

<b>From</b>	Morel Construction Ltd
<b>Workplace</b>	131 Wrights Road
<b>Job Number</b>	
<b>Start Date</b>	31-01-2022
<b>Completion Date</b>	

# Site Specific Safety Plan

Workplace Manager	
<b>Name</b>	Dax Morel
<b>Contact Number</b>	021378822

Location
131 Wrights Road, Addington, Christchurch, New Zealand

Safety Contact	
<b>Contact Name</b>	Dax Morel
<b>Contact Number</b>	021378822










Description of work
Demolition and refurbishment of offices and warehouse

Workplace Protective Equipment										
										
Hard Hat	Protective Footwear	Hi Vis Clothing	Hearing Protection	Protective Eyewear	Gloves	Protective Clothing	Safety Harness	Respiratory Protection	Face Protection	Welding Mask

**Blue:** Must be worn at all times (Mandatory)

**Green:** Wear as and when hazards may cause a risk of injury or illness

**Grey:** Not Required

Hazard Class								
								
Explosives GHS01	Flammables GHS02	Oxidizers GHS03	Compressed Gases GHS04	Corrosives GHS05	Acute Toxicity GHS06	Irritant GHS07	Health Hazards GHS08	Environment GHS09

**Red:** Linked to workplace



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# Site Specific Health and Safety Agreement



## Workplace Detail

<b>Workplace</b>	131 Wrights Road
<b>Scope of Work</b>	Demolition and refurbishment of offices and warehouse
<b>Location</b>	131 Wrights Road, Addington, Christchurch, New Zealand

This Agreement is between

### PCBU 1

<b>Business name</b>	Morel Construction Ltd		
<b>Main contact on site</b>			<b>Main contact phone</b>
Dax Morel			021378822
<b>Type of business</b>			
Main Contractor			
<b>Onsite-safety representative</b>			<b>Onsite-safety representative phone</b>
Dax Morel			021378822
<b>First-aid representative</b>			<b>First-aid representative phone</b>
Marty McGuinness			0212240966

And

### PCBU 2

<b>Business name</b>			
<b>Main contact</b>			<b>Main contact phone</b>
Richard Fairhill			
<b>Type of business</b>			
<b>Onsite-safety representative</b>			<b>Onsite-safety representative phone</b>
<b>First-aid representative</b>			<b>First-aid representative phone</b>

## Notifiable works

Does WorkSafe need to be notified of any onsite activities?

N/A

## Task Analysis/SWMS

Is Task Analysis required for the activities covered by this agreement?

Yes

If yes, have you provided a copy (or copies) with this agreement?

Yes

And, have you provided an emergency response plan?

Yes



# Site Specific Health and Safety Agreement



## Hazard and risk management

Have you provided a hazard register for activities on this site?

Yes

## Hazardous products and substances

Will any hazardous products or substances be brought onto the site to perform any agreed activities?

Yes

If yes, we agree to record these products in a hazardous products and substances register.

Yes

If yes, we agree to have the relevant safety data sheets available onsite.

Yes

## Communication

*How will you be communicating health and safety information and activities to your employees, subcontractors and other PCBU's?*

Type of communications	Frequency
Toolbox talks	Weekly
Project pre-start briefings	N/A
Daily pre-start briefing	Daily
Progress meetings	N/A
Other	MCL do Pre-Starts and Toolbox talks via ProCore - Inspections

We agree to report the following types of incidents to PCBU 1:

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



# Site Specific Health and Safety Agreement



We agree to carry out the following inspections and report the findings to Party 1:

Type of inspection	Applicable	Frequency	Comments
Pre-start inspection	N/A	Before start	By:
Site inspection	Yes	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	Daily	Comment:
Other inspection			

## Training/experience/competency

We agree that every worker under our control on site will hold a current site safety card. **Yes**

We agree that every worker under our control on site will be given a job-specific safety induction. **Yes**

We agree that every worker under our control on site will be appropriately qualified, competent, or fully supervised. **Yes**

For the agreed activities set out on page two of this agreement, we will provide Party 1 with evidence of competency (on-site training and competency register) for any workers participating in those activity types of activities (list below). **Yes**

Activity type	Competency required

## Environmental

Is there an environmental plan required for this site? **N/A**

Is a resource consent required for any of the activities you will undertake on this site? **N/A**

Will dust or fumes or smoke be generated that could affect members of the public or others in the vicinity? **Yes**

If yes – Explain how this will be controlled.

- PPE
- Vacuum/extraction

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

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

Will vehicles or plant be refuelled on site? **N/A**



# Site Specific Health and Safety Agreement



How will you manage construction waste?

Using the skips/bins on site

## Subcontractors to Party 2

Subcontractors working on this site and not covered by this SSSP Agreement must supply their own agreement.

Yes

## Emergencies

We agree that we will respond to any emergencies as outlined in Party 1's induction and emergency response plan.

Yes

We will need specialist equipment for an emergency response.

N/A

## Declaration

*To be signed when agreement is reached.*

### PCBU 1

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.

Name	Signed	Date

### PCBU 2

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

Name	Signed	Date

*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

Name	Signed	Date



# Workplace Specific HARM Register



**PROJECT/SITE : 131 Wrights Road**

Hazard	Risk	Who could be Harmed?	IRA	Control methods	RRA	Training required
Demolition Work			15	<b>M: Isolate</b> - Ensure demolition area is isolated and well sign posted <b>Minimise</b> - Plan job prior to commencing <b>Minimise</b> - All demolition work to be notified to DOL at least 24 hours prior to work commencing <b>Minimise</b> - All demolition work to be conducted in accordance with ACOP for Demolition <b>Minimise</b> - Training and supervision provided		
Drugs and Alcohol	Drugs And alcohol		12	<b>E: Eliminate</b> - Send staff home when suspected of being under the influence <b>Minimise</b> - Strictly enforce a zero tolerance policy for drugs and alcohol <b>Minimise</b> - Management to complete an investigation if it is suspected that an employee is under the influence <b>Minimise</b> - Remedial or disciplinary action taken	4	
Dust, Airborne Matter	Exposure to dust	People in the vicinity of the dust. Employees, Others in the Place of Work, Public	20	<b>E: Eliminate</b> - Wear appropriate PPE <b>Minimise</b> - Use fan ducting systems <b>Minimise</b> - Work in well ventilated areas	2	
Fatigue	Fatigue		12	<b>Minimise</b> - Keep hydrated <b>Minimise</b> - Monitor working hours and rest breaks	4	



# Workplace Specific HARM Register



Hand tools and plant	Struck by flying debris	Person operation tool & others in the vicinity.	<b>9</b>	<b>M: Isolate</b> - Guards and sheilds <b>Minimise</b> - Trained operators only <b>Minimise</b> - Good condition and regular maintenance <b>Minimise</b> - Eye and face protection <b>Minimise</b> - Flying debris controlled <b>Minimise</b> - Use tools in accordance with manufacturers specifications <b>Minimise</b> - Right tool for job	<b>6</b>	<ul style="list-style-type: none"> <li>• Building Construction Passport</li> <li>• First Aid</li> <li>• Staff Induction</li> <li>• Hazard Identification</li> </ul>
Hazardous Substances	Exposure to hazardous substance / material / product		<b>8</b>	<b>E: Eliminate</b> - Use safer alternative <b>Minimise</b> - Safety Data Sheet (SDS) available for all substances <b>Minimise</b> - Stored in accordance with SDS instructions <b>Minimise</b> - Proper labelling <b>Minimise</b> - Safe use and handling training <b>Minimise</b> - Wear the appropriate PPE when using products <b>Minimise</b> - Clean up any spills the may cause environmental risk	<b>4</b>	
Health			<b>12</b>	<b>M: Isolate</b> - Approved container <b>M: Isolate</b> - Clean sheds, toilets and washing facilities <b>M: Isolate</b> - Operate a site wide 'no smoking' policy - ensuring a designated smoking area is allocated away from the main working and rest area/s. <b>Minimise</b> - First aid training and kit <b>Minimise</b> - Safety Data Sheets for hazardous substances <b>Minimise</b> - Proper labelling <b>Minimise</b> - Good personal hygiene	<b>4</b>	
House Keeping	Slips and trips and falls		<b>12</b>	<b>E: Eliminate</b> - Rubbish removed regularly <b>M: Isolate</b> - Safe work areas <b>Minimise</b> - Delivery of products and materials onto site <b>Minimise</b> - Designated storage areas <b>Minimise</b> - Safe access and egress to site for all employees or visitors <b>Minimise</b> - Denail timber <b>Minimise</b> - Minimal dust, vacuum regularly		





# Workplace Specific HARM Register

Manual Handling	Muscular stress		<b>16</b>	<p><b>Minimise</b> - Use manual handling aids</p> <p><b>Minimise</b> - Break loads down</p> <p><b>Minimise</b> - Regular housekeeping</p> <p><b>Minimise</b> - Keep load as close to body as possible</p> <p><b>Minimise</b> - Plan the activity before beginning</p> <p><b>Minimise</b> - Stretch and warm up</p> <p><b>Minimise</b> - Take regular rest breaks and don't work to exhaustion</p> <p><b>Minimise</b> - Lift in accordance with COP</p>	<b>4</b>
Other people in the place of work		Anyone within the vicinity of the work, particularly workers who will be in the area whilst the job is completed.	<b>15</b>	<p><b>E: Eliminate</b> - Children and animals not permitted on site</p> <p><b>M: Isolate</b> - Barriers in place to ensure public are kept away from the area</p> <p><b>M: Administrative</b> - Warning signage</p> <p><b>M: Administrative</b> - Illumination of hazard areas</p> <p><b>M: PPE Controls</b> - High visibility clothing and hard hats if required</p>	<b>4</b>
Portable Power Tools	Struck by flying debris		<b>15</b>	<p><b>M: Isolate</b> - Guards fitted and in good working order</p> <p><b>M: Isolate</b> - Use of protective devices (RCD)</p> <p><b>Minimise</b> - Right tool for the job</p> <p><b>Minimise</b> - Use in accordance with manufacturers specifications</p> <p><b>Minimise</b> - All electrics to be tested and tagged in accordance with COP</p> <p><b>Minimise</b> - Eye and hearing protection to be worn</p> <p><b>Minimise</b> - Trained operators only</p> <p><b>Minimise</b> - Maintain safe work practise</p> <p><b>Minimise</b> - Safety footwear to be worn</p> <p><b>Minimise</b> - Maintain safe working practices</p> <p><b>Minimise</b> - Ventilation / extraction provided</p>	<b>4</b>














# Workplace Specific HARM Register



Saw Circular			<p><b>12</b> <b>M: Isolate</b> - Ensure all guards provided by manufacturer are in place and functional <b>M: PPE Controls</b> - Wear suitable eye protection while operating saw <b>M: PPE Controls</b> - Wear suitable hearing protection (Grade 5 Minimum) <b>M: PPE Controls</b> - Wear suitable Respiratory Protection <b>Minimise</b> - Staff to complete Competency Assessment Training <b>Minimise</b> - Saw is tagged and date is current <b>Minimise</b> - Use the correct saw and the blade for the job <b>Minimise</b> - Ensure saw has a current electrical tag</p>	<b>3</b>	
Slips and trips	Slips and trips and falls		<p><b>9</b> <b>E: Eliminate</b> - Wipe up all spills <b>M: Isolate</b> - Guardrails <b>Minimise</b> - Put signage in place as required <b>Minimise</b> - Tidy workplace <b>Minimise</b> - Watch footing outdoors - uneven ground &amp; rocks</p>	<b>4</b>	



# Task Analysis (TA)

<b>Date</b>		<b>Work / Task</b>	General Carpentry Duties							
<b>Job #</b>		<b>Workplace</b>	131 Wrights Road							
<b>Scope of Work</b>	General Carpentry Duties									
<b>Team Members</b>		<b>Notifiable Works</b>	n/a							
<b>PPE Required</b>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">               Hard Hat         </div> <div style="text-align: center;">               Protective Footwear         </div> <div style="text-align: center;">               Hi Vis Clothing         </div> <div style="text-align: center;">               Hearing Protection         </div> <div style="text-align: center;">               Protective Eyewear         </div> <div style="text-align: center;">               Gloves         </div> <div style="text-align: center;">               Protective Clothing         </div> <div style="text-align: center;">               Safety Harness         </div> <div style="text-align: center;">               Respiratory Protection         </div> <div style="text-align: center;">               Face Protection         </div> <div style="text-align: center;">               Welding Mask         </div> </div> <p><b>Blue:</b> Must be worn at all times (Mandatory)  <b>Green:</b> Wear as and when hazards may cause a risk of injury or illness  <b>Grey:</b> Not Required</p>									
<b>Plant, Equipment &amp; Tools</b>	General carpentry hand & power tools. Battery tools.									
<b>Barricades &amp; Signage</b>	To be covered in harm register.									

Sequence of Works	Hazard	Risk	Control methods	Person Responsible
1. Site establishment	Slips and trips	Slips and trips and falls	<b>E: Eliminate</b> - Wipe up all spills <b>M: Isolate</b> - Guardrails <b>Minimise</b> - Tidy workplace <b>Minimise</b> - Watch footing outdoors - uneven ground & rocks <b>Minimise</b> - Put signage in place as required	



# Task Analysis (TA)

	Electrical Equipment		<p><b>M: Isolate</b> - RCD at power supply  <b>Minimise</b> - Replace unsafe equipment  <b>Minimise</b> - All electrics to be tested and tagged in accordance with COP  <b>Minimise</b> - Regular visual inspection</p>	
	Dust, Airborne Matter	Exposure to dust	<p><b>E: Eliminate</b> - Wear appropriate PPE  <b>Minimise</b> - Use fan ducting systems  <b>Minimise</b> - Work in well ventilated areas</p>	
	Other people in the place of work		<p><b>E: Eliminate</b> - Children and animals not permitted on site  <b>M: Isolate</b> - Barriers in place to ensure public are kept away from the area  <b>M: Administrative</b> - Warning signage  <b>M: Administrative</b> - Illumination of hazard areas  <b>M: PPE Controls</b> - High visibility clothing and hard hats if required</p>	
2. Remove old door & frame & install new.	Demolition Work		<p><b>M: Isolate</b> - Ensure demolition area is isolated and well sign posted  <b>Minimise</b> - Plan job prior to commencing  <b>Minimise</b> - Training and supervision provided</p>	
	Manual Handling	Muscular stress	<p><b>Minimise</b> - Use manual handling aids  <b>Minimise</b> - Break loads down  <b>Minimise</b> - Regular housekeeping  <b>Minimise</b> - Keep load as close to body as possible  <b>Minimise</b> - Plan the activity before beginning  <b>Minimise</b> - Stretch and warm up  <b>Minimise</b> - Take regular rest breaks and don't work to exhaustion  <b>Minimise</b> - Lift in accordance with COP</p>	



# Task Analysis (TA)

	Portable Power Tools	Struck by flying debris	<p><b>M: Isolate</b> - Guards fitted and in good working order</p> <p><b>M: Isolate</b> - Use of protective devices (RCD)</p> <p><b>Minimise</b> - Maintain safe working practices</p> <p><b>Minimise</b> - Right tool for the job</p> <p><b>Minimise</b> - Use in accordance with manufacturers specifications</p> <p><b>Minimise</b> - All electrics to be tested and tagged in accordance with COP</p> <p><b>Minimise</b> - Eye and hearing protection to be worn</p> <p><b>Minimise</b> - Trained operators only</p> <p><b>Minimise</b> - Maintain safe work practise</p> <p><b>Minimise</b> - Safety footwear to be worn</p> <p><b>Minimise</b> - Ventilation / extraction provided</p>	
	Noise	Noise exposure	<p><b>Minimise</b> - Wear the appropriate hearing protection</p> <p><b>Minimise</b> - Keep radios below 85dB</p> <p><b>Minimise</b> - Move away from loud noises</p> <p><b>Minimise</b> - Test noise levels</p>	
3. Prep & paint.	House Keeping	Slips and trips and falls	<p><b>E: Eliminate</b> - Rubbish removed regularly</p> <p><b>M: Isolate</b> - Safe work areas</p> <p><b>Minimise</b> - Designated storage areas</p> <p><b>Minimise</b> - Safe access and egress to site for all employees or visitors</p> <p><b>Minimise</b> - Minimal dust, vacuum regularly</p>	
4. De-mob & tidy site.	Dust, Airborne Matter	Exposure to dust	<p><b>E: Eliminate</b> - Wear appropriate PPE</p> <p><b>Minimise</b> - Use fan ducting systems</p> <p><b>Minimise</b> - Work in well ventilated areas</p>	



# Task Analysis (TA)



	Manual Handling	Muscular stress	<b>Minimise</b> - Use manual handling aids <b>Minimise</b> - Break loads down <b>Minimise</b> - Regular housekeeping <b>Minimise</b> - Keep load as close to body as possible <b>Minimise</b> - Plan the activity before beginning <b>Minimise</b> - Stretch and warm up <b>Minimise</b> - Take regular rest breaks and don't work to exhaustion <b>Minimise</b> - Lift in accordance with COP	
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# Task Analysis (TA)



## General Considerations

Be aware of fellow workers or members of the public that may be affected by the use of the tool ie. dust, noise etc.

## Sign Off

Date	Company	Name	Signature


## Review notes / Comments

Date	Comments

General Carpentry Duties				
Written By	Approved	Approved Date	Signature	Date
	<input checked="" type="checkbox"/>			



# Task Analysis (TA)

<b>Date</b>		<b>Work / Task</b>	Scaffold Erection		
<b>Job #</b>		<b>Workplace</b>	131 Wrights Road		
<b>Scope of Work</b>					
<b>Team Members</b>			<b>Notifiable Works</b>		
<b>PPE Required</b>	 <p> <b>Blue:</b> Must be worn at all times (Mandatory)  <b>Green:</b> Wear as and when hazards may cause a risk of injury or illness  <b>Grey:</b> Not Required         </p>				
<b>Plant, Equipment &amp; Tools</b>	Scaffolding Lifting Equipment / Hoists Ladders				
<b>Barricades &amp; Signage</b>					

Sequence of Works	Hazard	Risk	Control methods	Person Responsible
1. Erect Scaffolding to comply with DoL regulations	Slips and trips	Slips and trips and falls	<b>E: Eliminate</b> - Wipe up all spills <b>M: Isolate</b> - Guardrails <b>Minimise</b> - Tidy workplace <b>Minimise</b> - Watch footing outdoors - uneven ground & rocks <b>Minimise</b> - Put signage in place as required	





# Task Analysis (TA)

	Working at Heights	Fall from Height	<p><b>E: Eliminate</b> - No one to ride on mobile scaffold frames</p> <p><b>M: Isolate</b> - Install handrails above 3m or lower if injury occurs from falls</p> <p><b>Minimise</b> - Build scaffolds to the Best Practice Guidelines</p> <p><b>Minimise</b> - Mobiles scaffold used on flat surface and wheels chocked or locked</p> <p><b>Minimise</b> - Use approved roof anchor bracket</p> <p><b>Minimise</b> - Access ladders to be internal installed through scaffold</p> <p><b>Minimise</b> - EWP to be used in accordance with training and manufacturers specifications</p> <p><b>Minimise</b> - Only competent employees to use harness</p> <p><b>Minimise</b> - Emergency rescue plans to be established prior to job</p>	
	Scaffolding	Fall from Height	<p><b>M: Isolate</b> - Guard and mid rails</p> <p><b>M: Isolate</b> - Toeboards to be used at all times to reduce the risk of falling objects</p> <p><b>Minimise</b> - All scaffolding to be erected as per the SANZ Best Practise Guidelinesassessment form</p> <p><b>Minimise</b> - Notify Worksafe if 5 metres or more 24 hours prior to erecting</p> <p><b>Minimise</b> - All scaffolds correctly braced and stabilised</p> <p><b>Minimise</b> - 3:1 height to base ratio</p> <p><b>Minimise</b> - Firm foundation, plumb and level</p> <p><b>Minimise</b> - Ladder access provide and used</p> <p><b>Minimise</b> - Proper platform (675mm) or full width of the scaffold</p> <p><b>Minimise</b> - Scaffolds above 5 metres to be erected by competant / Qualified person</p>	



# Task Analysis (TA)

	Environmental Hazards		<p><b>E: Eliminate</b> - Only work when weather permits</p> <p><b>Minimise</b> - Ensure warm layers are worn in cooler temperatures</p> <p><b>Minimise</b> - Cover up - hat, sunglasses, long sleeve shirt, long pants</p> <p><b>Minimise</b> - Minimise work during 11 - 4pm over summer months.</p> <p><b>Minimise</b> - Apply sunblock</p> <p><b>Minimise</b> - Self monitor body effects</p> <p><b>Minimise</b> - Drink plenty of fluids</p> <p><b>Minimise</b> - Wear appropriate clothing</p> <p><b>Minimise</b> - Wear appropriate footwear</p> <p><b>Minimise</b> - Monitor weather</p> <p><b>Minimise</b> - Recieve weather faxes</p>	
	Falling Material	Hit by falling object	<p><b>E: Eliminate</b> - Only work when weather permits</p> <p><b>M: Isolate</b> - Stay out of fall zone</p> <p><b>M: Isolate</b> - Toe boards on platforms</p> <p><b>M: Isolate</b> - Secure materials</p> <p><b>M: Isolate</b> - Safety netting and screens</p> <p><b>Minimise</b> - Hard hats to be worn</p>	
	Overhead Electrical Lines		<p><b>E: Eliminate</b> - No Scaffold within 4m of Overhead Lines</p>	
2. Transfer Scaffold to place of Erection	Slips and trips	Slips and trips and falls	<p><b>E: Eliminate</b> - Wipe up all spills</p> <p><b>M: Isolate</b> - Guardrails</p> <p><b>Minimise</b> - Tidy workplace</p> <p><b>Minimise</b> - Watch footing outdoors - uneven ground &amp; rocks</p> <p><b>Minimise</b> - Put signage in place as required</p>	



# Task Analysis (TA)



## General Considerations

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## Sign Off

Date	Company	Name	Signature












## Review notes / Comments

Date	Comments

Scaffold Erection				
Written By	Approved	Approved Date	Signature	Date
	<input type="checkbox"/>			



# Task Analysis (TA)

<b>Date</b>		<b>Work / Task</b>	Elevate Work Platforms							
<b>Job #</b>		<b>Workplace</b>	131 Wrights Road							
<b>Scope of Work</b>										
<b>Team Members</b>						<b>Notifiable Works</b>				
<b>PPE Required</b>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">               Hard Hat         </div> <div style="text-align: center;">               Protective Footwear         </div> <div style="text-align: center;">               Hi Vis Clothing         </div> <div style="text-align: center;">               Hearing Protection         </div> <div style="text-align: center;">               Protective Eyewear         </div> <div style="text-align: center;">               Gloves         </div> <div style="text-align: center;">               Protective Clothing         </div> <div style="text-align: center;">               Safety Harness         </div> <div style="text-align: center;">               Respiratory Protection         </div> <div style="text-align: center;">               Face Protection         </div> <div style="text-align: center;">               Welding Mask         </div> </div> <p><b>Blue:</b> Must be worn at all times (Mandatory)</p> <p><b>Green:</b> Wear as and when hazards may cause a risk of injury or illness</p> <p><b>Grey:</b> Not Required</p>									
<b>Plant, Equipment &amp; Tools</b>	Elevated Work Platform - Scissor Lift, Boom Lift, Vertical Mast Lift									
<b>Barricades &amp; Signage</b>										

Sequence of Works	Hazard	Risk	Control methods	Person Responsible
1. [Sequence 1]				



# Task Analysis (TA)



## General Considerations

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## Sign Off

Date	Company	Name	Signature

## Review notes / Comments

Date	Comments

Elevate Work Platforms				
Written By	Approved	Approved Date	Signature	Date
	<input checked="" type="checkbox"/>			

# Task Analysis (TA)

# IN PROCORE® UNDER FORMS

## Task Analysis (TA)

**Tick one** – is a translator required?

Yes      No

**Tick one** – is this Notifiable works?

Yes      No

Site name

TA written by

TA approved by




## Task Analysis sign-on

All workers involved in the task must sign this register to show that they have been consulted in the processes and will work to the requirements of this TA.

**Worker Name**

**Worker signature**


**Worker Name**

**Worker signature**


**Works Supervisor Name**

**Works Supervisor signature**

--	--

## Work method statement

**Describe** the activity and how it will be carried out. Where possible, **identify** the individuals who will be carrying out the task/s and their roles in it.

# Task Analysis (TA)

## Task Analysis (TA)

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.	Describe the key hazards and risks for each step – there will normally be more than one per step.	What would the risk level be without controls? <i>Refer to the risk assessment matrix</i>	Describe the method/s that will be used to control the risk (refer to the hierarchy of controls for guidance)		What is the risk level after controls are in place? <i>Refer to the risk assessment matrix.</i>
Step 1	1a				
	1b				
	1c				
	1d				

### Identify PPE to be used

NOTE: PPE may be used in conjunction with other methods of control but must never be the only method of control. Place a tick next to each item to be used as part of the control process.



Other

# Task Analysis (TA)

## Task Analysis (TA)

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.	Describe the key hazards and risks for each step – there will normally be more than one per step.	What would the risk level be without controls? <i>Refer to the risk assessment matrix</i>	Describe the method/s that will be used to control the risk (refer to the hierarchy of controls for guidance)		What is the risk level after controls are in place? <i>Refer to the risk assessment matrix.</i>
Step 2	2a				
	2b				
	2c				
	2d				

### Identify PPE to be used

NOTE: PPE may be used in conjunction with other methods of control but must never be the only method of control. Place a tick next to each item to be used as part of the control process.



Other



# Task Analysis (TA)

## Task Analysis (TA)

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.	Describe the key hazards and risks for each step – there will normally be more than one per step.	What would the risk level be without controls? <i>Refer to the risk assessment matrix</i>	Describe the method/s that will be used to control the risk (refer to the hierarchy of controls for guidance)		What is the risk level after controls are in place? <i>Refer to the risk assessment matrix.</i>
Step 3	3a				
	3b				
	3c				
	3d				

### Identify PPE to be used

NOTE: PPE may be used in conjunction with other methods of control but must never be the only method of control. Place a tick next to each item to be used as part of the control process.



Other

# Task Analysis (TA)

## Task Analysis (TA)

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.	Describe the key hazards and risks for each step – there will normally be more than one per step.	What would the risk level be without controls? <i>Refer to the risk assessment matrix</i>	Describe the method/s that will be used to control the risk (refer to the hierarchy of controls for guidance)		What is the risk level after controls are in place? <i>Refer to the risk assessment matrix.</i>
Step 4	4a				
	4b				
	4c				
	4d				

### Identify PPE to be used

NOTE: PPE may be used in conjunction with other methods of control but must never be the only method of control. Place a tick next to each item to be used as part of the control process.



Other

# Task Analysis (TA)

## Task Analysis (TA)

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.	Describe the key hazards and risks for each step – there will normally be more than one per step.	What would the risk level be without controls? <i>Refer to the risk assessment matrix</i>	Describe the method/s that will be used to control the risk (refer to the hierarchy of controls for guidance)		What is the risk level after controls are in place? <i>Refer to the risk assessment matrix.</i>
Step 5	5a				
	5b				
	5c				
	5d				

### Identify PPE to be used

NOTE: PPE may be used in conjunction with other methods of control but must never be the only method of control. Place a tick next to each item to be used as part of the control process.



Other

# Task Analysis (TA)

## Task Analysis (TA)

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.	Describe the key hazards and risks for each step – there will normally be more than one per step.	What would the risk level be without controls? <i>Refer to the risk assessment matrix</i>	Describe the method/s that will be used to control the risk (refer to the hierarchy of controls for guidance)		What is the risk level after controls are in place? <i>Refer to the risk assessment matrix.</i>
Step 6	6a				
	6b				
	6c				
	6d				

### Identify PPE to be used

NOTE: PPE may be used in conjunction with other methods of control but must never be the only method of control. Place a tick next to each item to be used as part of the control process.



Other

# Task Analysis (TA)

## Task Analysis (TA)

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.	Describe the key hazards and risks for each step – there will normally be more than one per step.	What would the risk level be without controls? <i>Refer to the risk assessment matrix</i>	Describe the method/s that will be used to control the risk (refer to the hierarchy of controls for guidance)		What is the risk level after controls are in place? <i>Refer to the risk assessment matrix.</i>
Step 7	7a				
	7b				
	7c				
	7d				

### Identify PPE to be used

NOTE: PPE may be used in conjunction with other methods of control but must never be the only method of control. Place a tick next to each item to be used as part of the control process.



Other

# Task Analysis (TA)

## Task Analysis (TA)

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.	Describe the key hazards and risks for each step – there will normally be more than one per step.	What would the risk level be without controls? <i>Refer to the risk assessment matrix</i>	Describe the method/s that will be used to control the risk (refer to the hierarchy of controls for guidance)		What is the risk level after controls are in place? <i>Refer to the risk assessment matrix.</i>
Step 8	8a				
	8b				
	8c				
	8d				

### Identify PPE to be used

NOTE: PPE may be used in conjunction with other methods of control but must never be the only method of control. Place a tick next to each item to be used as part of the control process.




Other

# Task Analysis (TA)

## Risk Assessment Matrix and Hierarchy of controls

Risk Assessment Matrix		CONSIDER THE LIKELIHOOD OF A HAZARDOUS EVENT OCCURRING				
		Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
CONSIDER THE SEVERITY OF INJURY/ILLNESS	Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
	Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
	Moderate (e.g 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 Treatment Required)	Very Low	Very Low	Low	Low	Moderate

1. Determine risk by identifying the potential harm (horizontal rows).
2. Then choose the most realistic likelihood (vertical columns)
3. Where the two converge is the “Risk Level” for that situation.
4. Use the Control Hierarchy to guide the selection of control methods that will be applied
5. The risk level after controls MUST be significantly lower than the risk level without controls.
6. If the controls do not provide an acceptable level of risk reduction, the risk process must be repeated until the level is safe.
7. If the hazard itself cannot be completely removed (Elimination) then the focus must be on reducing severity or decreasing likelihood (or both) so as to reduce the risk level from what it originally was.
8. If the risk level cannot be sufficiently reduced, the entire activity must be reviewed and replanned until a safer alternative methodology is devised.

Hierarchy of controls			
Most Effective  Least Effective	<b>ELIMINATE:</b> <b>1 Eliminate the hazard</b> remove it completely from your workplace. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;">If this isn't reasonably practicable, then...</td> </tr> </table>		If this isn't reasonably practicable, then...
		If this isn't reasonably practicable, then...	
	<b>MINIMISE:</b> <b>2 Substitute the hazard</b> (wholly or partly) with a safer alternative <b>2 Isolate the hazard</b> using physical barriers, time or distance <b>Use engineering controls</b> adapt tools or equipment to reduce the risk <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;">Minimise the risk, so far as reasonably practicable, by taking 1 or more of these actions that is the most appropriate</td> </tr> </table>		Minimise the risk, so far as reasonably practicable, by taking 1 or more of these actions that is the most appropriate
		Minimise the risk, so far as reasonably practicable, by taking 1 or more of these actions that is the most appropriate	
<b>3 Use administrative controls</b> develop methods of work, processes and procedures <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;">If a risk then remains, you must minimise the remaining risk, so far as reasonably practicable</td> </tr> </table>		If a risk then remains, you must minimise the remaining risk, so far as reasonably practicable	
	If a risk then remains, you must minimise the remaining risk, so far as reasonably practicable		
<b>4 Use personal protective equipment (PPE)</b> this is the last option after you have considered all the other options for your workplace <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;">If a risk then remains, you must minimise the remaining risk by using PPE</td> </tr> </table>		If a risk then remains, you must minimise the remaining risk by using PPE	
	If a risk then remains, you must minimise the remaining risk by using PPE		

1. Applying the control hierarchy is the required method to provide an effective control to a hazard or high risk situation.
2. The most effective solutions are in sections 1 & 2 of the list. The reason they are effective is because they deal directly with the problem.
3. The least effective (sections 3 & 4) are weaker solutions because they rely heavily on people remembering to do something.
4. Neither section 3 or 4 should be used in isolation. On their own, neither of these have any effect on the actual problem.
5. Ultimately the solution should be a combination of sections 1 & 2 with assistance from sections 3 & 4
6. Note that elimination does not necessarily mean eliminate the entire hazard, although that would be preferable. Elimination of parts of the problem may still significantly reduce the overall risk level. Consider the severity of injury/illness




# Emergency Evacuation




## In the case of ALL emergencies requiring evacuation of the Workplace:

	<b>The following warning will sound:</b>	3 blasts from an air horn
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 If this warning sounds, SHUT DOWN all plant and equipment.


 You should proceed immediately to the Assembly Point using the safest identifiable route


	<b>The location of the assembly point is:</b> Remain there until the Manager has given the Official clearance to return to the workplace.	On the road at the end of the drive
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	<b>The nearest medical facilities are located:</b>	Riccarton Medical Practice, 03 348 8711 51 Division Street, Riccarton, Christchurch, New Zealand
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 Dial 111 for Fire, Ambulance, Police, Gas & Chemical Spills

	<b>When calling 111, read the following:</b>	
	<b>We have an emergency at:</b> <b>We need help from Ambulance / Fire ?</b>	131 Wrights Road, Addington, Christchurch, New Zealand
	<b>Our phone number is:</b> <b>The medical problem seems to be ?</b>	021378822

	<b>Hospital:</b>	03 364 0640	<b>Poison Centre:</b>	0800 764 766
	<b>WorkSafe NZ:</b>	0800 030 040	<b>Power (Services):</b>	0800 363 9898
	<b>Civil Defence:</b>	04 817 8555	<b>24 Hour Faults:</b>	0800 363 9898

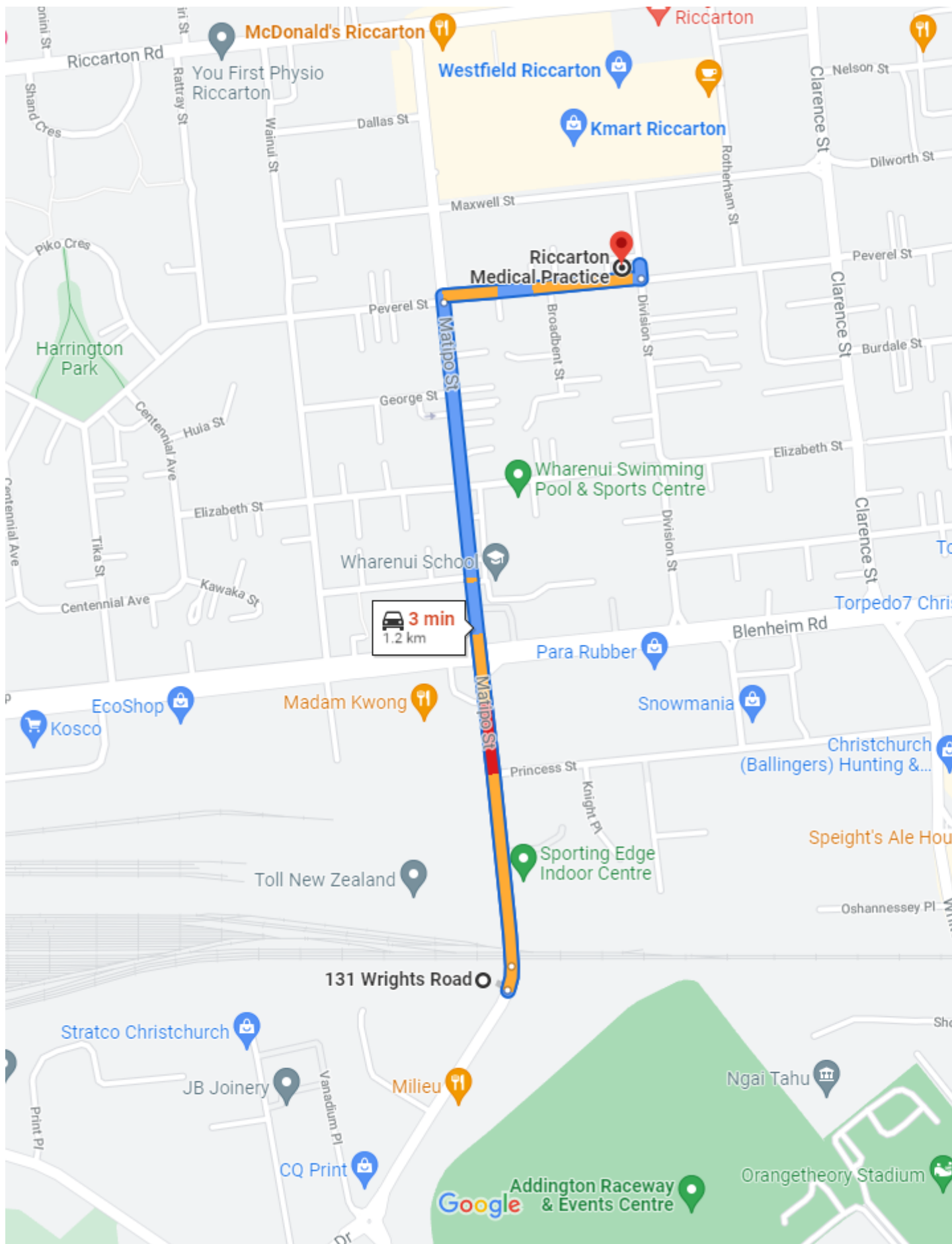
	<b>Workplace Manager:</b>	<b>First Aider:</b>	<b>Safety Contact:</b>
	Dax Morel 021378822	Marty McGuinness 0212240966	Dax Morel 021378822

	<b>The first aid kit is located:</b>	In site tower
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	<b>The fire extinguisher is located:</b>	In site tower
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131 Wrights Road to Riccarton Medical Practice  
Riccarton Medical Practice 59 Division Street 03 348 8711



# TRAINING REGISTER



**SITE SAFE**



**YEARS**

**LULU**

		EXPIRY	EXPIRY	EXPIRY	EXPERIENCE	
<b>Dax Morel</b>	BP104278	Feb 2023	Feb 2023	Feb 2023	27	C
<b>Todd Morel</b>	BP105740	Sep 2023	Sep 2023	Feb 2023	29	C
<b>Chris Watson</b>		Feb 2023	Feb 2023	Feb 2023	13	C
<b>Martin McGuinness</b>		Jun 2023	Jun 2023	Jan 2023	25	C
<b>Paul Eathorne</b>		Feb 2023	Feb 2023	Feb 2023	14	X
<b>Taylor Cook</b>		Nov 2023	Nov 2023		6	X
<b>Craig Rome:</b> <i>handy man</i>		June 2023	Jun 2023			

Examples - **EWP** (elevated Work Platform), **PAT** (Powder Actuated Tool), **FA** (Fall Arrest), **LBP** (Licensed Building Practitioner, **MP** (Mobile Plant - specify type), **NZQA** (trade or safety units)

LULU - **L** under supervision, is partially competent (line of sight); **U** Indirect or occasional supervision, is partially competent (supervision nearby); **X** Fully competent to work unsupervised; **C** Competent to train


## Directors

 <p><b>Todd</b>Todd Morel SSID: 326492 Expiry: 29 September 2023 Card Status: <b>Active</b></p> <p>✓ FOUNDATION &gt;&gt;&gt;</p>	<p><b>Learning History</b> First Aid Construction Safety Supervisor Update Supervisor Gold Card</p>
 <p><b>Dax</b>Dax Morel SSID: 330628 Expiry: 17 February 2023 Card Status: <b>Active</b></p> <p>✓ FOUNDATION &gt;&gt;&gt;</p>	<p><b>Learning History</b> First Aid Construction Safety Passport Plus - Tools &amp; Plant Building Construction Passport</p>

## Foreman

 <p><b>Christopher</b>Chris Watson SSID: 512094 Expiry: 17 February 2023 Card Status: <b>Active</b></p> <p>✓ FOUNDATION &gt;&gt;&gt;</p>	<p><b>Learning History</b> First Aid Construction Safety Passport Plus - Tools &amp; Plant Building Construction Passport</p>
 <p><b>Martin</b> McGuinness SSID: 356980 Expiry: 18 June 2023 Card Status: <b>Active</b></p> <p>✓ FOUNDATION &gt;&gt;&gt;</p>	<p><b>Learning History</b> First Aid Construction Safety Supervisor Update Supervisor</p>


## Leading Hands

 <p><b>Paul</b>Paul Eathorne SSID: 308436 Expiry: 17 February 2023 Card Status: <b>Active</b></p> <p>✓ FOUNDATION &gt;&gt;&gt;</p>	<p><b>Learning History</b> First Aid Construction Safety Passport Plus - Tools &amp; Plant Building Construction Passport</p>
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## Carpenters

 <p><b>Paiariki (Taylor)</b>Taylor Cook SSID: 761082 Expiry: 10 November 2023 Card Status: <b>Active</b></p> <p>✓ FOUNDATION &gt;&gt;&gt;</p>	<p><b>Learning History</b> First Aid Construction Safety Foundation Passport - Building Construction</p>
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## Contractors

 <p><b>John</b>Craig Rome SSID: 431321 Expiry: 18 June 2023 Card Status: <b>Active</b></p> <p>✓ FOUNDATION &gt;&gt;&gt;</p>	<p><b>Learning History</b> First Aid Construction Safety Foundation Passport - Building Construction EQR Fletcher Induction</p>
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## Directors



## Foreman



## Leading Hands



## Carpenters

# Covid Vaccination Passports

## Directors



**My Vaccine Pass**  
An official record of your COVID-19 vaccination status.

**My Vaccine Pass**  
Name  
**DAX CLAUDE MOREL**  
Date of birth **15-04-1976**



Expires on **30-05-2022**  
You may be asked to show photo ID.  
For use in Aotearoa New Zealand.  
Cannot be used for international travel.

**To Kīwanatanga o Aotearoa** New Zealand Government **Unite against COVID-19** **MINISTRY OF HEALTH** MANATŪ TAIAKARA

## Foreman



**My Vaccine Pass**  
An official record of your COVID-19 vaccination status.

**My Vaccine Pass**  
Name  
**Martin Patrick MCGUINNESS**  
Date of birth **03-12-1973**



Expires on **25-05-2022**  
You may be asked to show photo ID.  
For use in Aotearoa New Zealand.  
Cannot be used for international travel.

**To Kīwanatanga o Aotearoa** New Zealand Government **Unite against COVID-19** **MINISTRY OF HEALTH** MANATŪ TAIAKARA

## Carpenters

## Contractors



**My Vaccine Pass**  
An official record of your COVID-19 vaccination status.

**My Vaccine Pass**  
Name  
**John Craig ROME**  
Date of birth **22-10-1954**



Expires on **18-05-2022**  
You may be asked to show photo ID.  
For use in Aotearoa New Zealand.  
Cannot be used for international travel.

**To Kīwanatanga o Aotearoa** New Zealand Government **Unite against COVID-19** **MINISTRY OF HEALTH** MANATŪ TAIAKARA

# HAZARDOUS SUBSTANCE INVENTORY



Substance Name	Substance UN Number	Maximum Quantity	Location	Storage and segregation requirements	Hazard Classifications	HSNO Approval Number	Substance State	Incompatible Items	SDS Expiry Date
CRC 5.56 Aerosol	1950	2 L	Site container or tower	Keep dry to avoid corrosion. Avoid reaction with oxidising agents	6.1E	HSR002519	Aerosol		Nov-24
Diesel fuel (automotive gas oil and marine diesel fuel)	3082	40 L	Site container or tower	Store in container suitable for fuel. Keep container closed. Open slowly to release pressure. Store in cool, well-ventilated areas. Storage should be earthed and bonded. Avoid open flames and high energy ignition sources. Avoid Halogens, strong acids, strong bases & strong oxidisers.	3.1D   6.1E   6.3B   6.7B   9.1B	HSR001441	Liquid	Glokote Dazzle Hilti Foam gun cleaner	Jul-24
Glokote Dazzle	1950	2 L	Site container or tower	Keep dry to avoid corrosion. Store in original containers in approved flammable liquid storage area. DO NOT store in pits, depressions, basements or area where vapours may be trapped.	2.1.2A   6.1E   6.3A   6.4A   6.8A   6.9B   9.1C	HSR002515	Aerosol	Bostik Primer  Diesel fuel (automotive gas oil and marine diesel fuel)  Holdfast - Metalex Green  Methylated Spirits  Paslode STOCKade Fuel Cells  Petrol (unleaded)  Sika Formol  Sika Nailbond  Sikaflex 11FC  Turps	Nov-24
Hilti Foam gun cleaner	1590	6 L	Site container or tower	Protect from sunlight. Do not expose to temperatures exceeding 50c/122f. Store in a well-ventilated place. Keep container tightly closed. Keep cool.	2.1.2A   6.4A	HSR002515	Aerosol	Bostik Primer  Diesel fuel (automotive gas oil and marine diesel fuel)  Holdfast - Metalex Green  Methylated Spirits  Paslode STOCKade Fuel Cells  Petrol (unleaded)  Sika Formol  Sika Nailbond  Sikaflex 11FC  Turps	Jan-24
HIT-HY 200-R		5 L	Site container or tower	Keep cool. Keep away from heat and direct sunlight. Avoid temperature extremes.		HSR002544	Liquid		Mar-23
HIT-RE 500 V3	3259	5 L	Site container or tower	Store in a cool, well-ventilated space. Avoid sources of ignition and direct sunlight.	8.2C	HSR002542	Liquid		Feb-24
Holdfast - Metalex Green	3082	4 L	Site container or tower	Store in original containers in well-ventilated places and out of direct sun. Keep tightly closed. Avoid strong oxidisers, exposure to heat or ignition sources.	3.1D   6.1D   6.3A   6.4A   6.9B   9.1A   9.2C   9.3C	HSR002657	Liquid	Glokote Dazzle Hilti Foam gun cleaner	Aug-22
Methylated Spirits	1987	5 L	Site container or tower	Store in a cool, dry, place, away from direct sunlight. This product will fuel a fire in progress. Check containers for leaks and distortions.	3.1B   6.4A   9.1D	HSR002553	Liquid	Glokote Dazzle Hilti Foam gun cleaner	Jun-23
Paslode STOCKade Fuel Cells	3478	6 L	Site container or tower	Store in a cool, dry, well ventilated area in an upright position. Do not store in confined area where vapours may be trapped. Keep away from ignition sources. Keep containers securely sealed. Check container for leaks and distortions .	3.1B	HSR002621	Liquid	Glokote Dazzle Hilti Foam gun cleaner	May-22
Petrol (unleaded)	1203	40 L	Site container or tower	Store in a container that is suitable for fuel. Keep container closed and open slowly. Store in a cool, well-ventilated area. Outside or detached storage preferred. Storage containers should be earthed and bonded. Avoid heat, sparks, open flames & other ignition sources.	3.1A   6.1E   6.3B   6.7B   9.1B	HRC000003	Liquid	Glokote Dazzle Hilti Foam gun cleaner	Feb-21
Sika Formol		20 L	Site container or tower	Store in original container. Keep in a well-ventilated place. Containers which are opened must be carefully resealed and kept uptight to prevent leakage.	3.1D   6.1E   6.7B   9.1B	HSR002680	Liquid	Glokote Dazzle Hilti Foam gun cleaner	Sep-24
Sika Nailbond	1133	4 L	Site container or tower	Store in original container in cool, dry and well-ventilated place. Keep away from sources of ignition. Take precautionary measures against electrostatic discharges.	3.1B   6.1E   6.3A   6.8B   6.9B   9.1B	HSR002662	Liquid	Glokote Dazzle Hilti Foam gun cleaner	Dec-23
Sikaflex		5 L	Site container or tower	Store in a cool, dry place in tightly sealed container	9.1A	HSR002670	Liquid		Aug-22
Sikaflex 11FC		5 L	Site container or tower	Store in original container in a well-ventilated space. Avoid sources of ignition.	3.1D   6.3B   6.5A   6.5B   6.7B   6.8B   6.9B   9.1D	HSR002680	Liquid	Glokote Dazzle Hilti Foam gun cleaner	Jun-24
Turps	1300	5 L	Site container or tower	Store in a cool, dry place away from direct sunlight. Highly flammable, keep away from sources of ignition. Will fuel a fire in progress. Check containers for leaks and distortions.	3.1C   6.1E   6.3B   9.1B	HSR001482	Liquid	Glokote Dazzle Hilti Foam gun cleaner	Oct-22

# WEEKLY PRE-START / TOOLBOX TALKS

VIA ONLINE SYSTEM **PROCORE**



Life Health Foods - Lisa's Building Inspections

Due Date: No Due Date  
Status: Open

**General Information** SHOW

**Signatures** ADD

1. HAZARDS - Height/Overhead work

[MARK SECTION AS NA](#)

1.1 Falling Material >  
Select a response

1.2 Ladders >  
Select a response

1.3 Scaffolds >  
Select a response

1.4 Roofs >  
Select a response

1.5 Cranes >  
Select a response

Life Health Foods - Lisa's Building Inspections

1. HAZARDS - Height/Overhead work

1.6 Elevated Work Platforms >  
Select a response

2. HAZARDS - Tranches/Confined Spaces

[MARK SECTION AS NA](#)

2.1 Pits and Trenches >  
Select a response

2.2 Tanks >  
Select a response

2.3 Shafts >  
Select a response

2.4 Confined Spaces >  
Select a response

2.5 Additional Comments >  
Add Text NA

Life Health Foods - Lisa's Building Inspections

2. HAZARDS - Tranches/Confined Spaces

3. HAZARDS - Plant

[MARK SECTION AS NA](#)

3.1 WoF/Current Test Tag >  
Select a response

3.2 Machine Guards >  
Select a response

3.3 RCDs >  
Select a response

3.4 Leads >  
Select a response

3.5 Vibration >  
Select a response

3.6 Additional Comments >  
Add Text NA

Life Health Foods - Lisa's Building Inspections

3. HAZARDS - Plant

4. General Environment

[MARK SECTION AS NA](#)

4.1 Public Access/Protection >  
Select a response

4.2 Signage/Barriers >  
Select a response

4.3 Organisation/Housekeeping >  
Select a response

4.4 Wet/Slippery Environment >  
Select a response

4.5 Hazardous Materials >  
Select a response

Life Health Foods - Lisa's Building Inspections

4. General Environment

4.6 Chemicals

Select a response

4.7 Services (Gas/Water/Power)

Select a response

4.8 Exposure to Weather

Select a response

4.9 Extreme Temperatures

Select a response

4.10 Traffic

Select a response

4.11 Noise

Select a response

4.12 Dust and Debris

Select a response

Life Health Foods - Lisa's Building Inspections

4. General Environment

4.13 Explosion/Fire

Select a response

4.14 Machinery

Select a response

4.15 Mobile Plant

Select a response

4.16 Additional Comments

Add Text NA

5. Step Back 5x5

MARK SECTION AS NA

5.1 Think about the operation - now and in the future

Select a response

5.2 Identify actions to be undertaken

Select a response

Life Health Foods - Lisa's Building Inspections

5. Step Back 5x5

5.3 Think about what activity, processes and procedures will be happening

Select a response

5.4 Identify any hazards that are present

Select a response

5.5 Identify and implement controls

Select a response

5.6 Do you feel safe?

Select a response

5.7 Are those around you working safely?

Select a response

5.8 Additional Comments

Add Text NA

6. 7 Point Analysis Are there risks associated with:

MARK SECTION AS NA

Life Health Foods - Lisa's Building Inspections

5. Step Back 5x5

6. 7 Point Analysis Are there risks associated with:

MARK SECTION AS NA

6.1 Strain or sprain my back or other muscle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA
6.2 Be caught in, on or between anything	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA
6.3 Slip, trip or fall from height, same or lower level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA
6.4 Be injured by poor plant/job design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA
6.5 Be struck by or against anything	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA
6.6 Come in contact with a hazardous substance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA

6.7 Additional Comments

Add Text NA

7. General Comments

MARK SECTION AS NA

7.1 General Comments

Add Text NA

Tools Dashboard Create Camera Settings



# DAILY PRE-START

VIA ONLINE SYSTEM **PROCORE**



Life Health Foods - Lisa's Building  
Inspections

1 - DAILY Pre-Start

Due Date: No Due Date  
Status: ● Open

**General Information** SHOW

---

**Signatures** ADD

1. SAFETY ALERTS

MARK SECTION AS NA

1.1 Safety Alerts / Tasks of the day

Add Text NA

1.2 Risks

Add Text NA

1.3 Controls

Add Text NA

1.4 Accidents / Incidents / Issues from Previous Day

Add Text NA

1.5 New Hazards Identified

Add Text NA

Life Health Foods - Lisa's Building  
Inspections

1. SAFETY ALERTS

1.6 Controls Initiated

Add Text NA

2. RISK ASSESSMENT – Classify the potential consequence of the activity/s as follows: Very High – Fatality, toxic chemical release with detrimental effects, structural damage. High – Extensive injuries and loss of production capability. Toxic Chemical release, amputation, loss of bodily function. Medium – Medical treatment that results in no hospitalization or loss of function 1 day or less off work. Low – First Aid injury no time off work.

MARK SECTION AS NA

2.1 Plant & Equipment

NA

2.2 Manual Handling (lifting, pulling, pushing)

NA

2.3 House Keeping

NA

2.4 Permits (ladder, hot works, confined space etc)

NA

Life Health Foods - Lisa's Building  
Inspections

2. RISK ASSESSMENT – Classify the potential consequence of the activity/s as follows: Very High – Fatality, toxic chemical release with detrimental effects, structural damage. High – Extensive injuries and loss of production capability. Toxic Chemical release, amputation, loss of bodily function. Medium – Medical treatment that results in no hospitalization or loss of function 1 day or less off work. Low – First Aid injury no time off work.

2.5 Excavation and Trenching

NA

2.6 Extreme Weather Conditions

NA

2.7 Interaction with Public

NA

2.8 Hazardous Substances

NA

2.9 Working at Heights

NA

2.10 Services (In-Ground / Overhead)

NA

Life Health Foods - Lisa's Building  
Inspections

2. RISK ASSESSMENT – Classify the potential consequence of the activity/s as follows: Very High – Fatality, toxic chemical release with detrimental effects, structural damage. High – Extensive injuries and loss of production capability. Toxic Chemical release, amputation, loss of bodily function. Medium – Medical treatment that results in no hospitalization or loss of function 1 day or less off work. Low – First Aid injury no time off work.

2.11 Open Penetrations

NA

2.12 PPE Requirements

NA

2.13 Electrical Tagging

NA

2.14 Traffic Management

NA

2.15 Additional comments

Add Text NA

2.16 Task Analysis Required

Select a response

Life Health Foods - Lisa's Building Inspections

2. RISK ASSESSMENT - Classify the potential consequence of the activity/s as follows: Very High - Fatality, toxic chemical release with detrimental effects, structural damage. High - Extensive injuries and loss of production capability. Toxic Chemical release, amputation, loss of bodily function. Medium - Medical treatment that results in no hospitalization or loss of function 1 day or less off work. Low - First Aid injury no time off work.

2.17 Hazard Register Update Required

Select a response

2.18 Task Analysis Completed

Select a response

2.19 Hazard Register Updated

Select a response

2.20 Risk Assessment / Task Analysis Completed by:

Add Text NA

3. COVID-19 check

MARK SECTION AS NA

3.1 Have you observed the site for anyone with symptoms?

Select a response

Life Health Foods - Lisa's Building Inspections

3. COVID-19 check

3.2 Have you checked to see if anyone has been in contact with someone with flu like symptoms?

Select a response

3.3 Reminded the team to report incidents - even COVID-19

Select a response

3.4 Reminded the team of the safe working distance

Select a response

3.5 Advised the team of the location of hand sanitiser & PPE is kept

Select a response

3.6 Contractors on site today

Add Text NA

3.7 Advised where each team is located on site today

Select a response

4. Employees / Subcontractors Present - can take photo of team at meeting

MARK SECTION AS NA

4.1 Name & Company

Add Text NA

Tools Dashboard Create Camera Settings



# INCIDENTS/ACCIDENTS/NEAR MISS

VIA ONLINE SYSTEM **PROCORE**

Mobile app screenshot of the 'Create Incident' form. The top bar shows 'Create Incident' and 'SAVE'. Below are two tabs: 'CAMERA' and 'ATTACHMENTS'. The form fields include: 'Title' (empty), '\* Required', 'Event Date' (9/09/2020), '\* Required', 'Time Unknown' (toggle off), 'Event Time' (10:27 AM), 'Distribution' (dropdown), and '\* Required'.

Mobile app screenshot of the 'Create Incident' form, showing the bottom section. The top bar shows 'Create Incident' and 'SAVE'. The form fields include: '\* Required', 'Private' (toggle on), 'Recordable' (toggle off), 'Description' (text area), '\* Required', 'Reporting a:' (dropdown), '\* Required', 'Type Of Injury' (dropdown), '\* Required', 'Type of treatment' (dropdown), and '\* Required'.

**THESE REPORTS ARE AUTOMATICALLY EMAILED TO MCL OFFICE FOR REVIEW**

**SIGNING IN & OUT**  
VIA QR CODE





# COVID19 - Pandemic Policy



Our business is committed to maintaining safe and healthy workplace practices to ensure that neither our Workers at work nor anyone else in the vicinity of the workplace is harmed due to Covid-19. As an employer we are required to take reasonably practicable steps to ensure the safety of our workers, and anyone else that might be affected by our business activities.

## We will commit to:

- Keeping up to date, and act in accordance with the latest Government, Ministry of Health and Ministry of Business, Innovation and Employment (MBIE) guidance and recommendations for COVID-19, and
- Taking reasonably practical steps to address the risk of our workers being exposed to the virus or spreading it to others.

## The practicable steps we will be taking to ensure the safety of our workers, and others include:

**Consultation**- Have regular contact and communication with the workers onsite on a formal and informal basis through various means of communication available. Providing an opportunity to encourage feedback.

**Co-operation**- Ensure the most up to date information is available for workers on the worksite so they can enable good practices of mitigating the risk of Covid-19 at all levels. Ensure that information is shared to all workers on the worksite.

**Co-ordination**- Co-ordinate the work activities to ensure that physical distancing and hygiene protocols can be adhered to, to minimise the spread of COVID-19.

## This will be achieved by:

- *Induction & Training* – via various meeting methods and acknowledged by those participating in the training.
- *Updating* – providing updated safe working practices as they evolve through Government and industry guidelines.
- *Worker Feedback* – Any change in health to the individual worker or their direct bubble contact and any unsafe work practices which they may be exposed to through their worksite.

Our policy is aimed at complying with the provisions of the Health and Safety at Work Act 2015, the Health and Safety at Work Regulations 2016 and guidelines and advice provided by the Government, Ministry of Health and Ministry of Business, Innovation and Employment (MBIE) in response to COVID-19.

Signed (on behalf of the employer):

---

Date:

Review Date:



# COVID19 - Emergency Response Plan - Suspected or confirmed case at work

The **Emergency Response Plan** MUST be activated immediately following the identification of a suspected or confirmed case of COVID-19 in the workplace.



## 1. Isolate

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



## 2. Inform

Ring the Healthline (0800 611 611). Follow the advice of health officials.



## 3. Transport

Ensure the person has transport to their home or to a medical facility



## 4. Clean

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning



## 5. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



## 6. Clean

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



## 7. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

## If the suspected or confirmed case of COVID-19 is NOT at work when diagnosed



## 1. Inform

Ring the Healthline (0800 611 611). Follow advice of health officials.



## 2. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



## 3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning



## 4. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.



# COVID19 - 5 Step Guide - Control Plan Actions

The Control Plan Actions diagram outlines the actions required at each stage of the workday, to mitigate the risks associated to COVID-19.



