

**Attachment I:**

Project Safety Environmental Plan prepared by Southbase Construction.



# Project Safety & Environmental Plan.

Kāinga Ora

29 Hamilton Street, Gore

HS-395

Version Number 12

Volume 1

June 2023

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## 1. INTRODUCTION

This Project Safety Environmental Plan (PSEP) is Site Specific, and an effective communication tool developed by Southbase in consultation with Sub-Contractors to make sure that all relevant site information is made available and is continually being updated to ensure the health and safety of people is habitually and consistently being monitored.

The plan remains a living document in that it will be continually updated and amended as the project progresses into different stages and the inevitable changes occur.

The plan has been developed specifically for the Hamilton Street Development (hereinafter referred to as the “project”). It outlines the processes that will be implemented and followed by project team and Sub-Contractors to ensure Health, Safety and Environmental (HSE) issues are effectively managed during the construction phase of the project.





## 2. PROJECT SAFETY AND ENVIRONMENTAL PLAN (PSEP)

The PSEP explains how risk relating to the Project will be identified and managed to ensure it meets the requirements detailed within the Southbase Health, Safety and Environment Management Plan (HSEMP), The Health Safety at Work Act 2015, industry standards, best practice guidelines and the expectations of the client.

Input from Sub-Contractors will be obtained during Pre-Let Meetings, Inductions, Toolbox Talks, the development of Task Analysis and through Sub-Contractor meetings.

The PSEP covers the site establishment and layout details, describes the construction methodology and details the controls necessary to protect the environment. It is closely associated to a range of other plans and documents for the project as shown below:



## PSEP Approval

The approval process for the PSEP is monitored through Smartsheet. The Southbase Regional Health, Safety and Environmental Manager will review and approve this document and its amendments.

The PSEP will be formally issued by the Project Manger to the Client via Aconex. The client is then able to provide comment and/or acceptance using the agreed formal communication methods. The final approved copy will be uploaded into Safebase, Sub-Contractor section, Southbase Construction Limited, as an attachment.

## Record of Amendments

The majority of the changing features within this document are consolidated into Appendix A. Appendix A will be reviewed every six months and the plan updated as changes occur.

Amendments to this base document is by page replacement, addition, or deletion and the person amending it will detail a brief description of the amendment in the Notes section of Safebase.

All other holders of this Project Plan will be informed of changes through Aconex, the Project Correspondence System.

## Health and Safety Policy

A copy of our Health and Safety Policy – signed by our CEO is included in this plan and will be placed on the site noticeboard. **(Refer Appendix A1)**

## Southbase Construction Golden Rules

Southbase Safety Golden Rules will be shared across the project for people who organise, carry out who inspect the work on site. Everyone is expected to follow these seven basic rules. **(Refer Appendix A2)** The site team will place a copy of these rules on the site notice board.

## PSEP Distribution

This plan will be distributed to the following project stakeholders via Aconex:

- Client: Kainga Ora
- Client's Representative: Kadin Morse – Development Manager
- All Sub-Contractors that will be engaged throughout the life of the project.
- By Southbase Sub-Contractors to their approved Sub-Contractors.

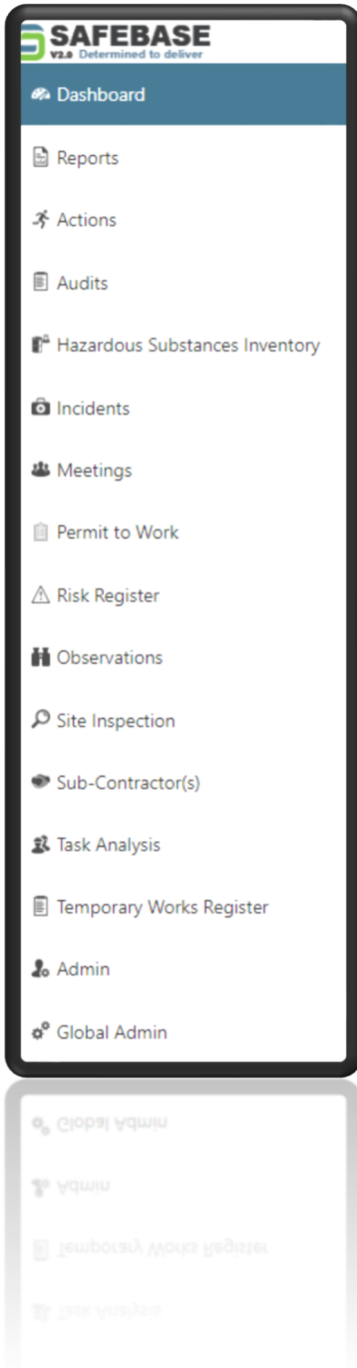
## PSEP Sub-Contractor Agreement

Southbase Sub-Contractors must agree to work within the guidelines identified in the PSEP. They must endorse the PSEP agreement form (HS-352), confirming they agree, and this form must be submitted to Southbase Management prior to any Sub-Contractor starting works on site.

Those Southbase Sub-Contractors who engage a 3<sup>rd</sup> party Sub-Contractor to complete any part of their contracted works, must provide a copy of this PSEP to their 3<sup>rd</sup> party Sub-Contractors. The Southbase Sub-Contractor must provide the Southbase site team with an endorsed 3<sup>rd</sup> party agreement form (HS-396) between themselves to work within the guidelines of this document.

### 3. ELECTRONIC HSE DATABASE, SAFEbase

At Southbase we operate a dedicated electronic Health, Safety and Environmental database called Safebase. (Refer Figure 1).



This database allows a number of workflows (Refer Figure 1) that helps the site team manage and record Health, Safety and Environmental issues for the site.

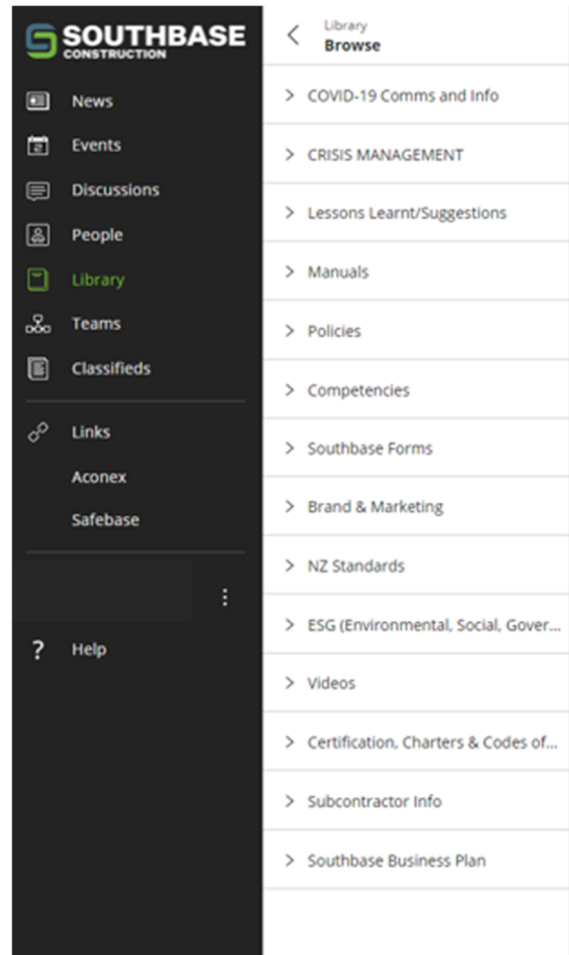
- Reports: Allows the site team to generate HSE site specific reports.
- Audits: The entering and recording of internal/external site audits, Work safe audits/inspections, emergency evacuation drills/audits, random drug and alcohol audits.
- Hazardous substance Inventory: A consolidated database for recording all substances being stored or used on site along with the relevant Safety Data Sheet (SDS)
- Incidents: The lodging of all incidents and near miss incident investigations.
- Meetings: The recording of all site-based meetings including, Toolbox Talks, prestart meetings, Team meetings and others.
- Permits: All site permits issued before work begins.
- Site Risk register: Detailing site risks and controls.
- Observation Program: the recoding of behaviour on site.
- Site Inspections: Programmed weekly inspections.
- Sub-Sub-Contractors: Names, 3<sup>rd</sup> parties, supporting documentation, prequalification results.
- Task Analysis (TA): the development, lodging and recording of critical tasks being performed on site.
- Temporary Works Register: A register for the site to detail what temporary works are on site, filing of supporting related information.

The information and data being generated or retained in Safebase will be used for helping define areas of improvement through trend analysis.

This Safebase data base is managed for each Southbase project by the site team.

#### 4. Electronic SharePoint, Homepage.

Homepage is Southbase Construction’s internal, cloud-based intranet and share point for staff. This is where companywide communication is managed. It is also a library for templates, policies, links, competencies and other useful tools and information.



## 5. PROJECT DESCRIPTION

Southbase Construction has been selected as the preferred Sub-Contractor for the **Design and Build** of 24 housing Units, consisting of:

- Seven, single-storey, one-bedroom housing units.
- Ten, single-storey, two-bedroom housing units.
- Four, single-storey, three-bedroom housing units.
- Two, single-storey, four-bedroom housing units.
- One, single-storey, five-bedroom house unit.

The site has been cleared by the client prior to works starting, Southbase Construction is to provide all civil and ground works relevant to the development.

The Scope of Works includes all services to the new buildings such as stormwater, sewer, ICT, power, security, and fire.

There will be a designated lay down zone at the site which will be used to receive delivery of the framing for units and other materials. The Innofab factory will construct the floor cassettes and wall framing for all units, with RAB, windows and aluminium doors installed, and then deliver to site in a 40ft container, two containers per house units. The framing and floor cassettes will be installed in sequence one unit at a time using a crane to lift them into place, the roof will be erected insitu.

NOTE: CONTAMINATED SOIL/ASBESTOS, ETC HAS BEEN CONFIRMED AT THIS SITE. – Removed during demolition organised by the Client – **(APPENDIX A13)**

A site plan has been developed for this site and details the project layout including:

- site office location and amenities.
- first aid kits, and fire extinguishers.
- Safe assembly point in event of emergency
- Emergency exits.
- Camera locations
- Crane Location
- Site Water
- Southbase Fencing /silt fence (sediment control – **APPENDIX A4**)

Refer to Site Plan – **(APPENDIX A3)**

### Hours of operation

The site will operate 5 days a week and the hours of work will be:

- Monday to Friday - 7.00am - 6.00pm. Any work to be undertaken outside of these hours is by approval of Southbase Site Management.

If works required outside of normal working times, then the neighbours will be notified and all relevant parties, KO Development Manager e.g., Early or late concrete pour.

There is no weekend work without the written approval of the project manager.

The Sub-Contractor has committed to the approved programme times by working up to 10 hours per day, Monday to Friday. The site will not be open on Saturday and the Sub-Contractor should not assume that they can work on Saturday to fulfil the programme requirement without prior approval of the Project Manager.

### Key Neighbours / Businesses

Neighbours living in close proximity to the site may be affected by minor noise and/or vibrations plus more than usual traffic on the surrounding streets. Before works start a letter drop will be carried out notifying the neighbours living near the upcoming development, working hours etc. Any updates/changes during construction will be communicated again via letter drop.

### Site Security

The project site will have fencing installed at a height of 1.8 metres. Southbase key security will be in place of either a nominated subcontractor and/or lock box with only Southbase staff and contractors having access to this key.

The gates will only be opened for deliveries and closed immediately after, preventing any unauthorised access onto site. Gates will be managed by those contractors expecting the delivery. All sub-contractors on site are expected to monitor that gates are secured shut. Security cameras will be set up around the site and will record all entrance ways and the project construction site only.

Signage will be installed on the fence to notify the public that this is a construction zone, and that entry is prohibited without prior recorded authority.

### Signing into site

Everyone without exception must sign into site, either on their phone application or directly through SignOnSite. - **NO EXCEPTIONS.**

The SignOnSite electronic phone application (app) is also a register of those who have entered site either as a visitor or been inducted. The app enables individuals that have been inducted to sign in automatically through their smartphone or manually at the gate entrance.

This electronic sign on system helps SBC manager in the events of an emergency or evacuation identify where on site any individual is and help with emergency evacuation. This application will be explained in detail to individuals during their initial induction to site. Each contractor will ensure that each of their workers and on site each day has been accounted for in the event of a site evacuation and provide evidence to Southbase site team.

### Consenting and Associated documents

The following consenting and associated documents are identified in the table below:

Consent	Issuer	Activity
Building Consent	Gore District Council	Southbase Construction
Building Consent	Gore District Council	Site works
OPW	Gore District Council	Site works

## 6. CONSTRUCTION METHODOLOGY

The overview of the construction methodology sets out the stages of construction for this project.

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Construction works will involve the following:

<b>Service Identification</b>	<b>Electrical / Security Services</b>
<b>Excavation, civil works</b>	<b>Mechanical / Hydraulic</b>
<b>Drainage</b>	<b>Painting &amp; Decorating</b>
<b>Timber piles</b>	<b>Joinery and fitout</b>
<b>Concrete pad and flooring</b>	<b>Hard Landscaping</b>
<b>Framing / Truss Installation</b>	<b>Soft Landscape</b>
<b>Roofing</b>	
<b>Façade Work</b>	

### Housekeeping (Site and Work Areas)

All project work areas offices, and site containers must be maintained in a clean, tidy and secure state by the project personnel.

Vermin proof containers for food scraps etc. will be provided in all site lunchroom facilities.

Safe access and egress will be provided for in the designated areas.

Site workers shall adopt the work practice of cleaning up off-cuts, debris or other construction waste produced by their work activities as often as necessary to avoid these becoming a hazard at the workplace but as a minimum not less than once a day, or at the end of the shift.

Sub-Contractors shall observe these requirements in respect of their work areas.

### Site Amenities

Southbase will provide lunchroom facilities and sufficient toilets for all personnel working on the project site.

These amenities are located within the project construction area and detailed on the site plan (Refer Appendix A3) and site noticeboard.

The following site amenities will be provided:

- Flushable Toilet block – including a separate lockable toilet for female site staff (The toilets will be serviced at a minimum of once a week by the toilet supplier)
- A fridge and microwave for meal prep in the Southbase container
- Drinking water
- Hand washing facilities
- First aid facilities

All project personnel must cooperate in maintaining site amenities to a high standard of cleanliness.

### Temporary and Task Lighting

Where required, temporary construction “access” lighting shall be installed by qualified personnel and directed within the site boundaries to eliminate light pollution into nearby properties.

“Temporary lighting” does not include the lighting (task lighting) required by individual trades when undertaking their individual work tasks.

Adequate lighting provisions means that a worker should be able to see any obstructions in the way, to read any plans as necessary and to measure accurately.

“Adequate lighting” does not include task lighting required by individual trades when undertaking their specific work tasks.

### Building, Structures and Sheds

All Sub-Contractors must gain the approval of the Project Manager prior to bringing any shed, building and storage/shipping containers on to the site.

Any sheds, buildings and storage/shipping containers brought on to the project site must be inspected on arrival to ensure they are “suitable for purpose” and do not pose safety problems for their intended user(s).

Any sheds, buildings and storage/shipping containers found not to be suitable for purpose must either be removed from site or removed from use until the necessary repairs have been completed. Project Sub-Contractors and suppliers shall be responsible for inspecting and maintaining their own sheds, buildings, and storage/shipping containers.

## 7. TRAFFIC MANAGEMENT

### Traffic Management Plan (TMP)

In furtherance of any roading Traffic Management Plan, for all critical risks activity that involves operating plant and machinery, (including heavy vehicles) on or to site, including deliveries, vehicle movement in and around site (concrete trucks, telehandlers, deliveries etc) this must be detailed in the Sub-Contractors Task Analysis and by Southbase.

***There is no specific Traffic management plan required for this project as there is an established entry/exit.***

Sub-contractors need to ensure all deliveries do not block public access, by ensuring those entering site are off the public road and pedestrian footpath. Sub-contractors are to utilise spotters when applicable to gain entry.

### Vehicle & plant access/egress:

All Site deliveries including that of **ALL** plant, vehicle, trade deliveries or trade vehicle access will only be allowed on approval of the site team.

Vehicle entrance/exit Sediment control will be included (stabilised ballast) and will be set up at the entrance/exit gate to maintain a clean road surface. If warranted, a weekly road sweep will be organised to ensure local street remain clean of site sediment.

### Site Parking

All Sub-Contractor parking will be on the street. No vehicles will be allowed on site except for the purpose of dropping off tools and equipment and large material deliveries. Any vehicle access will need pre-approval from the site manager when they unlock the gate.

### Laydown areas

Laydown and delivery areas (As per site plan) will be located as marked on site plan and will require preapproval from the site manager.



## 8. STORM WATER AND SEDIMENT CONTROL

### Water Management – Concentrated Water Flow

Water management is required for this project, this will be shown as part of the Sediment Control Plan (**Refer Appendix 4**)

### Surface Water Protection

Surface protection shall be managed by ensuring that the site is stabilised during all excavation works this will be by way of sediment control socks around the low elevation of the site.

Protection to the storm water at street level will be managed using filter cloth covering all grates.

### Surface Protection from Wind

Dust control will be monitored daily during the excavation period, on days where there is a perceived issue with dust the ground surface shall be sprayed with water via a garden hose such that it will not cause run off into the storm water.

### Sediment Control

Pollutants (e.g., smoke, gas, fumes, dust, sludge, waste, sewerage, oils, greases, cement, or other substances) will not be released into the atmosphere, on to the ground, discharged or dumped into the sewerage or drainage systems unless licensed to do so under the relevant legislation (Resource Management Act of New Zealand).

A spill kit will be kept on stand-by when and where any re-fuelling or maintenance on plant vehicles is undertaken.

The spill kit will be provided by the Sub-Contractor responsible for the plant. Sub-Contractors are responsible for the disposal of any such pollutants in accordance with the resource management Act or any local authority guidelines.

All workers must report any such emissions of pollutants to the Project Manager who will ensure appropriate remedial action.

Southbase Construction proposes that the following sediment controls will be put in place to protect any storm water outlets associated with the project:

- Install sediment control socks as per sediment control Plan (Refer Appendix 4).

### Site Exit Points

Southbase Construction will stabilise the entry and exit points to site, stabilised ballast entry situated within the site boundary.

### Maintenance

Maintenance of the protection systems will be as follows:

- Weekly formal inspection of all the systems as part of Southbase Construction Health Safety & Environmental audits
- Immediate maintenance as required to ensure the capacity and integrity of the protection system.

## 9. SUB-CONTRACTOR MANAGEMENT

### Sub-Contractors

All Sub-Contractor workers used on this project shall comply with this PSEP and ensure that any 3<sup>rd</sup> party engaged by them on site also complies with this PSEP.

The Sub-Contractor and any 3<sup>rd</sup> party Sub-Contractor engaged by them must provide Southbase site team with the following documentation before being inducted or allowed to start work on site.

1. Agreement to the PSEP (and same documents for their 3<sup>rd</sup> party Sub-Contractor)
2. Sitewise accreditation (or other approved prequalification of their HSE capabilities)
3. Continual updated copy of their Risk Register related to the task they will be performing on site.
4. [Southbase Contractor Competency Register \(SI\)](#) form is to be filled out for workers coming on site, this is to be continually updated, to include details of the workers.
  - a. Full name
  - b. Trade/Position
  - c. Sitesafe card number and expiry
  - d. Any Unit Standard achievements
  - e. Training achievements and experience
  - f. Immediate Supervisors name
  - g. Level of supervision required.
5. Their hazardous substance inventory detailing substances they intend using or storing on site.
6. Sub-Contractors who employ or engaged non-English speaking workers must make available a person capable of verbally and in writing, translating between English and the workers native language.

It is the responsibility of the Project Manager to ensure that each Sub-Contractor used on site is:

- Evaluated prior to commencement of task to determine whether they hold appropriate qualifications and/or registration. (Refer Sitewise database)
- Be inducted on site to the level necessary to ensure they understand and adhere to all site requirements/systems and procedures relevant to the task/s being undertaken.

Each Southbase Sub-Contractor shall submit a signed PSEP Agreement and supplementary documentation for this project. (Refer Section 19.2)

- The Sub-Contractor shall address any risks/hazards arising from its work activities or site conditions (where not covered by this PSEP) and identify appropriate control measures.
- Sub-Contractors shall comply with the PPE requirements of this plan and in addition identify PPE requirements specific to its activities.
- Where a Sub-Contractor has difficulty in complying with the requirements of this plan or with its general obligations under legislation, the advice of the Project Manager and/or Health, Safety and Environmental Manager shall be sought.
- Where a Sub-Contractor engages a third party to carry out works on site, a Third-Party Agreement (HS-397) must be signed by all parties (including Southbase Construction) and the same documentation provided (Ref 19.2).

### Monitoring the Contract

Southbase Construction has a legal responsibility to have regular review meetings with Sub-Contractors throughout the duration of the contract, which includes an **evaluation of the Sub-Contractor's safety performance**. The level of monitoring will vary depending on the nature and risk of the work being undertaken. As a general rule, routine Sub-

Contractors will have their performance reviewed on completion of their works. Major Sub-Contractors may require more frequent reviews. This process is documented in Smart sheet under Sub-Contractor evaluation and/or Safebase under Sub-Contractor Audit.

The Sub-Contractor's compliance with the following areas should be routinely reviewed:

- Relevant legislation including applicable codes of practice?
- Southbase Construction rules, policies, and procedures?
- Working in a safe and professional manner?
- Satisfactory harm/near miss records?
- Satisfactory Hazard Identification and Risk Control records?

The requirements of major Sub-Contractors to Southbase Construction included in the overall contract for services agreement is as follows:

Ensure that industry best practice work process standards are complied with by Sub-Contractors.

- Utilise the Site Wise Prequalification system to ensure Health and Safety Management Plans of Sub-Contractors meet all legislative requirements. A score above 74 will confirm this.
- Ensure Health and Safety is an agenda item on all project meetings with Sub-Contractors to ensure continued compliance with HSE best practice, any trends are discussed, and action plans agreed, any incidents, investigations, changes to work programmes/Health and Safety plans are discussed and action plans agreed, and all minutes and action plans are reported to Southbase Construction.
- Ensure Sub-Contractors and their workers comply with traffic safety arrangements when working at Southbase Construction workplace.
- Ensure that credible information is recorded on Sub-Contractor performance in SafeBase to provide data/reporting on:
  - Accidents/near/misses - including lost time, medical and/or personal injuries.
  - Trends as relevant
  - Actions taken to adjust or change safety plans as a consequence of site inspections, observations, or investigations.

Records of poor performance must be documented as a Non-Conformance on the relevant Sub-Contractors file for immediate action and future review.

### Temporary & Labour Hire workers.

The Southbase site team and Sub-Contractor will only engage with approved Labour Hire<sup>1</sup> agencies that can verify the following information by:

1. Providing a copy of the task/s being requested of the worker by the Temporary Worker or Labour Hire agency.
2. Providing Southbase with an individual worker assessment of their capability to use equipment and plant that they have been specifically hired for.
3. They have a Drug and Alcohol policy that includes the requirement for a clear preemployment test, detail on how they will manage workers who fail random testing and post incident testing.
4. They have a Health and Safety Policy, that is signed and dated.
5. Have had their HSE capability reviewed by Sitewise or other approved prequalification provider.

---

<sup>1</sup> As detailed in HS-311.  
HS-395 / Rev 12 / 19/06/2023

All workers sent to site will be Sitesafe Passport as a minimum to enter onto site. When engaging a Temporary worker or person from Labourer hire agencies, you must detail in the company competency register the workers name, competencies, and detail who the supervisor of the worker will be, also whether the supervision is full or partial supervision. Southbase estimates a ratio of supervision being one supervisor to 4-6 workers depending on the task and level of competency.

The Sub-Contractor must ensure there is the correct level of supervision for their workers at all times, based on the task, the workers qualifications, training, experience, and level of competence. Therefore, Southbase require the Sub-Contractor to ensure that a person trained in supervision, provides that adequate supervision<sup>2</sup> for any unskilled temporary or labour hire worker or person who is in training.

### Worker Supervision

The Sub-Contractor must make sure their employees do not undertake any unsupervised work unless they have the necessary knowledge and experience to do it safely. Only workers who have been asserted as trained, competent, and experienced to perform that task by the Sub-Contractor can work directly unsupervised on site.

The supervisor must keep a close eye on the new employee, especially in jobs where there is a high risk of serious harm, until they have confirmed the employee is able to carry out their job safely without constant monitoring. Even then, the supervisor must regularly check on the employee's ability to do the job.

Untrained employees, or those being trained, must be directly supervised at all times by someone who has the knowledge and experience, and who has been adequately trained in the work being done.

### Sub-Contractors Tools and Equipment

All materials, equipment, services, and labour procured or supplied must meet the required specifications for the control of Health and Safety risks associated with their intended use or activity.

Random checks will be undertaken by Southbase Staff to ensure all Sub-Contractor tools and equipment used on project sites are inspected and evaluated to be in a safe condition and conform to Southbase Construction standards, operational procedures, and legislative requirements and that it is considered fit for purpose. Random checks are to be carried during the weekly site inspections.

## 10. HEALTH, WELLNESS, AND INJURY MANAGEMENT

### Drug and Alcohol

Individuals whose behaviour is impaired by drug use can threaten the safety of themselves and others at work.

Southbase Construction views the issue of drug use and alcohol problems in the workplace and the way we deal with them as part of our broader Health and Safety responsibilities. The Southbase Drug and Alcohol policy will be clearly displayed on site and applies to all employees, Sub-Contractors, and other persons while at any place of work. Rehabilitation and support will only be applicable to employees and Sub-Contractors are expected to have their own policy.

Sub-Contractors that agree to work under the guidelines set out in this plan also agree to ensure their workers or Sub-Contractors also comply with these conditions, including undergoing the following tests as directed by Southbase site staff.

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<sup>2</sup> Adequate supervision is a trained and competent person that supervises the task of a person by being in direct view and providing direction to the worker every 10 to 15 minutes.

**Random Drug and alcohol testing:** Southbase will engage a Sub-Contractor to perform randomly selected persons on site for drug and alcohol testing.

**Post Incident Testing:** After an incident (including a near miss incident) Southbase will engage a Sub-Contractor to perform post incident testing on those individuals that were involve in the incident.

**Targeted Testing:** Southbase will engage a Sub-Contractor to perform target testing on a specific individual if they have identified a good cause to suspect that individual is under the influence of drugs and/or alcohol and is a threat to the safety of others on site.

### Managing Workplace Fatigue and Stress

Where it is clear, that a worker is suffering the effects of work-related stress and/or fatigue, the Workers and his/her manager will act to eliminate or minimise the condition.

If the manager/supervisor deems that person is not fit for work because of fatigue or stress, the following controls should be considered:

**Work Break:** The individual is able to take a break of sufficient duration to provide some recovery time. The Individual should then be re-assessed.

**Sleep:** If it becomes apparent that the individual is simply unable to continue working safely, the individual should be transported home. A work vehicle may be used (if available) to transport the individual but the impaired worker should not be allowed to operate any vehicle.

The Manager will investigate the Worker's claims and identify the work-related factors causing or contributing to the Worker's stress.

The Workers and the Manager will identify solutions to eliminate or minimise stress; and

The workers and the Manager will agree and implement the necessary solutions – this may include encouraging the workers to take leave, and/or referring the workers to a doctor or professional counsellor.

Workers who have suffered workplace stress should continually monitor and check for on-going stress related issues, and keep the Manager informed.

### Smoke-free Environment Policy

Southbase Construction has a smoke-free policy, which means that at no time may a person smoke or vape within any Southbase Construction buildings and main work areas. This smoking ban also applies to motor vehicles being used for Southbase Construction business. Smoking/vaping is permitted in designated areas only.

Any person who wishes to make a complaint relating to the smoke-free environment policy should direct the complaint to the Project Manager for investigation and resolution.

### Travel to and from Project site

Workers traveling more than 1 hour to and from the project site are at risk of fatigue when driving home after a long day more than 8 hours.

Any Sub-Contractors that have workers or people driving a vehicle in excess of one hour to and from a Southbase Construction site while having worked in excess of an 8-hour day, must develop a plan for managing the associated risks.

### Worker Accommodation

Where Sub-Contractors & employers are providing (temporary or permanent) accommodation for their workers on a Southbase project, those employers must ensure that the accommodation is fit for purpose and how it will be maintained so that workers are not exposed to health and safety risks arising from that accommodation.

### Workplace Bullying & Harassment Policy

Southbase Construction has a Workplace Bullying & Harassment Policy, which means that at no time any unreasonable and repeated bullying and/or harassment is accepted or tolerated. **(Refer to Appendix A5)**

## 11. MANAGEMENT OF CONSTRUCTION NOISE

Southbase Construction will endeavour as far as reasonably practicable to keep any surrounding neighbours informed of any noisy activity being undertaken during accepted business hours, any night work to be undertaken will include a specific task analysis to include noise management/control, this may include notifying nearby neighbours of noise disturbance via a letter drop.

### Noise Performance Standards

The provisions of Section 16 of the Resource Management Act 1991 in that the emission of noise does not exceed a “reasonable level” will apply.

Southbase Construction proposes that the construction works shall be carried out in general accordance with NZS 6803:1999 “Acoustics – Construction Noise” to the extent that it is practicable to do so.

The noise limits for typical duration are shown in the table below showing typical construction duration commercial and industrial zone noise limits adopted from NZS6803: 1999.

Time Period	Duration of Work		
	Typical Duration	Short Term Duration	Long Term Duration
	L eq (dBA)	L eq (dBA)	L eq (dBA)
0730-1800	75	80	70
1800-0730	80	85	75

### Anticipated Noise Levels

The sound rating levels presented in the table below are based upon a database of measured noise levels from various construction sites and are cognizant of noise levels likely to be resultant on the project.

Items to be used:

Item	Sound Rating/Pressure	Information Source
30 Ton Excavator	80dB(A) Leq @ 10m	C3- NZS6803
6 Wheel 8m3 Dump Truck	Combined 82dB(A) @ 10m with Equipment Operating at 1.5km/hr	C3- NZS6803
Vibratory Roller	78dB(A) Leq @ 10m	C3- NZS6803
5m3 Concrete Truck	72dB(A) Leq @ 10m	C3- NZS6803
Tracked Crane – Stationary	80dB(A) Leq @ 10m	C7- NZS6803

Tracked Crane – Moving	85dB(A) Leq @ 10m	C7- NZS6803
Carpentry/Formwork Activity	79dB(A) Leq @ 10m	C7- NZS6803
Circular Saw 225mm Blade	79dB(A) Leq @ 10m	C7- NZS6803
Concrete Vibrator	73dB(A) Leq @ 10m	C6- NZS6803
Electric Percussion Drill	78dB(A) Leq @ 10m	C6- NZS6803
Power Float	72dB(A) Leq @ 10m	C6- NZS6803

### Noisy Construction Activities

Generally, the noisiest works will be general civil works, crane and truck movements with some power tool noise from building the canopy's, decking etc.

### Noise Management and Mitigation Measures

This section will outline noise management measures to keep within the recommended range to comply with NZS6803:1999.

Southbase Construction may put in place the following measures to mitigate and minimise noise during the construction process:

- Ensuring that Sub-Contractor's plant and equipment is well maintained and fitted with appropriate sound baffles and or mufflers.
- That any plant and equipment that generates noise to a level of disturbance will be after 8am and finished by 5pm each day.

### Noise Monitoring

Construction noise levels and the compliance with NZS6803:1999 will be monitored by the Gore District Council during the course of construction. Any attended noise monitoring shall be undertaken by a suitably qualified and experienced consultant in accordance with the relevant New Zealand Standard. Should monitoring be required the response shall be that:

- The source of the excessive noise shall be identified.
- The most practical mitigation solution shall be determined in consultation with the Construction Project Manager
- Undertake monitoring once solutions have been implemented.

## 12. ARCHAEOLOGICAL PROTOCOL

The project is being constructed in an area of Southland District where archaeological remnants may be uncovered during excavation. A copy of the accidental discovery protocol (detailed below) will be issued to all Sub-Contractors involved in digging and will be placed on site noticeboards.

In the event that an unidentified archaeological site is located during works, the following rules will apply.

1. Work shall cease immediately at that place and within 20m around the site.
2. The Sub-Contractor must shut down all machinery, secure the area, and advise the Site Manager.
3. The Site Manager shall secure the site and notify the Heritage New Zealand Regional Archaeologist. Further assessment by an archaeologist may be required.
4. If the site is of Māori origin, the Site Manager shall notify the Heritage New Zealand Regional Archaeologist and the appropriate iwi groups or kaitiaki representative of the discovery and ensure site access to enable appropriate cultural procedures and tikanga to be undertaken, as long as all statutory requirements under legislation are met (*Heritage New Zealand Pouhere Taonga Act, Protected Objects Act*).
5. If identified or suspected human remains (koiwi tangata) are uncovered the Site Project Manager shall advise the Heritage New Zealand Regional Archaeologist, NZ Police and the appropriate iwi groups or kaitiaki representative and the above process under 4 shall apply. Remains are not to be moved until such time as iwi and Heritage New Zealand have responded.
6. Works affecting the archaeological site and any human remains (koiwi tangata) shall not resume until Heritage New Zealand gives written approval for work to continue. Further assessment by an archaeologist may be required.
7. Where iwi so request, any information recorded as the result of the find such as a description of location and content, is to be provided for their records.
8. Heritage New Zealand will determine if an archaeological authority under the *Heritage New Zealand Pouhere Taonga Act 2014* is required for works to continue.

Southbase acknowledges it is an offence under S87 of the *Heritage New Zealand Pouhere Taonga Act 2014* to modify or destroy an archaeological site without an authority from Heritage New Zealand irrespective of whether the works are permitted, or a consent has been issued under the Resource Management Act.



### 13. PROJECT SITE CONTAMINATION

#### Contaminated Soil Contingency Measures

Should any unanticipated contaminated material be uncovered during the excavation, works will stop in that area and a suitably qualified contaminated land specialist shall be called out to assess the potential risk and advise on what measures should be taken to manage the soils in that area.

In the unlikely event that unsatisfactory dust emissions emanate from the site on a sustained basis or complaints are received in relation to the works, mitigation of the adverse effects shall be applied in accordance with the hierarchy of control.

If the emission or discharges persist, professional advice shall be sought to define appropriate control measures. Consultation with appropriate Council representatives will be undertaken prior to recommencing works.

If contamination found during redevelopment varies from what has been assumed in preparing this plan, it will be updated to account for the changed site understanding prior to recommencing earthworks and re-distributed to all parties involved.

#### Unanticipated Conditions

Unanticipated conditions maybe encountered during site works, for example the presence of higher concentrations of contamination and / or other contaminants. Typical indicators of contamination include but are not limited to:

Buried waste (for example drums or tanks with unknown liquid).

Odour (petroleum hydrocarbons, oil).

Discoloured soil (black, purple, or green staining most common).

Asbestos containing materials (ACM), as fragments are visible with the naked eye; and

Uncontrolled fill material.

Examples of the typical indicators are shown below:

#### Examples of common land contamination

 <p style="text-align: center;"><b>Buried Waste</b></p> <p>Look out for:</p>	 <p style="text-align: center;"><b>Uncontrolled fill material</b></p> <p>Look out for:</p>
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- Visual indicators of waste, depends on source if odorous.
- Staining of surrounding soils
- May be mixed with imported gravels



- Visual indicators of fill material
- Staining of surrounding soils
- Loose un-compacted heterogeneous materials



**Asbestos Containing Material**

Look out for:

- Visual indicators of Asbestos Containing Material
- May be mixed in with other waste and / or fill material.
- May be intact sheets or broken into smaller pieces



**Hydrocarbon staining**

Look out for:

- Visual indicators of contamination can include dark grey or black soil.
- Staining of surrounding soils, rainbow coloured sheen and oily texture
- Hydrocarbon odour in soils and water
- Visible hydrocarbon sheen on water

## Asbestos

Asbestos Clearance certificate for 29 Hamilton Street has been provided by Identify consulting (**refer Appendix 13**)

Any asbestos containing material (ACM) is to be removed and is to be fully detailed in an asbestos report generated by TechClean Ltd.

Prior to removing the asbestos, a fully detailed risk assessment and management plan will be provided, and all relevant controls put in place to meet the Task Analysis and removal methodology.

The removal of Asbestos will be conducted by TechClean Ltd. TechClean is registered on the Worksafe NZ register and holds a current certificate of competence.

If it is reasonable to be believed material located anywhere on site may be, or contains asbestos or an ACM, then Southbase will assume it is asbestos and;

- follow the requirements for managing asbestos as set out in the Asbestos regulations until it is removed or there are reasonable grounds to believe the workplace does not contain asbestos (e.g., by testing)
- record information about its assumptions in the asbestos management plan (e.g., 'roof sheeting assumed to contain asbestos' or 'all underground conduits assumed to contain asbestos.')

## Biological Hazards

There are no known biological hazards.

## 14. ENVIRONMENTAL CONSIDERATIONS

The project is targeting a Home Star rating of 6 Stars. Four associated plans have been developed to assist in achieving this target and these are included in the Project Management Plan:

- Site Sustainability Management Plan

### Procedures for Handling of Complaints

In all probability an environmental related complaint will firstly be directed to Gore District Council, it would then be expected that the Gore District Council would inform Southbase Construction within 24 hours of the complaint having been lodged, from which Southbase Construction will investigate.

The following procedure will be as follows:

- The caller's name and contact details will be recorded and immediately forwarded to the appropriate Southbase Construction Manager
- The Southbase Construction Manager will then inform the associated Sub-Contractor and take the most practical action to address the environmental issue.
- The Southbase Construction Project Manager shall inform the complainant of the actions taken to address the issue and ensure that the matter is closed out.
- A complaints file shall be maintained onsite which shall be made available for inspection by the Dunedin City Council and any affected party.

### Waste Management –

The project is targeting to reduce waste to landfill by reduction, reuse and/or recycling. A Waste Management strategy has been developed and will be managed by the site team. **(Refer Appendix A6).**

The management of waste and recycle will be monitored through waste management reports submitted by (chosen site waste provider) and made available to the client or others upon request.

## 15. PROJECT ORGANISATION

### Project Organisation Structure

The Organisational Chart for the project is included and details who is responsible for the Site Health, Safety & Environmental routine requirements, and our site first aiders. These details are also available on the Health and Safety Notice Board **(Refer Appendix A7)**

### Sub-Contractors Health, Safety and Environmental Representatives

To ensure overlapping duties are being managed, each Sub-Contractor's management/supervisory team will be responsible for playing an active role in implementing the health, safety and environmental activities and responsibilities.

Sub-Contractors' HS&E performance will be monitored by the Southbase Construction Project team on a regular basis and each Sub-Contractor will be recognised in varying ways and accordingly for their HS&E performance.

## Project Health, Safety and Environmental Responsibilities

### Project Manager

The Project Manager is responsible for ensuring that all relevant Health, Safety & Environmental legislative and project policies/systems are being used on this project and are fully and effectively implemented, monitored and complied with on a day-to-day basis.

Project Managers will also have meaningful and open consultation about workplace health and safety with workers on site, health and safety representatives and health and safety committees.

As a PCBU, Southbase Construction must consult, cooperate and coordinate with other PCBUs with whom they share duties. To meet these responsibilities, the Project Managers shall ensure that all reasonable and practicable steps are taken to:

- Lead by example through appropriate attitude and behaviour and actively participate in safety.
- Assess the critical risks associated with the project and develop control measures prior commencing work on site.
- Develop, Implement and monitor the project HS&E plan.
- Require all Sub-Contractors and suppliers to comply with statutory, client and project safety and environmental requirements.
- Ensure that the project safety and environmental performance is regularly discussed at toolbox meetings.
- Provide and maintain plant, facilities, and equipment in a safe working condition.
- Establish safe work practices and, where required, provide relevant training in those practices.
- Ensure that “prescribed” plant, equipment and processes are operated by fully licensed operators.
- Encourage the participation of site personnel in the planning and implementing HS&E policy and procedures on site.
- Ensure that the project safety and environmental performance is regularly discussed at toolbox meetings.
- Ensure that sufficient quantities of approved PPE, that meet New Zealand/Australian Standards, is provided to their own staff and ensure Sub-Contractors provide the same to their site staff.
- Ensure that Safety Data Sheets (SDS) are uploaded into the inventory register in Safebase so that they are readily available to project personnel for materials under their control.
- That weekly site inspections are conducted of the project work areas under their control, including the work practices being used in those areas.
- Ensure that all incidents on the project are investigated, report all risks/hazards, take remedial action and keep appropriate records on site.
- Regularly review and report on the site safety and environmental performance.
- Consult as appropriate with the Sub-Contractor health, safety and environmental representatives and project personnel.
- Advise the respective site health, safety and environmental representatives and workers of any risks/hazard or incidents that may affect workers.
- Recognise and encourage positive safety and environmental behaviour of project personnel.
- Ensure that health, safety and environmental notice boards are maintained and informative of the latest information.
- Perform other HSE management duties as per Southbase HSEMP manager duties (Section 3)

### Site/Senior Site Manager

Our Site Managers are responsible for ensuring that safe work practices are implemented. In meeting these responsibilities, they shall ensure:

- Project Personnel Responsibilities They lead by example through appropriate safety and environmental attitude and behaviour and actively participate in safety.
- Positive safety and environmental behaviour are encouraged and recognised.
- That only qualified personnel operate prescribed plant equipment or prescribed processes.
- Hazards are identified and risk is managed, using work methods which will eliminate, minimise or control hazards.
- That site work practices are assessed and, where required, modified to ensure that they are safe.
- Work areas, plant, equipment and systems of work are inspected on a regular basis and that these inspections are recorded.
- Effective toolbox meetings are held on a regular (weekly) basis.
- HS&E complaints and all accidents (including near misses) are reported promptly and are recorded.
- Project personnel and Sub-Contractors are consulted and adequately supervised to ensure that all work is performed safely.
- That, where required, information and training is provided to project personnel to ensure work is performed safely.

### Project Personnel Responsibilities

All workers on site will ensure that the project HS&E provisions are effective and to this end, all workers will:

- Work safely, adopt a positive safety attitude and behaviour and will actively participate in safety.
- Ask their Supervisor/Manager, Project Manager or Health, Safety and Environmental Manager whenever they are unsure about the HS&E rules for the project.
- Watch for possible risks (practices or circumstances that are likely to cause an incident) and report them to their Supervisor, Project Manager and/or Safety and Environmental Manager
- Observe all Site HS&E rules and instructions, act in a safe manner and avoid unnecessary risk to themselves and others.
- Report any workplace incident, (including near misses), that they are involved in.
- Be responsible for safe operations to the extent of their control over work methods and working conditions.
- Maintain their workplace in a clean and tidy condition.
- Use and/or wear all available personal protective equipment PPE whenever necessary or when instructed to do so.

### Quantity Surveyors and Commercial Managers

All workers whose duties include the procurement of products and services for the project have the responsibility for ensuring:

- Due consideration is given to the HS&E aspects of products or services purchased.
- Where possible, non-hazardous or less hazardous substances are purchased in lieu of hazardous or more hazardous substances.
- Orders for PPE state requirements to meet the appropriate Australian/New Zealand Standards
- Orders for plant and equipment specify compliance with relevant standards.
- Must procure Sub-Contractors in line with Southbase HSEMP and PSEP requirements.

## Sub-Contractors Responsibilities

All contracting/subcontracting companies are responsible for complying with Southbase site team, client, legislative, PSEP and other project HS&E requirements, and in particular:

- Work safely and lead by example through appropriate safety and environmental attitudes and behaviours
- Comply with all relevant HS&E standards, regulations and codes of practice.
- Provide and maintain a safe system of work and maintain a safe work environment for workers and workers of any Third-Party Sub-Contractor<sup>3</sup> whom they engage to undertake their activities.
- Provide and maintain plant, facilities and equipment in a safe working condition.
- Recognise and encourage positive safety and environmental behaviour of their workers.
- Ensuring that their workers are competent, licensed (where appropriate) adequately trained and supervised.
- Assess critical risks associated with their project works and develop control measures prior to commencing work on site.
- Provide for participation of their site workers in planning and implementing HS&E policy and procedures on site.
- Ensure safety and environmental measures are regularly discussed at toolbox meetings.
- Ensure that sufficient quantities of approved personal protective equipment (PPE), that meet New Zealand/Australian standards, is provided for their site workers.
- Provide a Hazardous Substances Inventory, accompanied by Safety Data Sheets (SDS) are readily available to Southbase, Emergency Services and their workers for materials under their control on the project site.
- That weekly inspections are conducted of the project work areas and work practices under their direct and/or indirect control.
- Investigate all site incidents/accidents, report hazards, take remedial action and keep appropriate records and ensure copies are forwarded to the Southbase Construction Health, Safety and Environmental Manager
- Regularly review and report site safety and environmental performance to the Southbase Health, Safety and Environmental Manager
- Manage the safety requirements of any Third-Party Sub-Contractors engaged to carry out works, including checking the competencies of staff, reviewing HSE performance and carrying out Safe Work Observations.

## 16. PROJECT LEGAL AND OTHER REQUIREMENTS

Compliance with the PSEP will be achieved by means of project specific risk assessment, implementation of control measures, constant review of project safety and environmental risks and performance and, where required the provision of training.

The Southbase Legislation compliance matrix is the guiding document outlining HSE Legislative requirements. (HomeBase)

### Independent Assurance Audits

Assurance Audits are completed of the project site by the Southbase Regional HSE Manager completed every 6-8 weeks. The HSE manager will furnish a detailed HSE performance report to the Project Management Team who take appropriate action and forward on the report to the client/representative before the end of the given week.

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<sup>3</sup> Third Party Sub-Contractor is a Sub-Contractor not engaged directly by Southbase but engaged by a Sub-Contractor of Southbase.  
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Independent safety and environmental audits may be conducted by an independent person when deemed appropriate. Any areas of non-conformance or opportunities for improvement identified shall be entered as actions into Safebase and addressed by the relevant work groups.

Where required, WorkSafe NZ may also be asked to participate in additional independent assessment of the project's health and safety performance. Regional Council's may undertake independent audits to assess the project's environmental performance.

Other legal requirements may be imposed on the project for a range of reasons to comply with the likes of.

- Building Consent Requirements (check the advice notes)
- Resource Consent Requirements
- Permits requested or required from the Client (common at Airports, Hospitals and Research Facilities)
- Airways requirements for cranes / drones (note these even if not using them)
- Air space agreement for cranes where radius reaches over a boundary.
- Permits for shutdowns in operational facilities.

#### Notifiable Works for Project

The following Notifiable Work (as defined by the Regulations) is to be undertaken of this project. The project manager will ensure WorkSafe NZ has been duly notified at least **24 hours** before any such work is to proceed.

Notifiable works associated with this project have been documented. **(Refer Appendix A8).**



## 17. PROJECT COMMUNICATIONS AND CONSULTATION

### Workgroup Toolbox Talk (TBT) Meetings

Weekly health, safety and environmental TBT meetings will be held every Wednesday at 10.30am on site.

These meetings will be used to communicate and discuss health, safety and environmental matters only. Work will be stopped for the duration of the meeting and all workers on site must attend and are encouraged to participate in conversations.

Major Sub-Contractors (more than 10 staff on site) must hold their own internal weekly TBT meetings. To assist in the site wide distribution of information, issues Sub-Contractors would like communicated to the whole of site (such as upcoming hazardous activities, major change etc.) can be conveyed to the site management.

**NOTE:** Copies of minutes for all TBT meetings and subsequent actions will be lodged in Safebase and provided to the Project Manager within 48 hours.

### Stop Work safety Meetings.

The site Project Manager may call a stop work safety meeting should a dangerous incident or behaviour occur, or should it be necessary to advise the site work force of any new risks/hazard. These meetings will necessitate all work being stopped and workers attend the meeting being addressed by the PM.

### Kick-off Meetings for Task Analysis

A kick-off meeting is to be held prior to the start of any works covered by a Task Analysis. The Kick-off meeting must involve all workers connected to the activity and must also include the Sub-Contractors site supervisor (who is trained to a Site Safe Supervisor level and is required to keep a copy of the TA on his/her person at all times).

The Task Analysis form will state the frequency of kick-off meetings in high-risk situations should more than one meeting be required. All people involved in significant works covered by a Task Analysis must sign onto the TA, confirming they have attended a Kick-off Meeting and understand what is required of them in the task. These meetings are to be generated and recorded in the SafeBase system.

### Daily/weekly Prestart meetings.

It is expected all contractors on site have a daily meeting to communicate and co-ordinate work requirements for the day. It will also identify risk for daily task and reinforce controls that have been put in place. These meetings will discuss:

- Deliveries planned & controlled for the day.
- Daily TA's needing amendments.
- Discuss Risks and controls.
- Barriers and delineation
- Weather conditions

These meetings will be minuted and will be uploaded into Southbase database.

## 18. HSE INDUCTION, TRAINING AND COMPETENCY

### Site Induction

All persons working or needing to enter this project unsupervised **MUST** have a Site Safe card and **MUST** have received a project specific induction – **NO EXCEPTIONS**.

A project specific induction PowerPoint will be emailed to Sub contractors prior to workers coming on to site. The sub-contractor will manage their workers and third-party contractors to ensure those who intend on gaining access onto site are on the online SBC Sub contractor competency register and have reviewed the PowerPoint induction prior. Confirmation that the induction PowerPoint has been review must be sent through to Southbase prior to those workers attending site.

**Anybody not identified on the online SBC Subcontractor Competency Register will not be inducted or allowed on site.**

The Induction will set out as a minimum:

- Worker's responsibilities, involvement and participation in safety and environmental management
- The physical nature of the work environment
- The particular risks or hazards in the environment
- Task Analysis requirements for prescribed activities & Notifiable works
- The personal protective equipment which must be worn
- Emergency and evacuation procedures
- Accident and injury procedures and reporting requirements
- Project HS&E rules
- Client specific work procedures, prohibitions and general HS&E rules

The induction register will be maintained within the SignOnSite database.

### Visitors

Visitors who have not completed a Site induction must be escorted by a member of the Southbase Site Team at all times. - **NO EXCEPTONS** and must be equipped with:

- Safety Boots. (In exception and upon approval of PM, fully enclosed flat soled shoes)
- Safety helmet
- Hi-vis vest. (Day/night)
- Gloves fit for purpose.
- Safety Glasses
- Any other PPE equipment required by site regulation or activities taking place at the time of the visit.

All persons including visitors must sign into the site via the SignOnSite app on their personal phone.

No person under the age of 15 may enter the project site without the written permission of the Project Manager.

The Safety Induction Register will be managed through SignOnSite. This database will record individuals' names, company names, emergency contact details and training details (e.g., Site Safe Number) of all individuals.

### Training Requirements – Site Safe Passport Compliance

The project site is a "Site Safe" site and SBC will endeavour to ensure their workers have had training in construction safety.

All project personnel, Sub-Contractor employees, labourers, or temporary workers, who are required to work on or access the project construction areas unsupervised will have a current Site Safe Passport. – **NO EXCEPTIONS.**

(Bookings are not accepted)

All project personnel, Sub-Contractors and people needing to work on site must produce their valid, SiteSafe Passport at the time of their induction and prior to being allowed to enter the project site.

A photograph showing evidence of specific safety training (i.e., site safe card) will be taken through the SignOnSite App.

### General Health and Safety Training and Competency Needs

All Sub-Contractors including 3<sup>rd</sup> party Sub-Contractors must provide the project site team with a completed Southbase (HS-399) competency/training form signed off by the Sub-Contractors HSE Manager/Regional Manager/CEO to confirm its accuracy.

The Sub-Contractor will complete said register in full, detailing the competencies and supervisors of all employee's, labourers and temporary workers who will be working on their behalf on this project site.

Nobody will be allowed access to site as a worker who does not feature in this register that is maintained by the Sub-Contractor.

As a minimum, the training/competency register must highlight.

- a) The training that was provided for operating any plant.
- b) The experience of the person to perform the task.
- c) Any certifications, licenses, qualifications etc to perform the task.
- d) Evidence of relevant Unit Standard training by an approved training provider for operating plant including
  - a. A knuckle boom (including harness training)
  - b. Scissor Lift
  - c. Other Mobile Elevated Work Platform (MEWP)
- e) Be able to provide physical records of Health and Safety training.

Before assigning work task(s) to any workers, the Sub-Contractors manager/supervisor will satisfy themselves that the worker is competent to undertake that task in a safe and professional manner in alignment with the competency register.

Where a worker does not have the relevant level of expertise or experience, their manager/supervisor will ensure the worker receives appropriate training with adequate supervision.

Sub-Contractors working on critical risk activities (working at height, falling objects, carnage/lifting, excavation, services, demolition) will be required to attach evidence on the online SBC Subcontractor Competency Register.

The Sub-Contractor must be able to produce evidence of competency for their operators i.e., proof of training and previous experience for the plant and equipment they operate.

**Workers will be encouraged to tell their supervisor** if they are asked to perform any task or use tools & equipment for which they have not been trained. Supervisors must then arrange adequate training and maintain records of such training.

In particular, identified supervisors must have verified that their workers know how to operate power tools and other plant and equipment before they authorise the work to start.

**NOTE:** Any person who is assigned the responsibility for the supervision of staff must be suitably qualified to supervise the work task(s) being undertaken. I.e., evidence of having completed a Sitesafe Supervisors course, or verification that their performance has been assessed that they are competent in performing the task and supervising others.

### Prescribed Occupations/Activities

Sub-Contractors carrying out any type of “notifiable work” (e.g., work above 5m or excavation deeper than 1.5m etc.) must have an on-site supervisor who holds a current Site Safe Supervisors Card, BCITO Health and Safety Injury Prevention Certificate, or equivalent and who will be responsible for directly supervising the person(s) undertaking the notifiable work activity.

This requirement will be discussed with all Sub-Contractors at the “pre-tender” stage and each Sub-Contractor will be required to produce evidence of compliance with the above statement and all names kept on a register.

Any prescribed activities must be carried out under a Task Analysis (TA) which has been reviewed and signed off by Southbase Management.

For the purposes of the project, prescribed occupations and activities include:

- Plant operator
- Dogging
- Rigging
- Scaffolding
- Crane or hoist operation
- Elevated work platforms (EWP)
- Works requiring the use of a lifeline and Safety Harness.
- Load-shifting equipment operation
- The use of explosive hand-held tools
- Work involving the removal of asbestos.
- Working in a confined space

**NOTE:** Persons in prescribed occupations or activities shall carry their “Certificate of Competency” and/or licence, at all times while engaged in the prescribed occupation or activity.

For the project personnel, the relevant workers’ Supervisor shall ensure that the credentials of those carrying out prescribed occupations or activities are verified, and a record retained in Safebase and/or SBC online Competency register.

### Training and Competency Register for Southbase Construction Site Staff

Southbase Construction have developed a range of Competencies which explain the key tools we use on our projects. Southbase Construction staff are recommended to partake in internal competencies as these demonstrate understanding of Southbase Construction systems and procedures.

The training and competency of Southbase Construction staff is monitored frequently to determine and view what external training Southbase Construction staff have had. The training is both external and internally based. Certificates and records are kept up to date and regularly checked. Internal training includes workshops held by trained and competent staff within Southbase Construction, or external trainers conducting workshops on site. All training is recorded and kept up to date.

## 19. PROJECT HAZARD AND RISK MANAGEMENT

It is recognised that construction projects involve varying degrees of Health and Safety risk. Management of risk is an integral part of good business practice at Southbase Construction.

## Project Critical Risks

Critical Risk stems from activities regularly undertaken by a PCBU that if not adequately controlled could result in a significant injury or fatality.

From an assessment of the project risk registers (and those submitted with the PSEP agreements), the Critical risks for the project have been defined and are found in the Project Risk Register within the SafeBase database and will include work related to.

- Working at height.
- Risks of Falling objects.
- Operating Plant and machinery
- Trenching
- Working on/around Services
- Operating Vehicles

## Risk Register

All Sub-Contractors performing work for the project must submit a relevant task risk register, either in the form of a Safe Work Method Statement (SWMS), or Job Safety Analysis (JSA) or similar that considers the scope of works they will be performing and an assessment of the risks.

All Critical Risks/hazards will be captured in the Project Risk Register Maintained in Safebase, and capture key activities, risks with the main control being the development of a Task Analysis that will detail specific risks and actual controls. The site-based risk register will be reviewed, following a significant event or when significant change occurs.

Risk Registers provided by Sub-Contractors, or their 3<sup>rd</sup> party Sub-Contractors will be relevant to their tasks and lodged in the Sub-Contractor's section of SafeBase.

The Project Risk Register will record.

- a) The identified Risk
- b) Identify the inherent Actual/Potential severity of the risk before controls are applied.
- c) Describe mitigation strategy for each identified risk (Hierarchy of Controls)
- d) List the Control Methods
- e) identify the Residual Risk (risk after controls applied)

## Levels of Risk Management

The Southbase Construction Health and Safety Management Plan defines a 3-level model of risk management which shall be considered as part of the risk identification and evaluation process for all Southbase Construction controlled activities.

The model incorporates:

- a) **Level 1** – Pre-task risk assessments, used by all personnel to check for hazards and suitable controls prior to commencing work. Can be formal or informal. E.g., Take 5.
- b) **Level 2** –Task Analysis (TA) and Permit to Work (PTW) for Work Activities or areas where the environment is non-routine or complex, where the permit process already exists, and/or when a personal risk assessment has identified hazards that need formal assessment. Generally conducted on the job with the people doing the job
- c) **Level 3** – Formal Risk Assessment. Usually carried out at a company level rather than a Project Level. Must be facilitated by appropriately trained personnel and include personnel with adequate knowledge and

experience for the risk being evaluated. A list of attendees at risk analysis workshops and/or contributors to a formal risk assessment must be documented with each assessment.

### Level 1 Risk Management – Take 5 (Pre-Task Risk Assessment)

The Take 5 process encourages workers to identify risks associated with ALL tasks before starting a job and helps promote a risk management culture through continual self-evaluation.

Take Five is an informal personal planning process involves:

1. Stop! Put tools and equipment down to look at your work area/environment.
2. Think! Observe the work area and surroundings, think about what is happening around you.
3. Identify Risks! Ask yourself what could go wrong?
4. Step, through your mind what and how you will perform the task.
5. Satisfy, yourself that the risks are controlled before starting the work, and if in doubt seek advice.

### Task Analysis and Permit to Work (Level 2 Risk Management)

#### Task Analysis

The Task Analysis is a critical risk planning tool that focuses on critical risk tasks or non-routine task (non-routine environment). A TA is required and developed by the Sub-Contractors performing the specific task for all critical risk tasks and is in support of the site/Sub-Contractor's risk register.

The five basic steps are as follows:

1. Develop the whole task methodology for completing the task into logical critical risk job steps.
2. Identify the critical risks for each Task step.
3. Identify as many controls as possible that will be applied for each of the risks identified.
4. Ensure that barriers and/or controls are consistent with the Hierarchy of Control.
5. Review and update the TA as the environment, methodology changes, post incident and every 30 days where the TA remains active.

The supervisor, team leader and the work group completing the proposed task, develop and manage the TA process on the Southbase form.

Development of a TA must involve all workers engaged for the task – they know the risks and need to implement required controls.

Each TA is to be reviewed and signed off by a Southbase Construction team member and lodged in Safebase. Those task with inherent risk ratings of Very High must be reviewed by the HSE manager and Construction Manager before work can proceed.

Once the TA has been completed and signed off, and before any works are undertaken, a kick-off meeting must be held with all staff involved in the task to ensure they are all aware of what has been agreed to. Each person must sign the TA as being present at the kick-off meeting and understand the controls. Any new staff to the task must attend a kick-off meeting and also sign onto the TA prior to carrying out any works covered under the TA.

**A copy of the TA must be held by the supervisor who is responsible for overseeing the task.**

#### Permits to Work

In the following cases a Permit to Work is issued by Southbase site staff to the person/s responsible for directly overseeing or doing the work and any specialist advisor considered necessary. Supervisors must consider the

risks/hazards present due to the work operation when devising a risk, control, and emergency action strategy. There are **NO Permits to Work on this project**. Risks and controls are to be included in the sub-contractor Risk Register related to the task they will be performing on site and/or a Task Analysis for critical risk works is signed onto by all workers. These are to be continually updated as required and approved by Southbase Construction site management.

**Before Breaking Ground, Contractors must:**

- Have signed onto an approved Task Analysis.
- Review all as-built plans, council drawings before they dig.
- Not excavate with plant within 1.5 metres of a live underground service. Positively identified the underground service either by potholing or hydro excavation.
- Not undertake any work within 4 metres of an overhead power line and contact Southbase for approval.

**Before undertaking Hot Work, Contractors must:**

- Identify other work groups to operate in the same area.
- all hazardous substances have been positively identified and the relevant Safety Data Sheets reviewed.
- ensure there are no combustible materials (including flammable materials, vapours, liquids, dust etc), possible ignition sources and potentially explosive atmospheres within 10 meters of the work area that could be ignited by conducted heat i.e. all combustible materials have either been removed, moved away or suitably protected against heat and sparks.
- Combustible floors have been wet down or covered with damp sand or fire-resistant sheets.
- Ensure appropriate firefighting equipment (fire extinguishers, fire hose, water supply) immediately available (within 10 meters of the work).
- Maintained a visual Firewatch after completing the task for a period of 30 minutes or longer.

### Formal Risk Assessment (Level 3)

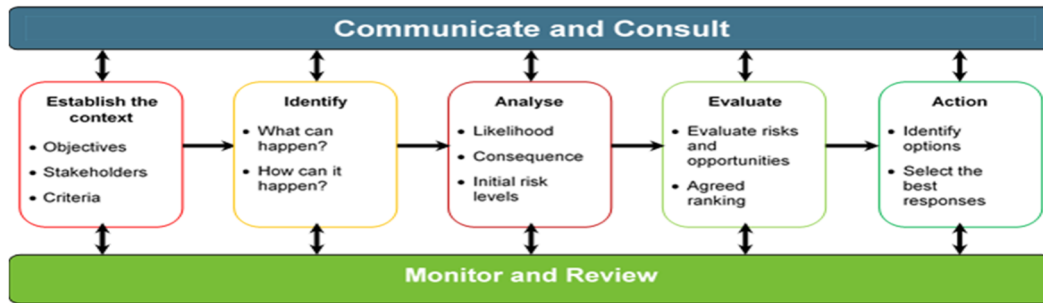
A Level 3 Formal Risk Assessment is conducted and managed by a Construction Manager.

This risk assessment is compiled in consultation with technical and operational personnel, and once completed and signed off by the Regional Manager. It is then distributed to relevant work groups and filed in Safebase. As a guide, it must include but is not limited to the following:

- a) A risk assessment leader or facilitator with the appropriate qualifications, knowledge, and experience – Supervisor/Manager of the area or his/her designate.
- b) A team-based approach must be used; the team must comprise personnel with relevant and varied experience of the subject matter.
- c) The team must develop a comprehensive checklist of possible failure modes and or issues relevant to the task, workplace, activity and/or personnel or equipment involved.
- d) The safety standard to be reached or the acceptable outcome must be defined prior to the risk assessment being undertaken, this may be in the form of damage to people, equipment, the environment, or financial loss.
- e) High or critical risk events, which need to be reduced, and high consequence events that must be prevented must be clearly identified, and effective controls developed.
- f) The actions that must be taken to reduce or prevent undesired outcomes; a timetable for the implementation of the actions and an accountable person for the implementation must be listed.
- g) A strategy to monitor and review the effectiveness of the actions implemented to control high risk/high consequence events must be noted.
- h) The Manager must review the risk assessment, and shall verify that the outcomes are acceptable, achievable, and sustainable.
- i) Identified job steps or stages and JSA's may need to be developed.
- j) Review and validation of assumptions made during the risk assessment.

- k) Attach reports and supporting documents.

All level 3 risk management assessments shall follow the standard ISO 31000 – (AS/NZS 4360:2004) risk management process which is outlined broadly below:



## 20. Standard Construction Risks/Hazards & Site Rules

The following represent typical construction risks/hazards that may be present on the project site. Where any of these risks/hazards are identified within the scope of works, detailed plans, or a TA may be required to demonstrate the key requirements and controls. (Refer section 18 Operational Control for further detail.)

### Plant and Machinery

Machinery and plant must comply with applicable Australian/New Zealand Standards, or other relevant industry safety specifications that meet or exceed those requirements.

Machinery and plant must be installed, checked, inspected, cleaned, maintained and adjusted in accordance with manufacturer’s instructions.

Sub-Contractors must control workplace access into their work area where they operate plant and machinery with hard barrier delineation or other such controls in a manner relevant to the determined by the level of risk.

### Gravitational Hazards

The following represent the typical gravitational hazards associated with the project.

#### Overhead Hazards

- No person shall work under a suspended load under any circumstances.
- No person is to work closer than 4m to an overhead power line.
- No person is to work, stand, or be in a trench under heavy machinery.
- Where cranes or other mobile machinery (including excavators) are operating, defined exclusion zones will be established, using suitable barricading, by the Sub-Contractor responsible for the plant & machinery.

#### Falling Objects

Where a worker is exposed to the risk of being struck by falling objects from a height, a TA will be developed using the hierarchy of control measure of risk elimination, such as:

- Securing tools to the wrist or to a firm support such as a rail by means of a lanyard.
- Ensuring that a barricade complete with toe board prevents falling materials.
- Erecting safety nets, containment sheeting



- Ensuring loads are secured.

### **Falling from Heights**

Where a worker is exposed to the risk of falling from height a TA will be developed using the hierarchy of control measure of risk elimination.

If the fall risk cannot be eliminated, then consideration should be given to implementing engineering controls such as using edge protection or scaffold or safety harness etc.

Safety harnesses and other fall prevention equipment shall be inspected by the competent wearer/user before each use.

All holes, penetrations, and openings through which a person (including objects onto people below) might fall shall be capped with an appropriate cover and all edges over which a person might fall shall be protected by suitable barricading.

All trapdoors and penetration cover for voids posing a potential fall hazard or located on access routes will be designed by a professional engineer.

A penetration register is to be maintained and monitored at least daily.

### **Cranes**

HSE-331C critical risk procedure cranes must be complied with at all times.

**All crane operations require notification to the relevant Southbase site representative, three days prior to the scheduled operation.**

Before any lift is undertaken the site team will require the Sub-Contractor using the crane to complete and submit the following documentation to the Project Manager, before the lift commences:

- A crane lifting plan (showing crane set-up, slewing area etc)
- Approved Task analysis
- Competency Register of persons involved in the task.

The Project Manager will ensure that a check of competency of crane operator and dogman is undertaken. They will also ensure that the Crane Certificate and Lifting Equipment Certificates are current and also that all other relevant safety requirements are in place.

A Task Analysis is not required for loader cranes (Hiab) undertaking routine operations where the weight and load can simply be established, the operator is trained and competent, and they are lifting the load from the truck deck straight to the ground. In this circumstance a generic lift plan can be accepted. However if the loader crane (Hiab) will be lifting loads up and above the truck, into a structure or higher level, then a relevant lift plan and Task Analysis is required from the plant operator.

### **Material Stacking (Including Gib Board)**

Material lay down areas have been planned by the Project team. Sub-Contractors must first gain approval and confirm correct location before stacking and storing materials on site.

Materials shall be stacked on stable and level surfaces which are capable of carrying the weight of the stack and where required shall be suitably barricaded.

Gib board must not be stacked against a wall or be unsupported in a vertical position. Gib stacking Trolleys must be used with a device capable of securing the Gib to ensure that sheets do not fall.

There is to be no material, equipment or tool stacked against any internal wall, or in a manner that it poses the potential for it to fall over.

### Electricity

All electrical installations on the project site shall be installed and maintained in accordance with AS/NZS 3000, "Wiring Rules", except as varied by AS/NZS 3012, "Electrical Installations – Construction and Demolition Sites".

### Leads, Cables and Power Lines

All leads, cables and power lines shall be treated as live unless Isolation procedures have been completed for the lines concerned.

### Electrical (Extension) Leads

All electrical leads used on the project site must be inspected and tested on a three-monthly frequency and tagged (durable and non-metallic tag) in accordance with AS/NZS 3760 (showing date of inspection and the name of the "competent" person, or name and licence number of the electrical worker who performed the inspection/test), and AS/NZS 3012, "Electrical Installations – Construction and Demolition Sites".

Care shall be exercised to ensure that flexible cable and extension leads are:

- Located in positions where the cables and leads are not subject to damage (including damage by liquids or equipment)
- Provided with protection against damage (including damage by liquids or equipment)
- As short as possible; continuous in length; not kept under tension or snagged around corners and replaced when frayed or damaged.
- Elevated off the floor or ground where they provide a trip hazard or may be subject to moisture.
- Limits apply to the sizes and lengths of flexible cables. Reference shall be made to Standard AS/NZS 3760 for details of these and other important information.
- Construction power is only to be supplied via "lifeguard" units and/or portable residual current devices (RCD's).

**NOTE:** Sub-Contractor will be responsible for arranging to have their leads inspected, tested & tagged.

### Lifeguards

All "lifeguard" 415 and 240-volt socket outlets shall be treated as live, unless isolation procedures have been completed for the circuits concerned.

The use of domestic "power boards", "double adaptors" and "piggy-back" plug arrangements are **NOT PERMITTED** for use on the project.

All "lifeguard" units stored/used on the project site will be inspected and tested on a three-monthly frequency and tagged (durable and non-metallic tag) in accordance with AS/NZS 3760:2003 and AS/NZS 3012, "Electrical Installations – Construction and Demolition Sites".

## Electrical Tools

All electrical tools used on the project site must be inspected and tested on a three-monthly frequency and tagged (durable and non-metallic tag) in accordance with AS/NZS 3760 and AS/NZS 3012, "Electrical Installations – Construction and Demolition Sites".

**NOTE:** Each Sub-Contractor will be responsible for arranging to have their portable and semi-portable electrical equipment inspected, tested, and tagged (at their own cost).

## Trenching and Excavating

A Task Analysis must be developed by the Sub-Contractor for all trenching work. Key Excavation safety points:

- Avoid underground services and make sure not to undermine nearby structures- Use Safe digging practices and obtain a Permit to Break Ground before work start from Southbase Construction site tea,
- Check the excavation each day before starting work and after any event that may affect its stability.
- Provide safe access to get in and out.
- Prevent collapse – shore, bench, or batter back. Do not assume ground will stand unsupported.
- Prevent people and materials falling in – with barriers strong enough not to collapse if someone falls against them.

Good Practice Guidelines "Excavation safety" published by WorkSafe NZ July 2016, shall be complied with when working near or in trenches and near excavation equipment.

Where mobile plant & machinery (including excavators, trenching etc) is operating, there must be a defined exclusion zones established, using suitable barricading, by the Sub-Contractor responsible for that plant & machinery.

## Reinforcing Steel

The exposed steel ends, including waratah posts, shall be protected by covers by the reinforcing steel fixer(s), or person responsible for installing them.

## Temporary Works (TW)

Southbase will maintain a Temporary Works register in Safebase. TW are the parts of the construction project that are needed to enable the permanent works to be built and usually removed after use.

Temporary works on this site will include:

- Site fencing and hoarding
- Office/Lunchroom/toilets
- Earthworks, including stockpiles, that will be removed later
- Scaffolding/Propping

All temporary structures must be designed, installed and maintained by a trained competent person to withstand any foreseeable loads which may be imposed on it and that it be only used for the purposes for which it was designed, installed and maintained.

Temporary works such as scaffolding, excavations, cofferdams and caissons must be inspected by a competent person on a regular basis.

## Fire Precautions

Hot Work controls are to be identified in the sub-contractor Risk Register related to the task they will be performing on site. Fire precautions are mandatory where work activity has the potential to generate a spark and ignite combustible material. It is also mandatory for tasks that involves abrasive cutting, gas cutting, metal grinding or welding.

Any Sub-Contractors undertaking a work task that presents a potential fire hazard is responsible for supplying the staff undertaking the work task with the appropriate fire extinguishers and must ensure that the staff are trained in the correct operation of the fire extinguishers.

## Hygiene and Site Generated Biological Risks

To ensure a high level of hygiene is maintained on the project, Southbase will provide sufficient facilities that ensure compliance with the “Guidelines for the provision of Facilities and General Safety”. [Construction Guidelines](#)

**NOTE:** Sub-Contractors are responsible for implementing whatever control measures are necessary to eliminate any identified potential biological risks to their own workers including the provision of the appropriate PPE.

## 21. OPERATIONAL CONTROL

The Project Manager must ensure it has administrative controls to manage the Health and Safety risks associated with the Construction work activities. This will be achieved by implementing the Health and Safety requirements, as well as any other mandated or necessary risk treatment processes to control the risk to **As Low as Reasonably Practicable**.

Items including tools, equipment etc that are prohibit from being on site have been detailed. **(Appendix 9)**

### Safe Working Practices

All work on the project site shall be carried out employing recognised industry “safe work practices”. Manufacturer’s instructions make the best safe working practice and will be readily available to workers.

### Risk Identification, Reporting and Management

Everybody on site is responsible for identifying and reporting risk and hazards to prevent harm. This could be during a scheduled check, through the annual survey, when there has been some change in the workplace, or from general observation.

All site workers must promptly and accurately report risks and hazards to Southbase Management. Where possible, make the situation safe by controlling the hazard. The SafeBase system is available to document hazards so they can be addressed and recorded formerly. The Southbase Project team will add these in the SafeBase system.

### Site Risk Board

A site risk board has been developed will be maintained by the Southbase Project team. It is located on site before exiting any PPE free zone and is a quick reference guide to critical risks present.

Regularly, written Site Card Observations will be transferred into Safebase, to ensure continual improvement.

### Inspection Maintenance and Control of Vehicles, Plant and Equipment

Defective or unsafe plant and equipment (whether owned by the Sub-Contractor, or by Southbase Construction) shall be shut down immediately, tagged as “Out of Service” and reported to Project Management.

When not in use plant and equipment must be stored or parked so that it will not deteriorate, will not be capable of being activated by unauthorised persons and will not block access.

All moving parts of machinery shall be guarded, and guards fitted by the manufacturer of plant shall not be removed.

When site plant and equipment is being maintained, the plant and equipment shall be immobilised for the period of maintenance.

To accommodate the movement of plant, equipment and materials around the project site construction access roadways will be marked out to provide access to the various site work areas. These access roadways will be well marked out and clearly signposted with site speed limits and other relevant cautionary signage (to Standard AS1743), and will be wide enough to accommodate authorised vehicles operating in the working area(s) e.g. Mobile cranes, trucks etc.

Extreme care shall be taken to ensure vehicles do not back into scaffolding or works under construction such as excavations and existing plant.

Procedures and/or work instructions will be developed, documented, communicated, and followed for the operation and maintenance of plant and equipment that have a potential to impact Health and Safety performance.

Plant and equipment must be maintained, inspected, and tested to ensure it meets design descriptions and specifications. This may be achieved by following manufacturer's data or instructions in certain circumstances rather than development of site-specific procedures.

The operators of mobile plant and equipment (except cars, vans, and trucks) shall carry out a "pre-start" check prior to use. Any defects found during these pre-start checks must be immediately reported, tagged "out of service" and the equipment not operated until the defect is rectified.

**NOTE:** Seat belts must be worn by the operators/drivers of all mobile plant and equipment operating on the project site (where fitted).

### External Equipment and Services

All equipment, services or suppliers that is provided by third parties, must be inspected, and any risk controls verified to ensure the safe operation, and adherence to Southbase Health and Safety performance objectives.

Southbase staff will carry out random audits once per month on one or more Sub-Contractors to inspect their tools, plant, and equipment.

### Chains and Slings, Calibrated Equipment and Fire Equipment Registers

Inspection, monitoring, measuring, and testing of equipment must be conducted routinely to ensure it's in safe operating order. This includes:

Equipment is identified and maintained to ensure compliance with specified customer and legislative requirements.

Certification on lifting slings and chains

Fire safety equipment checks.

Records of all calibrated equipment checks, and certification must be retained for the life of the equipment.

All lifting equipment provided and used on the project site must comply, as a minimum, with the requirements outlined in the "Approved Code of Practice for Load-Lifting Rigging", published by the Occupational Safety and Health Service (WorkSafe), Department of Labour, Wellington, New Zealand, and any other legislative requirements.

All slings, chains, hooks and winches shall be stamped with the manufacturer's Safe Working Load, (SWL), or Working Load Limit (WLL) identification number. Lifting equipment without this information shall not be used.

## Safety Signage

Safety signs are displayed throughout the workplace as an administration control to warn workers of risks/hazards, rules, information to aid in ensuring the safety of workers at all times.

### **SAFETY AND ENVIRONMENTAL SIGNS MUST BE OBEYED BY ALL!**

Signage is inspected during the weekly self-inspection checklist carried out by the Southbase Management Team. Any Sub-Contractors who have specific signage shall notify the project construction manager to have this included.

Signs shall not be obscured and shall be positioned to give warning early enough and must not be positioned so as to be a hazard themselves.

**NOTE:** Where additional safety and environmental signage is required by any Sub-Contractor, due to the “specialised” nature of the work task(s) being undertaken, then Southbase Construction is responsible for supply and display/erection of the relevant safety and environmental signs at their own work site(s) e.g., explosive tools in live switch rooms, use of hard hats, safety glasses, welding etc.

## Safeguarding the Public and Others

It is a requirement of New Zealand’s Health and Safety Legislation that PCBU’s safeguard the public as well as any other person on the project such as, for example, own workers or workers of another PCBU/Sub-Contractor.

Southbase will install a 1.8-meter-high security perimeter site fence to prevent unauthorised site access.

## Personal Protective Equipment (PPE)

The provision of PPE is a standard requirement under legislation and Southbase Construction will provide for the issue, maintenance, and renewal of PPE to workers and site visitors. Sub-Contractors are responsible for the issue of the correct PPE to their workers and the determination of task specific PPE that is additional to the standard PPE required on the project.

The following personal safety equipment must be worn by all site workers at all times outside of project offices or amenities:

- Safety boots compliant to AS/NZS 2210
- Hi-Viz vest compliant to AS/NZS 4602 (Class D/N— designed for both day and night use)
- Safety helmet compliant to AS/NZS 1800
- Safety Glasses compliant to AS/NZS 1337
- Fit for purpose Safety Gloves compliant to AS/NZS 2161
- Any other PPE as required to minimise risk of harm during any activity or stated by the manufacturer or SDS.

Depending on the task to be undertaken other commonly used PPE that may be required is set out in the table below:

PERSONAL PROTECTIVE EQUIPMENT (PPE)						
Activity	Eyewear AS/NZS1337	Hearing AS/NZS 1270	Breathing AS/NZS 1715	Gloves AS/NZS 2161	Wide Brim Attachment	Sunscreen (15+)
Working in Direct Sunlight	*			*	*	*
Drilling Metal	*	P		*		
Drilling Masonry	*	*	*	*		
Grinding Metal/Masonry	*	*	*	*		
Cutting Circular Saw	*	*	P	*		
Chasing Masonry	*	*	*	*		
Scrabble Jackhammer	*	*	*	*		
Mobile Plant	P	*		P		
Compacting	*	P		*		
Removing Nails from Masonry (But never with hammer)	*			*		
Explosive Powered Tool	*	*		*		
<b>Key:</b> * = Required P = Possibly Required						

**NOTE:** The above table is not comprehensive and does not cover all PPE which might be required on the project. For tasks that do not fall into the common categories listed above a risk assessment shall be completed to determine the appropriate PPE.

### Manual Handling

Manual handling on the project shall be in accordance with the requirements of the “Code of Practice for Manual Handling”, published jointly by Worksafe NZ and the Accident Compensation Corporation (ACC).

Whenever practicable, mechanical aids are to be employed to:

- Eliminate the need for manual handling.
- Minimise distances over which loads are to be manually handled,
- Manually handled loads to be kept as light and as regularly shaped as practicable.

Team lifts shall be used where manual handling is unavoidable, particularly when on uneven ground, with awkward shaped or heavy loads.

All materials over the length of 1.5m must be carried by two persons at all times. Using skates, pallet jacks or similar must have a person in front of unit to guide safe passage when among public.

### Tools: Powered and Non-Powder Actuated Tools

All project Sub-Contractors are prohibited from bringing any Ramset J20 explosive powered hand tools on to any construction site managed by Southbase Construction.

As the use of explosive powered hand tools is a “prescribed occupation” records of training shall be maintained by each Sub-Contractor on site for each of their workers who have been trained in the use of explosive powered tools. The register will record as a minimum:

- Date/time of issue
- Name of operator issued to
- Details of operator’s license/competency certificate
- Date/time of return
- Date of inspections and examinations

When not in use explosive tools shall be locked in a secure place.

### Air Powered Tools

Air powered tools must only be used in accordance with the manufacturers’ guidelines and operators must be instructed in the correct usage and maintenance of the tools prior to use.

Operators of any air-powered tools must ensure that each of the air-hose couplings are correctly connected and have been secured with a safety wire before commencing work.

### Fuel Powered Tools

Fuel powered tools must only be used in accordance with the manufacturers’ guidelines and operators must be instructed in the correct usage and maintenance of the tools prior to use. Fuel powered tools are not to be used in confined spaces or where rooms are closed in.

All fuel-powered tools must be stopped for refuelling, servicing, or maintenance, and fuel must be handled and stored in accordance with safe work practices. Spill kits must be on standby when undertaking re-fuelling or maintenance.

**NOTE:** Fuel powered tools and equipment will also need careful management to ensure that they are not placed in any areas where the noise and fumes generated during operation will impact on the members of the public or other workers.

Task Analysis must be completed for the work task being undertaken, prior to the work commencing.

### Jewellery

Site personnel shall not wear jewellery which can be caught on moving parts of tools or machines.

### Isolation and Lock Out

Where energy sources present a hazard and require specific isolation and/or lock out, Permit to Work procedures must be developed to ensure the safety of people working on or with equipment by having a process to prevent the uncontrolled operation of equipment undergoing testing or awaiting repair.

These procedures also provide certainty that equipment will not be inadvertently activated whilst being maintained or serviced, or in any other unplanned, uncontrolled circumstances.

### Existing Services

ALL SERVICES ARE TO BE CONSIDERED AS LIVE until such time as they are certified as isolated or de-commissioned.



Southbase Construction recognises the importance of managing the integrity of existing project site services and has developed a process for managing the identification, isolation, relocation and/or removal of the project services before undertaking works of any kind on the project site.

When planning the isolation, relocation and/or removal of any project services consideration must first be given to identifying existing services (including temporary services).

Consultation of “as-built” drawings and the use of cable/services detection equipment should be considered as necessary and a Permit to Dig completed. (HS-372)

In all cases, critical (Live electrical cables, Gas pipelines, fuel lines, data cabling) underground services known to be on site are required to be positively identified<sup>4</sup> before any excavation work begins. The identification of these services is to be physically identified regardless of the “as-built” drawing plans and any GPR findings.

All shutdowns, isolations, and relocation and/or removal of any services must be requested in advance of the work being undertaken.

#### **Working near Energised Systems (Electrical, Mechanical, Pneumatic, Hydraulic, Chemical, Thermal, Gravitational) within the building**

Working near energised systems (live services) is considered a critical risk. This includes investigative work, demolition, re-lining internal walls, installing new services around the existing services, fixing new structural members into the existing structure, drilling or nailing into the existing structure, remedial works etc.

Inadequate management of risks associated with working around energised systems/services is a major threat to our people and business. Adequate preventative and recovery controls must be implemented to mitigate the risks.

A Task Analysis (task specific TA) must be completed and reviewed approved by the SBC Site Manager prior to commencing any work near energised systems/services. Hierarchy of Controls must be applied when determining the most appropriate risk controls. If applicable, the TA must address the risk of cutting or breaking through a non-transparent surface that may hide energised systems. A search must be undertaken by a competent person to identify any hidden systems. The SBC Site Manager must inspect the area of work prior to approving the TA to ensure all risks have been identified and work area is safe for work to start.

**All existing services must be isolated prior to commencing work and they must be adequately protected.** This might require engaging the service owner and/or other services trades. If isolation is not reasonably practicable, additional controls must be implemented to mitigate the risk and such tasks must be approved by the Construction Manager and the Regional HSE Manager. All services trades working on SBC Projects are required to have a company Lock Out Tag Out (LOTO) procedure specific to their trade. SBC Site Manager must ensure the LOTO procedures are adequate, implemented and all involved parties are aware of their duties and responsibilities.

A task specific emergency response procedure/plan must be developed. As a minimum, consider resuscitation, first aid, emergency equipment, rescue, site evacuation etc. Ensure competent trained First Aiders are available and appropriate emergency equipment provide.

**Building trades must not interfere with any services. Any change to the plan outlined in the approved TA must be approved by the SBC Site Manager and relevant service owner/trade.**

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<sup>4</sup> Visually dug and sighted.

Once the work has been completed, all existing services in the work area must be tested and confirmed as safe prior to re-energising. This must be completed by a competent person i.e. relevant service trade.

## 22. TEMPORARY ACCESS FIXTURES (LADDERS, WORK PLATFORMS AND SCAFFOLDING)

### Portable Ladders

Platform ladders are the only ladder to be used when performing work at height – workers are encouraged to consider other equipment such as Scaffolds (mobile or fixed) EWP as a preference. Southbase does not permit work being performed on access A frame ladders. These A frame ladders are only to be used for the purpose of accessing height only.

Access ladders with less than 5 steps are not permitted on site. It is recommended that work within this height range is to be done either off a platform ladder or a platform trestle.

Where portable platform ladders must be used these must be manufactured in accordance with Standard AS/NZS 1892.

No “domestic” type ladders are permitted on the project site.

Ladders should be positioned at an angle of 1:4 and must be:

- Firmly supported on a level, non-slip base
- Extend a minimum of 1.0m above any landing.
- Be secured at the top.
- Must be clean and in good condition.

**NOTE:** Access to the base of the ladder and the landing above must be kept clear of obstructions at all times the ladder is in use.

### Scaffolding

All scaffold erected on the project site will comply with the requirements outlined in Good Practice Guidelines “Scaffolding in New Zealand” Published by Worksafe New Zealand November 2016.

The health and safety regulations require that persons who erect scaffolding, any part of which is 5m or more above the ground, must hold a certificate of competency in one of the following classes:

- Basic scaffolding
- Advanced scaffolding
- Suspended scaffolds.

Standing scaffolding over 5m high or intended to extend over 5m, hanging scaffolds of any height and suspended scaffolding of any height may be erected, altered, or dismantled **only under the direct supervision of a person who holds an appropriate certificate of competency as a scaffolder issued under the regulations.**

**NOTE:** Health and Safety legislation requires an employer to notify the WorkSafe NZ prior to the erection or dismantling of scaffolds from which a person could fall 5m or more.

Scaffolding erection Sub-Contractors **must:**

- a) Develop a TA with displaying a clear understanding of the scaffold required and the work that is to be carried out from the scaffold, including the need for protective gantries, screening, foundation conditions, and power cables.

- b) Design and plan the scaffold and the erection process, including co-ordination with other Sub-Contractors/employers who are working in the vicinity, to ensure safety during construction, use, alteration and later dismantling of the scaffold.
- c) Provide a scaffold that complies with the manufacturer's specification and the best practices guidelines.
- d) On completion of the erection of the scaffold, inspect and certify that it is safe to use, and to hand over the scaffold to the intended "user". The hand over must include any information that could affect subsequent users of the scaffold, and any limitations of the scaffold.
- e) Co-ordinate with the Project Managers and Site Managers on the need for subsequent inspections and alterations as work proceeds on the project e.g., alteration of working platforms, increasing the height of the scaffold etc.

Users of the scaffold **must**:

- a) Understand any limitations of the scaffold that could affect their work e.g., load limits.
- b) **Not alter the scaffold in any way.**
- c) Liaise with the Project team, or the scaffold erector to have ties, work platforms, relocated or altered etc. as necessary.
- d) Carry out their works so as not to endanger others in the vicinity.
- e) All suspended scaffolds and all other scaffolds which exceed 5m in height, or from which a person could fall 5m or more, are to be inspected before first use and at regular intervals thereafter (see rules below). Details of these inspections are to be recorded in an on-site scaffold register or in a suitable scaffold record system and signed by person carrying out the inspection. These inspections must be carried out and recorded by a certificated scaffolder of the appropriate class, or by a competent person such as a registered engineer, with copies of the inspection held on site and made available on request.
  - i. Initial inspection: Before first use, the scaffold is to be finally inspected and any defects found are to be rectified before use.
  - ii. Subsequent inspections: The scaffold is to be inspected at the following intervals:
    - Daily in the case of suspended scaffolds, or weekly in the case of all other scaffolds while the scaffolds are in use.
    - After each structural alteration, addition or change to the nature of the scaffold or its anchorages or ties.
    - Monthly while the scaffold is set up but not in use.
    - After any storm or occurrence that could adversely affect the safety of the scaffolding
    - Should any defect be found during these inspections, the defect must be rectified prior to being re-used.
    - Mobile scaffolds

Staff or Sub-Contractors required to erect or modify mobile scaffold should complete this action under the direction of a staff member holding a suitable qualification or competency such as the Site Safe Low Level Prefabricated Scaffold (<5m) training course.

## 23. MANAGEMENT OF CHANGE

Change management is a risk management process through which hazards, and risks introduced by change are identified, evaluated, and controlled. Modifications to facilities and the arrangements for their operation, including personnel, should not be compromised and, where possible, should improve Health and Safety and operational performance.

Typical change occurrences that require further assessment in accordance with the Southbase Construction HSEMP section 9 include:

- Change of major Sub-Contractors during the project
- Change of key project team members
- Change in methodology / programme
- Change of design
- Change of materials
- Change in environmental conditions
  - Extreme Weather Conditions
  - Daylight Savings

Should a change take place which will affect the health and safety of the business or project, the relevant personnel should follow a process where:

1. The proposed changes are clearly identified.
2. Any effects to health and safety are identified.
3. Consultation to take place with relevant stakeholders.
4. Necessary adjustments/controls are implemented (should any be identified)
5. Communication takes place to inform the affected persons of the change.

Management personnel may use HS-316 form to assist if necessary.

## 24. EMERGENCY PREPAREDNESS

### Emergency Evacuation Plan

An emergency evacuation plan has been prepared for the project site and this plan forms a key component of the information communicated to all site personnel during their site induction. **(Refer Appendix 10)**

Emergency procedures and contact phone numbers will be circulated to Sub-Contractors and posted at the project site office, safety notice boards and lunchroom facilities. (HS -346)

The Project Manager is responsible for the site Emergency Evacuation Plans and ensuring they are kept current, tested, and updated as change or improvement opportunities are identified.

### Emergency Evacuation Drills

An initial project site evacuation exercise shall be conducted within the first 4 – 6 weeks of commencement and then further exercises should be conducted at 6 monthly intervals to test effectiveness of plan. Emergency Drills will be run through Sign on Site. Exercises will be scheduled on the Health and Safety activity schedule.

Exercises shall consider and include relevant interested parties, e.g., emergency services and neighbours, as appropriate.

### Crisis Management Plan

Southbase Construction has developed a Crisis Management Plan for use in the following situations and which is readily available in the site office:

- Critical Injury
- Cable Strike
- Gas Leak or Strike
- Fire / Explosion
- Extreme Natural Events
- Events which could damage the Southbase brand.

A hard copy of the Crisis Management Plan is to be located in the Site office at all times. Annual Crisis Management Drills are conducted in each region. All contractors are expected to notify Southbase management immediately to inform of any incident or near miss, which includes the situations outlined to activate the Crisis Management Plan.

### Emergency Equipment

It is important that emergency equipment is located in relevant areas of the workplace. This must include:

- First aid kits
- Firefighting equipment
- Emergency packs (Torch, radio, water)
- Safety equipment (Warden arm bands/hats, vests, safety whistle, air horn/siren etc.)
- Access to the hazardous substance inventory and relevant safety data sheets

The kit can also include:

- Defibrillator, or outlined in the Evacuation Plan where the nearest defibrillator is.

The location of where this equipment is stored shall be provided on the noticeboard.

### First Aid kits

First aid kits are available at all Southbase Construction work areas. These are checked and restocked after each use, or monthly.

Whenever a first aid injury occurs, it shall be listed along with the details of the injury on SafeBase.

A first aid station will be established in the site office and is available to all Southbase Construction project staff and is also available to our Sub-Contractors in an emergency event and/or a serious incident.

First aid kits will be made available at various locations on the construction site and will be readily accessible, portable, and kept in a clean area.

A notice, indicating their location, will be displayed on the project site hazard noticeboards, together with the name of the person who is in charge of first aid.

**NOTE:** Each Sub-Contractor shall be responsible for providing its own general first aid arrangements for its own workers but, in emergency, shall have access to Southbase Construction first aid equipment.

### First Aiders and Fire Wardens

The number of trained first aiders required on the project will change as works progress. Photos and details of the first aiders will be posted on the site noticeboard and are detailed in the Emergency response Plan (**Refer Appendix 10**).

It is recommended that all sub-contractor supervisors or allocated sub-contractor workers on site have had training in first aid and have a valid first aid certificate.

## 25. INCIDENT INVESTIGATION AND MANAGEMENT

Investigation of incidents are a tool used to ensure continual improvement and to prevent future harm. All incidents must be reported to site before the end of a working day to ensure they are accurately recorded and investigated.

Some events do not fit within the normal definition of an incident but still require investigation and resolution, so the wider term 'incident' is used rather than accident.

The Client will be notified of all injury or serious near miss incidents by the Project manager within 24 hours of it being reported to the site team. Notifiable Events

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

- the death of a person; or
- a notifiable injury or illness; or
- a notifiable incident.

These notifiable events **MUST** be reported to Southbase project team immediately. The Project Manager will notify WorkSafe NZ immediately. (WorkSafe NZ requires that notifiable injuries be reported as soon as possible and an initial written report within seven (7) days).

Where appropriate the Project Manager will declare a crisis and implement the Crisis Management Plan, available to all Southbase staff.

At the time of a Notifiable Injury incident, the accident scene will not be disturbed until WorkSafe has given approval or unless action is required to:

- Save life.
- Prevent or relieve suffering of any person.
- Prevent further harm or damage to property.

This may be done by isolating the scene using 'danger tape' or similar means to ensure no one goes into the area.

If new risks/hazards are identified as a result of the investigation, those risks are to be entered onto the "Risk Register".

### Responsibility for Investigation

For all Medical Treatment and Lost Time injuries, the site team (In consultation with the regional Health and Safety Manager will investigate and provide a written report. These reports will be finalised after any Sub-Contractor investigation on the incident. The reports will identify root causes and develop a time lined action plan for continual improvement and will also be made available to the client.

For internal investigations, the EVENT function in SafeBase will used to document accident investigations and assist with determining and implementing controls to prevent recurrence. Supplementary documentation, photos and drawings can be attached to the database or form.



### Notification Details

Incidents (including non-conformances) must be reported to Southbase Construction in a timely manner in accordance with the timeframes below as a minimum:

	Incident & Hazard Risk Level				
	Notification Requirements				
	Very Low	Low	Moderate	High	Very High
Southbase Directors & CEO	Not required	Not Required	Routine performance reporting	Within 12 hours by phone, Incident database or email	Immediate by Phone
Southbase Management Team and Client	Routine Incident notification	Routine Incident notification	Routine Incident notification	Immediate	
Accident Register (Database)	48 hours	48 hours	48 hours	24 hours	24 hours
WorkSafe - Notifiable Injury or Incident	<b>ASAP to all personnel listed above but within 24 hours by phone and confirmation via Serious Harm notification form to WorkSafe</b>				

### Worksafe Notifiable Incidents

The Health and Safety at Work Act 2015 requires the immediate notification to WorkSafe of any incident that includes an unplanned or uncontrolled incident 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:

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or
- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- 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
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or any shoring supporting an excavation; or
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

The Project Manager is responsible for incident notifications and escalations as per the table in 14.3 above.

### Client’s Incident Reporting and Investigation Requirements

The following incidents must be reported immediately to the Client’s Representative:

- Serious near miss events (potential severity 4 (Major) and 5 (Catastrophic))

- Recordable injuries (Lost time Injury, Medical Treatment Injury, Serious Injury)
- Notifiable Events under current NZ H&S Legislation.

The notification will be made as soon as possible, and then followed up with a written notification within 24h of the incident/event. The written notification will include immediate controls taken to manage the risk(s). In case of a notifiable event, evidence of WorkSafe NZ notification will form part of the written notification.

## 26. ENVIRONMENTAL COMPLIANCE

### Hazardous substances

The rules around managing hazardous substances that affect human health and safety in the workplace have been transferred from HSNO to the Health and Safety At work (Hazardous Substances) Regulations 2017.

A “hazardous substance” is any substance that has one or more of the following intrinsic “hazardous properties”:

- Hazardous substances include:
  - Explosives
  - Flammable materials
  - Corrosive materials
  - Toxic substances.
  - Ability to oxidise (accelerate a fire)
  - Human toxicity (acute or chronic)
  - Corrosiveness (to human tissue or metal)
  - Eco toxicity (with or without bioaccumulation)
  - Capacity, on contact with air or water, to develop one or more of the above properties.

Sub-Contractors are required to submit a Hazardous substance inventory to the Southbase Project management team prior to entering onto site.

An inventory is a list of ALL hazardous substances (including hazardous waste) that are used, handled, or stored on the project site. It will help you understand the substances you have on site, work out the requirements you must comply with and plan your emergency procedures.

Your inventory tells emergency workers, compliance certifiers or health and safety inspectors what hazardous substances you have. It must be readily accessible (*“This means that the document is capable of being accessed without difficulty in hard copy, electronic, or other form”*) to any emergency service workers attending the workplace, both during an emergency and after the workplace has been evacuated.

The Hazardous Substance Inventory MUST Include:

- the substance’s name and UN number (if available)
- the maximum amount likely to be at the workplace.
- its location
- any specific storage and segregation requirements
- a current safety data sheet or a condensed version of the key information from the safety data sheet

any hazardous waste.

Procedure:

Along with their inventory, the Sub-Contractor must also submit a copy of the current Safety Data Sheet (SDS) for each hazardous substance. The SDS must be less than 5 years old.

The Sub-Contractors' hazardous substance inventory, and supporting SDS's, must be copied to the Project Manager at least two weeks prior to the Sub-Contractor commencing their works on the project site.

The Sub-Contractor **MUST** maintain their inventory and relevant SDS with the substance wherever it is being stored (i.e., Shed, vehicle, container etc.) on site.

The Project manager will ensure that all hazardous substances identified in each Sub-Contractor's inventory presented to them is uploaded to Safebase along with the relevant SDS.

All hazardous substances, stored and/or used on the project site, shall be managed as follows:

- Minimal quantities of hazardous substances are to be stored on site.
- Any hazardous substances stored on site, must be stored in line with the requirements of the SDS for the product.
- The Hazardous substances Inventory should also be listed on the Project Health and Safety Activity schedule for 6 monthly reviews.

### Dust Control

Dust will be managed on site and when the risk arises. This will include, but limited to the use of;

Water:

- Continuous water and wet working methods when cutting, working or cleaning concrete surfaces.

By extraction methods:

- On-tool extraction.
- Local Exhaust Ventilation (LEV). For example, this can be used for places of work which cut, grind and polish stone.

Personal Protective Equipment (PPE):

- Face task used in accordance with the material safety data sheet (SDS), such as respiratory protection, hearing protection, overalls, jacket, gloves, hard hat and eye protection.

All bench, drop and circular saws will be attached to vacuum systems.

### Spill Kits

All Sub-Contractors that have or are using hazardous substances must have their own on-site spill kit. Any spillages of oil or other contaminants must be cleaned up immediately and the method employed is to be in accordance with SDS for the spilt product.

Oils, concrete waste, paint wash water, other contaminants and dangerous substances must not be disposed of by pouring into a sewerage or water drainage system or waterway but only in accordance with the Council's instructions.



Figure 2 Mobile Spill Kit. Universal 200L.

Southbase will provide an additional spill kit, located, and marked on the site plan (Refer Appendix 3). If a hazardous substance event occurs, steps must be taken to ensure minimal exposure to Sub-Contractors, the public and

environment. HS-328 Chemical Spill Response Procedure (**Refer Appendix 11**) details the steps that must be taken if a hazardous substance event has occurred.

## 27. ISSUE RESOLUTION

The Project Team provide an effective and acceptable means for project personnel to bring problems concerning their work and their well-being at work to the attention of their employer and/or the Project Management Team.

For that reason, the following project site safety and environmental issue resolution procedure has been developed for the benefit and use of project personnel.

### Project Safety and Environmental Issue Resolution Process

This section explains how the project site safety and environmental issues are to be resolved.

#### Definitions

The project site safety and environmental issues may relate to:

- a) Worker's responsibilities, involvement and participation in safety and environmental procedures
- b) The physical nature of the work environment
- c) The particular risks or hazards in the project environment
- d) The personal protective equipment which must be worn
- e) Emergency and evacuation procedures
- f) Accident and injury procedures and reporting requirements

### Raising Project Site Safety and Environmental Issues

Any project site safety and environmental issues should be raised and discussed with the project Health & Safety supervisor and/or manager as soon as it is identified.

Project personnel are entitled to seek assistance from others in raising and discussing the problem.

Where required, the project personnel's supervisor and/or manager will endeavour in good faith to resolve the problem without the need for further intervention.

#### Reporting of Project Site Safety and Environmental Issues

Any project personnel who believe they have a project site safety and environmental issue must make their supervisor and/or manager aware of the issue as soon as possible, but within 24 hours of the issue arising or coming to the notice of the project personnel.

### Mediation

If the project site safety and environmental issue is not solved by discussion, any party may (without undue delay) seek the assistance of the Southbase Health, Safety and Environmental Manager to mediate a resolution.

All parties must co-operate in good faith with the Health, Safety and Environmental Manager in an effort to resolve the problem.

Mediation is confidential and, if it does not resolve the problem, is without prejudice to the parties' decisions.

Any settlement of the problem signed by the Health, Safety and Environmental Manager will be final and binding.

If not resolved by mediation, the problem may be referred to the operations.

### Workers Participation

Southbase Construction has various processes to encourage the participation of workers and Sub-Contractors in activities which promote improvements in Health and Safety performance. In particular, these include their appropriate involvement in:

- Health and Safety Team meetings
- Hazard identification, risk analysis and determination of controls
- Incident investigation
- The development and review of the Health and Safety policy and objectives.
- Workplace inspections and audits
- Workplace suggestion schemes
- Input gained through reporting, pre-shift, toolbox and Health and Safety meetings.

### Sub-Contractors Participation

Sub-Contractors must be informed about their participation arrangements and responsibilities for overlapping duties for the workplace. In order to achieve this, they must:

- a) Nominate a representative(s) or contact person on site in relation to Health and Safety matters (This is generally the contract manager)
- b) Allocate time and resources necessary to participate in Southbase Construction Health and Safety activities
- c) Access information that is relevant to current or planned Health and Safety Management System and general improvement activities.
- d) Utilise the mechanisms to identify and remove obstacles or barriers to participation.

## 28. HSE PERFORMANCE ASSESSMENT

### Project Health, Safety and Environmental Reporting

The project reports to the client via a PCG report monthly. The PCG report includes a comprehensive HS&E section which details the following information:

- Details of any HS&E promotional activities completed/introduced during the last period.
- Details of any HS&E training completed during the last period.
- Summary of lost time injuries for last period (summary must include copy of the incident and investigation reports for each LTI and, where relevant, a copy of any notice to WorkSafe)
- Summary of incidents for last period (medical treatment injuries, first aid injuries, near-misses) must also include a brief description of each incident.
- Summary of toolbox / safety and environmental meetings held for the period.
- Summary of Risk Assessment/task analyses submitted/approved during the period.
- Summary of HS&E inspections completed during the period.
- Summary of HS&E audits (internal/external/client) completed during the period (including details of any corrective actions being taken to address any significant issues identified as part of the audit)
- Other safety and environmental statistics/information (such any hazardous incidents and activities relating to environmental aspects or public relations)
- Any other HS&E information that the client, or their representative, may reasonably request.

### Project Lead and Lag Indicators

Southbase Construction has a process for measuring Health and Safety performance. Metrics include leading and lagging indicators to measure the effectiveness of the Health and Safety Management System and drive continuous improvement.

**Lead indicators** are designed to drive and measure activities that are carried out to proactively control and prevent illness and injury, as well as loss to property and process. They enable the design and implementation of intervention strategies to address negative trends and loss events.

**The following safety KPI's have been set jointly in consultation with the construction manager and the project team;**

1. **Safety Observations:** Each Site, Senior Site Manager & Project Manager must identify, then have resolved, at least 3 Safety observation issues in Safebase during each visit to site.
2. **Site Inspections:** Each Site must have lodged at least 1 site inspection, closed out any identified actions and uploaded it into Safebase each week.
3. **TBT Meeting:** The site teams is to hold at least one Toolbox Talk meeting with the whole site at least once per week.
4. **Team Meetings:** One member of the site team to attend the regional HSE Team meeting every month.

**Lag indicators** provide information on undesired events that have resulted in harm to people and/or loss of process and property. This data allows comparison between historic and current Health and Safety performance and helps drive our actions and understanding - that all injuries are preventable. Lag indicators can also allow us to monitor safety performance against industry data.

The frequency of injuries (workers and Sub-Contractors) is used as one measure of Health and Safety performance.

### Health and Safety Interactions

The Southbase Project Team will conduct regular Health and Safety interactions (Safety Observations) with staff and Sub-Contractors that.

- a) Reinforces positive behaviours consistent with company/industry standards, procedures, and system requirements.
- b) Corrects behaviours inconsistent with company/industry standards, procedures, and system requirements.
- c) Verifies that personnel have the adequate training, equipment and certification if required - to undertake work that conforms to procedures and the hazards associated with the activity or task.
- d) Corrects non-conformance.

The interactions may be formal or informal and shall be viewed as a positive visible felt leadership process providing positive feedback and any areas of development required. Where these are done formerly (as recommended for Sub-Contractors) the safety observation process shall be used. When used informally this form also provides a good guideline of the key areas that should be observed.

### Workplace Inspections

Regular weekly HSE inspections of the overall condition of the workplace will be undertaken by the project team to identify any potential risks or hazards that could cause injury or damage.

These project management team inspections will be supported by a schedule of regular monthly HSE audits by an experienced safety professional. A schedule has also been developed to encourage cross auditing of projects by Southbase Site Staff from other projects.

Remedial action(s) will be implemented when the workplace inspection discovers areas or items which are either unsafe or could cause a future accident or illness.

Sub-Contractors shall schedule their own health, safety and environmental inspections of their project work areas and plant at regular intervals and shall include a copy of their self-inspection report in their site safety folder.

### Pre-Work Inspections

Each day, prior to commencing work, every worker shall inspect their work area to identify any new risks/hazards that may have developed and make their area(s) unsafe.

Any hazards found during these pre-work inspections must be immediately reported and all work in the immediate area of the hazard halted until the hazard is rectified.

## APPENDIX A

- A.1 HSE POLICY
- A.2 GOLDEN RULES
- A.3 SITE PLAN
- A.4 SEDIMENT CONTROL PLAN
- A.5 WORKPLACE BULLYING POLICY
- A.6 SITE SUSTAINABILITY MANAGEMENT PLAN
- A.7 PROJECT ORGANISATION CHART
- A.8 NOTIFIABLE WORK
- A.9 PROHIBITED ITEMS ON SITE
- A.10 SITE EMERGENCY EVACUATION PLAN
- A.11 CHEMICAL SPILL RESPONSE PROCEDURE
- A.12 RISK MATRIX
- A.13 ASBESTOS REMOVAL CERTIFICATIONS