

## **Contractor's Acknowledgement of Health and Safety Obligations**

---

### **Instructions**

Please sign this form and return to the Property Services Project Manager.

---

The Principal (*the person or organisation engaging the contractor*)

Name and address:

---

The Contractor (*person or organisation being engaged to perform services*)

Name and address:

---

Description of Service (*to be performed by the Contractor*):

---

The Contractor hereby acknowledges that:

1. They understand their obligations to themselves as a Person Conducting a Business or Undertaking, their subcontractors and their workers under the Health and Safety at Work Act 2015, Health and Safety at Work Regulations 2016 and other relevant legislation, Codes of Practice Guidelines / standards, recognised industry good practice and confirm their intention to comply at all times while working on this contract.
2. They recognise that the University of Auckland can be responsible for only advising the nature of, and methods of controlling, hazards specific to the University of Auckland’s business or worksite and that the Contractor shall apply recognised industry good practice to ensure the health and safety of all involved at all times.
3. The University of Auckland has advised the Contractor of the emergency procedures, location of emergency equipment, location and use of safety equipment, safety rules, hazards and hazard controls, go and no-go areas and access and authorisation requirements relevant to the service being performed.
4. The Contractor shall ensure that all their employee’s subcontractors and other persons engaged are informed of the same and that no person shall be permitted to work on the contract without being so informed.
5. The Contractor has a Health and Safety management system in place, which ensures their compliance with the Health and Safety at Work Act 2015 and associated Regulations, other relevant legislation, Codes of Practice Guidelines and recognised industry good practice in connection with this contract.
6. The Contractor agrees to make available for inspection on request by the University of Auckland any documentation related to Health and Safety in connection with this contract.
7. The University of Auckland has the right to monitor the Contractor’s activities and carry out a safety audit from time to time during the progress of the contract.
8. The University of Auckland has the right to suspend work at the Contractor’s expense where the University of Auckland is not satisfied that so far as is reasonably practicable steps are being taken to ensure the Health and Safety of employees and others in connection with the contract.
9. The Contractor will notify the University of Auckland immediately of all accidents that did result or had the potential to result in injury, illness to any person on or in the vicinity of the contracted worksite. The Contractor will notify the University of Auckland immediately of all events that did result or had the potential to result in a Notifiable Incident as prescribed under the Health and Safety at Work Act and associated Regulations. The Contractor will notify the University of Auckland immediately of all Notifiable Events as prescribed in the Health and Safety at Work Act that occur on the contracted worksite or as a result of the contracted activity.
10. The Contractor will advise the University of Auckland immediately of any new hazard / Risk created during the contract and will take reasonably practicable steps to control the hazard and risk in order to avoid harm being caused to any person as a result of such Risks.
11. Before beginning work on the contract, the Contractor will carry out a thorough systematic Risk Assessment to identify hazards likely to be encountered, assess the risk and develop and implement controls as determined by relevant legislation, codes of practice and recognised good practice guidelines/standards

Signed for and on behalf of the Contractor	Signed for and on behalf of University of Auckland
Full name:	Full name:
Signature:	Signature:
Date:	Date:

**Introduction**

The purpose of this section is to ensure that onsite work undertaken by Contractors and Subcontractors does not pose a risk to employees, student and / or members of the public working at or visiting the University of Auckland, nor cause damage on the work site or adjacent premises.

**Requirements**

Please fill out this Health and Safety Prequalification and return it to your University Project Manager annually and prior to commencing your first job with the University. **This is a mandatory requirement for preferred suppliers.**

**Training and competencies**

Please use the template below to respond to these questions electronically, making the responses relevant to the work you do for the University of Auckland. Make reference to, and supply any supporting documentation.

Please include the question number on any supporting documents.

	Question	Response
	Contact Name: Company Name: Email Address:	
1	What codes of practice apply to your industry?	
2	How do you ensure your employees or contractors apply best practice?	
3	What internal and external training do you provide to your employees / contractors / subcontractors?	
4	How do you measure and record employee / contractor / subcontractor competencies?	
5	<ul style="list-style-type: none"> <li>▪ What certificates, licences or permits are your contractors / subcontractors required to hold?</li> <li>▪ Are the permits and licences current?</li> </ul>	
6	<ul style="list-style-type: none"> <li>▪ What hazards are your employees / contractors / subcontractors likely to introduce to the University site?</li> <li>▪ How are these hazards managed?</li> </ul>	
7	What personal protective equipment are your employees / contractors / subcontractors required to wear?	
8	What procedures do you have in place to ensure work equipment is safe and complies with regulatory requirements? (e.g. NZS 3760 Electrical Lead Testing)	
9	<ul style="list-style-type: none"> <li>▪ What emergency situations could arise as a result of the work you do? (e.g. confined space or height safety rescue)</li> <li>▪ What are the emergency procedures?</li> </ul>	
10	How do you review the Health and Safety performance of your employees / contractors / subcontractors?	

## **Health and Safety Prequalification, Continued**

---

### **Supporting documentation**

In addition to the Prequalification Form, please send the following documents to the Property Services Project Manager.

- A copy of the sections of your Health and Safety documentation, relevant to work to be done at the University. For example:
    - Training Register
    - Hazard Register
    - Safe Work Practices
    - Health and Safety Checklists
    - PPE and Safety Equipment Inventory
    - Copies of relevant certificates, licences, permits
    - Emergency Procedures
  - Copy of relevant insurance cover. (Please refer to your University Project Manager if you are unsure of the level or type of insurance cover required).
-