

FAQs

Train

- Q: What foundational training counts?**
A: Any of Site Safe's Foundation Passport courses.
- Q: Who can train Passport courses?**
A: Site Safe approved trainers (including Site Safe employees and contractors, other training providers licensed to deliver, and approved in-house trainers).
- Q: Why does the foundational training have to be a Site Safe Passport course?**
A: Because it's the course deemed by industry to meet the minimum standard required for site access for over 20 years.
- Q: Why train and assess?**
A: Training helps people learn. Assessment confirms retention of knowledge and identifies any gaps that need filling.
- Q: Does the training cover what's in the assessment?**
A: No. It would be impossible to cover the content of all 350 questions inside a 4-hour Passport course as well as the important cultural and motivational aspects of good health and safety practice. However the combination of the Passport handbook and participation at the course provides a solid foundation on which to undertake the assessment.

Take Action

- Q: Do I have to do a site-specific induction if I've completed the foundational training and subsequent assessment?**
A: Yes. All three things go hand-in-hand. Every site is different so while you have learnt and demonstrated your safety knowledge, there will be things unique to the site that you need to learn about before starting work.
- Q: Does the site-specific induction cover the same things covered in the Site Safe Passport course?**
A: It shouldn't! Site-specific inductions should focus on the things particular to the site, not on generic, foundational health and safety information.
- Q: How closely will I need to be supervised following the assessment?**
A: Your employer will determine the appropriate level of supervision. Let's face it, they do not want you to be harmed on site so it's in their best interest to make sure you're safe!

Assess

- Q: Can I fail the assessment?**
A: Try not to think of it as failing, but rather as identifying areas where more learning is needed.
- Q: Will I be denied access to site if I get some answers wrong?**
A: No. Access to site is not determined by the outcome of the assessment. Most sites do however require all workers to have a current Site Safe card.
- Q: What if I struggle to read English?**
A: Someone will be able to help you by reading out the questions and answers so that you can record your selected answers.
- Q: How will I learn about the things that I got wrong so that I am safe on site?**
A: Your employer will map out a plan to help you upskill in these areas. They'll also need to make sure you're supervised in the meantime.
- Q: What if some of the questions are about areas of construction that do not relate to the work I do?**
A: You will still have to answer them but your employer is likely to not be so bothered about filling those gaps (if you get those particular questions wrong) because they do not relate to your job.

Develop

- Q: Do I have to continue to train on an on-going basis?**
A: Yes. Training is not a one-off event; it's important to refresh your knowledge and share your experiences with others. There may also be new aspects to your job that require you to develop new knowledge and skill. These areas will also require additional training. It's also worth noting that while you're still learning, you'll also need to be supervised.
- Q: Do I need to repeat the training if I've already done a Site Safe Passport course?**
A: Site Safe doesn't expect people to do the same course over and over again. Once you hold a Passport, there are other courses available to refresh knowledge and learn new things. The industry expects some sort of training to occur every two years to maintain currency.

DRAFT

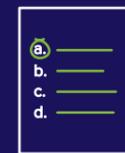


A Quick Guide to Site Access

► To provide a safe environment for workers, industry needs to:



Build knowledge through reputable and consistent foundational health and safety training



Undertake assessments to determine the breadth and depth of knowledge



Take action to induct and supervise



Develop and grow capability and capacity

CHASNZ, Site Safe and the industry; working together to achieve consistent site access standards and safer workplaces for everyone.

TRAIN

> Site Safe Foundation Passport

Foundation health and safety training provides the base on which a safe and productive workforce is built.

Site Safe offers Foundation Passport training in three formats to cater to:

- Building and construction workers
- Civil workers
- Consultants

Each course is 4 hours long and is delivered to a consistent, quality-assured standard throughout the country by Site Safe trainers and other individuals or organisations approved to do so under license.

Foundation Passport courses aim to:

- Motivate learners to stay safe on site
- Understand peoples' health and safety responsibilities
- Improve health and safety awareness on construction sites

Foundation Passport training is seen as the minimum awareness standard to enter a site. That doesn't mean that someone is "guaranteed safe"; it simply means they have been provided with a foundational-level of knowledge that can be applied in a site environment.

It also means that workers are better-prepared to undertake a more formal assessment of knowledge than if they were to do so without any previous, recent, or relevant construction health and safety training.



ASSESS

> Foundation ConstructSafe

Once foundation training is complete, it is important to assess an individual's knowledge to:

- Confirm the level of understanding
- Determine what has been retained
- Identify any gaps in knowledge

The Foundation ConstructSafe assessment contains 50 questions (with multi-choice answers) selected from a pool of 350 questions.

There are eight categories of questions including:

- | | |
|------------------------|-------------------|
| • General | • Plant |
| • Height | • Site traffic |
| • Hazardous substances | • Live services |
| • Emergencies | • Confined spaces |

There is officially no pass or fail mark but industry has notionally accepted that someone who achieves a score of 85% or more has retained an acceptable level of foundational health and safety knowledge to be considered site-ready.

An individual's assessment report is provided to both the worker and the employer identifying any gaps in knowledge and a suitable course of action implemented. Gaps could result from:

- A momentary lapse of memory
- A lack of understanding
- Language barriers
- Learning difficulties

Regardless of the cause or outcome, the report provides employers the opportunity to support their workers by documenting and implementing plans to address these gaps.

It is important that workers who obtain less than 85% aren't denied site access or support. The decision on whether any further intervention and up-skilling is necessary belongs to the employer.



TAKE ACTION

> Induct & Supervise

The first action that needs to take place for all workers when entering a new site is a site-specific induction. No two construction sites are the same and so it is crucial that workers are orientated to the site and advised about site-specific requirements for operating.

They should also be made aware of how hazards and risks may present themselves on the site and protocols associated with reporting, PPE, emergencies and evacuation.

Site-specific inductions should not focus on the same things that are covered during foundation health and safety training, nor should the combined training and assessment be considered as a replacement for site-specific inductions. All three things (training, assessment and induction) are complementary and necessary.

The second action that needs to take place is putting in place the appropriate level of supervision whether direct, indirect or remote.

The third action that needs to take place is to execute the plan developed following foundation training and assessment. The plan could include things like:

- Targeted areas for upskilling
- Further training
- Additional testing
- On-going monitoring

Regardless of what the plan is and how it is implemented, it needs to be individualised. There is no one size fits all when it comes to dealing with individual workers as every person is different. Employers need to take charge of this piece of the puzzle so that workers are fully equipped to undertake their job and work on site in a safe manner.

It is recommended that once action plans are completed, workers who achieved less than 85% are re-assessed to confirm their newly acquired knowledge retention. Under normal circumstances this should happen as soon as possible and within three months of the initial assessment.

On-going monitoring and supervision appropriate to the individual, task and level of competency required should be business as usual for all employers.

DEVELOP

> Grow Tomorrow's Leaders

The construction industry is known for its training; both informal and formal. Trained workers are the nucleus of the industry with plenty of scope for workers to develop and progress over time; some in technical trade-related skills, some in supervisory and leadership skills, and some in both areas.

Identifying those who can or need to readily develop helps to grow a confident and capable workforce.

Foundational health and safety training and assessment should not be the start and end-points in building worker capacity and capability.

Site Safe and other recognised training establishments offer a range of construction-related health and safety training covering:

- | | |
|----------------------------|------------------------------------|
| • Technical trade-related: | • Risk management |
| > Height and harness | • Site leadership |
| > Fall arrest | • Managing contractors |
| > Confined space | • Health and Safety Representative |
| > MEWP | • Accident Investigation |
| • Supervisor | • Site Specific Safety Planning |
| • Training of workers | |

Most courses have individual, formal assessments that must be done in order to complete course requirements. In some instances, NZQA unit standards are awarded upon successful assessment outcomes.

Along with foundational health and safety training, Site Safe also offers a 40-credit New Zealand Certificate to those who complete the required range of courses.

The construction industry has a long, proud tradition of training and growing its people. Let's continue the tradition and build a safer industry, together.

