COMPANY NAME

SITE SPECIFIC SAFETY PLAN

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| Project Name: |

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| Project Location: |

Outline of work being undertaken

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| **Directors Name:** |  |
| **Address:** |  |
| **Contact Details:** |  |

# 1.0 IDENTIFICATION OF SIGNIFICANT HAZARDS

**Significant Hazards Activities Review**

Review this list and tick those that are applicable to your activities

|  |  |  |  |
| --- | --- | --- | --- |
|  | excavations more than 1.5 m deep |  | work over or adjacent to deep water or other fluids |
|  | working at heights over 5m |  | operation of heavy plant & machinery |
|  | structural demolition |  | exposure to processes, equipment or power tools that create vibration |
|  | height activities requiring use of harness |  | concrete pumping close approach to above or underground services |
|  | structural propping & false-works |  | generation of noise in excess of 85db |
|  | asbestos related activities |  | use of supplied breathing air |
|  | crane lifts |  | direct drive nail gun use |
|  | tower crane erection / dismantling |  | isolated workers |
|  | confined space entry |  | use of combustion engine in enclosed space |
|  | live electrical work |  | inexperienced workers or workers of unknown skillset / background |
|  | possibility of tools / materials falling from height |  | activities or processes that could affect the public or other workers |
|  | work creating, removing or adjacent to penetrations or openings with |  | activities or processes which could have an environmental impact |
|  | a fall hazard |  | activities that create risks to eyes, hands or head |
|  | generation of silica dust generation of wood dust |  | creation of slip, trip, fall hazards |
|  | use of products / machinery requiring spill control |  | truck loading and unloading |
|  | use of highly toxic, eco-toxic, flammable or explosive products, |  | work from a swinging-stage or bmu |
|  | substances or materials |  | work undertaken on steep slopes |
|  | hot-works, including activities that generate sparks |  | use and / or storage of hazardous products, substances or materials |
|  | lead paint removal or coating |  | manual handling of heavy or repetitive loads |
|  | mewp use (any type) |  | other |

**Record the ticked items in your hazard/risk register**

# 2.0 critical risk activities requiring a safety plan

**The following activities require the development of a Safe Work Plan before the activity is begun.**

* All activities that come under WorkSafe NZ “Particular Hazardous Work” listing will require a Safe Work Plan.
* Do not create the Safe Work Plan until it is needed.
* A Safe Work Plan may be one or a combination of the following – Task Analysis, Job Safety Analysis, Safe Work Method Statement, Permit to
* Work, Safe Operating Procedure (this last must be made relevant to the site and project) or other methods as agreed with PCBU1.
* PCBU1 may require a Safe Work Plan for activities other than those listed here if they believe it would be beneficial.
* You may create your own Safe Work Plans for high risk situations that are not on this list.

Check any activities that will require the development of a Safe Work Plan before the activity is begun.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Operation of plant & machinery |  | Confined space entry Live electrical work |
|  | Excavations more than 1.5m deep |  | Possibility of tools / materials falling from height |
|  | Structural demolition |  | Work creating, removing or adjacent to penetrations or openings with |
|  | Erection / dismantling Scaffold over 5m |  | Generation of silica dust Generation of wood dust |
|  | Structural propping & false-works |  | All asbestos related activities |
|  | Height activities requiring use of harness |  | Use and / or storage of hazardous products, substances or materials |
|  | Crane lifts |  | Hot-works, including all activities that generate sparks |
|  | Tower crane erection / dismantling |  | Use of products / machinery that require spill control including refuelling Operations |
|  | Confined space entry Live electrical work |  | Structural propping & false-works |
|  | Operation of plant & machinery |  | Height activities requiring use of harness |
|  | Excavations more than 1.5m deep |  |  |

# 3.0 risk assessment process

A Risk Assessment Process must be part of all records relating to high risk activities. Risk is the outcome of the likelihood of a hazardous event occurring and the severity of injury / illness should the event occur.

1. The hazards listed in the Hazard / Risk Register and in any Safe Work Plan must be assessed for level of risk both before any controls are applied (this is the base or ‘initial’ risk) and again after suitable controls have been identified. (This is the ‘residual risk).
2. The goal is to ensure the residual risk is acceptably lower than the initial risk.
3. If the residual risk is not acceptable, revise and improve the controls until residual risk level is appropriate for the situation.
4. Note that some risk levels will / may be deemed unacceptable by PCBU1 so these will require significant re-planning to reduce the risk appropriately.



Tick to indicate you have read and understood this section.

# 4.0 notification to worksafe nz

Tick below if work activities require notification to WorkSafe NZ?

|  |  |
| --- | --- |
| Y | N |

If ‘Yes”, write any notifiable activities below.

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# 5.0 declaration

To be signed off by both parties when the SSSP contents are finalised. This provides both parties with certainty what is expected and what will be done.

**Signed by PCBU 1 (Principal / Main contractor)**

We have read the Site-Specific Safety Plan information provided by PCBU2 and agree that it is the appropriate approach to health and safety relating to this site for the duration of the contract.

|  |  |
| --- | --- |
| Signature: | Date: |

**Signed by PCBU 2 (Subcontractor) THE OWNER OF THE SSSP**

We acknowledge that we have seen and understood PCBU1’s Health & Safety Plan for this site and we agree to act in accordance with that plan. We will treat this SSSP as a live document for the duration of the project and ensure PCBU1 is kept up to date with any changes.

|  |  |
| --- | --- |
| Signature: | Dates |

**List of PCBU workers who will be on the site**

|  |  |  |
| --- | --- | --- |
| Print Name | What do you do | Date |
| EXAMPLE |  |  |
| Jona Lomu | Carpenter | 00/00/00 |
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# 6.0 Job hazard and risk register

This Site / Job Hazard and Risk Register is used by the contractor (PCBU 2) and relates to significant site or job-specific hazards only. Do not record minor tasks or activities here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| potential hazard | | initial risk  h m l | controls | residual risk  h m l |
|  | slip trip fall | h | stack building materials, sweep floors, keep walkways clear, make available rubbish skips, risk assessment | l |
|  | fall from height | h | use scaffolding, mobile work platforms, ladders for short term work, harness total restraint, training, risk assessment | m |
|  | unguarded machinery power tools | h | risk assessment, prestart meeting, safety audit, tool inspection, test and tag | l |
|  | manual handling | m | risk assessment, prestart meeting, do not lift anything above 25kg on your own – ask for help | l |
|  | ladders | h | risk assessment, prestart meeting, training, ladders to be industrial or trade rated, ensure ladder is fir for purpose, keep area around the base clear, secure top of extension ladders, maintain three points of contact | m |
|  | faulty electrical | m | risk assessment, prestart meeting, test and tag, safety inspection | l |
|  | sunlight | m | risk assessment, prestart meeting, regular breaks, sun screen, change work process, training | m |
|  | chemical | h | risk assessment, prestart meeting, change process to minimise contact, general dilution, ventilation, ppe | m |
|  | mental health | h | provide good leadership support and guidance, policy & procedures | m |
|  | poor air quality | h | risk assessment, prestart meeting, ventilation, extraction fans |  |

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# 7.0 hazardous substance inventory register

This form must be returned to the Main Contractor, irrespective of content.

• Hazardous products and substances include glues, resins, solvents, fuels, expanders, adhesives, bonding agents and cleaning agents etc.

• Complete this form for all the materials you will bring onsite.

• You are required to have a Safety Data Sheet (SDS) for every potentially harmful product, substance or material you bring to site.

• Copies of Safety Data Sheets (SDS) must be supplied with this SSSP.

• Print as many copies of this form as required.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Product, Substance  Or Material name | Liquid  Solid  Gas | Amount on site | Location  SDS  onsite | UN class  & Packing  SDS  Sec 14 SDS | HSNO  Approval  # group standard  Sec 14-15 SDS | HSNO  Classification | Storage Location on site | Special storage  requirements | PPE  Requirements |
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# 8.0 training & qualification register

Complete the register for each of your workers who will attending this site, noting only the training, qualification and / or experience that are relevant to this job.

|  |  |  |  |
| --- | --- | --- | --- |
| First and last name | Key role or tasks on this job | Training and / or qualifications relevant to this job | No. of years’ experience |
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# 9.0 occupational health safety and welfare policy

Policy Statement

This policy represents the foundations & health & safety culture for which our success will be built on & continue to thrive. The policy is more than just methods and systems, it is a philosophy which puts people first and cares for their well-being.

The Occupational Health, Safety and Welfare of all **Company Name** employees/workers, PCBU’s (i.e. contractors & subcontractors) and volunteers working on **Company Name** places of work, including all visitors, are a prime concern and priority of the Company and its Management.

**Company Name** is committed to continuously improving & maintaining its health and safety performance & program, each year, along with its standards, procedures and systems, to achieve its zero harm goal and it is committed to managing the Occupational Health, Safety and Welfare (OHSW) using a preventative and planned hazard management approach to continuously improve the health and safety for all people in the workplace.

It is **Company Name’s** policy to emphasise to all employees/workers, PCBU’s (i.e. contractors & subcontractors), volunteers and visitors, the need to take the initiative in anticipating, preventing and correcting conditions and practices that may cause physical harm to themselves or other persons.

As a minimum, all employees/workers, PCBU’s (i.e. contractors & subcontractors) and volunteers have a duty to carry out their work in a reasonable manner, in strict accordance with this policy, legislation & statutory regulations and the rules contained in the Health and Safety Procedure.

**Company Name** Officers will strive to ensure that all Managers & PCBU’s have the belief, capabilities, and resources to implement Company Name’s policy and accomplish its aim.

**Policy:**

The objective of our policy is to:

Health and safety is everyone’s business, and everyone is required to share in our commitment. **Company Name’s** policy is mostly about people, their livelihood and **Company Name’s** organisational values. The optimum success of our policy is through participation by all employees/workers, management, all PCBU’s (i.e. contractors and subcontractors), volunteers and visitors.

# 10.0 ROLES AND RESPONSIBILITIES

**Company Officers**

* The **Company Officers** have the overall responsibility to provide a healthy and safe workplace for everyone and will ensure:
* Adequate resources are provided to meet legislative requirements and the aims and objectives of the OHSW policy.
* Action is taken to address issues raised by managers, supervisors, the health and safety committee, health and safety representatives or workers.
* Mechanisms are in place to identify, develop, implement and review policies and procedures.
* The health and safety committee and health and safety representatives are consulted on any proposals for, or changes to, the workplace, policies, work practices or procedures, which may affect the OHSW of workers.
* Policies, practices and procedures recommended by the health and safety committee are considered and, if acceptable, approved and implemented.
* Managers and supervisors have sufficient knowledge, skills and resources to carry out their OHSW responsibilities.
* Goals/Targets are set for OHSW and performance is monitored against them.
* Action plans are developed to implement OHSW policies and procedures.
* That due diligence is exercised, to ensure that PCBU’s comply with their duties and obligations.
* That they acquire knowledge of health and safety matters; understand the operations conducted by the organisation and the hazards and risks generally associated with those operations.
* That they make sure that PCBU’s have and uses appropriate resources and processes to eliminate or minimise risks and verify that resources and processes are in place and being used to control these risks
* Necessary steps are taken by the company to meet compliance with the Health and Safety at Work Act 2015 and all relevant legislation, regulations, standards, codes of practice and safe operating procedures.
* Ensure that all notifiable events and notifiable incidents that arise on a **Company Name** site are notified & followed up to Work Safe NZ on time by the appropriate party (i.e. Manager, Worker, PCBU, etc.) and in the appropriate legislative framework, as they arise, with all investigations completed & closed out and necessary action taken by the business to correct & resolve any health & safety issues, as they arise.
* Ensure that all Work Safe NZ notices that are served to **Company Name** are followed up with immediate response & corrective action by all parties concerned, to prevent any further recourse.
* Recognise & acknowledge excellent worker health and safety management and innovation within the business (i.e. recognition in **Company Name** newsletters, memos, meeting minutes & implementation of health & safety reward schemes within business).

**Managers & Supervisors:**

* All Managers & Supervisors have a responsibility to ensure that:
* They adhere to OHSW policies and procedures and ensure that they are developed and implemented.
* Supervisors have sufficient knowledge and skills to carry out their OHSW responsibilities.
* A site specific health and safety plan (SSSP) is developed and implemented at each **Company Name** workplace or construction site.
* All other PCBU’s working at a **Company Name** workplace or construction site must provide to **Company Name** their site specific health & safety documentation (i.e. SSSP), which is to be maintained and held on site, at all times for implementation.
* All reported accidents, near misses, notifiable events, notifiable incidents and hazards are accurately reported, investigated and reviewed and that control measures are implemented in consultation with health and safety representatives and workers.
* All notifiable events and notifiable incidents that arise on a Company Name site are notified & followed up to Work Safe NZ on time by the appropriate party (i.e. Manager, Worker, PCBU, etc.) and in the appropriate legislative framework, as they arise, with all investigations completed & closed out and necessary action taken by the business to correct & resolve any health & safety issues, as they arise.
* All Work Safe NZ notices that are served to Company Name are followed up with immediate response & corrective action by all parties concerned, to prevent any further recourse.
* They recognise & acknowledge excellent worker health and safety management and innovation within the business (i.e. recognition in Company Name newsletters, memos, meeting minutes & implementation of health & safety reward schemes within business).
* They Inspect work areas on a frequent and regular basis to identify and report on hazards.
* They assess the degree of risk of the hazards identified and determine priorities for action.
* They analyse and monitor work practices to identify hazards or variations from policies and procedures.
* Workers have the necessary skills and knowledge to carry out their tasks in a safe and healthy manner.
* Everyone is provided with, or has access to, information regarding matters that may affect their OHSW.
* Safe work procedures are developed and implemented for hazardous tasks.
* Health and safety representatives and workers are consulted about:
* any proposal for, or change to, plant, equipment, substances, the workplace, or work practices and
* procedures, which may affect the OHSW of workers; and
* the identification, assessment and control of hazards.
* Workers, PCBU’s (i.e. contractors & subcontractors), volunteers and visitors abide by OHSW policies and procedures.
* They facilitate the rehabilitation of injured workers.
* Comply with their obligations and duties under the Health and Safety at Work Act 2015 and comply with all relevant legislation, regulations, standards, codes of practice, standards and safe operating procedures.

**Workers:**

* Workers have a legal duty to protect their own health and safety and to avoid adversely affecting the health and safety of any other person and to:
* Report accidents, near misses, notifiable events, notifiable incidents and hazards.
* Know and adhere to all OHSW policies and procedures aimed at protecting their health and safety.
* Assist in the assessment of risks and the implementation of control measures.
* Co-operate with any reasonable instructions given by **Company Name** management.
* Commit to and support **Company Name’s** Health & Safety program and procedures.
* Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace.
* Take reasonable care for their health and safety and make sure their actions or inactions, do not adversely affect the safety of themselves or other persons.
* Inform their supervisor or manager immediately of any concerns before commencing or continuing any work further if, at anytime, they are uncertain or in doubt about their own or others health and safety.
* Commit to using all information, training, protective equipment and safety devices, as provided and instructed.
* Wear and use any provided personal protective equipment or clothing.
* Consider and provide feedback on any proposals or matters that may affect their OHSW.
* Not be affected by drugs or alcohol.
* Facilitate the rehabilitation of injured workers.
* Comply with their obligations and duties under the Health and Safety at Work Act 2015 and comply with all relevant legislation, regulations, standards, codes of practice, standards and safe operating procedures.

**Volunteers**

* The definition of a 'worker' includes a volunteer. Therefore, volunteer workers have the duty of workers under the new legislation, for example, to take reasonable care for their own health and safety and comply with reasonable health and safety instructions. As such, all volunteers are to meet the responsibilities set out, as above for Workers.
* **Visitors (i.e. other persons who visit our workplace)**
* All persons visiting a workplace must:
* take reasonable care for his or her own health and safety; and
* take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, as far as he or she is reasonably able, with any reasonable instruction that is given by Company Name to allow the PCBU to comply with this Act or regulations.

**Health & Safety Committee:**

The health and safety committee, consisting of management and worker representatives, is the principal forum through which **Company Name** management consults with workers on a broad range of issues concerning OHSW.

**The function of the Committee is to:**

* Co-ordinate the development and review of health and safety policies, practices, procedures and plans.
* Consider any proposal for, or changes to, the workplace, policies, work practices or procedures, which may affect the OHSW of workers.
* Identify potential hazards around the workplace, to evaluate the hazards & recommend corrective action 7 then follow up on implementation of these recommendations.
* Carry out workplace inspections & cross audits
* Assist in the development of safe work procedures.
* Assisting workers in resolving health & safety complaints & bringing any worker issues/concerns and suggestions to the health & safety committee for review.
* Promote the importance of health and safety awareness among workers and management.
* Monitor and review health and safety trends and data for workplace incidents and injuries, notifiable events, notifiable incidents and health and safety audits for the business and propose recommendations to management on any changes and improvements to be made.
* Recognise & acknowledge excellent worker health and safety management and innovation within the business (i.e. recognition in Company Name newsletters, memos, meeting minutes & implementation of health & safety reward schemes within business)
* Promote the health and safety policy, program and worker acceptance of their health and safety responsibilities.
* Monitor & review the company's OHSW performance and assist in the resolution of OHSW issues.
* Monitor the injury management system for the management and rehabilitation of workers with work-related injuries or disease.
* Monitor compliance with the Health and Safety at Work Act 2015 and all relevant legislation, regulations, standards, codes of practice, standards and safe operating procedures.

**Health & Safety Representatives:**

* Health and safety representatives are elected by, and represent, workers. The role of Health and safety representatives is to represent their designated workgroup on OHSW issues.
* Their rights are to:
* Make representations to management and report back to workers any matters relating to OHSW, in accordance with agreed procedures;
* Discuss with workers any proposals or matters which may affect their OHSW at work;
* Participate in the identification, assessment and control of hazards;
* Promote the use of accident, near miss and hazard reports;
* Promote adherence to policies and procedures;
* Investigate any accident, near miss, notifiable events, notifiable incidents and hazard related to OHSW;
* Inspect (audit) the workplace for the purpose of OHSW
* Subject to completing HSR health and safety representative training, as specified in the New Zealand [Regulations for Worker Engagement, Participation and Representation](http://www.legislation.govt.nz/regulation/public/2016/0016/latest/DLM6314002.html), health & safety representatives may also issue [Provisional Improvement Notices (PINs)](http://www.worksafe.govt.nz/worksafe/hswa/working-together/representation/health-and-safety-representatives-hsrs/functions-and-powers#pins) to address a health or safety problem and/or direct a worker to [cease work](http://www.worksafe.govt.nz/worksafe/hswa/working-together/representation/health-and-safety-representatives-hsrs/functions-and-powers#cease-work) that would expose them to serious risk arising from an immediate or imminent exposure to a hazard, which supports the existing right for a worker to cease work in this situation.
* Recognise & acknowledge excellent worker health and safety management and innovation within the business (i.e. recognition in Company Name newsletters, memos, meeting minutes & implementation of health & safety reward schemes within business).
* Seek assistance and assessment from Work Safe NZ and or Occupational Health & Safety (OSH) consultants.
* Comply with the Health and Safety at Work Act 2015 and all relevant legislation, regulations, standards, codes of practice, standards and safe operating procedures.

**PCBU (Person Conducting a Business or Undertaking)**

* A PCBU has the primary duty of care to ensure workers and others are not exposed to a risk to their health and safety. This includes **Company Name** and all other PCBU’s engaged on a **Company Name** workplace or construction site.
* **Company Name** & all other PCBU’s must consult, co-operate & coo-ordinate activities with each other, to ensure that they all meet their health and safety duties & responsibilities, at all times.
* **Company Name** & all other PCBU’s must make sure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace is without risks to the health and safety of any person.
* **Company Name** & all other PCBU’s must, so far as is reasonably practicable, ensure that all fixtures, fittings and any plant, tools, substances, goods & materials or equipment, located at any workplace or construction site, is without risks to the health and safety of any person.
* **Company Name** & all other PCBU’s must, so far as is reasonably practicable, ensure that the way in which the plant or structure is installed, constructed, or commissioned, ensures that the plant or structure is without risks to the health and safety of persons.
* Direct or influence work carried out by a worker.
* Have management or control of a workplace.
* All PCBU’s working at a **Company Name** workplace or construction site must provide to **Company Name** their site specific health & safety documentation (i.e. SSSP), prior to commencement, which is to be maintained and held on site, at all times for implementation.
* **Company Name** & all other PCBU’s must also ensure that the health and safety of others are not put at risk from work done, as part of their business undertaking.
* Identify hazards and assess risks.
* Make decisions about ways to eliminate or minimise risks.
* Make decisions about the adequacy of our health and safety facilities.
* Decide and implement appropriate worker participation practices.
* Share information on health and safety with all workers.
* Allow workers to express their views, raise work health and safety issues and contribute to the decision-making process.
* **Company Name** & all other PCBU’s must, taking into account the views of their workers.
* Advise its workers of the outcome of any discussions and decisions.
* Provide sufficient information and training specific to the health and safety risks for the work being undertaken.
* Ensure workers have an opportunity to participate in health and safety via health and safety meetings and (where applicable) health and safety representatives.
* Hold monthly Health and Safety Meetings with management, workers, and their representatives (as applicable).

**Revisions of this Policy**

This policy and any subsequent revisions and updates shall be coordinated and approved by the Company Director Director Name before it is published.

Company Namewill review the policy every two years by senior management in consultation with workers and worker representatives to ensure its ongoing effectiveness.

**Dissemination of Policy**

As part of our induction program everyone will be provided with a copy of our Occupational Health and Safety Welfare Policy in the form of an Induction Booklet. Workers will also have ready access to all policies and procedures through their supervisors and health and safety representatives.

|  |  |  |
| --- | --- | --- |
| **Approver:** Company Name  **Reviewer:** H&S Governance Consultant  **Owner** Director: Director Name  **Next Review Date:** November 2022 | **Director: Director Name**  **Signature:** | **Date:** |

# 11.0 environmental policy

**COMPANY NAME** is committed to understanding and minimising the environmental impact of our activities.

**COMPANY NAME** will:

* Aim to prevent, reduce or mitigate harmful effects on nature and natural resources.
* Comply with the requirements of relevant environmental legislation, regulations, standards, approved codes of practice and safe operating procedures for all of our projects and operations.
* Provide a safe working environment for our workers, PCBU’s (i.e. contractors & subcontractors) and visitors.
* Continuously seek to improve environmental performance.
* Raise awareness, encourage participation and train workers in environmental matters and the environmental effects of their activities.
* Assess the environmental impact of historic, current and likely future operations and monitor our performance on an annual basis.
* Reduce pollution, emissions and minimise waste for all operations.
* Ensure that hazardous substances/dangerous goods and/or materials are disposed of safely using correct safe processes & methods, to minimise & prevent harm to people, animals and the environment and at the same time prevent environmental pollution.
* Use water and energy efficiently in all our operations.
* Recycle materials wherever possible and / or permissible.
* Expect similar environmental standards from all suppliers & subcontractors.
* Assist and encourage customers to use products, materials and services in an environmentally sensitive and sustainable manner.
* Liaise with the local community and participate in discussions about environmental issues.

**Revisions of this Policy**

This policy and any subsequent revisions and updates shall be coordinated and approved by the Company Director Director Name before it is published.

Company Namewill review the policy every two years by senior management in consultation with workers and worker representatives to ensure its ongoing effectiveness.

**Dissemination of Policy**

As part of our induction program everyone will be provided with a copy of our Occupational Health and Safety Welfare Policy in the form of an Induction Booklet. Workers will also have ready access to all policies and procedures through their supervisors and health and safety representatives.

|  |  |  |
| --- | --- | --- |
| **Approver:** Company Name  **Reviewer:** H&S Governance Consultant  **Owner** Director Name  **Next Review Date:** November 2022 | **Director: Director Name**  **Signature:** | **Date:** |

# 12.0 our values

**Ethics**

We are uncompromising in our [integrity, honesty, and fairness](http://www.bechtel.com/about-us/ethics-compliance/).

**Health and Safety**

We are relentless in [keeping people safe](http://www.bechtel.com/sustainability/safety/) from harm, and we provide a healthy work environment.

**People**

We inspire each other with important work full of purpose, challenging development opportunities, and rewarding [careers](http://careers.bechtel.com/). Be a great place to work where people are inspired to be the best they can be.

**Culture**

We actively build a diverse, inclusive, and collaborative work environment where all views are welcomed, openness is encouraged, and teamwork and merit are cornerstones. We are proud of what we do and how we do it—and we enjoy doing it!

**Relationships**

We build positive, long-term relationships with our customers, joint-venture partners, subcontractors, suppliers, and colleagues that are built on trust, respect, and

collaboration.

**Innovation**

We listen, learn, and seek out the best ideas. We attack complacency and continually improve.

**Sustainability**

We improve the quality of life in [communities](http://www.bechtel.com/sustainability/) where we work by respecting local cultures, engaging local people, and protecting the [environment](http://www.bechtel.com/sustainability/modern-workforce/).

**Integrity**

Being fair, firm, and consistent, showing respect for those we work with

**Courage**

Standing up for health and safety

**Mission Statement**

Company Name is a leader in providing value-added construction services to our customers by creating a successful partnership with them throughout the construction process. Our pledge is to establish lasting relationships with our customers by exceeding their expectations and gaining their trust through exceptional performance by every member of the construction team.

# 13.0 risk and hazard identification

**Risk and Hazard Identification**

At the commencement of the project the Contractor’s Representative will identify all the known hazards and list appropriate actions using the **SSSP Job Hazard & Risk Register.**

This will include any hazardous substance identification and collating of the appropriate Safety Data Sheets (SDS). These hazards will be individually and specifically covered at the first safety meeting.

When new employees commence on site (either from other company projects, new employees to the company or subcontractors) the appropriate foreman will introduce employees to all known risks and hazards.

At daily pre-start or toolbox meetings any new risks and hazards will be identified, the necessary actions and precautions will be agreed, and all employees will acknowledge an understanding of them. When new risks and hazards are identified the risk and hazard ID register will be updated by the Site Manager or their nominee.

# 14.0 emergency procedure

Prior to commencement of the site work the Site Manager (or his nominee) will identify the emergency procedures for the site and put together a suitable emergency plan. This will be signposted around the site, as appropriate, and will be discussed at the pre-start or tool box meetings. A copy will be filed in the appropriate section of the Health and Safety file and be updated as required.

At each pre-start or tool box meeting, any changes to the emergency procedure will be mentioned and the emergency plan will be re-issued to reflect the changes.

Additionally, key project-specific hazards from the Risk and Hazard Register can also be discussed at the pre-start or tool box meetings and the emergency procedures emphasised.

The emergency plan will include contact details of emergency services, evacuation procedures, the names of the crew first aiders, and the location of the first aid kits.

The [location] will be used as the assembly point for any evacuations which will be notified via three blasts on an air horn.

Refer to the emergency procedures plan for detailed information.

# 15.0 SAFETY INDUCTION

The person responsible for implementing this procedure must ensure that:

* All employees and contractors are given relevant information on the risks to their health and safety and specify what control measures are in place to protect them;
* New employees and contractors are subjected to a health and safety induction prior to starting any activities in the workplace;
* Health and safety induction records are signed by all parties (to confirm their understanding) and then filed accordingly;
* A training needs analysis is conducted for all employees and will identify all aspects of health and safety training required;
* All identified training is carried out by competent persons;
* Training is kept under review.
* What do employees and contractors need to do?

**Employees and contractors must:**

Never undertake any activities or tasks until they have received a specific site health and safety induction;

Sign and date the health and safety induction form to acknowledge they have received and understood the information that has been issued to them;

Never undertake tasks they have not been trained for.

Induction training for employees and contractors

Health and safety induction training for employees and contractors must be carried out prior to starting any activity in the workplace. The topics that should be covered within an induction are:

# 16.0 training

At various times during the progress of works, staff and subcontractors may be required to attend Health and Safety training sessions. These will include (but not be limited to):

* First Aid Training
* Site safety courses e.g.: Site safe
* Working at height certificate
* Confine space certificate
* Forklift certificate
* Cane certificate

# 17.0 toolbox prestart meetings

Daily pre-starts will be held and recorded by the Site Supervisor or a Project Supervisor.

These will be held daily on site at any time determined by the Site Superintendent. They will be chaired by the Site Superintendent or a Project Supervisor.

Weekly tool box meetings will be attended by all employees and sub-contractors on the project. Items to be covered during the meetings are included on the Health and Safety meeting agenda form found in the Health and Safety system. Issues requiring further action will be noted by the Site Superintendent, the Project Manager or the Site/Project Health and Safety Advisor and they will arrange for the actions to be carried out.

**At each meeting all in attendance will:**

* acknowledge and accept the minutes from the previous meeting
* confirm that the appropriate actions listed on previous minutes have been taken
* acknowledge that they are aware of and understand any new and existing risks and hazards listed in the risk and hazard identification section of the minutes .

Where applicable they will also go through any Project Audit or Incident / Accident Reports from the previous week and identify any actions necessary.

# 18.0 internal safety audits

Internal audits of the company’s Health and Safety system will be undertaken in accordance with the company’s Health and Safety Manual.

These audits will be conducted:

* Monthly by the Project Manager or Health and Safety Advisor
* Weekly site inspection by the supervisor

These audits will be recorded and closed out by the management team. Copies of these audits

As well as internal audits by the Site Supervisor and/or the Site/Project Health and Safety Advisor responsible for the job, sites may be audited by the company Health and Safety Advisor and members of the Management Team.

# 19.0 accident incident reporting

All incidents or accidents are to be reported to the Project Manager / Site Manager within 24hours and any notifiable event, incident, injury or illness must be reported urgently at the time of the event in accordance with section 23, 24, or 25 of the Health and Safety at Work Act 2015.

**To ensure the accident report meets legislative requirements, it needs to include:**

* the employee’s name and date of birth
* position in the company or name of contractor company
* extent of the injuries or illness
* date and time of the accident
* brief description of what happened
* where the accident occurred
* what caused the accident

For record-keeping purposes, accident records should be stored in a secure location and be accessible to employers at all times. This is particularly important if the business changes hands or there is a change in employers or management.

# 20.0 information and training

* We will ensure all workers are sufficiently competent to do their work safely or are supervised by a competent person.
* We will ensure workers receive adequate and readily understandable information, training, instruction and supervision relevant to the work they are doing (e.g. working at height, confined space entry etc.).
* Workers will also be trained in the safe use of equipment, including the use and maintenance of Personal Protective Equipment (PPE).
* We will maintain a record of worker training in our Training Register found with the SSSP.
* Worker training needs will be discussed at Toolbox Meetings and training scheduled as part of our ongoing up skilling programme. Training needs will be documented in the Toolbox Meeting Checklist and in individual Training Plan and Registers.
* Any event (accidents or incident) where training has been identified as a factor contributing to the event will be raised and discussed at a health and safety Toolbox Meeting.

# 21.0 monitoring and review

* We will ensure all workers are meeting the required standards of health and safety by conducting regular (weekly, fortnightly or monthly) Site Reviews.
* The supervisor or worker in control of the workplace is responsible for conducting Site Reviews and Toolbox Meetings.
* Site Review findings will be discussed with all workers at our regular Toolbox Meetings held at the workplace.
* We will also discuss any recorded accidents and incidents (events) and general health and safety matters.
* General health and safety matters will include reviewing existing hazards, worker training needs, PPE requirements, health monitoring, hazardous substances, plant and equipment etc.
* Toolbox Meetings will be recorded in the workers or supervisor’s diary or on the Toolbox Meeting.

# 22.0 safety rules

**COMPANY NAME RULES MUST BE OBEYED. FAILURE TO DO SO WILL RESULT IN STRICT DISCIPLINARY ACTION.**

Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both can be the result.

1. Personal safety equipment must be worn as prescribed for each job, such as safety glasses for eye protection, hard hats at all times within the confines of the construction area where there is a potential for falling materials or tools, gloves when handling materials, and safety shoes are necessary for protection against foot injuries.
2. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
3. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
4. Watch where you are walking. Don't run.
5. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
6. Do not distract the attention of fellow workers. Do no engage in any act which would endanger another employee.
7. Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
8. A good job is a clean job, and a clean job is the start of a safe job. So keep your working area free from rubbish and debris.
9. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
10. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
11. Never move an injured person unless it is necessary. Further injury may result. Keep the injured as comfortable as possible and utilise job site first-aid equipment until an ambulance arrives.
12. Know where firefighting equipment is located and be trained on how to use it.
13. Lift correctly - with legs, not the back. If the load is too heavy, GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
14. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorised to use them.
15. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
16. Do not enter an area which has been barricaded.
17. If you must work around heavy machinery, make sure operators can always see you. Barricades are required for cranes.
18. Never oil, lubricate, or fuel equipment while it is running or in motion.
19. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
20. Barricade danger areas. Guardrails or perimeter cables may be required.
21. Trenches over 1.5 meters must be shored or sloped as needed. Keep out of trenches or cuts that have not been properly shored or sloped. Excavated or other material shall not be stored nearer than 1 meter from the edge of the excavation.
22. Use the "four and one" rule when using a ladder. One meter at the base and four meters of height.
23. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Stepladders shall not be used as a straight ladder.
24. Ladders must extend 1 meter above a landing.
25. Defective ladders must be properly tagged and removed from service.
26. Keep ladder bases free of debris, hoses, wires, materials, etc.
27. Build scaffolds according to manufacturers' recommendations and SCAFFOLDING IN NEW ZEALAND – GOOD PRACTICE.
28. Scaffold planks shall be properly lapped, cleated or otherwise secured. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in a wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.
29. The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
30. Never throw anything "overboard." Someone passing below may be severely injured.
31. Know what emergency procedures have been established for your job site. (Location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.)
32. Never enter a utility hole, well, shaft, tunnel or other confined space which could have a no respirable atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with an appropriate detector before entry, that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.

# 23.0 worker engagement and communication

Appropriate communication will be established with all persons in our workplace to ensure all information regarding safety is passed on.

As a Person Conducting a Business or Undertaking (PCBU) we will engage with our workers to help us:

* Identify hazards and assess risks;
* Make decisions about ways to Eliminate or Minimise risks;
* Make decisions about the adequacy of our health and safety facilities; and
* Decide on appropriate worker participation practices.

**This will involve:**

* Sharing information on health and safety with our workers;
* Allowing our workers to express their views, raise work health and safety issues and contribute to the
* decision making process;
* Taking into account the views of workers;
* Advising workers of the outcome of any discussions and decisions; and
* Involving any Health and Safety Reps in our discussions.

**We will do this by:**

* Inducting all workers to our job sites;
* Discussing job-based hazards and risk controls with workers;
* Holding regular Toolbox Meetings with all available workers on our worksites;
* Passing information on Toolbox Meeting outcomes to all workers;
* Agreeing (as a group) on any required actions and documenting these in our Toolbox Meeting Checklist;
* Distributing/making the Toolbox Meeting outcomes available to all workers.

# 24.0 safe plant and equipment

* We will ensure that all plant and equipment supplied to workers is of the required standard and is in good working order with all safety mechanisms intact. All plant and equipment will have a Standard Operating Procedure (SOP) or manufacturers’ instructions containing information on its safe operation and maintenance. If any equipment is not in safe working order, it will be removed from service and repaired by a competent person before use.
* All plant and equipment will be recorded in the Plant and Equipment Register found in the SSSP, regularly checked using an appropriate checklist, and maintained to a schedule.
* These documents will be held in our office and regularly updated. It is the workplace supervisor or worker in control of the workplace’s responsibility to ensure the Plant and Equipment Register is kept up to date.
* Workers will be made aware of their obligation to regularly inspect plant and equipment and immediately report any damage or fault during worker induction.
* Plant and equipment will be raised as an agenda item and discussed at our regular Toolbox Meetings.

# 25.0 housekeeping

COMPANY NAME requires a high standard of personal housekeeping on the job.

COMPANY NAME insists on a general “clean up after yourself” attitude at all times for each PCBU. Should any trade contractor fail or refuse to perform their daily clean up, COMPANY NAME may perform this work and back charge the PCBU. Considerations for housekeeping are:

Work areas must be cleaned at the end of the day, immediately after finishing a job, or as necessary.

* Spilled toxic, flammable or corrosive materials must be cleaned up immediately using the method described in the appropriate Material Safety Data Sheet (MSDS).
* Materials, tools and equipment must not be stored in stairways, corridors, catwalks, ramps, passageways, exits or overhead even on a temporary basis.
* Broken glass or other “sharps” must not be disposed of in regular trash containers.
* All materials must be properly stacked and secured to prevent sliding, falling or collapse. Pipe, conduit and bar stock should be stored in racks or stacked and blocked to prevent movement.
* Ensure that passageways, access routes and exit ways to fire exits are kept clear. Keep access to fire and emergency equipment clear at all times. Fire doors must never be locked or be difficult to open.
* Avoid tripping hazards such as tools & equipment, scaffolds, timber and rubbish by never allowing them to accumulate on the floor or protruding into gangways and exit ways.
* Workers restrooms should be cleaned at least once during a work shift and should have a good supply of soap, towels, toilet paper, plus disinfectants, if needed.
* Workers smoko rooms should be separate from the work area and should be cleaned daily. Remember, smoking, eating or drinking in the work area where toxic materials are handled should be prohibited.

# 26.0 public safety

COMPANY NAME will take reasonably practicable steps to ensure that no harm is caused to members of the public by workers while at work. This will be achieved by:

* Where the safety of the public cannot be assured at all times, they are not to be admitted to any place of work.
* Designing and erecting signs prohibiting or controlling persons entering and moving throughout the workplace.
* Permitting entry of the public into hazardous areas only if permission is granted by the client, persons are to be supervised and wearing the appropriate safety equipment.
* No work must be left unattended which could endanger any person likely to encounter the site.

**COMPANY NAME Checklist - Protecting the public**

* Is the worksite fenced off from the public?
* Do roadwork’s have barriers around them and are the barriers lit?
* Are the public protected from falling material?
* Is clear signage present to warn people of danger (eg ‘Keep out’, ‘Asbestos removal in progress’)?
* When work has stopped for the day: is the boundary secure?
* Have steps been taken to prevent any unauthorised access, eg are all ladders removed or their rungs boarded so they can’t be used?
* Are excavations and openings securely covered or fenced off?
* Is all plant immobilised to prevent unauthorised use?
* Are bricks and materials safely stacked?
* Are flammable or dangerous substances locked away in secure storage places?

# 27.0 electrical safety

**COMPANY NAME electrical checklist**

All electrical work will be carried out by registered electricians in accordance with relevant standards, regulations and codes of practice.

All electrical wiring is to be treated as live until confirmed as otherwise. Work on live circuits and equipment is not to take place unless allowed under contractual arrangements.

All electrical equipment and leads must comply with NZS:3012 and must be checked every 3 months and tagged. This includes site offices and other portable buildings/containers that have power connected. All switchboards, distribution systems, tools and appliances that don’t comply with NZS:3012 must be replaced.

* Have all necessary services been provided on site before work begins? Have you also identified existing services present on site (eg electric cables or gas mains) and taken effective steps, if necessary, to prevent harm from them?
* Is the supply isolated from earth with a voltage between phase and earth conductors not exceeding 230 volts?
* Are electrical extension cords connected to power tools using a Residual Current Device (RCD) or Isolating Transformer?
* Are cables and leads protected from damage?
* Are all connections to the system properly made and are suitable plugs used?
* Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?
* Have hidden electricity cables and other services been located (e.g. with a locator and plans) and marked, and have you taken precautions for safe working?
* Where there are overhead lines, has the electricity supply been turned off, or have other precautions been taken, such as providing ‘goal posts’ or taped markers?

# 28.0 working at height

**COMPANY NAME Working at Height Checklist**

* Have you ensured there is appropriate and fit-for-purpose means to prevent workers from falling from height?
* Have you planned the work properly and identified suitable precautions to make sure work can be carried out safely?
* Have you thought about whether you can avoid working at height by using different equipment or a different work method?
* Can you use equipment that will prevent a fall from happening, such as scaffolding or a mobile elevating work platform?
* Can you put in place measures to reduce the distance and consequences of a fall should one happen, such as nets, soft landing systems or personal fall prevention and protection equipment (e.g. a harness system)?
* Will the weather conditions threaten the health and safety of those carrying out the work?
* Have you thought about all the options and are you certain that you are gaining access to height using the safest means possible?

**For more information, see worksafe.govt.nz**

* Best practice guidelines for mobile elevating work platforms
* Power-operated elevating work platforms – Approved Code of Practice
* Planning a safe approach to working at height Selecting the right equipment for working safely at height
* Temporary work platforms
* The safe installation of roof trusses
* Preventing falling through when recladding roofs or
* installing purlins and tile support systems

# 29.0 scaffolds

**COMPANY NAME Scaffolds Checklist**

* Are scaffolds erected, altered and dismantled by competent people?
* Are all uprights provided with base plates (and, where necessary, timber sole boards)?
* Are all uprights, ledgers, braces and out riggers in position?
* Is the scaffold secured to the building or structure in enough places to prevent collapse?
* Are there double guard rails and toe boards, or other suitable protection, at every edge to prevent falling?
* Are additional guards provided to prevent stacked materials such as bricks falling from scaffolds (e.g. kickboards, toe boards or screens)?
* Are the working platforms fully planked, and are the planks arranged to avoid tipping or tripping?
* Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, e.g. where working platforms are not fully planked?
* Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed?
* Are scaffolds being properly maintained?
* Does a competent person inspect the scaffold or proprietary mobile scaffold regularly, e.g. at least once a week; and always after it has been altered, damaged and following bad weather?
* Are the results of inspections recorded?
* Are scaffolds erected using safe work methods, and are they being used according to the supplier’s and/or manufacturer’s instructions?
* Have the wheels of mobile scaffolds been locked when in use and are the platforms empty when they are moved?
* Are gates (including guardrails being used as gates) and hatches across access points self-closing?
* Are working platforms placed as close as practicable to the working face to reduce the risk of people or materials falling through the gap?

**For more information see construction.worksafe.org.nz**

* Best practice guidelines for scaffolding in New Zealand (SARNZ publication, published in 2009)
* Scaffolds with screening or containment sheeting and temporary roofs
* WorkSafe’s publication Good Practice Guidelines for Scaffolding

# 30.0 ladders

**COMPANY NAME checklist for ladders**

* Choose the right tool for the job – can you buy or hire some alternative equipment that would provide a safer means of access? Are they in good condition?
* Do ladders rest against a solid surface and not on fragile or insecure materials?
* Are ladders secured at the top and bottom to prevent them slipping sideways and outwards?
* Do ladders rise at least a metre above the landing place? If not, are there other handholds available?
* Are the ladders positioned so that users don’t have to overstretch?
* Do you have to use the top three rungs of a stepladder? If so your stepladder is too short.
* Is the user competent? Those using ladders should be trained to use the equipment safely.
* Can users maintain three points of contact at all times?
* Are materials being transported safely, i.e. not carried up a ladder? Carrying materials up a ladder increases the risk of falling.

**For more information see construction.worksafe.org.nz**

* Safe working with ladders and stepladders
* Stepladder safety

# 31.0 excavations

**COMPANY NAME Checklist for Excavations**

* COMPANY NAME must locate and identify underground services such as gas, water, storm water, sewerage, telecommunications and electricity supply, chemicals, fuel and refrigerant in pipes or lines.
* Is the stability of the ground known to ensure against collapse? Or if the stability of the ground is not known, is there a support system in place for the excavation to prevent collapse, or has it been sloped or battered back to a safe angle? (Note: an excavation more than 1.5 m deep that is deeper than it is wide at the top must be notified to WorkSafe.)
* Check workers are competent to complete the tasks. This will include giving a briefing and assessing that plant, equipment (including safety and protective equipment), tools, and procedures are fit for-purpose
* Workers should be supervised to make sure they carry out the work safely
* Is a safe method used for putting in the support, without people working in an unsupported trench?
* Reporting, emergency, and response procedures need to be in place for all

Identified risks and hazards

* Plan for emergency situations where there is incomplete information about services. Develop response plans for workers and others safety in the event of a service strike.
* Is there safe access into the excavation, eg a sufficiently long, secured ladder?
* Are there barriers or other protection to stop people and vehicles falling in?
* Is the excavation fenced off from unauthorised access?
* Are properly secured stop blocks provided to prevent tipping vehicles falling in?
* Could the excavation affect the stability of neighbouring structures or services?
* Are materials, spoil and plant stored away from the edge of the excavation to reduce the chance of a collapse?
* Is the excavation regularly inspected by a competent person?
* Are the results of inspections recorded?

**For more information see construction.worksafe.org.nz**

* Approved Code of Practice (ACOP) for excavation and shafts for foundations
* Guide for safety with underground services

# 32.0 Permit to work

Permit to work (PTW) systems are formal procedures that COMPANY NAME use to control activities that are considered high-risk. Permits only allow authorised personnel to perform those activities atspecified times and in a way set out in the permit and referenced documents.

**Examples of the types of work for which permits will be required include:**

* Working at height over 2 meters (other than accessing or working on scaffold or within confines of edge protection),
* Working in confined spaces entry.
* Hot work. That is welding, soldering or cutting using hot flame or grinder
* Live working on electricity supply systems
* Power actuated tools
* Work involving interaction with asbestos
* Work in areas where there is a risk of exposure to hazardous chemicals or microorganisms.
* Excavation and the digging of trenches
* Restricted area
* Demolition

**A**[**permit to work**](https://www.designingbuildings.co.uk/wiki/Permit_to_work)**system should:**

* Only allow permits to be issued by authorised, competent personnel.
* Prevent high-[risk](https://www.designingbuildings.co.uk/wiki/Risk) work being carried out without a [risk assessment](https://www.designingbuildings.co.uk/wiki/Risk_assessment) having been undertaken.
* Consider whether any other work will impact on, or be impacted by, the permitted work.
* Ensure control measures and supervision are in place.
* Ensure [method statements](https://www.designingbuildings.co.uk/wiki/Method_statements) and emergency procedures are prepared.
* Ensure work is checked and returned to a safe state.
* Provide information to other parties that might be affected by the work.
* Include a system for handing back and cancelling permits.

**Permits should:**

* Describe the work and its location.
* Provide information about foreseeable [risks](https://www.designingbuildings.co.uk/wiki/Risk).
* Provide information necessary for working safely.
* Set out requirements for [personal protective equipment](https://www.designingbuildings.co.uk/wiki/Personal_protective_equipment).
* Set out the time when the work can be carried out.
* Provide information about other permits.

**COMPANY NAME requires a Task Analysis before a permit to work is issued.**

Task Analysis simply means looking at the work task and considering what is the safest way to complete it. It is a way of becoming aware of the hazards involved in doing the job and taking action to prevent an injury.

**Emergency Response Plan**

A comprehensive ERP is required for any work that needs a Task Analysis.

# 33.0 personal protective equipment

**If asbestos is or may be present, PPE must include:**

* respiratory protective equipment (RPE) – to avoid inhaling asbestos
* overalls which are impervious to asbestos dust (either disposable or able to be washed\*) – to avoid the risk of carrying asbestos fibres away from the worksite on clothing
* footwear – appropriate for the work being undertaken (footwear should be non-laced as laced footwear is difficult to clean – alternatively wear disposable boot covers)

**When should respirator be worn?**

A respirator or RPE should be worn at all times by workers in any environment where asbestos is or suspected to be present to minimise the risk of breathing in asbestos

**Silica dust in the workplace - Respiratory (breathing) protection**

Use suitable respirators for protection against the dust. The type of respirator should be carefully chosen. Seek expert advice when choosing PPE.

Provide information, training and instruction so workers correctly use, wear, store and maintain the PPE.

Carry out fit testing for each worker who will wear a respirator that requires a seal against the face.

For further information, see WorkSafe’s fact sheet Respiratory Protective Equipment – Advice for Persons Conducting a Business or Undertaking.

**Construction Personal Protective Equipment (PPE)**

**Protective clothing and cleanliness**

Ensure your workers have overalls and gloves to wear at work.

Ensure your workers understand the importance of washing their hands before eating, drinking and smoking, and of washing up before they go home at the end of the day.

Ensure facilities for washing are provided.

**Eye and Face Protection**

* Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye. For example, during welding, cutting, grinding, nailing (or when working with concrete and/or harmful chemicals or when exposed to flying particles). Wear when exposed to any electrical hazards, including working on energized electrical systems.
* Eye and face protectors – select based on anticipated hazards.

**Foot Protection**

* Construction workers should wear work shoes or boots with slip-resistant and puncture-resistant soles.
* Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

**Hand Protection**

* Gloves should fit snugly.
* Workers should wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work; welding gloves for welding; insulated gloves and sleeves when exposed to electrical hazards).

**Head Protection**

* Wear hard hats where there is a potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards.
* Hard hats – routinely inspect them for dents, cracks or deterioration; replace after a heavy blow or electrical shock; maintain in good condition.

**Hearing Protection**

**Ear plugs** are inserted to block the ear canal.

**Semi-insert ear plugs** which consist of two ear plugs held over the ends of the ear canal by a rigid headband.

**Ear muffs** consist of sound-attenuating material and soft ear cushions that fit around the ear and hard outer cups. They are held together by a head band.

# 34.0 risk assessment

Every identified hazard must be assessed to see if it is a significant hazard – something that could cause serious harm. Assessing risk is not an absolute science – it’s a ‘best estimate’ made on the basis of available information – this involves including all relevant people, including workers, in the process. A Risk Assessment Matrix,, like the one below, can help you to assess the likelihood and consequence of injury or harm.

* Gather information about each harm identified.
* Work out the likelihood of an injury or harm occurring.
* Consider how many people are likely to be exposed to hazard and for how long.
* Use the information to assess the likelihood and consequence of each hazard.
* Rate the risk (Low / Moderate / High / Extreme) using a risk table such as the example table below.
* Once the risk has been assessed and control measures are in place, assess the risk again to establish the residual risk.

A screenshot of a cell phone

Description automatically generated

# 

# 35.0 Health and Safety Audit form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT/SITE: | | | EMPLOYER: NO COMPANY | | |
| AREA/LEVEL: | | | AUDITOR: | | |
| PROJECT MANAGER: | | | DATE OF AUDIT: | | |
| SITE MANAGER/SUPERVISOR: | | | WEATHER: | | |
| 1 | Site Control | ✓/x | 9 | Mobile Plant/Equipment | ✓/x |
| 1.1 | Hazard/Safety Notice boards & signage up-to-date |  | 9.1 | COF/WOF/Inspection Certificate current |  |
| 1.2 | Construction Management Plan (Including: Environmental & Traffic Management Plan) in place & implemented |  | 9.2 | Inspections/ maintenance checks carried out regularly |  |
| 1.3 | Safety inductions completed for all on site |  | 9.3 | Mobile Plant & Equipment in good safe working condition |  |
| 1.4 | Emergency Evacuation Plan current with signage displayed on site |  | 9.4 | Controlled & operated at safe distance from workers & other vehicles |  |
| 1.5 | Weekly toolbox talks undertaken - last date |  | 9.5 | Drivers/operators adequately trained and competent |  |
| 1.6 | Weekly health & safety audit undertaken - last date / / |  | 9.6 | EWP – Logbooks supplied & completed |  |
| 2 | **Site Facilities** | **✓/x** | 10 | **Plant, Equipment & Machinery** | **✓/x** |
| 2.1 | Site Offices/ Sheds/Containers adequate for site occupancy, kept clean, with good lighting, power & water connected. |  | 10.1 | Being operated safely & correctly |  |
| 2.2 | Lunch Rooms/ Toilets adequate for site occupancy, kept clean, with good lighting & hot & cold water supplied. |  | 10.2 | Safe operating instructions made available |  |
| 2.3 | Temporary Site Facilities - Electrical installation tagged |  | 10.3 | Lockout procedure in place (as required) |  |
| 2.4 | Adequate site lighting |  | 10.4 | In good working condition with appropriate safety guards securely fitted |  |
| 2.5 | Adequate site fencing & car parking available |  | 10.5 | Operators adequately trained and competent |  |
| 2.6 | Site adequately secured with hoardings/ fencing & gates |  | 10.6 | Adequate PPE being worn |  |
| 3 | **General Site Tidiness and Access ways** | **✓/x** | 11 | **Hazardous Substances/Dangerous Goods** | **✓/x** |
| 3.1 | Clear & safe access/egress to work faces provided |  | 11.1 | Hazardous Substances /Dangerous Goods Register & Safety Material Data Sheets (SMDS’s) maintained & made available (No Company / Subcontractors) |  |
| 3.2 | Stairways & Landings kept clear |  |
| 3.3 | Loose materials secure from wind |  | 11.2 | Operators using correct PPE during task & handling |  |
| 3.4 | Trip, slips & fall hazards controlled |  | 11.3 | Safely & correctly stored in cool, dry & secure areas |  |
| 3.5 | Penetrations/Holes/manholes/drains covered |  | 12 | **Excavations/Trenches** | **✓/x** |
| 4 | **Personal Safety Equipment** | **✓/x** | 12.1 | Correctly shored |  |
| 4.1 | PPE signage displayed & legible (PPE requirements identified on Hazard board) |  | 12.2 | Safe access/egress provided |  |
| 4.2 | Correct PPE being worn in accordance with site rules/hazard board (i.e. Hardhats, Safety footwear, Hi-Vis, glasses, etc.) |  | 12.3 | Trench shields/shoring in place |  |
| 4.3 | Adequate PPE being worn according to tasks (i.e. glasses/ear muffs/vests/gloves/masks used |  | 12.4 | Pile caps in place & protected |  |
| 5 | **Fire Prevention/ Emergency & First Aid** | **✓/x** | 12.5 | Stockpiles controlled & managed |  |
| 5.1 | Evacuation Procedure/Plan in place & current |  | 12.6 | Suitable edge protection/physical barriers in place around excavations/trenches |  |
| 5.2 | Fire Horn/Fire Alarm system on site (tested & working) |  | 13 | **Cranes/Hoist/Lifting Equipment** | **✓/x** |
| 5.3 | Fire extinguishers available & sufficient (No.\_\_\_\_\_\_) |  | 13.1 | Proper lift assessment plan done |  |
| 5.4 | Fire extinguishers tagged & in serviced (12 monthly) |  | 13.2 | Crane certification current |  |
| 5.5 | Emergency Rescue Plan in place (for high risk work) |  | 13.3 | Slings/chains certified |  |
| 5.6 | 6 Monthly Trial Evacuation completed |  | 13.4 | Operator manuals/procedures in place |  |
| 5.7 | Accident/Near Miss Register available & current |  | 13.5 | Regular crane inspections being completed |  |
| 5.8 | Accident/Near Miss Investigation Reports completed & current |  | 13.6 | Man cage available |  |
| 5.9 | First Aid box available, sufficient & stocked (No.\_\_\_\_\_\_) |  | 13.7 | Emergency rescue plan in place |  |
| 6 | **Hazard Management** | **✓/x** | 13.8 | Process to secure crane/hoist at the end of each day |  |
| 6.1 | Hazard/Risk Register current |  | 14 | **Scaffolding** | **✓/x** |
| 6.2 | Task Analysis available & implemented for high risk work |  | 14.1 | Scaffold tagged & Current |  |
| 6.3 | Notifiable works notified to Work Safe NZ |  | 14.2 | Scaffold register/audits updated weekly |  |
| 6.4 | Site Hazards being controlled effectively |  | 14.3 | Handrails/mid-rails & toe boards safely installed |  |
| 7 | **Permit to Work (Excluding Hot Works)** | **✓/x** | 14.4 | Platforms safely installed, kept clear, trip free & tied down |  |
| 7.1 | Is there a permit to work system being implemented on site |  | 14.5 | Ladders/stairs & swing gates safely installed & secured |  |
| 7.2 | Is the permit to work system effectively communicated to all workers on site (i.e. Via hazard board, site inductions, etc.) |  | 14.6 | Base plates sound, plumb & secured |  |
| 14.7 | Headroom clear |  |
| 7.3 | Are permit forms & registers being completed, issued & maintained correctly? |  | 14.8 | Ties/bracing adequate |  |
| 14.9 | Is scaffold inspected & maintained on a regular basis |  |
| 7.4 | Task analysis being provided & implemented for high risk works |  | 15 | **Mobile Scaffold** | **✓/x** |
| 7.5 | Are Workers wearing correct PPE for task in line with their safe work methodology? |  | 15.1 | Set up property (on firm ground, wheels locked & turned out, outriggers secured, deck securely planked, guardrails & toe boards in place) |  |
| 7.6 | Is adequate fire fighting equipment (i.e. fire extinguishers) available & on hand for high risk works (i.e. hot works) |  | 15.2 | Mobile scaffold tagged & current (as & where required) |  |
| 8 | **Electrical Equipment, Tools, Leads, Plug Bosses, Lifeguards** | **✓/x** | 15.3 | Harnesses worn (as & where required) |  |
| 8.1 | Mains Electric board kept locked & weather tight |  | 16 | **Ladders** | **✓/x** |
| 8.2 | Current tagged electrical equipment, tools, leads, plug bosses, lifeguards (No Company & Subcontractor) |  | 16.1 | Ladders Industrial rated (130kg+) & suitable for task/ access (i.e. use of platform ladders, where work is done off ladder) |  |
| 8.3 | Safely controlled & placed around site, kept out of water |  | 16.2 | Ladders secured top and bottom (stays used on step ladders) |  |
| 8.4 | In safe working condition (appropriate safety guards fitted on tools) |  | 16.3 | Ladders in good safe working condition & checked regularly |  |
| 17 | **Falsework/Formwork/Propping/Reinforcing** | **✓/x** | 20 | Demolition | **✓/x** |
| 17.1 | Is the formwork, propping system secured, stable & safe |  | 20.1 | Nails removed from materials & controlled |  |
| 17.2 | Shuttering design & supports checked |  | 20.2 | Workers wearing correct PPE for task |  |
| 17.3 | Concrete formwork checked with plan executed before concrete pour |  | 20.3 | Demolition materials stored/stacked safely |  |
| 17.4 | Are work platforms for formwork safe & secure with access ladders provided to workface |  | 20.4 | Hazardous substances/dangerous goods/materials waste disposed of & handled safely (i.e. asbestos, steel, lead, lighting, chemicals, etc.) |  |
| 17.5 | Is there adequate edge protection/fall protection provided while working at height & constructing formwork |  | 20.5 | Air/Noise Monitoring undertaken (as required) |  |
| 17.6 | Is suitable PPE being worn for work task |  | 20.6 | Correct PPE worn for task |  |
| 17.7 | Is the propping systems braced, toed & suitable |  | 20.7 | Bins/waste chutes provided |  |
| 17.8 | Are vertical reinforcing steel bars capped |  | 21 | **Administration** | **✓/x** |
| 18 | **Fall Hazards Controlled** | **✓/x** | 21.1 | Visitors sign in log implemented |  |
| 18.1 | Excavations/Trenches |  | 21.2 | No Company SSSP current & available |  |
| 18.2 | Floor edges/ openings |  | 21.3 | Subcontractors SSSP’s supplied & approved for current works |  |
| 18.3 | Lift shafts |  | 21.4 | Subcontractor Toolbox Talk & Safety Audit Wall Chart displayed & maintained by No Company Supervisor & Subcontractors. |  |
| 18.4 | Stairs |  |
| 18.5 | Roofs |  | 22 | **Other** | **✓/x** |
| 19.0 | **Training & Competency** | **✓/x** | 22.1 | No Radios on site |  |

|  |  |  |  |
| --- | --- | --- | --- |
| REMEDIAL ACTION SCHEDULE | | | |
| ITEM | COMMENTS/ACTION DESCRIPTION | PERSON TO ACTION | COMPLETED |
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# 36.0 First aid register

This First Aid Register is to be used to record work related incidents that require first aid treatment on site. For example, providing a fresh Band-Aid for a cut from an incident that happened at work.

**If the treatment relates to a Company Name incident, details must be recorded on a Company Name Incident Report Form.**

It is recommended this register is fixed inside the door/lid of a first aid kit.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of injured: | Date: | Time: | Nature of Injury:  (e.g. Cut) | Body Part(s) treated: | First Aid Treatment: | First Aid stock used: | First Aider: | Checked Incident Report not required |
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# 37.0 HAZARD RISK register

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date Identified | Hazard | Potential Risk | Risk Score  3 is  high | Significant  Y/N | Control  Method  E / M | Recommended  Controls |
|  |  | Slippery Surfaces | Sprain/Strain/ Bruising/Fracture | 3 | Yes | M | * Avoid creating liquid spills onto surfaces * Cone or barricade area, display warning sign * Mop dry or spread absorbent material to slippery surface * Wear rubber sole footwear – ensure potential leaks do not Eventuate |
|  |  | Falling objects | Cuts/Bruising/concussion | 3 | Yes | M | * Do not place objects unsupported or near edges of openings. * Restrain objects with ropes or ties * Wear hard hats & chin strap and steel cap boots |
|  |  | Elevated Work Platform | Accidents caused by insufficiently experienced operators. | 2 | Yes | M | * No person to operate the EWP without permission of the Venue Technical Manager * An induction is to be given to all persons using the venues EWP for their first time * Tasks requiring the use of the EWP to be designated only to persons with sufficient experience |
|  |  |  | Accidents caused by equipment damage or poor maintenance | 2 | Yes | M | * A pre-operation check to be carried out and the results to be recorded in the on-board logbook * Routine inspections must be carried out by a competent person at least every 3 months * A thorough examination must be carried out by a certified inspector after any incident, major repair or modification, or at least every 6 months |
|  |  |  | Moving the EWP with a person at height in the bucket causing fall from height | 3 | Yes | M | •  Alternatives to be considered before moving the EWP with a person at height  •  All extension arms must be installed be as close to the floor as possible.  •  The mast must not be at full extension  •  The EWP shall always be pushed, not pulled  •  There must always be two people to provide stability off movement  •  In order to maintain clear communication, there should be minimal noise  •  working lights should be turned on until the EWP is safely positioned. |
|  | Date Identified | Hazard | Potential Risk | Risk Score | Significant  Y/N | Control  Method  E / M | Recommended  Controls |
|  |  | Ladders | Improper setup or use causing falls from height | 3 | Yes | M | •  Ladders to be industrial or trade rated  •  Ensure ladder is in good condition and long enough for the job  •  Keep area around the base clear  •  Secure top of extension ladders  •  Maintain three points of contact  •  Face the ladder while ascending / descending  •  Stepladders must only be used in the completely open position, and only climbed on the side with steps  •  Do not place ladders onto other objects to increase height.  •  A step ladder should not be used as a work platform.  •  Observe NZ Good practice guidelines for working at height |
|  |  | Electricity | Electrical faults caused by faulty workmanship | 3 | Yes | M | Only persons accredited under relevant legislation shall be engaged to undertake electrical maintenance or installation. |
|  |  |  | Electrical fault due to general wear and tear | 2 | Yes | M | * Cables must not be twisted, crushed or kinked * Any deteriorated or poorly maintained equipment must be removed from service and/or replaced * Protect cables shall from sharp edges or heavy loads * Cables should be checked regularly for overheating, loose connections, fraying or other damage. * All equipment is to be well maintained and tested in accordance with ASNZS3760:2010 |
|  |  |  | Electrical Fire | 2 | Yes | M | Provide appropriate fire extinguishers in areas with high levels of electrical energy |
|  |  | Noise | Damage to hearing, noise induced hearing loss | 3 | Yes | M | * Carry out noise level monitoring if in doubt * Wear hearing-protection where required |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date Identified | Hazard | Potential Risk | Risk Score | Significant  Y/N | Control  Method  E / M | Recommended  Controls |
|  |  | Scaffolding | Structural collapse | 2 | Yes | M | * Scaffolding must be erected and dismantled by experienced personnel using the proper equipment. * A certified scaffold rigger must erect any scaffolding that exceeds 5m in height * Inspect before use and after any alteration * A register of weekly checks must be attached to scaffolds over 5 meters in height * Scaffolding more than 1.8m high must be fully planked out with toe boards * Scaffolding more than 1.8m high must have continuous hand- and mid-rails at all work platforms * Scaffolds must be erected on firm foundations * Free- standing scaffold height to smallest base ratio must not exceed 3:1. * Scaffolders must display appropriate, clear and unobstructed signage during construction, dismantling, adjustment or modification of scaffolding * DO NOT carry out any adjustments to scaffolding structures unless instructed by the Technical Manager |
|  |  |  | Objects falling from height while using or constructing scaffolding. | 3 | Yes | M | * All hand tools must be secured to the worker or structure * Equipment being ferried up/down the scaffolding must be properly secured * All equipment on top must be secured to the framework. * Scaffolding more than 1.8m high must be equipped with toe boards |
|  |  | Ladder | Fall from unstable ladder | 3 | Yes | M | * All 3 step ladders will have four feet on stable surface, legs locked, certified safety rails and be level. All open ladders will be tied at the top and footed at the bottom – or tied at the top and a person will hold the bottom. * Ladders will be at no more than a 30Deg angle. A ladder must project at least 1 meter above any landing place. When on a ladder your body must |
|  |  | Roof | Fall from roof | 3 | Yes | M | * Use scaffolding where applicable for external wall chimneys. Have protection rails around roof edge if required. Follow our working at heights guidelines. |
| . |  | Stanley  knives | Cut | 3 | Yes | M | * When using a Stanley knife all care should be taken to ensure your other hand and your body are not placed where the Stanley knife would go to if a slip occurs |

# 38.0 INCIDENT INVESTIGATION FORMS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Incident Investigation Report** | | | | |
| **Particulars of incident:** | | | | |
| Date: | | Time: | | Location: |
| **Type of incident (please circle below):** | | | | |
| Injury Illness Environmental Notifiable event Other: | | | | |
| Reported by: | | | | Phone: |
| Role in the event: | | | | Email: |
| **The injured person:** | | | | |
| Name: | | | | Address: |
| Age: | Phone: | | |  |
| Witness(s): | | | | |
| Name: | | | | Phone: |
| Name: | | | | Phone: |
| **Describe the incident:**  *(space overleaf for diagram if needed)* | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Describe any illness or injury:** *What part of the body is affected and how?* | | | | |
|  | | | | |
|  | | | | |
| **Describe any property damage:** *What damage was caused and how?* | | | | |
|  | | | | |
|  | | | | |
| **Analysis:** *What do you think caused or contributed to the incident?* | | | | |
|  | | | | |
|  | | | | |
| **Prevention:** *What action has been taken to prevent a reoccurrence?* | | | | |
|  | | | | |
| **Have all preventative actions been reviewed by the site manager Company Name Representative and implemented? Yes No** | | | | |
| Signature: | | | | Date completed: |
| Treatment: | | | | |
| A & E Hospital: | | | | Doctor: |
| Type of treatment provided: | | | | |
| Notification and investigation WORKSAFE PHONE: (0800) 030-040 (24 hours) | | | | |
| Worksafe NZ advised by: | | | Date: | |
| Investigation conducted by: | | | Date: | |

# 39.0 NOTIFIABLE EVENT

One of the duties a PCBU (Person Conducting a Business or Undertaking) has under the Health and Safety at Work Act 2015 (HSWA) is in relation to Notifiable Events.

PCBUs must notify WorkSafe as soon as possible after becoming aware that a Notifiable Event arising out of the conduct of their business has occurred.

**What is a Notifiable Event?**

**A Notifiable Event is any of the following:**

The death of a person

A Notifiable Injury or Illness

A Notifiable Incident

A Notifiable Injury or Illness includes the following:

* Amputation of any body part
* Serious head or eye injury
* A spinal injury
* Loss of bodily function
* A serious burn
* Serious laceration
* Any injury or illness which would require the person to be admitted to hospital for immediate treatment or which would require a person to have medical treatment within 48 hours of exposure to a substance
* Any serious infection for which the carrying out of the work is a significant factor or is attributable to the carrying out of the work
* Any other injury or illness which is declared to be a Notifiable Injury or Illness under the Regulations
* A Notifiable Incident is any unplanned or uncontrolled incident in relation to a workplace which exposes a worker or any person to a serious risk to their health and safety arising from exposure to:
* An escape, spillage or leakage of a substance
* Implosion, explosion or fire
* Escape of gas, steam or a pressurised substance
* An electric shock
* Fall or release from height of any item
* Collapse or failure of plant or excavation
* Collapse or partial collapse of a structure
* Inrush of water, mud or gas in relation to underground excavation
* Interruption of ventilation in underground tunnel or excavation
* Collision between 2 vessels
* Any other incident which is declared to be a Notifiable Incident under the Regulations

**How do you notify Notifiable Events?**

Most importantly you must provide notification to WorkSafe as soon as possible after you become aware that a Notifiable Event has occurred. You can provide notification to WorkSafe via the telephone or in writing (including via email or fax). Any notification must be given by the fastest means possible in the circumstances.

If you give notice via the telephone WorkSafe may require you to give written notice within 48 hours of it being informed. Notice must be in the form and contain the details required by WorkSafe. Worksafe has a form on its website which can be used to provide notice of a Notifiable Event. The form can be found here. WorkSafe must give you details of the information received or an acknowledgement of having received the notification.

What are your record keeping requirements?

You must keep a record of each Notifiable Event for at least 5 years from the date on which notice is given to the WorkSafe. The records must contain any information required by the Regulations.

# 40.0 COMPETENCY register

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Workers Name |  |  |  |  |  |  |  |  |  |
| Bolster |  |  |  |  |  |  |  |  |  |
| Concrete cutter |  |  |  |  |  |  |  |  |  |
| Brick hammer |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Chisel |  |  |  |  |  |  |  |  |  |
| Circular saw |  |  |  |  |  |  |  |  |  |
| Concrete mixer |  |  |  |  |  |  |  |  |  |
| Cordless drill |  |  |  |  |  |  |  |  |  |
| Crowbar |  |  |  |  |  |  |  |  |  |
| Digging bar |  |  |  |  |  |  |  |  |  |
| End frames |  |  |  |  |  |  |  |  |  |
| Float |  |  |  |  |  |  |  |  |  |
| Gloves |  |  |  |  |  |  |  |  |  |
| Hand saw |  |  |  |  |  |  |  |  |  |
| Helmet |  |  |  |  |  |  |  |  |  |
| Hoe |  |  |  |  |  |  |  |  |  |
| Rebar driver |  |  |  |  |  |  |  |  |  |
| Jack plane |  |  |  |  |  |  |  |  |  |
| Ladder |  |  |  |  |  |  |  |  |  |
| Plum Bob |  |  |  |  |  |  |  |  |  |
| Mason’s square |  |  |  |  |  |  |  |  |  |
| Digging Bar |  |  |  |  |  |  |  |  |  |
| Measuring tape |  |  |  |  |  |  |  |  |  |
| Measuring wheel |  |  |  |  |  |  |  |  |  |
| Forklift |  |  |  |  |  |  |  |  |  |
| Harness |  |  |  |  |  |  |  |  |  |
| Plumb rule |  |  |  |  |  |  |  |  |  |
| Polishers |  |  |  |  |  |  |  |  |  |
| Putty knife |  |  |  |  |  |  |  |  |  |
| Rammer |  |  |  |  |  |  |  |  |  |
| Tile cutter |  |  |  |  |  |  |  |  |  |
| Concrete breaker |  |  |  |  |  |  |  |  |  |
| Needle Vibrator |  |  |  |  |  |  |  |  |  |
| Earth Rammer |  |  |  |  |  |  |  |  |  |
| Dumpers trailers |  |  |  |  |  |  |  |  |  |
| Hiab |  |  |  |  |  |  |  |  |  |
| Hoist |  |  |  |  |  |  |  |  |  |
| Scaffolding |  |  |  |  |  |  |  |  |  |
| Trench work |  |  |  |  |  |  |  |  |  |
| MEWP |  |  |  |  |  |  |  |  |  |
| Work Platform |  |  |  |  |  |  |  |  |  |
| Cherry picker |  |  |  |  |  |  |  |  |  |
| Chop Saw |  |  |  |  |  |  |  |  |  |
| Electric sander |  |  |  |  |  |  |  |  |  |
| Nail gun |  |  |  |  |  |  |  |  |  |
| Chain saw |  |  |  |  |  |  |  |  |  |
| Disc sander |  |  |  |  |  |  |  |  |  |
| Hammer Drill |  |  |  |  |  |  |  |  |  |
| Router |  |  |  |  |  |  |  |  |  |
| Air Compressor |  |  |  |  |  |  |  |  |  |
| Angle Grinder |  |  |  |  |  |  |  |  |  |
| Impact driver |  |  |  |  |  |  |  |  |  |
| Heat Gun |  |  |  |  |  |  |  |  |  |
| Planner |  |  |  |  |  |  |  |  |  |
| Reciprocating saw |  |  |  |  |  |  |  |  |  |
| Table saw |  |  |  |  |  |  |  |  |  |
| Scissor lift |  |  |  |  |  |  |  |  |  |
| Man lift |  |  |  |  |  |  |  |  |  |
| Telehandler |  |  |  |  |  |  |  |  |  |

# 41.0 TOOLBOX MEETING / prestart meeting forms

PRESTART MEETING

|  |  |
| --- | --- |
| Project Name:  Principal Contractor: | Location: |
| Date: | Time: |

ATTENDED BY:

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name | Company | Signature | Date |
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HAZARDS THE LOCATION HOW DID YOU SOLVE THE PROBLEM

|  |
| --- |
| 1 |
|  |
| 2 |
|  |
| DISCUSSION POINTS. |
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# 42.0 TOOLBOX MEETING

Our toolbox meetings are Fridays at 7.00 am, these are mandatory.

They will be held in the lunchroom.

If you have any issues or success stories, please entertain us at the meeting

|  |  |
| --- | --- |
| Project Name:  Principal Contractor: | Location: |
| Date: | Time: |

**Attended by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Company | Signature | Date |
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**Today’s Topic**

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# 43.0 Hazard Register

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| PROJECT/SITE | | | | | | | | | | | | |
| IDENTIFIED HAZARD | POTENTIAL HARM | SIGNIFICANT HAZARD | | E | I | M | HAZARD CONTROLS | REGULAR CHECK OF HAZARD CONTROLS IN PLACE | | | | |
|
|  |  | Yes | No |  |  |  |  | Training Required | Date Checked | Date Checked | Date Checked | Date Checked |
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# 44.0 Hazardous Substance/Dangerous Goods Register

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| PROJECT/SITE | | | | EMPLOYER | | | |
| “SDS” records concise health, safety and technical information held for all products used and stored by the organisation | | | | | | | |
| Date | Substance, Chemical, Material or Solvent | Supplier SDS Report Held Y/N | Hazard Potential | Safer Alternative | Protective Clothing Required | Action Recommended | Action Review Date |
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| **Completion guide and action sign-off**  Completed Safety Data Sheets are held for all products and the information, health risks and the directive to use protective equipment have been conveyed to employees and recorded in the Safety Training and Competency Register……………..……………………..…………….……signed (Site management) ………………………..….(Date) | | | | | | | |

# 45.0 Task Analysis Worksheet

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | **PROJECT/SITE** | | | **EMPLOYER** | | | **DATE** |
| **PPE required:** | |  | | | | | **Task Analysis completed by:**  **Date:** | | |
| **Plant required:** | |  | | | | |
| **Signage required:** | |  | | | | |
| SEQUENCE OF BASIC STEPS | | | | POTENTIAL SIGNIFICANT HAZARDS | | | HAZARD CONTROL METHOD | | |
| List the 4 to 8 steps required to complete the job  (Follow the flow of the product or the process) | | | | List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what can go wrong  (Use the Seven Point Analysis as a guide) | | | List the control methods required to ELIMINATE, ISOLATE or MINIMISE each SIGNIFICANT hazard | | |
| **Step**  **No.** |  | | | **Step**  **No.** |  | | **E/I/M** |  | |
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**Seven Point Analysis   
To help identify hazards, for each step ask – Can I?:**

|  |  |
| --- | --- |
| * strain or sprain my back or other muscle * be caught in, on or between anything * slip, trip or fall from height, on the same or lower level * be injured by poor plant/job design | * be struck by or against anything * come in contact with a hazardous substance * come in contact with an energy source |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SEQUENCE OF BASIC STEPS | | POTENTIAL SIGNIFICANT HAZARDS | | HAZARD CONTROL METHOD | |
| List the 4 to 8 steps required to complete the job (Follow the flow of the product or the process) | | List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what can go wrong  (Use the Seven Point Analysis as a guide) | | List the control methods required to ELIMINATE, ISOLATE or MINIMISE each SIGNIFICANT hazard | |
| **Step**  **No.** |  | **Step**  **No.** |  | **E/I/M** |  |
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| --- | --- |
| Task Analysis completed/reviewed: | Date: |

# 46.0 Pre-start Site Assessment

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| --- | --- | --- |
| PROJECT/SITE | ASSESSOR | SIGNED  DATE |

|  |  |  |
| --- | --- | --- |
| Hazards | √ | Controls |

**Height/Overhead Work:**

|  |  |  |
| --- | --- | --- |
| Falling material |  |  |
| Ladders |  |  |
| Scaffolds |  |  |
| Roofs |  |  |
| Cranes |  |  |
| Elevated work platforms |  |  |
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**Trenches/Confined Spaces:**

|  |  |  |
| --- | --- | --- |
| Pits and trenches |  |  |
| Tanks |  |  |
| Shafts |  |  |
| Confined spaces |  |  |
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**Plant:**

|  |  |  |
| --- | --- | --- |
| WoF/current test tag |  |  |
| Machine guards |  |  |
| RCDs |  |  |
| Leads |  |  |
| Vibration |  |  |
|  |  |  |

**General Environment:**

|  |  |  |
| --- | --- | --- |
| Public access/protection |  |  |
| Signage/barriers |  |  |
| Organisation/housekeeping |  |  |
| Wet/slippery environment |  |  |
| Hazardous materials |  |  |
| Chemicals |  |  |
| Services (gas/water/power) |  |  |
| Exposure to weather |  |  |
| Extreme temperatures |  |  |
| Traffic |  |  |
| Noise |  |  |
| Dust and debris |  |  |
| Explosion/fire |  |  |
| Machinery |  |  |
| Mobile plant |  |  |

**Personal Protective Equipment:**

|  |  |  |
| --- | --- | --- |
| Safety boots |  |  |
| Hearing protection |  |  |
| Eye protection |  |  |
| Hi viz clothing |  |  |
| Safety helmet |  |  |
| Respiratory protection |  |  |
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# 47.0 Self-Safety Inspection Checklist

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| **PROJECT/SITE** | | | | | **EMPLOYER** | | | |
| **Safety representative:** | | | | | **Inspection by:**  **Date:** | | | |
| **Remedial complete (sign/date):** | | | | | | | | |
| 1 | **Site Control** | | | **✓/x** | 9 | **Welding/Gas Cutting** | | **✓/x** |
| 1.1 | Hazard board and signage up-to-date | | |  | 9.1 | Hot work permits being issued | |  |
| 1.2 | Environmental plan – issues | | |  | 9.2 | Fire extinguishers on hand | |  |
| 1.3 | Toolbox Talk last date / / | | |  | 9.3 | Operators using PPE | |  |
| 1.4 | Safety inductions for all on site | | |  | 10 | **Electrical Equipment** | |  |
| 1.5 | Safety notice board current | | |  | 10.1 | Main board lockable/weatherproof | |  |
| 2 | **Site Facilities** | | |  | 10.2 | Current tagged and damage-free leads | |  |
| 2.1 | Offices – clean, adequate and good lighting | | |  | 10.3 | Current tagged plant | |  |
| 2.2 | Smoko sheds – clean, potable water | | |  | 10.4 | Current tagged lifeguards | |  |
| 2.3 | Toilets – clean, washing water | | |  | 10.5 | Leads safely placed | |  |
| 2.4 | Tool/equipment sheds adequate | | |  | 10.6 | Equipment in good condition | |  |
| 3 | **General Site Tidiness and Accessways** | | |  | 10.7 | Appropriate guards on equipment | |  |
| 3.1 | Clear, safe access to work areas | | |  | 10.8 | Adequate temporary lighting | |  |
| 3.2 | Stairways and accessways clear | | |  | 11 | **Chemicals** | |  |
| 3.3 | Hoardings/fence and gates secure | | |  | 11.1 | Correctly stored | |  |
| 3.4 | Loose materials secure from wind | | |  | 11.2 | Safety Data Sheet (SDS) available | |  |
| 4 | **Personal Safety Equipment** | | |  | 11.3 | Operators using PPE | |  |
| 4.1 | Signage displayed and legible | | |  | 12 | **Tools** | |  |
| 4.2 | Hardhats being worn | | |  | 12.1 | PAT tool WoF current and secure | |  |
| 4.3 | Correct footwear being worn | | |  | 12.2 | Staff trained in tool use (SWPS) | |  |
| 4.4 | Glasses/ear muffs/vests/masks used | | |  | 12.3 | PAT signage on site | |  |
| 5 | **First Aid/Fire Prevention** | | |  | 13 | **Scaffolding** | |  |
| 5.1 | First Aid box | Available | Current |  | 13.1 | Notifiable weekly Scaftag/current | |  |
| 5.2 | Accident register | | |  | 13.2 | Handrails/mid-rails | |  |
| 5.3 | Fire extinguishers | Available | |  | 13.3 | Toe boards | |  |
| 5.4 |  | Current (12 mth) | |  | 13.4 | Platforms | |  |
| 5.5 |  | Sufficient number | |  | 13.5 | Ladders/stairs | |  |
| 5.6 | Evacuation | Procedure current | |  | 13.6 | Base sound | |  |
| 5.7 |  | All emergencies incl | |  | 13.7 | Work platforms clear | |  |
| 6 | **Cranes/Hoist/Lifting Equipment** | | |  | 13.8 | Platforms trip free | |  |
| 6.1 | Proper lift assessment plan done | | |  | 13.9 | Planks tied down | |  |
| 6.2 | Crane certification current | | |  | 13.10 | Headroom clear | |  |
| 6.3 | Slings/chains certified | | |  | 13.11 | Ties/bracing adequate | |  |
| 6.4 | Operator procedures in place | | |  | 14 | **Ladders** | |  |
| 6.5 | Inspections being done | | |  | 14.1 | Good condition | |  |
| 6.6 | Man cage available | | |  | 14.2 | Secured top and bottom | |  |
| 6.7 | Emergency plan in place | | |  | 14.3 | Stays to step ladders | |  |
| 7 | **Compressed Air Equipment** | | |  | 14.4 | Working 2 steps down | |  |
| 7.1 | In good condition | | |  | 15 | **Fall Hazards** | |  |
| 7.2 | Appropriate guards fitted | | |  | 15.1 | Floor edges | Floor openings |  |
| 7.3 | Trained user | | |  | 15.2 | Lift shafts | Stairs |  |
| 8 | **Excavations** correctly shored | | |  |  | Excavations | |  |

**Remedial Action Schedule**

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| --- | --- | --- | --- |
| ITEM | COMMENTS/ACTION DESCRIPTION | PERSON TO ACTION | COMPLETE |
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# 48.0 Accident/Incident Register

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| PROJECT/SITE | | EMPLOYER | | | | |
| Date and Time | Details:  Name of person (injured or observer):   * Description of accident/incident/near miss * Cause of harm (if any) * Type of injury/disease (if any) | Immediate action taken:   * First Aid * Corrective action * Review Hazard Register | Serious Harm  Y/N | WORKSAFE NZ  Notified  Y/N  Date | Investigation  actioned and documented  Y/N  (Separate form 12) | Investigation outcomes  discussed at safety meeting on: |
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