[North Avon Medical Centre](https://www.northavonmc.co.nz/%22%20%5Co%20%22North%20Avon%20Medical%20Centre)

28 North Avon Road, Richmond, Christchurch

Ph: 03 389 6655 Email: reception@northavonmc.co.nz

**Contractor Agreement:** Acknowledgement of Responsibilities

Any contractor working on the practice premises agrees to abide by the following guidelines.

**Health and Safety**

1. The contractor will take all reasonable precautions when providing its services to ensure the safety of the contractor, its employees, and/or subcontractors, as well as the safety of staff, patients, and other visitors to the practice.
2. The contractor, its employees, and/or subcontractors have the requisite skills, knowledge, and experience to carry out the required task(s) safely. This includes relevant qualifications and current registrations necessary to the task.
3. The contractor is fully conversant and complies with:
	* The Health and Safety at Work Act 2015 and other relevant legislation
	* National Standards or Codes of Practice.
4. The contractor agrees to comply with the practice’s health and safety policies and procedures. This includes using appropriate signage, and advising the practice manager of any risk or hazard to employees, patients, or visitors to the practice, which may arise as a result of the contractor’s work.
5. The contractor is responsible for supervising its staff to ensure that they strictly adhere to all applicable safety requirements.
6. The contractor has appointed one of its staff as the safety advisor, and that person is responsible for coordinating all applicable health and safety matters.
7. The contractor has adequate insurance cover to indemnify the practice for any damage or loss caused by the contractor, or any penalties the practice may incur as a consequence of the contractor, its employees, and/or sub-contractors failing to meet the expected health and safety standards for the task involved.

**Privacy and Confidentiality**

1. The contractor, its employees, and/or subcontractors agree not to use or disclose to anyone any confidential information which they may come across in the course of their contract, or which belongs to or concerns the practice, its business, employees, patients, or other people with whom it has relationships.
2. For the purposes of this agreement, “confidential information” means any information that is not known to the general public and includes patient notes.
3. These confidentiality provisions will continue to apply after termination of the contract.

**signed for and on behalf of the contractor**

**Name (please print)**

**Company name**

**Contact phone number**

**Signature Date**