



## Contractor Health and Safety Pre-qualification Scheme

### Frequently Asked Questions (FAQ's) for Contractors

#### **Introduction**

The Health and Safety at Work Act 2015 states that "Persons Conducting a Business or Undertaking" (PCBU) ie Councils, are responsible for the health and safety of all workers. A worker includes those working for contractors and sub-contractors.

Traditionally, Waikato and Bay of Plenty Councils have had a varied approach to the assessment and evaluation of health and safety plans associated with tender submissions, with some work being conducted with no pre-qualifying at all. Councils' experience with contractors involved in non-tendered work has revealed, on a number of occasions, no or inadequate health and safety plans are in place. Additionally, there are inadequate systems or processes in place to ensure that contractor's insurances are monitored to ensure they are appropriate and current.

BOPRC have identified a number of questions that may be asked by you and have provided responses to those for your information. Should you have any further questions, please contact BOPRC Health and Safety at [safety@boprc.govt.nz](mailto:safety@boprc.govt.nz).

#### **CHANGE PROCESS FAQ's**

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| Q1 | Why are we doing this?         | <b>A</b> | <i>Traditionally Councils have a varied approach and level of assessment/evaluation of contractors' health and safety information. Introducing a contractor Prequalification system will ensure consistency across participating Councils.<br/>There is also a desire for more shared services across councils to provide value for money for our ratepayers.</i> |
| Q2 | What are we trying to achieve? | <b>A</b> | <i>This change provides a formalised, consistent and effective shared service, which benefits both Council and Contractors at a reasonable cost. It also provides Councils with an assurance that Contractors have appropriate Health and Safety Systems in place.</i>  |
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Q3	What are the benefits?	A	<p><i>The saving of time for both Council and Contractors who currently have to repeat the pre-qualification process across Councils. Having a shared system that provides a consistent approach to assessing contractors Health and Safety systems.</i></p> <p><i>Benefits to the contractors:</i></p> <ul style="list-style-type: none"> <li>• <i>One application covers multiple Councils</i></li> <li>• <i>Education and improved practices</i></li> <li>• <i>No requirement to reproduce Health and Safety information for each tender application</i></li> </ul>
Q4	How are people impacted? (technology, work processes, etc.)	A	<p><i>Council staff - New or amended process for project/contract managers, needing to check contractor database to ensure a contractor/sub-contractor is pre-qualified. Initiating pre-qualification if not on contractor database</i></p> <p><i>Contractors – less time applying for pre-qualification with multiple Councils, associated cost, requirement to pre-qualify where no requirement previously (with some Councils)</i></p>
Q5	What is the timeframe for the changes?	A	<p><i>The new system came into effect on 1 November 2016 and from that date all applications must be entered through the Contractor Pre-qualification webpage via BOPRC’s website <a href="http://www.BOPRC.govt.nz">www.BOPRC.govt.nz</a>.</i></p>
Q6	I am already pre-qualified with BOPRC, do I now have to redo it in the SHE system?	A	<p><i>No. Your current pre-qualification will remain valid at BOPRC until it expires, at which point you will need to renew using the SHE system. Note that only being pre-qualified with BOPRC means that you are not pre-qualified with other Councils</i></p>

## CONTRACTOR FAQs

Q8	What is this going to cost? Cost includes the collection and evaluation of documentation and monitoring renewals	A	<p><i>Pre-qualification is two yearly</i></p> <ul style="list-style-type: none"> <li>• <i>&lt; 5 employees           \$180.00</i></li> <li>• <i>5 – 24 employees       \$400.00</i></li> <li>• <i>25 or more               \$900.00</i></li> </ul> <p><i>Insurances - annually</i></p> <ul style="list-style-type: none"> <li>• <i>\$25.00 per insurance type</i></li> </ul>
Q9	I am already pre-qualified with another reputable Health and Safety pre-qualification company – can this count instead of registering again?	A	<p><i>No – During consultation BOPRC developed a specific set of questions to ensure a standardised approach across local authorities.</i></p>
Q10	I am a contractor that needs help to get my Health and Safety system sorted. Who should I approach?	A	<p><i>Contractors who require professional advice on their Health and Safety systems should search for a fully qualified, competent business or professional. This information is contained on the <a href="http://HASNZ.org.nz">HASNZ website</a>, there are also resources and guidance on the <a href="http://WorkSafeNZ.org.nz">WorkSafe NZ</a></i></p>

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[website](#).

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Q11	Do I still have to do a Site Specific Safety Plan or Job Safety Analysis for the work?	<b>A</b>	<i>Yes. The pre-qualification process ensures that your organisation has a robust Health and Safety Management System in place for the work you do. It does not eliminate the need to plan work for the site/task/ job specifics.</i>
Q12	If I get stuck when entering my documentation, who do I contact?	<b>A</b>	Contact SHE <a href="mailto:nzsupport@shesoftware.com">nzsupport@shesoftware.com</a>
Q13	What if I need to use a sub-contractor urgently and they're not on the list?	<b>A</b>	<i>Ask the sub-contractor to apply for pre-qualification using the link on BOPRC's website <a href="http://www.BOPRC.govt.nz">www.BOPRC.govt.nz</a> Contact your contract manager to arrange for the application to be escalated, if necessary.</i>
Q14	How do I add further services I can provide once I have already signed up?	<b>A</b>	Contact <a href="mailto:nzsupport@shesoftware.com">nzsupport@shesoftware.com</a> Note: that there may be a charge for the assessment of any additional information needing to be provided.
Q14	What if I miss a deadline to re-qualify?	<b>A</b>	<i>SHE will notify you at least two months prior to your expiry date. If they don't receive any, or insufficient, information from you, your company will not display on the database. You can still send in your information but it will be processed in the order received, so may take 1-2 weeks, depending on workload. During this time BOPRC and other Councils may choose not to use your services.</i>
Q15	If I don't send my renewal application in will I be removed?	<b>A</b>	<i>No – the status will show as expired until it is re-approved. The Company name will not display on the 'pick list'. SHE Software NZ will audit/monitor expiration dates and email contractors directly prior to expiration to provide full opportunity to remain on the 'pick list'.</i>
Q16	What if I miss notifications due to change of details? How do I update my details?	<b>A</b>	<i>If you have a generic business email address, please use this in your application. SHE Software NZ will make direct contact via phone if a renewal application has not been initiated by the contractor.</i>

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