. The contractors, subcontractors and their workers need to observe the following:

- Work performed on or around any existing tracks, pathway requires the contractor to provide information relating to the location of work, time frame of work and the workload been carried out, to the GM Operations & Site Development.
- Maintain a high level of safety with equipment while on tracks that are also being used by foot pedestrians and ensure that the area is appropriately cordoned off.
- The contractor must ensure that all areas that have been worked in and restored to their original state.

Existing Tracks/Thermal Activity

- The existing track network contains a number of significant hazards.
- Most thermal activity within the existing tracks network is fenced.
- Under no circumstances are there any rails to be removed.
- Litter debris, sticks, etc. are not to be dropped into thermal pools or any other area of our site apart from the numerous rubbish bins provided.
- We pride ourselves with having a litter free spotless site and require all contractors, subcontractors, and their workers to adopt the same attitude.
- Unfenced thermal activity within the existing site is not to be ventured into.
- Contractors, subcontractors, and their workers must not venture off the designated tracks into undergrowth at any time.

Geothermal/Terrain Hazards

Extreme caution must be exercised when walking around any part of our site. The characteristics of the geothermal activity within our site include:

- Activity which is often hidden from immediate view. Boiling water or mud is often present underneath what appears to be normal ground surface vegetation.
- Activity is usually EXTREMELY HOT (boiling point). Any contact with boiling water, mud, or in some cases rock will cause instantaneous and severe burns.
- Activity that is visible is likely to be surrounded by a section of unstable ground. If this ground is traversed, it may collapse, causing the person to become immersed in boiling water or mud. Please take extreme care! Stay within the fenced area and designated tracks.

Working in the immediate vicinity of tourists (referred to as manuhiri/visitors)

- Te Puia|NZMACI requires all contractors, subcontractors and their workers make adequate provisions for marshals and warning signs at all possible entry points to an operational area accessible to manuhiri/visitors.
- A suitable standard of politeness is required from all contractors / subcontractors toward our manuhiri/visitors.
- Other requirements for work that is being carried out in manuhiri-dense areas will be worked out between the contractor and Te Puia|NZMACI. Under no circumstances whatsoever is any work to commence in high density manuhiri areas without the prior consent of a Te Puia|NZMACI representative (see Internal Contacts – Operations Manager, Visitor Experience).

COVID-19 key controls

- Anyone with cold or flu-like symptoms must stay away from our premises.
- Individuals and/or groups of workers must keep at least 2 metres apart where so far as is reasonably practicable.
- Contractors, subcontractors, and their workers must scan or sign in on entry to our premises.
- All persons entering the site must provide proof of their “My Vaccine Pass”.
- Wearing face coverings is highly recommended.
- Enable good hygiene practices.
- Wash your hands, wash your hands, wash your hands.

No Smoking Policy

Te Puia | NZMACI has a smoke free policy in place. The essential requirements of this policy appropriate to contractors are as follows:

- No smoking within the existing site, buildings, tracks, etc, at all times.
- Smoking is only permitted during breaks in a designated area established by Te Puia | NZMACI.
- Our no smoking policy cannot be compromised. Smoking is a significant fire risk, particularly given the very dry and flammable nature of the manuka undergrowth in and around our site.
- Under no circumstances is smoking to take place in the thermal valley.
- If you are unsure as to where the designated smoking areas are; please ask a staff member.

Car Park Facilities

Certain aspects of the staff carparks will be allocated to contractors, to park their vehicles. Please note, no parking is allowing in reserved parking spaces. The carparks can be considered significant hazard areas in that -

- The carparks have extremely high traffic flow.
- The carparks are often full.

For these reasons, Te Puia | NZMACI will not be held responsible for vehicles parked on site in our carparks.

Housekeeping

Te Puia | NZMACI requires the workplace to be kept as clean, tidy and as risk free as possible with equipment being returned to its correct storage location.

Your responsibility is to:

- Keep all work areas free from clutter.
- Immediately remove any substance i.e., chemicals, oil, etc, that spill on any work area, and placed in rubbish bins or skips provided around site. If in doubt, ask a staff member.
- Keep work areas clean and orderly and free from rubbish.
- Stack materials and equipment properly so they cannot fall or stick out into areas where people walk.
- Wherever practicable use aerial positions for leads and air hoses.
- Clean dust by damping down and sweeping.

Our policy is that

Contractors shall be informed they are responsible for any hazards that they may create while on our premises; and:

The contractors must provide documentation to confirm they have complied with their own responsibilities under the Health and Safety at Work Act 2015.

Audits of regular contractors, including required documentation and work procedures, will be undertaken on a random basis at least annually.

- Ensure the following is given to all contractors, sub-contractors, and their workers
- Letter to Contractor, Subcontractor, and their workers
- Safety Requirements for Contractors.
 - Conditions of Contract.



Signed (CEO):

Dated: 27 September 2021

(Tim Cossar)



(Deryck Shaw)

CONTRACTORS AGREEMENT

Date: ____/____/____

Attention: _____ (Business Name)

Name: _____ (Contractors Name)

To comply with the Health and Safety at Work Act 2015, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:

- Health & Safety policy.
- Hazards and hazard controls; and
- Accident reporting procedures
- Drug and Alcohol Policy / procedures
- Worksafe COVID Safety Plan

2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015. In particular: • Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate:

- We, as the Principal, are to be advised of all hazardous plant, equipment, machinery, or substances which are brought into the workplace.
- All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
- Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under Section 25 of the Health and Safety at Work Act 2015, are to be reported to Us, as the Principal.
- All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by any person engaged in the workplace.
- All people utilised have passed a drug and alcohol test and documentation is provided to Te Puia|NZMACI.

3. Before commencing work on our premises, all contractors must ensure that any contractors/subcontractors of the contractor, subcontractors on our premises, or if an individual, they are conversant with:

- Emergency procedures (to be followed in the event of an emergency);
- Safety rules and procedures.
- Hazards which have been identified, and the hazard controls terminated immediately.

4. We as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being.

5. I understand the additional COVID-19 requirements, including 'My Vaccine Pass' requirements to enter the site.

6. I understand Te Puia|NZMACI has the duty of care to all its workers regarding managing exposure to COVID-19, and in return I have the duty of care to myself and others, to ensure I comply with all protocol, plans and procedures so far as reasonably practicable.

I agree to abide by all the above conditions set out in the Contractors & Subcontractors Health & Safety Manual which I have retained a copy of for my files.

Business Name: _____

Nature of Business: _____

Employee Name (PRINT): _____

Employee Signature: _____ Date: ____/____/____

Phone: _____

Emergency Contact Name: _____

Phone: _____ (Emergency Contact)