

Contractors and visitors procedure



"People feel welcome and safe when they are in our work environment"

Intent

We will comply with health and safety requirements and ensure safeguards are in place for contractors, subcontractors and visitors to work and/or participate in safe way while in the workplace.

Contractors will be adequately briefed and prepared to work on site(s) and must take all due care to prevent causing harm to themselves and others while working.

Requirements

Before entering the premises, contractors and visitors will be:

- informed about hazards relevant to their involvement or activity in the organisation
- asked to disclose any hazards or risks with entering the organisation
- asked to not enter if they are feeling unwell or have been exposed to Covid-19 or another infectious illness
- advised of health and safety requirements and hazard and evacuation procedures
- asked if they need any assistance to evacuate in case of an emergency
- informed about conduct expectations (eg conduct with other staff and rangatahi.)

Public health guidelines will be complied with along with our health and safety policies.

Contractors will be asked for information about:

- any hazards they are bringing into the workplace, or will create by their work
- how they will mitigate these hazards and associated risks for themselves, staff/kaimahi, volunteers, rangatahi and others.

Protocols established by contractors for safety reasons (eg restricted entry to hazard area) will be made known amongst staff and complied with.

Helpful links

Health & Safety at Work Act 2015

[Contractors](#)

[Health and safety](#)

Review

Date: May 2022

Next review: April 2024