

Version control:

| Date | Description | Name |
|---------------|-----------------------------------|---------------------------------|
| May 2016 | Original version introduced | Catherine Pfister /Andrew Brown |
| December 2016 | Updated to reflect new Procedures | Catherine Pfister /Andrew Brown |

HEALTH AND SAFETY ACKNOWLEDGEMENT FORM

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|---|-----------------|
| Partner's/Contractor's name: | <i>[insert]</i> |
| Contract/Funding Arrangement name: | <i>[insert]</i> |
| Activity Number & Name: | <i>[insert]</i> |

MFAT has a duty under the Health and Safety at Work Act (Act) 2015 to ensure, so far as is reasonably practicable, the health and safety of—

- (a) workers who work for MFAT, while the workers are at work; and
- (b) workers whose activities in carrying out work are influenced or directed by MFAT, while the workers are carrying out the work

MFAT will be focussing on what is reasonably practicable for us, and our partners and contractors, to do to keep workers and others safe.

“Workers” means an individual who carries out work in any capacity and includes employees, contractors, subcontractors, apprentices and volunteers - including those working offshore, regardless of their nationality.

MFAT wishes to work with our partners and contractors to ensure they establish and implement appropriate health and safety measures. In light of this, please complete the acknowledgement below and return to the MFAT Contract Manager.

ACKNOWLEDGEMENT

[Partner / Contractor] acknowledges and confirms the following:

| DESCRIPTION | TICK |
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| <p>In-country / location Risks We will ensure all our workers who will travel are aware of the risks of working in the relevant countries / locations by reference to:</p> <ul style="list-style-type: none"> • The New Zealand Government’s SafeTravel website and the equivalent information provided by other agencies or countries linked to SafeTravel; and/or • Equivalent travel advisories to SafeTravel. <p>This applies to NZ based workers and foreign workers who will be required to travel offshore to work on an Activity.</p> | |
| <p>We will ensure that all workers who will be travelling are:</p> <ul style="list-style-type: none"> • Subscribed with SafeTravel for travel advisories or equivalent travel advisory (all workers); and/or • Officially registered with SafeTravel for consular assistance (NZ citizens only). | |
| <p>We have advised all workers who will be travelling offshore to:</p> <ul style="list-style-type: none"> • Check immunisation and other disease prevention advice on SafeTravel relevant to the countries / locations they will be travelling to; and • Consult a travel doctor for medical advice before any travel offshore. | |
| <p>Worktype Risks We have considered the health and safety risks to workers given the nature of the work they will be undertaking and we acknowledge the need for us to:</p> | |

| DESCRIPTION | TICK |
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| <p>a) to eliminate risks to health and safety of workers, so far as is reasonably practicable; and b) if it is not reasonably practicable to eliminate risks to health and safety of workers, to minimise those risks so far as is reasonably practicable.</p> | |
| <p>Other Risks We have considered whether there are any other risks of serious harm to workers, discussed them with MFAT, and incorporated appropriate responses to those risks in the Safety Plan.</p> | |
| <p>Safety Plan We have provided MFAT with a Safety Plan which identifies risks to worker health and safety and shows how these risks will be managed. In preparing this we have considered the attached Safety Plan Guide.</p> | |
| <p>Consultation Where relevant to the health and safety of workers, we will consult, cooperate and co-ordinate with our contractors, subcontractors, affiliates and other third parties involved in carrying out the work so far as reasonably practicable.</p> | |
| <p>Reviewing Risks We acknowledge the need for us to continue to monitor the position and consider emerging risks of serious harm to workers and we will consult with MFAT in relation to any such developments.</p> | |
| <p>Reporting Incidents We acknowledge the need for us to report any health and safety incidents, serious injuries, issues or a “near miss” to MFAT as soon as possible after becoming aware that an event has occurred. We will use our best endeavours to provide all reasonably requested information in respect of any such report.</p> | |
| <p>Regular Reporting & Review We acknowledge the need for us to report on health and safety matters in each of our regular reports during the term of the contract.</p> | |

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| We acknowledge that MFAT (or its agent) may wish to review our health and safety performance and will cooperate with any reasonable request relating to in any such review. | |

| Signed for and on behalf of [Partner/Contractor]: |
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| |
| Signature |
| |
| Full name |
| |
| Position |
| |
| Date |

ATTACHMENT: SAFETY PLAN GUIDE

Set out below is a basic checklist of items to consider (where relevant) when developing a Safety Plan in order to identify, eliminate or mitigate risks to worker health and safety. The Safety Plan should demonstrate that all reasonably practicable steps have been taken to eliminate or mitigate risks to the extent that the partner/contractor has influence or direction over the matter.

| SAFETY PLAN GUIDE | |
|---------------------------------|--|
| Workers Identified | Are all of the various workers/groups of workers identified ¹ ? |
| Location | Does the Safety Plan address each country or location in which work is to be undertaken? |
| Other Parties | Does the Safety Plan identify all the parties (i.e. in-country affiliates or partners) who will also be involved in the delivery of the Activity? |
| | Does the Safety Plan address the roles and responsibilities of the various parties and how they will consult and engage together on health and safety in delivering the Activity? |
| | Does the Safety Plan address risks to "other people" that maybe created by the work. Other people includes: volunteers, customers, passers-by, visitors or workers of another organisation who may be in the direct vicinity of the work being carried out. |
| Work Type | Does the Safety Plan address the type of work to be undertaken by all workers? |
| Identification of Risks | Does the Safety Plan identify what would seem to be the applicable health and safety hazards/risks: <ul style="list-style-type: none"> • In the countries and locations workers will be located? • With the work to be undertaken? • All other risks that may apply? |
| Specific Safety Measures | Does the Safety Plan address the following (where relevant): <ul style="list-style-type: none"> • Effective communications with workers, particularly those who undertake remote or isolated work? • Outline the appropriate plant and equipment being provided? • That the workers have the required skills and competencies for the job and either have the required knowledge and experience to work in a safe manner or that they have appropriate supervision and training? • An approach for assessing that the workplace/facilities are clean, safe, accessible, equipped and |

¹ NOTE: No workers under the age of 16 are to be involved.

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| | <p>maintained appropriately for the safety and welfare of workers, so far as reasonably practicable in the country/location?</p> <ul style="list-style-type: none"> • Is first aid equipment provided for the workplace/workers? • An emergency plan for the workplace (e.g. covering emergency responses, evacuation procedures, emergency service notification, medical treatment, communications, contingency planning)? • If Personal Protective Equipment (PPE) is required, is it to be provided and is it described appropriately? • If applicable, an outline the elimination/mitigation of the risks of: <ul style="list-style-type: none"> - raised or lifted objects - drowning in tanks, vats or containers - being trapped or engulfed |
| General Risk Mitigation & Management | <p>Does the Safety Plan address how each of the key health and safety risks are intended to be eliminated or minimised?</p> <p>If risk cannot be eliminated, does the Safety Plan provide options to minimise risk? For example, by following the hierarchy of controls (Substitute, Isolate, Engineer, Administration, PPE).</p> |
| | <p>Does the Safety Plan appear realistic and achievable for the country context and environment?</p> |
| Travel Risks | <ul style="list-style-type: none"> • Are safe travel and security arrangements included in the plan? • Is there an approach for arranging suitable accommodation and transport arrangements? • Are there contact details for local hospitals, emergency contacts and details of other medical assistance such as repatriation insurance? |
| Ongoing Review & Reporting | <p>Does the Safety Plan evidence ongoing monitoring and review of the health of workers and the conditions at the workplace or while carrying out work?</p> |
| | <p>Is there a process for reporting and investigating incidents?</p> |