
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 1100

POLICY NO: 1128

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Health and Safety Contractors Conditions of Contract

1. The Contractor shall be responsible for safety on the construction site and for all access to and from that site.
2. The Contractor shall submit, prior to the commencement of any activity on site, a site specific health and safety policy.
3. The school shall provide the Contractor with a copy of their health and safety policy and in particular the hazard register which identifies any hazards on site particularly any hazards of significance to the Contractor.
4. The site compound shall be defined by an appropriate safety fence and signage to clearly denote the construction zone and to restrict entry to any persons not employed by the Contractor. If the Contractor considers that a particular construction activity must extend outside of the defined fencing he shall first obtain the permission of the school and extend the safety fencing or suitable barriers to encompass the extended construction zone for the duration of the particular construction activity.
5. The construction compound must be locked and secure after hours.
6. All of the Contractor's activities shall be confined within the defined site as noted above except for vehicles and Contractor's employees accessing the site from the road reserve. The Contractor shall strictly observe the school's requirements for movement of vehicles and equipment to and from the defined construction site.
7. The Contractor shall, before commencing work on site, agree with the school the extent and process for police vetting of construction personnel. The Contractor shall be responsible for completing and submitting the vetting forms supplied by the school and paying all costs.
8. The Contractor will nominate the site manager who is responsible for Health and Safety on the construction site and shall provide to the school all contact details for the person and for the Contractor's Head Office Manager.
9. The school will nominate their representative with regards to Health and Safety issues. This will typically be a school staff member for immediate school issues, and may include the engineer to the contract (NZS3910) or the architect to the contract (NZIA SCC2007) or the school's project manager.

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10. Should any unsafe activities be observed by the school or the architect to the contract (NZIA SCC2007) or the school's project manager, then the school's representative shall advise the Contractor immediately and the unsafe activities shall cease forthwith.
11. The Contractor shall advise the school of any accidents that occur on site and confirm that appropriate action has been taken and the Department of Labour notified if this is a requirement.
12. Site meetings will be held with the Contractor on a periodic basis to be agreed with the school. At that meeting the Contractor will report all health and safety issues arising and confirm that the site continues to operate safely and that the safety fencing and signage is properly maintained. Significant activities planned for the fortnight ahead shall also be notified at the site meeting.
13. Any activities involving an increased level of risk will be notified to the school in advance and any additional precautionary measures shall be advised to the school.
14. Significant deliveries of equipment or materials to site shall be advised to the school in advance.
15. Contractor's personnel shall only park their vehicles within the site compound. If the Contractor requires additional carparking within the school site he shall first obtain the permission of the school, which will not necessarily be given.
16. The Contractor shall observe the particular requirements of the school site including:
 - no dogs allowed on the site
 - no smoking is allowed on the site
 - radio noise only by permission of the school and must be kept to low volume
 - excessively noisy construction activities to be outside of school hours
 - no fraternising with students
 - speed restrictions apply in the school grounds. A maximum speed of 5km/hr in school grounds.
 - backing manoeuvres of all vehicles outside of the designated area is prohibited unless accompanied by a designated person to guide the vehicle.
 - deliveries of materials, all vehicle movements to and from the site are to be outside peak school traffic hours (both morning and afternoon peaks)
 - maintain at all times the security of school buildings that are within the control of the Contractor. Keep doors and windows locked after hours.
 - Contractors staff to remain in designated construction zone except when entering or leaving the school site.

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Nothing in the above requirements shall in any way absolve or diminish the Contractor's responsibility to comply with all statutory requirements and in particular the *Health and Safety in Employment Act 1992*.

Other relevant regulations are listed in the Ministry of Education publication:

*Health and Safety in Schools
Guidelines to the Health and Safety in Employment Act
and
The Health and Safety Code of Practice for State and State Integrated Schools*

In particular, Section 36 – Acts, Regulations and Codes of Practice concerning Health and Safety in schools

Website Link:

www.minedu.govt.nz/..SchoolOpsPropertyManagement/HealthandSafetyCodeOfPracticeForSchools.doc