



Contractor Management

Standard



Purpose

This document outlines health and safety and environmental principles for engagement of contractors by LPC. The Contractor Management Standard enables a consistent, effective and unified approach to manage health and safety at LPC.

Scope

This document is applicable to contractors undertaking any business for or on behalf of LPC. Contractors meeting the criteria below are exempt for this standard.

- Port Users who are not contracted directly by LPC and utilise Port Facilities (refer to the LPC Common User Safety Protocols and PCBU standard for requirements applicable to Port Users).
- Individuals providing specialised services to LPC and supervised by LPC staff e.g. personnel who fill in LPC roles on fixed contracts, short term contractors reporting to LPC staff.

If there is a specific Health and Safety Plan to manage a contractor's activities, this standard should be applied in conjunction with the specific plan.

Code of Conduct

All LPC staff and contractors are to maintain the highest levels of professionalism and demonstrate appropriate behaviour at all times. Key principles of expected behaviour are:

- Obeying the law
- Being honest
- Being fair
- Being responsible
- Being concerned and caring about others
- Being proactive and collaborative
- Using good judgment to serve collective interests of all LPC facilities users
- Maintaining confidentiality

Any physical or verbally aggressive or harassing behaviour is unacceptable at LPC. Any breach of the above will be reported to the relevant contractor's management and is likely to result in removal of the offender from all LPC sites.

Responsibilities

LPC HS &W team is responsible for maintaining and updating this document and effective communication to all leaders.

LPC Area Managers are responsible for full compliance with this document when directly engaging a contractor or one of their employees engages a contractor on their behalf.

All contractors must adhere to the requirements set out within this document and associated reference documents. All contractors are encouraged to provide feedback, in order to ensure continuous improvement of the Port operations.

Contractors are responsible to notify WorkSafe of any notifiable activities that they may carry out while under contract at LPC.

All persons conducting or undertaking a business (PCBUs) must consult, cooperate and coordinate in order to maintain a safe and efficient work environment.

Communications and Consultation

Prior notice to all affected parties of planned work activities is essential for safe and efficient operations.

The person who engages the contractors will meet with the contractor and relevant Health and Safety team member and discuss potential risks involved in contracted activity prior to mobilizing to site. If it is identified that there will be exposure to the LPC critical risks or there is high Health, Safety and Environment risks associated with the activity, effective controls must be identified, documented and LPC Permit to Work process is to be used. LPC project Management Office may use other accepted authority to carry out high-risk work processes.

Every morning (or at the beginning of every shift) contractors hold a daily pre-start meeting to review the day's activity

The person who engages the contractors will meet with the contractor at the completion of their activities to discuss their performance including Health, Safety and Environment.

Risk Management

Contractors must identify, evaluate, record and adequately manage the risk to an acceptable level. Contractors must consult, cooperate and coordinate to manage risks in shared work areas.

Risk Management includes:

- Identifying the hazard
- Assessing the risk
- Putting controls in place
- Reviewing effectiveness of the controls

All personnel are responsible for reporting hazards and unsafe conditions and make every effort to address those hazards, if safe to do so.

Contractors must inform LPC of any planned or unplanned changes to the agreed scope of work, methodology and/or any new risks or hazards identified or introduced, as well as how the risk is managed.

Contractors must ensure their personnel are trained and competent in identifying hazards and managing risks and have adequate documented systems in place to manage high-risk

activities. Contractors must also ensure their compliance with all regulatory requirements. Contractors are directly responsible for their sub-contractors and their management of risk at LPC facilities.

Where there is exposure to identified critical risks, the LPC contractor management permit system must be used by the contractor and received by LPC. For projects under LPC Project Management Office (PMO) high risk work planning and management must adhere to PMO procedure "H009 High Risk Work".

Personnel performing high-risk activities must use pre-task/real time hazard assessment tools or work from an accepted Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA). Contractors will apply effective controls (using hierarchy of control principles) and verify their implementation and effectiveness prior to and during activities.

Any departure from agreed work practices must be approved by LPC.

There must be provision of adequate leadership of the task in the form of an appointed supervisor or arrangement of alternatives.

All contractors' personnel must present fit for work.

Equipment Management

All equipment including mobile plant must be in a safe operating condition, fit for purpose, subject to a regular maintenance regime meeting all regulatory and LPC requirements.

All mobile plant must be certified (as required by relevant regulations) and subjected to safety inspection before being used on LPC sites (by relevant LPC person or H&S). Where seat belts are fitted to mobile equipment, they must be worn.

Operators must be trained and competent for the type of equipment they operate. General and specific rules (including traffic management) must be fully adhered to by all users at all times.

Training and Competency

Contractors need to ensure that their personnel and contractors are trained and competent (unit standard where applicable) to perform their duties and have received adequate information about risks associated with their activities and the environment that they work in. Contractors must have a current LPC induction prior to carrying out any work on LPC sites.

Contractors must have systems and processes in place to manage learning practices, training material and competency pathways and relevant records. Training and competency records must be maintained and accessible for auditing purposes.

The LPC person who engages contractors is responsible to verify current training, licences, certifications, and competency of contractor's personnel prior to commencing work.

LPC refers to the training and competency requirements defined or endorsed by WorkSafe through Approved Codes of Practices, HSW Regulations, and relevant Safe Work Instruments.

Mobilisation/Demobilisation

Mobilisation and deliveries must be pre-notified to the person who engages the contractor, area manager and LPC security.

Demobilising work crews are to return the site to the condition that they have received it, unless otherwise instructed.

When transporting material, load restraint and safe loading/unloading must be in place to comply with regulatory and LPC consent requirements.

Sub-Contractor Management

Contractors must notify LPC when employing/engaging subcontractors and seek approval prior to their mobilization.

Contractors and subcontractors are expected to work to their agreed scope and may be audited against the health and safety systems they have provided, LPC and regulatory requirements.

LPC has authority to remove a contractor or subcontractor from site for unsafe activity or actions that impact the environment or breaches of the code of conduct.

Environmental Management

Section 17 of the Resource Management Act states that every person has a duty to avoid, remedy, or mitigate adverse effects on the environment.

In addition to the general duty, contractors are expected to work within the conditions of applicable consents at all times. The LPC employee who engages the contractor will provide them with relevant consent information in consultation with the LPC Environment Dept.

Contractors must notify and provide LPC a list of all hazardous substances that they bring to LPC facilities. The list is to include quantities and a valid Safety Data Sheet (less than 5 years old).

Depending on the nature of the work being performed the contractor may be required to provide LPC with a copy of their Environmental Management Plan (EMP). The LPC employee engaging the contractor will advise if an EMP is required in consultation with LPC's Environment Dept.

Incident Management

An incident is an unexpected / unwanted event that results in, or could have resulted (near miss) in one or more of the following:

- Occupational Illness or injury
- Damage to property
- Adverse impact to the environment
- Damage to reputation
- Financial loss
- Compromise in security
- Exposure to legal liability

Contractors must implement an effective incident management process to report, investigate and prevent reoccurrence of incidents. This system must at minimum comply with regulatory and LPC Incident Management requirements.

Incidents must be reported to LPC. Verbal notification must be made immediately to the LPC person who has engaged the contractor.

Contractors are directly responsible to report notifiable incidents to the relevant regulator. More information on notifiable incidents can be found on WorkSafe, Maritime New Zealand and other relevant authorities' websites.

Investigations for incidents related to critical risks or with the potential for severe injury must be fully completed to the satisfaction of LPC, with the report provided to the LPC Operations or relevant Manager within ten working days of the event.

Lessons learned from incidents will be shared and communicated to employees, contractors and other facilities users by the LPC Health, Safety and Wellbeing team where relevant.

Emergency Management

Refer to LPC Emergency Response Plan for more detailed information.

LPC and contractors have a shared responsibility to manage emergency events when contractors are working on LPC facilities. All parties must consult, cooperate and coordinate to manage emergency events.

Changes that impact on Health & Safety

Contractors must have a system in place for ensuring that changes do not cause injury to people, disrupt the activities of others or result in damage to physical assets. This includes changes to any of the following:

- Plant and equipment
- Processes including operating procedures
- Material used including hazardous substances
- Responsibilities to manage health and safety
- Training or competency requirements
- Emergency response
- Layout of operations
- Risks to the environment

All changes must be subjected to a risk assessment and communicated to all impacted stakeholders, including LPC. Contractors must ensure that their personnel have a clear understanding of this process and its requirements.

LPC Contractors Register

LPC maintains a register of contractors' information including a summary of contractor's health and safety performance for each engagement. Information will be held for a minimum of seven years.

Monitoring and Review

Contractors are expected to self-monitor compliance with regulatory and LPC requirements.

LPC will review contractor's conformance and where non-compliance is identified; corrective actions will be agreed, allocated, monitored and achieved within the agreed timeframe.

For projects under Project Management Office management and where it is applicable a "lessons learned" meeting is to be held upon completion of project.

The Contractor Management Standard will be reviewed as required.