



Jump Business Solutions Limited
Free Call: 0800 JUMP4BIZ; Free Call: 0800 586 742; Email: info@jump4biz.com
P.O. Box 102, Morrinsville; Phone: +64 7 887 4751; Fax: +64 7 887 4754
P.O. Box 19, Pukekohe; Phone: +64 9 235 3238; Fax: +64 9 235 3238



Contractor Management

Workshop Outcomes

At the conclusion of this workshop participants will be able to:

- State the legal obligations of a 'Principal'
- Determine if contractors comply with organisational and legal requirements
- Register contractors
- Determining the organisation's exposure to risk
- State the organisation's obligations towards contractors in terms of ongoing management
- Develop a plan and strategy for ongoing management

Audience

All employees who will engage and manage contractors. Minimum of 8 and up to a maximum of 12 participants per workshop.

Pre-Requisite

Full understanding of the compliance requirements of the Health and Safety in Employment Act.

Content

- Overview
- Legal Obligations
 - Who is a Principal
 - Who is a Contractor
 - Hierarchy of Responsibility
- Implications of changes to section 16
- Organisational Requirements
- Assessing risk
- Case Studies to determine compliance
 - Managing contractors
 - Action planning for ongoing management

Process

This is practical programme that combines a range of training techniques to enable participants to use the organisation's processes to manage the legal obligations of a Principal towards Contractors.

Duration:

1/2 Day Workshop

Venue:

One large training room