

# Safety Risk Guide

## 1. Safety Risk Category

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

1. **High risk (includes tendered work)**
2. **Moderate risk – Work that is not minor**
3. **Low Risk – Minor work or consultancy**

These categories align with the Council Procurement Policy.

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.

As general guidance:

- **Suppliers are usually low risk.**
- **Physical work is usually moderate or high risk, depending on the nature of the work.**

## 2. Contractor Safety Risk Classifications

The table that follows provides guidance by way of indicative examples to assist you in determining the safety risk.

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

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

Safety Risk Rating	Examples	Requirements
High	<p>Contractors who undertake:</p> <ul style="list-style-type: none"> <li>• Building projects involving structural work</li> <li>• IT consultants involved in significant work (e.g. work around mains voltage electricity, installing building cabling)</li> <li>• Environmental work involving power tools or machinery (diggers, chainsaws, trimmers etc)</li> <li>• Work using volunteers involving powered tools or machinery (diggers, chainsaws, trimmers etc)</li> <li>• Working at height over one metre</li> <li>• Demolition/ relocation</li> <li>• Work involving a harness</li> <li>• Work on or around a roof</li> <li>• Geothermal work</li> <li>• Work on or around water</li> <li>• Lone work</li> <li>• Pest Control</li> <li>• Work where permits to work are required</li> <li>• Handling hazardous (and toxic) chemicals</li> <li>• Work involving mobile plant</li> <li>• Confined space entry work</li> <li>• Work with, or removal of, asbestos material</li> <li>• Diving Work (breathing compressed air)</li> <li>• Tree felling</li> <li>• Tree pruning that requires notification to Worksafe NZ</li> <li>• Use of explosives</li> <li>• Hot work – welding, gas cutting, grinding, etc.</li> <li>• Any hazardous work that requires notification to Worksafe NZ</li> </ul>	<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>