

Health and Safety Prequalification - Risk Guide

1. Safety Risk Category

A Contractor's generic safety risk level will fall into one of three categories:

1. **High risk – e.g. Working at Heights, Confined Spaces**
2. **Moderate risk – Work that is not minor**
3. **Low Risk – Minor work or consultancy**

The value of the potential contract is not a consideration when evaluating safety risk as we are interested in the risk of harm, regardless of contract value.

If the contract falls into the moderate or high safety risk category, then Council H&S Pre-qualification is required before a contract is approved. Pre-qualification can apply to all procurement categories (type 1, 2 or 3) as pre-qualification is required for all work that is safety risk assessed as moderate or high, which can be in any of the procurement types.

Definition of Supplier

The term 'Supplier' has now been broadened to mean any "provider of services or goods, either directly to the employer or to another supplier in the supply chain – contractors, subcontractors, consultants, suppliers and service providers might now all be described as Suppliers.

Source UK Government



2. Supplier Health and Safety Risk categories

The table below provides indicative examples to help you assess the likely health and safety risks associated with the provision of goods, services or physical works.

Category	Examples	Site Wise PreQual Y / N	Site Specific Safety Plan (SSSP)	Requirements
Low	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> • Supply of goods or services who will not come onto council property (includes trainers) • Supply of goods or services who may come onto council property to deliver or pick up vehicles or goods or items or documents, where there is minimal manual handling • Power and water supply companies who only come onto site to read meters • Caterers who deliver food into council premises, under supervision of a council person • Courier drivers who deliver goods • Trainers, who will be undertaking low risk training on company premises in meeting/training rooms and will be treated as a visitor • Consultants or project managers working on Council property or managing Council projects, who do not attend physical works sites of moderate or higher risk • Consultants working from their own premises • IT consultants involved in minor physical work only (e.g. computer use, rack equipment changes) • Photocopier repair service personnel • People who supply water to water coolers and service • Office plant care • Personal hygiene suppliers in office based facilities • Painting where no at height work will take place and only acrylic paint used 	No	No	<p>Visitor procedure</p> <p>Supervision</p>



Category	Examples	Site Wise PreQual Y / N	Site Specific Safety Plan (SSSP)	Requirements
Moderate	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> • General maintenance work • Environmental work involving hand tools but no powered tools or machinery (diggers, chainsaws, trimmers etc) • Work using volunteers involving hand tools but no powered tools or equipment (diggers, chainsaws, trimmers etc) • Commercial cleaners • Work on roofs and ceiling e.g. air-conditioning repairs/service but not working over 1 metre. • Other forms of painting not classified as low risk • Electrical work (up to 240 VAC) • Plumbing • Brazing and soldering • Gardening/ Landscaping/Lawn Mowing • Excavations that are not notifiable to Worksafe NZ • Medium construction/engineering work such as external building work or infrastructure • Working at height below one metre • Trainers, who will be undertaking moderate risk or above training on company premises. • IT consultants involved in medium physical work (e.g. manual handling) • Consultants or project managers working on Council property or managing Council projects, who attend physical works sites of moderate or higher risk 	Yes	No	<p>Pre-qualification</p> <p>Supervision</p> <p>On site Inductions</p> <p>JSAs</p> <p>Monitoring</p> <p>Monthly Reporting</p>



Category	Examples	Site Wise PreQual Y / N	Site Specific Safety Plan (SSSP)	Requirements
High	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> • Building projects involving structural work • IT consultants involved in significant work (e.g. work around mains voltage electricity, installing building cabling) • Environmental work involving power tools or machinery (diggers, chainsaws, trimmers etc) • Work using volunteers involving powered tools or machinery (diggers, chainsaws, trimmers etc) • Working at height > 1 metre • Demolition/ relocation • Work involving a harness • Work on or around a roof • Geothermal work • Work on or around water • Lone work • Pest Control • Work where permits to work are required • Handling hazardous (and toxic) chemicals • Work involving mobile plant • Confined space entry work • Work with, or removal of, asbestos material • Diving Work (breathing compressed air) • Tree felling • Tree pruning that requires notification to Worksafe NZ • Use of explosives • Hot work – welding, gas cutting, grinding, etc. • Any hazardous work that requires notification to Worksafe NZ 	Yes	Yes	<p>Pre-qualification</p> <p>Supervision</p> <p>On site Inductions</p> <p>JSA's / SSSP's</p> <p>Monitoring</p> <p>Monthly Reporting</p> <p>Auditing</p>

