

Health and Safety Manual

Grant Built Limited

Contents

1. Health and Safety Policy
 2. Roles and Responsibilities
 3. Annual Safety Objectives
 4. Worker Participation in Health and Safety
 - a. Meetings
 5. Risk Management
 - a. Hazard/Risk Management
 - b. Hazard Identification
 - c. Hazard Control
 - d. Review and Monitor effectiveness of Hazard Control
 - e. Relevant or modified equipment or change of work process
 - f. Personal Protective Equipment (PPE)
 6. Monitoring and Review
 7. Information, Training and Supervision
 - a. Display/location of Health and Safety Information
 - b. Training of workers (employees/contractors)
 - c. Supervision of workers
 8. Event Reporting, Recording and Investigation
 - a. Reporting and Recording Accidents and Incidents
 - b. Investigation Process
 - c. Notifiable Events
 9. Emergency Planning and First Aid
 - a. Emergency Plan
 - b. First Aiders and First Aid Supplies
 10. Hazardous Substances
 11. Notification of Hazardous Works
 12. Safe Plant and Equipment
 13. Health Monitoring
 14. Potentially Harmful Work Environment
 15. High Risk Work
 16. Permit to Work Systems
 17. Isolation of Supply
 18. Management of Contractors/Subcontractors
 - a. Contractor/Subcontractor Health and Safety
 - b. Contractor/Subcontractor Inductions and Reviews
 19. Safety of Visitors
- Attachments (checklists and forms)

Health and Safety Policy

Grant Built Limited is committed to maintaining a safe and healthy working environment and will ensure, so far as reasonably practicable, that our workers and other persons who may be put at risk from our work are not injured.

To achieve this, Health and Safety will be considered a priority in the business and we require active participation by everyone to adequately plan the work they are undertaking, work together to ensure safety, and to act with safety in mind at all times. Every worker is expected to carry out work safely to ensure their own welfare and that of others in the workplace.

We will ensure the safety of workers and others by:

- Planning ahead to identify and control all hazards in our workplace
- Informing all workers and other affected persons of hazards and the hazard controls
- Involving workers in safety activities, meetings and the Company health and safety programme
- Providing information, training and supervision for workers to safely carry out their tasks
- Ensuring plant and equipment is safe
- Ensuring the safe use, handling, storage and transportation of hazardous substances
- Providing and maintaining adequate facilities for the welfare of workers
- Providing safe means of access to and egress from place of work
- Informing workers and other affected persons of emergency and evacuation procedures
- Recording all incidents and accidents in our workplace, investigating accidents and taking all practicable steps to prevent these from recurring
- Monitoring the health of our workers and conditions at the workplace to prevent illness or injury
- Ensuring contractors are suitably qualified
- Consulting with and encouraging the participation of other duty holders
- Carrying out planned self-inspections to monitor health and safety issues and ensuring planned controls are effective
- Reviewing, revising and evaluating our health and safety management system and processes to ensure continuous improvement
- Supporting the safe and early return to work of any injured workers.

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

- Take reasonable care for their health and safety
- Take reasonable care they do not adversely affect the health and safety of others
- Follow our policies and procedures
- Comply with any reasonable instructions given
- Identify hazards, assess and control risks to health and safety that are under their control
- Use any PPE provided
- Report all hazards, accidents, incidents (events) to their supervisor in a timely manner

It is our policy to comply with the Health and Safety At Work Act 2015 (HSW Act), Health and Safety At Work Regulations 2015 (HSW Regulations), standards, codes of practice and guidelines applying to our business.



Josh Grant
Director

Date: 1/11/2017 Review date: 9/4/2021

2. Roles and Responsibilities

Management Responsibilities

Management will ensure the safety of workers by:

- Providing a safe working environment
- Providing appropriate training and supervision
- Providing safe facilities
- Committing to promptly investigate all accidents and incidents and unsafe conditions and formulate plans to take corrective actions where appropriate
- Communicating to workers regarding hazards and ensure systems are in place that effectively eliminate, isolate, or minimise exposure to those hazards
- Ensuring that all plant and equipment is in a safe condition to use
- Ensuring that workers are not exposed to uncontrolled hazards
- Putting procedures in place for emergencies
- Providing a workplace culture that prioritises health and safety and supports workers input to improve conditions and minimise risk of injury
- Ensuring safety meetings and toolbox talks are held with workers
- Ensuring new workers complete a safety induction
- Setting and commit to annual safety objectives
- Ensuring contractors/subcontractors on G.B.L worksites comply with our H&S programme
- Ensuring contractors/subcontractors carrying out work on our work sites are inducted and reviewed, and any concerns or issues raised are resolved and corrected
- Meeting legislative responsibilities
- Keeping appropriate health and safety records
- Monitoring and reviewing the company Health and Safety programme and committing to continuous improvement.

Workers/Contractors Responsibilities

Every worker must:

- Take reasonable care for his or her own health and safety while at work
- Ensure risks to health and safety are not created or increased due to an act or being complacent
- Comply with any reasonable instruction that is given by the PCBU to comply with the Health and Safety At Work Act 2015 or Regulations
- Cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers
- Adopt safe work practices, follow rules and instructions and encourage others to do the same
- Report any risks, hazards and safety concerns to management, including any unsafe actions of other workers/contractors/subcontractors
- Report all accidents, incidents and hazards to management promptly
- Commit to the company's health and safety programme and support management's efforts to safeguard their health and safety while at work.

3. Annual Safety Objectives

Annual objectives are part of our commitment to providing a safe workplace and to ensure everyone has a focus on continuous improvement in the workplace.

Objectives will be communicated via safety meetings and toolbox talk meetings. Meeting minutes will confirm the completion of objectives.

Feedback will be sought from workers in the process of setting objectives.

4. Worker Participation in Health and Safety

We will establish appropriate communication and participation methods with all workers in our workplace, to ensure all information regarding safety is discussed and passed on.

As a PCBU we will engage our workers to help us:

- Identify hazards and assess risks
- Make decisions about how to eliminate or minimise risks
- Make decisions about the adequacy of our H&S facilities
- Decide on appropriate worker participation processes

This will involve:

- Sharing information with our workers
- Allowing our workers to express their views, raise work H&S issues and contribute to the decision making process
- Taking in to account the views of workers
- Advising workers of the outcome of any discussions and decisions
- Making training available to workers wishing to become H&S representatives
- Involving any H&S representatives in our discussions

We will do this by:

- Inducting all workers to our workplace
- Providing sufficient information and training specific to the work being undertaken
- Ensuring workers have an opportunity to participate in H&S via safety meetings
- Holding regular health and safety meetings with management and workers in attendance
- Agreeing on any required actions as a group and documenting these in our meeting notes
- Making the outcomes available to everyone.

Meetings

Toolbox meetings and safety meetings will occur regularly onsite. The purpose of these meetings is to communicate health and safety information, highlight and discuss safety issues, hazards and events, provide training and improve awareness of and place an emphasis on health and safety.

These meetings will create a forum for discussion about safety, where worker participation and feedback will be encouraged.

5. Risk Management

Managing Hazards

A Hazard is something (an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance - whether arising or caused within or outside a place of work) which is an actual or potential source of harm and includes a situation where a person's behaviour may be an actual or potential source of harm to the person or another person, resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

Once hazards have been identified, they will be assessed and controlled by eliminating or minimising any risks to health and safety.

A copy of the hazard register must be on site and freely available to all workers onsite.

Hazard Identification

Everyone is responsible for identifying hazards in our workplace. We have developed these ways to help identify hazards

- Site Review checklists (Self Inspection)
- Review of accidents/events (accident forms must be completed)
- Raised in safety meetings
- Workers to raise/report any new hazards discovered at any time with management, management to complete Hazard ID and add to Hazard Register

Hazard Control

Once hazards have been identified they will be assessed and controlled by eliminating or minimising any risks to health and safety.

When deciding on actions to control a hazard we will attempt to:

ELIMINATE the hazard - by removing it completely

MINIMISE the hazard – substitute the hazard with something that creates a lesser risk, provide a special procedure to deal with the hazard or protective equipment to protect against the hazard/ provide a barrier or ensure distance from it

Actions to control the risk of hazards causing death, injury or illness will be reviewed at our regular Toolbox Meetings and Monthly Health and Safety Meetings.

Review and Monitor effectiveness of Hazard Control

It is critical that procedures are followed to identify hazards and that they are managed.

Including hazard control actions in the Hazard Register is the first step in monitoring and controlling hazards on an on-going basis. The Hazard Register records a description of the hazard and the steps taken to control it (Elimination, Minimisation). The Hazard Register is the responsibility of management – to review on a regular basis and ensure appropriate actions have been taken to manage hazards.

Relevant or modified equipment or change of work processes

Management must be notified of any new or modified equipment used to undertake work onsite. Any hazards identified will be controlled as per the hazard management process. Controls will be communicated to workers and added to the hazard register.

Consideration will be given to Health and Safety standards when purchasing equipment and chemicals. Where applicable, they are to meet NZ Safety Standards.

Construction Hazards

Construction hazards that will apply to most sites and have the potential to occur at some stage during our work include:

- Visitors and contractors
- Trips and falls
- Electricity
- Ladders
- Plant, Machinery and Equipment
- Power and Hand tools
- Falls from height
- Moving vehicles – trucks, diggers
- Noise
- Stacked/Stored materials
- Overhead hazards
- Biological hazards
- Hazardous atmospheres
- Airborne contaminants
- Knives
- Fatigue
- Hazardous substances
- Lone workers
- Young/inexperienced workers
- Drugs and alcohol

Construction Hazards and the risk controls are listed in the following resources:

- Hazard Register
- Site Specific Safety Plan (SSSP)
- Task Analysis forms and checklists
- Written on the workplace Hazard Board

Hazards that relate to visitors entering the workplace are written on the workplace hazard boards.

Personal Protective Equipment

The purpose of PPE is to minimise the effect of hazards as much as possible. PPE must be worn by workers when deemed necessary to carry out a task.

- PPE will be issued to employees and replaced as necessary.
- Contractors (Contract for Service) will need to bring their own PPE which must be approved by management

Any worn or damaged PPE must be repaired or replaced immediately

Any contractor who does not replace PPE deemed by management to be in an unacceptable condition will not be permitted to continue to work until wearing appropriate PPE.

Any worker not wearing appropriate PPE may be considered to have breached our company Health and Safety Policy. A contractor may be formally warned, or no longer be allowed to continue to work onsite, and/or may be required to undergo retraining in health and safety requirements before returning to provide a contract for service to the business. An employee will be subject to the warning process, which may lead to their dismissal.

6. Monitoring and Review

We will ensure all workers are meeting the required standards of health and safety by conducting regular Site Reviews (Self Inspection) and holding Toolbox Meetings.

The manager or supervisor in control of the workplace is responsible for conducting Site Reviews and Toolbox Meetings.

Site Review findings will be discussed with all workers at our regular Toolbox Meetings.

Completed Site Review Checklists (Self Inspection) and Toolbox Meeting Checklists will be reviewed by management at their Health and Safety meeting. Health and Safety Meetings will be held to review our health and safety practices and performance. We will discuss findings from Site Reviews, Toolbox Meetings, any recorded accidents and incidents (events) and general safety matters.

General health and safety matters will include reviewing existing hazards, worker training needs, PPE requirements, health monitoring, hazardous substances, plant and equipment, other regulatory requirements and the sign off of annual safety objectives.

The Health and Safety Meeting Checklist will record the meeting. Meetings will include participation and representation of both management and workers.

In the case where G.B.L is contracting to another building company, we may attend and contribute to their Health and Safety meetings instead of holding our own meetings. Records of meetings will be kept on file.

7. Information, Training and Supervision

We will ensure all workers are fully competent to do their work safely or are supervised by a competent person.

We will ensure all workers receive adequate and understandable information, training, instruction and supervision relevant to the work they are doing.

Workers will be trained in the safe use of equipment, including the use of PPE.

We will maintain a record of worker training on our Training Plan.

Worker training needs will be discussed at Toolbox/Safety meetings.

Display/location of Health and Safety Information

The Health and Safety folder will be kept onsite, most likely in the vehicle of Joshua Grant (or a designated representative from time to time) or in a site office, and may be accessed at any time by any worker upon request.

When working on sites where we are contracting to another company, we must comply with their Health and Safety programme and requirements. Their H&S information, safety/site rules, and other information will be communicated to workers, as well as the location of their Hazard Register. We will work together with the other duty holders to ensure a safe work environment.

Training of workers (employees and building contractors)

All new workers will receive induction training at the commencement of employment or contract for service. Induction training will occur within the first few days, and weeks, of a worker starting work. Induction will include communicating important Health and Safety information. Hazards will be identified to new workers by their supervisor, during the tour of their worksite.

In addition to training in health and safety systems, workers should be trained according to the work tasks that they are undertaking. When determining a worker's job specific training requirements, the Hazard Register will help

identify training needs requirements in relation to the Team Member's specific roles, tasks or areas of work (for example: training on specialised equipment, the use of chemicals etc).

Refresher training should occur from time to time.

Some courses have licenses or certificates (for example: first aid training and power tool licenses) that require renewal after a certain period of time.

Ideally, workers will complete the Site Safe Construction Passport. Workers (both employees and building contractors) will be invited to attend this course by management at a suitable time. By completing the course, it is expected that workers will gain in depth knowledge about

Hazards and controls associated with these activities:

- Hands on self-inspection of items including personal protective equipment (PPE), harnesses, power-tools/mechanical plant and electrical leads
- Scaffold and ladders
- Hazard identification and reporting
- Health hazards and protecting the environment
- Risk assessment and hierarchy of controls
- Excavations
- Mobile plant
- Elevated work platform
- Manual handling
- Housekeeping

Site Safe Passport objectives are that workers:

- understand how to work safely and why this is important to them
- take personal responsibility for being safe
- speak up when they are not safe
- go home safely each day

Supervision of workers

It is expected that during the first two weeks of new employment the supervisor will ensure that any job undertaken will be carried out in a safe manner.

To ensure this, new workers will be under the supervision of a nominated worker who is trained in the area/tasks where the new worker will be working. The worker may also be “buddied up” with another person who regularly undertakes the same tasks and has appropriate knowledge. They may work alongside the person showing them how to perform the tasks and providing assistance.

Given the nature of the business, on the job training will be the most common form of training. A supervisor (Builder), or the Directors (Builder) will be the most likely individuals conducting on the job training, but other workers with solid experience in the particular area and good training skills, may also conduct training from time to time. Management will carefully select the right worker to assist with training a new worker, based on their skills and knowledge, to ensure the best start for the new worker.

The supervisor will establish what the new person’s previous experience is and what equipment they have used in the past.

It is important that the supervisor observes the new worker to ensure they are using equipment correctly and safely. The supervisor must provide advice and guidance based on their skills and knowledge, which must be in line with any laws, regulations and codes of practice.

The supervisor must provide on the job training, by showing them how to correctly and safely use equipment that they have not used before. It is important to establish that the worker feels confident using the equipment and they show understanding of the instructions given. The supervisor must continue training until they deem the worker competent in the task. Any issues or concerns must be raised with management.

8. Event Reporting, Recording and Investigation

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

Reporting and Recording Accidents (Events)

We will ensure there are suitable recording and reporting processes in our workplace. The primary reason for accident reporting and investigation is to learn from the accident and prevent similar injuries occurring. Events at work must be reported to management, an accident form completed and an investigation conducted. Any required actions must be completed promptly.

Investigation Process

The manager/supervisor investigating the accident needs to

1. Interview the injured person and any witnesses
2. Look at the cause of the accident, specifically
 - a. What are the factors that contributed to the accident? and
 - b. Are there hazards involved that need managing?
3. Look at what we can do to prevent it occurring again and make an action plan.
4. The accident form needs to be completed with all this information and suggestions on it.

Suggestions that are put forward should be carefully considered and an action plan put in place if there is something that needs to be done (i.e. remove the hazard, repair something, put a barrier up, new PPE needed etc)

It is important to consider communication to the team and to others working on site to prevent future events. Who else needs to know about this accident or hazard, so everyone who could come to harm is aware of what could happen? Therefore, events will be discussed at safety/toolbox meetings.

Notifiable Events

All notifiable events must be reported to WorkSafe and in writing within 48 hours.

A notifiable event is any of the following events that arise from work:

- a) The death of any person
- b) A notifiable injury or illness
- c) A notifiable incident

Notifiable Injuries or Illnesses

A notifiable injury or illness means

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 skin from 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 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 injury to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work –

- i. with microorganisms
- ii. that involves providing treatment or care to a person; or
- iii. that involves handling or contact with animals, hides, skins, wool, carcasses, or animal waste products
- iv. that involves handling or contact with fish or marine mammals

e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

In the event of a notifiable injury or illness

1. Seek medical attention
2. Make sure the work area and equipment is not disturbed
3. Notify management
4. Josh Grant to ensure WorkSafe NZ is notified
5. An accident form is to be completed, the accident is to be investigated and reports provided to WorkSafe NZ within 48 hours.

Notifiable Incidents

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

- a) an escape, spillage, or leakage in substance
- b) an implosion, explosion or fire
- c) an escape of gas or steam
- d) an escape of a pressurised substance
- e) an electric shock
- f) the fall or release from height of any plant, substance or thing
- 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
- i) the collapse or failure of an excavation or any shoring supporting an excavation
- j) the inrush of water, mud or gas in workings in an underground excavation or tunnel
- k) a collision between two vessels, a vessel capsizes, or the inrush of water into a vessel
- l) any other incident declared by regulations to be a notifiable incident for the purposes of this section.

9. Emergency Planning and First Aid

Emergency Plan

We will complete an emergency plan for each site and ensure the emergency procedures for each workplace is communicated to workers on that site. The emergency plan will detail:

- General Emergency Procedures
- Specialist emergency procedures (working at heights etc)
- Evacuation procedures
- Emergency signal
- Method of communication with all workers in the event of an emergency
- Frequency of testing required for emergency procedures
- Important emergency contacts
- The location of the assembly area

Workers will be taken through the Emergency Plan as part of their Workplace Induction.

First Aiders and First Aid Supplies

- We will ensure an adequate number of workers are trained to administer first aid or that our workers have access to a first aid trained person.
- First Aid supplies will be available on each site. They will be stored in vehicles and site offices and their location will be communicated to workers. The kits shall remain stocked and items not past their expiry date.

Training needs will be discussed at our monthly meetings and training will be recorded in a workers individual Training Plan and Registers.

10. Hazardous Substances

Hazardous Substances are chemicals that have been classed as having one or more of the following properties:

- Explosive
- Flammable
- Self Reactive
- Oxidising
- Toxic
- Corrosive
- Dangerous to the environment

As required by workplace regulations we will ensure that when using hazardous substances, no action or inaction by our workers causes an adverse effect to the environment or any harm to any person in contact with that substance.

We will ensure the correct use, handling, storage and transportation of hazardous substances. Where required we will also have a storage licence (e.g. Location Test Certificate) and our workers will have the correct training and handling licences (e.g. Approved Handler certificate etc) which will be listed in workers individual Training Plan and Register.

All hazardous substances held in our workplace will be recorded by type and quantity on our Hazardous Substances Register. We will ensure the appropriate Safety Data Sheets are held on site and are readily available in the event of an emergency.

We will also ensure that the required safety warning signage is displayed.

Hazardous substances will be raised at our regular Toolbox Meetings and discussed at health and safety meetings.

11. Notification of Hazardous Work

The requirement to notify WorkSafe NZ is defined in the Health and Safety Regulations.

Where hazardous work is to be carried out by our company, WorkSafe NZ will be informed in writing at least 24 hours prior to commencement of work. Notification is completed online via WorkSafe's website at:

<http://www.business.govt.nz/worksafe/notifications-forms> When completing an SSSP for site, hazardous work is identified through this process and lists any work that is required to be notified to WorkSafe NZ.

If engaged in hazardous work, all workers involved will be competent to perform the work and where applicable, will be holders of an appropriate qualification.

12. Safe Plant and Equipment

We will ensure that all plant and equipment supplied to and used by workers is of the required standard and is in good working order with all safety mechanisms and guards intact.

All plant and equipment will have a Standard Operating Procedure (SOP) or manufacturer's instructions containing information on its safe operation and maintenance.

If any plant or equipment is not in safe working order, it will be removed from service and repaired before any further use.

All plant and equipment will be recorded in the Plant and Equipment Register which will be maintained.

Workers will be made aware of their obligation to regularly inspect plant and equipment (Induction and Toolbox Talks) and to immediately stop if any fault or damage poses any risk (of injury, illness or death).

All operators will be both trained and competent to use plant and equipment or supervised by someone who is trained and competent. Suitable training will be recorded on worker's individual Training Plan and Registers.

13. Health Monitoring

Where there is the risk of a specific illness through exposure to hazards and these cannot be eliminated, we will minimise these risks by monitoring the health of our workers. Illnesses include noise induced hearing loss, respiratory issues from exposure to hazardous atmospheres or airborne contaminants and other long term illnesses such as asbestosis and silica dust related cancers developed in the workplace. Where applicable we would seek to obtain a baseline of our workers health by conducting pre-employment health checks and by regular on going monitoring of workers and the workplace.

We will, so far as reasonable practicable, obtain our workers consent to the monitoring of their health in relation to these hazards. We acknowledge consent must be granted voluntarily and without any form of coercion or duress. We will also inform workers of the results of any health monitoring undertaken to meet the risk management requirements of the Act. Health monitoring will be raised as an agenda item and discussed at our Monthly Health and Safety Meetings.

14. Potentially Harmful Work Environments

Where there is a risk of illness or injury through exposure to hazards, and these cannot be eliminated we will minimise these risks by monitoring exposure levels and providing the appropriate PPE.

Noise

Where Noise presents a hazard in the workplace, we will ensure work is carried out in accordance with the Approved Code of Practice for the Management of Noise in the Workplace.

Regardless of whether hearing protection is being worn, we will ensure that no worker is exposed to noise above the following levels:

- Eight hour equivalent continuous A-weighted sound pressure of 85dB
- Peak sound pressure level of 140dB

All staff will be issued with AS/NZ 1270:2002 Class 5 hearing protection for any work that exceeds noise levels of 85 decibels.

Dust, Airborne Particles and Hazardous Atmospheres

Where exposure to dust, airborne particles and hazardous atmospheres presents a hazard in the workplace, we will ensure the workplace is monitored in accordance with Regulations and WorkSafe NZ's fact sheet, which outlines the following steps should be taken:

- Hazards must be identified
- Risk control methods are developed and used
- Respiratory protection is provided
- Air monitoring of the workplace is undertaken regularly
- Workers are trained on the hazards associated with the work they are undertaking
- Workers are trained on the correct use and maintenance of PPE
- Warning signs are put in place as required

Loose Materials

As required by workplace Regulations, where a worker could become entrapped or engulfed by materials, e.g. excavations etc, we will provide a suitable and fit for purpose safety harness attached to a securely fastened lifeline. We will also ensure a suitable trained and competent worker is stationed to immediately rescue any worker who becomes trapped or engulfed.

15. High Risk Work

As a PCBU we will ensure that all high risk work is carried out in accordance with the relevant standards, codes of practice and guidelines.

Electrical Work

A qualified and registered electrician, with a current practicing license, must carry out all installation work as outlined in AS/NZS 3000:2007 Electrical Installations. All electrical work must have a certificate of compliance provided by the electrician upon completion.

Gas Installations

A qualified and registered gas fitter, with a current practicing license, must carry out all installation work as outlined in AS/NZS 5601:2013 Gas Installations. All installation work must have a certificate of compliance provided by the gas fitter upon completion.

Working at Height

All work at height will be carried out in accordance with the best practice guidelines for Working at Height in New Zealand. All workers using harnesses at height will be trained in the safe use of harness for fall protection when working at height Unit Standard (US) 23229 and all supervisors will be trained to US 15757.

If a Mobile Elevating Work Platform (MEWP) is required then all work will be carried out in accordance with best practice guidelines for MEWPs. Any worker required to operate a MEWP will be trained to the relevant US for the type of MEWP as outlined in the guidelines.

Confined Spaces

All work carried out in a confined space as defined by AS/NZS 2865:2001 Safe Working in a Confined Space, must be carried out in accordance with the standard. All workers undertaking work for a confined space will be trained to US 17599 & US 18426. All confined space work will be completed under a Permit to Work system (see below).

16. Permit to Work Systems

A permit to work must be issued by the person in charge of the workplace if the work being carried out requires it, e.g. confined space entry, hot works etc. It is the responsibility of the issuer of the permit to ensure the recipient is made aware of the safety requirements that apply to the work, and that the work is carried out in accordance with the permit requirements. If the work changes, the permit must be updated or a new one issued.

17. Isolation of Supply

All work that affects or interferes with the supply of gas, electricity or water shall be carried out under a lock out/tag out system. This system shall consist of a physical lock being placed at the point of isolation with an identification tag with the name and number of the qualified person completing the isolation.

If more than one worker is reliant on this isolation then he will place his own lock and identification tag at the lock out point. This is to ensure that no point of supply can be reinstated without the knowledge of all affected by the isolation.

18. Management of Contractors/Subcontractors

Contractor/Subcontractor Health and Safety

Contractors that we will regularly have onsite are plumbers, electricians, carpet installers, tilers, painters, kitchen installers etc. As a PCBU we will ensure all workers, including any contract workers, have and use the appropriate resources and processes to eliminate or minimise health and safety risks. To do this we will check that contract workers are competent in health and safety, that they have a system that addresses their legal duties to provide:

- A work environment without risks to health and safety
- Safe Plant and structures
- The safe use, handling and storage of substances
- Adequate facilities for the welfare of their workers
- Any information, training, instruction or supervision that is necessary to protect all persons from risks relating to the work they are undertaking
- Monitoring the health of workers and the conditions at the workplace to prevent illness or injury
- A maintained premises, so the worker occupying the premises is not exposed to risk
- Worker participation in H&S

If our work involves the engagement of, or working alongside other PCBUs (e.g. subcontractors working on the same site), we will consult and cooperate with all contractors involved and coordinate activities to ensure risks are managed appropriately.

Contractor management will be discussed at Health and Safety meetings.

Contractor/Subcontractor Inductions and Reviews

All contractors must be met by a company representative (worker/regular contractor) and the contractor must be taken through a safety induction (briefing). See form H&S Induction for Contractors checklist.

In advance of the assignment, the contractor's management will be sent a Contractor's agreement of Health and Safety Obligations and update the contractor's database.

Contractors should be reviewed at random and as a result of any reported issues. Contractors should be reviewed no less than annually.

Contractors who do not comply with our safety programme may be warned or asked to undergo retraining before they are allowed to return to site.

Contractors must ensure all electrical gear brought onsite must be tagged and all ladders are commercial standard and they bring their own appropriate PPE.

19. Safety of Visitors

Visitors on sites controlled by the company must be met by a representative (worker/regular contractor) and either escorted at all times or given a safety briefing/induction. All visitors must wear appropriate PPE when visiting a site while work is being carried out (hard hat, hi viz, ear protection and safety footwear). Should such PPE be unavailable, visitors must be prevented from entering the site.

Where appropriate and practicable, temporary fencing will be used to deny access to the public.

Signage will be used to warn the public that the construction site is dangerous.

Attachments

Forms and documents

1. Site Inspection Checklist
2. Toolbox Meeting Checklist
3. Record of Health and Safety Meeting
4. New Worker H&S Induction Checklist
5. Hazard Identification and Risk Management Form
6. GBL Hazard Register/ Risk Management
7. Task Analysis (excel)
8. Site Specific Safety Plan (SSSP)
9. Accident Investigation Form
10. Event Register
11. Emergency Plan
12. Training Plan and Register (excel)
13. Plant and Equipment Register
14. Hazardous Substances Register
15. Record of Contractor Management (excel)
16. Contractor Induction
17. Contractor Review

Where Grant Built is providing a Contract for Service to another building company who controls the site, Grant Built will work together with that company to ensure the safety of everyone, and will comply with their health and safety programme. In this case, the forms (listed above) may be substituted for that company's forms. Copies will be kept on our file.