



# Working with External Parties (Overlapping Duties of Care) Policy

## (Short Form)

The Ministry is committed to providing services to clients and interacting with the New Zealand public in workplaces that are safe, secure and fit-for-purpose.

The Ministry will comply with all relevant legislation, regulations, standards, and codes of practice. The Ministry requires contractors and other external parties to consult, cooperate and coordinate with the Ministry, and each other, in meeting these obligations.

We have a primary duty of care to our staff, clients and visitors, and anyone working on our premises. To meet this duty, we continually assess our processes in the context of best practice, and apply learnings and insights to inform and improve.

We will:

- Identify and document all hazards and controls, and explain these to you at the first opportunity
- Comply with all relevant legislation, regulations, standards and codes of practice, including our internal Health Safety and Security policies and procedures

You must:

- Comply with all relevant legislation, regulations, standards and codes of practice
- Follow agreed safety procedures and guidance while on Ministry premises

If you are a contractor or service provider working on our premises or delivering services on our behalf, you must:

- Engage with us before, during and after the task, regarding hazards you are introducing and the controls you will have in place to manage those hazards

Follow agreed safety procedures and guidance while undertaking any task the Ministry has tasked you to perform

We will:

- Follow documented processes of engagement and task-specific risk assessment
- Engage with you (as appropriate) before, during and after the task, regarding hazards and controls you are introducing or that you may encounter while working here
- Monitor your safety performance during and at the conclusion of the work

We will require work to cease, if it puts at risk the safety of staff or any person the Ministry has a primary duty of care for.

**Last reviewed:** New Policy

**Next review date:** May 2023

**Approved by:** Melissa Gill, DCE Organisational Assurance and Communication, 24 May 2021

**Owner:** General Manager, Health Safety and Security