

Safety Risk Category Assessment Tool

As part of the SHE Prequalification process, Western Bay of Plenty District Council, along with other Councils, has adopted the following Safety Risk Category Assessment Tool to assess which category a contractors' risk level falls into. The categories are high, moderate or low.

If a contractor's work falls into the moderate or high safety risk category, then Council SHE health and safety prequalification is required.

Where the risk is assessed as low then prequalification is desirable. Of course, a low risk assessment does not negate the contractor's requirement to have an appropriate health and safety management system in place.

As general guidance:

- physical work is usually moderate or high risk, depending on the nature of the work
- work using hand tools only is usually moderate risk
- work using powered tools/plant is usually high risk.

The following examples provide guidance to assist in determining the safety risk category.

High Safety Risk Category Examples

- Building projects involving structural work.
- Environmental work involving power tools or machinery e.g. diggers, chainsaws, trimmers etc.
- Work using volunteers involving powered tools or machinery e.g. diggers, chainsaws, trimmers etc.
- Working at height over one metre.
- Demolition / relocation.
- Work involving a harness.
- Work on or around a roof.
- Geothermal work.
- Work on or around water.
- Lone work.
- Pest control.
- IT consultants involved in significant work e.g. work around mains voltage, electricity, installing building cabling etc.
- Work where permits to work are required.
- Handling hazardous (and toxic) chemicals.
- Work involving mobile plant.
- Confined space entry work.
- Work with, or removal of, asbestos material.
- Diving work (breathing compressed air).
- Tree felling.
- Tree pruning that requires notification to WorkSafe NZ.
- Use of explosives.
- Hot work e.g. welding, gas cutting, grinding, etc.
- Any hazardous work that requires notification to WorkSafe NZ.

High Safety Risk Category requirements

- Prequalification
- Supervision
- On site inductions
- JSAs/SSSPs
- Monitoring
- Reporting
- Auditing.

Medium Risk Category Examples

- General maintenance work.
- Environmental work involving hand tools but no powered tools or machinery e.g. diggers, chainsaws, trimmers etc.
- Work using volunteers involving hand tools but no powered tools or equipment e.g. diggers, chainsaws, trimmers etc.
- Commercial cleaners.
- Work on roofs and ceiling e.g. air-conditioning repairs / service but not working over one metre.
- Other forms of painting not classified as low risk.
- Electrical work (up to 240 VAC).
- Plumbing.
- Brazing and soldering.
- Gardening, landscaping, lawn mowing.
- Excavations that are not notifiable to WorkSafe NZ.
- Medium construction / engineering work such as external building work or infrastructure.
- Working at height below one metre.
- Trainers, who will be undertaking moderate risk or above training on company premises.
- IT consultants involved in medium physical work e.g. manual handling.
- Consultants or project managers working on Council property or managing Council projects, who attend physical works sites of moderate or higher risk.

Medium Risk Category requirements

- Prequalification
- Supervision
- On site inductions
- JSAs
- Monitoring
- Reporting.

Low Risk Category Examples

- Supply of goods or services by those who will not come onto council property (includes trainers).
- Supply of goods or services by those who may come onto council property to deliver or pick up vehicles / goods / items / documents where there is minimal manual handling.
- Caterers who deliver food into Council premises under supervision of a Council person.
- Consultants or project managers working on Council property or managing Council projects, who do not attend physical works sites of moderate or higher risk.

- Trainers undertaking low risk training on company premises, in meeting or training rooms and treated as a visitor.
- Power and water supply companies who only come onto site to read meters.
- Consultants working from their own premises.
- IT consultants involved in minor physical work only e.g. computer use, rack equipment changes etc.
- Photocopier repair service personnel.
- People who supply water to water coolers and service.
- Office plant care.
- Personal hygiene suppliers in office based facilities.
- Courier drivers who deliver goods.
- Painting where no at height work will take place and only acrylic paint is used.

Low Risk Category requirements

- Visitor procedures
- Supervision.