

Contractors and Visitors Policy

Policy Statement

Cycling Southland is committed to the provision of a safe and healthy workplace for contractors, sub-contractors, and visitors in accordance with its Occupational Health and Safety Policy and with its duties under the Health and Safety at Work Act 2016 and related legislation and regulations. In meeting these requirements Cycling Southland seeks to:

- Ensure that contractors and subcontractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on Cycling Southland premises.
- Promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials, and safe practices at all times.
- Ensure that all visitors are not harmed while on Cycling Southland premises.

Responsibilities

The General Manager is responsible for:

- Ensuring details of any specific hazards that may be relevant to the visitor and/or contract worker are provided to the visitor and/or contractor.
- Advising the contractor on miscellaneous matters, such as how to activate the fire alarm, the location of fire extinguishers and first aid assistance, escape possibilities, and where and to whom the contractor should report in case of an emergency situation or an accident.
- Advising visitors of any hazards and evacuation procedures in case of an emergency and of the policy that they must be escorted at all times.

The contractor is responsible for:

- Providing details of any hazards that they will be bringing onto the site or any hazards that may be created as a result of the nature of the work being undertaken, together with how these hazards will be mitigated.
- Ensuring the contractor's employees have received the safety training required for the specific job, including protocols for issuing keys or entry to restricted areas.
- Providing and using emergency and personal protective equipment they may require.

The visitor is responsible for:

- Acting on the instruction of the General Manager (or other staff members, including stadium staff) in the case of an emergency.
- Advising the receptionist of any special assistance that may be required in case of an evacuation.

References

- The Health and Safety at Work Act 2016.
- The Health and Safety in Employment Regulations 1995.
- The Fire Safety and Evacuation of Buildings Regulations 1992.