

Cyclone Gabrielle Response

H&S Quick Guide for contracting field work in Cyclone Gabrielle affected areas

This guide is to remind contract managers that they need assurance from their contracted providers that they are aware there will be new or additional risks because of this natural disaster and they have additional health and safety measures in place to protect their workers whilst working for MPI in these areas.

As the contract manager, you need to discuss with them and review any new/additional risks and controls, so you have assurance that they have the appropriate process and resources in place.

If you need assistance reviewing any of your provider's new or updated H&S systems, please contact your Directorate's H&S adviser or the central HSW Team.

Current contract providers recommencing field work in affected areas – questions to ask suppliers

1. Has your health and safety plan been updated to take account of the unique and specific risks associated with Cyclone Gabrielle? *Ask them to provide a copy of their updated plan.*
2. How have you communicated these risks and controls to your staff?
3. Do you have a daily toolbox or briefing in place?
4. Do you have an Emergency Response Plan (ERP)? *Ask them to provide a copy of their ERP.*
5. Are your people equipped with at least two forms of working communication (requirement for Remote and Isolated work, recommended for other work)?

Contracting with new suppliers to undertake field work e.g. operating diggers, animal carcass transport etc

1. You will need to put a contract in place with the supplier detailing the work to be completed (contract templates can be found [here](#)). The supplier will also need to supply a health and safety plan. It is important that the contractor's/supplier's health and safety plan covers the relevant critical risks and controls.
2. The HSW team will work with you to review this plan. If necessary, support will be provided to the contractor/supplier to ensure health and safety is being managed appropriately.

MPI staff working alongside MPI contractors

If MPI staff are working alongside a contractor, you must be clear who is in the lead role and who is responsible for ensuring controls are in place.

Emergency response plan

Every contracted provider must have an effective emergency response plan (ERP) for this work.

Request a copy of their ERP and then check and review it. If you need any assistance, please contact your Directorate's H&S adviser or the central HSW Team.

Reporting

Remind them to continue to report all incidents to MPI in a timely manner, including all health/disease related incidents.

Health and safety meetings & assurance

Consider how often you need to meet with them throughout this response and how you will be assured that they continue to keep their staff safe.