



TANGOIO
MARA E

Site Specific Safety Plan

Project Name: Flood Damaged – Removal of carvings

Tangoio Marae Trustees
Site Specific Safety Plan
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1. Contract Details

Company	Function	Name	Contact
Tangoio Marae Trustees	Site Supervisor	Hoani Taurima	0279629450
Safe Onsite NZ Ltd	HS Advisors	Franz Assenmacher	0274 446544
WorkSafe NZ Ltd	HS Inspectors	Call Centre	0800 030 040
Emergency Services	Emergency	Police/Fire/Ambulance	111
National Poison Centre	Chemicals	Call Centre	03 474 0999
Power (Unison)	Power Cables	Call Centre	0800 2 86476
Telecom	Phone Cables	Call Centre	124

2. Emergency Readiness

Means of raising alarm: Air or vehicle horn

Assembly Point: Back gate (car park)

Location of first aid kit: Site vehicles

Note: Head to the back gate and await instruction from the site supervisor

In the case of:

Fire, if safe to do so attempt to extinguisher the fire, do not place yourself or others at risk. It is preferable to leave the area and call Fire and Emergency NZ on 111. If required use to air horn to sound a general evacuation and notify Site Supervisor (Hoani)

Injury: Render first aid and call the ambulance on 111

Other Emergency Types: Follow general evacuation procedure that was discussed during the site induction. If in doubt call Hoani or Fire and Emergency NZ for advice. If a local/regional evacuation issounded (this is generally via a cell phone) follow instructions

3. Key Competency for the Project

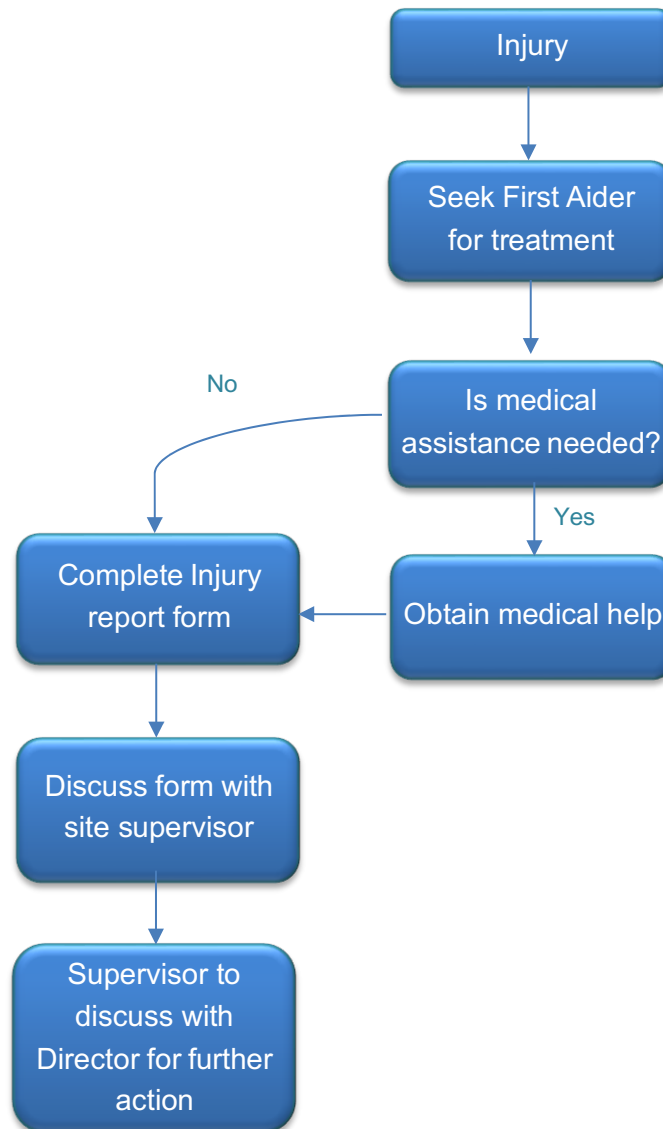
Name	Relevant Qualification
Franz Assenmacher (HS Advisor)	ProfNZISM HASANZ Registered

4. Health and Safety Policy

Tangoio Marae Trustees, including its management, is committed to the achievement of the highest levels of health and safety practices. In carrying out our business activities we will continuously strive to be leaders in our management of the workplace, seeking to manage or guard against all factors, which could lead to the injury or illness of our workers, contractors, volunteers, or members of the public. In meeting this policy Tangoio Marae Trustees will aim to:

- Promote a culture where managers and workers are individually responsible for working safely and that health and safety responsibilities are clearly understood and followed.
- Assist all workers to take ownership for creating a safe and healthy work environment by encouraging active participation from workers and workers' representatives (where appropriate) in all areas of health and safety and recognizing achievements.
- Ensure our health and safety objectives have equal status with other business objectives and that the appropriate resources, training, and tools are made available to achieve these.
- Maintain purchasing policies that support the overall objective of a healthy and safe workplace.
- Identify and manage risks and hazards.
- Ensure there are effective processes in place for accurate reporting and recording of all health and safety processes including near miss, incident, hazard, risk, and injury reporting.
- Provide opportunities for managers, including senior managers, to be up skilled in health and safety management.
- Evaluate Tangoio Marae Trustees' performance regularly and correct any deficiencies should they arise. Tangoio Marae Trustees health and safety management practices will be subject to continuous improvement processes.
- Comply with the relevant health and safety legislative requirements, for example the Health and Safety at Work Act 2015, its regulations and amendments, the Resource Management Act 1991, the Accident Compensation Act 2001, Approved Codes of Practice and Good Practice Guidelines.
- Maintain our rehabilitation process with dignity and respect and have worker views and needs considered as described within the 'Code of ACC Claimants' Rights'.
- Tangoio Marae Trustees will endeavor to promote a supportive workplace environment and provide rehabilitation opportunities for non-work injuries and illness cases. Where applicable, management will be involved in the rehabilitation or return to work programme of workers who have sustained non-work injuries and illnesses, by providing alternative duties when available, and access to preferred providers.

5. Injury Reporting and Recording Process



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6. List of Hazardous Substances:

Name of Hazardous Substance	Quantity	SDS on site
No hazardous substance will be used for this project.	Not required	Not required

7.

8. Risk Assessment Process

Likelihood (Chances the harm could occur)		Consequences (Potential Outcome)				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare	1	1	2	3	4	5
Unlikely	2	2	4	6	8	10
Possible	3	3	6	9	12	15
Likely	4	4	8	12	16	20
Almost certain	5	5	10	15	20	25

Circle the risk score: Low (1 - 3) Medium (4 - 9) High (10 – 16) Extreme (20 - 25)

Consequence table

Level	Descriptor	Potential Outcome
1	Insignificant	First aid treatment
2	Minor	Medical treatment
3	Moderate	Restricted work injury or Lost time injury
4	Major or Significant	Notifiable injuries. Reportable to WorkSafe NZ
5	Catastrophic	Death

Likelihood table

Level	Descriptor	Likelihood of harm
1	Rare	May occur only in exceptional circumstances
2	Unlikely	It is possible that it may occur at some time (but not likely)
3	Possible	Could occur at some time
4	Likely	Will probably occur at some time
5	Almost certain	Is expected to occur at some time

9. Project Documentation

- Appendix 1 Induction form
- Appendix 2 Site Generic Risk Assessment
- Appendix 3 Injury Report Form
- Appendix 4 Toolbox Meeting Minutes
- Appendix 5 Safe Use of a Ladder

Documentation Supplied on Request

- Qualification and Training Certifications
- Insurance Details

10. SSSP Signoff by Workers

By workers and sub-contractors. I have read and understood this Site-Specific Safety Plan.

Date	Name	Signature

Appendix 1 Site Induction Form

Worker Name: _____

Date: _____

Items to be Discussed	Comments	Initial
Workers trained to carry out works	For example, trade licenses, plumbers, and electricians	
Personal protective equipment	Standard PPE; safety boots and hi-vis clothing Task PPE; refer to safe work method	
Contaminated soil/water	Site is deemed to be a contaminated site	
Cordoning off site	Barriers to keep people out	
Impact on utilities e.g. power, pipework	Check for services	
Protection of public	Public awareness at all times	
Smoking, drug and alcohol	We are a smoke, drug and alcohol-free company	
Waste management	All rubbish to be removed from site or placed in the company recycling bins	
Toilet and facilities	Note where the toilet, eating and washing facilities are.	
Eating and drinking facilities	Note where the eating and drinking facilities are.	

Comments:

Sign Off:

Worker: _____

Date: _____

Supervisor: _____

Date: _____

Appendix 2 Site Generic Risk Assessment

Activity / operation	Hazard	Key Risks	Inherent Risk LxC=RR	Control Methods	Residual Risk LxC=RR
Structure Instability	Falling objects	Multiple injury	4x5 = 20 Extreme	<ul style="list-style-type: none"> Has the building/properly been red/yellow sticker. If do not entry. If there is visual evidence of structural damaged, then call HS advisor/your supervisor or nominee before proceeding If you don't have the experience for visually inspecting a building, then don't entry and call your supervisor 	3x4=12 High
Biological Contamination	Contained water/material	Biological	4x4 = 16 High	<ul style="list-style-type: none"> Treat all water as sewage contaminated Any signs of gastric illness must be followed up with a medical (GP) visit. Inform the director of the results Good hygiene practices be observed at all times which includes regular washing of hands When dealing with standing water wear waterproof gloves and clothing. Avoid contact with skin, mouth, and eyes. When cleaning contaminated surfaces wear waterproof gloves and clothing. Place all contaminated material in sealed bags or containers. When working indoors visually check for the presence of black mould and if detected contact supervisor to arrange for mould treatment by a suitable qualified person Vaccinations are up to date for Hepatitis A 	2x4=8 Moderate
Electricity	Exposure to live electrical wiring	Electrocution	4x5 = 20 Extreme	<ul style="list-style-type: none"> Flood waters may still be present is some area and may be in contact with live electrical wiring/appliances. The building needs to be inspected by an electrician before proceeding If safe to do so switch off power and call an electrician to investigate Use battery operated hand tools where possible 	3x4=12 High

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				<ul style="list-style-type: none"> • Use an inline RCD whilst using an electrical power tool • For more information contact www.masterelectricians.org.nz/menews/flood_advice/ 	
Stress and Fatigue	Work load Public	Psylogical	4x3 =12 High	<ul style="list-style-type: none"> • Dealing with an emergency situation increases stress and fatigue levels • Discuss any issues with the HS advisor/director and help is available and is tailored to you as an individual • Monitor worker wellbeing during daily tailgate meeting 	2x3=8 Moderate
Working at height	Work at height	Fall from height	4x5=25 Extreme	<ul style="list-style-type: none"> • WorkSafe Guidelines for Working at Height in NZ • Ladders to AS/NZS 1892: • Two rung step ladders are prohibited • Tools tethered where required • Ladders are industrial rated to at least 120kg, in good order and used for short duration work only • Refer to safe ladder work • Use mobile elevated working platform if best option. 	2x5=10 High
Vehicles	Vehicles and Driving	Pedestrian interaction	4x4 =20 Extreme	<ul style="list-style-type: none"> • Traffic Management Plan in place as appropriate • Adequate signage around vehicle routes, designated reverse parking and defined pedestrian walkways • Site-specific speed limits posted • Park in designated area 	3x4 = 12 High
Working around members of the public	Public traffic	Hit by falling objects Plant pedestrian interaction Slips and trips	3x4=12 High	<ul style="list-style-type: none"> • Sufficient hazard warning signage is displayed • Site fencing to be closed at all times to prevent public access, or site security • Appropriate isolations zones • Controlled vehicle movements in and out of site • 	2x3=6 Moderate

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Powered tools and equipment	Tools and equipment	Cuts and abrasions Electrocution Entanglement Noise	4x4=16 High	<ul style="list-style-type: none"> • WorkSafe Guidelines Safe Use of Machinery 2014 • WorkSafe ACOP: Management of noise in the workplace • Noise in construction fact sheet 2015 • All power tool users must be deemed competent by worker • All electrical equipment must be plugged into an industrial rated Lifeguard / RCD • Electrical equipment must be tested and tagged, • Minimum P2 dust masks as required as required • Appropriate hearing protection class worn • On-tool dust extraction wherever possible • Health monitoring for employees if exposed to noise 	2x4=8 Moderate
Fatigue, hot or cold work environments etc	Physical/social	Chronic health effects	3x4=12 High	<ul style="list-style-type: none"> • Guidelines for the provision of facilities and general safety in the Construction Industry 1995 • Workplace guidelines - temperature extremes • Provision of clean drinking water and effective shelter for rest and meals • Facilities are regularly cleaned and maintained to a good standard of hygiene • Regular review of working hours and overtime • Regular weather monitoring - monitor working conditions • Check for signs of stress and fatigue during tailgate meeting 	2x4=8 Moderate
Social factors / behaviours - including unwanted effects of drugs or alcohol, unsociable behaviours	Physical/social	Various	3x4=12 High	<ul style="list-style-type: none"> • WorkSafe: Preventing and responding to Workplace Bullying 2017 • Drug and Alcohol Policy implemented • Supervisors monitoring the site, • Report unsafe conditions / behaviours • Regular toolbox topic on expected behaviours • Create a safe working environment 	1x4=4 Moderate
Hand tools and equipment	Tools and equipment	Cuts and abrasions	2x3=6 Moderate	<ul style="list-style-type: none"> • Trade condition tools only, maintained in good condition • Cut resistant gloves used where appropriate 	1x3=3 Low

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				<ul style="list-style-type: none"> Safety glasses where appropriate 	
General	General – Weather	Sunburns, dehydration and hyperthermia	3x4=12 High	<ul style="list-style-type: none"> Rehydration Wear sun protective clothing Apply sunscreen every 30 minutes Wear wet weather gear as appropriate 	1x4=4 Moderate
General	General – Terrain	Slip, trip, falls	2x3=6 Moderate	<ul style="list-style-type: none"> Assess ground conditions and note steep terrain and potholes Wear safety footwear with good grip. Preferably with ankle support 	1x3=3 Low

Appendix 3 Injury Report Form

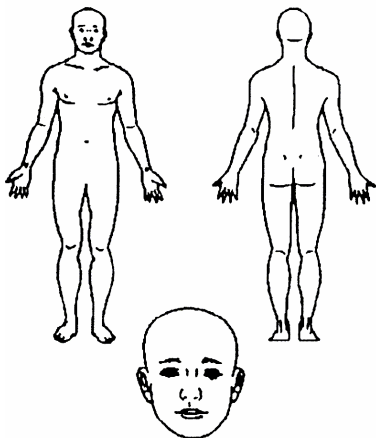
This form is to be used to report all accidents and incidents involving an injury.

The worker completes the first two sections of this form. The manager only completes this form if the worker is too injured / unwell to do so themselves.

Name of injured:	Date of Injury	Time of Injury
Hours worked before injury:		
Location / site injury occurred:		
Group / Team:		
Period of Employment:		
<input type="checkbox"/> Non-worker <input type="checkbox"/> 1 st month <input type="checkbox"/> 1-6 months <input type="checkbox"/> 6 months – 1 year <input type="checkbox"/> 1-5 years <input type="checkbox"/> over 5 years		

Description - describe how the injury occurred (if possible include sketches, diagrams – use a separate sheet if necessary)

What immediate action was taken to prevent further harm occurring?

<p>Body part affected:</p> 	<p>Treatment</p> <p><input type="checkbox"/> No Treatment</p> <p><input type="checkbox"/> First aid</p> <p><input type="checkbox"/> Medical treatment (Sent to doctor)</p> <p><input type="checkbox"/> Hospital</p> <p>Name of first aider:</p> <p>_____</p> <p>Treatment given:</p> <p>_____</p>
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How could the injury have been avoided? (what could have been done differently?)

Worker signature: _____

Date: _____

INJURY DETAILS

To be completed by Manager / Team Leader

Accident type / mechanism:

- Fall, from elevation Struck against object Chemicals/substance
 Other (specify)
- Fall, same level Struck by object Electricity
 Slip or trip (no fall) Caught in, under, between Temperature extremes
 Overexertion Motor vehicle Noise/sound/pressure
 Radiation or energy Insect bite/sting Glass

Agency of accident:

- Machinery (fixed plant) Chemicals or chemical product
 Mobile plant or transport Materials or substance
 Powered equipment or tool Environmental agency (dust or gas)
 Non powered equipment or tool Animal, human or biological agency
 Bacterial or virus

Nature of injury / illness:

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

Corrective Action Plan (completed by Manager / Team Leader with worker involvement)

<i>Correction Action(s) taken to prevent or minimise injury recurrence</i>	<i>Responsibility</i>	<i>Date Completed</i>

Team Leader signature: _____

Date: _____

Administration Only - suggested action that could be taken

Classification:	<input type="checkbox"/> Work related	<input type="checkbox"/> Non work related
Notifiable injury or illness: WorkSafe NZ 0800 030 040 notified?	Time:	Date:
Formal investigation required (if yes use form F5.2)	Y / N	
Other internal processes required? (<i>Process change, procedure change, risk register entry, injury prevention, safety topic, memo, training required, develop new SOP, organise training</i>)		
Risk register updated Date:		
Attach associated documentation appropriate		

Manager Signature: _____

Date: _____

Appendix 4 Daily Toolbox Meeting Minutes

Date: _____

Agenda Items to discuss (as appropriate):

<i>Site Activities/Work Plan</i>	<i>Incident/Near Miss/Injury</i>	<i>Emergency Review</i>	<i>Changes to Site Risks</i>
<i>PPE requirements for the day</i>	<i>Weather condition</i>	<i>Plant/Equipment being used today</i>	<i>Public safety</i>
<i>General Business</i>			

Fill in the table below for any discussion points/actions requiring follow up

Bullet points.

Item	Action	By Whom	When

Attendance Record

Name	Initial	Name	Initial

Appendix 5 Safe Use of a Ladder

Before use, you should always consider whether using a ladder is the best and safest means of doing the job. You might decide it would be safer to work from a cherry picker or scissor lift, or that scaffolding the work would be safer and also help with further work to be carried out. Never use a ladder that you suspect has structural damage.

Portable ladders should be used for access or egress to a position when there is no other, safer, route to or from the position. (Don't use the ladder as a short-cut). Ladders may be used for inspection type work or, for example, work such as replacing a light bulb or touch up paint work. When using a ladder, use a ladder that has been rated for industry and not domestic use. Do not use a ladder that shows any visible damage to any part of the structure, has cracked, twisted or has any excessively worn parts.

Setting up the ladder:

- Check for overhead hazards – particularly electrical hazards.
- Check for hazards at the bottom of the ladder – doorways, worker access, etc. Take suitable precautions where these exist.
- Check and ensure that the ladder is being placed on solid and level ground or floor that presents no hazard of the ladder bases slipping or the ladder twisting.
- Don't use a ladder on another unstable structure like a scaffold, box, material pile, etc. All ladder rails must be on stabilized supporting structure (ladder secured to blocking, blocking secured to base, etc).
- Ensure that both the locking bars are in the locked position before ascending the ladder.
- Do not use the top platform of a step ladder as the base for a scaffold plank.



Using the ladder:

- Ladders should be pitched at about 75 degrees (4:1) and extend at least one metre above the stepping-off point.
- Ensure the ladder is secured before climbing the ladder.
- Do not work from either of the top two rungs of a portable stepladder. Even the third rung provides reduced stability. Use a longer ladder where you find yourself having to climb to the top rungs of the ladder.
- Keep your body between the rails of the ladder as much as possible – the arms can safely extend beyond the rails, but not the legs or trunk.
- Wherever practicable while climbing, maintain at least a three point contact with the ladder.
- Exercise extreme caution when applying either pushing or pulling forces while working from a ladder. In either situation, if the obstruction suddenly gives way, you may fall.
- Only one person should be on the ladder at any time.
- Face the ladder while using it.
- Make sure that your footwear provides good footing on the ladder – boots with a projecting heel are preferred over flat-soled footwear.
 - If the only means of doing the task is using a ladder: Take the following precautions:
 - check you're using the ladder at a safe angle – use the guide 'four up, one out'

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- allow at least a 1 metre extension above the step-off point (unless some other form of hand hold is provided)
- set the ladder up on a firm even surface
- secure the ladder at the top and bottom as soon as it is placed (sandbag or block the base of the ladder or use a suitable tie or cleat to prevent it slipping, and remember to get someone to hold the ladder until another can secure the top)
- keep three points of contact at all times when using a ladder
- consider the need to place cones or barricading where the ladder encroaches onto a passage or roadway



After use:

- Handle and store ladders in a manner that protects them from damage.
- Tag and give defective ladders to your manager for repair or disposal. Don't leave any possibility that a defective ladder might be used again.

It is recommended that if you need to use a small step ladder then a stepladder with support be used, similar to the one shown in the pictures to the right.



Remember: Ladders are not designed as working platforms. They should only be used for access or to carry out minor or routine work. Only one person should use a ladder at any one time.

Remember: Never work any higher than two steps down from the top of the ladder.

