



# **Z Contractors HSSE prequalification**

**Guide on expectations**

**Enhancing the lives of our people and communities.**

**He whakapakari i te orange o o tatou tangata me o tatou hapori.**



# Why do we prequalify contractors

- Supplier prequalification is a risk-management tool, specifically an initial assurance process to allow buyers to identify and selection suppliers to receive opportunities of work.
- HSSE prequalification enables Z to communicate its HSSE requirements and expectations and to ensure it selects suppliers (PCBU) to partner with that :
  - possess or have access to the qualifications and references, expertise, competence for the service being procured
  - have the governance and capacities to eliminate hazards and minimise risks by taking effective preventative measures
  - have a level of HSSE awareness, preparedness and practice sufficient for them to operate under ZORM.
- Prequalification also assists Z to fulfill its legal requirements.

# Benefits of HSSE prequalification

## Benefits of prequalification for the contractor

- Prequalification is the seal of approval that:
  - the company takes health and safety seriously,
  - employees work in a professional manner,
  - high standards are applied to the safe delivery of your work.
- Reviewing the procedures and documents that are in place provides an opportunity to:
  - check the company meets the requirements of the Health and Safety at Work Act 2015,
  - ensure safety systems are fit for purpose,
  - identify gaps in health and safety systems and drives continuous improvement.
- Gain market exposure – have an advantage over other not yet prequalified businesses when competing for work for Z and other organisations that value high-quality health and safety performance.
- Financial benefits – robust proactive and preventative safety systems lead to decreased downtime due to reduced incident rates and to increased efficiency from a healthy workforce.

## Benefits of prequalification for Z

- Prequalification is an effective health and safety risk-management tool, particularly for managing the risks associated with suppliers providing to Z services involving physical works.
- Clearly communicates our health and safety requirements and expectations, and gives assurance a potential partner meets these.
- Provides a standardised approach for considering health and safety performance across multiple sites and geographic regions.
- Eliminates suppliers who do not have the experience to complete the work safely.
- Gives an opportunity to get commitment from our suppliers to improve their health and safety performance and for Z to work with them to achieve excellent health and safety performance.
- Using prequalified suppliers drives lower incident rates and improves safety performance – contributing to overall safety improvement for NZ suppliers.
- Development of a pool of prequalified suppliers – once a supplier is prequalified they can be considered as a preferred supplier for the same service in the future.



# Z prequalification expectations

## Expectations

- As part of its commitment to safety and wellbeing and as a step to ensure the safe operation of its sites and the safe delivery of work under its control or influence, Z requires all PCBU conducting physical works on its sites (i.e. We are connected PCBU) to demonstrate that they have suitable systems, protocols qualifications and practices to manage the risks associated to the works they conduct or supervise.
- This demonstration is to be achieved through a 2-steps process:
  1. **A prequalification assessment** by an industry recognised **prequalification scheme and to a performance standard acceptable to Z for the type of works to be conducted**. Those standards are specified in the next slide and apply to all PCBU conducting physical works on Z sites.
  2. **Additional risk-based due diligences**, for contractors engaged directly by Z. Those additional due diligences are specified in the ZORMD Supplier Management module and will be undertaken by the contractor during their pre-qualification.

## Responsibilities

- **The contractors** engaged by Z, if they engage subcontractors to work at Z sites, **are responsible to ensure their subcontractors meet these expectations**.
- **Z Contract Managers are responsible to ensure compliance with these expectations**. The ZORMD Supplier Management module will support them in doing so.

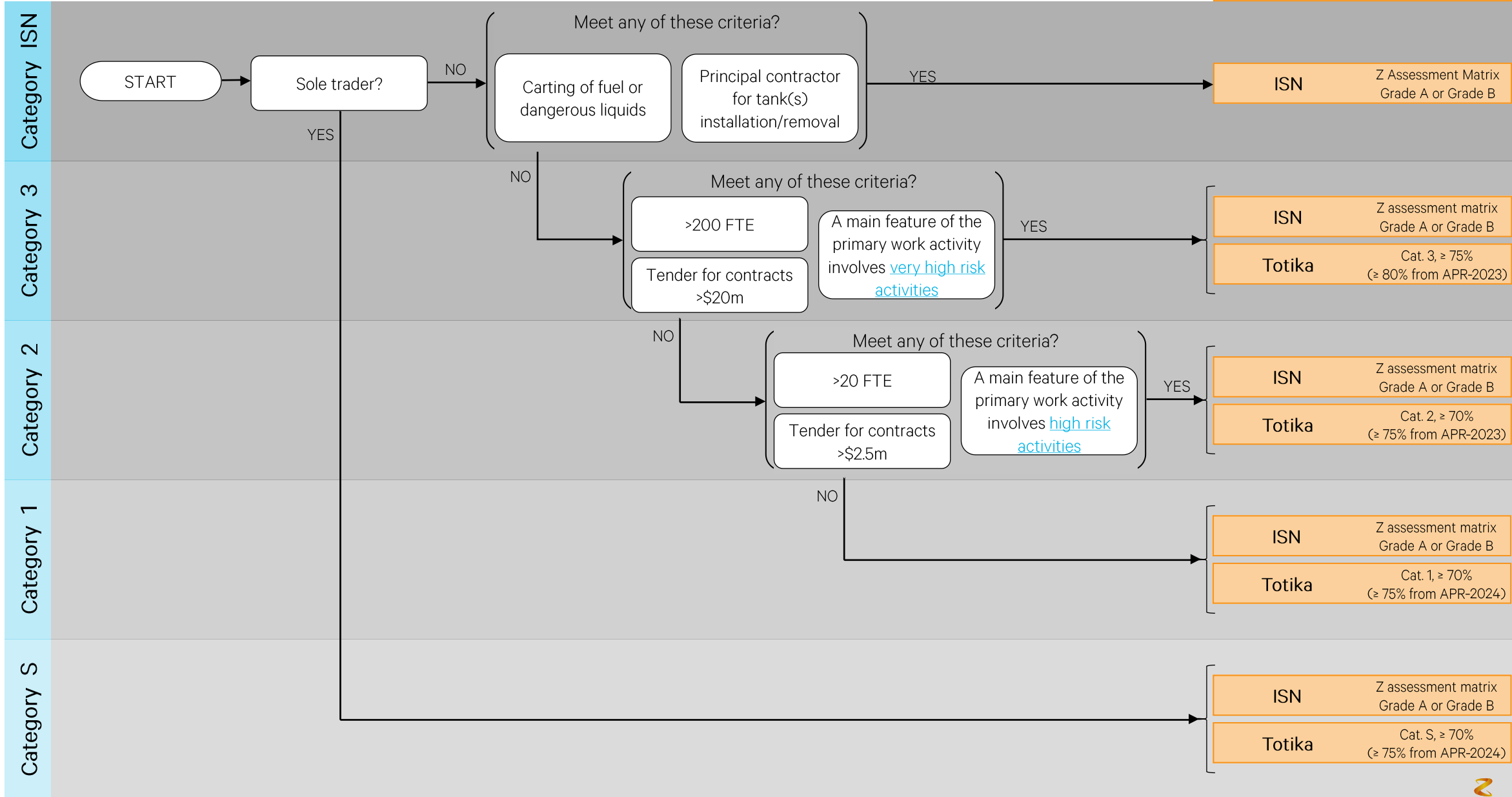
## Derogations and deviations

- Temporary deviation from a prequalification performance standard may be granted by a SWR Business Partners against suitable containment plans and improvement plans. Derogation to the use of an approved prequalification scheme, by any contractor, should be applied to through the [ZORM derogation process](#) prior to any contractual arrangement being made.

# “We are connected” PCBU prequalification

Available prequalification options

Scheme	Performance expectation
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# High risk activity list

- Abseiling/Rope Access
- Arborist Services
- Biohazards or Infectious Materials Services
- Chemical Cleaning Services
- Commercial Cleaning Services
- Construction Rigger
- Drain Laying Services
- Drilling Services (Non-Hydrocarbon)
- Electrical services
- Facilities Management Services
- Forestry Silver culture
- Glazing
- Heavy Transport
- Industrial Coating Services
- Installation and Maintenance of Fire Systems
- Installation and Servicing of Hydraulic Systems
- Installation and Servicing of Lifts
- Installation and Servicing of Plant and Equipment
- Installation or Servicing of Pressure Vessels
- Labour Hire Services
- Mobile Plant and Equipment Servicing
- Operated Mobile Plant & Equipment Hire Services
- Passenger Transport
- Quarrying Services
- Recycling Services
- Roofing Services
- Sandblasting Services
- Surface Mining Services
- Traffic Management Services
- Trenching Services
- Waste Management Services

# Very high risk activity list

- Asbestos Removal
- Building Relocation
- Commercial Diving Services
- Cooling Tower Services (construction, maintenance, and other professional services)
- Demolition Services
- Drilling Services (Hydrocarbon)
- Explosive Blasting Services
- Fixed Wing Flight Services
- Forestry Harvesting/Extraction Services
- Fuel Supply or Storage
- Gas Services (High Pressure)
- Hazardous Substances Storage and Transport
- Helicopter Flight Services
- High Voltage Electrical Services
- High Wall Quarrying Services
- High Wall Surface Mining Services
- Oil and Gas Inspection & Engineering Services
- Oil and Gas Insulation Services
- Oil and Gas Surveying
- Oil and Gas Chemical Services
- Scaffolding Erection and Dismantling
- Stevedoring/Marshalling Services
- Mobile Crane Services
- Tower Crane Services
- Underground Mining Services



# How to get prequalified?

1. Use the flowchart provided to determine the prequalification options available to your organisation and the associated performance expectations to work for Z.
2. Your organisation may already be prequalified to some of the accepted schemes, discuss within your organisation what prequalification recognitions your organisation already have.
3. Alternatively, develop understanding of the prequalification options accepted for your organisations navigating their site or contacting them. Certain prequalification schemes will be more or less widely recognised and accepted, some will also include access to digital H&S tools.
4. Contact your preferred prequalification scheme to understand the associated prequalification assessment process and fees and organise your prequalification.
5. You will be invited to provide your company information and a copy of your prequalification certificate in Z Supplier Management platform ZORMD (Donesafe). Expect to receive by email and invite from Donesafe to sign in to ZORMD. If you haven't received this, check you spam filter or be in touch with your contact at Z.



[ISNetworld®](#) is a globally recognised contractor and supplier information management platform. In addition to prequalification, it includes tools and services for collecting and reviewing H&S, quality, insurance, training, cybersecurity and ESG information. The ISNetworld platform helps companies strengthen existing customer relationships and support employees with additional tools and training.

Contact: 0800 443 805



[Tōtika](#) is New Zealand's new nationally recognised, cross-industry pre-qualification standard.

There are multiple ways to achieve Tōtika prequalification such as obtaining an equivalence from an ISO45001 certification a Q-Safe certification, a Safe+ Assessment, or by undertaking an assessment with a recognised assessor: [Impac Prequal](#), [Qualify365](#), [SHE Prequal](#).

Contact: 0800 242 769 (Select Option 3)

**Thank you**

