
Wilkinson Building & Construction Ltd

Health and Safety Policy and Plan.

Valid: 29 April 2013 – 19 June 2014

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1) Policy Statement

Wilkinson Building & Construction Ltd is committed to health and safety, and will take all practicable steps to provide a safe workplace for our Employees and their representatives. We will provide continuous improvement of health and safety by:

- Complying with the Health & Safety in Employment Act 1992 (HSE Act) and Health & Safety in Employment Regulations 1995 (HSE Regulations), standards and relevant codes of practice;
- Supporting the safe and early return to work of injured Employees;
- Accurately reporting and recording all workplace accidents, incidents and injuries;
- Providing adequate control of the health & safety risks arising from our work activities;
- Consulting with unions, our Employees and their representatives on matters affecting their health and safety and encouraging their participation;
- Providing and maintaining safe plant and equipment and safe systems of work;
- Supplying information, instruction and supervision for Employees;
- Ensuring safe handling, safe use, safe storage and safe transportation of hazardous substances;
- Making sure all Employees are competent to perform their tasks and to give them adequate training in this regard;
- Developing and using methods to prevent accidents and cases of work-related ill health;
- Maintaining safe and healthy working conditions;
- Providing the safe means of access and egress to and from places of work; and
- Reviewing, revising and evaluating our health and safety management systems and processes at regular intervals to ensure continuous improvement.

Management acknowledges and accepts its responsibilities for health and safety standards in the workplace. However, we seek cooperation from all Employees in achieving our health and safety objectives and expect that Employees will:

- Accept responsibility for health and safety to the extent of their control;
- Take all practicable steps to ensure their own and others' safety;
- Identify, assess and control hazards under their control;
- Use the Personal Protective Equipment (PPE) provided; and
- Report all hazards, accidents and incidents to their supervisor in a timely manner.

DIRECTOR:

SIGNATURE:

DATE:

2) Health and Safety Plan

Introduction

We are using HazardCo's Health and Safety System to assist us in addressing the requirements of the Health & Safety in Employment Act 1992 and Health & Safety Regulations 1995.

In particular when implemented correctly, the system ensures we address our key obligation to "take all practicable steps to make the workplace safe for our employees and for people in and around the workplace" and provides us with the ability to specifically:

- Manage hazards;
- Report, record and investigate accidents and incidents;
- Provide information, training and supervision for personnel;
- Develop emergency procedures for a worksite;
- Involve all personnel in health and safety;
- Ensure visitors and Contractors are safe, in and around our worksites; and
- Monitor and review worksite safety performance.

The Programme provides us with a set of tools to manage safety on our worksites. This ensures active on-site health and safety practices are in place and brings hazard awareness to our front of mind.

3) Health and Safety System Overview

The HazardCo Practical Steps System is a comprehensive system based around visual site tools supported by backup consulting services and online resources, such as hazard identification and management, accident reporting, site-specific safety planning and e-learning.

Site and Team Packs

Site and Team Packs are a set of visual tools that contain resources which we use on our worksite to manage safety.

The resources include:

- A Site-Specific Safety Plan (SSSP) or a Team Safety Plan;
- A Site Hazard Board (fixed or portable);
- Induction and Training Cards (visual hazard register);
- Client Induction Cards (visual hazard register for the client);
- Accident/Incident and Investigation Reporting forms;
- Emergency Procedures;
- Notifiable Works forms; and
- Basic instructions on how to set up the system.

Site and Team Packs are provided for each job or team of workers and are kept on the worksite for the duration of the job.

4) Hazard Identification

Common Significant Hazards

The following common significant hazards are usually present or have the potential to occur at some stage during our work:

- Visitors and Contractors
- Trips and slips
- Electricity
- Ladders
- Power tools in use
- Illness/disease
- Scaffolding
- Excavations
- Falls from height
- Overhead work
- Moving vehicles
- Noise
- Manual handling.

These hazards and others are listed in the Induction and Training Cards (visual hazard register), held in each Site and Team Pack, and are also listed in the attached Hazard Guide (see Appendix 1).

Hazard identification is a major component of our Health and Safety Programme. We use one or more of the following methods to identify significant hazards prior to the commencement of any work.

1. Site Analysis

Pre-start Hazard Identification and Site Specific Safety Planning

Prior to the commencement of each job, having read the Induction and Training Cards and the Hazard Guide, and using our experience, we will register each job online.

This will involve completing an online Hazard Identification questionnaire that relates to the work we are about to carry out and a Site-Specific Safety Plan (SSSP) questionnaire that covers key safety information for the site (see Appendix 1).

2. Daily Visual Surveys of the Worksite

The Site Supervisor, Employee or Contractor present, having referred to information on specific hazards contained in the Induction and Training Cards and the Hazard Guide, and using their experience, will review the worksite for any of the listed hazards.

They will update the Site Hazard Board by 'ticking' the hazards present on the Hazard Board or by writing any new hazard(s) identified on the Hazard Board as well as noting the appropriate method to prevent them from causing any harm.

3. Task Analysis

Task Analysis Hazard Identification

The Site Supervisor or Contractor involved in the job, using their experience and referring to information on specific hazards contained in the Induction and Training Cards and Hazard Guide, will use the HazardCo Task Analysis (see Appendix 1) to identify and document the hazards that relate to the specific job or task they are conducting.

Once completed, the Task Analysis will be discussed with all those involved on the job, and signed off by the Site Supervisor or Contractor prior to the commencement of the work.

Where appropriate, the Site Hazard Board will be updated.

4. Physical Inspections

The Site Supervisor, using their experience and referring to information on specific hazards contained in the Induction and Training Cards and the Hazard Guide, will carry out regular informal visual inspections of the worksite to ensure that all significant hazards have been identified and controlled. A diary entry will be made to record any inspections along with any action taken to control any Identified Hazards.

When required, the Site Supervisor will conduct a formal inspection of the worksite using the HazardCo Site Audit Checklist (see Appendix 1). Formal inspections will be conducted on a regular basis and recorded on this Site Audit Checklist.

5) Hazard Management

Once hazards have been identified they will be assessed and controlled using the required hierarchy of:

Eliminate:	Where practical, the hazard will be removed completely or we will...
Isolate:	The hazard will be separated from those working around it and if this cannot be done we will...
Minimise:	Where we cannot eliminate or isolate, we will then identify how else we can reduce the chance of the hazard harming anyone.

If the hazard has the potential to cause injury or serious harm, or has delayed or cumulative effects, then it will be classified as a significant hazard and will be controlled using the above methods (i.e. eliminate, isolate or minimise).

Significant hazards and their controls are listed in the following resources:

- Hazard Guide Checklist
- Site Specific Safety Plan (generated when an online Hazard Identification is conducted)
- Task Analysis
- Displayed in the Induction and Training Cards (visual hazard register)

Common significant hazards that relate to visitors to the worksite and the actions to control them are also written on the Site Hazard Board or Team Hazard Board and will be displayed at each entrance to the worksite.

The Site Supervisor or person in control of the worksite will be responsible for keeping the Hazard Board updated daily and ensuring that the hazard management steps are carried out.

The Site Supervisor or person in control of the worksite will also inform other Employees/Contractors and visitors to the site of any existing hazards and the requirement to identify and report any hazards or potential hazards they find on site. Where applicable, these hazards will also be recorded on the Hazard Board.

6) Training

We will ensure all Employees are either sufficiently experienced to perform their work safely or are supervised by an experienced person. Our Employees and Contractors will be trained to an appropriate standard of health and safety management and will have completed a HazardCo Licence or Site-Safe Passport as part of their induction to our worksite. Our Employees and Contractors will also be trained in the safe use of equipment, including the use and maintenance of Personal Protection Equipment (PPE).

Where applicable, Employees and Contractors will receive specific training such as working at height, confined spaces, use of hand and power tools etc.

We will maintain a record of Employee and Contractor training on the HazardCo Training Register (see Appendix 1) and ensure it is updated regularly. A copy of our Training Register is available on request.

The Site Supervisor or person in control of the worksite will use the Induction and Training Cards as a reminder to conduct regular (weekly) informal training. This is to remind all Employees and Contractors working on the site of the hazards present and the expected action they must take to control these hazards. The supervisor will record such training sessions in their diary.

Any person working on the worksite at the time is required to participate in the appropriate training sessions.

7) Site Induction

We will provide a set of HazardCo Induction and Training Cards on each individual worksite to enable Employees and Contractors new to the worksite to be inducted to the site.

When applicable, the HazardCo Client Induction Cards will be provided to our clients to inform them of the hazards they will encounter when visiting the site. The client will be expected to induct visitors they bring to the site when a Contractor is not present. Employees and Contractors are required to enforce the rules outlined in the Client Induction Cards to ensure visitor safety.

The Site Supervisor or person in control of the worksite is responsible for informing other Employees, Contractors and visitors of the hazards on site and for finding out what hazards, if any, they have brought to the worksite.

Visitors to the site will be met at the site's Hazard Board or at the front of the worksite and taken through the listed hazards.

The Safety Plan, Task Analysis or Induction and Training Cards will be used at the beginning of each project to induct all workers to the worksite. All site inductions will be recorded as a diary entry or on the HazardCo Site Induction Register (see Appendix 1).

8) Monitoring and Review

We will ensure all Employees and Contractors are meeting the required standards of health and safety by conducting regular (weekly) Site Audits. The Site Supervisor or person in control of the worksite will use the HazardCo Induction and Training Cards as a guide, walk around the site and ensure that any significant hazards are being controlled. Site Audits will be noted in the supervisor's diary.

When required, a formal Site Audit using the HazardCo Site Audit Checklist (see Appendix 1) will be conducted.

Site Audit findings will be discussed at regular (weekly) Toolbox Meetings held on the worksite and recorded in the Site Supervisor's diary or on the HazardCo Toolbox Meeting Checklist (see Appendix 1). Where required, Site Audit and Toolbox Meeting Checklist will be submitted to the Principal.

9) Site and Team Safety Plans

We will provide a Site Specific Safety Plan (SSSP) or a Team Safety Plan on all of our worksites.

The SSSP and Team Safety Plans outline the following:

- Contact details for the Site Supervisor or person in control of the worksite;
- The responsibilities of the Site Supervisor, Employees and Contractors working on the contract;
- The Hazard Identification and Management process to be used on the worksite;
- A summary of how our Health & Safety Programme will be implemented for each job on which we are engaged; and
- A list of hazards likely to be encountered on the worksite and the recommended controls that should be in place to control the listed hazards.

10) Accident/Incidents

In the event of an accident where a person appears to be injured, our priority is to preserve life by providing first aid and calling the emergency services on 111.

A first-aid kit and a person qualified in first aid will be on our worksites at all times.

We will ensure that if there is a serious harm injury, our Employees and Contractors preserve the accident site by leaving everything as it is until we have sought advice from HazardCo or have permission from the Labour Group (formerly DOL) to clean up or move anything. We will also take photos of the accident site as a record of what has happened.

All accidents and near-miss incidents will be recorded and investigated using the HazardCo process outlined below.

11) Injury/Incident Reporting and Recording

We will ensure that there are suitable recording and reporting processes in place on each of our worksites. The Injury Notification and Accident Investigation forms (see Appendix 1) for recording and reporting any incident or injury, including serious harm injuries, will be available on the worksite in each individual Site and Team Pack.

These forms are also available from HazardCo who will email them to us in the event of an accident.

Employees and Contractors are expected to report all injuries and near-miss incidents to their Site Supervisor or the Principal to a Contract, as well as to HazardCo for recording purposes. The Site Supervisor or person in control of the worksite will report all serious harm accidents to the Principal.

Minor injuries and near misses that are reported will be recorded by the Site Supervisor or person in control of the worksite using the prescribed form, forwarded to HazardCo and discussed at the next safety meeting.

HazardCo will oversee the reporting and investigation of accidents and incidents. This is to ensure that the Injury Notification and Accident Investigation forms are completed correctly, any causes are identified and that any remedial action proposed is appropriate.

All serious harm injuries will be reported to the Labour Group (formerly DOL) verbally as soon as possible, as well as in writing within 7 days using the prescribed form.

12) Investigating Accidents and Incidents

We will investigate all accidents, incidents and near misses to determine whether they were caused by significant hazards. Where applicable, we will also find out what controls were absent and should be put in place to manage any hazard and prevent a repeat of the same occurrence.

All persons present at the time of the accident/incident are expected to assist in any investigation.

The Site Supervisor or person in control of the worksite is responsible for investigating accidents and documenting their findings on the HazardCo Accident Investigation Form (see Appendix 1).

HazardCo will review all Accident Investigation Forms and provide assistance and advice to manage any identified hazards in relation to any accident.

13) Emergency Procedures

Each HazardCo Site and Team Pack contains an Emergency Plan template (see Appendix 1), which contains the following:

- What to do if someone is injured on site;
- What to do if there is an emergency such as a fire or an earthquake;
- Important emergency contacts; and
- The location of the assembly area(s).

A summary of the Emergency Plan is also listed on the Site and Team Hazard Boards.

The Site Supervisor or person in control of the worksite is responsible for ensuring that the Emergency Plan is up to date and that all Employees and Contractors have read it and are familiar with its content. All Employees and Contractors will be taken through the Emergency Plan as part of their site induction.

14) Notifiable Works

The requirement to notify the Labour Group (formerly DOL) is defined in the Health & Safety Regulations Sections 2 and 26, and a summary of these is held in the HazardCo Site and Team Packs.

Where notifiable work is to be carried out by the company, the Labour Group will be informed in writing at least 24 hours prior to commencement of such work using the Notifiable Works Form (see Appendix 1) also held in the HazardCo Site and Team Packs.

The Principal to a contract will be provided confirmation of any notifiable works and a copy of the notification for their records.

If engaged on notifiable work, our Site Supervisor will be the holder of an appropriate safety qualification.

A copy of the completed Notifiable Works Form will be held in the HazardCo Site or Team Pack and blank forms can be downloaded from the HazardCo website (www.hazardco.com).

The HazardCo SSSP process ensures that the Notifiable Works Form is automatically produced. We then complete this form and fax directly to the Labour Group prior to the commencement of any notifiable work.

15) Safe Plant and Equipment

We will ensure that all plant and equipment supplied to Employees and/or Contractors is of the required standard and is in good working order with all safety mechanisms intact. If any equipment is not in safe working order it will be removed from service and repaired by a competent person before use. Employees and/or Contractors will be made aware of their obligation to regularly inspect plant and equipment and immediately report any damage or fault.

We will ensure our Employees and Contractors have suitable Personal Protection Equipment (PPE) relevant to the plant being used and make certain that they have been trained in the correct use and maintenance of such equipment. We will ensure that Contractors supply suitable PPE appropriate for the job they are undertaking and make sure it is used and maintained correctly.

We will establish the minimum standard of PPE for our worksites prior to the commencement of work and this will be monitored by the Site Supervisor.

16) Site Safety Representative

We will appoint a representative to actively promote health and safety in our workplace to ensure appropriate safe work practices are in place on site.

This person will be made known to all Employees and Contractors on site and may be a dedicated health and safety person, a supervisor, senior worker or a director who is designated to act on behalf of the company with regard to health and safety.

17) Communication

Appropriate communication will be established with all persons working on our site to ensure all information regarding safety is passed on. This will include the notification of hazards brought on to the site or created during the course of our work.

This will be implemented during Site Inductions, regular Toolbox Meetings and verbally as required throughout the job. The aim is to ensure that all workers and visitors to the site are aware of the hazards as they arise and equally be advised when they no longer exist.

If English is a second language of any Employees or Contractors, we will ensure hazards and their controls are effectively communicated to them using the HazardCo visual tools such as the Induction and Training Cards.

18) Contractor Management

When engaged as the Principal to a contract we will take all practicable steps to manage the safety of our Employees and Contractors whilst working under that contract.

As part of this we will ensure new Contractors are pre-qualified to ensure they meet our minimum standard of health and safety compliance and existing Contractors have a system that also meets this standard.

The minimum required standard for any Contractor working for us is outlined below. They must provide evidence of an 'active' on-site health and safety system that contains the following elements:

- A Site Induction process for visitors and Contractors;
- A Hazard Identification and Management process;
- Relevant training records for staff and supervision of inexperienced staff;
- An Accident/Incident and Investigation Reporting process;
- A Monitoring and Review process;
- An Emergency Procedure; and
- A Notifiable Works process.

Where applicable, HazardCo will assist with ensuring all Contractors meet this minimum requirement.

19) Health Monitoring

As required under Section 10(2) of the Health & Safety in Employment Act 1992, we will monitor Employees exposure to any significant hazard that might cause harm and that cannot be eliminated or isolated but only minimised.

We will take all practicable steps to obtain our Employees' consent to the monitoring of their health in relation to a significant hazard and will be proactive in seeking approval, and take responsibility for informing and encouraging Employees about health monitoring where appropriate.

We acknowledge consent must be granted voluntarily and without any form of coercion or duress.

As required under Section 11 of the above-mentioned Act, we will inform Employees of the results of any health and safety monitoring undertaken to meet the hazard management requirements of the Act.

20) Hazardous Substances

As required by the Hazardous Substances and New Organisms Act (HSNO Act) 1996, we will ensure that when using hazardous substances, no action or inaction of our Employees or Contractors causes an adverse effect to the environment or any harm to any person coming in contact with that substance.

We will ensure the correct and safe use, handling, storage and transportation of hazardous substances and where required, our Employees and Contractors will have the correct handling or storage licences. When hazardous substances are used on our worksites, we will ensure that Material Safety Data (MSD) sheets are held on site and are readily available in the event of an emergency.

21) Obligations

The following is a summary of the main legal obligations contained in the Health & Safety in Employment Act 1992 and subsequent Amendments. Definitions of relevant terms contained in the Act are also included:

Every Employer and Principal must comply with health and safety legislation. You are legally required to protect Employees (including Contractors) and any other person who enters your place of work.

As an Employer or Principal you are required to take all practicable steps to make the workplace safe.

The most important part of this process involves the creation and use of a system that identifies and manages significant hazards.

Management of significant hazards involves taking all practicable steps to eliminate, isolate or minimise those hazards. You must first look to eliminate any hazard that exists - if you cannot you must isolate the hazard. If you cannot isolate, you must decide how the risk of injury can be minimised.

Employers and Principals are also required to take all practicable steps to provide staff training and supervision. Staff must be made aware of potential hazards and there must be a system for dealing with any emergencies that occur at work.

Employers and Principals must notify the Labour Group of incidents involving serious harm.

Contractors are legally required to inform their Employer or Principal of any hazards that arise from their work. Contractors should ensure they have received all necessary health and safety information from the Employer or Principal.

Principals cannot contract out of health and safety obligations.

22) Definitions

All practicable steps means what is reasonable and practical given the circumstances. Whether a safety measure is reasonable will largely depend on how much harm could be done, how much is known about the hazard and how difficult or expensive it is to put protections in place.

Accident/Incident means an event that causes any person to be harmed; or in different circumstances, might have caused any person to be harmed.

Workplace/Worksite means a place (whether or not within or forming part of a building, structure or vehicle) where any person is to work, is working, for the time being works, or customarily works, for gain or reward.

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm.

Significant hazard means a hazard that is an actual or potential cause or source of serious harm.

Harm means illness, injury, or both; and includes physical or mental harm caused by work-related stress.

Serious harm means death, or harm of a kind or description set out in the first schedule to the Act, or declared by regulation to be 'serious' for the purposes of this Act.

Hazard control means managing a significant hazard through Elimination, Isolation or Minimisation and Monitoring.

Principal to a Contract means a person who engages any person (otherwise than as an employee) to carry out any work for gain or reward.

Employer means a person who employs any other person to undertake any work for hire or reward.

Contractor means a person engaged by any person (otherwise than as an employee) to perform any work for gain or reward.

Employee means any person of any age employed by an Employer to undertake any work for hire or reward under a contract of service.

Visitors include groups such as customers, hospital patients, Contractors or other visitors to the workplace, an employee's family, passers-by and any other person who may be affected by the work activity.

Persons in Control of the Worksite includes a person who owns, leases, subleases or occupies a place of work, or who owns, leases or subleases plant or equipment used in a place of work.

Appendix 1 - Documents and Forms List

- Site Specific Safety Plan Checklist
- Hazard Register – Construction
- Task Analysis – Method Statement
- Task Analysis Checklist – Working at Height
- Training Register
- Site Induction Checklist
- Site induction Register
- Site Audit Checklist
- Toolbox Meeting Form
- Accident Incident Register
- Injury Notification Form
- Accident Investigation Form
- Notifiable Works Form
- Standard Emergency Plan
- Emergency Plan & procedures for Hazardous Work
- Permit to Work Form
- Contractor/Subcontractor List
- Trained First Aider Register
- Hazardous Substance Register
- Plant & Equipment Register

Site Specific Safety Plan (SSSP) Checklist

General Information & Expectations

Project Name:			
Site Address:			
Company Name:			
Site Supervisor:			
Supervisor Ph No:		Cell Ph (24Hrs):	
Email Contact:			

Description of Project

Describe Work:	
Start Date:	
General Comment:	

Description of Site/Place of Work

Describe the site or place of work and note the following:

	Yes	No	
Vehicle & Access Restrictions:	<input type="checkbox"/>	<input type="checkbox"/>	Details: (Explain entry exit points, no go areas for contractors)
Traffic Management Required	<input type="checkbox"/>	<input type="checkbox"/>	Details: (attached if required)
Existing Damage:	<input type="checkbox"/>	<input type="checkbox"/>	Details: (Explain extent of any damage and its location)
Toilets Available:	<input type="checkbox"/>	<input type="checkbox"/>	Details: (Location of available toilets for contractor use and any restrictions on access)

On Site Safety Representative:

Our Safety Rep for this Job is: Name:

_____ Ph: _____

Notifiable Works:

Yes: No: NA:

- We have “Notifiable” works associated with our work. Yes: No: NA:
- DoL Have been notified. Yes: No: NA:
- The notifiable works form and DoL Reference No (if applicable) is attached. Yes: No: NA:

Hazard Management:

- We have identified the hazards and the required controls for this project and the list will be available on site and all staff have read these and are aware of their responsibilities to manage hazards. **(See attached site specific hazard list)** Yes: No: NA:
- All contractors will identify and control (Eliminate, Isolate or Minimise) hazards for each task by using Task Analysis forms. **(See attached TA example)** Yes: No: NA:
- Site hazards and their controls are displayed using site hazard boards. The process is documented in our our health and safety policy. Yes: No: NA:

Safety Training

- Where required staff who undertake specific work have received formal training in the safe working practices.ie asbestos removal, use of cherry picker etc . Yes: No: NA:
- A training schedule listing all relevant staff training for this site is attached. Yes: No: NA:
- We have a documented method to conduct regular training on site Yes: No: NA:
- All staff have received information on the minimum PPE required on site, and training in its correct use as relates to potential hazards in our workplace. Yes: No: NA:

Hazardous Substances

- There are hazardous substances associated with our work. Yes: No: NA:
(If ‘yes’ types and quantities have been recorded and appropriate Material Safety Data Sheets will be held on site)
- We have an approved handler for hazardous substances where required. Yes: No: NA:
(If ‘yes’ provide name, qualification and training schedule record).
- We have spill kits and a waste plan in place for the containment and disposal of any spilled or contaminated hazardous substances. Yes: No: NA:

Accident Reporting Procedures

- All accidents, incidents or near miss incidents will be reported to both HazardCo and the Project Manager immediately when they occur. All serious harm accidents will be reported to DoL within 24 hours and in writing within 7 days. All accidents and near miss incidents will be documented and investigated. **Accident reporting forms attached**
- The priority is to provide first aid to any injured person then to preserve the accident scene. Under no circumstances will the accident scene to be cleaned up or interfered with until the Project Manager, or HazardCo have reviewed the incident or the scene is has been released by the Department of Labour.

Communication & Safety Awareness:

Frequency of our Toolbox meetings are: **Forms attached** **Weekly:** **Monthly:**

Safety Audits:

Frequency of our 'Site Audits' **Forms attached** **Weekly:** **Monthly:**

Emergencies:

The Emergency Plan for this work has been completed and is attached. **Yes** **No**

A first aid kit and a trained first aid person will be on our work site to render assistance in the event of an accident or emergency.

First Aid kit Location is:

Trained First Aider is:

Subcontractors & Visitors:

Each of our subcontractors has their own active health and safety management system containing health and safety tools and safety instructions. **Yes:** **No:**

Each of our subcontractors competence has been formally assessed or reviewed i.e. they have the appropriate qualifications and skills.

We have an induction procedure for visitors, new subcontractors and their employees working for us on our work sites. All sub contractors have been inducted. **Induction Register attached**

PPE Minimum Required for this site is:

	Yes	No		Yes	No		Yes	No
Steel Toe Cap	<input type="checkbox"/>	<input type="checkbox"/>	Gloves	<input type="checkbox"/>	<input type="checkbox"/>	High Vis	<input type="checkbox"/>	<input type="checkbox"/>
Shoes/Boots	<input type="checkbox"/>	<input type="checkbox"/>	Hard Hat	<input type="checkbox"/>	<input type="checkbox"/>	Jacket	<input type="checkbox"/>	<input type="checkbox"/>
Non Slip Footwear	<input type="checkbox"/>	<input type="checkbox"/>	Dust Mask	<input type="checkbox"/>	<input type="checkbox"/>	Eye Protection	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>				Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>

Details/Comments:

Additional Site Requirments:

A permit to work is required and is attached.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Traffic Management Plan is required and is attached.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A waste plan is required and is attached	<input type="checkbox"/>	<input type="checkbox"/>	Other restrictions /requirements.	<input type="checkbox"/>	<input type="checkbox"/>

Details/Comments: (If other ticked -specify)

Contractor Name:

Contractor Signature: Date:

Reviewed By Name:

Reviewed By Signature: Date:

HAZARD REGISTER

CONSTRUCTION



REMEMBER, THE NUMBER 1 HAZARD IS YOU



HAZARDCOTM
CREATING SAFER WORKING ENVIRONMENTS

FREEPHONE: 0800 555 339 WWW.HAZARDCO.COM

HAZARD REGISTER - CONSTRUCTION

HAZARDS

01
OF
09

Describe Harm that could occur	Are these Hazards Significant (Yes / No)	Eliminate? Isolate? Minimise?	Control Action	Frequency of Monitoring
<p>General</p> <ul style="list-style-type: none"> • Use of Heavy Machinery • Demolition • Excavation • Construction 	<p>Yes</p>	<p>Minimise</p>	<ul style="list-style-type: none"> • Ensure the organisation implements best practice hazard management strategies as required by the Health and Safety in Employment Act and Regulations. • Be familiar with and follow Legislative Guidelines as outlined by Department of Labour at www.osh.govt.nz. • <i>The Provision of Facilities & General Safety in the Construction Industry- Guideline</i> • Be familiar with and follow these Approved Codes Of Practice (ACOP) for: <ul style="list-style-type: none"> • <i>Excavation of Shafts and Foundations</i> • <i>Demolition</i> • <i>Cranes –Safe Operation</i> • <i>Forklifts</i> • <i>Scaffolding</i> • <i>Hazardous Substance Management</i> • <i>Safe Work in Confined Spaces</i> • <i>Self Propelled Mobile Mechanical Plant</i> • <i>Safe Handling of Pre Cast Concrete</i> • <i>Rigging for Load Lifting</i> 	<p>Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits</p>
<p>Flying particles</p> <ul style="list-style-type: none"> • Wood • Metal • Concrete 	<p>Yes</p>	<p>Minimise</p>	<ul style="list-style-type: none"> • Use eye protection around machinery and when working with, or around tools. 	<p>PPE, PPC and guarding checked weekly to ensure serviceability</p>





HAZARDCO
CREATING SAFER WORKING ENVIRONMENTS

HAZARD REGISTER - CONSTRUCTION



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09

HAZARDS

Describe Harm that could occur	Are these Hazards Significant (Yes / No)	Eliminate? Isolate? Minimise?	Control Action	Frequency of Monitoring
<p>Power Tools & Equipment</p> <ul style="list-style-type: none"> • Circular saws • Power tools • Drills • Bench Saws & folders • Band saws • Cango Hammers • Nail Guns 	<p>Yes</p>	<p>Isolate /minimise</p>	<ul style="list-style-type: none"> • Guarding in place and regular maintenance checks of equipment • Restricted access to unqualified staff or use when under strict supervision • Kill switches • Safe location in workplace • Use personal protective equipment and clothing • Use signage to restrict access • Staff/Contractors trained in use • No loose hair, clothing or ties • Eye protection worn at all times • Hearing protection worn when working with loud equipment or those around you are • Ensure you are familiar with and follow Approved Code of Practice Powder Actuated Hand Held Fastening Tools and Legislative Guidelines on Nailers and Staplers, Noise Abatement for Circular Saws and Guidelines, Principles and General Safety of Machinery as outlined by Department of Labour on www.osh.govt.nz. 	<p>Daily observation weekly toolbox meetings and monthly H & S meetings</p> <p>Regular Audits</p> <p>PPE, PPC and guarding checked weekly to ensure serviceability</p>
<p>Staff & Contractors</p> <ul style="list-style-type: none"> • Unsafe behaviours • English as a second language • Overcrowding 	<p>Yes</p>	<p>Minimise</p>	<ul style="list-style-type: none"> • All staff are informed of work procedures and protocols • Disciplinary procedures in place and enforced for staff not following safe working practices • Staff with limited English explained rules by interpreter or helper 	<p>Daily observation weekly toolbox meetings and monthly H & S meetings</p> <p>Regular Audits</p>

HAZARD REGISTER - CONSTRUCTION

HAZARDS

	Describe Harm that could occur	Are these Hazards Significant (Yes / No)	Eliminate? Isolate? Minimise?	Control Action	Frequency of Monitoring
Working At Height	<ul style="list-style-type: none"> Falls 	Yes	Minimise	<ul style="list-style-type: none"> Use appropriate fall protection i.e. scaffolding, PPE (harnesses, lanyards, etc) Ensure all staff are trained in fall prevention or supervised by someone who is Ensure you are familiar with and follow department of labour Legislative Guidelines – Guidelines for the Prevention of Falls, Avoiding Falls from Heights and Safe Work at Heights as outlined by Department of Labour on www.osh.govt.nz. 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability
Hand Tools	<ul style="list-style-type: none"> Repetition & force injuries Tennis elbow Cuts Bruises Strains /sprains 	Yes	Minimise	<ul style="list-style-type: none"> Identify all tools that are hazardous and list Develop safe working procedures and instruct staff and contractors Train staff on safe work practices Assess appropriate personal protective equipment, supply and maintain Ensure you are familiar with and follow department of labours Code of Practice for Manual handling as outlined by Department of Labour on www.osh.govt.nz. 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability
Lifting/Manual handling	<ul style="list-style-type: none"> Back injury 	Yes	Minimise	<ul style="list-style-type: none"> Ensure materials are stored between knee and shoulder level Use a trolley or lifting device for heavy equipment Ask for assistance for lifting heavy items See manual handling/lifting control plan for more suggestions Refer to OSH publication, Code of Practice for Manual Handling 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability

HAZARD REGISTER - CONSTRUCTION



HAZARDS	Describe Harm that could occur	Are these Hazards Significant (Yes / No)	Eliminate? Isolate? Minimise?	Control Action	Frequency of Monitoring
Chemicals/Paint	<ul style="list-style-type: none"> • Lung problems • Dermatitis • Chemical sensitivity • Explosion • Fire 	Yes	Minimise	<ul style="list-style-type: none"> • List hazardous chemicals used on hazard register • Where possible substitute hazardous chemicals for non-toxic varieties • Maintain good storage with chemicals well labelled • Keep material safety data sheets with chemicals • Ensure staff and contractors use personal protective equipment • Ensure flammable chemicals are not used near machinery that can spark • Develop safe work procedures for use of chemicals and train all staff and contractors • Make sure incompatible chemicals are not stored together • Ensure chemicals are stored in earthquake proof shelving • Use dangerous goods store for large quantities of chemicals and ones of hazardous nature • Comply with The Hazardous Substances and New Organisms Act 1996. • Ensure you are familiar with and follow department of labours Code of Practice for Management of Substances Hazardous to Health in the Place of Work as outlined by Department of Labour on www.osh.govt.nz. 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability

HAZARD REGISTER - CONSTRUCTION



HAZARDS		Describe Harm that could occur	Are these Hazards Significant (Yes / No)	Eliminate? Isolate? Minimise?	Control Action	Frequency of Monitoring
Waste products	<ul style="list-style-type: none"> Saw dust Wood chips Metal filings Metal dust Dust Fumes 	<ul style="list-style-type: none"> Explosions Cuts Puncture wounds Lung problems Fire 	Yes	Minimise	<ul style="list-style-type: none"> Use extraction systems over machines that create fumes or dust Sweep the floor regularly and incorporate this as part of the work protocol Develop strict housekeeping procedures like tidying up immediately after finishing a process Ensure incompatible processes that create fumes and dust are not undertaken adjacently Comply with NZS 4303 Ventilation Air Quality 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability
Noise	<ul style="list-style-type: none"> Headaches Lapse in concentration Noise induced hearing loss 	<ul style="list-style-type: none"> Headaches Lapse in concentration Noise induced hearing loss 	Yes	Isolation/ Minimise	<ul style="list-style-type: none"> Ensure all staff have access to hearing protection Ensure supervisors have the correct hearing protection and it is compatible with picking up speech Strict protocols on wearing hearing protection Good storage procedures for hearing protection, including good maintenance regimes Where noise is identified as a hazard, staff exposed need to have an annual audiometry test Refer to the OSH publication - Approved Code of Practice for the Management of Noise in the Workplace. 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability Annual health monitoring
Ergonomics	<ul style="list-style-type: none"> Back injury Bench height Equipment placement 	<ul style="list-style-type: none"> Back injury 	Yes	Minimise	<ul style="list-style-type: none"> Place equipment where it is easy to use and no stooping, twisting is necessary Look at height of benches, Ensure workstation is set up correctly for computer work Allocate area for planning and paper work 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits

HAZARD REGISTER - CONSTRUCTION



HAZARDS		Describe Harm that could occur	Are these Hazards Significant (Yes / No)	Eliminate? Isolate? Minimise?	Control Action	Frequency of Monitoring
Painting	<ul style="list-style-type: none"> • Chemical sensitivity • chemical poisoning • Asthma • Lung problems 	Yes	Isolation/ Minimise	<ul style="list-style-type: none"> • Always wear protective equipment when working – coveralls, gloves, mask/respirator • Ensure booth venting does not allow fumes and excess spray to waft back into building or affect other users • Store chemicals carefully • Fill spray containers using personal protective equipment 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability	
Welding	<ul style="list-style-type: none"> • Fires & Explosions • Burns • Fumes • Compressed gasses • Toxic Gasses • Suffocation • Radiation 	Yes	Isolation/ Minimise	<ul style="list-style-type: none"> • Ensure good house keeping • Use personal protective equipment at all times (eye, hand, overalls etc) • Ensure no gas leaks (smell) prior to lighting • Mark hot surfaces • Relevant First Aid training • Staff instructed and follow manufacturers guidelines for safe use of equipment • Welding gas bottles on trolley or wheels to prevent back injury • Good maintenance regime for equipment • Used by suitably competent qualified (Appropriate NZQA Unit Standard or ITO recognised qualification) staff certified for the specific equipment being used unless under strict supervision by a qualified person • Ensure you are familiar with and follow NZS 4 781:1973 Code of practice for safety in welding and cutting • Use DOL Publications Health and Safety In Welding and Hot Works on Drums and Tanks as a guide 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability	

HAZARD REGISTER - CONSTRUCTION



HAZARDS		Describe Harm that could occur	Are these Hazards Significant (Yes / No)	Eliminate? Isolate? Minimise?	Control Action	Frequency of Monitoring
Storage	<ul style="list-style-type: none"> • Equipment • Tools • Metal • Wood • Works in progress 	<ul style="list-style-type: none"> • Back injuries • Falls • Bruises • Cuts • Bruises 	Yes	Minimise	<ul style="list-style-type: none"> • Ensure all materials are stored so as not to cause tripping hazards and are also easily accessible • Develop procedures and storage areas for works in progress • Ensure shelving is secure and earthquake resistant • Any heavy materials e.g. wood or metal stored between knee and shoulder height to reduce back injuries 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability
Environment	<ul style="list-style-type: none"> • Hot • Cold • Sun • Wind 	<ul style="list-style-type: none"> • Hypothermia • Heat stroke • Sunburn 	Yes	Minimise	<ul style="list-style-type: none"> • Sun safety policies • Access to sun block, hats and sunglasses • Ensure you are familiar with and follow department of labours, Guidelines for the Management of Work in Extremes of Temperature as outlined by Department of Labour on www.osh.govt.nz. 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability
Electrical	<ul style="list-style-type: none"> • Tools • Cords • Wiring 	<ul style="list-style-type: none"> • Electrocution • Burns • Lacerations 	Yes	Minimise	<ul style="list-style-type: none"> • All staff trained in safe use and are proficient in operating equipment • Bring in outside trainers if necessary. Keep training register • Lock tools away when not in use • Use extension cords with RCDs and isolating transformers • Ensure cords are regularly tested and are tagged as per AS/NZ standards and codes of practice. • Use personal protective equipment • Personal protective equipment needs to be well maintained and properly stored 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits PPE, PPC and guarding checked weekly to ensure serviceability

HAZARD REGISTER - CONSTRUCTION

HAZARDS

	Describe Harm that could occur	Are these Hazards Significant (Yes / No)	Eliminate? Isolate? Minimise?	Control Action	Frequency of Monitoring
<p>Working near public</p> <ul style="list-style-type: none"> Children Passers by Visitors 	<ul style="list-style-type: none"> Stress lacerations Breaks 	Yes	Minimise	<ul style="list-style-type: none"> Develop procedures for undertaking work where working near children is hazardous Don't use power tools, ladders, chemicals where public are present/nearby If urgent repairs are required, tape off the area or undertake the work after public leave the area Use Client Induction Cards 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits
Hidden Services	<ul style="list-style-type: none"> Electrical shock burst water/gas mains 	Yes	Eliminate	<ul style="list-style-type: none"> Prior to commencing work confirm with all utilities/authorities, the positions of services, etc. 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits
<p>Excavations</p>	<ul style="list-style-type: none"> Death Crush Injuries Broken bones Concussion Lacerations Asphyxiation Electrocution 	Yes	Isolate/ Minimise/	<ul style="list-style-type: none"> Excavations greater than or equal to 1.5 m must be shored and excavations less than 1.5 m to be shored if required Shoring must be designed in accordance with sound engineering practice Safe slope requirements complied with as per Approved Code of Practice (ACOP) Excavated or other loose material effectively stored or retained as per ACOP Recommended precautions for excavating beside structures followed as per ACOP Examine excavations each day Control surface water drainage Locate all underground services prior to commencement of work 	Daily observation weekly toolbox meetings and monthly H & S meetings Regular Audits



HAZARD REGISTER - CONSTRUCTION



SIGNED

DATED

____/____/____



Task Analysis – Method Statement

Instructions	Job Information
<p>1. Review the appropriate HazardCo Task Analysis Checklist (e.g. Working at Height), to assist you to identify the Hazards and the Controls required for the work you are about to undertake.</p> <p>2. Using the Task Analysis Example as a guide (attached), follow the flow of the product or process and break it down into logical steps and describe each step.</p> <p>3. List the Significant Hazards (Hazards that could cause Serious Harm) for each step.</p> <p>4. List the Hazard Controls you plan to put in place for each Significant Hazard you have identified, ensuring, where possible, you first look to Eliminate the hazard then Isolate the hazard with Minimisation and monitoring being the last resort if there are no other practical controls.</p>	<p>Job Description:</p> <p>Project/Site Location:</p> <p>Person in control of Worksite:</p> <p>Task Analysis Completed by:</p> <p>Date Completed:</p>

Step	Description	Significant Hazard	Hazard Controls Proposed E = Eliminate I = Isolate M = Minimise
Step 1			E, I, M
Step 2			
Step 3			
Step 4			
Step 5			
Step 6			

Task Analysis – Example

Hazard Identification by Task – Drain Install

Step	Description	Significant Hazard	Hazard Controls Proposed E = Eliminate I = Isolate M = Minimise	E, I, M
Step 1 - Loading and unloading vehicles	Equipment loaded onto van/truck at depot and unloaded at client site:	<ul style="list-style-type: none"> • Sharp edges • Heavy objects • Repetitive movements • Bending, Twisting, Lifting • Moving components 	<ul style="list-style-type: none"> • Manual handling training • Correct use of equipment • Correct PPE (i.e. gloves, hi vis, steel toecap boots, etc) • Lifting aids to be used (i.e. forklift or Hiab) • 2 person lift when lifting aids not available 	M M I M M
Step 2 - Driving to and from site	Driving vehicle to client location:	<ul style="list-style-type: none"> • Fatigue • Inattention • Unsafe driving behaviour • Vehicle faults or malfunction • Insecure load 	<ul style="list-style-type: none"> • Comply with all road rules • Vehicle kept up to WOF or COF standard • Correct and current drivers licence held by all drivers • Correct equipment for load security used (specify) 	M M I M
Step 3 - Arrive on site and prepare to start work	Arrive at site unload vehicle, meet with client, review plans, liaise with digger operator, unload equipment commence site works:	<ul style="list-style-type: none"> • Manual handling • Distraction • Public /Client • Underground Utilities • Heavy machinery • Untrained inexperienced staff/ • Apprentice • Slips and trips 	<ul style="list-style-type: none"> • Notifiable works (trenches over 1.5m) • Locate & Switch off Utilities • Fence Site • Conduct Client/Staff Induction • Site signage in place & updated • Equipment check • Correct PPE used • Traffic management in place • Trained Operators Only (for heavy machinery & specialist equipment) • Correct manual handling techniques used • Trained staff or supervise inexperienced staff • Tidy site 	M E, I I M M M M I I
Step 4 - Start Excavations	Digger in operation, excavations underway:	<ul style="list-style-type: none"> • Open trenches • Slips and trips • Trench collapse • Manual handling • Distraction • Public /Client • Underground Utilities • Heavy machinery • Hand tools • Untrained inexperienced staff/ • Apprentice 	<ul style="list-style-type: none"> • Keep unnecessary person away from the site • Induct all new visitors and contractors to site • Trained operators/users only (heavy machinery & specialist equipment) • Use observers • Correct manual handling techniques • Trained staff • Supervise inexperienced staff • Comply with excavation ACOP • Cover open trenches • Traffic management plan in place • Tidy Site 	I M I M M M M I, M I I I, M

Step	Description	Significant Hazard	Hazard Controls Proposed E = Eliminate I = Isolate M = Minimise	E, I, M
Step 5 - Pack up	Equipment loaded onto van/truck:	<ul style="list-style-type: none"> • Sharp edges • Heavy objects • Repetitive movements • Bending, Twisting, Lifting • Moving components 	<ul style="list-style-type: none"> • Manual handling, Training • Correct use of equipment • Correct PPE used (i.e. gloves) • Lifting aids (forklift & Hiab) 	<p>M</p> <p>M</p> <p>M</p> <p>I</p>



Working at Height – Task Analysis

The attached form is designed to assist you in setting up safely for the work you are about to undertake. To assist in identifying the hazards associated with the work, and assess the most suitable and safest way of completing the work when working at height.

When working at a height that could cause harm if you were to fall, you should always Eliminate (E) the fall hazard if you can. Where this is not possible, you should Isolate (I) the fall hazard, and if you are unable to do either, you must Minimise (M) the hazard. There may be occasions where multiple controls are appropriate. Remember, "DOING NOTHING IS NOT AN OPTION".

We recommend you use this checklist to decide the best option/s available to control the fall hazard for the work you are about to undertake. To brief everyone involved in completing the work and ensure the appropriate controls are in place. Once the above steps have been completed sign the form and keep onsite as part of your work documentation.

Please contact HazardCo on 0800 555 339 if you require any assistance to identify hazards or implement the required controls.

Company:

Contact:

Contact Cell Ph:

Site Address/Ref:

Date:

Task Description:

e.g. internal plastering

Task Steps:

e.g. plastering ceilings

Pre Start Checklist – to be completed prior to commencing working

At Base	Yes	At Site	Yes
1. HazardCo Team Pack is in vehicle	<input type="checkbox"/>	1. Park in a safe place	<input type="checkbox"/>
2. Vehicle has a current WOF/COF, lights and tyres in working condition	<input type="checkbox"/>	2. Ensure you wear your PPE/PPC and it is in good condition and appropriate for the work to be undertaken i.e. overalls, boots, mask, gloves, eye, hearing and dust protection	<input type="checkbox"/>
3. Minimum PPE/PPC available and in good condition	<input type="checkbox"/>	3. HazardCo Hazard Board set up in the vicinity of where work is being undertaken	<input type="checkbox"/>
4. All emergency equipment and materials required for the work being undertaken loaded and load secure	<input type="checkbox"/>	4. Ensure you are inducted onto site - liaise with any Site Manager/Contractor/Client present to establish exactly what they are doing on site and any hazards associated with their work. Conduct your own induction if alone on site. Ensure the Hazard Board is updated	<input type="checkbox"/>
5. All work documents for job in vehicle	<input type="checkbox"/>	5. Explain to Site Manager/Contractor/Client any hazards you are bringing to site or that may be present as a result of your work (use HazardCo Client Induction Cards where appropriate).	<input type="checkbox"/>

Issues for Consideration When Working at Height

Are You?	Yes	No	If yes, think about these controls
Working at height inside a building?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Regardless of height, where possible always Eliminate the hazard through design or by working on the ground (E). • Where possible use scaffolding (includes mobile), guarded work platforms, guardrail systems, edge protection, mechanical access plant such as elevated work platforms, safety mesh or barriers to restrict access (I). • Secure tools, materials and equipment from falling (I). • Fill in or cover all holes, trenches and openings i.e. stairwells (I). • Ensure work platforms are rated to 225kgs (M). • Use warning signs on openings (M).
Working at height outside?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • If you are unable to Eliminate/Isolate the hazard, use work positioning, travel restraint systems, safety harnesses, industrial rope access systems, safety nets, air/bean bags and catch platforms (M). • Only use unguarded work platforms rated to 225kgs when there are no other options (M). • Do not use ladders as a working platform use for access only (I).
Working where high winds may increase the risk of a fall?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Postpone working at height (I).
Working in wet weather which may increase the risk of a fall?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Secure tools, materials and equipment (M). • Use appropriate fall protection and PPE.
Working near any overhead power lines that you could come in contact with?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Disconnect services (I). • Do not encroach within 4 metres of overhead lines (I). • Use an observer if using machinery such as cranes, booms, hiabs, cherry pickers and scissor lifts (M).
Working on sloping, uneven or cluttered ground?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Ensure fall protection chosen is stable and suitable for use on sloping or uneven ground (M). • Ensure the work is clear of debris (M). • Ensure platforms are level and rated to carry the intended load (M).
Working on a roof?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Carry out a Roofing Work Task Analysis and follow best practice guidelines. • If possible, always use edge protection (I); or • Use scaffold, guarded elevated or temporary work platforms (I). • Consider using multiple protection measures (M).
On short duration work (i.e. minutes rather than hours) or working at a low level height i.e. below 1.5m?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Appropriate fall prevention controls to Eliminate, Isolate or Minimise should be used regardless of work duration or height (E, I, M). • Use mobile access equipment that can provide both edge protection and a working platform (I). • Only use unguarded work platforms rated 225kgs when there is no other option (M). • Do not use ladders as a working platform (I). • Use ladders as a means of access or short duration, low risk maintenance work only (M).

Are You? Yes No If yes, think about these controls

Working over 5 metres (i.e. notifiable work)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> You must notify the Department of Labour using the prescribed form 24 hours prior to the commencement of any work.
Trained and experienced in the work that you are undertaking (including your employees)?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Ensure all workers are trained in roof work or supervised by an experienced staff member if they are not (M). Ensure all staff has been briefed on your chosen fall protection method, your expectations and the limitations of its use (M). Ensure all staff has been trained in the correct use and maintenance of PPE (M). Monitor fall protection method to ensure they remain adequate and in place throughout the job (M).

Fall Hazard Controls – What are you going to do?

Based on the work described above, choose the best fall hazard controls to Eliminate, Isolate and Minimise the fall hazard, in that order.
 Note: Read the Fall Hazard Controls included in this form and remember “DOING NOTHING IS NOT AN OPTION”.

Options to ELIMINATE the fall hazard – most effective method of fall protection

	Yes	No	Yes	No
Can you engineer out the hazard? e.g. increase the number of batons on a roof to decrease the chance of falling through.	<input type="checkbox"/>	<input type="checkbox"/>	Can the work be undertaken at ground level? e.g. prefabrication	<input type="checkbox"/>

Options to ISOLATE the fall hazard – effective method of fall protection

	Yes	No	Yes	No
Can you use fully guarded permanent or temporary work platforms? e.g. scaffold or mobile access equipment, guarded podiums and folded platforms.	<input type="checkbox"/>	<input type="checkbox"/>	Can you use screens, barricades or solid barriers? e.g. safety mesh, fencing, wooden panels across lift wells etc.	<input type="checkbox"/>
Can you use guardrails or edge protection systems?	<input type="checkbox"/>	<input type="checkbox"/>	Can you use secure covers over floor opening? e.g. manhole covers.	<input type="checkbox"/>
Can you use Mechanical Access Plant? e.g. elevated work platforms, scissor lifts, cherry pickers, boom lifts, travel towers, forklift platforms, crane lift platforms etc.	<input type="checkbox"/>	<input type="checkbox"/>	Can you use total restraint systems? e.g. harnesses that prevents you from getting near the edge.	<input type="checkbox"/>

Options to MINIMISE the fall hazard – least effective method of fall protection

	Yes	No	Yes	No
Can you use work positioning, industrial rope access systems?	<input type="checkbox"/>	<input type="checkbox"/>	Can you use fall arrest systems?	<input type="checkbox"/>
Can you use catch platforms or safety nets?	<input type="checkbox"/>	<input type="checkbox"/>	Can you use an unguarded work platform? i.e. folding and step up (trestle) platforms or timber constructed rated to 225kgs.	<input type="checkbox"/>
Can you restrict ladder use for access only, or short duration work?	<input type="checkbox"/>	<input type="checkbox"/>	Note: unguarded work platforms are not a fall protection method and should only be used when there is no other practical fall protection available.	

Describe the Hazard Control you have chosen, equipment to be used and why.
Note: If you have not used an Elimination or Isolation method of control you must explain why.
e.g. "I'm going to use a mobile scaffold with a hand rail and mid rail to stop me falling as I'm working at approximately 1.5 metres inside the house".

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Safety Briefing – Discuss this Task Analysis with your team and have them sign off that they understand the task hazards and the preferred method of controlling these hazards.

Safety Briefing Completed By:	Signed:

Staff Present During Safety Briefing:

Name:	Name:

This completed Task Analysis **must** be available on site at all times and form part of your work documentation.

Fall Hazard Controls

<p>General Work at Height and Overhead Work</p>	<ul style="list-style-type: none"> • Ensure that staff is trained to work at heights. • Be aware of slippery surfaces. • Wear correct footwear. • Any work at height or scaffold over 5 metres must be notified to the Department of Labour 24 hours prior to commencing work. • Secure tools from falling. • Keep visitors clear. • Fence off under work areas. • Use catchment methods such as netting. • Warn other contractors during site induction. 	<p>Holes, Trenches and Openings</p>	<ul style="list-style-type: none"> • Make safe immediately after formed. • Fill in all holes and trenches as soon as possible. • Guard holes and openings in floors with steel mesh or material strong enough to prevent a person falling through. • Do not use imbedded steel mesh over openings as a working platform. • Guard partially completed stairwells. • All covers should be secure and marked clearly with "Danger – Hole Beneath".
<p>Edge Protection (Isolation Method)</p>	<ul style="list-style-type: none"> • Group Control (e.g. protects multiple people) • Use to protect perimeters and openings in floors, roofs, excavations and stairs. • Made up of material to form a barrier to prevent falling. • Use Task Analysis to identify suitable Fall Protection during set up. • Erected, used and maintained as per design information. • Regularly inspected by a competent person. • Inspected after a storm or other event that could affect its integrity. • Rectify defects immediately. 	<p>Certified Scaffold (Isolation Method)</p>	<ul style="list-style-type: none"> • Group Control (e.g. protects multiple people) • Scaffold over 5 metres must be installed by a certified person and is notified to the Department of Labour 24 hours prior to commencing work. • Must be installed to SARNZ Best Practice Guidelines. • Must be supplied with a Handover Certificate. • Must be tagged as fit to use. • Must be regularly checked and maintained. • If unsafe, must have the tag removed until reinstated by a certified person.
<p>Fixed & Mobile Scaffold below 5 metres (Isolation Method)</p>	<ul style="list-style-type: none"> • Group Control (e.g. protects multiple people) • Must be installed correctly with all components in place. • Guard rails, mid rails & toe boards must be in place. • There must be a safe means of access. • It must be capable of supporting people and materials. • Must be set up on level ground and plumb at all times. • Must be 4 metres clear of power lines. • Mobile Scaffold must never be accessed unless castors are locked to prevent movement and never moved whilst someone is on it. 	<p>Guard Rails (Isolation Method)</p>	<ul style="list-style-type: none"> • Group Control (e.g. protects multiple people) • Use to provide protection on perimeters of roofs, skylights and fragile roof material, openings in roof structures floors and walls. • Should have toe boards or mesh infill or no-go zone below. • Additional mid rail to ensure gaps do not exceed 450mm. • A third rail or infill panel if distance between the work surface and the mid rail exceeds 250mm. • Designed to withstand loads as per AS/NZS 1657. • Should contain fixed platforms, walkways, stairways and ladders.

Fall Hazard Controls

<p>Safety Mesh (Isolation Method)</p>	<ul style="list-style-type: none"> Group Control (e.g. protects multiple people) Complies with AS 4389. Securely connected to the structure. Overlap between adjacent sections. Use scaffold or elevating work platforms to install. Formally inspect after installation to ensure conforms to manufacturer's instructions. Use an appropriate install method such as mesh run over the roof using a continuous rope system. Installers should not walk across open purlins to draw mesh. 	<p>Mechanical Access Plant Including elevated work platforms, cherry pickers, scissor lifts, boom lifts and travel towers (Isolation Method)</p>	<ul style="list-style-type: none"> Individual Control (e.g. protects single person) Choose the correct equipment for the work being undertaken. Set up on solid level surface unless designed for rough terrain. Clearly marked with safe working load limits. Current Test Service Certificate displayed. Operated by a trained and competent person. Travel towers and boom type platforms must have a fall arrest safety harness system set up correctly. Inspected and tested 6 monthly. Use in appropriate weather conditions. Ensure clear of overhead lines. Follow manufacturer's guidelines for use.
<p>Total Restraint Systems (Isolation Method)</p>	<ul style="list-style-type: none"> Individual Control (e.g. protects single person) Prevents the user from approaching an unprotected edge. Consists of a full body harness, lanyard and suitable anchor point. Checked and used by a competent person. All equipment tagged and recertified annually and remains compliant with AS/NZS 1891.4. 	<p>Work Positioning Systems and Industrial Rope Access (Minimisation Method)</p>	<ul style="list-style-type: none"> Individual Control (e.g. protects single person) Used for gaining access or working at a workface at height usually by suspended ropes. Requires a high level of competency and users must be trained to appropriate unit standard.
<p>Individual Fall Arrest Systems Including harnesses, lanyards, inertia reels etc. (Minimisation Method)</p>	<ul style="list-style-type: none"> Individual Control (e.g. protects single person) Intended to stop a worker falling an uncontrolled distance. Used only when no other fall protection is practical. All users trained to NZQA unit standard 21969 "<i>Demonstrate knowledge of and prepare to use a basic safety harness system on construction sites</i>". All installers and supervisors of fall arrest equipment must be trained to NZQA unit standard 15757 "<i>Use, Install and disestablish fall arrest systems when working at height</i>". Use only if suitable anchorage available. Ensure activation distance is shorter than the height above the ground. Ensure you have a rescue plan in place. Set up to avoid pendulum effect. All equipment tagged and recertified annually and remains compliant with AS/NZS 1891.4. 	<p>Catch Platforms (Minimisation Method)</p>	<ul style="list-style-type: none"> Usually a structure attached to a scaffold to contain falling debris or a temporary platform located below a work area to catch a falling worker. Platform should be no more than 1 metre below the work area. Extend at least 2 metres beyond all edges. Always used with an adequate form of edge protection for the roof perimeter.

Fall Hazard Controls

<p>Temporary Work Platforms Including podium, step platforms, trestle scaffold and step platforms (not a fall protection method)</p>	<ul style="list-style-type: none"> • Podium and step up platforms are intended for short term interior use. • Platforms should have guard rail protection. • Platforms must be rated to 225kgs and not overloaded. • Unguarded platforms can only be used when there are no other practical option and the fall risk and height is low. • Platform should be sufficient in area to prevent a person falling from it. • Must be used on firm level ground. 	<p style="text-align: center;">Ladders (not a fall protection method)</p>	<ul style="list-style-type: none"> • Use only for short duration (minutes not hours), maintenance work or access to working platforms. • Only commercial grade ladders in good condition to be used. • Secured at the top and bottom. • Sandbagged or stable base. • 4 up 1 out set up. • Extend 1 metre above the access level. • Maintain 3 points of contact. • Only one person at a time on a ladder. • Regular maintenance checks. • Not used as a working platform.
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Training Register

Business Name:	Phone Number:	
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In signing this Register you acknowledge the following is a true and accurate record.

Name	Site Inductions Completed	Trade Related Training Received (date)	Qualifications, Certificate Obtained	Licences Obtained	Verified by (signature)



Site Induction Checklist

All persons working on an _____ Ltd site should receive an induction prior to commencing work. If this is not practicable however, they should be signed in as a visitor and accompanied by another employee that has already been inducted.

Name: _____ **Company:** _____

Mobile Number: _____ **Position:** _____

Site Address: _____ **Date:** _____

Item	Description	Tick when completed
1.	Site Emergency Procedures and Emergency Equipment: Discuss the site Emergency Procedures and show the location of fire extinguishers, first-aid kit and qualified first-aid person.	<input type="checkbox"/>
2.	Task Analysis and Hazard ID: Explain HazardCo hazard ID process, location of SSSP or Team Safety Plan, daily hazard ID process using HazardCo Induction and Training Cards. Explain the Task Analysis and HazardCo online hazard ID process (where applicable).	<input type="checkbox"/>
3.	Significant Site Hazards: Review any significant site hazards that are currently on site that may affect all employees, visitors and passers-by. Ensure site Hazard Boards are in place and how to update them.	<input type="checkbox"/>
4.	Sub-Contractor Safety Procedures: Review sub-contractor safety procedures and minimum required standards on site. Identify the names of all sub-contractor safety representatives.	<input type="checkbox"/>
5.	Accident Reporting and Investigating Procedures: Discuss the process and the importance of immediately reporting all accidents, incidents or near misses, no matter how minor. Advise to contact HazardCo to assist on Freephone 0800 555 339.	<input type="checkbox"/>
6.	Site Inspections: Explain site inspections procedures (frequency and reporting requirements). Explain use of HazardCo Induction and Training Cards and Site Audit Checklist.	<input type="checkbox"/>
7.	Toolbox Meetings: Explain site Toolbox Meeting requirements (frequency and reporting requirements).	<input type="checkbox"/>
8.	Site Amenities: Show location of toilets, wash areas, 'smoko' sheds.	<input type="checkbox"/>
9.	Personal Protective Equipment (PPE): Explain minimum site PPE requirements including hard hats, safety glasses and high-visibility vests etc, if required.	<input type="checkbox"/>
10.	Site Visitor Protocol: Review procedures for site visitors.	<input type="checkbox"/>
11.	Training Requirements General and for Restricted Equipment/Areas: Explain the use of HazardCo Induction and Training Cards for regular site training and other training requirements for the site.	<input type="checkbox"/>
12.	Other Site Safety Procedures: e.g. Discuss any specific site rules if applicable.	<input type="checkbox"/>

All Contractors must sign the Induction Register once inducted to site.



Site Induction Register

Business Name:	Phone Number:
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In signing this register you acknowledge you have read the Site Hazard Board and on-site hazards have been explained to you.

Date	Name	Business/Organisation	Signature	Time In	Time Out

HazardCo can store this record in your HazardCo Health & Safety Account. Simply fax to 09 523 6749 or scan and email to: info@hazardco.com



Site Audit Checklist

Site Address:			
Supervisor:			
Inspection Date:		Job Stage:	

The following control measures are in place:	Yes	No	N/A
Public Protection: HazardCo signage updated; sufficient hoarding, fencing and barricades; safe pedestrian access past site traffic management for loading and delivery; construction separated from occupied areas of projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Plant: Operator protective structures - seat belts; reverse signal alarms; high-visibility clothing; existing services known; traffic control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Deliveries: Adequate set-down area – solid ground conditions; correctly slung/secured loads; lifting equipment in good condition; suitable access to site; reasonable parking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Housekeeping: Site is clear of debris/rubbish – no trip hazards; clear access to work areas; waste bin on site and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scaffolding: All scaffolds correctly braced and stabilised - 3:1 height to base ratio; firm foundation, plumb and level; base plates in place; ladder access provided and used; proper platform (3 planks/ 675 mm) - planks secured; guardrails - 900 to 1100mm high, within 200mm of working face, mid-rail; tagged and regularly inspected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand and Power Tools: Right tool for the job - used properly - in good condition/maintenance; guards - isolation - flying debris controlled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity: Temporary leads tagged and tested in good condition; no temporary repairs; no exposed wires – tagged and tested RCDs in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders: No domestic ladders: Secured against movement or footed; in good condition; extend 1m above platform - 4:1 angle; climbing - no carrying loads; 3 points of contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment (PPE): Head/face, hearing/eye, skin, footwear and protective clothing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Cutting and Welding: Welding flash and burns controlled with PPE and shields - fumes controlled with ventilation and PPE; leads in good condition and properly positioned/out of water; blow-back valves; upright/secured cylinders; sparks/combustible materials controlled - fire watch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Falling Materials: Materials secured - kept back from edge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise: Levels below 85 decibels - proper protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health: First-aid training and kits; clean sheds, toilets and washing facilities; good personal hygiene; hazardous chemicals, inhalation, absorption, ingestion controlled – Material Safety Data Sheets available and training; proper labelling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excavations: Soil stability known; no water accumulation; existing services known and isolated - material 600mm from edge – trenching over 1.5m notified and shoring in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at Height: Appropriate fall protection in place; scaffold, working platforms, edge protection etc - harnesses only as a last resort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Compressed Air: Flying debris; hose couplings secured; exhaust controlled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Toolbox Meeting

Company:	
Audit Date:	
Supervisors Name:	
Job Address:	Job Stage:

<u>AUDIT CHECKLIST REVIEW</u>	Done	N/A
Complete the HazardCo Site Audit Checklist before beginning the Toolbox Meeting.	<input type="checkbox"/>	
Discuss the parts of the Site Audit Checklist which were answered NO . What needs to be done to change the answers to YES ?	<input type="checkbox"/>	<input type="checkbox"/>
<u>ON SITE HAZARDS</u>		
Discuss the hazards of current work/tasks. Record how to eliminate, isolate, or minimise those hazards.	<input type="checkbox"/>	
<u>ACCIDENTS & EMERGENCIES</u>		
Discuss all accidents or near misses. What can be done to prevent them happening again?	<input type="checkbox"/>	<input type="checkbox"/>
Remind all staff Emergency Plan for the site and show them the form	<input type="checkbox"/>	
<u>INDUCTION</u>		
Ensure everyone has been inducted to site?	<input type="checkbox"/>	
<u>TRAINING</u>		
Discuss the current hazards on site using the induction and training cards as a memory jog.	<input type="checkbox"/>	
List any additional training staff may require to complete their work/tasks.	<input type="checkbox"/>	<input type="checkbox"/>
<u>STAFF</u>		
Confirm minimum standard of PPE on Site. Check staff PPE is in good condition and fit for purpose.	<input type="checkbox"/>	<input type="checkbox"/>
Ask staff if they have any Health & Safety concerns about their work. Then record it here.	<input type="checkbox"/>	



Accident/Incident Register

Business Name:	Site/Project:
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All accidents and near miss incidents are to be recorded no matter how insignificant they may appear at the time. If you are not sure whether to record an incident, ask. In the event of any accident causing harm, follow the Emergency Plan, initially by administering first aid and contacting the appropriate emergency services, then by contacting HazardCo for assistance on 0800 555 339. HazardCo will provide and review all accident and reporting forms, and assist you in notifying serious harm to Department of Labour ("DOL").

Date/Time	Summary of Accident	Initial Action Taken	Serious Harm Y/N	HazardCo Contacted Y/N	DOL Contacted Y/N	Investigation Completed (appropriate forms filled out and sent to HazardCo)	Toolbox Meeting Conducted (investigation outcomes relayed)

Injury Notification Form

1 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 Address of accident / Incident:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb)

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)

- 1st week 1st 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 am/pm

Date Shift Day Afternoon 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: Shade the part of the body that is injured

13

Nature of injury or disease: (specify all) fatal

- | | |
|--|---|
| <input type="checkbox"/> fracture of spine | <input type="checkbox"/> puncture wound |
| <input type="checkbox"/> other fracture | <input type="checkbox"/> poisoning or toxic effects |
| <input type="checkbox"/> dislocation | <input type="checkbox"/> multiple injuries |
| <input type="checkbox"/> sprain or strain | <input type="checkbox"/> damage to artificial aid |
| <input type="checkbox"/> head injury | <input type="checkbox"/> disease |
| <input type="checkbox"/> internal injury of trunk | <input type="checkbox"/> nerves or spinal chord |
| <input type="checkbox"/> amputation, including eye | <input type="checkbox"/> mental disorder |
| <input type="checkbox"/> open wound | <input type="checkbox"/> burns |
| <input type="checkbox"/> superficial injury | <input type="checkbox"/> foreign body |
| <input type="checkbox"/> bruising or crushing | <input type="checkbox"/> Other (specify) |

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)



If you have an accident Call HazardCo ASAP on 0800 555 339

Accident Investigation Form

Information Collection - Analysis

Work through the questions (What, When, Where, Why Who, How etc) to find out what circumstances led to the accident/incident- Be as detailed as you can

Company Name:

What Happened? (Brief summary of events)

When did it happen? (Date and time)

Where did it happen? (Location, description of worksite and surroundings and related equipment)

Who did it happen to? (Employee, contractor, apprentice, experienced or inexperienced worker, trained, untrained)

Why or How did it happen? (Contributing factors; i.e. fatigue, rushing, weather, equipment failure, inattention, outsiders)

Remedial Action:(What are you going to do to prevent a similar event happening in the future - enter the date you expect to complete this and who is responsible for doing it)

Actions Assigned
to:

Actions complete:
Date: / /

Investigation Completed;
Date : / /

Investigation Completed
By:

Fax this completed form to HazardCo on 09 5236749 or email to info@hazardco.com



Notification of Particular Hazardous Work

Please mail or fax this form to your nearest Department of Labour office as listed on the back of this form. 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):

- Scaffolding (all kinds).
- Buildings and structures over 5 metres.
- Use of a lifting appliance.
- Trench, shaft, pit, etc.
- Drive or heading.
- Excavated face over 5 metres.
- Use of explosives,
- Work in, or breathing, compressed air or air substitute
- Restricted work involving asbestos.
- Demolition.
- Other:
- Felling trees for logging.
- Tree felling for commercial firewood.
- Tree felling in land clearance.
- Tree felling in maintenance of horticulture shelterbelts.
- Tree felling in maintenance of overhead power lines.
- Tree felling in arboriculture
- Tree felling in silviculture.
- Tree felling for willow layering and other work in catchment areas.
- Tree felling involving wind throw.

Address of worksite:

.....

Main access road:

Location:

.....

Contractor/
Self-employed:

Address:

.....

Contact:

Phone: Fax:

Employer:

Address:

.....

Contact:

Phone: Fax:

(enter company your using to perform notifiable work)

Company Name

Contact Phone

(scaffold, demolition,
tree felling, asbestos
etc)

Brief description of work:

Due Date of commencement Estimated time to complete:

Date: ___/___/___ Signed:

Department of Labour phone: 0800 20 90 20

NORTHERN REGION

Whangarei

Level 2, Michael Hill Building
25 Rathbone Street
PO Box 141
Whangarei
Fax: (09) 438 4874

Auckland North

Level 5, ANZ building
9–11 Corinthian Drive
Albany
PO Box 301 012
Takapuna
Fax: (09) 909 3280

Auckland Central

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

Auckland South

1st floor, 12 Lambie Drive
Manukau
PO Box 63 010
Manukau City
Auckland 2241
Fax: (09) 909 3248

WAIKATO/EASTERN REGION

Hamilton

Level 3, Westpac Building
430 Victoria street
PO Box 19 217
Hamilton
Fax: (07) 957 6401

Bay of Plenty

Tauranga Office
Campbell House
727 Cameron Road
PO Box 66
Tauranga
Fax: (07) 577 6396

Rotorua Office
1231 Haupapa St
PO Box 2128
Rotorua
Fax: (07) 346 0229

Napier

Napier Office
6 Taradale Road
PO Box 546
Napier
Fax: (06) 835 7102

Gisborne Office
Level 1, Wilson James Centre
77 Peel Street
PO Box 139
Gisborne
Fax: (06) 868 8832

CENTRAL REGION

New Plymouth

330 Devon St East
PO Box 342
New Plymouth
Fax: (06) 759 9417

Palmerston North

49 Wolding Street
PO Box 241
Palmerston North
Fax: (06) 359 1431

Wellington

Wellington Office
Level 1, 85 The Terrace
PO Box 3705
Wellington
Fax: (04) 918 4715

Lower Hutt Office
Level 1, Professional Building
33 Kings Cres
PO Box 30 556
Lower Hutt
Fax: (04) 914 6866

Nelson

Level 1, 9 Buxton Square
PO Box 180
Nelson
Fax: (03) 989 6789

SOUTHERN REGION

Christchurch

Christchurch Office
Markham Building
144 Kilmore Street
PO Box 13 278
Christchurch
Fax: (03) 964 7821

Greymouth Office
PO Box 13 278
Christchurch
Fax: (03) 964 7821

Timaru Office
Level 1, Central Mall
251 Stafford Street
PO Box 177
Timaru
Fax: (03) 684 9127

Dunedin

392 Hillside Road
PO Box 537
Dunedin
Fax: (03) 955 3274

Invercargill

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

(for employer)

Section 2 and 26 of the Health and Safety in Employment Regulations 1995

2. Interpretation—

“Notifiable work” means—

- (a) Any restricted work, as that term is defined in regulation 2(1) of the [Health and Safety in Employment (Asbestos) Regulations 1998];
- (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 fork-lift, 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;

...
26. Notification— (1) In this regulation, the term “employer” includes a person who controls a place of work.

- (2) Subject to subclause (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 subclause (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 subclause (2) of this regulation before commencing any construction work or tree felling operation 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.



EMERGENCY PLAN

In the event of an injury **STAY CALM!**

- › Shut down all plant and equipment
- › Provide first aid (do not leave patient)

DIAL 111 and

- › Provide your site address
- › Identify the service you need (Fire, Police, Ambulance)
- › Have someone meet the emergency services
- › Call HazardCo on 0800 555 339

SITE ADDRESS

EMERGENCY CONTACTS

DoL: 0800 20 90 20
Hospital:
Local Council:
Poison Centre: 0800 76 47 66
Power Co:
Supervisor:
Closest Medical Centre:

IN THE EVENT OF AN EMERGENCY

Gas leak › Chemical spill › Electrical event ›
Earthquake › Fire

- › Shut down all plant and equipment
- › Seek shelter (if earthquake)
- › Evacuate site (all other emergencies)
- › Proceed to assembly point (Hazard board or other safe area)
- › DIAL 111 and follow the above steps

Report ALL accidents and near misses to HazardCo on 0800 555 339



FREEPHONE: 0800 555 339 › FACSIMILE: 09-523 6749

PO BOX 58 004 › WELLINGTON 5245 › NEW ZEALAND › INFO@HAZARDCO.COM › WWW.HAZARDCO.COM



Emergency Plan & Procedures For Hazardous Work

In the event of an Emergency or Injury on site **STAY CALM**, shut down any plant or equipment, administer first aid, dial 111 advising what emergency services are required and arrange for someone to meet them at the front of site when they arrive.

Business Name:	Site/Project:
-----------------------	----------------------

Complete the following Emergency Information for the work/task you are about to undertake – ensure all sections are completed prior to commencement of works.

Emergency Situations:		General Emergency Procedures:	
Potential Emergencies that could arise in our workplace or on site as a result of our work are:	Gas Leak	<input type="checkbox"/>	<ul style="list-style-type: none"> In the event of an earthquake seek shelter and keep clear of any collapsible structures. In the event of a fire, chemical spill, gas leak or electrical event evacuate the site to the Safe Assembly Area identified below. Specify any other Emergencies and Procedures relevant to your work:
	Chemical Spill	<input type="checkbox"/>	
	Electrical Event	<input type="checkbox"/>	
	Earthquake	<input type="checkbox"/>	
	Fire	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>		
Evacuation Procedures		Site Supervisor/Manager:	
Our evacuation signal for the site is: (specify)	Our Safe Assembly Area is located at: (specify)	Contact Cell Number:	Person in control of the Worksite:
All visitors will be escorted on our worksite or will inducted to our site and have the Emergency Procedures explained: (specify any additional requirements)		Contact Cell Number:	
Emergency Contacts:			
Our trained First Aider/s is/or:		Our nearest Medical Centre is: (specify location)	
The Medical Centre Contact Number is:		The Medical Centre Contact Number is:	

PERMIT TO WORK

Permit number: _____

PART A: Work Request

Location of work: (building/room)		Contact Person:	
		Phone Number:	
Summary of work to be undertaken:			

PART B: Safety Procedures - to be implemented prior to commencement of work

1. The following processes are to be suspended during the course of the work:

2. The following equipment is to be withdrawn from service during the course of the work:

3. All users have been made aware of this supervision/withdrawal: Yes/No

4. Safety warning notices have been posted where required: Yes/No

5. The following steps have been taken to eliminate, control or contain Hazards in the area:

6. The following safety measures are recommended:

Approval

I confirm that I have inspected the work area detailed above and declare that to the best of my knowledge and belief the work can be carried out safely and without serious risk or injury to health.

Signed: _____ Date: _____ Time: _____

PART C: Control of Risks Arising from the Work

1. Isolation of services: (please tick as appropriate)

water power fuel lines compressed gases Other (specify)

2. Are there safety implications resulting from the isolation? Yes/No

3. Lock off required? (If Yes, location) Yes/No _____

4. Safety signs posted? (If Yes, what safety precautions are required to control the risks?) Yes/No _____

5. Air monitoring required? Yes/No _____

6. Are there hazards associated with the work? Yes/No

Declaration

I understand the precautions to be taken under this Permit.

Name (print): _____ Company/Department: _____

Signed: _____ Date: _____ Time: _____

Permit Validity Period

From: Date: _____ Time: _____ : _____ To: Date: _____ Time: _____ : _____

If the work is not completed within this time frame a new permit to work must be completed.

PART D: Completion of Work

I confirm the work has been completed in accordance with this Permit. Services have been restored and the work area is ready for reoccupation.

Signed: _____ Date: _____ Time: _____

PART E: Reinstatement of Work Area

I confirm that all equipment has been returned to service, safety signs have been removed and the users informed that work may resume in this area.

Signed: _____ Date: _____ Time: _____



Contractor/Sub Contractor List

Company Name	Contact Name	Phone Number	Trade On Site

HazardCo can store this record in your HazardCo Health & Safety Account. Simply fax to 09 523 6749 or scan & email to: info@hazardco.com



Hazardous Substances Register

The following hazardous substances exist in the workplace. A copy of the Material Safety Data Sheet ("MSDS") is held on site in the event of an emergency requiring First Aid.

Product Name	Application	Quantity	Product Labelled		MSDS				Classified as Hazardous in the MSDS	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If YES:
 The risks and control measures associated with the use of the product/substance and the precautions for its use are outlined in the Task Analysis.



Plant and Equipment Register

The following register contains details of all plant and equipment to be used during the course of our work activities. Examples include lifting gear, fire fighting equipment, mobile plant, fall restraint equipment etc.

Plant Type	Serial No. / Registration No.	Make / Model	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Maintenance Record Available	Date of last Service	Required Maintenance Frequency	Date on Site
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>				