Site-Specific Safety Plan

SITESAFE

All the documents you need can be accessed through the menu below. Hold Control and Click on the icon to go to the section that applies to you. Once in the section you can easily click the back to top to get back to the main menu again. These documents can be printed out and filled in, or they can be filled in and signed digitally. You will need to save a copy to your computer by clicking File, Save As in the top left hand corner of the page. If you want to email it, open your usual email account and attach it as a file. Your Company Name can be changed by accessing the file properties and changing the Company there. Click File, Show All Properties to access this setting. Please note, it won't change within the document until you print the document out.

Plain Safe: A straight talking guide to...

Everything you need to know on a complete Site-Specific Safety Plan

- Read pre-start

» GO TO GUIDE

Site-Specific Health & Safety Agreement

Agreement between businesses working on a specific site on how health and safety will be managed.

- Complete pre-start

» GO TO FORM

Site Job Hazard & Risk Register

Live document for PCBU 2 to record significant hazards that cannot be eliminated. Keep updated.

- Complete pre-start
- On-site

» GO TO FORM

Task Analysis & Safe Work Method Statement

Job-planning tool for notifiable works or other higher-risk activities. Use pre-work and update.

- Complete pre-start
- On-site

» GO TO FORM

Hazardous Products & Substances Register

Records products, substances and materials with hazardous ingredients. Use pre-work then update.

- Complete pre-start
- On-site

» GO TO FORM

Emergency Response Plan

Work needing Task Analysis/Safe Work Method Statement or Permit to Work. Use pre-work and update.

- Complete pre-start
- On-site

» GO TO FORM

On-site Training and Competency Register

Records training, qualifications and competencies of workers on-site. Use pre-work and update.

- Complete pre-start
- On-site

» GO TO FORM

Site Safety Briefing Toolbox Meeting Minutes

Records who was responsible for what and by when; proves that a practice or hazard was discussed.

- After start
- Frequently used

» GO TO FORM

Site Incident & Injury Register

Records incidents that caused, or could have caused, harm to people on-site. For on-site reporting.

- After start
- On-site

» GO TO FORM

Site Inspection checklist - generic

Tailored to meet specific requirements of a job. Use pre-work and on-site as agreed by all parties.

- After start
- On-site

» GO TO FORM

Date:	Company	Site Name	
18 08 20	Brunton Engineering	RNZAF Ohakea	Complete pre-start

SITESAFE

Site specific health and safety agreement

This agreement establishes the basis on which businesses (including trades and other organisations) agree to work on a specific construction site. A Site-Specific Safety Plan (SSSP) forms part of this agreement. For more information on how to complete this agreement, please refer to our 'How to' guide.

The site this agreement relates to:

Site address

RNZAF Ohakea 4816 Hangar Four

Site activities this agreement covers:

Brief outline of agreed activities

Project work to provide door counterweight support for servicing

This agreement is between:

PCBU 1 (Principal/Main contractor)

Business name

Spotless Facility Services (NZ) Limited

Main contact on site

Shane Meighan

Main contact phone

06 329 3817

Type of business

- [x] Main contractor
- [ ] Client
- [ ] Principal
- [ ] Contractor
- [ ] Subcontractor
- [ ] Other

Onsite-safety representative

Onsite-safety representative phone

First-aid representative

First-aid representative phone

And

PCBU 2 (Subcontractor)

Business name

Brunton Engineering Limited

Main contact

Derek Smyth

Main contact phone

06 353 7200

Type of business

- [ ] Main contractor
- [ ] Client
- [ ] Principal
- [x] Contractor
- [ ] Subcontractor
- [ ] Other

Onsite-safety representative

Paul Bensemann

Onsite-safety representative phone

027 672 8599

First-aid representative

First-aid representative phone

	Paul Bensemann	027 672 8599

The agreement

Notifiable works

Does WorkSafe need to be notified of any onsite activities? ☑ Yes ☐ N/A

If yes, have you provided a copy of the notification (or receipt from WorkSafe) with this agreement? ☑ Yes ☐ N/A

A Task Analysis is required

- For high risk work, for example: notifiable work, permit-to-work systems, work that requires a Ceritificate of Competence, as defined by regulation or when a risk assessment is undertaken resulting in critical or high level of risk for the job.
- For any new or complex activity
- When it's required by contract.

Task Analysis/SWMS

Is Task Analysis required for the activities covered by this agreement? ☑ Yes ☐ N/A

If yes, have you provided a copy (or copies) with this agreement? ☑ Yes ☐ N/A

And, have you provided an emergency response plan? ☑ Yes ☐ N/A

Hazard and risk management

Have you provided a hazard register for activities on this site? ☐ No ☑ Yes ☐ N/A

If no, you must use a hazard board on site.

Hazardous products and substances

Will any hazardous products or substances be brought onto the site to perform any agreed activities? ☑ Yes ☐ N/A

If yes, we agree to record these products in a hazardous products and substances register. ☑ Yes ☐ N/A

If yes, we agree to have the relevant safety data sheets available onsite. ☑ Yes ☐ N/A

How will you be communicating health and safety information and activities to your employees, subcontractors and other PCBUs?

Communication

Type of communications			Frequency
Toolbox talks	☑ Yes	☐ N/A	start of each job for each contractor
Project pre-start briefings	☑ Yes	☐ N/A	start of each job for each contractor
Daily pre-start briefing	☑ Yes	☐ N/A	Each morning of work on site
Progress meetings	☐ Yes	☑ N/A	
Other			

We agree to report the following types of incidents to PCBU 1 (Main principal/contractor):

Type of incident	Frequency		Comments
Serious injury	☑ Immediately	☐ Within 24hrs	
Injury requiring first-aid	☐ Immediately	☑ Within 24hrs	report end of day
Near miss - serious	☐ Immediately	☑ Within 24hrs	report end of day
Near miss - minor	☐ Immediately	☑ Within 24hrs	report end of day
Damage to plant/equipment/ machinery (serious)	☑ Immediately	☐ Within 24hrs	
We will report these incidents using	☐ Our own system or paperwork		☑ PCBU 1's system and paperwork

We agree to carry out the following inspections and report the findings to PCBU1 (Principal/Main contractor):

Type of inspection	Applicable	Frequency	Comments
Pre-start inspection	☐ N/A	☑ Before start	By:
Site inspection	☐ N/A	☑ Weekly	Day of week:
Major plant or equipment	☐ N/A	☑ Weekly	Day of week:
Vehicles	☑ N/A	☐ Weekly	Day of week:
Specialist (MEWP/Cranes)	☐ N/A	☑ Weekly	Comment:
Other inspection			

Training/experience/competency

We agree that every worker under our control on site will hold a current site safety card.	☑ Yes	☐ N/A
We agree that every worker under our control on site will be given a job-specific safety induction.	☑ Yes	☐ N/A
We agree that every worker under our control on site will be appropriately qualified, competent, or fully supervised.	☑ Yes	☐ N/A
For the agreed activities set out on page two of this agreement, we will provide PCBU1 with evidence of competency (on-site training and competency register) for any workers participating in those activity types of activities (list below).	☐ Yes	☑ N/A

Briefly describe high risk activity and corresponding competency.

Activity type	Competency required
Erecting Scaffold / Mobile work platform	WorkSafe requirements as guidelines available for requirements of Health and Safety at Work Act 2015 and Health and Safety in Employment Regulations 1995 Certificate of competency required by person operating equipment over 5m total height
Working at height on scaffold / Mobile work platform	Work height is greater than 5m, notification to WorkSafe is required. Senior staff on site will be trained in working at height as unit standards 17600, 23229, 15757, 25045. Staff will comply with WorkSafe 'Working at Height in NZ' guidelines. Adverse weather conditions will stop work on the scaffold when doors are open..

Environmental

Is there an environmental plan required for this site?	☐ Yes	☑ N/A
Is a resource consent required for any of the activities you will undertake on this site?	☐ Yes	☑ N/A
If yes, is a copy of the consent attached to this SSSP?	☐ Yes	☐ N/A

Will dust or fumes or smoke be generated that could affect members of the public or others in the vicinity? ☐ Yes ☒ N/A

If yes – Explain how this will be controlled.

Will noise be generated that could affect members of the public or others in the vicinity? ☑ Yes ☐ N/A

If yes – Explain how this will be controlled.

Notification on a hazard board of Noise as primary concern - earplugs available

Will your activity potentially cause dirty water or wash-down runoff, silt or other contaminants to be released? ☐ Yes ☑ N/A

If yes – Explain how this will be controlled.

Will vehicles or plant be refuelled on site? ☐ Yes ☑ N/A

If yes –

1. Has a refuelling zone been designated? If yes, state where.

2. Explain how potential for fire and explosion during refuelling will be controlled?

3. Explain how fuel leaks or spills will be controlled?

How will you manage construction waste?

All waste will be removed from site for recycling where possible or an approved dump site

Subcontractors to PCBU2

Subcontractors working on this site and not covered by this SSSP Agreement must supply their own agreement. ☐ Yes ☐ N/A

Emergencies

We agree that we will respond to any emergencies as outlined in PCBU1 induction and emergency response plan. ☑ Yes ☐ N/A

If N/A, we agree to provide our own emergency response plan for this site. ☐ Yes ☐ N/A

We will need specialist equipment for an emergency response. ☐ Yes ☑ N/A

If Yes, then please outline the equipment required:

Equipment description	Provided by

Declaration

To be signed when agreement is reached.

PCBU 1 (Principal/Main contractor)

We have read the Site-Specific Safety Plan information provided by Party 2 and agree that it is the appropriate approach to health and safety on this site for the duration of the contract.

Signed

Date

PCBU 2 (Subcontractor)

We agree to act according to the content of the Site-Specific Safety Plan as outlined above.

Signed

Date

Approval to start work

To be signed by a representative of PCBU 1 when all pre-start documentation has been provided and approved.

Signed on behalf of PCBU 1 (Principal)

Signed

Date

Date: 18 | 08 | 20

Company: Brunton Engineering Ltd.

Site Name: RNZAF Ohakea

☑ Complete pre-start ☑ Onsite

Site/job hazard and risk register

This Site/Job Hazard Register is used by the contractor (PCBU 2) and relates to site or job-specific hazards only. It does not replace a company's overarching Health and Safety Hazard Register. This document relates to any activities, procedures, processes or equipment that a contractor brings to the site, or is working on. To successfully complete this register, you must also use the Risk Assessment Matrix and Hierarchy of Controls (overleaf).

Identified hazard or harm *e.g. Trip hazard on top step*	**What is the initial risk assessment?** *Use risk assessment matrix*	**Controls** *e.g. Build a ramp*	**Level of control** *Use hierarchy of controls table*	**What is the residual risk assessment?** *Use risk assessment matrix*	**For discussion at a toolbox talk/ safety meeting?**
Movement of vehicles / RNZAF personnel	Moderate	control access to the work area with barriers and cones inside and outside the work areas notify adjacent staff of work intentions and direct their attention to the hazard board set up on site Vehicles to adhere to Base speed restrictions. Doors adjacent to work area to be closed off for access for the duration of work. Move RNZAF eqwuipment and vehicles away from the work area - set radius minimum 7m.	4	Low	☐ Yes ☐ No
Falling	Moderate	ensure area kept clear of trip hazards by physical inspection scaffold safe certificate to be issued / elevated work platforms to be compliant Log Book up to date / working at height lanyards to be used as applicable	4 & 5	Low	☐ Yes ☐ No
Electrocution	Moderate	electrical equipment to be checked visually for good condition and tagged with a current electrical compliance	4 & 5	Low	☑ Yes ☐ No
Cuts and bruises	Moderate	trained for correct use of handtools / use of appropriate PPE to limit hazadous effect	4 & 5 & 6	Very Low	☑ Yes ☐ No
Loose debris removing / replacing counterweight covers and drilling holes	Moderate	use PPE to minimise harm to eyes and appendages use good techniques and practices	4 & 5 & 6	Low	☑ Yes ☐ No
Fire	High	fire watch present as appropriate / Fire extinguishers with current compliance immediately available / good practice with Hot Work. Complete hot work permit if required.	4 & 5	Low	☑ Yes ☐ No
Lifting equipment	Moderate	Use of appropriate PPE / use mechanical assistance if necessary. Have enough staff available to limit the load moved by each individual.	4 & 5 & 6	Low	☑ Yes ☐ No

Identified hazard or harm *e.g. Trip hazard on top step*	**What is the initial risk assessment?** *Use risk assessment matrix*	**Controls** *e.g. Build a ramp*	**Level of control** *Use hierarchy of controls table*	**What is the residual risk assessment?** *Use risk assessment matrix*	**For discussion at a toolbox talk/ safety meeting?**
Site Inductions	Moderate	All Brunton Staff and Sub Contractors to be inducted on site and any specific induction including for Hangar 4 / 3 SQN prior to starting work.	5	Low	◉ Yes ○ No
Working Outside or with door open- Sun / wind / rain	Moderate	Review weather prior to starting work on site when exposed to the elements. Severe wind or rain will stop work when unsafe to continue. Use PPE to minimise harm Make special attention to movements and handling when working in the wind / rain to avoid slips and strains.	5 & 6	Low	◉ Yes ○ No
Noise from Airfield side	Moderate	Make staff aware of helicopters working in area / provide earplugs as appropriate	5 & 6	low	◉ Yes ○ No
Heat sensors going off	High	Turn sensors off during our work hours	1	low	◉ Yes ○ No
Hygiene	Moderate	Be advised that handwashing and good hygiene practices will be required at all times especially while working on site. Hand sanitiser stations will be provided.	4 & 5	Low	◉ Yes ○ No
COVID-19	Moderate	Specific documentation provided with this SSSP Social distancing Personal hygiene Traceability of contacts Remote signing into site PPE as may be required is available	3,4,5 & 6	Low	○ Yes ○ No
					○ Yes ○ No
					○ Yes ○ No
					○ Yes ○ No
					○ Yes ○ No

Identified hazard or harm *e.g. Trip hazard on top step*	**What is the initial risk assessment?** *Use risk assessment matrix*	**Controls** *e.g. Build a ramp*	**Level of control** *Use hierarchy of controls table*	**What is the residual risk assessment?** *Use risk assessment matrix*	**For discussion at a toolbox talk/ safety meeting?**
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

Risk Assessment Matrix

Consider the likelihood of a hazardous event occurring

Consider the severity of the injury/illness	Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
Moderate (eg Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
Minor (e.g First Aid)	Very Low	Low	Moderate	Moderate	Moderate
Superficial (e.g No Treatement Required)	Very Low	Very Low	Low	Low	Moderate

Hierarchy of controls

Most Effective	**ELIMINATE:**		
	1	**Eliminate the hazard -** remove it completely from your workplace.	*If this isn't reasonably practicable, then...*
	MINIMISE:		
	2	**Substitute the hazard -** with a safer alternative.	*If this isn't reasonably practicable, then...*
	3	**Isolate the hazard -** as much as possible away from the workers.	*If this isn't reasonably practicable, then...*
	4	**Use engineering controls -** adapt tools or equipment to reduce the risk.	*If this isn't reasonably practicable, then...*
	5	**Use administrative controls -** change work practices and organisation.	*If this isn't reasonably practicable, then...*
Least Effective	6	**Use personal protective equipment (PPE) -** this is the last option after you have considered all the other options for your workplace.	

Date:	Company	Site Name		
18 08 20	Brunton Engineering LTD.	RNZAF Ohakea	☑ Complete pre-start	☑ Onsite

Task Analysis (TA) and Safe Work Method Statement (SWMS)

Use the Risk Assessment Matrix and Hierarchy of Controls tools to complete this document.

This Task Analysis (TA) has an Emergency Response Plan	☒ Yes ☐ N/A	Site name	RNZAF Ohakea
Subcontractor company name	Brunton Engineering Limited	Site address	RNZAF Ohakea 4816
Name of subcontractor	David Bennett Phone 0272486561	Work activity - task description	Project work - provide counterweight support for servicing
Office address	112 Kaimanawa Street Palmerston North	PPE required for activity/task	Hi-Vis clothing / hardtoe footwear / overalls / eye & ear protection / gloves
Date	03/12/2019	Administrative Controls	This document / WorkSafe working at heights guidelines

Task Analysis/Safe Work Method Statement sign-on

All workers must sign this register to show that they have been trained in the processes and will work to the requirements of this TA/SWMS.

Worker name	Worker signature	Worker name	Worker signature
Paul Bensemann			
Hayden Johnson			
Alex Patton			
David Bennett			
Glenn Abbot			
Kita Williams			

Sequence of basic steps *Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.*	**Potential hazards and risks** *Describe the key hazards and risks for each step – there will normally be more than one per step. Number each hazard e.g 1a, 1b, 1c; 2a, 2b, 2c.*	**Initial risk assessment** *Before the controls are in place. Refer to the risk assessment matrix.*	**Control methods and level of control** *Describe the key/significant way to control the risk and then refer to the hierarchy of controls* *Control method*	*Level*	**Residual risk assessment** *After all controls are in place. Refer to the risk assessment matrix.*
1 *Step No.* Mobilise Site Various areas within Hangar Four SEE ADDITIONAL STEP 8 COVID-19 CONTROL	Trip Hazards / Hazard identification HEAT SENSORS BEING ACTIVATED	Moderate	Ensure area kept clear of trip hazards by a physical check on site	3	Very Low
			use good work practices and adhere to WorkSafe guidelines as discussed at toolbox meeting prior to the job starting	5	
			Identify hazards on arrival at site by a physical walk around Record hazards on ID board and place in work access area **********TURN HEAT SENSORS OFF**********.	5	
	Movement of vehicles / RNZAF personnel	Moderate	control access to work area with cones and barriers as necessary both inside the buildings and outside	3	Low
			Notify staff of work intentions and direct their attention to the hazard ID board for activities and processes to be aware of	5	
			Gain approval and Identify storage and handling of both the old louvres for removal and the new lourves for installation. Ensure RNZAF staff are aware of access requirements around these areas. Use physical barriers to identify the work area and space required. Vehicles on site to abide by Base speed restrictions.		
	Signing on to site and updating Hazard ID board	Low	Brunton staff and contractors to be on site and 3 SQN inducted specifically to understand working in those areas. This has been arranged. Contractors acknowledge that by signing onto the daily register that they are aware of the hazards on site and any changes made since the previous work day as identified on the Hazard ID board. Weather conditions and cautions to be written up as required.	5	Very Low
			Check electrical equipment and leads are in good condition, free from cuts and harmful abrasions and electrical compliance is current. Check fire extinguishers are immediately available and currently compliant.	4	
			Ensure correct tools are available for the work in hand and are in good condition	4	
	Erect Scaffold /Use Mobile elevated work platform to access	Falling from height - scaffold or roof access	,	use good work practices and trained personnel. Senior staff competent in working at heights and trained, unit standards completed; 17600,	3	low

Sequence of basic steps *Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.*	**Potential hazards and risks** *Describe the key hazards and risks for each step – there will normally be more than one per step. Number each hazard e.g 1a, 1b, 1c; 2a, 2b, 2c.*	**Initial risk assessment** *Before the controls are in place. Refer to the risk assessment matrix.*	**Control methods and level of control** *Describe the key/significant way to control the risk and then refer to the hierarchy of controls* *Control method*	*Level*	**Residual risk assessment** *After all controls are in place. Refer to the risk assessment matrix.*
counterweight and guards 2 *Step No.*	Where guardrails or edge protection have been provided as is the case on this job site it is not required to use fall prevention devices or equipment if we are not reaching over the handrails. Anchor points provided if we find that we need to reach over the handrail and also wear fall arrest harnesse attached to the scaffold. Toe kick plates will be fitted to avoid tools getting kicked over the edge		23229, 15757, 25045. Complete working at height permits as required and note in Spotless sign in register.l		
			use approved equipment and Scaffold supply company (Scafit) ,scaffold must be fit or purpose and meets the requirements of the work scope and compliance with regualations.	4	
			sign off as approved for use and check daily. Scaffolding over 5m requires erection and sign off by a person having a certificate in competency as issued by SARNZ and oulined inWorkSafe Guidelines	5	
	trip hazards in the work area both inside and outside	Moderate	ensure area kept clear of trip hazards by physical check	3	very low
			update hazard ID board with any change in circumstances	5	
			keep area clear of unauthorized personnel with physical barriers	4	
	Working outside / Weather conditions	Moderate	Review weather prior to starting work on site when exposed to the elements. Severe wind or rain will stop work when unsafe to continue. Use PPE to minimise harm Make special attention to movements and handling when working in the wind / rain to avoid slips and strains.		
Moving Electrical cabling 3 *Step No.*	Cuts and bruises	Moderate	Use PPE - Gloves / hard toe shoes / overalls	6	Low
			First Aid person to be on site and first aid kit to be available in each vehicle.	5	
	Electrocution	Severe	Use good work practice as discussed in toolbox meeting for safe working	5	Low

Sequence of basic steps *Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.*	**Potential hazards and risks** *Describe the key hazards and risks for each step – there will normally be more than one per step. Number each hazard e.g 1a, 1b, 1c; 2a, 2b, 2c.*	**Initial risk assessment** *Before the controls are in place. Refer to the risk assessment matrix.*	**Control methods and level of control** *Describe the key/significant way to control the risk and then refer to the hierarchy of controls* *Control method*	*Level*	**Residual risk assessment** *After all controls are in place. Refer to the risk assessment matrix.*
			as recommendedand by OSH / ACC / WorkSafe code. Isolation of power supply and heat sensors as appropriate.		
4 *Step No.* Remove guard over counterweight / mark out and drill holes for mounting beam and Chemset studs into the wall	Cuts and bruises / Loose Debris	Moderate	Use PPE - Gloves / hard toe shoes / overalls / dust masks as required	5	Low
			First Aid person to be on site and first aid kit to be available in each vehicle	5	
			Ensure area kept clear of trip hazards by a physical check on site each morning	3	
	Working at heights Falling from height - scaffold or mobile work platform Where guardrails or edge protection have been provided as is the case on this job site it is not required to use fall prevention devices or equipment if we are not reaching over the handrails. Anchor points provided if we find that we need to reach over the handrail and also wear fall arrest harnesse attached to the scaffold or mobile work platform.	Moderate	use good work practices and trained personnel. Senior staff competent in working at heights and trained, unit standards completed; 17600, 23229, 15757, 25045. Complete working at height permits as required and note in Spotless sign in register. Wear a safety harness and fixed lanyard if reaching over the handrail .	6	Low
			Ensure area kept clear of trip hazards by a physical check on site	3	
			Check scaffold for any changes and structural condition by visual inspection each morning befor e use.	3	
	Lifting / Strains weather restrictions	Moderate	Use good work practice as discussed in toolbox meeting for safe manual lifting as recommendedand by OSH / ACC / WorkSafe code. Using sufficient staff to assist as required.	5	Low

Sequence of basic steps *Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.*	**Potential hazards and risks** *Describe the key hazards and risks for each step – there will normally be more than one per step. Number each hazard e.g 1a, 1b, 1c; 2a, 2b, 2c.*	**Initial risk assessment** *Before the controls are in place. Refer to the risk assessment matrix.*	**Control methods and level of control** *Describe the key/significant way to control the risk and then refer to the hierarchy of controls* *Control method*	*Level*	**Residual risk assessment** *After all controls are in place. Refer to the risk assessment matrix.*
			use mechanical assistance if required	4	
			Review weather prior to starting work on site when exposed to the elements. Severe wind or rain will stop work when unsafe to continue. Use PPE to minimise harm Make special attention to movements and handling when working in the wind / rain to avoid slips and strains.		
5 *Step No.* Fitting New vertical column into position and securing / attaching clamping devices to counterweights.	Cuts and bruises / Loose Debris	Moderate	Use PPE - Gloves / hard toe shoes / overalls / safety glasses / dust protection if required.	5	Low
			First Aid person to be on site and first aid kit to be available in each vehicle	5	
			Ensure area kept clear of trip hazards by a physical check on site each morning	3	
	working at heights Falling from height - scaffold or mobile access platform Where guardrails or edge protection have been provided as is the case on this job site it is not required to use fall prevention devices or equipment if we are not reaching over the handrails. Anchor points provided if we find that we need to reach over the handrail and also wear fall arrest harnesse attached to the scaffold or mobile work platform.	Moderate	use good work practices and trained personnel. Senior staff competent in working at heights and trained, unit standards completed; 17600, 23229, 15757, 25045. Complete working at height permits as required and note in Spotless sign in register. Wear a safety harness and fixed lanyard if reaching over the handrail .	4	Low
			Check scaffold for any changes and structural condition by visual inspection each morning befor e use.	4	
			Ensure area kept clear of trip hazards by a physical check on site	3	
	Lifting / Strain Weather restrictions	Moderate	Use good work practice as discussed in toolbox meeting for safe manual lifting as recommendedand by OSH / ACC / WorkSafe code. Using sufficient staff to assist as required	5	Low
			use mechanical assistance if required	4	
			Review weather prior to starting work on site when exposed to the elements. Severe wind or rain will stop work when unsafe to continue Use PPE to minimise harm	5	

Sequence of basic steps *Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.*	**Potential hazards and risks** *Describe the key hazards and risks for each step – there will normally be more than one per step. Number each hazard e.g 1a, 1b, 1c; 2a, 2b, 2c.*	**Initial risk assessment** *Before the controls are in place. Refer to the risk assessment matrix.*	**Control methods and level of control** *Describe the key/significant way to control the risk and then refer to the hierarchy of controls* *Control method*	*Level*	**Residual risk assessment** *After all controls are in place. Refer to the risk assessment matrix.*
			Make special attention to movements and handling when working in the wind / rain to avoid slips and strains.		
Fitting and testing load bearing platform for counterweight. 6 *Step No.*	tCuts and bruises / Loose Debris	/ Moderate	pack up rigging as dissassembly occurs and keep area clear of unauthorized personnel with physical barriers	4	very low
			Physical inspection of site	3	
			update hazard ID board with any change in circumstances	5	
	falling from height falling objects	moderate	use good work practices and trained personnel. Senior staff competent in working at heights and trained, unit standards completed; 17600, 23229, 15757, 25045. Complete working at height permits as required and note in Spotless sign in register.l	5	low
			Use certified design for fabrication and installation of support structure. Approved equipment and fasteners. Use secondary fall arrest for support of counterweight when testing the support initially.	4	
			keep all unauthorized personnel away from the site while dismantling with barriers both insde and outside of the building work areas	3	
	Weather restrictions	Moderate	Review weather prior to starting work on site when exposed to the elements. Severe wind or rain will stop work when unsafe to continue. Use PPE to minimise harm Make special attention to movements and handling when working in the wind / rain to avoid slips and strains.	5	low

Sequence of basic steps *Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.*	**Potential hazards and risks** *Describe the key hazards and risks for each step – there will normally be more than one per step. Number each hazard e.g 1a, 1b, 1c; 2a, 2b, 2c.*	**Initial risk assessment** *Before the controls are in place. Refer to the risk assessment matrix.*	**Control methods and level of control** *Describe the key/significant way to control the risk and then refer to the hierarchy of controls* *Control method*	*Level*	**Residual risk assessment** *After all controls are in place. Refer to the risk assessment matrix.*
Clear Site 7 *Step No.*	Movement of vehicles	Moderate	control access to work area with cones and barriers as necessary both inside the buildings and outside. Pack up rigging as dissassembly occurs and keep area clear of unauthorized personnel with physical barriers	4	Low
			Notify staff of work intentions and direct their attention to the hazard ID board for activities and processes to be aware of	5	
			Vehicles on site to abide by Base speed restrictions and any other directions by appropriate RNZAF personnel.	5	
	Trip Hazards	Moderate	clear the work area of any residual work material / scrap and equipment	4	Very low
			keep area clear of unauthorized personnel with physical barriers	4	
	Cuts and bruises / Loose Debris HEAT SENSORS	Moderate	Use PPE - Gloves / hard toe shoes / overalls / safety glasses / dust protection if required.	4	
			First Aid person to be on site and first aid kit to be available in each vehicle	5	
			**********TURN HEAT SENSORS BACK ON WHEN WORK COMPLETED**********		
********** COVID-19 ********** ANALYSIS AND ACTIONS 8 *Step No.*	Transmission of COVID-19	Moderate	See documentation specifically provided for management of COVID-19 in the workplace as it forms part of this document. Social distancing Personal hygiene Traceability of contacts Remote signing into site through Brunton Website PPE as recommended is available	5 3 1 5 5 6	

Sequence of basic steps *Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.*	**Potential hazards and risks** *Describe the key hazards and risks for each step – there will normally be more than one per step. Number each hazard e.g 1a, 1b, 1c; 2a, 2b, 2c.*	**Initial risk assessment** *Before the controls are in place. Refer to the risk assessment matrix.*	**Control methods and level of control** *Describe the key/significant way to control the risk and then refer to the hierarchy of controls* *Control method*	*Level*	**Residual risk assessment** *After all controls are in place. Refer to the risk assessment matrix.*

Date:	Company	Site Name		
18 | 08 | 20	Brunton Engineering Ltd.	RNZAF Ohakea	☑ Complete pre-start	☑ Onsite

Hazardous products and substances register

Hazardous products and substances include glues, resins, solvents, fuels, expanders, adhesives, bonding agents and cleaning agents. You are required by law to have a completed Hazardous products and substances register for every substance you bring to or use on site. Link to where to find SDS (online or via supplier). To successfully complete this register, you must also use the Risk Assessment Matrix and Hierarchy of Controls (overleaf).

Date Identified *DD/MM/YY*	**Product or Substance** *e.g. petrol*	**Are safety data sheets held?**	**What is the related harm?** *e.g. risk of explosion*	**What is the initial risk assessment?** *Use risk assessment matrix*	**Is personal protective equipment required?**	**What other measures are required?** *e.g. store in a locked space away from any ignition source*	**What is the residual risk assessment?** *Use risk assessment matrix*
03/12/19	Ramset Epcon C8	◉ Yes ○ No	may cause sensitisation by inhalation and skin contact	Low	◉ Yes ○ No	Do not use in confined space without appropriate breathing equipment	Very Low
		○ Yes ○ No			○ Yes ○ No		
		○ Yes ○ No			○ Yes ○ No		
		○ Yes ○ No			○ Yes ○ No		
		○ Yes ○ No			○ Yes ○ No		

Special storage requirements

Product	Storage requirements	Location of product or substance
Not Applicable		

Date Identified	**Product or Substance**	**Are safety data**	**What is the related harm?**	**What is the initial risk**	**Is personal protective**	**What other measures are required?**	**What is the residual risk**

DD/MM/YY	*e.g. petrol*	**sheets held?**	*e.g. risk of explosion*	**assessment?** *Use risk assessment matrix*	**equipment required?**	*e.g. store in a locked space away from any ignition source*	**assessment?** *Use risk assessment matrix*
		☐ Yes ☐ No			☐ Yes ☐ No		
		☐ Yes ☐ No			☐ Yes ☐ No		
		☐ Yes ☐ No			☐ Yes ☐ No		
		☐ Yes ☐ No			☐ Yes ☐ No		
		☐ Yes ☐ No			☐ Yes ☐ No		

Special storage requirements

Product	Storage requirements	Location of product or substance

Risk Assessment Matrix

Consider the likelihood of a hazardous event occurring

Consider the severity of the injury/illness	Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
Moderate (eg Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
Minor (e.g First Aid)	Very Low	Low	Moderate	Moderate	Moderate
Superficial (e.g No Treatement Required)	Very Low	Very Low	Low	Low	Moderate

Hierarchy of controls

Most Effective	**ELIMINATE:**		
	1	**Eliminate the hazard -** remove it completely from your workplace.	*If this isn't reasonably practicable, then...*
	MINIMISE:		
	2	**Substitute the hazard -** with a safer alternative.	*If this isn't reasonably practicable, then...*
	3	**Isolate the hazard -** as much as possible away from the workers.	*If this isn't reasonably practicable, then...*
	4	**Use engineering controls -** adapt tools or equipment to reduce the risk.	*If this isn't reasonably practicable, then...*
	5	**Use administrative controls -** change work practices and organisation.	*If this isn't reasonably practicable, then...*
Least Effective	6	**Use personal protective equipment (PPE) -** this is the last option after you have considered all the other options for your workplace.	

Date:	Company	Site Name		
18 08 20	Brunton Engineering Ltd.	RNZAF Ohakea	☑ Complete pre-start	☑ Onsite

Onsite training and competency register

Complete the register for each employee working on this site, noting Site Safe training that has been completed, along with other safety and trade training. This register is a record of training, qualifications, experience and competencies for your employees working on this site. It is not simply a copy of your company's comprehensive Training and Competency Register.

Name and ID No. *First and last name*	Site Safe card type	Key role or tasks	Site induction date *DD/MM/YY*	Training/qualifications *(Any Site Safe training, trade and skills training, formal qualifications - certificates, licences, unit standards, etc relevant to the key role or task).*	Experience *No. of years experience relating to the key role or task*	Competence *Level of competence in current job, see below*
David Bennett #811065	Std	Project manager	15/07/2019		2	3
Alex Patton #533164	Flexi	Project Manager	15/07/2019	Heights / Hazard ID	20	4
Paul Bensemann #427992	Std	Foreman	15/07/2019	Heights / Hazard ID / EWP	10	5
Hayden Johnson #512911	Std	Engineer	15/07/2019	EWP	6	4
Glenn Abbot	Std	762753	18/08/20	EWP	20	5
Kita Te Tau	Std	845551	18/08/20		5	3

Types of qualifications, certificates, licences, unit standards, other:
EWP (elevated work platform), **PAT** (powder actuated tool), **FL** (fork lift), **FA** (fall arrest), **SCA** (scaffold), **DOG** (dogman), **LBP** (Licensed Building Practitioner – card type and number), **CRA** (crane – specify type), **MP** (mobile plant – specify type), **RELECT** (registered electrical worker), **ELTAG** (electrical testing and tagging), **STMS** (site traffic management supervisor), **TC** (traffic controller), **EXP** (explosives), **NZQA** (trade or safety units)

Competence designation:
1 = Under direct supervision, is not competent (watch all the time); **2** = Under supervision, is partially competent (line of sight); **3** = Indirect or occasional supervision, is partially competent (supervision nearby); **4** = Fully competent to work unsupervised; **5** = Competent to train. LULU - ⌞ under supervision, is partially competent (line of sight); ⌴ Indirect or occasional supervision, is partially competent (supervision nearby); ☐ Fully competent to work unsupervised; ☒ Competent to train.

Name and ID No. *First and last name*	Site Safe card type	Key role or tasks	Site induction date *DD/MM/YY*	Training/qualifications *(Any Site Safe training, trade and skills training, formal qualifications - certificates, licences, unit standards, etc relevant to the key role or task).*	Experience *No. of years experience relating to the key role or task*	Competence *Level of competence in current job, see below*

Date:	Company	Site Name		
18/ 12 19	Brunton Engineering	RNZAF Ohakea	☑ Complete pre-start	☑ Onsite

Emergency response plan

You need to have an emergency response plan to deal with any incidents that arise from activities requiring a rescue as identified in the Site-Specific Safety Plan Agreement. Please complete an emergency response plan for each identified activity. The subcontractor (PCBU 2) completes the plan, which does not replace any overarching emergency response plans in place. Consider the roles and responsibilities for yourself, trained specialists, equipment operators, and emergency services.

Type of emergency
eg. Fall from height while wearing a harness

Type A) Fall from height

See attached also plan for Natural disaster

Describe work activity
e.g. Working from MEWP and fall off

Type A) Working from scaffold with aproved guardrails and approved access

Describe the rescue method
e.g. Safety watcher on the ground releases the bleed valve, and lowers the unit to the ground

Type A) Call for emergency response 111 / Bulls Medical centre 06 322 1222 or Base Medical centre
Watcher at ground level
Rescue will be from ground level
Heights will be notifiable to OSH at UP TO 7m

Location: Hangar four NH90 service area

Main Contractor/ Principal: Brunton Engineering Ltd. **Company**: Brunton Engineering Ltd.

Supervisor: Glenn Abbot **Date**: 18 08 20

List any equipment required
e.g. MEWP, cherry picker, scissor lift, ladder breathing apparatus etc.

Type A) Scaffold erected by trained and compliant personnel and signed off as safe access and work area. Edge protection on roof in excess of WorkSafe requirments. Green card attached to equipment to notify it has been checked.

Name each person involved in the rescue *First name and last name*	**Their role or responsibility in the rescue is to:** ***e.g. release the bleed valve***	**List the training required** ***e.g. competence using MEWP***	**Provide contact details** ***Phone number***
Hayden Johnson	Call emergency response / local medical response	Competence as tradesman / EWP	027 374 2007
Paul Bensenman	Call emergency response Apply First Aid as required	Competence using MEWP / First Aid	022 300 5808
Glenn Abbot	Call emergency response Apply First Aid as required	Competence using MEWP / First Aid	027 630 5540
Kita Te Tau	Call emergency response Apply First Aid as required		027 235 7530

Date:	Company	Site Name
18/ 12 19	Brunton Engineering Ltd.	RNZAF Ohakea

After start Frequently used

SITESAFE

Site briefing/toolbox meeting minutes

This document is a companion document to the site inspection checklist.

Site-specific Briefing

Project Information

Site name: RNZAF Ohakea

Office location: On site

Who is running this meeting?

Name: Paul Bensenman

Company: Brunton Engineering

Date: 19

Agenda items

Agenda items:
Discuss emergency response plans put in place
Identify hazards on site / communication with RNZAF staff
Barrier and access to work area
Programme of works
Traffic and personnel management
Working at height safety
Correct PPE to use
Check HEAT SENSOR DE-ACTIVATION

Theme of the week: safety working at height

Health and safety Issues

Site activities/ safe work practices/ incident reports and investigations discussed

Issues raised from site safety inspection	Actions	By who and when
COVID-19 - this is an ongoing issue which we are required to continually monitor and be prepared for changes in the way we need to deal with it.	Approved documentation is provided by both DEI and Brunton Engineering as understanding of the related issues and control measured required to be used - please read and make yourself familiar wiuth the rerquirements.	All parties to this contract
Signing onto Brunton worksite at Ohakea	Electronic contactless signing in through Brunton Website	All parties on Ohakea Brunton Worksite

Issues outstanding from previous briefings	Actions	By who and when

Employee-raised issues	Actions	By who and when

Positive safe-action observations	Actions	By who and when

Incidents or injuries	Actions	By who and when

Job plans reviewed

Site activities/ safe work practices/ incident reports and investigations discussed

Job/task	Action/outcome

Operational issues

Day-to-day site management issues/items for discussion

Issue	Action

Other business

Item	Action

Attendees

Name	Signature

Review by management	Party 1	Party 2

Date:	Company	Site Name
18 08 20	Brunton Engineering Ltd	RNZAF Ohakea

After start Frequently used

SITESAFE

Site inspection checklist - generic

Location: RNZAF Ohakea

Name of inspector: Alex Patton Time: Date:

1. Site control
- Hazard board and signage up-to-date ○
- Environmental plan – issues ○
- Toolbox talk last date ○
- Safety inductions for all on site ○
- Safety notice board current ○

2. Site facilities
- Offices clean, adequate & good lighting ○
- Smoko sheds – clean, potable water ○
- Toilets – clean, washing water ○
- Tool/equipment sheds adequate ○

3. General site tidiness and accessways
- Clear, safe access to work areas ○
- Stairways and accessways clear ○
- Hoardings/fence and gates secure ○
- Loose materials secure from wind ○

4. Personal safety equipment
- Signage displayed and legible ○
- Hardhats being worn ○
- Correct footwear being worn ○
- Glasses/ear muffs/vests/masks used ○

5. First aid/fire prevention
- First aid box *Available* ○
- Accident register ○
- Fire extinguishers *Available* ○
- *Current (12mth)* ○
- *Sufficient number* ○
- Evacuation *Procedure current* ○
- *All emergencies incl* ○

6. Cranes/hoist/lifting equipment
- Proper lift assessment plan done ○
- Crane certification current ○
- Slings/chains certified ○
- Operator procedures in place ○
- Inspections being done ○
- Man cage available ○
- Emergency plan in place ○

7. Compressed air equipment
- In good condition ○
- Appropriate guards fitted ○
- Trained user ○

8. Excavations
- Correctly shored ○

9. Welding/gas cutting
- Hot work permits being issued ○
- Fire extinguishers on hand ○
- Operators using PPE ○

10. Electrical equipment
- Main board lockable/weatherproof ○
- Current tagged and damage-free leads ○
- Current tagged plant ○
- Current tagged lifeguards ○
- Leads safely placed ○
- Equipment in good condition ○
- Appropriate guards on equipment ○
- Adequate temporary lighting ○

11. Chemicals
- Correctly stored ○
- Safety Data Sheet (SDS) available ○
- Operators using PPE ○

2. Site facilities
- PAT tool WoF current and secure ○
- Staff trained in tool use (SWPS) ○
- PAT signage on site ○

13. Scaffolding
- Notifiable weekly Scaftag/current ○
- Handrails/mid-rails ○
- Toe boards ○
- Platforms ○
- Ladders/stairs ○
- Base sound ○
- Work platforms clear ○
- Platforms trip free ○
- Planks tied down ○
- Headroom clear ○
- Ties/bracing adequate ○

14. Ladders
- Good condition ○
- Secured top and bottom ○
- Stays to step ladders ○
- Working 2 steps down ○

15. Fall hazards
- Floor edges *Floor openings* ○
- Lift shafts *Stairs* ○

Site inspection checklist - Remedial Action Required

Item	Comments/Action Description	Person to Action	Complete

Date:	Company	Site Name		
18 | 08 | 20	Brunton Engineering Ltd	RNZAF Ohakea	✓ After start	✓ Onsite

Site incident and injury register

You are required by law to record these incidents in your company's own incident and injury register. This document is for site-specific reporting only.

Date and time *DD/MM/YY*	Details *Name of person (injured or observer), description of accident/incident/near miss, type of injury/disease (if any). How did it happen? (briefly).*	Immediate action taken?	Does this incident require a WorkSafe notification?	Should this incident be investigated by your company (PCBU 2)?	Is this incident the subject of a toolbox talk?	Signature and date *DD/MM/YY*
		First Aid ☐ Yes ☐ N/A Corrective action ☐ Yes ☐ N/A Update/ review hazard register ☐ Yes ☐ N/A Review hazard register ☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	
		First Aid ☐ Yes ☐ N/A Corrective action ☐ Yes ☐ N/A Update/ review hazard register ☐ Yes ☐ N/A Review hazard register ☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	
		First Aid ☐ Yes ☐ N/A Corrective action ☐ Yes ☐ N/A Update/ review hazard register ☐ Yes ☐ N/A Review hazard register ☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	
		First Aid ☐ Yes ☐ N/A Corrective action ☐ Yes ☐ N/A Update/ review hazard register ☐ Yes ☐ N/A Review hazard register ☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	