

Wellington Region

Main Contractors

Minimum Site Safety Requirements



A group of Wellington-based main contractors have got together to collectively present their individual company minimum site requirements for subcontractors. It is broken into three key areas; non negotiables, critical risk/high risk activities, and site rules.

For a greater level of detail around what this means for individual contractors and their sites, we encourage a conversation and sharing of information prior to starting work.

While there are some areas of difference, there are also many areas where the requirements are the same. In presenting together, the main contractors acknowledge both similarities and differences and the importance of transparency for all those who work in the commercial construction sector.



Wellington Region Main Contractors

Minimum Site Safety Requirements

Below is a condensed list of Wellington-based Main Contractors' Minimum Site Requirements so that Subcontractors know what is expected of them in regards to "non-negotiable" requirements and critical risk/high risk activities.

Group	Topic	Requirement/Rule	Aspec Wellington	Brosnan	CMP	Hawkins	Holmes Construction	First Principles Constructors	LT McGuinness	Maycroft Construction	McKee Fehl	McMillan & Lockwood	Naylor Love	Peryer Construction	Redican Allwood	Watts & Hughes	Wilson Commercial		
Non Negotiable	Pre-qualification	Sitewise or alternative independent pre-qualification system		✓		✓	✓	✓			✓	✓	✓	✓	✓	✓			
		Main contractor assessment in-lieu of pre-qualification		✓			▲	✓	✓			✓	✓	✓	✓	✓	✓		
	HSE/QA Pre-Start Check	Confirm that relevant HSE & QA requirements have been met before work starts			✓	✓	▲	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Notifiable Works registered	WorkSafe advised of relevant works with evidence available	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	SSSP - Site Specific Safety Plans	SSSP must be approved prior to works commencing on site	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Site Induction	All workers must be inducted before commencing work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Sign in and out	All workers/visitors to sign in and out each day	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Training/Supervision/Testing	Workers must be appropriately trained or adequately supervised	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Site Safe training	✓	✓	✓	✓	▲	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Construct Safe test	✓		✓	✓			✓	✓		✓	✓			✓	✓	✓	
		Supervisors to undertake Site Safe Supervisor or Leadership training				✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	
	TA/SWMS	TA/SWMS required for all critical risks (including rescue planning)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Hazardous Substances	Recorded on register, reviewed regularly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		SDS Sheets available	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Stored and used appropriately	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Pre Start Meetings	Held daily - including all trades/subs	▲	✓	✓	✓	▲	✓	▲	✓	✓	✓	✓	▲	✓	▲	▲	▲	
	Plant & Equipment	Registers held by subs and available as required	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Inspections completed by subs and available as required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Site Inspections	Weekly by site or subs with evidence documented	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	▲	
	Toolbox Talks	Held daily/weekly by site or subs with evidence documented	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	▲	
Incident Reporting & Investigation	All incidents and accidents reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Notifiable events reported to WorkSafe	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Critical Risk/ High Risk Activities	Asbestos	Accredited personnel/contractors only	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		Approved plans in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Confined Space	Approved plans in place	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Demolition	Approved plans in place		✓	✓	✓	▲	✓			✓		✓			✓	▲		
	Excavation/B4 U Dig	Approved plans in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	▲		
	Height	Approved plans in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Harness use for trained personnel only (NZQA unit standard)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Hot Works	Permit to work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Ladders	Permit to work/approval to use				✓	▲	▲	✓		✓	✓	✓	▲					
		Platform/Podium ladders preferred	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	
		Regular inspections conducted and documented	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		
	Lifting Operations	Approved plans in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Live Services	Permit to work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	▲		

As required



Wellington Region Main Contractors

Minimum Site Safety Requirements

Below is a comprehensive list of Wellington-based Main Contractors' Minimum Site Requirements for Subcontractors so that Subcontractors know what is expected of them in regards to "non-negotiable" requirements, critical risk/high risk activities and site rules.

Group	Topic	Requirement/Rule	Aspec Wellington	Brosnan	CMP	Hawkins	Holmes Construction	First Principles Constructors	LT McGuinness	Maycroft Construction	McKee Fehl	McMillian & Lockwood	Naylor Love	Peyer Construction	Redican Allwood	Watts & Hughes	Wilson Commercial		
Non Negotiable	Pre-qualification	Sitewise or alternative independent pre-qualification system		✓		✓	✓	✓			✓	✓	✓	✓	✓	✓			
		Main contractor assessment in-lieu of pre-qualification		✓			▲	✓	✓					✓					
	HSE/QA Pre-Start Check	Confirm that relevant HSE & QA requirements have been met before work starts			✓	✓	▲	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Notifiable Works registered	WorkSafe advised of relevant works with evidence available	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	SSSP - Site Specific Safety Plans	SSSP must be approved prior to works commencing on site	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Site Induction	All workers must be inducted before commencing work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Sign in and out	All workers/visitors to sign in and out each day	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Training/Supervision/Testing	Workers must be appropriately trained or adequately supervised	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Site Safe training	✓	✓	✓	✓	▲	✓	✓	✓	✓	✓	✓	✓		✓	✓		
		Construct Safe test	✓		✓	✓			✓	✓			✓	✓		✓	✓		
		Supervisors to undertake Site Safe Supervisor or Leadership training				✓	✓	✓	✓	✓			✓	✓		✓	✓		
	TA/SWMS	TA/SWMS required for all critical risks (including rescue planning)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Hazardous Substances	Recorded on register, reviewed regularly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		SDS Sheets available	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Stored and used appropriately	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Pre Start Meetings	Held daily - including all trades/subs	▲	✓	✓	✓	▲	✓	▲	✓	✓	✓	✓	▲	✓	▲	▲	▲	
	Plant & Equipment	Registers held by subs and available as required	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Inspections completed by subs and available as required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
	Site Inspections	Weekly by site or subs with evidence documented	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	▲	
	Toolbox Talks	Held daily/weekly by site or subs with evidence documented	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	▲	
	Incident Reporting & Investigation	All incidents and accidents reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Notifiable events reported to WorkSafe	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Critical Risk/ High Risk Activities	Asbestos	Accredited personnel/contractors only	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Approved plans in place			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Confined Space		Approved plans in place	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Demolition		Approved plans in place		✓	✓	✓	▲	✓			✓		✓			✓	▲		
Excavation/B4 U Dig		Approved plans in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	▲		
Height		Approved plans in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Harness use for trained personnel only (NZQA unit standard)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
Hot Works		Permit to work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Ladders		Permit to work/approval to use				✓	▲	▲	✓			✓	✓	▲					
		Platform/Podium ladders preferred	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	
	Regular inspections conducted and documented	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓			
Lifting Operations	Approved plans in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Live Services	Permit to work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	▲		
Site Rules	Behaviour	Suitable language and behaviour at all times - workplace free from harassment, threats, assaults, violence, bullying, horseplay etc	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Children and Pets/Animals	Children under 15 years and pets are not permitted	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Drug & Alcohol	Possession and use of illegal drugs & unauthorised drinking of alcohol is not permitted	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Random testing conducted	▲	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	▲		
	Dust	Applicable controls must be in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Electrical	Testing and tagging of equipment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Environmental	Spill kits available and waste disposal appropriate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Fire Prevention	Fire extinguishers/blankets available	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Fumes	Applicable controls must be in place	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Grinders	Grinders must have deadman switch and handle		✓	✓	✓		✓				✓	✓	✓	✓	✓	✓		
	House-Keeping	Materials stacked/stored correctly, neatly and safely	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Accessways kept clear at all times	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	MEWP	Trained Operators only (NZQA unit standard)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Mobile Scaffolding	Competent persons to erect/dismantle	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Music/Radios	No radios, audio players or ear phones/ear buds	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	▲	▲	
	Non Conformance/Corrective Action	Such notices or systems in place to capture and correct H&S breaches	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Powder-Actuated Tools (PAT)	Trained operators only	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Tool must be certified within 6 months	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Tool must be stored safely and securely	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		J20 prohibited	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓
	PPE	Hard hat	▲	✓	✓	✓	▲	✓	✓	✓	✓	▲	✓	✓	▲	✓	▲	▲	▲
		Chin straps		▲		▲		▲	✓			▲		▲		▲			
		Hi-viz clothing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Full cover/Long-jongs				✓		▲				✓		▲				▲	
		Protective footwear	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Eye Protection	▲	▲	▲	✓	▲	✓	▲	▲	▲	▲	✓	✓	▲	✓	▲	▲	▲
		Ear Protection	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	✓	✓	▲	✓	▲	▲	▲
		Gloves	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	✓	✓	▲	✓	▲	▲	▲
		Other	▲	▲		✓	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
		Scaffolding (5 metres +)	Use of certified scaffolders with weekly inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Smoking/Vaping	Where permitted within designated area only	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		
	Non smoking sites			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	▲			
Traffic Management Plans	Appropriate plans in place and approved	✓	✓	✓	✓	▲	▲	✓	✓	✓	✓	✓	✓	✓	✓	✓	▲		
Wellbeing	Guidelines/options in place including subs	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	▲			