

HEALTH & SAFETY Board & staff members AGREEMENT

This is an agreement between Utakura 7 Incorporation and Board & Staff members

Name:

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Board & Staff members Address:

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Start Date of Contract: Duration of Contract:

Work Being Carried Out By Board & Staff members:

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The requirements of this document shall take effect from(time) on the (date)

Utakura 7 Incorporation require all Board & Staff members and their employees, carrying out any work on behalf of Utakura 7 Incorporation, to meet safety standards as required by relevant legislation and contractual requirements.

The Board & Staff members shall comply with and provide the relevant documentation as contained below.

Procedural Guidelines

1. The Board & staff members will nominate a person who will be responsible and accountable for occupational health and safety.
2. Where multiple PCBU's (Persons Conducting Business or Undertaking) are working alongside one another, the Board & staff members will ensure the health and safety of others, through *consultation, cooperation and coordination* of activities
3. The Board & staff members must be able to prove that all employees required to carry out any work under the contract have been adequately trained or have adequate knowledge and experience of the kind of work, plant or substances they may be required to do or use.
4. The Board & staff members will ensure that a safe work environment is maintained and safe work practices are followed at all times.
5. The Board & staff members must maintain all machinery and plant used on or near the project site in safe working order at all times.
6. The Board & staff members must communicate to Utakura 7 Incorporation their hazards and risks associated with each site project.
7. The Board & staff members must provide first aid facilities suitable and sufficient for the number of persons the Board & staff members is employing on the contract.
8. The Board & staff members must have prepared emergency plans for all possible emergencies that may arise during the contract and provide proof that the Board & staff members' employees have received information on these.
9. The Board & staff members must report all incidents, accidents, hazardous substance spills and discharges to the Mercy Angiography site contact as soon as possible. Notifiable Injuries will be reported to WorkSafe NZ within the regulatory reporting timeframes
10. The Board & staff members is responsible for providing Personal Protective Equipment (PPE) to an approved New Zealand standard, or its equivalent, to his/her own employees and will ensure that this equipment is used or worn as required.
11. Where specialist equipment has to be used the Board & staff members must provide proof that relevant training has been given in its correct use and/or the operators have relevant current certificates of competence
12. Utakura 7 Incorporation may provide the Board & staff members with copies of the policies, procedures and rules which the Board & staff members must comply with.
13. Utakura 7 Incorporation has the right to inspect the Board & staff members's provisions for occupational health, safety and environmental protection provisions at any time during the contract
14. The Board & staff members must provide evidence of Public Liability insurance
15. Utakura 7 Incorporation will suspend work where it is not satisfied healthy and safe work practices are being performed. Serious breaches may result in termination of the contract
16. This agreement shall remain in force for the duration of the contract or a period of one year from the commencement date of the contract or whichever is the lesser.
17. Utakura 7 Incorporation reserves the right to seek amendments to this agreement at any time for the purpose of improved health and safety for all parties.

The term 'Board & staff members' in this document includes all Board & staff members.

Company Name:

Signed for and on behalf of:
The Board & staff members:

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Print Name: **Date:**

Signed for and on behalf of:

Utakura 7 Incorporation:

Print Name: **Date:**