

SECTION EIGHT – PCBU MANAGEMENT/ OVERLAPPING DUTIES

The Health and Safety at Work Act 2015 requires businesses to work together to identify the risks and hazards each bring into the business and how they interact.

The legislation requires us to **consult, coordinate and cooperate, then communicate** this to all parties affected. This is called overlapping duties.

In accordance with overlapping duty requirements, Crom-Dig will endeavor to:

- plan ahead, by thinking through each stage of the work, and recognise how the work could affect other PCBUs (Contractor's/Subcontractor's) and the public
- identify the health and safety risks that need managing
- consult other PCBUs to agree how to control each risk
- consult other PCBUs to decide which PCBU (or PCBUs) are best placed to control each risk
- clearly define roles, responsibilities and actions, and explain these so everyone knows what to expect
- continue to communicate, co-operate, and co-ordinate, and carry out reasonable and proportionate monitoring, to make sure good health and safety is maintained.

Crom-Dig Ltd as a PCBU (Person Conducting a Business or Undertaking) will manage projects and work with others. These vary in size and duration from large to small one-off projects. As a PCBU we expect to consult, cooperate and coordinate with all other businesses around us and those we work for to ensure we all remain healthy and safe.

The objective of this 'contractors' section is to ensure Crom-Dig Ltd has a systematic approach as a PCBU, to ensure that all PCBUs (contractors/ sub-contractors) and their workers, keep safe while working together. Following the "Contractor Management" Flowchart aims to do this.

Contractors must satisfy the PCBU1 (Main Contractor) that they can comply with relevant legislation and regulation.

For the guideline for contracting visit - <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/a-principals-guide-to-contracting-to-meet-the-health-and-safety-in-employment-act-1992-1/guide-contracting.pdf>

"Approved Codes of Practice" and guidelines are provided by WorkSafe NZ and Accident Compensation Corporation to provide best practice guidelines on the practicable steps to be taken.

Depending on the size and scope of the contract, the PCBU1 will require adequate documentation to show compliance with all requirements, how hazards will be managed and how any emergency on

site will be managed. This information should be reciprocated i.e. shared by the PCBU1 to other PCBU's also.

The PCBU1 will regularly monitor and record PCBU compliance or non-compliance at agreed times or intervals.

PCBU1 will ensure that all visitors of PCBU2 are either accompanied while on site and provided with relevant P.P.E./and inducted onto the site.

PCBU/CONTRACTOR LIST

Crom-Dig will compile a list including information such as PCBU name, contact details, and confirming other PCBU documentation kept, such as Health and Safety induction and/ or questionnaire. This documentation is stored in Google Drive.

PCBU/CONTRACTOR SELECTION PROCESS

When/ or if a PCBU is required, Crom-Dig Ltd will consider

- likely risks associated with different PCBU options
- health and safety issues when selecting the contractor
- track record where appropriate (historical health and safety performance)

Crom-Dig Contractor Management Process (If/ When Applicable)

