Site Specific Safety Plan

PREPARED BY:	Ian Hayes	DATE:	03.10.2023

Site details:

Project	TGC
Location/address	930 Cameron Road, Gate Pa, Tauranga 3112
Project Manager	Mike Barker
Site Manager:	James Roberston
Client	C3 Construction

SAS Site Specific Contact:

Project Supervisor	Ian Hayes – 021 087 63393
Leading Hand	Tewi Mahaki – 022 108 3240

SAS Key Contacts

Director/ Project Manager	Ian Hayes	021 087 63393
Scaffold Manager	Tewi Mahaki	022 108 3240
H&S Advisor	Jo Norman	021-914-413

SAS Scaffolding has been contracted to provide scaffolding on the above project. We acknowledge C3 Construction as the PCBU in control of this project

If you have any questions regarding this document, please do not hesitate in contacting us - a hard copy of this document is available on request

SAS Safety information:

SITE SPECIFIC / CLIENT SPECIFIC REQUIREMENTS:

- Screening installed as required around perimeter to manage risk of harm from falling objects
- Exclusion zones installed around perimeter of SAS work area
- Induction to site, covering key CLIENT H&S processes including site emergency procedures to be given to all workers on arrival to site – by C3 Construction site manager.

RISKOUS WORK NOTIFICATIONS

At any stage where work is notifiable it will be the responsibility of SAS to ensure that the required documents are lodged with the WORKSAFE NZ and a copy of this be attached/added to this document where necessary. (PLEASE SEE APPENDIX SECTION)

ON-SITE INFORMATION

A site folder will be maintained whereas all relevant information will be readily available. This will be kept in the site office and will be readily available for perusal. SSSP FOLDER WILL CONTAIN:

- WORKSAFE NOTIFICATIONS
- TASK ANALYSIS
- SAFE OPERATING PROCEDURES
- RISK REGISTER/RISK MATRIX
- HAZARD ID TEMPLATE
- TOOLBOX FORM
- HANDOVER CERTIFICATES
- SCAFFOLD LOG
- SCAFFOLD CHECK SHEETS
- ACCIDENT/NEAR MISS REGISTER
- TRAINING MATRIX
- ENGINEERING REQUIREMENTS (IF REQUIRED)

(please note that some of these templates will only be used where electronic capability is not available)

RISK & RISK IDENTIFICATION

SAS will maintain an on- site Risk Register incorporating existing site risks and job specific risks (scaffolding). This will be used in conjunction with an electronic pre-start risk identification & toolbox process completed by SAS workers and, where required, a task specific task analysis (JSA) to assess and identify these risks at the commencement of all scaffolding works on site.

A copy of any risk identification, planning or monitoring processes which SAS workers complete electronically will be made available and/or forwarded to the Client at weekly intervals or upon request.

INDUCTION / COMPLIANCE

SAS will ensure that all employees working on this site complete the site induction before commencement of any scaffolding works and that all staff are trained and supervised in relation to the tasks they are performing.

At any stage where work on site is conducted by sub-contractors for the erection or dismantle of scaffold, SAS will ensure that these contractors adhere with the SAS sub-contractor policy and adhere to all site-specific Health and Safety expectations.

SAFETY INSPECTIONS

- SAS will conduct weekly safety inspections of all scaffolds on site in alignment with the current code of practice.
- If a scaffold is deemed to be unsafe, the scaffold tag will be removed and site management informed immediately.
- Tag will be replaced at the completion of all necessary alterations.
- NOTE: A scaffold register will be maintained for this site.

TASK ANALYSIS

- Task Analysis will allow for communication of safety information between our employees on site and any other affected parties – including site management and other workers.
- This shall be reviewed regularly as set down by SAS Site Policy
- SAS staff are kept informed of site safety information via daily pre-start meeting and weekly Toolbox meetings.
- Where a main contractor has an alternative system in place (ie. Permit to work), SAS and its workers will adhere to the required procedures.
- Where possible SAS shall obtain a copy of any relevant forms pertaining to such systems and attach to this document.
- SAS have standard JSA and Safe Operating Procedures documents which workers have been trained in and which relate to our regular work activity. These are included in this SSSP.
- For any other tasks which represent out of the ordinary work, or may be very high risk e.g confined space, special scaffolds etc or at the request of the client, a job specific task analysis will be created. Blank forms to facilitate this are included within this SSSP

ACCIDENT / EMERGENCY

- In case of accident/emergency all SAS vehicles are equipped with First Aid kits underneath the passenger seat.
- All accidents shall be recorded in our SAS accident register as well as the site Accident/Near miss register. In the Case of a Notifiable Event accident, site management will be notified immediately and a copy of the Accident Report shall be provided to Site Management within 24 hours and the completed Investigation report within 1 week of the incident being reported.
- All other accident/incidents will be reported by SAS following company processes, and investigated to ensure corrective actions are implemented to address causal factors.
- SAS employees will familiarize themselves with site emergency evacuation procedures. (As per induction)
- When working on a managed site, the first aid arrangements and nearest medical centre will be as per the nominated site arrangements – as discussed in site inductions. These will be noted in pre-start onsite toolbox meeting.
- In absence of any such site arrangements or on an unmanaged site (e.g residential address), we will ensure that a first aid qualified Leading Hand is on site, and any worker requiring non-urgent medical treatment beyond first aid taken to our preferred medical provider – (as noted in the related sections of this SSSP)

COVID 19 Policies

- Please refer to the section at the rear of our SSSP folder for our full Covid 19 policies
- SAS will ensure that all precautions as required by current MOH directives, advice or client specific requirements are installed and adhered to by our staff in an effort to reduce transmission risks.
- The range of controls we have in place include staff vaccination, extra sanitisation practices of equipment and materials, hand hygiene practices, social distancing and use of masks when within 2m of any other persons on site.

if you have any questions regarding this document, please do not hesitate in contacting us - a hard copy of this document is available on request

Site Specific Safety Plan Checklist

To be completed and handed to principal/site management before start of work on site

To:	**C3 Construction**	*(Main contractor)*	**For:**	**TGC**
From:	**SAS**	Sub contractor	**For:**	**Scaffolding**

We undertake as follows:

1. **Workplace Control and Management:**
   On-site safety representative (SR) for this project is: **……Tewi Mahaki…… / ……SAS……**
   The person in control of the workplace is: …… **C3 Construction**
2. **Notifiable Works:**

We have Notifiable Works associated with our subcontract	√ **Yes**	❑ **No**
WorkSafe NZ has been advised of our Notifiable Works *(A copy of the Notification (Form 3) must be attached)*	√ **Yes**	❑ **No**
Notification attached	√ **Yes**	❑ **No**

3. **Risk Management:**

We will maintain an on-site Risk Register of all existing and new risks and appropriate controls	√ **Yes**	❑ **No**
We will prepare a written Task Analysis covering all significant risks associated with our works, in conjunction with employees, and give it to site management before any work involving that risk commences on site	√ **Yes**	❑ **No**
Are there hazardous products associated with our subcontract works? *(If yes, the appropriate Safety Data Sheets must be attached)*	❑ **Yes**	√ **No**

4. **Communication/Employee Participation:**

The methods we use to communicate safety information to our employees are:

√ Toolbox Talks √ Pre-task planning meetings √ Health and safety meetings √ Co-ordination meetings

Frequency…Daily…… Frequency…Periodically …… Frequency…Weekly…… Frequency…Fortnightly

√ Other **Main contractor Site induction**; . Frequency: on arrival at site

5. **Emergencies:**

Our First Aid kit is located : Under the passenger's seat of every Vehicle

Our First Aid person is: ……Tewi Mahaki / ……SAS……

We have trained First Aid personnel and procedures in place on site to render assistance in the event of an accident/ emergency	√ **Yes**	❑ **No**
We have attached an Emergency Plan for work at heights, and any hazardous products we have said yes to in section 3 above	√ **Yes**	❑ **No**
In the event of a site emergency or evacuation our personnel will report to our safety representative and assemble at the evacuation area shown on the Emergency Evacuation Plan	√ **Yes**	❑ **No**

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

We have an accident/incident reporting/investigation system in place and keep an Accident/Incident Register √ **Yes** ❑ **No**

We will immediately notify any Notifiable events to site management ASAP, along with WSNZ, and follow up within 24 hours with a completed accident report form, and within 7 days an Incident Investigation Report √ **Yes** ❑ **No**

Safety Inspections and Safety Reviews:

We agree to undertake weekly safety inspections or reviews at the intervals required by Client √ **Yes** ❑ **No**

7. Training/Induction:

All persons under our control hold or are enrolled to attend a current Site Safe Passport, Advanced Passport or Supervisor Gold Card course √ **Yes** ❑ **No**

(*See attached Safety Training and Competency Register)*

All persons under our control on site are given a site specific safety induction √ **Yes** ❑ **No**

All persons under our control on site are appropriately qualified, competent or fully supervised √ **Yes** ❑ **No**

8. Subcontractors:

Will you have subcontractors working for you on this project? √ **Yes** ❑ **No**

(If yes, then attach a schedule of details for all subcontractors and agree to provide to the site management completed SSSPs from all your subcontractors for approval before they are allowed to work on the site)

Signed: ……Ian Hayes……**Name:** ……Ian Hayes……..……**Date:** ……03.10.23……..……

(Subcontractor representative)

Signed: ……**Name:** ……..…**Date:** ……..……

(Principal/Site project manager)

Subcontractor Notes:

Main Contractor Notes:

All incidents, damage and near misses are to be reported to C3 Construction Management as soon as practicably possible

Safety Advisor Notes:

Notification Of Nature of Particular Hazardous Work
This email confirms that WorkSafe New Zealand has received your notification of Nature of Particular Hazardous Work 00018513.
Nature of Particular Hazardous Work
Construction work with a risk of falling 5 metres or more (see exclusions below)
Exclusions: work in connection with a residential building up to and including 2 full storeys work on overhead telecommunications lines and overhead electric power lines work carried out from ladder only maintenance and repair work of a minor or routine nature.
Erecting or dismantling scaffolding with a risk of falling 5 metres or more
Location of Work
Worksite Address 1 930 Cameron Road
Suburb Gate Pa
City Tauranga
Main Access Road Cameron RD
Location
Control of Work
Employer SCAFFOLD AUDIT SYSTEMS SERVICES LIMITED
Industry Construction
NZ Business Number 9429047427358
Street Address 1 665C Minden Road
Suburb Minden
City Tauranga
Employer Contact Ian Hayes
Phone Number 02108763393
Email Address ian@scaffaudit.com

Work Details
Brief Description of Work Scaffolding over 5m in height.
Intended Start Date 04 October 2023
Expected Completion Date 01 December 2024
Date Submitted 03 October 2023

Certificate of Competency Details
Certificate Number 31772
Certificate Holder Ian Hayes
Expiry 07 November 2023
Phone Number 02108763393

SAS STANDARD JSA – ERECTION OF SCAFFOLDING

Client	Building Services BOP
Project	Puke Pine
Job Supervisor	Scott Arlidge - Building Services
Contact Number	022 684 1039
758 SAS supervisor & scaffold number	Ian Hayes 021 08763393

Probability	Severity: Negligible (1)	Marginal (2)	Moderate (3)	Critical (4)	Catastrophic (5)
Almost certain (5)	Medium (5)	High (10)	High (15)	High (20)	High (25)
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	High (20)
Possible (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

PPE Gear Re

Sequence Job Steps	Potential Hazards	Raw risk	RRS	Controls
Arrival on Site	Site activities, other contractors	NA	NA	Meet up with contact person to go over the job requirements eg; site of build, safety issues etc.
Hazard ID & Toolbox	Unfamiliarity with tasks/site risks	NA	NA	Complete forms with crew – consult with Client as needed; copy to client. Note WSNZ notification made prior to start of works by SAS mgt
Fall protection PPE	Harness & double Lanyard system - Fall from height – causing serious injury or death	25	6	when working on or accessing scaffolding at any height – **as soon as you leave either the ground or a platform.** Safety Harness and double Lanyard system must be worn and hooked onto **suitable anchor points** on scaffold/structure (as per section 6 of GPG's & SAS SOP). Where possible harness should be attached to anchor points above shoulder height and behind the scaffolder. If not possible, the attachment may be below shoulder height. lanyards should be as short as possible to reduce potential fall distance. Note if working on fully decked + railed platform and no fall is possible, the scaffolder does not need to be hooked on.
	Defective PPE	25	6	PPE MUST be checked daily prior to work & noted on toolbox form
reverse truck into position	Traffic movements cause collision with people or property	10	8	Confirm with client lay down area for gear to be unloaded Standard PPE gear worn; Passenger to act as spotter & guide driver Spotter stays in view of the driver at all times.
Create exclusion zones	falling object causes injuries or property damage	12	4	Use danger tape/cones or scaffolding gear to cordon off work area to ensure unauthorized persons do not enter. This must include an area around the truck and walkway to where the scaffolding is being built.
Unload gear on site **- Using truck:** **- using HIAB:**	gear falling off truck deck causes crush injuries or property damage	20	6	Check load is still secure after transport to site before removing strops. Don't stand between the load/side of truck and a structure When undoing strops stand to the side out of the way if gear was to fall. Pull strops clear of the load – don't throw over the top of the load - to prevent falling object injuries to persons on the other side. Roll up strops and put into the truck cab – don't leave on the deck for them to become projectiles when driving (e.g leaving site)
	Hiab crane or lifting gear	20	8	Do not exceed stated ratings on strops and hydraulic arm Inspect lifting gear condition – make sure tagged; Check Hiab lifting capacity. Do not overload Hiab; Lifting capacity should be 2 x load to be lifted. Create Lift plan prior to start of task. Operator holds HIAB unit stds
	Hiab Truck tips over	20	8	Ensure side legs are extended sufficiently &contact ground Place load spreaders under feet; Lock stabilisers in place Ensure SWL not exceeded. only approved and trained operators may use
	Swinging load injury	20	8	Check that no one is standing between the load/side of truck and a structure where they could become crushed or trapped Do not stand beneath load - 2nd person watch at all times 2nd person to control load swing using attached rope or similar
	Falling load injury	20	8	Ensure staff clear of sides as strops released; Place load on firm level surface; Inspect load prior to releasing strops

quired Hi Vis, Hard Hats, Safety Boots, Harness & Double Lanyard

Sequence of Job steps	Potential Hazards	Raw Score	RRS	Controls
Walk gear to work face	Slips, trips, falls or collision with people or property causing injury/damage	18	4	Cordon off walkway or area by using danger tape ensuring there is ample room for people to turn, lift and carry gear safely Before entering walkway ensure the area is clear of trip hazards. Take caution when walking around site, use walkways & loading bays/structure access points for moving scaffold gear; communication – yell out "HALT" to warn others; maintain good housekeeping practices
	Manual handling	18	4	New workers should not lift more than 30kg until confident and strong enough to lift heavier weights. Experienced workers to lift the amount of gear that they feel comfortable and confident to lift – team lift as needed. Use correct lifting techniques – bend knees, balance the load etc Environment/site conditions will dictate what can be lifted Where possible Use equipment such as hoists ropes, pulleys, gin wheels, buckets and sacks to move gear up the scaffold
Erecting Scaffold	Falling or unsecured objects - Scaffolding gear, tools, PPE causing serious injury or damage to people or property	20	8	Protect any items or move if risk of falling objects, consider additional controls such as catch fans, scrim, and widening your exclusion zones. Pass gear hand to hand or Use items such as hoists, ropes, pulleys, gin wheels, buckets and sacks to move gear up the scaffold - throwing gear is not permitted. Workers to be standing on staggered bays - no one to be in danger zone directly under where work is occurring. Tools on lanyards, Hard hats worn with chin straps fastened & only approved headwear under make sure any gear stacked against any structure is secure As per Tunnelling method - Kickboards first/last item to be installed or removed. Loose equipment to be placed behind kickboard to prevent accidental dropped gear. Planks & hop ups secured with lashing or Laylo's. Observe any required safe distances: Power = 4m from any power line; excavations = depth of trench + 1m;
	Fall from heights resulting in a serious harm, injury or death	25	6	Pre-start toolbox meeting to discuss all actions to work safely. when working on/accessing scaffold always work behind a rail using tunnelling method, as per SOP Harness & double lanyard system to be connected to a secured anchor point any time exposed to a **fall – i.e: as soon as you leave the ground/platform**.
	High winds	18	4	Scaffold erection should cease during high winds (>25 knots)
	Scaffolding – includes arrangement & gear	20	4	Check scaffold & gear regularly during work to ensure that it is level, stable, correctly secured, tied or braced and installed so as to be safe for use/fit for purpose – compliant with Scaffolding GPG's. If any faulty/damaged gear is found: tag & remove from the scaffold, replace with safe equipment; take back to yard for repair, repurposing or disposal – as per damaged gear process.
	Incomplete job	20	8	Make scaffold safe: install stop ends, remove ladders to prevent access to unsafe or incomplete lifts; remove "scaffold safe" card at all access points to display "unsafe" tag; advise client & update onsite scaffold register.
	Completed job	NA	NA	Complete "Scaffold Safe" Card, place in holder and attach to scaffold. Indicate scaffold load rating; update scaffold register on site and complete an inspection/register card for the office. Client must sign off the job
On completion of Job	Unsecured object injuries/damage	20	8	Ensure loose gear is tied down & strops are put away to clear the wheels; check any gear loaded in the truck is securely strapped
	Site activities, other contractors	20	8	Remove exclusion zones from the work area; Housekeeping – leave site clean and clear of any equipment. Sign out of site (if a managed site)

TASK ANALYSIS SIGN-OFF

NAME	SIGNATURE

NAME	SIGNATURE

SAFE OPERATING PROCEDURE

GUARDRAIL INSTALLATION - TUNNELLING METHOD

RISKS ASSOCIATED WITH THIS PROCESS:	SOP Approved by:
• Falls from height, falling objects, suspension trauma **EMERGENCY PROCEDURE**: rescue from height procedure; notifiable event procedures, general emergency procedures	**Next Review: 15.11.22**

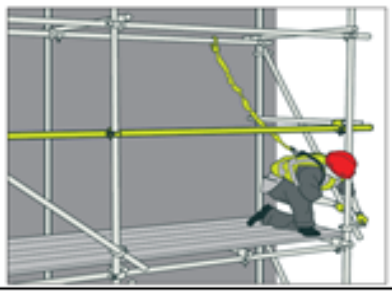
Personal Protective Equipment (PPE) Required

Gloves	harness	Safety glasses	Hard hat	Safety boots	Hearing Protection	High ✓ / Medium / Low
☐	☒	☐	☒	☒	☒	RISK ASSESSMENT

Safe Work Procedure:

The tunnelling method should be used in all situations when it is not practicable to eliminate the risk of a fall.

This is the preferred method for installing guardrails as per the Scaffolding GPG's



TUNNELLING METHODS STEPS		NOTES
1	Base out the scaffold and fully plank out the base lift (minimum 675 mm bay width) from below	Staggered standards assist in installing the guardrail as this reduces the need to hemp all exterior standards.
2	Install access stairs or ladders	Ladders or stairs should be erected in the same sequence as the platform to allow safe access to the next lift.
3	Connect lanyard to an appropriate anchor point and use the stairs or ladder to access the planked platform above	The inside ledger is an appropriate anchor point for tube and coupler
4	While hooked on, install the first section of guardrail and stop end to create a safe zone above	Equipment is passed up from below
5	Progressively install the single guardrail along the scaffold. • Install the next guardrail by staying within the safe zone and reaching down to connect the lanyard to the inside ledger at deck height in the next bay. • Receive the standard in the safe zone and walk out and hemp the standard while attached to the inside ledger. • Repeat this process until the complete lift is a safe zone with a single guardrail on all exposed sides of scaffold.	A scaffolder may only move along the scaffold for the maximum length of the longest ledger (typically the bay length or 6.5 m for tube and coupler scaffold). Once a single guardrail is installed the lift can be completed without hooking on the safety harness, unless there is a risk from a fall (eg from an unprotected platform, or if you need to raise the planks you are standing on).
6	Repeat the procedures for subsequent lifts	Single guardrails should be left in place on all non-working platforms (dummy lifts) to provide a safe zone for altering and dismantling the scaffold
7	The erection procedures above should be used in reverse when dismantling the scaffold	Planks should be flipped up on their edge prior to removal to protect the eyes of the scaffolder from debris left on the scaffold. This can be done from the deck level itself if one plank only at a time is lifted up onto its edge then replaced to maintain the planked deck

The above is adopted from the Scaffolding GPG's November 2016

SAFE OPERATING PROCEDURE

DISMANTLING SCAFFOLDS

RISKS ASSOCIATED WITH THIS PROCESS:	SOP Approved by:
• Falls from height, falling objects, suspension trauma **EMERGENCY PROCEDURE**: rescue from height procedure; notifiable event procedures, general emergency procedures	**Next Review: 15.11.22**

Personal Protective Equipment (PPE) Required

Gloves	harness	Safety glasses	Hard hat	Safety boots	Hearing Protection	High ✓ / Medium / Low
☐	☒	☐	☒	☒	☒	RISK ASSESSMENT

Safe Work Procedure:

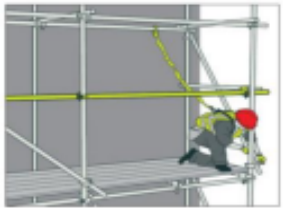
A risk assessment should be done before dismantling the scaffold. Risks when dismantling scaffolding may be different to risks when erecting scaffolding and should be considered separately.

- Set up exclusion zones using tape/cones/fences or scaffolding equipment for other workers and public protection as required.
- If scaffold has been used for removal of asbestos or work with hazardous material, obtain a clearance certificate from the user before dismantling. Ensure the scaffold is free of loose material and debris.
- Inspect the scaffold for stability and plan for dismantling.
- Ensure all debris and rubbish has been removed from the scaffold before beginning to dismantle it.
- Dismantle by reversing the procedures required to erect the scaffold – this includes use of tunnelling method/working behind a rail or where not practicable, use of harness/lanyards attached to suitable anchor points to ensure that workers are protected at all times from fall from height.
- Remove ties, braces, ledgers, transoms, planks and guardrails, followed by standards as joint positions are reached - however take care to ensure that the scaffold remains adequately tied to the structure or otherwise supported through bracing/rakers throughout the dismantle process
- If a building or structure is being demolished, dismantle the scaffold so that no more than 4 m of scaffold is left above the last vertical tie point at any time.
- If a scaffold is being partially dismantled, or must be left incomplete for any reason, the crew MUST make sure that the remaining section is stable, and adequately supported with ties, bracing or rakers.
- Note that for any incomplete/partial dismantles, the scaffold must be made safe: install stop ends, remove ladders/stairs to prevent access; ensure all access points display "scaffold unsafe" tag - AND advise client
- Lower materials down. Do not drop or throw them. Use ropes/knots, gin wheels or buckets/sacks for clips and smaller components to safely lower to ground where hand to hand chaining of gear is not possible
- Do not overload lower lifts with dismantled components. (Some components may be temporarily placed on lower lifts but must not be allowed to build up).
- Remove all scaffolding materials. Do not leave components on roofs or projecting cornices, etc.
- Maintain good housekeeping standards – do not leave clips or gear lying around, or leaning against ledgers or other structures - stack gear tidily on stillages/pallets or in buckets/sacks for removal off site or re-use elsewhere on the site.

The tunnelling method should be used in all situations when it is not practicable to eliminate the risk of a fall.

This is the preferred method for dismantling guardrails as per the Scaffolding GPG's

The above is adopted from the Scaffolding GPG's November 2016



SAFE OPERATING PROCEDURE – EWP USE

RISKS ASSOCIATED WITH THIS PROCESS:	SOP Approved by:
Falls from heights, fall injuries, falling objects fractures, unconsciousness, death, crushing of fingers in moving parts; persons being crushed/trapped by platform movement or descent, overturning	Next Review: OCT 2022

DO NOT use this machine unless you have been trained in its safe use and operation.

Personal Protective Equipment (PPE) Required

Gloves	harness	Safety glasses	Hard hat	Safety boots	Hearing Protection
☐	☒	☐	☒	☒	☒

RISK ASSESSMENT	
High	✓
Medium	
Low	

EMERGENCY PROCEDURE: person on the ground activates the emergency rescue button on the base of the machine to bring the basket safely to the ground; SAS rescue from height procedure; SAS notifiable event procedures, SAS general emergency procedures

Warning: people have been seriously harmed as a result of working too close to an EWP in use and being squashed by the platform as it returned to ground level.

Safe Work Checklist:

- Use certified equipment only – check cert plate.
- competent and/or licensed operators – holding competency such as unit standards.
- Carry out daily safety checks - always Fill out EWP log book.
- Do not exceed the safe working load (SWL) of the EWP.
- Make sure operations are planned and safe
- Examine tasks and work locations to identify and assess safety risks
- Do not use EWP on excessively sloping ground –ensure stabilisers are used for set up on uneven ground.
- Use outriggers where installed.
- Keep safe clearances when working near power lines and trenches/excavations – a minimum of 4m, but check if you are not sure.
- Make sure there is a clear working area around the EWP – no debris, potholes or electrical leads which could cause the machine to tip over.
- establish an exclusion zone with tape, cones etc to prevent other workers/vehicles coming into the zone.
- Do not allow people to walk under or work in the vicinity under the working area of the platform.
- Do not climb in or out of the platform when it is elevated – unless using for safe access to (e.g) roof level with harness anchored to suitable anchor point during transfer out of basket as applicable.
- Always work within the basket, never standing on the rails
- Use a lookout when the view of, or from, the platform is obstructed.
- Use a fall arrest system/harness where required – e.g boom lift.
- Always use as per manufacturer's instructions

Guidance: Best Practice Guidelines for Elevated Work Platforms and Best Practice

SAFE OPERATING PROCEDURE

SABRE SAW

RISKS ASSOCIATED WITH THIS EQUIPMENT:

- Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to projectiles and sharp objects

EMERGENCY PROCEDURE: (Notifiable Events Process) – make sure the scene is safe, arrange first aid/medical care for any injured persons, Phone manager immediately for further instructions

SOP Approved by:

Next Review: 15.11.22

Personal Protective Equipment (PPE) Required

Gloves	harness	Safety glasses	Hard hat	Safety boots	Hearing Protection
☐	☒	☐	☒	☒	☒

High	✓
Medium	
Low	

RISK ASSESSMENT

SAFETY PRE-REQUISITES:

DO NOT use this machine unless you have been trained in its safe use and operation

Safety Glasses	✓	Pre use inspection	✓
Hearing Protection	✓	Lead currently tagged	✓
Gloves	✓	Trained Operator	✓
Hard hat	✓	Work Permit (TMP)	
Hi Viz	✓	Warning Signs	
*Overalls/Long-Longs	✓	Road Cones	
(as per client specs)		Lock-out Tags	✓

Safe Work Procedure Checklist:

1. PRE-Operation:
   - Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
   - Ensure guarding is in place (if applicable).
   - Ensure the appropriate blade is being used for the task/material being cut.
   - Identify ON/OFF switch and emergency stop button (if applicable).
   - All required PPE is being used/worn
2. Operation:
   - Check that blade runs 'true' and does not wobble.
   - Check that the cord is always well away from the blade.
   - Keep hands clear of work piece and away from blade.
   - Stop operation immediately if blade or cord is damaged.
3. POST-Operation:
   - Switch off saw before removing waste material from the table.
   - Ensure good housekeeping practices are in place to minimise dust build-up.

SAFE OPERATING PROCEDURE – Manual Handling

Personal Protective Equipment (PPE) Required						Next Review: NOV 2022
Gloves	harness	Safety glasses	Hard hat	Safety boots	Hearing Protection	High / Medium ✓ / Low
☐	☐	☐	☐	☒	☐	RISK ASSESSMENT

RISKS ASSOCIATED WITH THIS PROCESS

Muscular injuries - Back strain, slipped disc, Hernias, Lacerations, crushing of hands, fingers or body parts by dropped or moving loads, Tenosynovitis, Bruised or broken toes or feet, Various sprains, strains

Safe Work Checklist:

- Elements affecting the risk of injury include:
  - Load factors such as size, weight, rigidity, movement, centre of gravity, shape and
  - surface factors.
  - Task factors such as: duration, repetition and the requirement to make awkward
  - bending or twisting movements.
  - Environmental factors such as route length, lighting, obstruction, weather effects,
  - floor surfaces and distractions.
  - Individual factors such as health, level of training, mobility and pre-existing injuries.
  - the way a task is carried out, for example the handler's posture, the working environment, eg is it cramped or hot, and the individual's capability, eg is unusual strength required

- Avoid hazardous manual handling operations where reasonably practicable.

- If loads must be moved manually, then prior to the lift:
  - Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically for example by forklift, trolley, hand cart or with some form of cranage.
  - Can the load size and weight be reduced – e.g making smaller stillages/pallets of scaffolding equipment from larger stillages/pallets or carrying less equipment at once
  - Try to arrange for the load to be moved closer to the area by mechanical means to reduce the distance it needs to be moved manually.
  - Arrange others to assist with the lift
  - consider the shape and size of the load in addition to its weight.
  - Make sure that the path the load must be carried is clear of obstacles and trip hazards

- heavy tools need to be lifted from the trucks and to job sites by two people to prevent injury

- Where the manual work activity is repetitive ensure that regular breaks are taken and muscles stretched out, change working positions regularly or rotate tasks where possible.

SAS: Risk Register – Known Risks on our worksites:

IDENTIFIED RISK	POTENTIAL HARM	Risk Assessment: raw risk and residual risk (RR)							RISK CONTROLS	CHECK OF Controls
		L	C	Raw risk	L	C	RR	Control level		Date:
Working at Heights	• Falls • Serious harm • Permanent injury • Fatality	5	5	**25**	2	3	**6**	E/M	• If working above a height where injury may occur, reasonable and practicable steps must be taken to prevent harm from happening. • Eliminate risk where possible by doing work at ground level, installing handrails or using tunnelling method • Use of Elevated Work Platforms • Use of PPE such as fall restraint equipment by trained personnel & Wearing of hard hat • Falling objects risks managed and controlled • Refer to 'Good Practice Guidelines for: Scaffolding and Working at Height in NZ'	Sept 2024
Working on a roof	• Fall from height. • Accident resulting in notifiable event • Falling objects • Pitch of roof causes slips/falls.	5	4	**20**	3	2	**6**	M	• Ensure that risk of fall is controlled at all times – i.e edge protection; harness attached to certified anchor point; • Safe means of transfer from ground to roof, whether by scaffold or EWP – must be hooked on at any time not protected from a fall by a handrail. • parapets may only be used for edge protection if same dimensions as handrails. • Refer to WSNZ working at heights & working on roof guidelines; . • Ensure any risk of fall through roof is identified & controlled: any voids over 450mm2. • roof pitch > 25deg ensure roof surface is dry/not slippery and offers suitable grip – where needed use matting, roof ladders or extra workers for passing gear hand to hand. • roof pitch > over 45deg, Harnesses must be worn even if edge protection is in situ. pre-start risk ID and toolbox MUST refer to roof pitch risk and the controls for the work to be done A job task analysis is also recommended.	Sept 2024
Object falling from scaffold during erection, dismantling or on completed scaffold.	• Injury • Accident resulting in notifiable event	5	4	**20**	3	2	**6**	M	• Exclusion zones must be in place - of suitable width for the height of the structure/task. • Gear passed up/down via Hand to hand chaining or use of rope/secured knots. • Secure work area so people are not working underneath • All workers/persons in vicinity must wear a hard hat. • Tools on a lanyard • Where there is a risk of falling objects risks to public a Catch fan should be installed as part of the structure. Scrim should also be installed on exterior faces as soon as practicable • On completion of scaffold, ensure all toe boards are in place	Sept 2024
Injury to general public	• Injury • Accident resulting in notifiable event • Property damage	3	4	**12**	2	2	**4**	E/M	• Where there is the possibility of the general public coming within 5m of the scaffold operation, adequate measures must be undertaken. Refer also to controls in re to Falling Objects risks. • Exclusion zones MUST be wide enough for scaffolding structure and tasks being performed. These include but are not limited to: (where practical) - Installation of approved site fencing. - Use risk tape, warning signage, Spotters to establish exclusions zones	Sept 2024

IDENTIFIED RISKS – Page 2	POTENTIAL HARM	Risk Assessment: raw risk and residual risk (RR)						RISK CONTROLS		CHECK OF Controls Date:
		L	C	Raw risk	L	C	RR	Control level		
Manual handling i.e. lifting, bending, stretching	• Sprains • Strains • Pain • Discomfort • Back injury	4	3	**12**	2	2	**4**	E/M	• Identify high risk activities. • Use trolleys or manual handling aids e.g: passing of gear via ropes/gin wheels or sacks/buckets for fittings and smaller components. • Reduce or split loads to manageable weight and/or size • Two person or team lifting • Training in correct lifting and manual handling techniques • Signage reminding staff of correct manual handling procedures. • All benches, trolleys etc. built to 900mm to minimise bending and stretching. • Follow ACOP for Manual Handling	Sept 2024
Scaffolding – (arrangement and equipment)	• Falls • Serious harm • Collapse • Fatalities	3	5	**15**	2	5	**10**	M	• During erection, Scaffolding to be checked regularly to ensure that it is level, stable and safe. • During erection and dismantling, scaffold must have appropriate ties or rakers installed as per GPG's to ensure scaffold remains stable and safe at all times. • Handrails and kickboards all levels - Secure loose objects so they can't fall • planks fastened down/lashed and Laylo's used where needed – e.g single plank hop up's; . • Scaffolding to have valid certificate of safety issued by scaffolding contractor & signed off weekly • Scaff tags for scaffold over 5 meters – checked weekly • Gear to be inspected/checked fit for purpose and safe for use (as per GPG's) prior to installation, during weekly checks, during alteration and dismantling process. • If faulty/damaged gear is identified: remove from scaffold and replace with safe equipment; faulty/damaged gear to be tagged and removed from the site & taken back to the yard for repair/repurposing or disposal as applicable - as per faulty and damaged equipment procedure.	**Sept 2024**
Unauthorised removal of Planks from scaffold	• Fall from height • Injury	2	5	**10**	2	2	**4**	E/M	• Install hand rails/stop ends to isolate area without planks • Advise the client of risks involved with the alteration of scaffold by unqualified staff. • Record this type of occurrence as "near miss incident" and report to management team who will follow up with the client.	**Sept 2024**
Unauthorised removal of Hand rails/stop ends from scaffold	• Fall from height • Injury • Accident resulting in Notifiable event	2	5	**10**	2	2	**4**	E/M	• Install stop ends to isolate area without hand rails. • Advise the client of risks involved with the alteration of scaffold by unqualified staff. • Record this type of occurrence as "near miss incident" and report to management team who will follow up with the client.	**Sept 2024**
Fall from scaffold.	• Fall from height. • Accident resulting in notifiable event	5	4	**20**	3	2	**6**	M	• Refer to working at heights risk controls. • Ensure adequate hand railing and planks are in place. Use tunnelling method; ALWAYS work behind a rail or harnessed in fall restraint – as per Scaffolding GPG's • Use of certified harness and appropriate anchor points. (refer to SOP) by trained workers • All new staff must be supervised. • Leading hands must assess situation, if a significant risk is present, work must stop &Operations Manager notified. (refer to SWP)	**Sept 2024**

IDENTIFIED RISKS – Page 3	POTENTIAL HARM	Risk Assessment: raw risk and residual risk (RR)						RISK CONTROLS		CHECK of Controls
		L	C	Raw risk	L	C	RR	Control level		Date:
High top-ups on standards	• notifiable event • Property damage	4	4	**16**	2	1	**2**	E	• This practice is not acceptable • Utilise pre-planning to ensure that this does not occur during the erect/dismantle process.	**Sept 2024**
Cranes - Mobile (hiab) and fixed	• Failure of crane, lifting & rigging gear • Falling loads • Tipping over of crane • Fatality • Serious injury • Serious damage to plant and/or property	4	5	**20**	2	4	**8**	E/M	• Certified operators only to operate cranes/hiabs. • Manage lift by way of a lift plan. • Do not exceed SWL of the crane, chains, slings or any other lifting / rigging gear. • Check for wear & damage – do not use if unsure of the condition • All load lifting & rigging gear to be tested & tagged • Any equipment not displaying the SWL in kgs or tonnes to be tagged out of service • Ensure that only necessary personnel are in the work area. • Ensure crane is parked on solid ground • Ensure that all staff are wearing the correct PPE • Never stand under a suspended load • All items being moved to be securely rigged/stropped with multiple belly straps; small objects to be secured to pallets or stillages with belly straps or wrapping or entire load as appropriate. • Refer to ACOP 2009; NZTA truck loading/transport regs;	**Sept 2024**
Sub-contractors / other workers in work site	• Sub-standard work habits • Lack of training • Lack of supervision • Introduction of new risks to the workplace	3	3	**9**	2	2	**4**	E/M	• Workers to wear hard hats, overalls, safety glasses, safety footwear at all times as per site rules. • Any problems or questions are to be forwarded to the immediate Supervisor who will then consult with the Site Manager. • Sub-contractors involved in pre start meetings to identify any potential risks that will be introduced into the work area • Sub-contractors to provide JSEA or other work methodology • Adhere to site specific requirements	**Sept 2024**
Working in cold (thermal stress)	• Exposure, • Frost bite • Disorientation	2	3	**6**	1	2	**2**	E/M	• Schedule work for warmer weather or move indoors if possible • Rotate staff to reduce time that people are exposed to cold • If possible, provide temporary wind / rain shelter where required. • Watch for signs of exposure. Any worker shivering uncontrollably should come in from the cold • Use layers of clothing • Polypropylene or wool near the skin to remove sweat • Hats, balaclavas must fit under hard hats	**Sept 2024**
Working in heat (thermal stress) Exposure to sun	• Exposure to UV rays • Heat stress, • Sun burn • Melanoma • Dehydration • Fatigue/confusion • Muscle cramping	3	2	**6**	1	2	**2**	E/M	• Schedule hot jobs for cooler times of the day • Restricted exposure times/shift times/Rotate workers to lessen exposure to heat. • Drink water frequently. Drink before feeling thirsty. Avoid caffeine & sugary drinks • Monitor co-workers for signs of heat stress including – heavy sweating, weakness & fatigue, dizziness, confusion, muscle cramps, fast and shallow breathing. • Erect shelter/shade to protect from direct sunlight • Use appropriate SPF sun block & Use wide brim hats or hard hat brims to protect from sun • Self monitoring – workers to advise leading hands if feeling effects of sun.	**Sept 2024**

IDENTIFIED RISKS – Page 4	POTENTIAL HARM	Risk Assessment: raw risk and residual risk (RR)						RISK CONTROLS	CHECK of Controls
		L	C	Raw risk	L	C	RR	Control level	Date:
Dust, flying particles.	• Eye injury • Respiratory damage	2	4	**8**	2	2	**4**	M	• Where possible eliminate dust at source. • Maintain good housekeeping practises. • Wear eye protection, correct respiratory protection • Note that if source of dust is other work activities on or near the site – e.g: silica dust from cutting concrete. Cease work, and communicate with workmen/site manager or SAS managers as needed to arrange for source of dust to be correctly managed at source by persons creating it. Make sure this event is reported as near miss incident.	**Sept 2024**
Electrocution related to working near power lines.	• Electrocution • Possible death	2	5	**10**	2	1	**2**	E/M	• Ensure power lines are a minimum distance of 4m from intended position of scaffold. • If a safe distance is not obtainable, local electricity network provider must be contacted for advice and possible issue of 'Close approach consent'. • Full task analysis/JSA MUST be done prior to start of task	**Sept 2024**
Portable power tools incl. - Drills - Grinders - Circular saws	• Eye damage • Lacerations • Amputation • Serious injury • Death	2	4	**8**	2	2	**4**	M	• Wear eye protection and Hearing protection when required • Ensure that all guards are in place and that the tool is in good operating condition • Ensure that all electrical tools are inspected and tagged. • Use tools for what they are intended for – use in accordance with SOP's and Manufacturer's instructions. • Only trained staff to operate power tools	**Sept 2024**
Driving of vehicles	• Accident causing injury or death • Damage to property • Injury to other parties	2	5	**10**	2	4	**8**	E/M	• Licensed to drive • Vehicle has current Registration, Warrant of fitness/COF, RUCs and Certificate of loading • Vehicle appropriate for task/load • Check oil/water/fuel/tyres • Load secured and compliant to over-hang rules - Do not overload • Seat belts fitted and used • Maximum hours of duty/driving, Fatigue, Tiredness and driving conditions considered • Do not use cell phones while driving	**Sept 2024**
Yards & Lay-down Areas	• Injury • Collision • Damage to property • Environmental harm	3	4	**12**	2	2	**4**	E/M	• Fences and gates in good repair and operational • Drive ways clear and signposted, Speed limit 10 kph • Emergency equipment available and signposted • Material storage racks stable, weight limits known and displayed • Safety signage current and legible • Hazardous goods storage appropriate and warning signage appropriate	**Sept 2024**
Virus Transmission – e.g COVID 19	• Respiratory impairment, illness or Death	4	5	**20**	2	5	**10**	M	• Covid Policy compliant with MOH guidance, National covid Level and client specific requirements including any mandatory worker vaccination policies. • Workers stay home if sick with Covid like symptoms and follow MOH guidance re testing • Social distancing, Mask wearing and extra Sanitisation processes for all tools, equipment, vehicles • Hand hygiene practiced by all workers along with Cough/Sneeze etiquette • PPE provided and used in line with current MOH Guidance	**Sept 2024**

Working in Asbestos Contaminated environments

PROJECT/SITE:										
IDENTIFIED RISKS –	**POTENTIAL HARM**	**Risk Assessment: raw risk and residual risk (RR)**							**RISK CONTROLS**	**CHECK OF Controls**
		L	**C**	**Raw risk**	**L**	**C**	**RR**	**Control level**		**Date:**
Non friable asbestos containing material	Death Lung function	5	5	25	2	5	10	M	• Asbestos survey must be undertaken by THE CLIENT prior to any works to clearly identify asbestos contaminated areas are non friable – prior to any work starting. • An Asbestos Removal Control Management plan must be developed by a licenced/certified asbestos removalist – this is the client's duty. • The controls and safe practices as per the ARCP must be communicated in full to SAS – and a copy should be forwarded for review. • Contaminated Areas should be sprayed with PVA to seal them as appropriate – by the licenced removalist • Air monitoring undertaken to ensure no airborne asbestos is present (by THE CLIENT) as applicable. • As applicable these Air monitoring activities may continue throughout the work. If any air born particles detected, the work should be stopped immediately and the emergency process triggered. • Where areas have been sealed with 208-micron plastic, if plastic is ripped and surface underneath disturbed, the emergency process will be triggered. • required RPE where there is non-friable asbestos material: • P2 disposable masks with P3 filters, to be changed out as needed; wearer clean shaven to ensure correct seal. • or P3 masks with asbestos rated filters • PPE required for the work: - Standard cotton overall - Gloves – changed as required, - Spoggles - Hard hat - Inertia Reels, Static Lines, Harness and lanyard – for work at height (where EWP access is not used). • Pre start site safety briefing: - Training how to safely exit work area - Training how the decontamination process works - Exclusion zones - Other work occurring - First aid, Accident and Emergency procedures • Critical event health testing (in SASe of any exposures) • Any other controls as per ARCP must be followed and a site specific JSA done as needed.	**Sept 2024**

Working in Asbestos Contaminated Environments

PROJECT/SITE:										
IDENTIFIED RISKS –	**POTENTIAL HARM**	**Risk Assessment: raw risk and residual risk (RR)**							**RISK CONTROLS**	**CHECK OF Controls**
		L	**C**	**Raw risk**	**L**	**C**	**RR**	**Control level**		**Date:**
Friable asbestos containing material	Death Lung function	5	5	25	2	5	10	M	• Asbestos survey must be undertaken by THE CLIENT prior to any works to clearly identify asbestos contaminated areas are non friable – prior to any work starting. • An Asbestos Removal Control Management plan must be developed by a licenced/certified asbestos removalist – this is the client's duty. • The controls and safe practices as per the ARCP must be communicated in full to SAS – and a copy should be forwarded for review. • Air monitoring undertaken to ensure no airborne asbestos is present (by THE CLIENT) as applicable. • As applicable these Air monitoring activities may continue throughout the work. If any air born particles detected, the work should be stopped immediately and the emergency process triggered. • Where areas have been sealed with 208-micron plastic, if plastic is ripped and surface underneath disturbed, the emergency process will be triggered • PPE: Decontamination Unit installed by THE CLIENT specialist contractors • Hood Air fed respirators; wearer clean shaven to ensure correct seal, disposed of at end of job; bagged up at end of each day and at breaks • Disposable overall – changed if any damage noted or each time exiting the building via decontamination unit • Gloves – changed as required, disposed of at end of job/each day, bagged up at breaks • Hard hat – disposed of at end of job, bagged up at the end of each day and at breaks • Inertia Reels, Static Lines, Harness and lanyard – bagged up at end of each day; disposed of at end of job unless can be cleaned commercially. • Pre start site safety briefing: - Training how to safely exit work area - Training how the decontamination process works - Exclusion zones - Other work occurring - First aid, Accident and Emergency procedures - Training about fatigue - Training about disposal of contaminated PPE and equipment • Critical event health testing (in Case of any exposures) • Any other controls as per ARCP must be followed and a site specific JSA done as needed.	Sept 2024

NEW RISKS IDENTIFIED ON WORKSITE:

NEW RISKS – SITE SPECIFIC	POTENTIAL HARM	Risk Assessment: raw risk and residual risk (RR)						RISK CONTROLS		CHECK of Controls Date:
		L	C	Raw risk	L	C	RR	Control level		
	•								•	
	•								•	
	•								•	
	•								•	
	•								•	

Task Analysis Worksheet Template		**Project/Site:** **Date:**
PPE Requirements (circle): Hard hat, Safety Boots, Safety Glasses, Gloves, Ear Muffs, Hi-Vis, Harness, Mask, Respirator; other:		**Has Site Manager/other contractors been communicated with? (who/when):**
What is the emergency rescue plan?		**Has this work been notified to Worksafe: YES NO N/A**
		Who is the First aider?

Step No.	Job Step - List the 4 to 8 steps needed to complete the job (Follow the flow of the product or the process)	Risk score	Risk – Focus on what can cause harm and what can go wrong. Use 7 point analysis to help identify risks	E/M	Controls - List the control methods required to ELIMINATE the risk, and if they can't be eliminated then MINIMISE

Seven Point Analysis - for each step ask – Can I?: come in contact with a riskous substance slip, trip or fall from height, on the same or lower level; come in contact with an energy source; be injured by poor plant/job design; be struck by or against anything; strain or sprain my back or other muscle; be caught in, on or between anything;

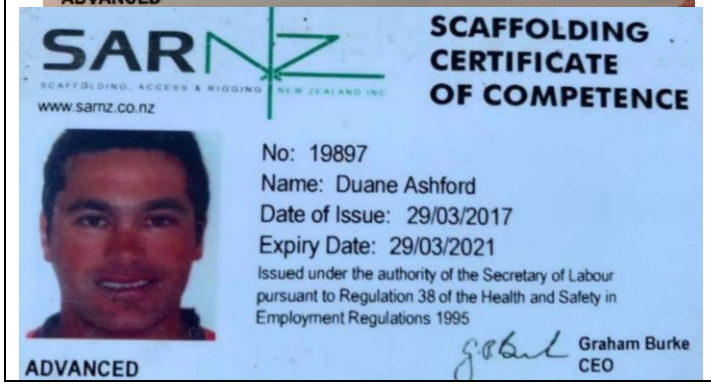
SAS Workers (names & Signatures):

Risk Matrix template :

Probability	Severity				
	Negligible (1)	Marginal (2)	Moderate (3)	Critical (4)	Catastrophic (5)
Almost certain (5)	Medium (5)	High (10)	High (15)	High (20)	High (25)
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	High (20)
Possible (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Training Matrix –

Name	role	scaffold ticket	Site safe	working at height	Risk id	task analysis	use of PPE	First aid	EWP	SAS Induction	Drivers licence	Other
Ian Hayes	Director	Advanced #31772	373290	-	c	c	c	c	-	Y	full class 2	
Tewi Mahaki	Scaffold inspector/ Scaffold Manager	Suspended Advanced		-	c	c	c			Y	Full Class 2	
Duane Ashford	Scaffold inspector	Advanced # 19897		-	c	c	c			Y	Full Class 2	Contractor



SUBCONTRACTOR'S – TRAINING MATRIX:
A7 SCAFFOLDING

A7 Scaffolding Training Matrix				SARNZ			Heights				Scaffolding				Load and unload freight vehicles	First Aid			Forklift	H&S	Site Safe	Confined Spaces	MEWP		
				CoC	CoC	CoC	2 days of training				2 days of training				1 day	2 days			1 day	1/2 day	1/2 day	1 day	1 day		
				Elementary	Intermediate	Advanced	Explain safe work practices for working at heights	Use safety harness system when working at height	Use, install, and disestablish temporary proprietary height safety systems when working at height	Employ height safety equipment in the workplace	DKO the erection and dismantling of scaffolding up to 5 metres in height	Erect and dismantle non-notifiable prefab frame scaffolding up to 5 metres in height	Erect and dismantle scaffolding up to 5metres in height	Handle and maintain basic scaffolding components	load and unload a general freight vehicle	Provide First Aid	Provide basic life support	Manage first aid in an emergency situation	Operate a powered industrial lift truck (forklift)	Manual Handling	Construction Passport	DKO of hazards associated with confined spaces	describe types of elevating work platforms (EWPS) and legislative requirements for their use	Assess the worksite, prepare and operate a scissor lift elevating work platform	Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform
NSN	ID	Date of Birth	Trainee Name				17600	23229	15757	25045	13016	9184	13053	20855	1753	6401	6402	6400*	10851	17592	no Unit Standards	18426*	23966*	23960*	23962*
							DATES BELOW ARE WHEN THE COURSES WERE COMPLETED - NOT WHEN THEY EXPIRE													*EXPIRY DATES*			BONUS PART OF THE COURSE			
100752326	Drivers License	27/05/1985	Keith Awhitu	Completed	Completed	COC #22197									1/10/2010	18/08/2016	18/08/2016	8/10/2010	15/04/2026	Y	31/05/2023				
99549935	Drivers License	11/07/1984	Chachi Tapara	In Training			15.09.2020	15.09.2020		15.09.2020									20/06/2026	Y	29/06/2024				
127763952	Drivers License	21/07/2000	Harlem Awhitu	Completed	In Training	COC # 44511	29.07.2021	29.07.2021	29.07.2021	29.07.2021						19/08/2021	19/08/2021	19/08/2021			31/05/2023				
	Drivers License	1/11/2002	Rawiri Winikerei	In Training				23.03.2022	23.03.2022	23.03.2022						26/08/2020	26/08/2020	26/08/2020			12/08/2022				
	Drivers License	13/07/2003	Del-Kani Wetere	In training																	31/05/2023				
	Drivers License	29/03/1988	Damian Anderson	In Training																	31/05/2023				
	Drivers License	27/10/1992	Anthony Thompson																		1/07/2024				
	Drivers License	29/07/1996	Shaydes Taikato	Completed		COC #44367		03.03.2021	03.03.2021												4/12/2023				
		9/05/2000	Tyriq Senior																		30/06/2024				

Emergency Evacuation/Response Plan

In the event of an emergency evacuation all SAS employees and contractors shall abide by any site-specific evacuation plans. In the absence of any such plans the following plan is to be adopted.

Emergency Evacuation Plan

In the case of emergency requiring evacuation of the project due to:

FIRE, EARTHQUAKE, SERIOUS ACCIDENT, STRUCTURAL COLLAPSE, TSUNAMI, EXPLOSION, AVIATION INCIDENT, RISKOUS SPILL,

The following will sound:

3 long blasts of air horn or vehicle horn repeated

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:

At front entrance of construction site – or as per site induction

And REMAIN there so ALL personnel can be accounted for.

DO NOT RETURN to the project until the project manage has given the OFFICIAL CLEARANCE.

CLOSEST MEDICAL FACILITIES LOCATED AT:

Tauranga Hospital

When calling 111, READ THE FOLLOWINGTO THE DISPATCHER

We have an emergency at ……..
We need help from Ambulance/Fire Service.
Directions to the emergency are……..
Our phone number is…
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	
LOCAL HOSPITAL	TAURANGA = (07) 579 8000
NEAREST MEDICAL CENTRE:	Tauranga Hospital, Cameron Rd TGA
WORKSAFE	(0800) 20 90 20
LOCAL CIVIL DEFENCE	(07) 577 7000 (Tauranga City Council)
LOCAL COUNCIL	(07) 577 7000
NATIONAL POISON CENTRE	(0800) 764 766
OTHER: e.g: Gas, Electrical	Advise Site Manager who will confirm the utilities provider to be contacted.

First aid kit & fire extinguishers are located in all SAS Vehicles

Emergency Plan and Procedures for Hazardous Work

PROJECT/SITE:		EMPLOYER:
Potential Emergency Situations associated with our work activities (as per notifiable work)	• Medical Event, • Fall from height • Fire/explosion • Falling objects • vehicle collision	Procedure: • Attend to any injury and call required assistance. Dial 111 in case of emergency. • Advise emergency services on how to get to the location and if necessary, arrange to meet at site entrance to guide them. • Immediately advise Site Manager if on a managed site. • Secure safe passage for public and secure site. • Report event to *the SAS General Manager* • Health and Safety Advisor or General Manager to advise WorkSafe NZ if appropriate. • Avoid disturbing scene if this does not compromise safety. • Record any relevant details. • Restore normal conditions on clearance from authorities. • Fill out accident report Form as soon as possible. • General Manager and Health and Safety Advisor to co-ordinate investigation as required, and review any corrective action.
Responsibilities	Personnel: • Site personnel • General Manager • Health & Safety advisor	Key responsibilities: • Site personnel to report accident to General Manager and complete injury/incident Form with input from Health & Safety Advisor as required – copy to be provided to site management company within 24hours; • General Manager or H&S Advisor to notify WorkSafe NZ if Notifiable event. Assist with investigation process. Check the effective remedial measures are carried out. Investigation report to be provided to site management company within 7 days. • Health & Safety Advisor to co-ordinate investigation of notifiable events and serious near misses using the accident investigation Form. If a minor accident, make notes of the investigation results on the back of the accident register Form. • discuss at the next toolbox meeting..
Evacuation Procedures		Visitors: As per Site Evacuation Plan Assembly areas: As per Site Evacuation Plan Alarms: As per Site Evacuation Plan
Medical Treatment	First Aiders: Location of nearest medical centre:	Leading Hand, qualified scaffolders Emergency services: 111 **Tauranga Hospital, Cameron Rd**
Training and Communication	Procedure to advise site staff: Key subcontractors' phone numbers:	As per Site Evacuation Plan; toolbox talk; pre-start meeting

EMERGENCY RESCUE PLAN For Work at Height

Project site/location:

Team Members & Competencies (15757/23229/rescue at height) :	**Main contractor/principal representative** – *name and signature confirming sighting of this plan prior to work starting*.

Actions to consider prior to commencing works:	Y/N		Y/N
Have alternatives to using fall arrest equipment been considered	y	Is equipment adequate for the rescue plan?	y
Has rescue equipment been inspection and found in good shape?	y	Have communication devices been identified, located and tested?	y
Are rescuers familiar with the use of the rescue equipment?	y	Is there a first aid kit/first aider available? (who)	
Should special emergency standby procedures be instituted? E.g. fire service	n	**Other comments: Rescue will be co-ordinated by standby person**	

methods of rescue - appropriate to job	**Safe Rescue Procedure and considerations**
Response procedure – rescue via mobile elevated working platform	Ensure MEWP is fit for purpose and to a safe working order. Communicate areas where this may be required with Main contractor. Competent operators only to use MEWP. Ensure that the equipment safely reaches the work area and worker to be rescued. MEWP to be elevated with 2 workers in the platform & one worker on the ground to activate the emergency release button if required. Platform to be positioned beneath worker requiring rescue, and when safe to do so, harness to be unclipped, lowered to the ground and assessment of injuries undertaken. **Emergency services to be called where necessary. Rescued worker to be treated for suspension trauma and given medical attention as required; .**
Response procedure – rescue via Crane & man cage	Discuss scaffolding erecting and dismantling locations at on site safety meeting with other subcontractors and main contractor Advise of work area where man cage is required for emergency situations if MEWP unable to access work area. Crane crew to be advised and constant communication between rescue team and crane operator/dogman throughout rescue. If worker at height requires rescue, and becomes suspended, man cage to be linked up, (ensure assessment of load lifting and rigging equipment has been done prior to use to confirm fit for purpose) man cage to be raised into position with assistance from dogman Worker requiring rescue to be placed within basket and harness unclipped **Emergency services to be called as needed. Rescued worker to be treated for suspension trauma & given medical care as required;**.
Response procedure – general manual rescue	If suspended worker requiring rescue is in a location where he can be safely retracted onto the scaffold platform by other workers who are clipped onto a secure anchor point, then this is to be undertaken – includes rescue kit. If on a double lanyard and one is available, is to be clipped onto anchor point before additional lanyard above is unclipped. This ensures the worker is secured at all times. **Emergency services to be called as needed. Rescued worker to be treated for suspension trauma & given medical care as required**; Note that if the worker is not able to be retrieved via a platform, then a type 3 retractable inertia reel device would be used.
Other – please detail the process to be followed if none of above processes can be used for this site:	

Processes for specific emergencies likely to occur as per our work activities:

- We will follow client emergency procedures, plans and arrangements where working on a managed or shared worksite, otherwise we will adhere to our own emergency procedures
- Task specific emergency procedures related to high risk work activity will be identified within TA/JSA for the work,

Scaffold collapse emergency procedures:

1. Assess and remove any affected parties – if this can be done so safely

2a. if safe to do so, arrange for first aid to be administered to any injured persons and arrange for emergency services as needed. NOTE: if persons are trapped the fire service MUST be called. Under no circumstances should you try to remove persons trapped under the scaffold yourself – wait for emergency services to arrive.

2b. if safe to do so, restrict all access to affected area/s - install exclusion zones around the area to keep out any other persons. If there is any risk more of the scaffold could become destabilised/fall then under no circumstances should anyone walk under the potential fall zone. Note that Exclusion zones should be as large as possible giving thought to travel of components should the structure become further destabilised.

2c. Contact Site and SAS Management.

3 SAS management will notify H&S Advisor, and establish if it meets definition of notifiable event. WSNZ will be notified as applicable – in conjunction with the Site Management team

4. if a partial collapse (such as a leaning scaffold still tied to a structure), the SAS Management team and as applicable the Client will do a full risk assessment to determine the safest and best course of remedial actions to stabilise/disestablish the scaffold. A task analysis will be created to outline the process to occur. Note that no remedial measures will be undertaken until this safe method has been documented and agreed by all parties - unless any further delay would present an immediate risk of harm to life.

5. once remedial measures have occurred, then a full debrief via toolbox must occur with all persons present

6. any scaffolding equipment involved will be clearly marked, tagged out of use, removed to the SAS yard and inspected for damage.

7.formal investigation process will be initiated.

Road Accident:

- Call 111
- SAS Mgt team informed as soon as practicably possible
- Liaise with applicable parties (client/family/H&S) if going to the hospital by ambulance

Medical Events/Serious Injuries

- Administer First Aid, treat the patient if possible - all SAS vehicles have First Aid kits
- Call 111 for Ambulance
- Arrange for someone to meet ambulance if possible
- Keep patient in recovery position until ambulance arrives
- Take vital signs and keep as comfortable as possible
- SAS Mgt Team contacted ASAP – they will advise as to next steps & arrange for notifications as applicable of any required persons – WSNZ, Client, Next of Kin etc
- After incident: debrief process for any staff involved

Fire:

- If on site, sound warning alerts to ensure other workers know to evacuate
- Call 111
- ensure all persons are evacuated
- Advise any neighbours as appropriate
- Ensure someone is waiting at the gate to direct Fire Brigade
- You should not attempt to extinguish any fires larger than small rubbish bin. After incident: debrief for staff involved

Earthquakes:

- Keep calm
- Move away from windows
- Don't use lifts
- Walk, NEVER run
- Take cover under doorways or solid furniture
- Protect your head
- Stay clear of tall structures

Severe Weather Event/Cyclones:

- Inform all workers and contractors on site of cyclone warnings
- Close site-Clear site of all personnel
- Ensure all loose materials are tied down
- Use strong tie downs and ensure they are well anchored
- Evacuate site ASAP & send workers home

Tsunami:

- Take note of Civil Defence advice
- Tsunami only occurs after a serious earthquake
- If site is in a coastal area get staff to high ground
- Follow local directions and procedures as directed by Civil Defence

FORMS AND TEMPLATES

(used where electronic capability is not available on site)

Accident/Incident Register

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

Near Miss, Incident & Investigation Form:

NEAR MISS, INCIDENT, & INVESTIGATION FORM

1 **SAS Branch address**

2 **Place where incident occurred:** *(e.g: client site address)*

3 **Time & date of Incident being reported:**

4 **Type of incident being reported:**

☐ NEAR MISS (no injury) ☐ Damaged Property/gear

☐ LOST TIME ☐ First Aid/Medical centre

☐ **NOTIFIABLE INJURIES, ILLNESSES OR EVENTS - If YES:**

- ☐ **Notify *Operations Manager* Immediately**
- ☐ **The Client has been notified**
- ☐ **NEXT OF KIN has been notified**
- ☐ **WORKSAFE NZ HAS BEEN NOTIFIED BY MANAGER (DATE/BY WHO) ……..**
- ☐ **Full Accident investigation to occur**

* definition of Notifiable injuries, illnesses & events over page

5 **Details of person involved OR injured:**

Name

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

Address & Phone

☐ Other Persons e.g witness, public, contractor – give names

☐ SAS contractor _____

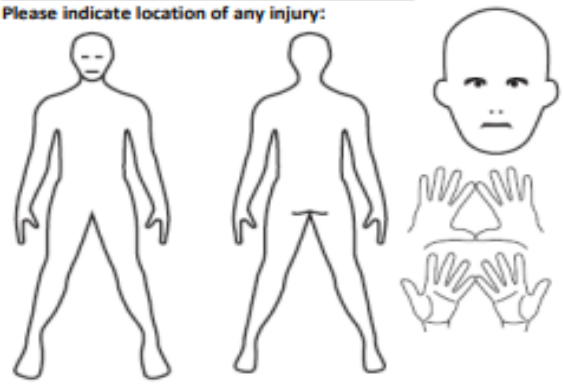
☐ SAS employee _____

Length of employment with SAS: _____

Hours worked before incident _____

6 **Injury Details: (if no injury write n/a)**

Please indicate location of any injury:



INVESTIGATION:

8. **What Happened?** *(If not enough room attach separate sheet(s)*

9. **WHY did this happen? What were the <u>Contributing factors:</u>**

☐ **<u>PEOPLE</u> – factors relating to actions/inactions of people**: e.g: Inexperience, Impairment; language barriers; Rushing; improper PPE; Deliberately ignoring rules or procedures etc

☐ **<u>EQUIPMENT & ENVIRONMENT</u>: anything relating to**: Machinery, Equipment, Tools, Vehicles; Work conditions, Weather, Temperature, lighting, other workers on site etc

☐ **<u>SYSTEMS:</u> factors related to failures of Procedures** e.g: Supervision, Training, Hazard Management, Housekeeping, Changes from the Original Job Order; Communication, Planning, Purchasing, etc

10. **Suggestions to prevent it happening again?**

11. **Could it happen again?** ☐ Unlikely ☐ possibly ☐ definitely

12. **How bad could it have been?** ☐ Fatality ☐ Very Serious ☐ Minor

13. **Is further investigation or follow up needed?** Y /N

14. **Reported by:** **Date:**
(print name &sign/'initial)

15. **Investigated by:** **Date:**

16: **Actions taken to prevent reoccurrence:**

Investigation complete: y/n **Date:** _____

Manager sign off: _____

Notifiable Events Procedure

What is a notifiable event?

A notifiable event is when any of the following occurs as a result of work:

- a death
- notifiable illness or injury
- a notifiable incident.

Under the Health and Safety at Work Act 2015 Worksafe NZ must be notified when these types of work-related events occur

if a Notifiable event occurs:

- **First person on the scene to make sure the scene is safe so that no others will get hurt**
- **first person on scene /Leading Hand to contact Manager at SAS – who will direct you as to the next steps.**
- **First Aider to Apply first aid/arrange medical care for any injured person (once scene is safe)**
- **SAS manager will Immediately inform the Client**
- **All persons on site to make sure nothing is disturbed at the accident scene UNLESS**:
  - Its to make the site safe or prevent someone else being hurt or killed
  - directed to do so by the Police
  - a WorkSafe Inspector authorises you to do so

The SAS Management team will make any required notifications to Worksafe NZ.

What is a Notifiable illness or injury:

(a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

(i) the amputation of any part of his or her body:
(ii) a serious head injury:
(iii) a serious eye injury:
(iv) a serious burn:
(v) the separation of his or her skin from an underlying tissue (such as degloving or scalping):
(vi) a spinal injury:
(vii) the loss of a bodily function:
(viii) serious lacerations:

(b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:

(c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:

(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—

(i) with micro-organisms; or
(ii) that involves providing treatment or care to a person;
(iii) or that involves contact with human blood or bodily substances; or
(iv) that involves handling/contact with animals, animal hides, skins, wool/hair, carSASses, or waste products; or
(v) that involves handling/contact with fish/marine mammals

What is a Notifiable Incident:

an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—

(a) an escape, a spillage, or a leakage of a substance; or
(b) an implosion, explosion, or fire; or
(c) an escape of gas or steam; or
(d) an escape of a pressurised substance; or
(e) an electric shock; or
(f) the fall or release from a height of any plant, substance, or thing; or
(g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
(h) the collapse or partial collapse of a structure; or
(i) the collapse or failure of an excavation or any shoring supporting an excavation; or
(j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
(k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
(l) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
(m) any other incident declared in specific industry regulations e.g: the Regulations for Asbestos, Mining & Quarrying, Major Hazard facilities or Petroleum industries; to be a notifiable incident,

A notifiable incident also covers the incidents specified above which only resulted in minor (non-notifiable) injuries but had the potential to cause serious injury, illness or death.

Risk Identification Form

	Complete this Form to identify existing or potential risks that may affect THE CLIENT, staff, public or business. Request information from THE CLIENT about risks on site before starting your survey or commencing work. Complete all sections of the Form – preferably with the assistance from THE CLIENT representative and refer to Safe Operating Procedures or Scaffolding Best Practice Guidelines for clarification. *ALWAYS REMEMBER TO PROTECT YOURSELF FROM HARM*

CLIENT:	C3 Construction	**DATE:**	03.10.23	
WORKSITE ADDRESS:	TGC Project 920 Cameron Rd	**SITE INDUCTION:**	YES	NO
CONTACT PERSON:		**PERMITS REQUIRED:**	YES	NO

SECTION 1: IDENTIFICATION OF SITE / INTRODUCED RISKS

Fully complete the checklist below by ticking the box if the risks are or may be present while the work is carried out. Write relevant risk details beside the ticked risk to aid in communicating these to other staff and people that may be affected – ***Refer to Risk Register for recommended controls / actions***

RISK	TICK IF PRESENT	RISK	TICK IF PRESENT
Staff / Contractors / Public	*	Poor Ventilation	
Traffic Movement	*	Temperature Extremes	
Manual Handling	*	Environmental / Runoff	*
Uneven / Slippery Surfaces	*	Fatigue	*
Chemicals / Gases / Dust / Radiation		Falling Objects	*
Poor Lighting		Explosions	
Excessive Noise	*	Bio Waste	
Enclosed / Confined Spaces		Suspended Loads	
Unguarded Machinery		Cranes	*
Electrical Risks		Communication	*
Fire		Pneumatics / Steam /	
Working at Heights	*	Inexperienced Staff	
Asbestos		Pinch Points	
Sharp Objects		Inadequate Guards	
Difficult Entry / Exit	*	Underground Services	
Other (Specify) School Pupils			

SECTION 2: CONTROL MEASURES / RISK REDUCTION

Fully complete the checklist below by ticking the box if the control / risk reduction measure is to be implemented to the task at hand – ***Refer to Risk Register for recommended controls / actions***

CONTROL MEASURE	TICK IF REQUIRED	CONTROL MEASURE	TICK IF REQUIRED
Barricades / Signage	*	Sunscreen	*
Smaller Loads / team Lifting	*	Overalls	
Lighting		Hard Hat	*
Ventilation		Respirator / Dust Musk	
Fire Extinguishers	*	Hi-Viz Clothing	*
Use of Non-Toxic Materials		Guards / Screens / Netting	
Scaffolding / Edge Protection	*	Lock Out / Tagging / Isolation	*
Harnesses / Lanyards / Fall Arrest	*	Bunding / Encapsulation	
Safety Boots	*	Gloves	*
Safety Glasses	*	Housekeeping	*
Hearing Protection	*	Supervision	*

Other (Specify) Client to outline any site restrictions as part of site induction process.

SECTION 3: CONTROL ACTION CHECKLIST

Fully read the following questions before commencing work & tick the box to show you actioned

CONTROL ACTION	*TICK REQUIRED*
Is all necessary PPE available, in date, serviceable & adequate for the task at hand?	*
Are all people undertaking the task adequately trained and / or supervised?	*
Is the work area secure?	*
Have everyone been made aware of the risks / risks and the controls put in place?	*
Is all equipment being used in good order & suitable for the task at hand?	*
Is the work process chosen the correct / most suitable for the task at hand?	*

COMPILED BY: Ian Hayes **SIGNATURE:** Ian Hayes

CLIENT NAME: …. **SIGNATURE:**

	Daily Toolbox meeting	**Project:** **Date:**

Site Works:

Incidents/near misses/close calls:

Employee Feedback/Issues

Site Specific/Other work on site to be aware of

Pre-start 5 x 5

Risks on site and controls discussed (as per risk ID form)

SAS Information				
CREW	**task**	**Understand site risks**	**Harness Check**	**signature**

Any other issues:

NOTES: Communication/consultation with others on site

(who was spoken with: site manager/person in charge; other contractors; home owner; what was spoken about):

SAS Rep signature …….. **Client Signature** ……..

Scaffold Inspection Report & Handover Certificate

Handover ☐ **Weekly Inspection ☐** **Other ☐**

State for "Other":.....

Main Contractor: …… Site Contact: ……

Site: …… Date/Time: / / /-- am/pm

Inspected by: ……. Aculog No:…….

Intended use of the scaffold: ……..

Duty: Light ☐ Medium ☐ Heavy ☐ Special ☐

Has the scaffold been notified to DOL? Yes ☐ No ☐

BASE (if no please comment below)	Yes	No	**STRUCTURE**	Yes	No
Is the base of scaffold visible?			Is the scaffold set out correctly?		
Are sole boards centered and comply?			Do lifts conForm to as required?		
TIE & BRACING			Are handrails, midrails to design?		
Is the structure secured/ tied in properly?			Are inside handrails and midrails required?		
Is the bracing correctly installed?			Is roof protection required?		
PLANKS			**ACCESS**		
Are all loose planks secured from uplift?			What type of access is required? Ladder ☐ Stair ☐		
Are any gaps in the platForm covered?			Are stair towers built correctly?		
Are lap planks secured?			Are all ladders secured		
KICKBOARD			**RAKERS**		
Are all working lifts kickboarded?			Is a raker bay required?		
Are all kickboards secured?			Is raker tube installed correctly?		
			SPECIAL SCAFFOLD		
			Is the scaffold built to the design?		

Has the structure passed this inspection? YES / NO

If no, why :…….

Remedial Actions / Comments: …….

……

……

Signature by Suitable Qualified SAS representative: …….

Signature by the main contractor's representative: ……..

SITE SCAFFOLD LOG

PROJECT/SITE:
MAIN CONTRACTOR:

SCAFFOLD #	AREA	COMMENTS	CHECK FILED Y/N	DATE	SIGNED