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Safety Management Plan for the Weltec Teaching and Research Building

Project Number : 20116

This plan contains information and specifies procedures for the management of health and safety on the site and surrounding areas designated for use during construction, for the entire duration of the contract.

This document does not exempt any responsibilities required under the Health and Safety at Work Act 2015, or any other

Prepared by: _____ *(name and date)*

Construction Manager: _____ *(name and date)*

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Section 1 - Revisions record and contact details

Revision Records

Rev. number	Date	Details of revision	Issuer	Authorised
0	3/3/16	First Issue	Project manager	Principal

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Section 2 – Project Description

The project entails the demolition of an existing garage and the preparation for removal and relocation of an existing house occupying the site.

The new construction will occupy 64% of the site meaning that application must be made to the council to occupy areas of adjoining land during the construction and to occupy the street during the installation of material using a crane. Site occupation will be relatively restrictive but the client has provided three classrooms within the neighboring C Block for use by construction personnel

The structure of the building is to be made using post tensioned timber on a concrete slab and raft type foundation with drilled steel piles. Noise and nuisance will be of concern during the building process and the effects on the neighbouring teaching block and housing must be mitigated

Section 3 – Safety Management Plan Objective

The objective of the Safety Management Plan is to set out the procedures and requirements for maintaining safety of site.

Success in the goal of ensuring safety is dependent of engagement of all people on site. It is essential that all persons understand the requirements of this document and the Health and Safety at Work Act to achieve an accident an incident free process.

Steps to achieve the objective

- Effective communication with all parties that have access to the site
- Maintenance of clean, tidy and secure site
- Proper induction process for visitors and new employees on the site
- Escorting of visitors to the site
- Identifying and managing hazards on site
- Recording the main and current significant site hazards on whiteboards and outside the perimeter of the site before entry to the site.
- Communication with the client and adjoining property owners about the effects of safety issues where appropriate
- Ensuring exit procedure in place in the case of a specific emergency
- Cooperating with client and consultants to manage site visits

Section 4 – General Site Rules

Rules applying to personnel on site

- All accidents, incidents or near misses must be reported without delay to the Project manager.
- Any asbestos discovered onsite must be reported without delay to the Project Manager.
- Safety Meetings must be attended as directed
- Audio players (of any type) are not permitted on site
- Disposal of dangerous or flammable materials must be disposed in the prescribed way and met that requirements of the Resource Management Act 1991
- Persons under the influence of drugs or alcohol will not be permitted on site. Intoxicating substances cannot be consumed on site.
- All electrical cables must be placed to avoid tripping and be run through a maintained Residual Current Device checked at three monthly intervals
- Hard hats must be worn on site at all times
- Hazards are recorded and checked daily on hazard boards outside the site and in the site office and mitigation methods clearly stated.

- Protective clothing (as specified) must be worn on site at all times
- Power actuated tools may not be used on site without consent from the Project Manager and then only by certified users.
- Scaffolding must be placed and certified by an approved person and be maintained with monthly reviews
- All rubbish, waste and recycling must be deposited into the nominated bins within the prescribed area.
- Signage must be displayed to cover on site hazards, public warnings and use of any shot fired fastening devices
- Circulation routes such as stairwells must be clear of obstructions at all times
- Work tasks cannot be undertaken unless the personnel have been trained and certified in the method used or directly supervised by a certified colleague.

Section 5 – Responsibilities of the Main Contractor

Project team must ensure the following:

- Safety Management Plan is implemented with review of issues at weekly meetings
- This safety plan is available to all management personnel on site and is provided to all sub-contractors
- Safety Management Plan is viewable by all site occupants is checked on a daily basis
- Ensure that the site is managed by skilled persons with appropriate experience, skills and training
- Manage the induction of all new staff in health and safety process
- Hold fortnightly safety meetings attended by all staff
- Hold emergency evacuations exercises at maximum four monthly intervals
- Maintain and register of accidents, incidents and near misses
- Provide and maintain first aid kits and firefighting equipment on site
- Ensure that all workers hold a current Site Safe Passport
- Conduct regular site inspections recording and managing any poor site practices

Section 6 – Responsibilities of Subcontractors

- Subcontractors must provide and undertake the following
- A site specific health and safety plan
- Become familiar with this document and the current requirements of legislation relating to safety
- Complete a Safety Procedure document
- Create Hazard Identification Forms to record hazards noted during undertaking work
- That a Health and Safety representative is appointed
- Provide copies of work plans for critical elements of work. This document should identify specific safety issues for the project
- Hold regular meetings with staff to be aware of requirements and record hazards
- Ensure all staff have a current Site Safe Passport.
- Daily review Hazard Identification boards
- Maintain an accident an incident register
- Ensure that all staff are familiar with the process outlined in the document and where are site boards and safety equipment are located

Section 7 – Hazard Management on Site

All site personnel must be aware that everyone is responsible for the mitigation and recording of health and safety issues.

Hazards are to be controlled in hierarchal order:

Elimination (E) - use of alternative methods or practices

Isolation (I) such as use of barriers or railing

Minimisation (M) such as training, information and procedures

The main focus must elimination wherever possible then the other solutions are prioritised in sequence

Safety Management Plan

The identification and management of safety hazard is the responsibility of all persons on site. Methods of reporting and documenting hazards include the following

- Contractor meetings with staff
- Subcontractor own safety meetings
- Subcontractors meetings hosted by main contractor
- Development of task analysis materials and work plans

Hazard Whiteboards

- Hazard whiteboards are to be installed at site entrances and in main staff meeting room
- Whiteboards must show the main hazard that re of significant concern
- Any site personnel may add information to these boards but they must be overview by the site management daily
- Elements noted on the whiteboards must be added to the Hazard Register to be kept in the site office

Section 8 – Site Safety Management

The following tools must be used to address site safety issues.

- Approach to work should be considered and following the tenants of the Site Safe Passport
- A Health and Safety representative is to be appointed for the site and is to be identified to all staff and visitors. The representative is to be identified by a distinctive red hard hat and vest.
- Safety management process may be audited and this will include the processes of sub-contractors as well.
- Safety meetings at the intervals outline in the above document
- Encouragement of the *see it fix it* principle. Allowing and encouraging all staff resolve noted issues (where possible) before recording the incident.
- Daily task analysis by site management.

Section 9 – Accident and Incident Reporting and Investigation

Every accident, incident and near miss must be brought to attention of the Project Manager and recorded in the Incident Register. Accurate reporting and recording by employees of the main and contractor and sub-contractors is required.

Serious Harm Accidents

If a serious harm accident should occur the following procedure must be followed (after the evacuation of injured personnel to hospital):

The accident scene must be isolated and untouched until authorisation to release the scene has been issued by a Department of Labour Inspector.

All incidents must be reported to the Labour division of the Ministry of Business, Innovation and Employment (MBIE) as soon as possible and also in writing on the requisite forms, within 7 working days.

A report must also be made to the CEO or Regional Manager of the construction company.

Section 10 – Visitors to Site

All visitors to site must be directed by signage on site to the site office. Permission to enter the site can only be given by the Project Manager or the Health and Safety officer. Visitors must sign the Visitors Register and read the Significant Hazard Board in the office before being allowed entry.

Visitors must be accompanied by a representative of the construction company at all times and group sizes are limited to eight people (not including the company representative). Visitors will be required to wear protective equipment (Vest, hard hat and steel capped shoes). Persons under the age of 16 will not be allowed admittance to the site.

Section 11 – Material Safety Data Sheets (MSDS)

Copies of the relevant data sheets (MSDS) must be available at the site office. Internet access to the data sheets is an acceptable method.

Section 12 – Breach of Safety Standards

The construction company (main contractor) must provide evidence of clear rules for staff conduct. This information must also include clearly outlined procedure for dealing with breaches of safety standards.

Subcontractors must provide evidence of rules for conduct for their employees. The main contractor retains the right to request rectification of any issues that arise. Failure to respond can result in the Main Contractor undertaking the work and recovering costs by way of deduction from payments that are due to the sub-contractor.

The following procedure will be followed if any employee of the sub-contractor behaves in an unsafe manner.

First Notification

Given to the sub-contractor to pass onto the employee concerned. A copy is retain by Project Manager

Second Notification

Follows the same procedure as above but is followed by a meeting between the managers from both parties.

Third Notification

Is given in the same manner and the offender is removed from the site

Section 13 – Emergency Procedures

Refer to Section 15 of this plan for a copy of the *Emergency Evacuation Plan Notice* and information on the process.

Section 14 – Proformas

The Main Contractor must show evidence of forms and documents to cover the following situations

- Accident/incident/near miss investigation report
- Employee and Subcontractor Site Safety Induction information
- First Aid equipment checklist
- Register form for recording the circumstances of accidents or serious harm incidents
- MSD sheet register
- Health and Safety officer and monitoring record
- Site Evacuation and response plan
- Site Safety inspection report
- Site Safety meeting record
- Notification of particular work hazards

Section 15 – Emergency Evacuation Plan Notice

EMERGENCY EVACUATION PLAN

In the case of an emergency requiring evacuation of the Project, being:

FIRE, EARTHQUAKE, SERIOUS ACCIDENT, BOMB THREAT, STRUCTURAL COLLAPSE, TSUNAMI, EXPLOSION, HAZARDOUS SPILL OR PRACTICE EVACUATION

the following warning will sound:

If this warning is sounded **SHUT DOWN** plant and equipment. **ALL** personnel on the Project are to proceed **IMMEDIATELY** by the **SAFEST IDENTIFIABLE ROUTE** to the **ASSEMBLY AREA**:

and **REMAIN** there, so **ALL** personnel can be accounted for.

DO NOT RETURN to the Project until the **OFFICIAL CLEARANCE** has been given.

EMERGENCY TELEPHONE NUMBERS

Dial 111 for:

**FIRE
AMBULANCE
POLICE
GAS
CHEMICAL SPILLS**

When calling 111 read the following:

- We have an emergency at
 - We need help from the Ambulance/Fire
 - Directions to the emergency are
 - Our phone number is
 - The medical problem seems to be
- Send someone outside to meet the rescue unit or ambulance

POISON CENTRE 0800 764 766
WELLINGTON HOSPITAL (04) 385 5999
LABOUR DEPARTMENT (04) 918 4703
WELLINGTON CIVIL DEFENCE (04) 460 0650
POWER -

SITE WARDEN(S) IS/ARE:

YOUR NEAREST FIRE EXTINGUISHER IS IN THE SITE OFFICE OR _____

Appendices

APPENDIX A : CLIENT SPECIFIC REQUIREMENTS/CONDITIONS

(Enter details of any client specific requirements or conditions for this project, and outline to whom they relate).

Hazards posted on the site Hazard board must be transferred to the site Hazard Register

Definitions:

A "Hazard" is an activity, arrangement, circumstance, event, occurrence, process, situation or substance that is an actual or potential cause or source of harm.

A "Significant Hazard" is a hazard that is an actual or potential cause or source of:

- (a) Serious Harm; or
- (b) Harm (being harm which is more than trivial) the severity of whose effects on any person depend (entirely or among other things) the extent or frequency of the persons exposure to the hazard: or
- (c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard