












From	Waterproofing Concepts Ltd
Site	Chinook Place, Wigram.
Job Number	

Site Specific Safety Plan

Client Details	
Name	ABC Builders..
Contact Name	A Smith..
Contact Number	021 123456

Location	
Street	Chinook Place, Wigram.
Suburb	Wigram.
City	Christchurch.
Description of work	
Supply & fix Grout, Panel Sealant. Supply & Lay Butyl Membrane.	
Safety Contact	
Contact Name	Gary Wesborn
Contact Number	0220431554

Site Protective Equipment					
					
Hard Hat	Protective Footwear	Hi Vis Clothing	Hearing Protection	Protective Eyewear	Gloves
					
Protective Clothing	Safety Harness	Respiratory Protection	Face Protection	Welding Mask	



Above and below ground waterproofing specialists

Waterproofing
CONCEPTS LTD

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Safety Plan Checklist

To : ABC Builders.

For : Chinook Place, Wigram.

From : Waterproofing Concepts Ltd

For : Supply & fix Grout, Panel Sealant. Supply & Lay Butyl Membrane.

We undertake as follows:

1. Workplace Control and Management:

On site Safety Representative (SR) for this project is : Gary Wesborn 0220431554

The person in control of the workplace is : Principal/Client/Main Contractor/Other Main Contractor

2. Notifiable Works:

We have Notifiable Works associated with our Sub-Contract

Actioned

☒ Yes

☐ No

Worksafe NZ has been advised of our Notifiable Works

☒ Yes

☐ No

3. Hazard Management:

We will maintain an on site Hazard Register of all existing and new hazards and appropriate controls

☒

Written Task Analysis covering all significant hazards associated with our works to be prepared in conjunction with employees and provided to site management before any work involving that hazard commences on site

☐

Are there hazardous products/processes associated with our sub-contract works? ☐ Yes

☒ No

(If yes, the appropriate Material Safety Data Sheets must be attached)

☐

4. Communication/Employee Participation:

The methods of communicating safety information to our employees are by: (tick methods used)

☒ Toolbox Talks

Frequency Monthly

☒ Pre-task Planning Meetings

Frequency Daily

☒ Health and Safety Meetings

Frequency Monthly

☒ Co-ordination Meetings

Frequency Daily

☐ Other

Frequency

5. Emergencies:

Our first aid kit is located: In van or on site

Our First Aid person is: Gary Wesborn (Phone) 0220431554

We have trained First Aid personnel and procedures in place on site to render assistance in the event of an accident/ emergency

☒

We attach an Emergency Plan for all hazardous products and processes we have said yes to in Section 3 above

☒

In the event of a site emergency or evacuation our personnel will report to our SR and assemble at the evacuation area shown on the Project Emergency Evacuation Plan

☒

6. Accident/Incident: Reporting/Investigation/Recording:

We have an Accident/Incident Reporting/Investigation system in place and keep an Accident Register

☒

We will immediately notify all serious harm accidents to site management and follow up within 7 days with a completed copy of the Accident Report and Investigation

☒



Safety Plan Checklist

7. Safety Inspections and Safety Reviews:

We agree to undertake safety inspections and reviews at the intervals required by the Safety Activity Register Chart ☒

A sample of documentation of our Safety Inspections is attached ☒

8. Training/Inductions:

All persons under our control on site are given a Site Specific Safety Induction ☒

All persons under our control on site are appropriately qualified, competent or fully supervised ☒

9. Sub-contractors:

Will you have sub-contractors working for you on this project? ☐ Yes ☒ No

If yes, then attach a schedule of details for all sub-contractors and agree to provide to the site management completed SSSP's from all sub-contractors for approval before they be allowed to work on the site ☐

10. Visitors:

All visitors are required to sign in and out of the Site Visitor Register and are required to be escorted at all times while on site.

Signed:..... Name: Date:

(Sub-Contractor Representative)

Signed:..... Name: Date:

(Principal/Site-Project Manager)

Notes:

NOTIFICATION OF PARTICULAR HAZARDOUS WORK

Health and Safety in Employment Regulations 1995

Please mail or fax this form to: The Registrar, WorkSafe NZ Response Team, PO Box 105146, Auckland, email healthsafety.notification@worksafe.govt.nz, fax: 09 984 4115. Regulations 2 and 26 of the Health and Safety in Employment Regulations 1995 define notifiable work and set out who is responsible for making the notification. They are also quoted on the back of this form for your convenience. (If faxing this form, please return only the front page.)

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

Nature of work (tick appropriate box):

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

Address of work site: Chinook Place, Wigram. Wigram. Christchurch.	Contractor/Self-employed: Contractor
Main access road: Chinook Place.	Address: 51 Carlyle Street Sydenham Christchurch
Location: Chinook Place, Wigram.	Contact:
Phone: 033650028	Fax:
Employer: ABC Builders.	Address: Chinook Place. Wigram. Christchurch.
Contact: A Smith.	Phone: 021 123456 Fax:
Certificate holder:	Certificate No. :
Phone:	Fax:

Brief description of work: Supply & fix Grout, Panel Sealant. Supply & Lay Butyl Membrane.	
Due date of commencement: 08-09-2014	Estimated time to complete:
Date: / /	Signed(for employer):

Site Specific Hazard Register

PROJECT/SITE : Chinook Place, Wigram.

Name	Harm	Description	Potential Harm	Controls	Required Training
Hazardous site conditions	Significant	Hazardous chemicals, Inhalation / absorption / ingestion Unknown chemicals, Spills, Dust, Dirty sheds or toilets Lack of personal hygiene, noise, debris, uneven or unmade routes to work area's. Overhead working. Overhead lines. Poor Lighting, moving vehicles / plant.	Long term exposure disease, sickness, Contact, Cancer. Fatality.	<ul style="list-style-type: none"> • I - Work away from others Moving plant / equipment. • M - Assess & clear routes and debris. • M - Assess Dust / Fumes condition. Stay away from area or Wear PPE where required. • M - Assess Noise levels. • M - Assess working conditions personally. • M - Communicate with Site Staff. • M - Good personal hygiene • M - Observe overhead works. • M - Report any hazardous conditions or practices. • M - Report any Unsafe conditions. • M - Undertake Clients Site induction. • M - Wear PPE where required. 	<ul style="list-style-type: none"> • Building Construction Passport • Staff Induction



Pre-Start Site Assessment

PROJECT/SITE: Chinook Place, Wigram.	ASSESSOR:	SIGNED DATE:
Hazards	√	Controls

Height/Overhead Work:

Falling Material		
Ladders		
Scaffolds		
Roofs		
Cranes		
Elevated Work Platforms		

Trenches/Confined Spaces:

Pits and Trenches		
Tanks		
Shafts		
Confined Spaces		

Plant:












WoF/Current Test Tag		
Machine Guards		
RCDs		
Leads		
Vibration		

General Environment:

Public Access/Protection		
Signage/Barriers		
Organisation/Housekeeping		
Wet/Slippery Environment		
Hazardous Materials		
Chemicals		
Services (Gas/Water/Power)		
Exposure to Weather		
Extreme Temperatures		
Traffic		



Task Analysis

TASK NAME				PROJECT/SITE				DATE			
Supply & Fix Butyl Roofing Membrane				Chinook Place, Wigram.							
PPE REQUIRED	<div><div><div>Hard Hat</div></div><div><div>Protective Footwear</div></div><div><div>Hi Vis Clothing</div></div><div><div>Hearing Protection</div></div><div><div>Protective Eyewear</div></div><div><div>Gloves</div></div><div><div>Protective Clothing</div></div><div><div>Safety Harness</div></div><div><div>Respiratory Protection</div></div><div><div>Face Protection</div></div><div><div>Welding Mask</div></div></div>										
PLANT REQUIRED	Hand Tools, Stapler, Knife, Spactular.										
SIGNAGE REQUIRED	Signage where required and communicate with other site staff.										

Step No.	Step Name	Hazard and Controls
1	Arrive on site, put on PPE, sign onto site register. Get site inducted where required.	Other people in the place of work & Van parking. <ul style="list-style-type: none"> • I - Barrier task area. • E - Children and animals not permitted on site • M - High visibility clothing and hard hats if required • M - Illumination of hazard areas • E - Lock van at all times. • M - Park van in designated area or safely away from public. • M - Warning signage • E - Work out of hours.
2	Visually assess site related hazards to WPC staff.	Hazardous site conditions <ul style="list-style-type: none"> • M - Assess & clear routes and debris. • M - Assess Dust / Fumes condition. Stay away from area or Wear PPE where required. • M - Assess Noise levels.

Task Analysis

- M - Assess working conditions personally.
- M - Communicate with Site Staff.
- M - Good personal hygiene
- M - Observe overhead works.
- M - Report any hazardous conditions or practices.
- M - Report any Unsafe conditions.
- M - Undertake Clients Site induction.
- M - Wear PPE where required.
- I - Work away from others Moving plant / equipment.

Environmental Hazards

- M - Apply sunblock
- M - Cover up - hat, sunglasses, long sleeve shirt, long pants
- M - Drink plenty of fluids
- M - Minimise work during 11 - 4pm over summer months.
- M - Monitor weather
- M - Observe other contractor hazards.
- E - Only work when weather permits
- M - Recieve weather faxes
- M - Self monitor body effects
- M - Wear appropriate clothing
- M - Wear appropriate footwear

Slips and trips

- I - Guardrails

Task Analysis

		<ul style="list-style-type: none"> • M - Put signage in place as required • M - Tidy workplace. Asses ground conditions. • E - Use another route were possible. • E - Wipe up all spills
3	Collect required tools and materials from Van.	<p>Hazardous Substances</p> <ul style="list-style-type: none"> • M - Clean up any spills the may cause environmental risk • M - Dispose of haradous waste materials in correct manner • M - Proper labelling • M - Safe use and handling training • M - Safety Data Sheet (SDS) available for all substances • M - Stored in accordance with SDS instructions • E - Use safer alternative • M - Wear the approprioate PPE when using products <p>Hand Tools and Plant</p> <ul style="list-style-type: none"> • M - Competent users only • M - Correct disc for tool. • M - correct manual handling. • M - Correct PPE. • M - Do not use faulty tools. • M - Flying debris controlled • M - Good condition and regular maintenance • I - Guards and sheilds • M - Right tool for job

Task Analysis

		<ul style="list-style-type: none"> • M - Use tools in accordance with manufacturers specifications
		Portable Power Tools <ul style="list-style-type: none"> • M - All electrics to be tested and tagged in accordance with AS/NZS 3760:1996 • M - Competent operators only • M - Eye and hearing protection to be worn • I - Guards fitted and in good working order • M - Maintain safe work practise • M - Right tool for the job • M - Safety footwear to be worn • M - Use in accordance with manufacturers specifications • I - Use of protective devices (RCD) • M - Ventilation / extraction provided
		Manual Handling
4	Assess Access is adequate for use,ie: "Safe Tagged" scaffold, adequate work platform / area.	Using site provided Scaffolding / Access. <ul style="list-style-type: none"> • M - 3:1 height to base ratio • M - All scaffolding to be erected as per the SANZ Best Practise Guidelines assessment form • M - All scaffolds correctly braced and stabilised • M - Assess scaffold before accessing heights. Ensure "Safe Tag" is visible and in date. • M - Ensure fall protection is on both sides of task before starting task. • M - Firm foundation, plumb and level • I - Guard and mid rails • M - Ladder access provide and used • M - Notify DOL if 5metres or more 24 hours prior to erecting

Task Analysis

- M - Proper platform (675mm) or full width of the scaffold
- I - Toeboards to prevent falling objects

Using site provided and WPC EWP, Cherry Picker, scissor lifts.

- M - Assess ground conditons where machine is to operate prior to use.
- M - Check all travel areas for overhead services and other hazards
- M - Communicate with others in area of use.
- M - Deemed competent staff only to operate.
- M - Do not use if unfamiliar with equipment.
- M - Ensure competency compliance with Power Elevated Working Platforms ACOP
- M - Ensure deck of platform is free from debris.
- M - Ensure Equipment is within inspection date.
- M - Report any defects.
- M - Travel only when lowered.
- M - Use correct equipment for conditions. ie: all terrain for exterior work.

Hazardous site conditions

- M - Assess & clear routes and debris.
- M - Assess Dust / Fumes condition.Stay away from area or Wear PPE where required.
- M - Assess Noise levels.
- M - Assess working conditions personally.
- M - Communicate with Site Staff.
- M - Good personal hygiene
- M - Observe overhead works.
- M - Report any hazardous conditions or practices.

Task Analysis

- M - Report any Unsafe conditions.
- M - Undertake Clients Site induction.
- M - Wear PPE where required.
- I - Work away from others Moving plant / equipment.

Working at Heights

- M - Access ladders to be internal installed through scaffold
- M - Build scaffolds to the Best Practice Guidelines
- M - Emergency rescue plans to be established prior to job
- M - EWP to be used in accordance with training and manufacturers specifications
- I - Install handrail if injury can occur from fall at any height.
- M - Mobiles scaffold used on flat surface and wheels chocked or locked
- E - No one to ride on mobile scaffold frames
- M - Only competent employees to use harness
- M - Use approved roof anchor bracket

Harness Use

- M - Adequate anchor points
- M - Check harness before use
- M - Competent staff only
- M - Correct set up of harness system
- M - Rescue plan in place and practised
- M - Sufficient fall clearance

Using Mobile scaffold tower.

- E - Competent person to erect tower.

Task Analysis

- M - Do not over load tower.
- I - Exclude others from area.
- M - Install using all correct items.
- M - Keep tower clean from chemicals and debris.
- M - locate on stable firm ground only.
- M - No one to ride when moving tower.
- M - Secure mobile tower to structure where possible
- E - Use designed scaffold where possible
- M - Use outriggers / stabilisers, locked casters.

Route to & task working area

- M - Access only "safe to use" certified scaffold.
- M - Assess & clear route before starting
- M - Assess uneven areas for slips and trips. Clear roof areas before starting where possible.
- M - Be mindful of weather conditions on roof area's.
- E - Clear work area of debris before and during task. (Including other contractors and general debris)
- M - communicate with other site staff.
- M - Keep items two metres from edge of roof at all times.
- M - observe others working overhead or below. Do Not work under someone else.
- M - Stay clear of moving plant, vehicles.
- M - Try to keep other contractors from task area.

Working / Falls from Height (Access & Egress)

- E - Safe access & fall prevention to be supplied by the Client.

Slips and trips

Task Analysis

		<ul style="list-style-type: none"> • I - Guardrails • M - Put signage in place as required • M - Tidy workplace. Asses ground conditions. • E - Use another route were possible. • E - Wipe up all spills
5	Lay Membrane to surface.	<p>Working Outside</p> <ul style="list-style-type: none"> • M - Drink 6-8 glasses of water per day is recommended • M - Drink plenty of liquids i.e. water • M - Put sunscreen on skin not covered by clothing • M - Use a sunscreen with SP30+ broad-spectrum sunscreen • M - Wear hat with wide brim or cap with neck flap <p>Working at Heights</p> <ul style="list-style-type: none"> • M - Access ladders to be internal installed throught scaffold • M - Build scaffolds to the Best Practice Guidelines • M - Emergency rescue plans to be established prior to job • M - EWP to be used in accordance with training and manufacturers specifications • I - Install handrail if injury can occur from fall at any height. • M - Mobiles scaffold used on flat surface and wheels chocked or locked • E - No one to ride on mobile scaffold frames • M - Only competent employees to use harness • M - Use approved roof anchor bracket <p>Weather Conditions</p> <ul style="list-style-type: none"> • E - Listen to weather forecast

Task Analysis

- E - Observe weather conditions during the days activities
- E - Receive weather faxes

Ladders

- M - 4:1 ladder angle
- M - Aquire ladder permit if site required.
- M - Check before use for defects
- E - Do job from ground
- M - Ensure stays are locked in place
- M - Extend 1 metre past work platform
- M - Maintain 3 points of contact at all times
- M - Tie off at top or foot the bottom of ladder
- M - Use for short duration only.
- M - Use only industrial rated ladder.
- M - Work no higher than third step when using step ladder

Falling Material

- M - Be mindful of other staff working above.
- M - Communicate with other on site staff.
- I - Create a drop zone if required and stay out of drop zones.
- M - Hard hats to be worn
- E - Only work when weather permits
- I - Safety netting and screens
- I - Secure materials
- I - Toe boards on platforms

Task Analysis

Brush, pad or Spray adhesives.

- E - Acquire materials ready sprayed where possible.
- I - Barrier, warn others of task.
- M - Dispose of unwanted materials correctly.
- M - Dispose of worn PPE correctly.
- I - Exclude unwanted persons from area.
- M - Suppress, encapsulate area where possible.
- M - Use correct techniques, best practices.
- M - Use minimum materials.
- M - Wear the correct PPE.

Using Gas torch, Heat gun or Hot knife..(Hot works)

- M - Keep Fire Extinguisher close by.
- M - Keep hands clear of Hot parts.
- M - Remove bottle from site when not in use
- I - Remove unwanted persons from area whilst in use.
- M - Request and use "Hot works Permit" if required on site by Client.
- M - Stand bottle on level surface when in use.
- M - Store away when fully cooled.
- M - Use anti flash back gauge.
- M - Wear the corrects PPE (Gloves).

Slips and trips

- I - Guardrails
- M - Put signage in place as required

Task Analysis

		<ul style="list-style-type: none"> • M - Tidy workplace. Asses ground conditions. • E - Use another route were possible. • E - Wipe up all spills
		<p>Using Solvents, Grouts, Cements, Sealants, Resins.</p> <ul style="list-style-type: none"> • E - Cool residual resin with water or pour onto aggregate to cool. Monitor resin if left in tin. Keep out of direct sunlight. • M - Dispose of waste materials in secure space. • M - Keep lid on containers when not using. If working in a confined space use mask. • M - Refer to MSDS. • M - Use as per Manufactures instructions. • M - Use correct Manual handling techniques. • M - Use minimum materials. • M - Wear the correct PPE.
		<p>Manual Handling</p> <ul style="list-style-type: none"> • M - Break loads down • M - Keep load as close to body as possible • M - Lift in accordance with COP • M - Plan the activity before beginning • M - Regular housekeeping • M - Stretch and warm up • M - Take regular rest breaks and don't work to exhaustion • M - Use manual handling aids • M - Use other staff to team lift.
6	Collect all materials, tools, waste and leave site. Sign out from site	House Keeping



Task Analysis

from Site.

- M - Delivery of products and materials onto site
- M - Denail timber
- M - Designated storage areas
- M - Minimal dust, vacuum regularly
- E - Rubbish removed regularly
- M - Safe access and egress to site for all employees or visitors
- I - Safe work areas

Manual Handling

- M - Break loads down
- M - Keep load as close to body as possible
- M - Lift in accordance with COP
- M - Plan the activity before beginning
- M - Regular housekeeping
- M - Stretch and warm up
- M - Take regular rest breaks and don't work to exhaustion
- M - Use manual handling aids
- M - Use other staff to team lift.












Supply & Fix Butyl Roofing Membrane				
Written By	Approved	Approved Date	Signature	Date
Gary Wesborn.	<input type="checkbox"/>			

Name	Signature	Name	Signature



Task Analysis

Task Analysis

TASK NAME				PROJECT/SITE					DATE	
Supply & Fix Grouting				Chinook Place, Wigram.						
PPE REQUIRED				<div><div> Hard Hat</div><div> Protective Footwear</div><div> Hi Vis Clothing</div><div> Hearing Protection</div><div> Protective Eyewear</div><div> Gloves</div><div> Protective Clothing</div><div> Safety Harness</div><div> Respiratory Protection</div><div> Face Protection</div><div> Welding Mask</div></div>						
PLANT REQUIRED				Mixing Drill, Grout Pump, spill kit.						
SIGNAGE REQUIRED				Signage where required and communicate with other site staff.						

Step No.	Step Name	Hazard and Controls
	Arrive on site, put on PPE, sign onto site register. Get site inducted where required.	Other people in the place of work & Van parking. <ul style="list-style-type: none"> • I - Barrier task area. • E - Children and animals not permitted on site • M - High visibility clothing and hard hats if required • M - Illumination of hazard areas • E - Lock van at all times. • M - Park van in designated area or safely away from public. • M - Warning signage • E - Work out of hours.
	Visually assess site related hazards to WPC staff.	Hazardous site conditions <ul style="list-style-type: none"> • M - Assess & clear routes and debris. • M - Assess Dust / Fumes condition. Stay away from area or Wear PPE where required. • M - Assess Noise levels.



Task Analysis

- M - Assess working conditions personally.
- M - Communicate with Site Staff.
- M - Good personal hygiene
- M - Observe overhead works.
- M - Report any hazardous conditions or practices.
- M - Report any Unsafe conditions.
- M - Undertake Clients Site induction.
- M - Wear PPE where required.
- I - Work away from others Moving plant / equipment.

Slips and trips

- I - Guardrails
- M - Put signage in place as required
- M - Tidy workplace. Asses ground conditions.
- E - Use another route were possible.
- E - Wipe up all spills

Environmental Hazards

- M - Apply sunblock
- M - Cover up - hat, sunglasses, long sleeve shirt, long pants
- M - Drink plenty of fluids
- M - Minimise work during 11 - 4pm over summer months.
- M - Monitor weather
- M - Observe other contractor hazards.
- E - Only work when weather permits

Task Analysis

Collect required tools and materials from Van.

- M - Recieve weather faxes
- M - Self monitor body effects
- M - Wear appropriate clothing
- M - Wear appropriate footwear

Manual Handling

- M - Break loads down
- M - Keep load as close to body as possible
- M - Lift in accordance with COP
- M - Plan the activity before beginning
- M - Regular housekeeping
- M - Stretch and warm up
- M - Take regular rest breaks and don't work to exhaustion
- M - Use manual handling aids
- M - Use other staff to team lift.

Hazardous Substances

- M - Clean up any spills the may cause environmental risk
- M - Dispose of haradous waste materials in correct manner
- M - Proper labelling
- M - Safe use and handling training
- M - Safety Data Sheet (SDS) available for all substances
- M - Stored in accordance with SDS instructions
- E - Use safer alternative
- M - Wear the approprioate PPE when using products

Task Analysis

Hand Tools and Plant

- M - Competent users only
- M - Correct disc for tool.
- M - correct manual handling.
- M - Correct PPE.
- M - Do not use faulty tools.
- M - Flying debris controlled
- M - Good condition and regular maintenance
- I - Guards and shields
- M - Right tool for job
- M - Use tools in accordance with manufacturers specifications

Check Electrical leads-tools if in use.

Portable Power Tools

- M - All electrics to be tested and tagged in accordance with AS/NZS 3760:1996
- M - Competent operators only
- M - Eye and hearing protection to be worn
- I - Guards fitted and in good working order
- M - Maintain safe work practise
- M - Right tool for the job
- M - Safety footwear to be worn
- M - Use in accordance with manufacturers specifications
- I - Use of protective devices (RCD)
- M - Ventilation / extraction provided

Hand Tools and Plant

Task Analysis

- M - Competent users only
- M - Correct disc for tool.
- M - correct manual handling.
- M - Correct PPE.
- M - Do not use faulty tools.
- M - Flying debris controlled
- M - Good condition and regular maintenance
- I - Guards and shields
- M - Right tool for job
- M - Use tools in accordance with manufacturers specifications

Electrical Equipment

- M - All electrics to be tested and tagged in accordance with AS/NZS 3760:1996
- M - Do not use in wet weather conditions.
- I - RCD at power supply
- M - Regular maintenance
- M - Regular visual inspection
- M - Replace unsafe equipment

Assess Access is adequate for use, "Safe Tagged" and adequate work platform / area.

Using site provided Scaffolding / Access.

- M - 3:1 height to base ratio
- M - All scaffolding to be erected as per the SANZ Best Practise Guidelines assessment form
- M - All scaffolds correctly braced and stabilised
- M - Assess scaffold before accessing heights. Ensure "Safe Tag" is visible and in date.
- M - Ensure fall protection is on both sides of task before starting task.

Task Analysis

- M - Firm foundation, plumb and level
- I - Guard and mid rails
- M - Ladder access provide and used
- M - Notify DOL if 5metres or more 24 hours prior to erecting
- M - Proper platform (675mm) or full width of the scaffold
- I - Toeboards to prevent falling objects

Using site provided and WPC EWP, Cherry Picker, scissor lifts.

- M - Assess ground conditons where machine is to operate prior to use.
- M - Check all travel areas for overhead services and other hazards
- M - Communicate with others in area of use.
- M - Deemed competent staff only to operate.
- M - Do not use if unfamiliar with equipment.
- M - Ensure competency compliance with Power Elevated Working Platforms ACOP
- M - Ensure deck of platform is free from debris.
- M - Ensure Equipment is within inspection date.
- M - Report any defects.
- M - Travel only when lowered.
- M - Use correct equipment for conditions. ie: all terrain for exterior work.

Using Mobile scaffold tower.

- E - Competent person to erect tower.
- M - Do not over load tower.
- I - Exclude others from area.
- M - Install using all correct items.

Task Analysis

- M - Keep tower clean from chemicals and debris.
- M - locate on stable firm ground only.
- M - No one to ride when moving tower.
- M - Secure mobile tower to structure where possible
- E - Use designed scaffold where possible
- M - Use outriggers / stabilisers, locked casters.

Route to & task working area

- M - Access only "safe to use" certified scaffold.
- M - Assess & clear route before starting
- M - Assess uneven areas for slips and trips. Clear roof areas before starting where possible.
- M - Be mindful of weather conditions on roof area's.
- E - Clear work area of debris before and during task. (Including other contractors and general debris)
- M - communicate with other site staff.
- M - Keep items two metres from edge of roof at all times.
- M - observe others working overhead or below. Do Not work under someone else.
- M - Stay clear of moving plant, vehicles.
- M - Try to keep other contractors from task area.

Harness Use

- M - Adequate anchor points
- M - Check harness before use
- M - Competent staff only
- M - Correct set up of harness system
- M - Rescue plan in place and practised

Task Analysis

- M - Sufficient fall clearance

Ladders

- M - 4:1 ladder angle
- M - Acquire ladder permit if site required.
- M - Check before use for defects
- E - Do job from ground
- M - Ensure stays are locked in place
- M - Extend 1 metre past work platform
- M - Maintain 3 points of contact at all times
- M - Tie off at top or foot the bottom of ladder
- M - Use for short duration only.
- M - Use only industrial rated ladder.
- M - Work no higher than third step when using step ladder

Seal all apertures where grout could leak, Mix Grout, pour into pump and pump into holes in ducts

Manual Handling

- M - Break loads down
- M - Keep load as close to body as possible
- M - Lift in accordance with COP
- M - Plan the activity before beginning
- M - Regular housekeeping
- M - Stretch and warm up
- M - Take regular rest breaks and don't work to exhaustion
- M - Use manual handling aids
- M - Use other staff to team lift.

Task Analysis

Hand Tools and Plant

- M - Competent users only
- M - Correct disc for tool.
- M - correct manual handling.
- M - Correct PPE.
- M - Do not use faulty tools.
- M - Flying debris controlled
- M - Good condition and regular maintenance
- I - Guards and shields
- M - Right tool for job
- M - Use tools in accordance with manufacturers specifications

Hazardous Substances

- M - Clean up any spills the may cause environmental risk
- M - Dispose of haradous waste materials in correct manner
- M - Proper labelling
- M - Safe use and handling training
- M - Safety Data Sheet (SDS) available for all substances
- M - Stored in accordance with SDS instructions
- E - Use safer alternative
- M - Wear the approproiate PPE when using products

House Keeping

- M - Delivery of products and materials onto site
- M - Denail timber

Task Analysis

- M - Designated storage areas
- M - Minimal dust, vacuum regularly
- E - Rubbish removed regularly
- M - Safe access and egress to site for all employees or visitors
- I - Safe work areas

Working at Heights

- M - Access ladders to be internal installed through scaffold
- M - Build scaffolds to the Best Practice Guidelines
- M - Emergency rescue plans to be established prior to job
- M - EWP to be used in accordance with training and manufacturers specifications
- I - Install handrail if injury can occur from fall at any height.
- M - Mobiles scaffold used on flat surface and wheels chocked or locked
- E - No one to ride on mobile scaffold frames
- M - Only competent employees to use harness
- M - Use approved roof anchor bracket

Working Outside

- M - Drink 6-8 glasses of water per day is recommended
- M - Drink plenty of liquids i.e. water
- M - Put sunscreen on skin not covered by clothing
- M - Use a sunscreen with SP30+ broad-spectrum sunscreen
- M - Wear hat with wide brim or cap with neck flap

Using Injection equipment.

- M - Check tagged and tested before used. Regularly check condition of pump etc.

Task Analysis

- M - clean hoses when finished injection.
- M - Competent operator only to use.
- I - Exclude others from area when pump in use.
- M - Inspect equipment, hoses, clips, nossels before first use. Replace any defective parts.
- E - Use alternative materials
- M - Use as per manufactures instructions.
- M - Use minimum materials.
- M - Wear appropriate PPE when using.

Using Concrete, Grout Mixer, Grout Pump, Resin Pump.

- M -
- I - Exclude & Communicate with non users from area.
- E - Make sure guards are in place on machine. Ensure Tested and Tagged before first use.
- E - Use Liveguard at electrical source
- M - Wear correct PPE, gloves, glasses and mask if required when using materials with the mixer.
- M - Wear correct PPE. Remove gloves if hands are near moving parts.
- E - Wear ear-muffs when using machine

Using Solvents, Grouts, Cements, Sealants, Resins.

- E - Cool residual resin with water or pour onto aggregate to cool. Monitor resin if left in tin. Keep out of direct sunlight.
- M - Dispose of waste materials in secure space.
- M - Keep lid on containers when not using. If working in a confined space use mask.
- M - Refer to MSDS.
- M - Use as per Manufactures instructions.
- M - Use correct Manual handling techniques.

Task Analysis

		<ul style="list-style-type: none"> • M - Use minimum materials. • M - Wear the correct PPE.
		Chemical Splash to eyes <ul style="list-style-type: none"> • I - Decant into appropriate sized container • M - Keep eye wash , 1st aid kit readily available • M - Minimise amount to be used. • M - Wear appropriate PPE, glasses goggles or face shield
	Collect all materials, tools, waste and leave site. Sign out from site.	House Keeping <ul style="list-style-type: none"> • M - Delivery of products and materials onto site • M - Denail timber • M - Designated storage areas • M - Minimal dust, vacuum regularly • E - Rubbish removed regularly • M - Safe access and egress to site for all employees or visitors • I - Safe work areas Manual Handling <ul style="list-style-type: none"> • M - Break loads down • M - Keep load as close to body as possible • M - Lift in accordance with COP • M - Plan the activity before beginning • M - Regular housekeeping • M - Stretch and warm up • M - Take regular rest breaks and don't work to exhaustion














Task Analysis

		<ul style="list-style-type: none">• M - Use manual handling aids• M - Use other staff to team lift.
--	--	--

Supply & Fix Grouting			
Written By	Approved	Approved Date	Signature Date
Gary Wesborn.	<input type="checkbox"/>		

Name	Signature	Name	Signature

Task Analysis

TASK NAME				PROJECT/SITE					DATE	
Supply & Fix Sealants				Chinook Place, Wigram.						
PPE REQUIRED				<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>						
PLANT REQUIRED				Mixing Drill, Grout Pump, spill kit.						
SIGNAGE REQUIRED				Signage where required and communicate with other site staff.						

Step No.	Step Name	Hazard and Controls
1	Arrive on site, put on PPE, sign onto site register. Get site inducted where required.	Other people in the place of work & Van parking. <ul style="list-style-type: none"> • I - Barrier task area. • E - Children and animals not permitted on site • M - High visibility clothing and hard hats if required • M - Illumination of hazard areas • E - Lock van at all times. • M - Park van in designated area or safely away from public. • M - Warning signage • E - Work out of hours.
3	Visually assess site related hazards to WPC staff.	Hazardous site conditions <ul style="list-style-type: none"> • M - Assess & clear routes and debris. • M - Assess Dust / Fumes condition. Stay away from area or Wear PPE where required. • M - Assess Noise levels.

Task Analysis

- M - Assess working conditions personally.
- M - Communicate with Site Staff.
- M - Good personal hygiene
- M - Observe overhead works.
- M - Report any hazardous conditions or practices.
- M - Report any Unsafe conditions.
- M - Undertake Clients Site induction.
- M - Wear PPE where required.
- I - Work away from others Moving plant / equipment.

Slips and trips

- I - Guardrails
- M - Put signage in place as required
- M - Tidy workplace. Asses ground conditions.
- E - Use another route were possible.
- E - Wipe up all spills

Environmental Hazards

- M - Apply sunblock
- M - Cover up - hat, sunglasses, long sleeve shirt, long pants
- M - Drink plenty of fluids
- M - Minimise work during 11 - 4pm over summer months.
- M - Monitor weather
- M - Observe other contractor hazards.
- E - Only work when weather permits

Task Analysis

		<ul style="list-style-type: none"> • M - Recieve weather faxes • M - Self monitor body effects • M - Wear appropriate clothing • M - Wear appropriate footwear
2	Collect required tools and materials from Van.	<p>Portable Power Tools</p> <ul style="list-style-type: none"> • M - All electrics to be tested and tagged in accordance with AS/NZS 3760:1996 • M - Competent operators only • M - Eye and hearing protection to be worn • I - Guards fitted and in good working order • M - Maintain safe work practise • M - Right tool for the job • M - Safety footwear to be worn • M - Use in accordance with manufacturers specifications • I - Use of protective devices (RCD) • M - Ventilation / extraction provided <p>Hand Tools and Plant</p> <ul style="list-style-type: none"> • M - Competent users only • M - Correct disc for tool. • M - correct manual handling. • M - Correct PPE. • M - Do not use faulty tools. • M - Flying debris controlled • M - Good condition and regular maintenance

Task Analysis

		<ul style="list-style-type: none"> • I - Guards and shields • M - Right tool for job • M - Use tools in accordance with manufacturers specifications
		Electrical Equipment <ul style="list-style-type: none"> • M - All electrics to be tested and tagged in accordance with AS/NZS 3760:1996 • M - Do not use in wet weather conditions. • I - RCD at power supply • M - Regular maintenance • M - Regular visual inspection • M - Replace unsafe equipment
4	Assess Access is adequate for use, "Safe Tagged" and adequate work platform / area.	Using site provided Scaffolding / Access. <ul style="list-style-type: none"> • M - 3:1 height to base ratio • M - All scaffolding to be erected as per the SANZ Best Practise Guidelines assessment form • M - All scaffolds correctly braced and stabilised • M - Assess scaffold before accessing heights. Ensure "Safe Tag" is visible and in date. • M - Ensure fall protection is on both sides of task before starting task. • M - Firm foundation, plumb and level • I - Guard and mid rails • M - Ladder access provide and used • M - Notify DOL if 5metres or more 24 hours prior to erecting • M - Proper platform (675mm) or full width of the scaffold • I - Toeboards to prevent falling objects
		Using site provided and WPC EWP, Cherry Picker, scissor lifts.

Task Analysis

- M - Assess ground conditions where machine is to operate prior to use.
- M - Check all travel areas for overhead services and other hazards
- M - Communicate with others in area of use.
- M - Deemed competent staff only to operate.
- M - Do not use if unfamiliar with equipment.
- M - Ensure competency compliance with Power Elevated Working Platforms ACOP
- M - Ensure deck of platform is free from debris.
- M - Ensure Equipment is within inspection date.
- M - Report any defects.
- M - Travel only when lowered.
- M - Use correct equipment for conditions. ie: all terrain for exterior work.

Using Mobile scaffold tower.

- E - Competent person to erect tower.
- M - Do not over load tower.
- I - Exclude others from area.
- M - Install using all correct items.
- M - Keep tower clean from chemicals and debris.
- M - locate on stable firm ground only.
- M - No one to ride when moving tower.
- M - Secure mobile tower to structure where possible
- E - Use designed scaffold where possible
- M - Use outriggers / stabilisers, locked casters.

Working / Falls from Height (Access & Egress)

Task Analysis

- E - Safe access & fall prevention to be supplied by the Client.

Route to & task working area

- M - Access only "safe to use" certified scaffold.
- M - Assess & clear route before starting
- M - Assess uneven areas for slips and trips. Clear roof areas before starting where possible.
- M - Be mindful of weather conditions on roof area's.
- E - Clear work area of debris before and during task. (Including other contractors and general debris)
- M - communicate with other site staff.
- M - Keep items two metres from edge of roof at all times.
- M - observe others working overhead or below. Do Not work under someone else.
- M - Stay clear of moving plant, vehicles.
- M - Try to keep other contractors from task area.

Harness Use

- M - Adequate anchor points
- M - Check harness before use
- M - Competent staff only
- M - Correct set up of harness system
- M - Rescue plan in place and practised
- M - Sufficient fall clearance

Working at Heights

- M - Access ladders to be internal installed through scaffold
- M - Build scaffolds to the Best Practice Guidelines
- M - Emergency rescue plans to be established prior to job

Task Analysis

		<ul style="list-style-type: none"> • M - EWP to be used in accordance with training and manufacturers specifications • I - Install handrail if injury can occur from fall at any height. • M - Mobiles scaffold used on flat surface and wheels chocked or locked • E - No one to ride on mobile scaffold frames • M - Only competent employees to use harness • M - Use approved roof anchor bracket
5	Clean and apply masking tape areas to be sealed. Prime & caulk sealant into joint/s.	<p>Using Solvents, Grouts, Cements, Sealants, Resins.</p> <ul style="list-style-type: none"> • E - Cool residual resin with water or pour onto aggregate to cool. Monitor resin if left in tin. Keep out of direct sunlight. • M - Dispose of waste materials in secure space. • M - Keep lid on containers when not using. If working in a confined space use mask. • M - Refer to MSDS. • M - Use as per Manufactures instructions. • M - Use correct Manual handling techniques. • M - Use minimum materials. • M - Wear the correct PPE. <p>Hazardous Substances</p> <ul style="list-style-type: none"> • M - Clean up any spills the may cause environmental risk • M - Dispose of haradous waste materials in correct manner • M - Proper labelling • M - Safe use and handling training • M - Safety Data Sheet (SDS) available for all substances • M - Stored in accordance with SDS instructions • E - Use safer alternative

Task Analysis

		<ul style="list-style-type: none"> • M - Wear the appropriate PPE when using products
		Using Concrete, Grout Mixer, Grout Pump, Resin Pump. <ul style="list-style-type: none"> • M - • I - Exclude & Communicate with non users from area. • E - Make sure guards are in place on machine. Ensure Tested and Tagged before first use. • E - Use Liveguard at electrical source • M - Wear correct PPE, gloves, glasses and mask if required when using materials with the mixer. • M - Wear correct PPE. Remove gloves if hands are near moving parts. • E - Wear ear-muffs when using machine
6	Collect all materials, tools, waste and leave site. Sign out from site.	House Keeping <ul style="list-style-type: none"> • M - Delivery of products and materials onto site • M - Denail timber • M - Designated storage areas • M - Minimal dust, vacuum regularly • E - Rubbish removed regularly • M - Safe access and egress to site for all employees or visitors • I - Safe work areas Manual Handling <ul style="list-style-type: none"> • M - Break loads down • M - Keep load as close to body as possible • M - Lift in accordance with COP • M - Plan the activity before beginning • M - Regular housekeeping



- M - Stretch and warm up
- M - Take regular rest breaks and don't work to exhaustion
- M - Use manual handling aids
- M - Use other staff to team lift.

Name	Signature	Name	Signature

Task Analysis Worksheet

JOB DESCRIPTION:		PROJECT/SITE: Chinook Place, Wigram.		EMPLOYER:		DATE:	
PPE REQUIRED:						T/A COMPLETED BY:	
PLANT REQUIRED:							
SIGNAGE REQUIRED:							
						DATE:	
SEQUENCE OF BASIC STEPS		POTENTIAL SIGNIFICANT HAZARDS			HAZARD CONTROL METHOD		
List the four-eight steps required to complete the job. (Follow the flow of the Product or the Process.)		List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what can go wrong. Use Seven Point Analysis as a guide.			List the control methods required to ELIMINATE, ISOLATE or MINIMISE each SIGNIFICANT hazard.		
STEP NO		STEP NO		E//M			

Seven Point Analysis

To help identify hazards, for each step ask - Can I?

- Strain or sprain my back or other muscle
- Be caught in, on or between anything
- Slip, trip or fall from height, on the same or lower level
- Be injured by poor plant/job design
- Be struck by or against anything
- Come in contact with a hazardous substance
- Come in contact with an energy source



Above and below ground waterproofing specialists

Waterproofing
CONCEPTS LTD

[illegible]

Task Analysis sign-off

Name	Signature	Name	Signature
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Name	Signature	Name	Signature
Name	Signature	Name	Signature

Emergency Evacuation Plan

In the case of emergency requiring evacuation of the project, being:

FIRE, EARTHQUAKE, SERIOUS ACCIDENT, STRUCTURAL COLLAPSE, TSUNAMI, EXPLOSION, AVIATION INCIDENT, HAZARDOUS SPILL OR PRACTICE EVACUATION.

The following warning will sound: **Verbal or site specific.**

If this warning sounds, SHUT DOWN all plant and equipment. All Personnel on the Project are to proceed IMMEDIATELY by the SAFEST IDENTIFIABLE ROUTE to the SAFE ASSEMBLY POINT

Safe assembly point: **Site designated area.**

And REMAIN there, so ALL Personnel can be ACCOUNTED FOR.

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

NEAREST MEDICAL FACILITIES LOCATED AT:

Christchurch Hospital., 03 3640640, Hagley Ave.

When calling 111, read the following:

We have an emergency at: **Chinook Place, Wigram. Wigram. Christchurch.**

We need help from Ambulance/Fire:

Directions to the emergency are **Main Access Road: Chinook Place.**

Our phone number is: **0220431554**

The medical problem seems to be:

Send someone outside to meet the emergency services

EMERGENCY TELEPHONE NUMBERS:

Dial 111

for: FIRE, AMBULANCE, POLICE, GAS, CHEMICAL SPILLS

Hospital	111
Worksafe NZ	0800209020
Civil Defence	03 9418999
Poison Centre	0800764766
Power (customer Service)	03 3639898
24hr Faults	033639898

SAFETY MANAGER IS: **Gary Wesborn**

TRAINED FIRST AIDER IS: **Gary Wesborn**

FIRST AID KIT LOCATED: **In van or on site**

FIRE EXTINGUISHER LOCATED: **In van and on site.**

Emergency Plan and Procedures for Hazardous Work

PROJECT/SITE: Chinook Place, Wigram.		Employer:
Potential Emergency Situations	• List separately:	• Procedure:
Responsibilities	• Personnel:	• Key responsibilities:
Evacuation Procedures		• Visitors: • Assembly areas: • Alarms:
Medical Treatment	• First Aiders: • Location of nearest medical centre:	• Emergency services: • Key sub-contractors' telephone numbers:
Training and Communication		• Procedure to advise site staff:

Emergency Response Plan

Type of emergency		Location	Chinook Place, Wigram.
Team Members		Main contractor/Principal	ABC Builders..
		Company	Waterproofing Concepts Ltd
		Supervisor	Gary Wesborn
		Date	08-09-2014
Rescue component		Training/competencies	Responsibilities
Nature of emergency			
Rescue Method			
Rescue Equipment			
Communication and contact numbers			
Medical requirements			
Emergency services involvement (if applicable)			

Safety Training and Competency Register

PROJECT/SITE: Chinook Place, Wigram.

Result Keys

N: Not Trained

I: Under Supervision

R: Requires Supervision

P: Proficient

T: Trainer

C: Completed

Training Course Name

Building
Construction
Passport

EWP Operator
training.

Licensed
Building
Practitioner

Supervisor Gold
Card

Working at
Height /
Harness.

Workplace First
Aid

Person	Experience	Site Induction	Data	Building Construction Passport	EWP Operator training.	Licensed Building Practitioner	Supervisor Gold Card	Working at Height / Harness.	Workplace First Aid
Brian Monaghan	-		Expires	13-03-2016	02-11-2014			19-10-2015	
			Licence/ID	222214	1050				
Elton McNickel	-		Expires	15-11-2014	21-06-2016			12-10-2015	01-08-2015
			Licence/ID	449582					1
Gary Wesborn	-		Expires				11-11-2015		
			Licence/ID				410331		
Julian Borrie	-		Expires	16-12-2015	02-11-2014			12-10-2015	
			Licence/ID	421002	1042				
Kevin Papps	-		Expires	14-05-2015	02-11-2014			12-10-2015	25-08-2014
			Licence/ID	196895	1051				1
Phil Sugars	-		Expires	13-03-2016	02-11-2014	14-12-2015		19-10-2015	
			Licence/ID	190616	1045	BP104402			
Richard Mitchell	-		Expires	18-03-2016	02-11-2014	30-09-2015			25-08-2014
			Licence/ID	225961	1047	BP124842			1
Ron Dunstan	-		Expires	18-03-2016	02-11-2014	31-01-2015			01-08-2015
			Licence/ID	103745	1043	BP125336			1
Te Aranga Rakete	-		Expires	14-05-2015				12-10-2015	
			Licence/ID	460495					

Sub-contractor Safety Activity Register – Wall Chart

This is an example of a Wall Chart that could be placed in the Site Office. When Subcontractors complete required safety activities they could log them on this Chart.

The Chart could then be reviewed each week by the Site Manager. You could use white board material for the Chart so that it can be easily updated as the Project progresses.

PROJECT/SITE: Chinook Place, Wigram.			MAIN CONTRACTOR:									
Contractor	Task Analysis/ Hazard Register		Toolbox Minutes Received - Weeks									
	Submitted	Approved	1	2	3	4	5	6	7	8	9	10

Site Manager Signature and Date:

Week _____ Week _____ Week _____ Week _____ Week _____
 Week _____ Week _____ Week _____ Week _____ Week _____

Trade Foreman	<ul style="list-style-type: none"> • Complete the "Task Analysis" form prior to beginning work and submit the form for approval. • Conduct a Toolbox Talk each fortnight and keep a record of your talk using the "Toolbox Meeting" form. • Initial and date the box each week you conduct a Toolbox meeting.
Site Manager	<ul style="list-style-type: none"> • Initial and date the box labelled "Submitted" when you have received a completed Task Analysis form from each trade. • Initial and date the box labelled "Approved" when you have approved the Task Analysis as complete and acceptable. • Collect and review Toolbox Minutes when they are completed • Review, sign and date the Register each week.
Project Manager	<ul style="list-style-type: none"> • Review the Register during each site visit. • Recognise and reward Subcontractors who exceed their Task Analysis and Toolbox Talk responsibilities. • Attend at least one Toolbox Talk each month

Toolbox Safety Meeting

An assortment of Toolbox Talks are available to Site Safe Members on the Site Safe website: www.sitesafe.org.nz

Project/Site: Chinook Place, Wigram.	Employer Project:
Forman / Supervisor:	Date:
Principal:	
Attendees:	
Signatures of attendees:	
Site activity / safe work practices / accident / incident investigations discussed:	
Employee issues raised:	
Date to be resolved by:	
Safe observations reviewed/discussed:	
Task Analysis completed / reviewed:	
Date:	

Self Safety Inspection Checklist

PROJECT/SITE: Chinook Place, Wigram.			EMPLOYER:	
Safety Representative:			Inspection by:	
			Date:	
Remedial Complete (Sign/Date)				
Site Control	√ / X	Welding/Gas Cutting	√ / X	
Hazard board and signage up-to-date		Hot works permits being issued		
Environmental plan - issues		Fire extinguishers on hand		
Toolbox meeting last date / /		Operators using PPE		
Safety inductions for all on site		Electrical Equipment		
Safety notice board current		Main board lockable/weatherproof		
Site Facilities		Current tagged and damage free leads		
Offices – Clean, adequate and good lighting		Current tagged plant		
Smoko sheds – clean portable water		Current tagged Lifeguards		
Toilets – clean, washing water		Leads safely placed		
Tool/equipment sheds adequate		Equipment in good condition		
General Site Tidiness and Access ways		Appropriate guards on equipment		
Clear, safe access to work areas		Adequate temporary lighting		
Stairways and access ways clear		Chemicals		
Hoardings/fence and gates secure		Correctly stored		
Loose materials secure from wind		SDS available		
Personal Safety Equipment		Operators using PPE		
Signage displayed and legible		Tools		
Hardhats being worn		PAT tool WOF current and secure		
Correct footwear being worn		Staff trained in tool use (SWPS)		
Glasses/ear muffs/vests/masks used		AT signage on site		
First Aid/Fire Prevention		Scaffolding		
First aid box Available Current		Notifiable weekly Scaftag/current		
Accident Register		Handrails/mid-rails		
Fire Extinguishers Available		Toe boards		
		Platforms		
		Ladders/stairs		
		Base sound		
Evacuation Procedure current		Work platforms clear		
		Platforms trip free		
Cranes/Hoist/Lifting equipment		Planks tied down		
Proper lift assessment plan done		Headroom clear		
Crane Certification current		Ties/bracing adequate		
Slings/chains certified		Ladders		
Operator procedures in place		Good condition		
Inspections being done		Secured top and bottom		
Man cage available		Stays to step ladders		
Emergency plan in place		Working 2 steps down		
Compressed Air Equipment		Fall Hazards		
In good condition		Floor edges Floor openings		
Appropriate guards fitted		Lift shafts Stairs		
Trained User				
Excavations				

Accident/Incident Register

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

Accident and Incident Investigation Report

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

FORM OF REGISTER OR NOTIFICATION OF CIRCUMSTANCES OF ACCIDENT OR SERIOUS HARM

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

1. Particulars of employer, self-employed person or principal:

(business name, postal address and telephone number)

2. The person reporting is:

☐ an employer ☐ an principal ☐ a self-employed person

3. Location of place of work:

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

4. Personal data of injured person:

Name:

Residential address:

Date of birth: / / Sex: (M/F):

5. Occupation or job title of injured person:

(employees and self-employed persons only)

6. The injured person is:

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

7. Period of employment of injured person:

(employees only)

☐ 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, 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
☐ chemicals or other substances
☐ sound or pressure
☐ hitting objects with part of the body
☐ body stressing
☐ being hit by moving objects
☐ biological factors
☐ heat, radiation or energy
☐ 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

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

(specify all)

- ☐ Fatal
- ☐ Fracture of spine
- ☐ Other fracture
- ☐ Bruising or crushing
- ☐ Burns
- ☐ Head injury
- ☐ Internal injury of trunk
- ☐ Open wound
- ☐ Foreign body
- ☐ Superficial injury
- ☐ Puncture wound
- ☐ Strain or sprain
- ☐ Amputation, including eye
- ☐ Nerves or spinal cord
- ☐ Poisoning or toxic effects
- ☐ Multiple injuries
- ☐ Damage to artificial aid
- ☐ Dislocation
- ☐ Disease, nervous system
- ☐ Disease, musculoskeletal system
- ☐ Disease, skin
- ☐ Disease, digestive system
- ☐ Disease, infectious or parasitic
- ☐ Disease, respiratory system
- ☐ Disease, circulatory system
- ☐ Tumour, (malignant or benign)
- ☐ Mental disorder

(a) Has an investigation been carried out?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<hr/>				
(b) Was a significant hazard involved?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
<hr/>				
Signature:				
Date: / /				
Name:				
(capitals)				
Position:				
(capitals)				

Hazardous Substance/Dangerous Goods Register

PROJECT/SITE : Chinook Place, Wigram.

Trade Name	Form	Intended Use	Quantity	SDS Available	Hazard
Sikagrout 212	Powder	Void filling		<input checked="" type="checkbox"/>	
Sika PU Firerate	Liquid	Adhesive		<input checked="" type="checkbox"/>	
BMA Adhesive	Liquid	Adhesive		<input checked="" type="checkbox"/>	



Remedial Action Schedule

ITEM	COMMENTS/ACTION DESCRIPTION	PERSON TO ACTION	COMPLETE
MODULE:			

Site Visitor Sign In/Out Register

PROJECT/SITE: Chinook Place, Wigram.

Site Specific Safety Plan Evaluation

This evaluation process assumes that the contractor has already submitted their health and safety systems to the client and that these systems have been approved by the client. The purpose of this evaluation is intended to provide the client with confidence that the contractor is aware of their responsibilities and have procedures in place that meet these responsibilities on this specific project.

This form will be used by the client to evaluate the SSSP received from a contractor to ensure it has all the information correctly completed and all attachments included. Acceptance of the SSSP in no way diminishes the obligation of the contractor under the Health and Safety in Employment Act.

If any of the questions below are answered X then the client will return the SSSP to the contractor for all the information to be attached before processing the SSSP.

The completed Site Specific Safety Plan was received:

Date:

From

Actioned:

For (Project/Site): Chinook Place, Wigram.

		√ / X
	Has the named sub-contractor signed acknowledgement and agreement with the terms of this Site Specific Safety Plan without amendment?	
1.	Have the contractor's and safety representative's contact details been included?	
2.	Has the person in control of the workplace been clearly and correctly identified?	
3.	The contractor has Hazardous Substances/Dangerous Goods associated with their proposed works/contract that you know of?	
4.	The contractor has Hazardous Substances/Dangerous Goods associated with their proposed works/contract that you know of?	
5.	If the previous question was ticked, has the Hazardous Substance/Dangerous Goods Register been developed, completed and the register, SDS and Task Analysis been attached?	
6.	Has the contractor scheduled regular inspections for their work appropriate for the hazards and processes and Subcontractor Safety Activity Register Wall Chart?	
7.	Has the contractor confirmed suitable regular communications methodology adequate for this contract ?	
8.	Do you know of any potential situations which require an Emergency Plan and Procedure from this contractor?	
9.	If the previous question was ticked, has the contractor developed and attached an Emergency Plan to cover the potential emergency situation	
10.	Has the contractor named their trained first aid person?	
11.	Has the contractor attached their employee schedule of Passport, Workplace Safety – "The Advanced Passport", Supervisor Gold Card and BCITO National Certificate in Construction Health and Safety and Injury Prevention details and evidence of competency?	
12.	Has the named contractor's sub-contractor's SSSP been provided?	
13.	Has the named contractor's sub-contractor's SSSP been approved?	
14.	Does the named contractor have Notifiable Works associated with their contract?	
15.	If the previous question was ticked, has the Notifiable Works form been completed and sent to the nearest Worksafe NZ office?	

The Site Specific Safety Plan has been returned to the sub-contractor to complete, deficiencies noted

Date:

Sub-contractors' Site Specific Safety Plan has been approved and signed

Date:

A signed copy of the approved Site Specific Safety Plan has been returned to the sub-contractor

Date:

Action List on deficiencies:



CONTACT LIST

PRINCIPAL/CLIENT/CONTACTOR/SUB-CONTRACTOR NAMES	TELEPHONE NUMBER
Client: ABC Builders..	021 123456
Safety: Gary Wesborn	0220431554



Notes: