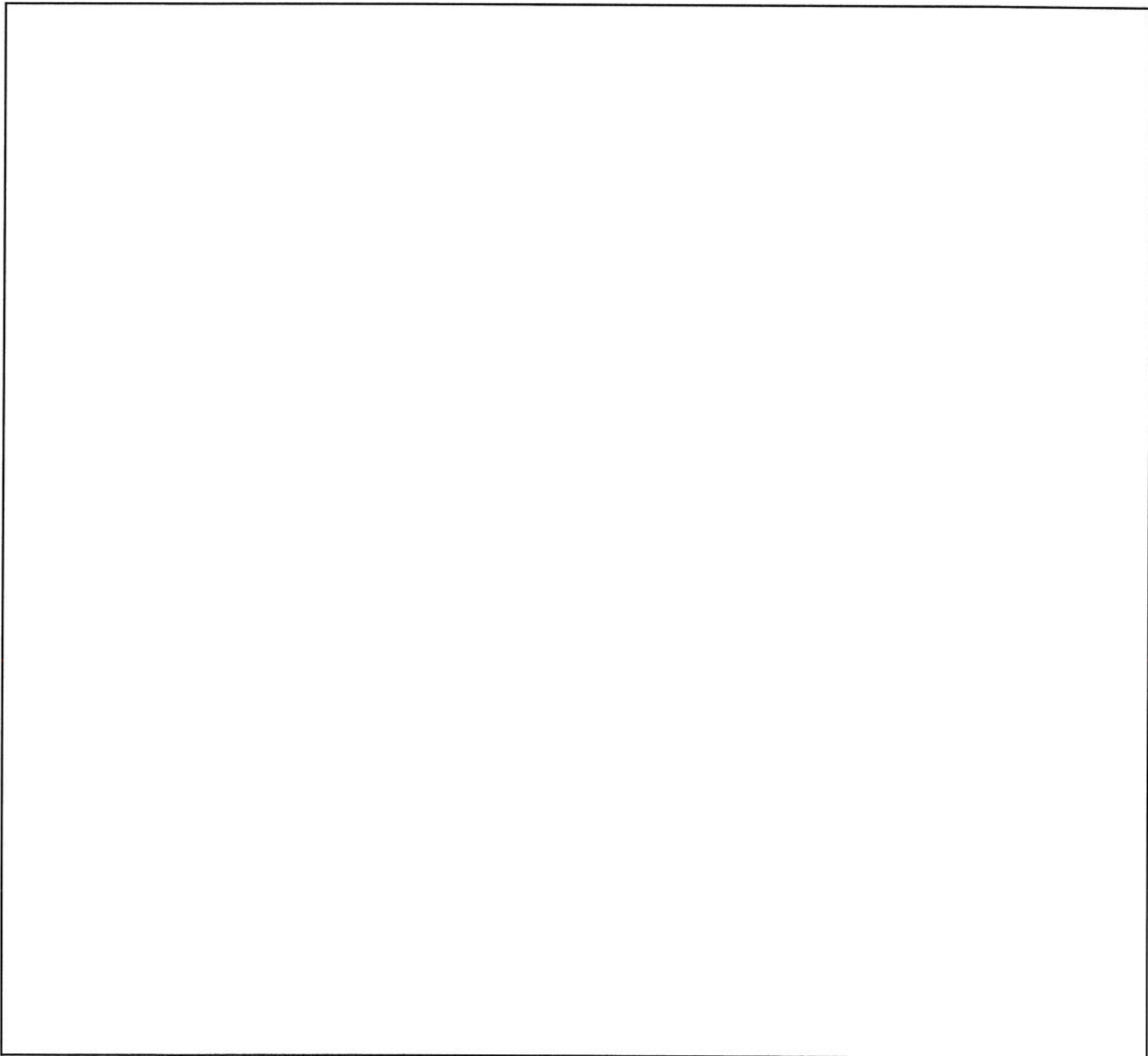


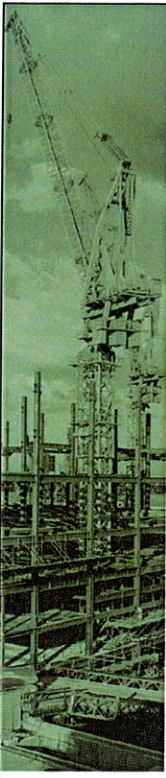
# CONTRACTOR MANAGEMENT

[www.sitesafe.org.nz](http://www.sitesafe.org.nz)

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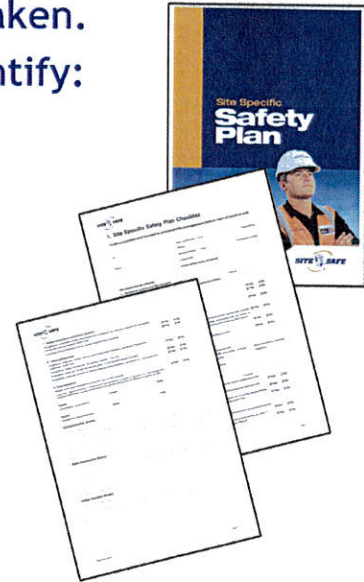


# Site Specific Safety Plan

Contractors must provide information confirming the safety activities that will be undertaken.

A safety summary checklist will identify:

- Responsibilities and contacts
- Hazard management
- Communication and participation
- Emergency management
- Accident management
- Training and qualifications
- Contractor management
- Approval and sign off



## Cover Page

This is a summary of the SSSP; it is not the plan itself. It enables those developing and those receiving the SSSP to get an overview that all the necessary elements of the plan have been completed. The cover page is where the submitter and the receiver sign off acknowledgement that the plan has been reviewed and accepted.

The subcontractor must identify the person who has control of the workplace and confirm this on form 1 of this SSSP. This will often be the project's principal, but if the work is being done directly for a client on their premises, then the employer in control of the site may be the client or building owner. The people in control of the workplace, and their site representative, have the overall responsibility for health and safety management for the site, which will include managing most of the items in the SSSP Checklist and co-ordination of all trades' health and safety.

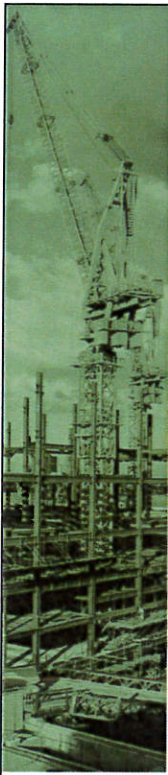
## Sign-off/Approval

Before any work commences on site, the subcontractor will sign off their SSSP and submit it with all attachments to the principal/site management for approval.

The principal/site management will review the plan using the Site Specific Safety Plan Evaluation (form 16) and return it to the subcontractor if not complete, or request a meeting with the subcontractor to review and action any deficiencies.

Once all the evaluation checks have been satisfactorily agreed, the principal/site management will sign and date the SSSP confirming approval and return a signed copy to the subcontractor for their record.





# Hazard Management

The basic contractor safety plan will include:

- Hazard Register
- Pre-start Checklist

High risk work will require:

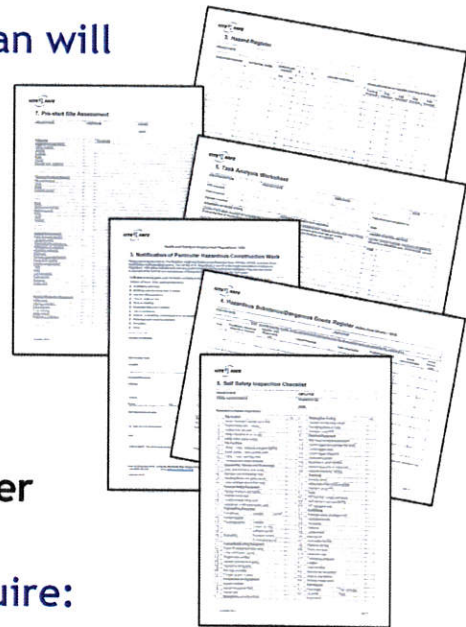
- Task Analysis (or similar)
- WorkSafe Notification

If work involves chemicals:

- Hazardous Substance Register (and SDS's)

Longer duration work will require:

- Site Inspections (periodic)



## **Notifiable Works (*WorkSafe NZ –Notification of Particular Hazardous Construction Work – form 3; Task Analysis Worksheet – form 5*)**

Where Notifiable Work (as defined in sections 2 and 26 of the Health and Safety in Employment Regulations 1995) is to be carried out by your business, you must notify WorkSafe NZ in writing at least 24 hours before starting such work. Site management will require confirmation that you have done this. You must provide a copy of the Notification and a Task Analysis Worksheet for their records. If you are carrying out Notifiable Work, then you must have a full-time **on-site** safety representative and he/she must be the holder of the Site Safe Advanced Passport, the Supervisor Gold Card or the BCITO National Certificate in Construction Health and Safety and Injury Prevention.

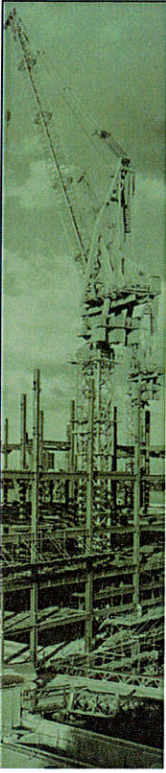
## **Hazard Management (*Task Analysis Worksheet – form 5; Hazard Register – form 2; Hazardous Substance/Dangerous Goods Register – form 4*)**

All hazards to be brought onto the site or created during the course of the work must be identified and controlled. The standard Task Analysis Worksheet may be used to analyse the various tasks within your trade work, identify the significant safety hazards and detail the method of control. These sheets must be attached and forwarded with your SSSP.

A Hazardous Substance/Dangerous Goods Register must be maintained with the appropriate Safety Data Sheet (SDS) attached. If specific emergency processes need to be set up, this will be addressed on the Task Analysis Worksheet and in an attached Emergency Plan (form 9) to be incorporated into the project emergency planning and evacuation processes.

## **Safety Inspections and Safety Reviews (*Self Safety Inspection Checklist – form 8; Pre-start Site Assessment form 7; Safety Activity Monitoring Register Wall Chart – form 15*)**

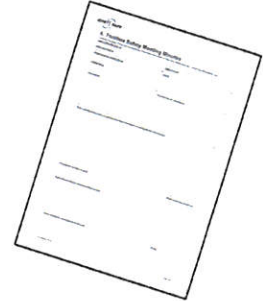
You are required to carry out regular, documented safety inspections of your own work areas while on site, at the intervals scheduled in the Safety Activity Monitoring Register Wall Chart. Copies of the Accident and Incident Investigation Report must be given to site management for discussion at safety meetings. Any recommended/completed corrective action will be advised at these meetings.



# Employee Involvement

If employing workers the contractors safety plan will include:

- Pre-start safety meeting
- Toolbox Talk Minutes
- Periodic Safety Meetings



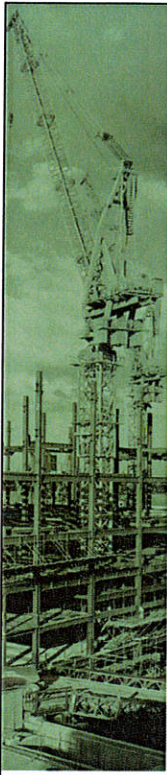
The same template may be adapted/used for various types of safety forums



## **Communication/Employee Participation (*Toolbox Safety Meeting Minutes – form 6*)**

On-site safety requirements must be communicated to all site personnel. This will include the notification of hazards brought onto the site or created during the course of the work. Do this by posting hazards on the main site hazard board, or advising staff during regular safety meetings. The aim is to ensure that all workers on site are aware of the hazards as they arise and are advised when they no longer exist. If English is the second language of any of your employees, then you must maintain a liaison person on site who can effectively communicate between them and the site management team.





# Emergency Management

If undertaking high risk work where a rescue/recovery procedure is required the contractors safety plan will include:

- **Emergency Rescue Plan**

If the contractor is in control of a site where other persons are working the contractors safety plan will include:

- **Emergency Evacuation Plan**

## **Emergencies (Emergency Plan – form 9; Emergency Evacuation Plan – form 9a)**

In the event of a site evacuation, the Emergency Evacuation Alarm will be sounded and your employees must promptly evacuate the site. The site management team will notify you of your assembly point at the time of your induction onto the site.

Some emergencies that you may need to prepare for, and have a procedure to deal with, include spillage of hazardous substances, serious harm accidents to your staff, and rescue of a fall arrest victim. Each potential emergency you identify under your hazard management process in section 3 of form 1 must have an emergency plan and procedure prepared and included with the hazard management information submitted so that any effect it may have on the Emergency Evacuation Plan can be identified and rectified.

You must have a person on site trained in First Aid, with a current valid certificate, in case of an injury or accident.

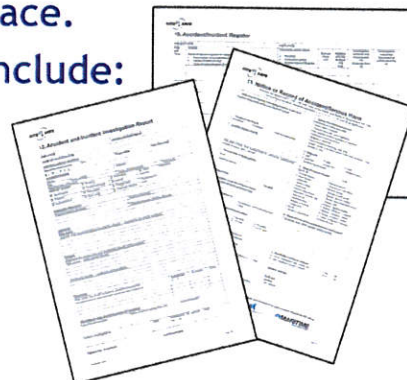


# Accident Management

All employers are required to have procedures for managing accidents in the workplace.

The contractors safety plan will include:

- Accident Register
- WorkSafe notification of serious harm
- Accident Investigation



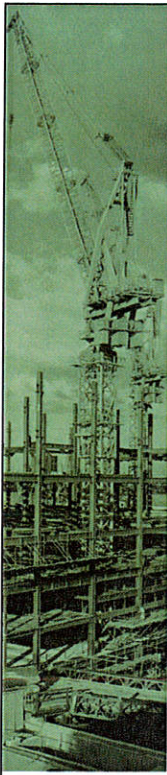
These should be available in case of incidents occurring. Accident registers should regularly record near miss and minor harm.



**Accident/Incident Reporting (*Accident/Incident Register – form 10; Notice or Record of Accident/Serious Harm – form 11; Accident and Incident Investigation Report – form 12*)**

All accidents and incidents must be reported immediately to site management. Accident and Incident Investigation Reports are to be given to site management as soon as is practicable. You must also report serious harm accidents directly to WorkSafe NZ. In the case of serious harm accidents, the scene must not be disturbed until a full and complete accident investigation has been undertaken.



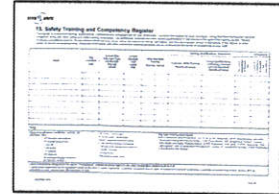


# Training and Qualifications

All employers are required to ensure workers are trained and experienced.

The contractors safety plan will include:

- **Training and Competency Register**



Where workers lack experience then supervision must be put in place. High risk work will require higher levels of supervision.

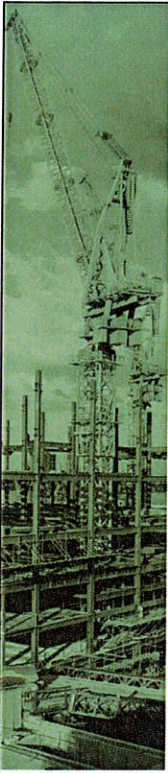


## **Training/Induction (*Safety Training and Competency Register – form 13*)**

All persons starting work on this site must go through a formal induction process. During this process, safety rules and various site specific issues will be discussed.

To work on a site you must have a current site access card such as the Site Safe Passport, Advanced Passport or Supervisor Gold Card. Please supply a list of all your employees working on this site, along with their access card numbers and expiry dates at the time of the induction. All employees will be expected to show their Site Safe access cards at induction.

***You will need to provide and maintain evidence of your employees' skills training, e.g. trade qualifications, certificate of competency, etc.***

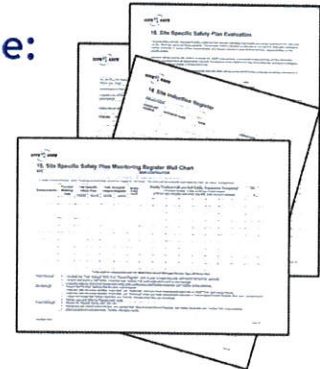


# Contractor Management

If contractors engage their own sub-contractors they will need to manage them.

The contractors safety plan will include:

- SSSP evaluation
- Site Induction Register
- Safety Activity Monitoring Chart



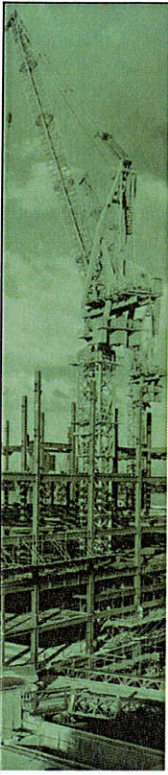
## **Subcontractor Evaluation (SSSP Evaluation form 16)**

The subcontractor must have a process in place for approving their own subcontractors' safety systems. If the subcontractor contracts out some of their work to another subcontractor, then the site management must be notified in a schedule attached to the subcontractor's SSSP of the names and contact details for all their subcontractors.

## **Safety Reviews (Pre-start Site Assessment form 7; Safety Activity Monitoring Register Wall Chart – form 15)**

You are required to carry out regular, documented safety inspections of your own work areas while on site, at the intervals scheduled in the Safety Activity Monitoring Register Wall Chart. Copies of the Accident and Incident Investigation Report must be given to site management for discussion at safety meetings. Any recommended/completed corrective action will be advised at these meetings.





# Builders Safety Kit

All businesses are required to have a Safety Plan in place. Builders can support this with a Contractors Site Safety Kit.

The Safety Kit includes:

- Weather proof wallet & Site Plan
- ICE (In Case of Emergency) Pack
- Danger Sign
- Hazard Board
- One year free membership
- Health and Safety Policy (electronic)
- Site Specific Safety Plan (electronic)

