**OTAGO REGIONAL COUNCIL**

**CONTRACTOR SELF DECLARATION FOR LOW RISK/CONSULTANCY WORK**

The Health and Safety at Work Act 2015 requires the Otago Regional Council (ORC) to work with contractors/consultants and subcontractors to ensure the safety of all workers and others (volunteers, members of the public etc.).

Prior to commencing any contracting work for ORC, you must be an approved contractor. For contractors classified as low risk, this requires acknowledging and signing this self-declaration.

**Instructions:**

* Please complete part A & B of the form below
* Sign and date the form
* Completed forms can be emailed to your ORC contact with a copy to: [**contractor.safety@orc.govt.nz**](mailto:contractor.safety@orc.govt.nz)

Refer to ORC’s “Contractor Health and Safety Policy and Procedure” for further information, including detail on work risk types.

|  |  |  |  |
| --- | --- | --- | --- |
| **Part A: Contractor/Consultant Details** | | | |
| Business Name: |  | | |
| Address: |  | | |
| Contact Person & Job Title: |  | | |
| Email: |  | | |
| Office phone: |  | Cell number: |  |
| Contact person at ORC: |  | | |
| Brief description of services your company will be providing to ORC and contract terms (if known): |  | | |
| Number of employees: |  | | |
| Details of Health and Safety Representative (HSR) for your organisation (if applicable): |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part B: Contractor/Consultant Declaration** | | | |
| The contractor/consultant supplying the services to the Otago Regional Council (ORC) shall comply in all respects with New Zealand law governing Health and Safety (Health and Safety Legislation) including but not limited to:   * the Health and Safety at Work Act 2015 (HSWA) * all relevant Regulations made under the HSWA * all relevant codes of practice * all relevant guidelines provided with Worksafe NZ * all relevant Australian and New Zealand safety standards.   The contractor/consultant agrees to provide a Health & Safety plan upon request if required, based on the nature and risk factors associated with the work (e.g. field visits).  The contractor/consultant agrees to advise ORC prior to the engagement of any subcontractors. The contractor/consultant agrees to provide and maintain safe systems of work to ensure the safety of any subcontractors.  The contractor/consultant agrees to notify ORC of any safety hazards, near misses or incidents that take place whilst undertaking work for, or on behalf of ORC. The contractor/consultant must notify Worksafe NZ directly of any notifiable event, accident, or serious harm, in addition to notifying ORC as soon as possible.  The contractor/consultant agrees to consult, coordinate, and cooperate with ORC and any other PCBU’s where overlapping duties exist. | | | |
| **Name/Signature** |  | **Date** |  |

***Completed forms can be emailed to your ORC contact with a copy to:*** [***contractor.safety@orc.govt.nz***](mailto:contractor.safety@orc.govt.nz)