

COMMUNICATIONS FOR COUNCIL WEBSITES

CONTRACTOR HEALTH AND SAFETY PRE-QUALIFICATION SCHEME

A large number of New Zealand Councils have teamed up with SHE Software NZ Ltd to develop a new streamlined pre-qualification process. The system will be made available to all Councils throughout New Zealand to pre-qualify contractors. This will ensure Councils are using contractors who operate with effective health and safety management systems and are holding current and relevant insurances.

This system will help us meet our responsibilities to ensure that contractors, working for or on Council assets and/or supplying services, have effective health and safety management systems to prevent harm to people and the environment or damage to property.

Benefits to contractors include:

- easier system that will enable contractors to be pre-qualified for multiple Councils through the one process
- improved relationships between contractors and Councils
- contributing to the WorkSafe New Zealand's Statement of Intent strategy to reduce injuries by 2020

This process requires contractors and sub-contractors who carry out services for (participating) Councils, to apply to become pre-qualified every two years, with insurance renewals conducted annually. Should these expire in the system, Councils may not allow you to carry out work for them until renewals are received. The application is simple to follow, with recognition for those who have health and safety accreditations.

The fees (paid online) are:

Number of Employees	Fee (excl GST)
Less than five	\$180
Between five and twenty-four	\$400
Twenty-five and more	\$900

Plus Insurance registration at \$25 per insurance type per year (excl GST)

As contractors become pre-qualified, company/industry details will be accessible on a [database](#). This provides visibility to contractors and Council staff to identify who is approved, assisting with the tendering process and Council procurement.

Some frequently asked questions have been assembled to assist you with any queries you may have.

NOTE: Please ensure you have an email address prior to commencing your application as this will be required to complete the process.



TIP: Consider setting up a folder on your desktop to save all evidence required to enable easy uploading into the application.

To commence your application, please [click here](#).