



Dunedin New Zealand Riding for the Disabled

CONTRACTOR HEALTH & SAFETY PLAN MONITORING	
Group Contract Manager to complete	
Contractor Company Name	
Job Location	
Job Description	
Contractor's Employee in Charge of Job	
Job Hazards and their Risk	
Control Measures agreed to be Implemented	
Work permits Required	Issued by Contractor
WorkSafe notifications required	
Inspection/ Audit schedule (if applicable)	
Incident reporting procedure	All incidents reported to _____ (Contractor), who will forward onto Group Contract Manager.
General and safety facilities to be provided for job	Access to toilets and kitchen facilities. First aid kit on job site.
Emergency Procedure (alarm, assembly area, emergency equipment, wardens, first aid, etc)	Utilise building emergency procedure, alarm and assembly area. Duty Coach is warden and first aider.
Communication with Staff and Contractors	Weekly meetings with hazards, incidents and housekeeping as standard agenda items.

