

ILT Stadium Southland Contractors

Policy Statement

ILT Stadium Southland is committed to the provision of a safe and healthy workplace for all contractors, subcontractors in accordance with its duties under the Health & Safety at Work Act 2016 and all related legislation and regulations. In meeting these requirements Stadium Southland Limited seeks to:

- Ensure that contractors and subcontractors in our venue work in a healthy and safe manner and are not harmed and do not cause harm to others while working within the venue.
- Promote measures to prevent injury and illness by insisting on safe work methods, safe equipment and proper equipment at all times

Scope

This policy applies to all long-term and short term contractors employed directly by Stadium Southland Limited as well as all contractors, subcontractors and visitors not directly involved with or employed by Stadium Southland Limited.

Definitions

Contractors – this includes contractors and subcontractors employed directly by Stadium Southland Limited and those working within our venue although not employed directly by Stadium Southland Limited.

Responsibilities

The Stadium Southland Limited Board

- To support the General Manager in their decision to consider health and safety performance and procedures when selecting appropriate contractors directly employed by Stadium Southland Limited, in particular long term contractors
- Ensuring that policy and procedures are being met and fulfilled

General Manager

- Ensure Health and Safety expectations, commitments and responsibilities are written into contracts
- Ensure a review/evaluation is undertaken post contract or at relevant review period for ongoing contracts to ensure Health & Safety responsibilities are being met
- Consider health and safety performance and procedures when selecting appropriate contractors directly employed by Stadium Southland Limited, in particular long term contractors

Operations Manager

- Ensure all contractors & subcontractors (employed by Stadium Southland directly or by another party) are inducted into the onsite health and safety procedures that are relevant to the work they are undertaking, the areas in the building they are working and the equipment they are using (this includes relevant SOPs)
- Ensure all contractors are provided with an updated induction and risk register annually or if the contractor has had any major HSE changes, whichever comes first
- Ensure all contractors provide appropriate health and safety documentation including a risk assessment
- Provide contractors a point of contact for hazard and risk reporting and injury/incident reporting
- Ensure all restricted areas are clearly sign posted to protect visitors and contractors

Health and Safety Committee

- Discuss and evaluate contractors performance- ongoing or post at the beginning of each year
- Adopt contractor feedback where applicable and implement where appropriate
- Review Stadium Hazards annually

Reception

- Ensure all contractors sign in and out of the building
- Ensure all contractors are issued with a visitor id sticker or badge
- Advise the appropriate staff when a contractor is onsite
- Ensure that staff are aware if special assistance is required by anyone in the event of an evacuation

Contractor

- Ensure they communicate with reception if assistance is required in the event of an evacuation
- Ensure that they sign-in as soon as they are on site and sign out when they leave
- Must notify us of any new staff on-site that have NOT been inducted
- Must notify us of any work being undertaken by sub-contractors, regardless of whether they have or haven't been inducted
- Ensure their staff are trained for the work they are undertaking
- Ensure that they have any personal protective gear they require and have their own first aid supplies
- Provide us with a Health and Safety policy and a Site Specific Risk Assessment in a timely manner before undertaking any work onsite

Appendix 1 – Contractor Induction Form

ILT Stadium Southland Health and Safety Induction for Contractors

Name:

Company Name:

Inducted by:

Date:

A Health and Safety legislation outlines the requirements of all people within the workplace including contractors.

Contractors, their employees and their subcontractors have duties under the legislation as summarised:

- To cooperate with all health & safety matters
- To use safety equipment and PPE that is provided to you
- To isolate, minimise and report unsafe situations
- To report injury or near miss incidents
- To follow all rules and safe operating procedures explained to you
- To not endanger the health and safety of any other person

Contractor health and safety activities

It is the responsibility of the contractor to ensure that all their employees are also made aware of and are familiar with the policies and procedures that relate to the site and/or work that is to be performed prior to commencing work. It is expected that as a contractor you will, amongst other safe working activities:

- Report any hazard that is beyond your control
- Use the correct plant and substances for the job you are doing
- Bring onto site only that plant or equipment for which risk assessments have been completed and statutory requirements met
- Ensure that you have provided up-to-date Safety Data Sheets for any chemicals you bring onto site
- Bring onto site only electrical leads, tools or appliances that have up-to-date inspection tags attached
- Keep areas you work in clean and tidy
- Use the correct safety equipment and protective clothing for the job
- Obey rules, signs and instructions and use only equipment that you are authorised to use
- Use safe lifting techniques and get help or mechanical assistance for heavy loads
- Understand and follow ILT Stadium Southland emergency procedures
- Ask if in doubt about any health or safety procedure
- Report all mishaps to ILT Stadium Southland management
- Fill out ILT Stadium Southland Accident or Near Miss form if applicable

| Please complete the following checklist: | Yes: |
|--|-------------|
| The contractor has provided a health and safety policy and site specific risk assessment to ILT Stadium Southland | |
| The contractor has had the sign-in process explained and understand that their identification must be displayed at all times whilst onsite | |
| The contractor has delegated necessary health and safety responsibilities to appropriate staff, including subcontractors | |
| The contractor has passed all health and safety information, emergency evacuation procedures and relevant site hazards onto all staff and all subcontractors | |
| The contractor has been shown the location of fire extinguishers, fire alarm points, fire hose reels, etc. | |
| The contractor has been instructed on what to do in the event of an emergency and has been provided with a Fire evacuation map | |
| The contractor has been informed of any relevant site specific hazards on site and how to report new hazards/risks | |
| The contractor has been shown the location of wash areas, toilets and any hygiene requirements | |
| The contractor has been informed that appropriate Personal Protective Equipment (High Vis clothing, hard hat etc.) must be worn as and when required | |
| The contractor will ensure that all incidents/accidents are recorded and reported to ILT Stadium Southland at the appropriate time through recording in the incident and accident register. (The contractor understands that any serious harm accidents must be reported to ILT Stadium Southland as soon as possible) | |
| The contractor has their own first-aid kit | |
| The contractor will ensure that the control measures for their identified risks will be reviewed at appropriate intervals | |
| The contractor has received a copy of the venue safety guide & it has been read & understood | |

Your signature on this form acknowledges that you agree to abide by ILT Stadium Southland's Health and Safety Policies while onsite and that you have completed a Contractor Health and Safety Induction and will abide by the details set out in the induction.

I acknowledge that I have been inducted in Health & Safety Procedures of this venue, as above, and I am aware of my responsibilities

Signature:

Position:

ILT Stadium Southland Signature:

Position:
