

Policy Title: Engagement & Management of Contractors Policy

Classification: Management

Monitored by: Finance/Operations Officer

Approved by: GM Operations

Effective Date: November 2021

Review Date: November 2023

Objective: To ensure the successful completion of all work undertaken by contractors at HCK premises.

Commitment: HCK is committed to engaging contractors who are capable of successfully completing the work undertaken, and to meeting our obligations under all statutory regulations, NZ playground safety standards and ECE licensing criteria.

Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- Health and Safety at Work Act 2015
- NZ Standard 5828:2015 – Playground equipment and surfacing
- Property Maintenance & Development Policy
- Visitors to Kindergarten Policy
- Contractor Engagement and Management forms

Definitions:

Contractor: a company or sole trader who is not an employee of the Association but is engaged to perform work at Association premises.

Minor work: usually taken to mean simple repairs or improvements, normally only a few hours duration and involving little risk.

High Risk Work: activities that carry an increased chance of causing harm to people. Examples are:

- Working at height
- Working in confined spaces
- Construction work
- Working with asbestos, electricity, plumbing or gas
- Tree maintenance or removal work
- Welding or other hot work.

Nominated responsible person: the HCK employee in charge of the contractor engagement process and/or the contractor while onsite. This person is usually the Head Teacher and/or General Manager Operations.

Preferred Contractor: contractors who have an ongoing relationship with the Association, or contractors who are engaged to do High Risk Work.

Preferred Contractor Statement of Understanding: document that must be completed and signed by the preferred contractor before any work is begun. Reviewed and resigned every 2 years if appropriate.

Successful completion of work: contracted work is undertaken in a safe and compliant manner, completed to a professional standard, within the agreed budget.

Policy Details:

Section 1: Contractor suitability and ability to work at a kindergarten

1. All contractors should be assessed by the nominated responsible person to determine their competency, before being engaged to perform work.
2. All contractors must also show a valid COVID-19 Vaccine Pass if they need to be onsite when children or staff are present.

3. The assessment process should consider:
 - Whether they are a well-established contractor, able to provide reliable references or referrals
 - Whether they are qualified to do the work (e.g.: is a registered builder, has an appropriate qualification)
 - Whether they have public liability insurance cover
 - Whether they have a robust health and safety management system
 - Whether they are required to show a valid COVID-19 Vaccine Pass.

Section 2: High Risk Work

1. If the project or job is classed as High Risk Work, a Safety Plan (including hazard management practices) may be requested from the contractor.
2. Once a contractor is chosen for the High Risk Work, they must complete the Preferred Contractor Statement of Understanding, which sets out the expectations and responsibilities of the contractor and the Association. This must be completed and returned to the nominated responsible person before the work is started.
3. A Preferred Contractor Statement of Understanding is required to be renewed every 2 years.

Section 3: Contractor Induction (exchange of information)

1. All contractors who will be onsite for more than 15 minutes must be inducted by the nominated responsible person. Contractors who will be onsite for less than 15 minutes (e.g.: changing mats, dropping off a parcel, replenishing first aid kit) will not be inducted.
2. The Contractor Induction Checklist must be completed on site, on Day 1 of work starting. It must be completed by every person entering to complete the contractor's work.

Section 4: Record of Contractor Visits

1. The Contractor Logbook and COVID-19 Tracer App (or manual sign-in forms) must be completed every day, by every person entering to complete the contractor's work.

Section 5: Contractor Evaluation

1. At the end of the project/job, the General Manager Operations may ask the nominated responsible person to complete a Contractor Evaluation Report, to decide if there has been a successful completion of work. This evaluation will form part of the Preferred Contractor Review.

Section 6: Preferred Contractor Review

1. The General Manager Operations will review Preferred Contractors on a 2 yearly basis, or earlier if required. The review will consider the quality of work, cost, timeliness and H&S compliance. Feedback will be sought from Head Teachers and other staff, as appropriate.

Review:

This policy will be reviewed biennially, in consultation with staff.