

## CONTRACTOR HEALTH AND SAFETY PRE-QUALIFICATION SCHEME

As a contractor working for a Waikato, Waitomo and/or Bay of Plenty Council, we would like to advise you of a new health and safety initiative.

Waitomo District Council has teamed up with Waikato and Bay of Plenty Councils to make employing contractors and checking health and safety requirements easier. A new streamlined pre-qualification process will ensure Councils are using contractors who operate with effective health and safety management systems and are holding current and relevant insurances.

The easy to follow process involves contractors applying for a pre-qualified 'approved' status, using an easy to follow system provided by SHE Software NZ Ltd. To be able to complete the process, an email address will be required to enable the application form to be received. Contractors will need to complete the questionnaire and submit the application online, providing health and safety documentation to show they understand and comply with the Health and Safety at Work Act 2015 and any associated Regulations. The application will be evaluated by a health and safety professional. Once the evaluator is satisfied with the contractor's health and safety management systems, the contractor will receive a confirmation email advising of their 'approved' status.

Once a contractor is 'pre-qualified,' their status is valid for two years at all participating Councils. Insurance checks will be conducted annually and new certificates requested as existing insurances expire. Councils will not allow you to carry out work for them if you cannot prove you are insured.

Site specific safety plans will still be required when physical work is to be carried out and Council representatives will monitor the performance of each contractor. The pre-qualification process is not a guarantee of work; however it may give the contractor an advantage in the selection process - as they will have already met the Council's pre-requisite health and safety expectations.

There is a cost associated with the application process. The fees (to be paid online upon applying) are:

Number of Employees	Fee (excl GST)
Less than five	\$180
Between five and twenty-four	\$400
Twenty-five and more	\$900

Insurance renewals      \$25 per insurance type per year (excl GST)

As contractors become pre-qualified, company/industry details will be accessible on a [database](#). This will provide visibility to Council staff to identify who is approved, assisting with the tendering process and Council procurement.

Waitomo District Council requires our contractors to be a registered local government prequalified contractor.

Head to the [Waitomo District council website: www.waitomo.govt.nz](http://www.waitomo.govt.nz),

Quick links > Contractor Prequalification scheme > Start application process,

This will take you to link <https://payments.sheasure.net/>

Follow the prompts and instructions.