



Terracon Industries Ltd

Site Specific Safety Plan



## Terracon Industries Ltd

### Health and Safety Policy Statement

**Terracon Industries Limited** is committed to maintaining a safe and healthy workplace to ensure that our employees and others are not injured. ***Our goal is to eliminate all injuries, accidents and incidents.***

To achieve this goal we will make safety a priority on all of our sites and jobs and we will require active participation by everyone in our business to adequately plan the work we are carrying out and to act safely at all times.

We will:

1. Plan ahead to systematically identify and control all hazards in our workplace and to ensure our employees have the right plant and skills needed to work safely and control these hazards.
2. Involve our employees in safety activities.
3. Induct and train our employees to recognise and control hazards and hold regular safety meetings.
4. Monitor our workplace to ensure our planned controls are effective.
5. Supervise our employees to ensure they are acting safely.
6. Record all incidents and accidents in our workplace, investigate all known incidents and accidents and take action to prevent recurrence.
7. Develop and implement emergency and evacuation procedures.
8. Ensure all plant and equipment is maintained and safe to use.
9. Ensure our employees are provided with appropriate personal protective equipment (PPE).

It is our policy to take all practicable steps to comply with the provisions of the Health and Safety in Employment Act 1992 and amendment 2002, the Health and Safety in Employment Regulations 1995 and all Codes of Practice and Guidelines applying to the business.

Signed: \_\_\_\_\_ Print Name \_\_\_\_\_

Director (s)

Date:            /            /2010

Review date:   /            /2011



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## Disclaimer

Information contained in this document is intended only as a guide to establishing safety systems and improvements to workplace safety. While every effort has been made to ensure the accuracy of this information, errors and omissions may occur. No liability is assumed by Site Safe New Zealand (Inc) for any losses suffered directly or indirectly by any person relying on the information contained in this document

# Definition of Terms:

## Harm

- An injury or illness.

## Trivial Harm

- Anything more than a minor annoyance
- Could be first-aid cases
- Make a reasonable assessment – no “line in the sand”.

## Serious Harm

The First Schedule from the Health and Safety in Employment Act 1992 defines serious harm as:

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burns of eye, penetrating wound of eye, bone fracture, laceration, crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist Registered Medical Practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a Registered Medical Practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm's occurrence.

## All Practicable Steps

All reasonable steps to achieve a result (control) under the circumstances having regard to:

1. The severity of harm (the injury) that may be suffered if the result is not achieved.
2. What is known about the likelihood of harm if the result is not achieved (if something goes wrong).
3. What is known about the job, the hazards and about harm from past experiences doing the job (what can go wrong).
4. What is known about the controls available and their effectiveness (Codes of Practice, Best Practice, experience).
5. The availability and cost of each of those controls.

## Control Hierarchy

The Control Hierarchy is used to determine the Practicable Steps that should be taken to keep workers from being harmed. The Control Hierarchy requires employers to take all practicable steps to eliminate significant hazards. Where it is not practicable to eliminate hazards, they must be isolated. Where it is not possible to eliminate or isolate hazards they must be minimised. The severity of the injury and likelihood of harm from hazards must be considered when deciding which practicable steps to take.

**Eliminate:** Your first priority is to eliminate significant hazards. This is the best option as it gets rid of the hazard. An example of elimination is assembling structural framework on the ground and lifting it into position eliminating the need for work at height, or filing in a trench rather than putting up barriers.

**Isolate:** Your second priority where elimination is not practicable is to separate yourself from the hazard using physical barriers, time or distance. All isolated hazards must be monitored. An example of isolation is working from a scissor lift or using edge protection of any kind.

**Minimise:** Your last resort where elimination or isolation is not practicable is to minimise hazards. Minimised hazards are still very real and can still cause serious harm if anything goes wrong or if anyone makes a mistake. All minimised hazards must be carefully monitored. Examples of minimisation are training, PPE such as harnesses or hard hats and signs.

## Significant Hazard

Any hazard that did or that have the potential to cause serious harm or harm that is more than trivial.

## Significantly Hazardous Work

- Any work being completed under a Permit to Work system including but not limited to: confined spaces, hot work, powder powered tools, work at height, excavations, etc. (Note: some of these activities may be underway but may not be carried out under a permit system).
- Department of Labour Notifiable Work
- Any work requiring a Certificate of Competence including but not limited to powder powered tools and scaffolding over 5 metres
- Any fall arrest system.

# Construction – Approved Codes of Practice (ACOPS)

<p>The following Approved Codes of Practices are not an exhaustive list but a guide to what is available, to find more codes of practice refer to: <a href="http://www.dol.govt.nz">www.dol.govt.nz</a></p> <p>ACOP's (Approved Codes of Practice) contain the best guidance available at the time of publishing. However you should consider the effect of any changes to the law since then. Refer to information on HSE Act and HSNO Act (<a href="http://www.dol.govt.nz">www.dol.govt.nz</a>). You should also check that the Standards referred to are still current. Refer to <a href="http://www.standards.co.nz">www.standards.co.nz</a></p> <p>For a list of new or updated publications, check out <a href="http://www.dol.govt.nz">www.dol.govt.nz</a></p> <p>Please note in particular that many of the Approved Codes of Practice were issued prior to the HSE amendment and a number of the standards they refer to are now out of date. Any amendments to or revocation of an Approved Code of Practice must be approved by the Minister.</p> <p><b>Approved Codes of Practices</b></p> <ul style="list-style-type: none"> <li>▪ Cranes – Approved Code of Practice for – includes the design, manufacture, supply, safe operation, maintenance and inspection of cranes</li> <li>▪ Demolition – Approved Code of Practice for</li> <li>▪ Excavation and Shafts for Foundations – Approved Code of Practice for</li> <li>▪ Forklifts – Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks</li> <li>▪ <b>Management of Substances Hazardous to Health (MOSHH) in the place of Work – Approved Codes of Practice</b></li> <li>▪ Managing Hazards to Prevent Major Industrial Accidents – Approved Code of Practice</li> <li>▪ Noise in the Workplace – Approved Code of Practice for the Management of.</li> <li>▪ Operator Protective Structures on Self-Propelled Mobile Mechanical Plant – Approved Code of Practice</li> <li>▪ 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Construction industry – Guidelines for the Provision of Facilities and General Safety in the</li> <li>▪ Cranes – Approved Code for Practice for – includes the design, manufacture, supply, safe operation, maintenance and inspection of cranes</li> <li>▪ Demolition – Approved Code of Practice for</li> <li>▪ Excavation and shafts for foundations – Approved Code of Practice for</li> <li>▪ Falls – Guidelines for the Prevention of</li> <li>▪ Falls – Wear your harness (sticker)</li> <li>▪ Falls from heights – Avoiding</li> <li>▪ Heights – Safe work at</li> <li>▪ Heights – Working at – Department of Labour Health and Safety Position Paper</li> <li>▪ Managing Hazards to Prevent Major Industrial Accidents – Approved Code of Practice for</li> <li>▪ Nailers and Staplers – Guidelines for the Safe Use of Portable Mechanically Powered</li> <li>▪ Operator Protective Structures on Self-propelled Mobile Mechanical Plant – Approved Code of Practice for</li> </ul>	<ul style="list-style-type: none"> <li>▪ 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Principles and General Safety for</li> <li>▪ Noise abatement for circular saws</li> <li>▪ Pressure equipment (excluding boilers) – Approved Code of Practice</li> <li>▪ Pressure equipment, cranes, and passenger ropeways regulations 1999 – A General Guide to the Health and Safety in Employment</li> </ul> <p><b>Hazardous Substances and New Organism (HSNO)</b></p> <ul style="list-style-type: none"> <li>▪ Hazardous Substances in the Manufacturing Industry: Fibre-composite boat building sector</li> <li>▪ <b>HSNO Bulletins – Hazardous Substances and New Organisms (series)</b></li> </ul> <p><b>Legislation</b></p> <ul style="list-style-type: none"> <li>▪ <b>Accident or serious harm – form of register or notification of circumstances of construction industry – Guidelines for the Provision of Facilities and General Safety in</b></li> <li>▪ <b>Hazardous Work – Notification of Particular – Form</b></li> <li>▪ Health and Safety in Employment Amendment Act 2002 (Fact sheets)</li> <li>▪ Health and Safety in Employment Amendment Act 2002 (publications)</li> <li>▪ Health and Safety in Employment Act – A Guide to Second Edition Revised to include the Health and Safety in Employment Act Amendment 2002</li> <li>▪ Health and Safety in Employment Act – A Consolidated Version</li> <li>▪ <b>Health and Safety in Employment Amendment Act 2002</b></li> <li>▪ Health and Safety Management Systems Assessment</li> </ul> <p><b>Noise</b></p> <ul style="list-style-type: none"> <li>▪ Noise in the Workplace – Approved Code of Practice for the Management of</li> <li>▪ Noise in the Workplace – Approved Code of Practice for the Management of – An Introduction to</li> </ul> <p><b>Occupational Health</b></p> <ul style="list-style-type: none"> <li>▪ Asbestos – Guidelines for the Management and Removal of</li> <li>▪ Asbestos Exposure and Disease Notes for Medical Practitioners</li> <li>▪ Asbestos Registers – National – Annual Reports</li> <li>▪ Lead-based Paint – Repainting</li> <li>▪ Lead-based Paints – Guidelines for the Management of</li> </ul> <p><b>OOS/Manual Handling</b></p> <ul style="list-style-type: none"> <li>▪ Manual Handling – Code of Practice for</li> </ul> <p><b>Workplaces/Industrial Processes</b></p> <ul style="list-style-type: none"> <li>▪ <b>Confined Space – Safe Working in a</b></li> <li>▪ Confined Space Hazard – Warning: (sticker)</li> <li>▪ Confined Spaces: Planning Entry and Working Safely in a Confined Space</li> <li>▪ Temperature – Guidelines for the Management of Work in Extremes of</li> <li>▪ Temperature in Places of Work – What you need to know about</li> <li>▪ Welding – Health and Safety in</li> <li>▪ Welding Health and Safety Assessment Tool</li> </ul>
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# Incident Reporting and Investigating

Our Employees are encouraged to report all incidents and accidents. We do not blame employees for reporting or having incidents, but look at our company's own policies and procedures that may have lead to them. All reported incidents and accidents need will be investigated to determine the contributing and root causes and we will take immediate corrective action to eliminate those causes.

The Incident and Accident Register included in this Safety Plan will be used to record all reported incidents and accidents and using the Incident and Accident Investigation Report included with this Safety Plan to ensure the causes and required corrective actions are known and are implemented.

In the event of a serious harm incident all necessary steps will be taken to prevent further injury and we will secure the scene to ensure it is not disturbed. The Department of Labour will be notified immediately by ringing the number posted on the Emergency Plan.

Any Department of Labour Notices placed on our work activities while working on site under your control will need to be complied with by us.

## Accident Investigation Tips

### Step 1 - Gather Information from:

- **Physical evidence**
  - Photographs
  - Sketches
  - Plant and equipment
  - Specimens and materials
- **Witnesses**
  - Explain the purpose of the investigation
  - Put them at ease – do not place blame
  - Listen
  - Ask open-ended questions
  - Ask for recommendations
  - Obtain a written statement
- **Documentation**
  - Training records
  - Hazard Registers and Task Analysis
  - Maintenance and Inspections records
  - SDS
  - Accident Reports

### Step 2 - Analyse the Information:

- Find the primary cause – the safety system failure
- Find the secondary cause – the unsafe actions or conditions
- Ask at least five “why’s” – a series of why questions until you come to a conclusion where no more questions can be asked

### Step 3 - Recommend Corrective Action:

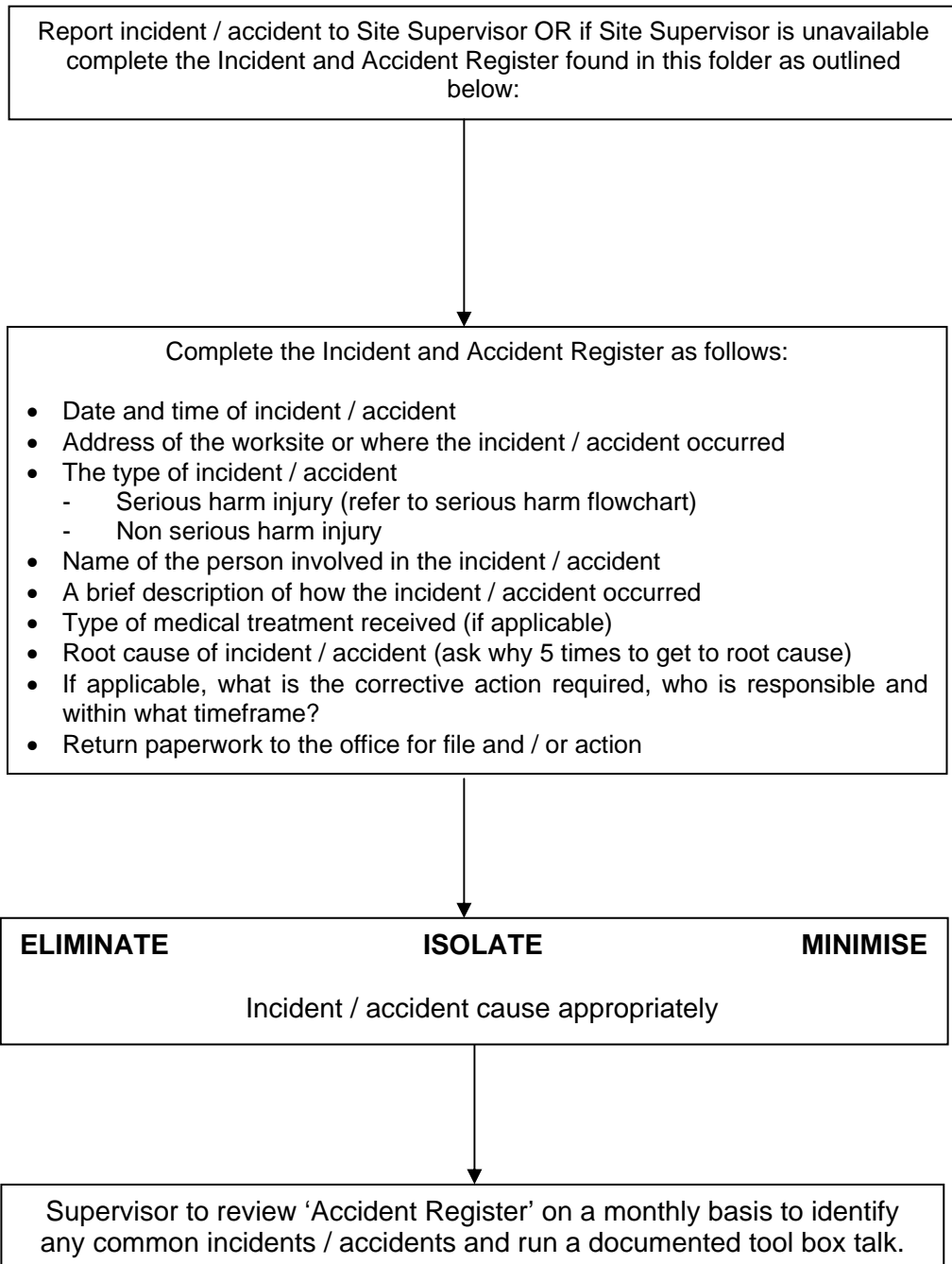
- Identify actions
- Assign responsibility
- Set target dates
- Communicate results

### Step 4 - Implement and Follow-up:

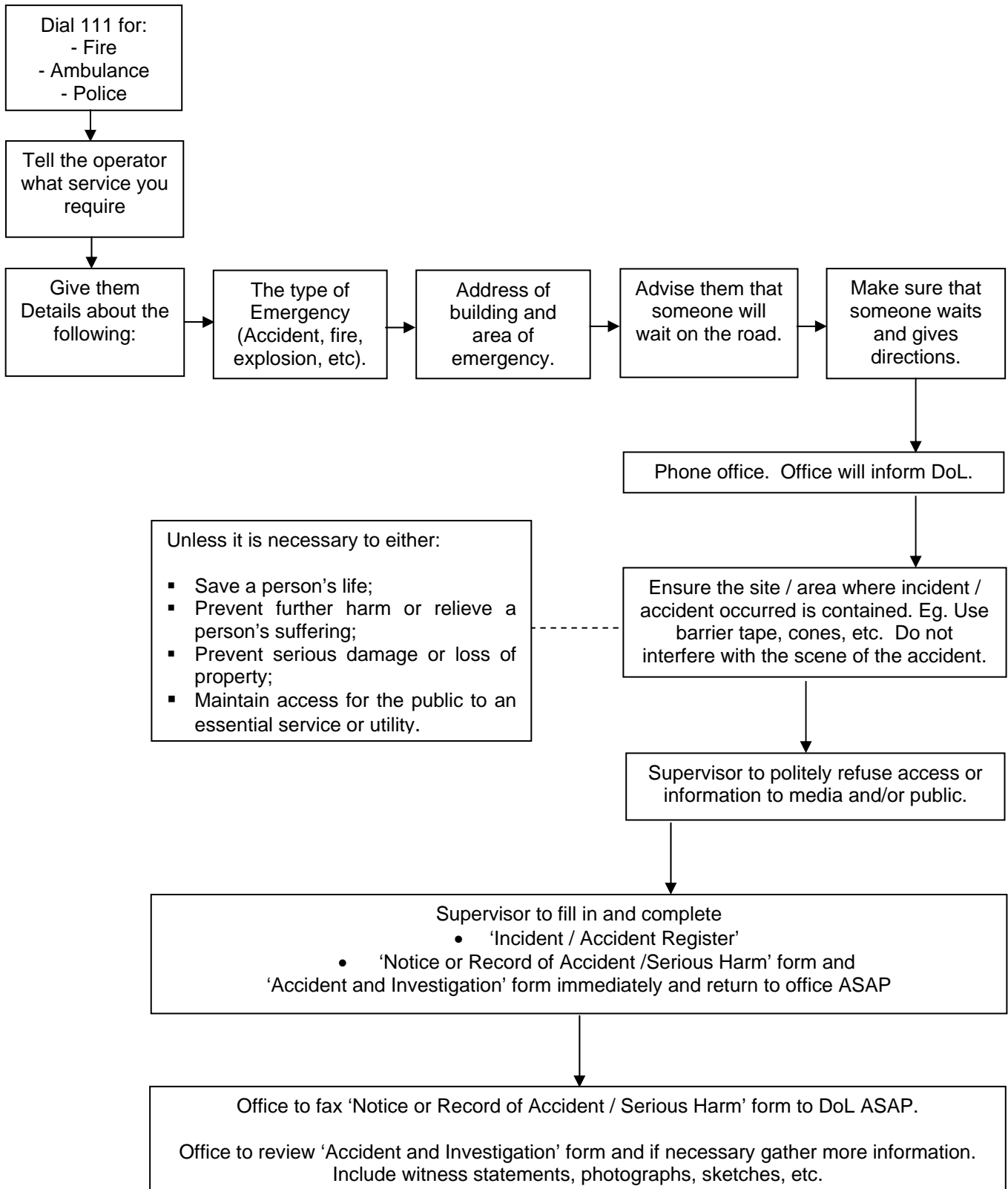
- Ensure the actions are in place
- Ensure they are controlling hazards

**Make adjustments if necessary**

## Incidents/Accidents Requiring Attention (Non-Serious Harm)



## Incidents/Accidents Requiring Urgent Attention (Serious Harm)



# Employee Participation

Our employees will be provided with reasonable opportunities to participate effectively in the ongoing processes for improvement in health and safety. This includes involving them in Hazard Reporting, Training Assessment, Safety Meetings and Accident Investigations.

Hazards reported by employees and ways of controlling them will be entered into the Hazard Register included in this Safety Plan.

# Toolbox Safety Meeting

While on site All our employees will participate in the Main Contractors Toolbox meetings each week.

It is important to encourage our employees to participation in Toolbox safety meetings as they will understand the hazards and safe work methods required while working on this site and it ensures their buy-in to their responsibilities.

When we hold our own site safety meeting the Main Contractor will be invited to attend and a copy of the minutes will be provided to the Main Contractor within 24 hours. (See ToolBox Safety Meeting 'form' attached in this plan).

# Hazard Management

Hazards must be systematically identified in our workplaces by bringing them to our attention by using the newly identified site hazard register form contained in this Safety Plan. Employee's knowledge and experience will be utilised in the hazard management process.

The Construction Hazards and Construction Controls information in this Safety Plan along with other available information from Site Safe, ACC, DoL and other sources will ensure that the hazard assessment process may identify significant hazards to which we will work with employees and industry to set controls to manage the significant hazard and to achieve our goal of zero injuries, incidents and accidents.

The legislation outlines the hierarchy to be followed when controlling identified hazards.

In the first instance the hazard should be **eliminated**. The legislation requires the employer to 'take all practicable steps' to eliminate, or remove the hazard. However, in most instances it will be impossible to get rid of the hazard.

The next stage is to take all practicable steps to **isolate** the hazard. Isolation can mean placing a barrier between the person and the dangerous item (i.e. guarding), or placing a barrier of distance between the person and the dangerous item (i.e. having the noisy machinery in a separate room away from the working area).

If isolation is not possible, the next stage is to take all practicable steps to **minimise** the hazard. This involves controls such as training staff, maintaining equipment, using personal protective equipment and having access to relevant information, such as Safety Data Sheets.

For any controls which are minimising the hazard, there needs to be ongoing monitoring to ensure that the control is being effective, i.e. reducing the likelihood of injury or illness to the staff.

Chemical hazards are to be maintained in the Hazardous Substance Register provided in this Plan and Safety Data Sheets for the identified substances must be obtained. All employees need to have immediate access to SDS when working with these chemicals to ensure that adequate protective equipment is available, the substance is used correctly, and instructions are immediately available in the event of an emergency.

Any new hazards reported by employees or identified during our time working on site will be added to the hazard register contained in this plan – a revised copy will be sent to the main contractor upon completion of the hazard assessment.

# Employee Induction and Training

All our employees will be inducted at the commencement of employment to the significant hazards they will likely encounter while at work. The Induction Checklists are available and copies are held in our office.

All our employees need to be trained to safely carry out their work. Specific types of training needs will be identified for each employee based on his or her responsibilities. Training needs to be arranged to ensure they are able to act safely carrying out their responsibilities. A record of all training activities is documented and maintained using the Job Specific Training Register included within this Safety Plan.

Regular Safety Meetings are held. These meetings are used to discuss hazards and required controls that will be encountered while working on-site. Employees are involved in these meetings and asked for their input about the hazards and controls needed to do their jobs safely. All Safety Meetings are documented using the Toolbox Safety Meeting form included in this Safety Plan. While on site we will hold or attend the site safety meeting – if we hold a meeting, the main contractor will be invited to attend a copy of the minutes will be sent with 24 hours of the meeting closing.

## Monitoring and Supervision

The workplace needs to be monitored to ensure that planned controls are implemented and are effective in eliminating, isolating or minimising hazards. Our Employees are supervised to ensure they understand the required controls and the consequences of not implementing them - including being injured or killed. Safe employee actions are recognised in support of their efforts and employees will be coached when unsafe practices are observed.

Where supervisors and workers identify new hazards or where they see that their planned controls do not effectively eliminate, isolate or minimise hazards, these hazards need to be entered onto the Hazard Register included in this Safety Plan. New and effective ways of dealing with these hazards are to be developed.

The Site Safety Inspection Report included in the Site Folder Safety Plan will be used to record monitoring and supervising efforts and to follow-up with corrective action when necessary.

# Emergency Planning

Relevant emergency information is needed to provide to our employees – the main contractor will be asked to provide a copy of the Site Emergency Plan and a copy included with this Safety Plan. Employees working on site need training in their responsibilities under the Emergency Plan.

Employees require access to a site telephone\* or mobile phone, stocked first aid kit, a fire extinguisher and an emergency horn\* at all times while they are working on-site. (\* provided by the main contractor)

Where the safety of any work practice or procedure under our control is unclear, all work will cease until such time as a safe method of completing the work is developed identifying effective controls to eliminate, isolate or minimise the hazard concerned, and these controls are implemented.

All visitors to site under our control will need to be supervised at all times and meet the main contractor site entry requirements. Visitors will be inducted to the Site Specific Hazards, Site Rules, Emergency Plan and they will be required to wear appropriate personal protective equipment (PPE).

# Plant and Equipment

All employees will be provided with plant and equipment that is safe for its intended use and that is maintained in safe condition. Personal protective clothing and equipment required to minimise hazards will be provided to your employees.

All electrical equipment will be tested and tagged three monthly by a competent person, and preventative maintenance checks completed daily. All equipment will be operated through an RCD (Residual Current Device) and repairs completed by a Registered Electrician.

Any employee operating plant or equipment will be trained, and employees who have not been assessed as competent, will be supervised at all times.

# Personal Protective Equipment

As personal protective equipment is only minimising a hazard, employees will be informed of the reasons that they are required to wear the equipment, be issued with the appropriate equipment, trained in its use and monitored to ensure that they are wearing the appropriate equipment as required.

Workers will wear personal protective equipment suitable for the task they are performing. Examples can include:

- Eye protection complying with AS/NZS 1337
- Safety footwear complying with AS/NZS 2210.2
- Noise protection complying with AS 1270.

# Hazard Register

SITE SPECIFIC HAZARDS						DATE January 2010
HAZARD		SIGNIFICANT?	ACTION	CONTROL(S)		
Hazard or Harm?	Where or What Task?	Significant Yes/No	Does the action eliminate, isolate or minimise the risk?	Action	How often action is monitored?	Date of last review
<b>Electrical Equipment</b> Electrocution; Possibly Death		Yes	Minimise  Isolate	<ul style="list-style-type: none"> <li>All electrics to be checked and tagged in accordance with "In-service safety inspection and testing of electrical equipment" AS/NZS 3760:1996". (Published by NZ Standards Assn).</li> <li>RCD at power supply.</li> </ul>		
<b>General - Portable Power Tools</b> Electrical shock; Cuts; Being hit by flying particles		Yes	Minimise  Minimise Minimise Isolate Minimise Minimise	<ul style="list-style-type: none"> <li>All electrics to be checked three (3) monthly, and tagged in accordance with AS/NZS 3760:1996. (Published by NZ Standards Assn).</li> <li>Eye and hearing protection worn.</li> <li>Earth leakage unit used.</li> <li>All guards fitted and in working order.</li> <li>Maintain safe work practices.</li> <li>Safety footwear worn.</li> </ul>		
<b>Ladders</b> Falls; Various.		Yes	Minimise Minimise  Minimise  Minimise Minimise Minimise	<ul style="list-style-type: none"> <li>Industrial/trade grade ladders.</li> <li>Ladder checked to ensure no loose or missing rungs.</li> <li>Replace any damaged parts that could affect its safe operation/use of ladder.</li> <li>Ensure ladder correctly placed, i.e. 4:1.</li> <li>Ladder to be restrained at the top.</li> <li>Ladder footed at base (as much as practicable).</li> <li>Top of ladder to extend 1.0 metre above working platform.</li> <li>Refer to DOL Construction Bulletin No. 3.</li> </ul>		
<b>Heights of more than 3.0 metres</b> Falls; Being hit by falling objects		Yes	Isolate  Isolate/Minimise  Minimise  Isolate Minimise	<ul style="list-style-type: none"> <li>Means provided to prevent fall.</li> <li>Refer to Fall Prevention Guidelines (published by DOL).</li> <li>Consider use of mobile or fixed scaffolding, edge protection with safety netting, individual fall arrest systems.</li> <li>Only trained operators or those under direct supervision to operate (if machinery involved).</li> <li>Emergency rescue procedures established, and practised.</li> <li>Area below height work area to be cordoned off.</li> <li>Hard hats to be worn by all employees working</li> </ul>		

			Isolate Eliminate Isolate	<ul style="list-style-type: none"> <li>• underneath height work.</li> <li>• Cherry picker must be used in accordance with ACOP for Power-Operated Elevating Work Platforms.</li> <li>• Refer to Construction Bulletins, No.'s 1 &amp; 2.</li> <li>• Nobody to enter site when roofing in progress.</li> <li>• All stairwells planked out</li> <li>• Hand rails erected if more than 1 m fall.</li> </ul>		
<b>Housekeeping</b> Slips/Trips Obstructions Dust		Yes	Minimise	<ul style="list-style-type: none"> <li>• Rubbish removed regularly.</li> <li>• Delivery of products/materials on site.</li> <li>• Safe work areas.</li> <li>• Designated storage areas.</li> <li>• Safe access and egress to site for all employees.</li> <li>• Rigid policy on de-nailing timber.</li> <li>• Minimise dust</li> </ul>		
<b>Facilities and Welfare</b>		Yes	Minimise	<ul style="list-style-type: none"> <li>• Use site toilets provided</li> <li>• Keep clean and tidy.</li> <li>• Washing hands</li> <li>• Provide drinking water</li> <li>• Remove rubbish regularly</li> </ul>		
<b>Ventilation</b>		Yes	Minimise Minimise Isolation	<ul style="list-style-type: none"> <li>• Sufficient fresh air.</li> <li>• Adequate means of extraction of contaminated air / steam / dust.</li> <li>• Do not enter site when spray painting or sanding in progress.</li> </ul>		
<b>Other Contractors and/or Sub-contractors</b>			Minimise Minimise	<ul style="list-style-type: none"> <li>• Ensure preferred contractors maintain health and safety standards.</li> <li>• Induction</li> </ul>		
<b>Other People in the Place of Work</b>		Yes	Minimise Minimise Eliminate	<ul style="list-style-type: none"> <li>• Warning signs, "Hazardous Area, No Unauthorised Entry".</li> <li>• Illumination of hazard areas.</li> <li>• High visibility clothing and helmet (where required) must be worn.</li> <li>• Children and animals not permitted on site.</li> </ul>		
<b>First Aid</b>				<ul style="list-style-type: none"> <li>• Ensure first aid kit is kept accessible i.e. in vehicles or nearby while onsite (within reach).</li> <li>• Ensure kit is stocked and maintained in accordance with First Aid Regulations.</li> </ul>		
<b>Accidents and Incidents</b>				<ul style="list-style-type: none"> <li>• Report all accidents/incidents in the register</li> <li>• Advise FCC as soon as possible</li> <li>• Communication system available and working (in case of emergency).</li> </ul>		
<b>Heavy Lifting</b> Sprains and Strains		Yes	Minimise Eliminate Minimise	<ul style="list-style-type: none"> <li>• Correct lifting techniques used</li> <li>• Heavy lifting avoided</li> <li>• Use lifting aids</li> </ul>		

<b>Fire and Explosion</b>		Yes	Minimise Minimise Minimise	<ul style="list-style-type: none"> <li>• Correct extinguisher available</li> <li>• Escape routes clear</li> <li>• Emergency procedures and plans</li> <li>• No smoking</li> </ul>		
<b>UV light</b> Sunburn Skin cancer; melanoma		Yes	Minimise	<ul style="list-style-type: none"> <li>• Wear hat and appropriate clothing</li> <li>• Use sunscreen</li> </ul>		
<b>Hazardous Substances</b> Burns; splashes to eye; long term exposure; fire or explosion		Yes	Eliminate Minimise	<ul style="list-style-type: none"> <li>• Use safer alternative</li> <li>• SDS available (included in this plan)</li> <li>• Properly stored</li> <li>• Safely handled</li> <li>• Appropriate PPE worn, eg dust mask/respirator</li> </ul>		
<b>General Site Noise</b> Hearing loss; not hearing warning cry		Yes	Minimise	<ul style="list-style-type: none"> <li>• Hearing protection worn</li> </ul>		
<b>Moving site plant/machinery and vehicles</b> Being struck		Yes	Isolate Minimise	<ul style="list-style-type: none"> <li>• Keep safe distance from moving plant/machinery and vehicles</li> <li>• Speed limits observed</li> </ul>		
<b>Alcohol &amp; Drugs</b>		Yes	Eliminate	<ul style="list-style-type: none"> <li>• Zero tolerance policy</li> </ul>		
<b>Loose hair, clothing, jewellery</b> Entanglement		Yes	Minimise	<ul style="list-style-type: none"> <li>• Loose hair tied back</li> <li>• Loose clothing &amp; jewellery avoided</li> </ul>		

# Additional Site Identified Hazards

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



# Safety Training and Competency Register

PROJECT/SITE		EMPLOYER											
Employee Details		Site Safe (see Key Below)							Skills and Trade Safety Training (see Key Below)				
Name	Site Induction	Passport ID Number	Passport (exp date)	Workplace Safety "Advanced Passport"	Hazard Environs (exp date)	Supervisor Gold Card	Site Safe Health & Safety Rep	Safety Mgt					

**Key:** EWP (Elevated Work Platform); PAT (Powder Actuated Tool); FL (Fork Lift); FA (Fall Arrest); SCA (Scaffold); DOG (Dogman); ELTAG (Electrical Testing & Tagging); ELREP (Electrical Repair); STMS (Site Traffic Management Supervisor); TC (Traffic Controller); NZQA (Trade Units)  
**1. Site Safe Passport/"Advanced" Passport:** BCP (Building Construction), CIV (Civil), MTCE (Maintenance), ELEC (Electrical). WSC (Workplace Safety Course – "Advanced Passport")  
**2. Site Safe Hazardous Environments:** WSH (Working Safely at Height), H&H (Height & Harness), CNSP (Confined Space)  
**3. Site Safe Safety Management:** H&S Rep (Health & Safety Rep), SUPG (Supervisor Gold Card), SUPGR (Supervisor Gold Card Update), CMC (Construction Management Course)

# Toolbox Safety Meeting

<b>Site:</b>	
<b>Note/minute Taker:</b>	<b>Date:</b>
<b>Attendees:</b>	<b>Signatures of attendees:</b>
<b>Site activity/safe work practices/accident/incident investigations discussed:</b>	
<b>Employee issues raised:</b>	<b>Date to be resolved by:</b>
<b>Safe observations reviewed/discussed:</b>	
<b>Hazards – any new and/or reviews completed?</b>	<b>Date:</b>

# Site Accident/Incident Register

Terracon Industries acknowledges that a copy of this register will be sent to the Main Contractor should we have any accidents/incidents or near misses while working on this site.

PROJECT/SITE		EMPLOYER				
Date and Time	Details (See example) Name of person (injured or observer) ▪ Description of accident/incident/near miss ▪ Cause of harm ▪ Type of injury/disease (Delete that which does not apply)	Immediate action taken ▪ First Aid ▪ Corrective action ▪ Review hazard register	Serious Harm Y/N	DoL Notified Y/N Date	Investigation actioned and documented Y/N (Separate form 12)	Investigation outcomes discussed at Safety Meeting on:

# Accident and Incident Investigation Report

<b>EMPLOYER</b>		<b>BRANCH/DEPARTMENT</b>	
<b>NAME OF INVESTIGATOR</b>			
<b>PARTICULAR OF INCIDENT</b>			
<b>Day of Incident (circle)</b> M T W T F S S	<b>Time</b>	<b>Project/Site</b>	<b>Date Reported</b>
<b>THE INJURED PERSON</b>			
Name		Address	
Age	Phone number		
Reported date of incident		Length of employment	Time on job
<b>TYPE OF INJURY:</b>	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal	Remarks
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction	
<b>DAMAGED PROPERTY</b>			
Property/material damaged		Nature of damage	
		Object/substance inflicting damage	
<b>THE INCIDENT</b>			
<b>Description</b>			
Describe what happened (space overleaf for diagram - essential for all vehicle incidents)			
<b>Analysis</b>			
What were the causes (root and contributing causes) of the Incident?			
Root Causes - Safety System Failures			
Contributing Causes - Unsafe Acts and Conditions			
<b>Prevention</b>			
What action has or will be taken to prevent a recurrence? Tick items already actioned (Use space overleaf if required)			<b>Completed</b> ✓ X
			By Whom
			When
<b>TREATMENT AND INVESTIGATION OF INCIDENT</b>			
Type of treatment given	Name of person giving first aid		Doctor/Hospital
Incident investigated by	Date	DoL advised Yes / No	Date

**Signed by: Employer.....and Employee.....**

# Notice or Record of Accident/Serious Harm

## Form of Register or Notification of Circumstances of Accident or Serious Harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992  
For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

Particulars of employer, self-employed person or principal: (*business name, postal address and telephone number*)


2 The person reporting is:

- an employer     a principal     a self-employed person

3 Location of place of work:


(*shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft*)

4 Personal data of injured person:

Name	
Residential address	

Date of birth

Sex (M/F)

5 Occupation or job title of injured person:

(*employees and self-employed persons only*)

--

6 The injured person is:

- an employee     a contractor (self-employed person)  
 self     other

7 Period of employment of injured person:

(*employees only*)

- 1<sup>st</sup> week     1<sup>st</sup> month     1-6 months  
 6 months-1 year     1-5 years     Over 5 years  
 non-employee

8 Treatment of injury:

- None     First aid only  
 Doctor but no hospitalisation     Hospitalisation

9 Time and date of accident/ serious harm:

Time	<input type="text"/>	am/pm
Date	<input type="text"/>	Shift <input type="checkbox"/> Day <input type="checkbox"/> Afternoon <input type="checkbox"/> Night

Hours worked since arrival at work

(*employees and self-employed persons only*)

10 Mechanism of accident/ serious harm:

- fall, trip or slip     hitting objects with part of the body  
 sound or pressure     being hit by moving objects  
 body stressing     heat, radiation or energy  
 biological factors     chemicals or other substances  
 mental stress

11 Agency of accident/ serious harm:

- machinery or (mainly) fixed plant  
 mobile plant or transport  
 powered equipment, tool, or appliance  
 non-powered handtool, appliance, or equipment  
 chemical or chemical product  
 material or substance  
 environmental exposure (e.g. dust, gas)  
 animal, human or biological agency (other than bacteria or virus)  
 bacteria or virus

12 Body part:

- head     neck     trunk  
 upper limb     lower limb     multiple locations  
 systemic internal organs

13 Nature of injury or disease:

fatal

(*specify all*)

- fracture of spine     puncture wound  
 other fracture     poisoning or toxic effects  
 dislocation     multiple injuries  
 sprain or strain     damage to artificial aid  
 head injury     disease, nervous system  
 internal injury of trunk     disease, musculoskeletal system  
 amputation, including eye     disease, skin  
 open wound     disease, digestive system  
 superficial injury     disease, infectious or parasitic  
 bruising or crushing     disease, respiratory system  
 foreign body     disease, circulatory system  
 burns     tumour (malignant or benign)  
 nerves or spinal chord     mental disorder

14 Where and how did the accident/serious harm happen?

(*If not enough room attach separate sheet or sheets.*)


15 If notification is from an employer:

- (a) Has an investigation been carried out?     yes     no  
(b) Was a significant hazard involved?     yes     no

Signature and date \_\_\_\_\_ \_\_/\_\_/\_\_

Name and position  
(*capitals*)

Check that the details on this copy are complete and forward it to your nearest DoL Office



## Health and Safety in Employment Regulations 1995

# Notification of Particular Hazardous Construction Work

Please mail or fax this Notification Form to your nearest DoL branch. Regulations 2 and 26 of the Health and Safety in Employment Regulations 1995 define Notifiable Work and set out who is responsible for making the notification. They are also quoted on the back of this form for your convenience. (If faxing this form, please return only the front page.)

**Notification is hereby given under the Health and Safety in Employment Regulations 1995 in respect of the following work:**

*Nature of work (tick appropriate box):*

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Scaffolding at a height of 5 metres or over (all kinds)<br><input type="checkbox"/> Buildings and structures where a fall of over 5 metres may occur<br><input type="checkbox"/> Use of a lifting appliance to lift 500 kg or more, or a vertical distance of 5 metres or more<br><input type="checkbox"/> Any narrow pit, shaft, trench or excavation more than 1.5 metres deep<br><input type="checkbox"/> Drive, excavation or heading with ground cover overhead<br><input type="checkbox"/> Excavated face over 5 metres deep with a face steeper than 63.4° (1 horizontal to 2 vertical)<br><input type="checkbox"/> Other: ..... | <input type="checkbox"/> Storage or use of explosives<br><input type="checkbox"/> Work in or breathing, compressed air or air substitute<br><input type="checkbox"/> Restricted work involving asbestos (as defined in regulation 2(1) of the Asbestos Regulations 1998)<br><input type="checkbox"/> Demolition<br><input type="checkbox"/> Tree felling in land clearance<br><input type="checkbox"/> Tree felling in maintenance of overhead power lines |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Address of worksite: ..... ..... ..... Main access road: ..... Location: ..... .....	<input type="checkbox"/> Contractor <span style="margin-left: 100px;"><input type="checkbox"/> Self employed</span> Business name: ..... Address: ..... ..... Contact: ..... Phone: ..... Fax: .....
Principal/Employer: ..... Address: ..... ..... Contact: ..... Phone: ..... Fax: .....	Certificate Holder: ..... Certificate No: ..... Phone: ..... Fax: ..... <i>(Please name certificate holder when notifying scaffolding, diving, asbestos or use of explosives.)</i>

Brief description of work: .....  
 .....  
 .....

Due date of commencement: \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated time to complete: .....  
 .....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: .....  
 .....

*(for Employer)*

# Notification of Particular Hazardous Work

Department of Labour phone: 0800 20 90 20

**NORTHLAND**  
**Whangarei**  
L2 Michael Hill Building  
25 Rathbone Street  
PO Box 141, Whangarei  
Fax: (09) 438 4874

**AUCKLAND**  
**Manukau**  
12 Lambie Drive, Manukau  
PO Box 63010, Papatoetoe Sth  
Fax: (09) 909 3248

**West Auckland**  
Westgate Business Estate  
5 Pinot Lane, Massey  
PO Box 84245, Westgate  
Fax: (09) 833 5157

**Auckland Central**  
Level 9, 280 Queen Street  
PO Box 105 146, Auckland  
Fax: (09) 984 4115

**North Harbour**  
Level 5, ANZ Building  
9-11 Corinthian Drive  
Albany  
PO Box 33790, Takapuna  
Fax: (09) 909 3280

**WAIKATO/THAMES**  
**Hamilton**  
Level 3 Westpac Building  
430 Victoria Street  
PO Box 19217, Hamilton  
Fax: (07) 838 0054

**TAUPO/  
EASTERN BAY OF PLENTY**  
**Rotorua**  
1231 Haupapa Street  
PO Box 2128, Rotorua  
Fax: (07) 346 0229

**WESTERN BAY OF PLENTY**  
**Tauranga**  
Unit 2, Promed House  
Cnr. 10th Ave & Edgecumbe Rd  
PO Box 66, Tauranga  
Fax: (07) 577 6396

**MANAWATU/WHANGANUI**  
**Palmerston North**  
Cnr Walding & Taonui Streets  
PO Box 241, Palmerston North  
Fax: (06) 359 1431

**TARANAKI**  
**New Plymouth**  
330 Devon Street East  
PO Box 342, New Plymouth  
Fax: (06) 759 9417

**HAWKES BAY/EAST COAST**  
**Napier**  
6 Taradale Road  
PO Box 546, Napier  
Fax: (06) 835 7102

**Gisborne**  
295 Gladstone Road  
PO Box 139, Gisborne  
Fax: (06) 868 8832

**WELLINGTON/KAPITI**  
**Wellington**  
Level 1, 85 The Terrace  
PO Box 3705, Wellington  
Fax: (04) 382 9159

**HUTT/WAIRARAPA**  
**Lower Hutt**  
Level 1  
Cnr Cornwall St & Kings Cres  
PO Box 30556, Lower Hutt  
Fax: (04) 566 7363

**NELSON/MARLBOROUGH**  
**Nelson**  
L1, 9 Buxton Square  
PO Box 180, Nelson  
Fax: (03) 989 6789

**CANTERBURY/WEST COAST**  
**Christchurch**  
Markham Building  
144 Kilmore Street  
PO Box 13278, Christchurch  
Fax: (03) 365 2616

**Greymouth**  
54 Tainui Street  
PO Box 37, Greymouth  
Fax: (03) 768 6930

**Timaru**  
Site 26B, Stafford Mall,  
Stafford Street, Timaru  
Fax: (03) 684 9127

**OTAGO**  
**Dunedin**  
392 Hillside Road  
PO Box 537, South Dunedin  
Fax: (03) 455 6680

**SOUTHLAND**  
**Invercargill**  
70 Victoria Avenue  
PO Box 548, Invercargill  
Fax: (03) 218 2152

## Sections 2 and 26 of the Health and Safety in Employment Regulations 1995

### Section 2: Interpretation - “Notifiable Work” means –

- (a) Any restricted work, as that term is defined in regulation 2 (1) of the Asbestos Regulations 1983;
- (b) Any logging operation or tree-felling operation, being an operation that is undertaken for commercial purposes;
- (c) Any construction work of one or more of the following kinds:
  - (i) Work in which a risk arises that any person may fall 5 metres or more, other than:
    - (A) Work in connection with a residential building up to and including 2 full storeys;
    - (B) Work on overhead telecommunications lines and overhead electric power lines;
    - (C) Work carried out from a ladder only;
    - (D) Maintenance and repair work of a minor or routine nature;
  - (ii) The erection or dismantling of scaffolding from which any person may fall 5 metres or more;
  - (iii) Work using a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more, other than work using an excavator, a forklift, or a self-propelled mobile crane;
  - (iv) Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top;
  - (v) Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead;
  - (vi) Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical;
  - (vii) Work in which any explosive is used or in which any explosive is kept on the site for the purpose of being used;
  - (viii) Work in which any person breathes air that is or has been compressed or a respiratory medium other than air;

### Section 26: Notification –

- (1) In this regulation, the term “employer” includes a person who controls a place of work.
- (2) Subject to sub clause (4) of this regulation, every employer who intends to commence any notifiable work or any work that will at any time include any notifiable work shall take all practicable steps to lodge notice of that intention in accordance with this regulation.
- (3) A notice required to be lodged under sub clause (2) of this regulation shall –
  - (a) Be lodged at an office that deals with occupational safety and health matters, being the nearest such office of the Department to the place where the work is to be carried out; and
  - (b) Be in writing; and
  - (c) Be given at least 24 hours before the time at which the employer intends to commence the work; and
  - (d) Contain the following particulars –
    - (i) The nature and location of the work, and
    - (ii) The name, address, and contact details of the employer; and
    - (iii) The intended date of commencement of the work; and
    - (iv) The estimated duration of the work.
- (4) It shall not be necessary for any employer to comply with sub clause (2) of this regulation before commencing any construction work necessary to deal with an emergency arising from –
  - (a) Damage caused by any earthquake, explosion, fire, flood, lightning, rain, slip, storm, or washout; or
  - (b) The blockage or breakdown of any drain or sewer; or
  - (c) The blockage or breakdown of any distribution system or network for electricity, gas, telecommunications, or water.

# Evacuation Plan

**Main Contractor to provide emergency evacuation procedures**



# Site Safety Inspection

PROJECT/SITE				EMPLOYER				
Terracon Safety Representative:				Inspection by:				
				Date:				
<b>Remedial Complete (Sign/Date)</b>								
1	<b>Site Control</b>			✓/x	9	<b>Welding/Gas Cutting</b>		✓/x
1.1	Hazard board and signage up-to-date				9.1	Hot works permits being issued		
1.2	Environmental plan - issues				9.2	Fire extinguishers on hand		
1.3	Toolbox meeting last date / /				9.3	Operators using PPE		
1.4	Safety inductions for all on site				10	<b>Electrical Equipment</b>		
1.5	Safety notice board current				10.1	Main board lockable/weatherproof		
2	<b>Site Facilities</b>				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 portable 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	<b>General Site Tidiness and Access ways</b>				10.7	Appropriate guards on equipment		
3.1	Clear, safe access to work areas				10.8	Adequate temporary lighting		
3.2	Stairways and access ways clear				11	<b>Chemicals</b>		
3.3	Hoardings/fence and gates secure				11.1	Correctly stored		
3.4	Loose materials secure from wind				11.2	MSDS available		
4	<b>Personal Safety Equipment</b>				11.3	Operators using PPE		
4.1	Signage displayed and legible				12	<b>Tools</b>		
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	<b>First Aid/Fire Prevention</b>				13	<b>Scaffolding</b>		
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 #			13.5	Ladders/stairs		
5.6	Evacuation	Procedure current			13.6	Base sound		
5.7		All emergencies Incl			13.7	Work platforms clear		
6	<b>Cranes/Hoist/Lifting equipment</b>				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	<b>Ladders</b>		
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	<b>Compressed Air Equipment</b>				14.4	Working 2 steps down		
7.1	In good condition				15	<b>Fall Hazards</b>		
7.2	Appropriate guards fitted				15.1	Floor edges	Floor openings	
7.3	Trained User				15.2	Lift shafts	Stairs	
8	<b>Excavations</b> Correctly shored					Excavations		

# Site Safe, ACC and DoL Profiles

## Site Safe

Site Safe is the construction industry's independent, not-for-profit, health and safety organisation – established by industry to specifically reduce construction site injuries and fatalities.

Site Safe supports the New Zealand construction industry with an extensive range of coaching programmes, training courses and consultancy services, undertaking research, development and co-ordination of health and safety activities. Activities with the specific aim of reducing construction site injuries and deaths. We are able to assist companies with the establishment, implementation and maintenance of safety systems, complemented by auditing and a benchmarking service that measures site and company health and safety performance

Site Safe Website: [www.sitesafe.org.nz](http://www.sitesafe.org.nz)

Site Safe Fax: (04) 499 2508

Site Safe Phone: (04) 499 2509

Email: [comments@sitesafe.org.nz](mailto:comments@sitesafe.org.nz)

## ACC

The Accident Compensation Corporation (ACC) administers New Zealand's accident compensation scheme which provides personal injury cover for all New Zealand citizens, residents and temporary visitors to New Zealand. ACC works to reduce the overall incidence and impact of injury in New Zealand, through delivery of injury prevention, effective rehabilitation and compensation services.

Injury prevention is a primary focus of ACC's work with campaigns focused on safety at work. Its role is to ensure that when injury does occur, people are provided with the correct entitlements and rehabilitated back to work or independence as soon as is practicable.

ACC Website: [www.acc.co.nz](http://www.acc.co.nz)

ACC Fax: (04) 918 7701

ACC Phone: (04) 918 770

Email: [information@acc.co.nz](mailto:information@acc.co.nz)

## Department of Labour

The Department of Labour (DoL) provides best practice information and guidance to assist New Zealand businesses with health and safety in the workplace. The DoL also inspects workplaces to check on safety and health arrangements, investigates accidents at work, and makes sure employers and employees comply with health and safety legislation. They are also responsible for regulating the storage and use of hazardous substances, explosives and dangerous goods, and for the safety of amusement devices.

DoL Website: [www.dol.govt.nz](http://www.dol.govt.nz)

DoL Fax: (04) 499 0891

DoL Phone: (04) 915 4444 or 0800 20 90 20

