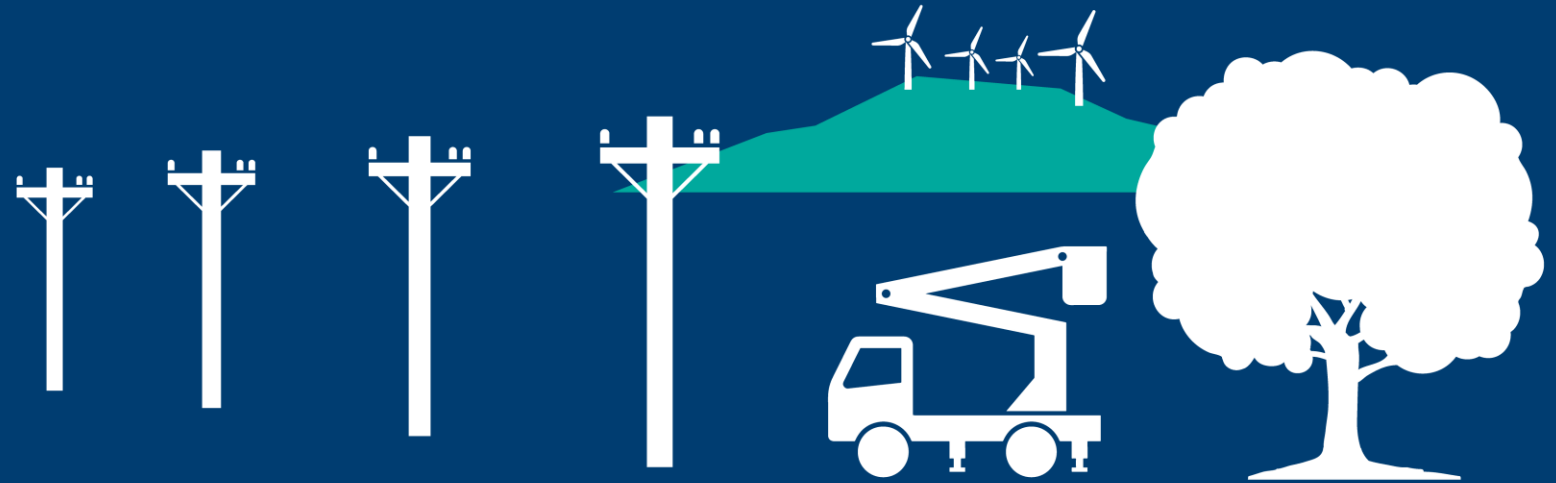


Contractor Induction

Issued February 2021



Purpose

The purpose of this induction is to ensure all contractors who undertake work on behalf of MainPower:

- are aware of their responsibilities as an individual worker and/or company
- have systems and processes in place to work safely and complete all work to a quality standard



About MainPower

MainPower has been distributing electricity to the North Canterbury region for around 100 years.

We deliver electricity to over 41000 homes and business via 5121 kilometres of overhead lines and underground cables across a geographical area of 11, 180 square kilometres.

Our network spans from north of the Waimakariri River, through the Waimakariri and Hurunui districts to Kaikōura.



Keeping safe

It is so important for you to ensure you work safe and not cause harm to yourself and others including your workmates and members of the public.

Understanding and managing risks especially critical risks (see next slide) is a key priority at MainPower. At any time if a situation is unsafe please stop the work and notify your supervisor, manager or MainPower directly.





- It is essential that all **critical risks** are managed -

Critical risk is the actual or potential to cause death to employees, contractors or members of the public, cause significant property damage or cause MainPower to be severely impacted as a business.



Managing risk

Having effective controls in place is crucial for preventing harm. The following are some examples of how risks are controlled.

Refer to the MainPower website for more information around the risks of electricity (see link below)

<https://mainpower.co.nz/assets/uploads/close-approach-to-power-lines-2019.pdf>

Risk	Risk control examples
Working alone or remotely	At least two modes of communication (e.g. mobile and radio), ensure there is a plan to notify of whereabouts including timing and method, look for options to avoid working alone (e.g. a second person).
Exposure to electricity	Network competency, training and assessment, restricted network access, work authorisation, test and earthing, signage, safety equipment, PPE, Protection systems, exclusions zones, safety observer.
Vehicles	Vehicle checks, Driver competency, Pre-employment medical, Drug and Alcohol Policy, Heavy vehicle medical, Driving/work hours, phone policy, vehicle selection.
Working at heights	Work at heights training includes Pole top rescue, Ladder inspection, Fall arrest/restraints, Elevated work platforms, rated anchor points. Looking for options to work on the ground or use mechanical aids (e.g. cranes).



MainPower expects that all contractors:

- Have the required competencies to complete the work/tasks being undertaken
- Are fit for work at all times – this includes no impairment from drugs and/or alcohol
- Are committed to protecting the public from harm, this may include workplace access, signage, barriers,
- Undertake a risk assessment prior to work being undertaken and effective controls in place to prevent harm
- Participate in all prestart meetings
- Notify MainPower of all incidents including near misses
- Wear all designated Personal Protective Equipment (PPE)
- Abide by the safety data sheets of any hazardous substance being used
- Have an emergency response plan for any work being undertaken including location details and emergency contact numbers on hand.

Ensuring quality

At MainPower we believe quality is achieved by using competent people, working in accordance with set policies/procedures/work instructions and maintaining accurate records.

As with our own teams we expect all contractors to treat our customers with respect, dignity and provide a service that meets or exceeds their expectations.



Caring for our environment

We support sustainable environmental management and actively manage the impact of our works on the surrounding environment.

This means we don't want to pollute or damage our land air or water so far as is reasonably practicable.



What happens now?



- This induction is the first stage to work as a Contractor for MainPower.
- You are also required to read and familiarise yourself with the MainPower Contractor Handbook.
- Please complete the assessment page so we have a record of your induction.
- When you undertake work for MainPower there may be further inductions required depending on the nature of work.
- If you have any questions or would like more information please contact Mainpower on 0800 30 90 80 and ask for the Safety and Business Risk team.



[Click here to complete the
Contractor Induction Assessment.](#)

Thank you