



PRACMED N.Z.

PracMed NZ Training Solutions Ltd
PO Box 167, Te Puke 3153
PH: 0800 113 992 • www.pracmednz.com

Memorandum of Understanding

between

PracMed NZ Training Solutions Limited (“PracMed NZ”)

and

[Insert Company Name] (“the Company”)

PracMed NZ is being engaged by the Company to provide working at heights training to the Company’s employees/nominated personnel. The training will help meet organisational and legislative requirements by providing assessment against unit standards **[insert unit standards]**. PracMed NZ is being engaged to provide **[insert course name]** at **[insert course location]** on **[insert course commencement date/s]**.

In order to support this objective the Company acknowledges it is acting as the person conducting business or undertaking (PCBU), hiring PracMed NZ as a subcontractor.

The Company:

1. Shall provide facilities which meet legislative requirements, best practice, and are fit for purpose. This includes:
 - a. Physical buildings - must have a current warrant of fitness and meet local regulations.
 - b. Amenities - students must have access to clean, safe and fit-for-purpose amenities.
 - c. Training room - must be out of the weather, providing adequate space, seating and ventilation for the students, including (if required) any specific Government requirements regarding social distancing and COVID-19 protocols. To ensure that the students have the best possible outcomes, the training room should be free of disturbances (i.e a kitchen is not desirable due to interruptions and foot traffic).
 - d. A structure to work at heights - complying to all relevant standards. It must:
 - i. allow students to demonstrate safely working at height at a minimum of 2m;
 - ii. allow two or more people to safely work at height at one time, and;
 - iii. allow a person to be working below the student/s working at height.
2. Will ensure a staff member is available one hour prior to the course commencing to provide the PracMed NZ representative/s with a site induction, as well as access to the training space for inspection and set-up.
3. Shall ensure that all personnel attending the course are provided a site induction prior to commencement, outside of course hours.
4. Understands that working at heights courses are, by nature, high-risk. Students are required to have the physical strength, dexterity, balance, coordination and motor skills required to safely demonstrate competence in the unit standards. Due to the load limits specified by the manufacturers instructions on PracMed NZ’s equipment, students must be under 150kg in order to participate in these courses.

If any of the above criteria are not met, PracMed NZ reserves the right to terminate the course upon arrival at site, deeming the course cancelled. No refund will be provided.

Whilst working as a subcontractor on The Companys site/s, PracMed NZ acknowledges that it has a duty of care to the representatives of the Company attending the course. PracMed NZ, as a PCBU, has its own governing set of health and safety policies and procedures which will be followed throughout the tenure on site, unless covered in the Companys policies.

PracMed NZ shall:

1. Conduct due diligence to:
 - a. Ensure the building complies with building codes.
 - b. Inspect the proposed location for practical components to ensure it meets legislative requirements and is sufficient to adequately assess against the evidence requirements of the unit standards.
 - c. Ensure all trainers:
 - i. Are qualified and competent to teach the specified unit standards;
 - ii. Hold current first aid certificates to be able to assist if an emergency situation arose;
 - iii. Have completed a police check prior to commencing work with PracMed NZ.
2. Abide by the Company's policies and procedures whilst working on site.
3. Conduct a thorough job safety risk analysis (JSRA) prior to conducting any work and, if necessary (as determined by the risk matrix on the JSRA) stop work if any risk is not able to be eliminated or minimised to a safe, acceptable level.
4. Provide all learning materials to the students, such as course booklets, assessment materials and access to height safety systems.
5. Provide a safety brief at the commencement of the course.
6. Gather student enrollment information to meet legislative requirements.
7. Provide experienced and qualified personnel to conduct and assess the course.
8. Use forms to obtain student feedback.
9. Provide a report to the point of contact, outlining the students results (achieved or not achieved), a summary of the student feedback and certificates for each student who have reached an 'achieved' grade..

This agreement may be amended at any time with the mutual consent of the parties.



Simon Carkeek

Managing Director
PracMed NZ

The Company:

Signature:

Name:

Position:

Date: