



TANGOIO
M A R A E

Tangoio Marae

Site Management Plan



Background

Following the formation of Piki te Ora, the following priorities were agreed upon by the Kāhui.

- a. Establish a health and safety plan, erect an exclusion zone around the Marae site, and set up the safety signage.
- b. Cut a vehicle track to the wharenuī from Settlement Road and construct a walkway from the footpath to the wharenuī.
- c. De-construct the Taonga from the wharenuī, clean, preserve and store in a safe location.

Establishment of a Construction Site

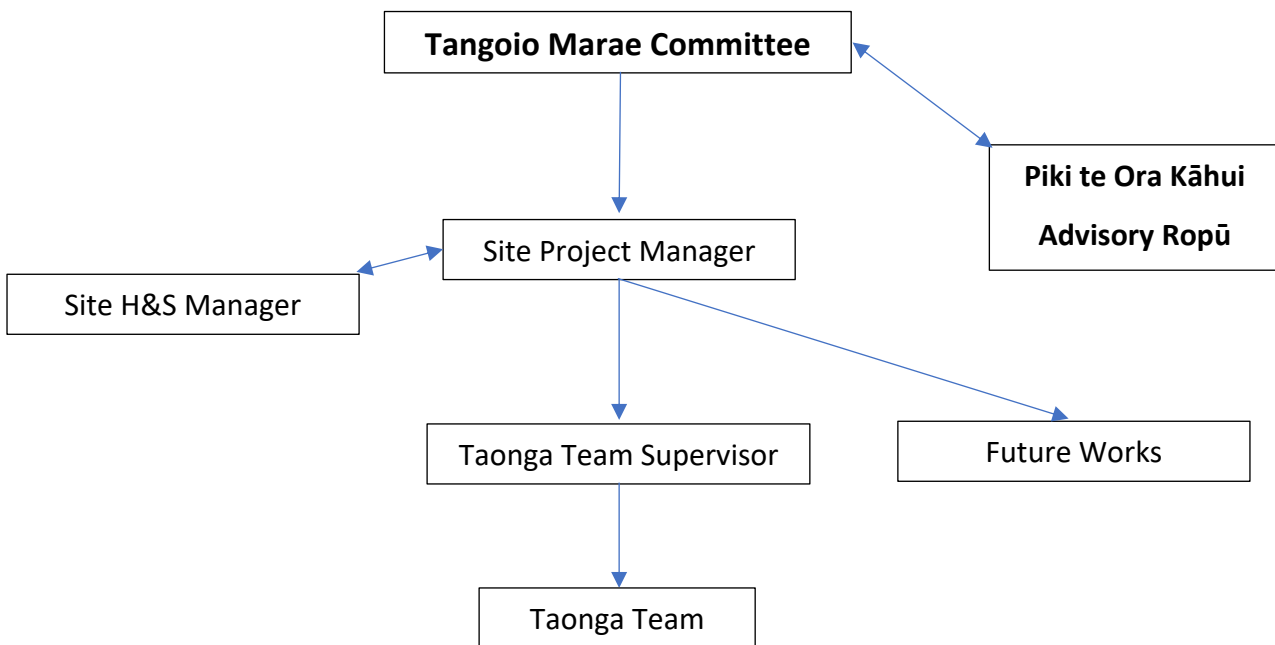
Now that people and machinery have been operating within the exclusion zone, the site is deemed a Construction Site and requires additional levels of responsibilities and accountabilities for the safety of Kaimahi and visitors to the site.

The following recommendations are to ensure the Tangoio Marae Committee meets its obligation under the Health and Safety Act 2015 as a PCBU (**a person conducting a business or undertaking**).

1. Establish a Project Structure
2. Establish new appointments and responsibilities.
3. Establish Processes including.
 - Risk assessment
 - Site Inductions
 - Daily Toolbox meeting
4. Confirm a Project Budget
5. Ensure Cultural Protocols are upheld throughout every process.



1. Structure



2. Appointments and Responsibilities

a. Tangoio Marae Committee

- Day to day marae functions.

b. Piki te Ora Kāhui

- Ropū responsible for advising Kaimahi on the recovery of Taonga and outlining future works.
- Set the cultural protocols for the Project.



c. Site Project Manager

- Responsible to the Chairperson of Tangoio Marae Committee for the management of works.
- This includes.
 - Establishing a work plan
 - Ordering of resources and materials required for the whole project.
 - Working within a budget
 - Providing timely Progress Reports to the Tangoio Marae Committee
 - Responding to areas of concern
 - Facilitating and recording daily Toolbox meetings with all on-site Kaimahi (*appendix 4*)

d. Site H&S Supervisor

- Responsible to the Site Project Manager for the maintenance and recording of all health and safety on-site matters including.
 - Conducting and recording site inductions of all Kaimahi, visitors, and contractors new to site. (*Appendix 1*)
 - Daily checks of on-site hazards and risks and recording and updating documentation and Notice Boards.
 - Deliver H&S matters at the Daily Toolbox Meeting.
 - Maintain on-site H&S standards of Kaimahi.
 - Ensure Kaimahi have the correct equipment to fulfil their mahi.
 - Investigate and report all on-site incidents and accidents (*Appendix 3*)

e. Taonga Team Supervisor

- Apply cultural protocols.
- Supervise the safe removal, cleaning and storing of Taonga from the Wharenui
- Provide safe working conditions for Taonga Team
- Provide a work plan for the safe extraction of Taonga to the Site Project Manager



- Advise Site Project Manager on resources, materials and machinery required.
- Monitor health and safety requirements for the Taonga Team
- Ensure Taonga Team have the correct licences, training, and certification to operate any machinery, tools and equipment required for the job.

f. Taonga Team

- Perform duties as required by the Taonga Team Supervisor in a safe manner.

g. Future Works

- To be determined by the Tangoio Marae Committee and Piki te Ora Kāhui at the completion of the removal of Tāonga.

3. Establish Processes

- A Health and Safety Documents Folder has been created and will be the responsibility of the Site H&S Supervisor.
- The folder contains:
 - Site Specific Safety Plan
 - Site Induction Form
 - Daily Toolbox Meeting Minutes
 - Injury Report Form

4. Project Budget

- A koha from MTT has been approved for Tangoio Marae Committee.
- Position salaries are at the discretion of the Tangoio Marae Committee. Other budget considerations should include.
 - Equipment, materials and transport.



5. Cultural Protocols

- Piki te Ora Kāhui will provide the cultural advice for the management of agreed work on Tangoio Marae.
- All Kaimahi are responsible for the application of cultural protocols.

Summary

- This Site Management Plan is a guide to ensure kaimahi, whanau and manuhiri are kept safe on-site, and to prevent crossover of responsibilities during this phase of the project.
- It is important this plan is reviewed constantly as the project advances.
- This Plan covers the work required up to and including the removal of our Taonga to safe storage.

