



**SITE SAFE**

Te Kaitiaki o Haumarū



# SITE SAFE PASSPORT COURSES

*Fourth edition, March 2021*



01

START WITH A FOUNDATION PASSPORT COURSE

02

RENEW WITH A PASSPORT PLUS COURSE

03

STEP UP TO ONE OF OUR ONE OR TWO-DAY COURSES

Here at Site Safe we are proud to be safe.  
Each year, our Passport courses help more than  
**75,000** people to stay safe on site.



START HERE



# FOUNDATION PASSPORT – OVERVIEW

*If you're just starting out training with us then we recommend you begin with one of our Foundation Passports.*

**The Foundation Passport is available in three options:**



## Overview

Site Safe's Foundation Passport courses ensure everyone on site has a basic understanding of their health and safety responsibilities. These entry-level safety awareness courses introduce key topics, including how to keep yourself safe, understanding and controlling risk, basic technical hazards, and legal requirements. Influencing on site attitudes and behaviours is a strong focus, and learners gain skills to take the lead on health and safety issues.

## Benefits of a Foundation Passport course

- › Create positive attitudes towards health and safety in the workplace
- › Learn how to keep safe on site
- › Gain site access with a Site Safety Card

## Site Access with our Site Safety Cards

*Many of New Zealand's major contractors have adopted the Site Safety Card/Passport as a standard of entry to their sites. Over 70,000 New Zealand construction workers a year attend a Passport course.*

*Adopting the Site Safety Card/Passport is one way an employer, person in charge of a business or undertaking (PCBU), or other client can work towards meeting their responsibility to ensure workers and contractors are not harmed while carrying out their work.*

*Learners can download a digital copy of their Site Safety Card from the app or Google play store by searching Site Safe NZ.*





4 HRS IN-CLASS

4 HRS ONLINE AVAILABLE



# FOUNDATION PASSPORT – BUILDING CONSTRUCTION

## Who should attend this course?

Workers, contractors and managers in the residential, commercial and maintenance sector who have not completed a Site Safe Passport course before.

## Introduction

The Foundation Passport – Building Construction is a four-hour entry level course that helps learners understand their basic health and safety responsibilities. The course examines the life-changing personal consequences of unsafe actions and injuries, weighed against the pressure on workers to take shortcuts. Being safe personally, despite what everyone else is doing, is a major theme used to drive high-level safety performance.

## Aim

- › Understand basic health and safety responsibilities
- › Improve health and safety on site by becoming a positive role model

## Course content

- › The reasons for being safe
- › Shaping health and safety culture
- › Health and safety conversations
- › How to take action
- › The impact of risk taking and injuries
- › Learn how to speak up when you are not safe
- › Understand the power of role models

## The Foundation Passport – Building Construction provides an introduction to:

- › Working at height
- › Mobile elevating work platforms
- › Scaffolding
- › Harness safety
- › Hazard identification
- › Noise
- › Manual handling
- › Worker engagement
- › Safe practices
- › Safety self-inspections
- › Asbestos, dust, spills and contaminated soil
- › Conducting inspections of mechanical plant, personal protective equipment (PPE) and harnesses

## Course format

- › Competitive team quiz
- › Discussions
- › Videos
- › Puzzles and games

ASSESSMENT

IN-CLASS

## What will I receive?



A Site Safety Card/  
Passport  
(valid for two years)



Four Licensed Building  
Practitioner points  
(learner to register)



A Site Safe Passport  
Handbook



Two credits can count  
towards the Health and  
Safety in Construction  
Programme

**N.B** ONLY ONE FOUNDATION PASSPORT COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME.  
ONLINE COURSE CONTENT MAY VARY. CHECKOUT OUR WEBSITE FOR ONLINE COURSE DETAILS.





4 HRS IN-CLASS

4 HRS ONLINE AVAILABLE



# FOUNDATION PASSPORT – CIVIL

## Who should attend this course?

Workers, contractors and managers in the civil industry who have not completed a Site Safe Passport course before.

## Introduction

The Foundation Passport – Civil is a four-hour entry level course that helps learners understand their basic health and safety responsibilities. This course is aimed at those working in the civil industry, and uses targeted examples relevant to the sector. It examines the life-changing personal consequences of unsafe actions and injuries, weighed against the pressure on workers to take shortcuts. Being safe personally, despite what everyone else is doing, is a major theme used to drive high-level safety performance.

## Aim

- › Understand basic health and safety responsibilities
- › Improve health and safety on site by becoming a positive role model

## Course content

- › The reasons for being safe
- › Shaping health and safety culture
- › Health and safety conversations
- › How to take action
- › The impact of risk taking and injuries
- › Learn how to speak up when you are not safe
- › Understand the power of role models

## The Foundation Passport – Civil provides an introduction to:

- › Chemicals
- › Working on the road
- › Excavations and trenches
- › Slings and rigging
- › Mobile plant and equipment
- › Hazard identification
- › Noise and manual handling
- › Worker engagement
- › Impact of risk taking and injuries
- › Health and environment
- › Safe practices and safety self-inspections
- › Asbestos, dust, spills and contaminated soil
- › Conducting inspections of mechanical plant, PPE and harnesses

## Course format

- › Competitive team quiz
- › Discussions and videos
- › Puzzles and games

ASSESSMENT

IN-CLASS

## What will I receive?



A Site Safety Card/  
Passport  
(valid for two years)



Four Licensed Building  
Practitioner points  
(learner to register)



A Site Safe Passport  
Handbook



Two credits can count  
towards the Health and  
Safety in Construction  
Programme

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4 HRS IN-CLASS

4HRS ONLINE AVAILABLE



# FOUNDATION PASSPORT – CONSULTANTS

## Who should attend this course?

Architects, engineers, designers, consulting engineers, quantity surveyors, landscape architects, quality inspectors, temporary works designers, programmers, equipment suppliers, planners, scientists.

## Introduction

A four-hour course that explores the roles and responsibilities of project consultants, and how they can keep themselves safe. Designed in conjunction with industry, this course is pitched at a level that recognises the knowledge and experience of the target group. The course looks at ways in which safety can maximise productivity and minimise whole-life project costs, delivering quality projects on time and within budget. This course also examines the topics of leadership in safety and safety by design. Developed by a diverse industry team, it is relevant for the wide range of project consultants working in New Zealand.

## Aim

- › Encourage increased productivity
- › Minimise project costs
- › Improve health and safety awareness for yourself and others
- › Recognise the value of high-level health and safety performance

- › Understand the range of project safety roles and responsibilities
- › Know how to keep yourself safe on a project
- › Take a leadership role in influencing project safety

## Course content

- › The business case for health and safety on projects
- › Safety responsibilities of the range of project consultants
- › Personal safety and how consultants can stay safe on projects
- › Recognising the impact consultants can have on health and safety over the lifecycle of a project

## Course format

- › Interactive activities
- › Videos
- › Discussions
- › Planning

ASSESSMENT

IN-CLASS

## What will I receive?



A Site Safety Card/  
Passport (valid for two  
years)



Four Licensed Building  
Practitioner points  
(learner to register)



A Site Safe Passport  
Handbook



This course aligns with  
elements 7, 9 and 10  
of the Competence  
Standard for IPENZ  
members



20 points to the NZIA  
CPD Programme  
(learner to register)



Four approved hours for  
NZIQS CPD  
(learner to register)




Two credits can count  
towards the Health and  
Safety in Construction  
Programme

**N.B** ONLY ONE FOUNDATION PASSPORT COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME.







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- 01 ——— START WITH A FOUNDATION PASSPORT COURSE
  - 02 ——— RENEW WITH A PASSPORT PLUS COURSE
  - 03 ——— STEP UP TO ONE OF OUR ONE OR TWO-DAY COURSES

Already completed a Passport Course? Renew using a Passport Plus course or a one or two-day course.



RENEW HERE

# PASSPORT PLUS – OVERVIEW

*Need to renew your Site Safety Card? Choose from one of our four cost-effective renewal options.*



## Passport Plus - Flexi

2HRS IN-CLASS  
+ ONLINE MODULES

2HRS WEBINAR +  
ONLINE MODULES

*Combine in-class learning with access to online modules relevant to you. Or, combine webinar learning with access to online modules relevant to you.*



## Passport Plus - Height

4HRS IN-CLASS

*Learn the basic information essential to working at height with this height awareness course.*



## Passport Plus - Worker Health

4HRS IN-CLASS

*Learn the basics about chemicals, dust, noise, stress, fatigue, violence and bullying with this introductory health course.*



## Passport Plus - Tools and Plant

4HRS IN-CLASS

*Learn how to stay safe around common tools and plant on this safety awareness course.*



*All of our Passport Plus courses will renew your Site Safety Card (Passport) for two years.*



4 HRS IN-CLASS

2 HRS WEBINAR + ONLINE AVAILABLE



# PASSPORT PLUS – FLEXI (ONLINE + CLASSROOM)

## Who should attend this course?

Workers and anyone looking for a flexible, cost-effective option to renew Site Safety Card. This course will suit learners who want the freedom to study at their own pace, while still receiving in-class time with one of our expert health and safety advisors.

## Introduction

Passport Plus – Flexi (Online + Classroom), combines the advantages of both online and in-class learning. With access to online modules and a two-hour in-class session, learners can select the topics most relevant to them, while still getting a solid grounding in how to stay safe on site. The Passport Plus – Flexi is designed to give learners the best of both worlds: choice, flexibility and in-class time with our expert health and safety advisors.

## Benefits

- › Simple, cost-effective way to renew Site Safety Cards
- › Freedom to study online at your own pace at a time and location that suits you
- › Flexible, relevant, regularly updated information
- › A solid grounding in health and safety essentials

## Course content

This course includes a two-hour in-class session and access to two online modules. Each module is interactive and engaging, featuring images, audio and quizzes. Learners select from a library of regularly updated topics - all they need is an email address and a computer or tablet with internet. Each user-friendly module takes approximately 20-30 minutes to complete and is designed so learners can work at their own pace.

Select any **two modules** from our library, which

currently includes:

- › Asbestos
- › Noise
- › Worker Basics
- › Manual Handling
- › Mobile Plant
- › Electrical Safety
- › Consultants: Legislation
- › Consultants: Influencing Safety

The two-hour in-class session introduces key health and safety principles, including:

- › The reasons to being safe
- › How role models influence the actions of other workers
- › How to make health and safety conversation positive
- › How health and safety culture and the mindset are shaped by role models and conversations
- › What actions to take to improve worker health and safety.

**Online modules must be completed within 60 days of booking the course. Learners must complete the two online modules and the in-class session before receiving their Site Safety Card (Passport).**

ASSESSMENT

IN-CLASS AND  
ONLINE MODULES

## What will I receive?



A Site Safety Card/  
Passport  
(valid for two years)



Four Licensed Building  
Practitioner points  
(learner to register)



Three credits can count  
towards the Health and  
Safety in Construction  
Programme



Access to online modules

*The Site Safe Passport  
Handbook and Learner Wallet  
Card will be made available in  
the classroom to pick-up.*

**N.B** ONLY ONE PASSPORT PLUS COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME. ONLINE COURSE CONTENT MAY VARY.  
ONLINE COURSE CONTENT MAY VARY. CHECKOUT OUR WEBSITE FOR ONLINE COURSE DETAILS.





4HRS IN-CLASS



# PASSPORT PLUS – HEIGHT

## Who should attend this course?

Anyone looking for a cost-effective option for renewing their Site Safety Card. This course is suitable for workers, contractors and managers who need to be aware of the risks of working at height. It's also suitable for those who are new to working at height and those who have already completed a Site Safe Foundation Passport level course.

## Introduction

A four-hour safety behaviour course that builds on the height knowledge introduced in the entry-level Foundation Passport courses. Learners discover how to identify and control some of the key risks associated with working at height and develop an understanding that safety is the responsibility of everyone on site. Shaping health and safety through positive conversations is a key focus of this course.

## Aim

- › Understand how keeping themselves and others safe is a major part of their role as a worker and/or employer.
- › Understand how their actions and inactions affect their lives and those around them.

## Course content

Passport Plus – Height is divided into two parts, each part running for two hours.

Part One features a two-hour safety behaviour module including:

- › The reasons to being safe
- › How role models influence the actions of other workers
- › How to make health and safety conversation positive
- › How health and safety culture and the mindset are shaped by role models and conversations
- › What actions to take to improve worker health and safety.

Part Two features a two-hour technical module including:

- › The risk assessment process and hierarchy of controls (review from the Foundation Passport course)
- › How to identify hazards and safe use of:
  - › Mobile elevating work platforms.
  - › Scaffolds and edge protection.
  - › Safety nets and safety mesh.
- › How to identify the types and safe use of safety harness systems.
- › How to select, set-up and use a ladder safely.

## Course format

- › Two-hour safety behaviour module
- › Two-hour height-specific module
- › Discussions
- › Videos

**Please note there are no Unit Standards attached to the Passport Plus – Height course.**

**The course renews Site Safety Cards, but does not renew height and harness training.**

ASSESSMENT

IN-CLASS

## What will I receive?



A Site Safety Card/  
Passport  
(valid for two years)



Four Licensed Building  
Practitioner points  
(learner to register)



Three credits can count  
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Safety in Construction  
Programme

*The Site Safe Passport  
Handbook and Learner Wallet  
Card will be made available in  
the classroom to pick-up.*

**N.B** ONLY ONE PASSPORT PLUS COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME. ONLINE COURSE CONTENT MAY VARY.



4 HRS IN-CLASS



# PASSPORT PLUS – WORKER HEALTH

## Who should attend this course?

Anyone looking for a cost-effective option for renewing their Site Safety Card. This course is suitable for all workers, contractors and managers in the construction industry. It's also suitable for those who have already completed a Site Safe Foundation Passport level course.

## Introduction

A four-hour safety behaviour course that builds on the health and environment knowledge introduced in the entry-level Foundation Passport courses. Learners get to discuss and identify some of the key risks associated with working in the construction industry. Learners will develop an understanding of health and safety controls which will help prevent the serious and sometimes long-term effect of these risks on their health. Shaping health and safety through positive conversations is a key focus of this course.

## Aim

- › Understand how keeping themselves and others safe is a major part of their role as a worker and/or employer.
- › Understand how their actions and inactions affect their lives and those around them.

## Course content

Passport Plus – Worker Health is divided into two parts, each part running for two hours.

Part One features a two-hour safety behaviour module including:

- › The reasons to being safe
- › How role models influence the actions of other workers
- › How to make health and safety conversation positive
- › How health and safety culture and the mindset are shaped by role models and conversations

- › What actions to take to improve worker health and safety.

Part Two features a two-hour worker health-specific module including:

- › The risk assessment process and hierarchy of controls (review from the Foundation Passport course)
- › How to identify hazards and safe practices for:
  - › Hazardous substances
  - › Noise
- › How to identify causes and ways to address:
  - › Stress and fatigue
  - › Fatigue
  - › Drugs and alcohol
  - › Workplace violence and bullying.
- › Wellbeing initiatives to keep themselves and others healthy and safe.

## Course format

- › Two-hour safety behaviour module
- › Two-hour worker health specific module
- › Discussions
- › Videos

**Please note that there are no Unit Standards attached to the Passport Plus – Worker Health course.**

ASSESSMENT

IN-CLASS

## What will I receive?



A Site Safety Card/  
Passport  
(valid for two years)



Four Licensed Building  
Practitioner points  
(learner to register)



Three credits can count  
towards the Health and  
Safety in Construction  
Programme

*The Site Safe Passport  
Handbook and Learner Wallet  
Card will be made available in  
the classroom to pick-up.*

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4HRS IN-CLASS



# PASSPORT PLUS – TOOLS AND PLANT

## Who should attend this course?

Anyone looking for a cost-effective option for renewing their Site Safety Card. This course is suitable for all workers, contractors and managers who may need to be aware of the risks of working with tools and plant. It's also suitable for those who have already completed a Site Safe Foundation Passport level course.

## Introduction

A four-hour safety behaviour course that builds on the tools and plant knowledge introduced in the entry-level Foundation Passport courses. Learners get to discuss and identify some of the key risks associated with tools and plant as well as appropriate controls to keep themselves and others safe. Shaping health and safety through positive conversations is a key focus of this course.

## Aim

- › Understand how keeping themselves and others safe is a major part of their role as a worker and/or employer.
- › Understand how their actions and inactions affect their lives and those around them.

## Course content

Passport Plus – Tools and Plant is divided into two parts, each part running for two hours.

Part One features a two-hour safety behaviour module including:

- › The reasons to being safe
- › How role models influence the actions of other workers
- › How to make health and safety conversation positive
- › How health and safety culture and the mindset are shaped by role models and conversations

- › What actions to take to improve worker health and safety.

Part Two features a two-hour technical module including:

- › The risk assessment process and hierarchy of controls (review from the Foundation Passport course)
- › How to identify hazards and controls involved when:
  - › Using various tools and equipment
  - › Working around mobile plant and machinery.
- › How to identify safe practices when guiding or spotting for mobile plant
- › To identify the importance of housekeeping.

## Course format

- › Two-hour safety behaviour module
- › Two-hour height-specific module
- › Discussions
- › Animations

**Please note that there are no Unit Standards attached to the Passport Plus – Tools and Plant course.**

ASSESSMENT

IN-CLASS

## What will I receive?



A Site Safety Card/  
Passport  
(valid for two years)



Four Licensed Building  
Practitioner points  
(learner to register)



Three credits can count  
towards the Health and  
Safety in Construction  
Programme

*The Site Safe Passport  
Handbook and Learner Wallet  
Card will be made available in  
the classroom to pick-up.*

**N.B** ONLY ONE PASSPORT PLUS COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME. ONLINE COURSE CONTENT MAY VARY.



# STEP UP TO OUR ONE OR TWO-DAY COURSES

*Choose the skills and learning that best suit you.*

Site Safe has a range of one and two-day courses that can further expand your health and safety skills and knowledge. All the courses listed here will renew your Site Safety Card.

Every course you complete brings you a step closer to our NZQA recognised qualification, the Health and Safety in Construction programme. Completing the programme awards learners with the New Zealand Certificate in Workplace Health and Safety Practice (Level 3). To achieve the certificate, you simply need to complete a range of courses and workplace evidence to a total of 40 certificate credits.

1. Start with a Foundation Passport and Passport Plus course
2. Choose a learner pathway or create your own
3. Complete two of the three mandatory courses \*
4. Submit your workplace evidence
5. Once you've completed 40 credits, you'll be eligible to receive the certificate and graduate

**N.B** ONLY ONE FOUNDATION PASSPORT AND PASSPORT PLUS COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME



*To achieve the programme, you will need to complete at least two of the three mandatory courses marked with an asterisk*



### Accident Investigation and Prevention

Gain the skills to effectively participate in any step in the accident and incident investigation process.

**1 DAY ➤ 7 CERTIFICATE CREDITS**

### Health and Safety in Contracting

Understand your role and responsibility in influencing the contracting process from a Health and Safety perspective.

**1 DAY ➤ 7 CERTIFICATE CREDITS**

### \* Leadership in Safety

Lead an improved safety culture and implement effective health and safety systems.

**1 DAY ➤ 7 CERTIFICATE CREDITS**

### \* Risk Management

*Unit Standard 30265*

Designed to assist you in implementing and improving your company's risk management framework and processes.

**1 DAY ➤ 8 CERTIFICATE CREDITS**

### Training and Supervising Workers

Examine the link between your workers' training needs, experience and competency.

**1 DAY ➤ 7 CERTIFICATE CREDITS**

### Health and Safety Representative

*Unit Standard 29315*

Understand your legal responsibilities and gain skills in working with management as a Health and Safety Representative.

**2 DAYS ➤ 9 CERTIFICATE CREDITS**

### First Aid Construction Safety

*Unit Standard 6401 & 6402*

In conjunction with St John, learn essential first aid skills for the construction industry.

**1 DAY ➤ 2 CERTIFICATE CREDITS**

### Safety Harness Systems

*Unit Standard 23229*

The knowledge, skills and resources to work safely at height, and use personal safety harness equipment under supervision.

**1 DAY ➤ 6 CERTIFICATE CREDITS**

### Registered Electrical Workers

Renew your Electrical Workers Registration Board (EWRB) practicing license and First Aid/ CPR.

**1 DAY ➤ 4 CERTIFICATE CREDITS**

### \* Site-Specific Safety Planning

Learn how to complete Site-Specific Safety Plans (SSSPs).

**1 DAY ➤ 7 CERTIFICATE CREDITS**

### Advanced Safety Harness Systems

*Unit Standard 23229 & 15757*

A mix of theory-based and practical learning providing the skills to work safely at height; how to use personal safety harness equipment while working both in restraint and arrest.

**2 DAYS ➤ 9 CERTIFICATE CREDITS**

### Supervisor

*Unit Standard 21970*

On-site leadership skills in construction health and safety.

**2 DAYS ➤ 10 CERTIFICATE CREDITS**

**Other Providers:** You can also credit Unit Standards achieved through other training providers towards your Site Safe programme. Site Safe will recognise up to 10 Unit Standard credits. For more information please refer to the Health and Safety in Construction Programme Handbook.



**SITE SAFE**

Te Kaitiaki o Haumaru

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