

Grey District Council Contractor Health and Safety Pre-qualification Scheme

Frequently Asked Questions (FAQ's) for Contractors

Our new approach to contractor management will introduce a consistent and aligned model, so Grey District Council as a PCBU has assurance that our contractors are aligned in respect to obligations and responsibilities under the Health and Safety at Work Act 2015. Specifically, Grey District Council needs to understand the health and safety profile of all contractors in order to:

- a) improve safety in our worksites and reduce harm
- b) measure improvement over time
- c) enable effective reporting
- d) support more effective identification, assessment, analysis and management of hazards/risks
- e) understand more about the incidents/events that occur whilst undertaking Grey District Council works
- f) have visibility and assurance that required processes for contractors undertaking work at and for Grey District Council are in place and effective

Contractor prequalification and safety maturity data will be housed in a 'data lake', with aggregated data and insights from all contractors used to monitor progress and provide input for Grey District Council, working in partnership with our contractors, to improve safety performance and outcomes.

Our project team have identified a number of questions that may be asked by you and have provided responses to those for your information. Should you have any further questions, please contact a member of the project team or email the Project Manager on hands@hcc.govt.nz

What is the Tōtika Prequalification Standard?

- CHASNZ developed the prequalification standard, Tōtika Health and Safety Prequalification which provides contractor's basic safety hygiene in line with the international standard PAS91 framework.
- Tōtika also provides a segmentation methodology across all contractors in the supply chain, based on the organisation's size, scope, scale, complexity, and risk profile. As a result, four categories of contractors/suppliers can belong to, CATS, CAT1, CAT2, CAT3.
- Tōtika prequalification certification is required annually or biennially depending on the contractor risk profile category.
- Learn more about the Tōtika Pre Qualification Scheme: <https://www.chasnz.org/totika>

What are the requirements?

- New contractors who will be performing work for Grey District Council will be required to have a pre-approved health and safety prequalification and a safety maturity profile PRIOR to commencing work. These requirements will be contractually in place in order to perform work.
- Current contractors with an existing health and safety prequalification certification, will be asked to provide a copy of your certification. Evidence shall be in the form of a pre-qualification certificate, issued by the third-party assessor/provider that shows the contractor's company name, the name of the pre-qualification provider, date of issue, date of expiry and pre-qualification grading. If you are a current contractor with an existing health and safety pre-qualification, please send your evidence to hr@greydc.govt.nz by **01 July 2022**

- Current contractors attending to Grey District Council works that **do not have** a health and safety pre-qualification certification are required to have a Tōtika Prequalification certification in place by **01 July 2022**
- For both new and existing contractors, all pre-qualification certification issued after 01 July 2022 shall be obtained via a **certified Tōtika Pre-Qualification Scheme provider** and be assessed against the Tōtika Core Criteria, OR, for those contractors that have obtained recognised equivalency for Tōtika in accordance with the Tōtika Scheme Rules (such as ISO45001 certification), you must register your certification on the Tōtika portal (<https://www.chasnz.org/totika>).
- The cost of obtaining and maintaining a Tōtika Pre-Qualification with Qualify365 will be at the expense of the contractor. Please refer to www.qualify365.co.nz
- Existing prequalification certification issued prior to 01 July 2022 is approved until it expires, however, you must ensure it is renewed only by a pre-approved provider, currently those providers that are certified for Tōtika Pre-Qualification Schemes.
- Once initial certification is obtained, it must be maintained in accordance with the Tōtika Scheme Rules.

Grey District Council will have visibility of contractor Tōtika pre-qualification status via the Tōtika portal.

Which scenario are you?	What action do you need to take, by when?
I am an existing contractor to Grey District Council. We do not have a health and safety pre-qualification certification.	<ul style="list-style-type: none"> • Complete a Tōtika Pre-Qualification and submit evidence to Grey District Council at hr@greydc.govt.nz
I am an existing contractor to Grey District Council. We have an existing health and safety pre-qualification certification.	<ul style="list-style-type: none"> • Submit a copy of your existing certification to hr@greydc.govt.nz by 01 Junly 2022. • Register on the Tōtika Portal (https://www.chasnz.org/totika) and upload your certification to gain your Tōtika Pre-Qualification under the Tōtika Scheme Rules (equivalency). • When your existing pre-qualification certification is due to expire, it must be renewed with a Tōtika pre-qualification via any certified Tōtika Scheme Provider.
I am a new contractor starting work working with Grey District Council.	<ul style="list-style-type: none"> • Complete a Tōtika Pre-Qualification with Qualify365 (www.qualify365.co.nz) and submit evidence to hr@greydc.govt.nz at prior to commencing operations.
I am an existing contractor to Grey District Council. We have a current ISO45001 certification, the scope of which includes our Grey District Council related operations.	<ul style="list-style-type: none"> • Submit a copy of your existing certification to hr@greydc.govt.nz by 01 July 2022. • Register on the Tōtika Portal (https://www.chasnz.org/totika) and upload your certification to gain your Tōtika Pre-Qualification under the Tōtika Scheme Rules (equivalency). • When your existing pre-qualification certification is due to expire, it must be renewed with a Tōtika pre-qualification via any certified Tōtika Scheme Provider.
I don't think we fit into any of the three scenarios above... please help!	<ul style="list-style-type: none"> • Please let us know if you need guidance to understand what you need to do by when. Email hr@greydc.govt.nz

CHANGE PROCESS FAQ's

Q1	Why are we doing this?	A	<p>Currently Councils have a varied approach and level of assessment/evaluation of contractors' health and safety information. Introducing a contractor Prequalification system will ensure consistency across participating Councils.</p> <p>Grey District Council as a PCBU must acquire the assurance that our contractors are aligned in respect to obligations and responsibilities under the Health and Safety at Work Act 2015.</p>
Q2	What are we trying to achieve?	A	<p>The project aim is to provide formalised, consistent and effective shared service which benefits both Council and Contractors at a reasonable cost. It also provides Councils with an assurance that Contractors have Health and Safety Systems in place.</p>
Q3	What will the benefits be?	A	<p>The saving of time for both Council and contractors who apply the pre-qualification process. Having a system that provides a consistent approach to assessing contractors Health and Safety systems.</p> <p><i>Benefit to Councils:</i></p> <ul style="list-style-type: none"> • reduced resource requirements • reduced organisational risk • heightened Health and Safety awareness and compliance within our communities • abilities to influence businesses and our and our communities to improve their health and safety systems and practices • regionally consistent and standardised approach. <p><i>Benefits to the contractors:</i></p> <ul style="list-style-type: none"> • only making one application • to be able to work for any of the participating Councils • Education and improved practices
Q4	How are people impacted? (technology, work processes, etc)	A	<p>Council staff - New or amended process for project/contract managers, needing to check contractor database to ensure a contractor/sub-contractor is pre-qualified. Initiating pre-qualification if not on contractor database</p> <p>Contractors – less time applying for pre-qualification if already certified, associated cost, requirement to pre-qualify where no requirement previously.</p>
Q5	What is the timeframe for the changes?	A	<p>The system will go live on 01 June 2022 and from that date all applications must be entered through the Qualify365 site. As an existing contractor to Grey District Council, your company will need to be pre-qualified in this system by 01 July 2022. All new contracts will need to pre-qualify to commence work.</p>

Q6	What obstacles and barriers do you foresee?	A	<p><i>Staff:</i></p> <ul style="list-style-type: none"> • <i>new system</i> • <i>lack of understanding</i> • <i>out of house process, not in house</i> • <i>loss of control</i> • <i>no immediate processing</i> <p><i>Contractors</i></p> <ul style="list-style-type: none"> • <i>cost</i> • <i>reviewed by someone else</i> • <i>not understanding the benefits</i>
Q7	Will we have to train people?	A	<i>Yes – All staff that engage new contractors</i>

CONTRACTOR FAQs

Q8	What is this going to cost?	A	<p><i>Pre-qualification – contractor cost</i></p> <ul style="list-style-type: none"> • Category 5 (sole trader): \$149 +gst • Category 1 (upto 20 employees): \$299 +gst • Category 2 (upto 200 employees): \$849 +gst • Category 3 (contract excess of NZ\$20M): \$1199 +gst
Q9	I am already pre-qualified with another reputable Health and Safety pre-qualification company – can this count instead of registering again?	A	<i>If you have a Pre-qualification Certificate, please submit a copy of your certificate to hr@greydc.govt.nz and register on the Tōtika Portal (https://www.chasnz.org/totika) and upload your certification to gain your Tōtika Pre-Qualification under the Tōtika Scheme Rules (equivalency) by 01 July 2022.</i>
Q10	I am a contractor that needs help to get my Health and Safety system sorted. Who should I approach?	A	<i>Contractors who require professional advice on their Health and Safety systems should search for a fully qualified, competent business or professional. This information is contained on the HASNZ website ‘Choosing a Workplace Health and Safety Advisor’ http://www.hasanz.org.nz/. There is also advice on the WorkSafe NZ website.</i>
Q11	Do I still have to do a Site Specific Safety Plan or Job Safety Analysis for the work?	A	<i>Yes. The pre-qualification process ensures that your organisation has a robust Health and Safety Management System in place for the work you do. It does not eliminate the need to plan work for the site/task/on job specifics.</i>
Q12	If I get stuck when entering my documentation, who do I contact?	A	<i>Refer to the contact section of the website and the Qualify365 team will provide assistance.</i>
Q13	What if I need to use a sub-contractor urgently and they’re not on the list?	A	<i>Advise your sub-contractors that they need to apply for pre-qualification. Contact your contract manager to arrange for application to be escalated.</i>

Q14	How do I add further services I can provide once I have already signed up?	A	<i>Refer to the contact section of the website and the Qualify365 team will provide assistance. Note: that there may be a charge for the assessment of any additional information needed to be provided.</i>
Q15	What if I miss a deadline to re-qualify?	A	<i>Qualify365 will notify you prior to your expiry date. If they don't receive any, or insufficient, information from you, your status will show "expired". You can still send in your information but it will be processed. During this time Council may choose not to use your services.</i>
Q16	If I don't send my application in will I be removed?	A	<i>No – the status will show as expired until it is re- approved. Company name will not display on the 'pick list'. Qualify365 will audit/monitor expiration dates and email contractors directly prior to expiration to provide full opportunity to remain on the 'pick list'.</i>
Q17	What if I miss notifications due to change of details? How do I update my details?	A	<i>Email any changed email details to your Council's Health and Safety Team and they will arrange for them to be updated. If you have generic business email address, please use this in your application. Qualify365 will make direct contact via phone if a renewal application has not been initiated by the contractor.</i>

If you have questions about this new approach, please contact our team on hr@greydc.govt.nz