

What is a Consultation Duty? Is it important?

Consultation Duty is a requirement under the Health and Safety at Work Act 2015 that requires those parties who have overlapping duties in respect to health and safety to consult, cooperate and coordinate with each other to get the work done. This means that all parties to a contract must communicate during the contract to make sure the work is being carried out safely. It is the most important part of Health and Safety Contractor Management and you cannot contract out of it.



Further information on SiteWise is available at the links below:

SiteWise Information Video:

www.youtube.com/watch?v=0xyYYElnG8

Brochure:

www.sitesafe.org.nz/products-and-services/sitewise/

Questionnaire help guide:

sitewise.co.nz/help/assessment-help/

Have questions or need help with SiteWise?

SiteWise Email:

sitewise@sitesafe.org.nz

SiteWise Phone:

04 8159180

For further questions to Horowhenua
District Council please contact
healthandsafety@horowhenua.govt.nz



Horowhenua
DISTRICT COUNCIL



Contractor Health and Safety Prequalification Management

Contractors - Keeping it Safe
- Good Conversations -
Working Together

To work for Council, we need to know you work safely

We are all committed to providing a healthy and safe workplace. We need to have effective health and safety systems in place to protect all people in the workplace. To support safe work, Council requires health and safety prequalification of contractors.

Since 1 February 2022, we've been using SiteWise to complete health and safety prequalification assessments for all Contractors alongside Horizons Regional Council, Manawatū District Council, Rangitīkei District Council, Ruapehu District Council and Manawatū Whanganui Local Authority Shared Services (MW LASS).

Please note, by being health and safety prequalified with SiteWise, you are not automatically entitled to receive work on behalf of Horowhenua District Council. This is one part of the process.



The SiteWise prequalification asks questions on the topics below. You will need to upload evidence and outline your health and safety processes on these topics.

1. Insurance information
2. Site specific safety plans
3. Safety meetings/Tool box talks
4. Accident/incident reporting and investigation
5. Hazard management
6. Inspection check lists
7. Training and competency
8. Subcontractor engagement
9. Hazardous substance management
10. Health monitoring and performance

If you have been prequalified by third-party prequalification providers SHE, IMPAC Prequal, ISO 45001, Totika or IS Network you do not need to go through the SiteWise process. Provide us with your current Prequalification Certificate, Report (if available) and your current insurances. If we are satisfied that you are suitably qualified with the above providers, you will not be required to complete the SiteWise prequalification process.



Have Good Clear Conversations with Contractors – all parties need to be on the same page.

When there are many businesses at the same time working on the same thing to reach a common goal (e.g. construction project) each business has to do what it can (in terms of health and safety), using their influence and control to keep workers safe. This is called an Overlapping Duty.

Overlapping Duty is an expectation that businesses with a common work goal will (so far as is reasonably practicable) consult, cooperate and coordinate activities with the other businesses involved, so that you can all meet the joint responsibility for your project in respect to health and safety. You cannot just assume that the other business is taking care of health and safety matters.

Council carries out much of its physical work with the use of Contractors. Council need to ensure the Contractors we engage have the health and safety competencies to undertake the work, and that those competencies are applied in practice (Contractors do what they say they are going to do).