



CONTRACTOR MANAGEMENT

www.sitesafe.org.nz

Presentation Topics

- Site Safe - A Brief History
- What do we Do
- Site Specific Safety Plan (SSSP)
- Health & Safety Law Reform
- Questions



Site Safe New Zealand Inc

- Created by Zealand construction industry in 1999 to address unacceptable accident rates in the construction industry
- A not for profit organisation governed by a board of directors representing the construction industry
- Membership based and modelled on international best practice
- 16 years on has seen a significant reduction in injury rates but still plenty of room for improvement



Site Safe Products and Services

Site Safe has a nationwide team of specialist Safety Advisors able to provide assistance in

- Safety Planning & Systems
- Auditing and Industry Benchmarking
- Accident/Incident Investigation
- Coaching/Mentoring & Technical Advice

Site Safe has a wide range of Safety Courses

- Sector Specific Safety Passports
- Height & Harness
- Safety Planning, Management, Leadership



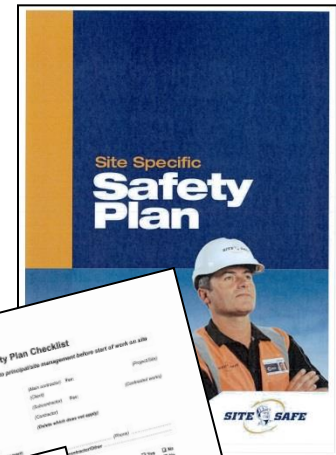
For more information go to www.sitesafe.org.nz

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



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)



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



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

9. Emergency Plan and Procedures for Hazardous Work

PROJECT/SITE	EMPLOYER
Potential Emergency Situations	Location:
Responsibilities	Personnel:
Evacuation Procedures	Assembly area:
Medical Treatment	First Aid:
Training and Competence	Procedures to obtain air test:

9a. Emergency Evacuation Plan

Emergency Evacuation Plan

In the case of emergency requiring evacuation of the project, follow:

FIRE, EXPLOSION, BOMBING, COLLAPSE, STRUCTURAL FAILURE, COLLAPSE, TRAINING, EXHAUSTION, INJURY, INCIDENT, HAZARDOUS SITUATION, OR PROTECTIVE EVACUATION

The following warning will occur:

If this warning occurs, SHUT DOWN all power and equipment. All personnel on the project are to proceed IMMEDIATELY by the SAFEST IDENTIFIABLE ROUTE to the SAFE ASSEMBLY POINT.

And REMAIN there, as ALL directions are to ACCOUMODATE OFFICIAL CLEARANCE.

DO NOT RE-ENTER the project until the project manager has given the MEDICAL FACILITIES LOCATED AT:

When calling 911, READ THE FOLLOWING TO THE OPERATOR:

Who has an emergency at
Address is (City, street, etc.)
Our phone number is ()
Our project name is ()
Send someone nearby to meet the emergency services.

EMERGENCY TELEPHONE NUMBERS:

Dial 111 for
POLICE
FIRE
AMBULANCE
DIAL 111
PHONE NUMBERS MAY DIFFER - CHECK YOUR LOCAL DIRECTORY

Police ()
Fire ()
Ambulance ()
Nearest Hospital ()
Nearest Police Station ()
Nearest Fire Station ()

PROJECT AND FIRE EXTINGUISHER LOCATED AT OFFICE ON:



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.

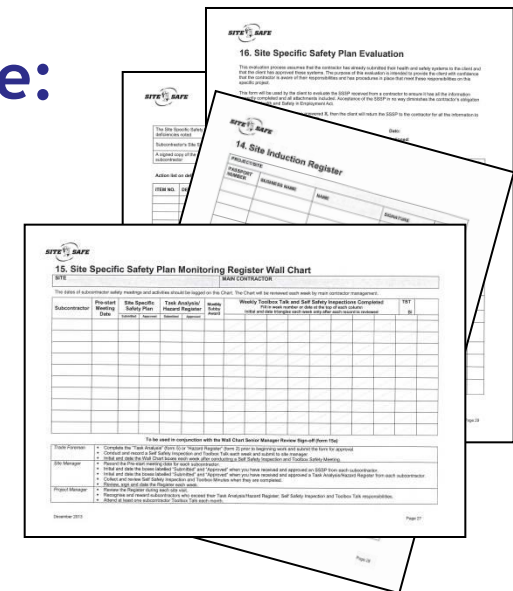
The image shows three overlapping WorkSafe forms. The top form is '10. Accident/Incident Register', which is a table with columns for 'PROJECTS', 'EMPLOYEES', 'INCIDENTS', 'SERIOUS HARM', and 'FATALITIES'. The middle form is '11. Notice of Record of Accidents/Serious Harm', which is a form for reporting serious harm or fatalities. The bottom form is '12. Accident and Incident Investigation Report', which is a form for reporting and investigating accidents and incidents.

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





Health & Safety Law Reform

The Health and Safety at Work Act will come into force 04 April 2016. Key components include:

- New Regulator - WorkSafe NZ (December 2013)
- A shift from hazard management to risk management
- A change in the duty holders - PCBU's and Workers
- Duties for company officers - Due Diligence
- Focus on high risk sectors, Occupational Health
- Stronger enforcement & penalties
- Enhanced worker participation
- Regulations and guidance to follow

Questions?

