

Site Specific Safety Plan

27 FENDALTON ROAD

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WORKPLACE DETAILS

LOCATION:

27 Fendalton Road, Fendalton

SCOPE OF WORK: Install new gates, outdoor kitchen and inbuilt joinery

START DATE: 08/04/2024

COMPLETION DATE:

MOREL WORKPLACE MANAGER: Dax Morel p: 021 378 822

MOREL HEALTH & SAFETY CONSULTANT: Dean Uren: 021 433 268

STANDARD PPE REQUIRMENTS ON SITE:

Ensure you complete/check individual Task Analysis for PPE requirements.



Protective Footwear



Gloves



Hard Hat



Respirator



Hi Viz



Protective Clothing



Hearing Protection



Safety Harness



Protective Eyewear



Face Protection

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

AGREEMENT

Workplace Name 27 Fendalton Road
Scope of Work Install new gates, outdoor kitchen and inbuilt joinery
Location 27 Fendalton Road, Christchurch, New Zealand

This Agreement is between

PCBU 1

Person conducting a business or undertaking

Business name:	Morel Construction Ltd	
Main contact on site:	Dax Morel	Main contact phone: 021 378 822
Type of business:	Construction	
Onsite-safety representative:	Dax Morel	Onsite-safety representative phone: 021 378 822
First-aid representative:	Dax Morel	First-aid representative phone: 021 378 822

And

PCBU 2

Business name		
Main contact:	Howard and Wendy Klein	Main contact phone: 027 245 3403
Type of business:		
Onsite-safety representative:		Onsite-safety representative phone:
First-aid representative		First-aid representative phone

NOTIFIABLE WORKS

Does WorkSafe need to be notified of any onsite activities?

NO

INCLUDED IN THIS SAFETY PLAN

- Task analysis
- Hazard and risk management
- Hazardous products and substances

COMMUNICATION

Health and safety information and activities is communicated to employees, subcontractors and otherPCBUs on site in meetings and logged via forms on our website www.morelconstruction.co.nz/staff

Type of communications	Frequency
Toolbox talks	Weekly
Project pre-start briefings	1st Day on site
Daily pre-start briefing	Daily
Other	

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	Immediately	

- We will report these incidents using our web forms emailed to our office.
- The office will communicate these with the client.

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

Type of inspection	Frequency
Pre-start inspection	Before start
Site inspection	Weekly
Major plant orequipment	Weekly
Vehicles	Weekly
Specialist (MEWP/Cranes)	Daily

TRAINING / EXPERIENCE / COMPETENCY

We agree that every worker under our control on site will:

- hold a current site safety card.
- be given a job-specific safetyinduction.
- be appropriately qualified, competent, or fully supervised.

ENVIRONMENTAL

Is there an environmental plan required for this site? **NO**

Is a resource consent required for any of the activities you will undertake on this site? **NO**

Will dust or fumes or smoke be generated that could affect members of the public or others in the vicinity? **NO**

- Ensure the area is well ventilated.
- Use vacuums where possible.
- Use PPE when required.
- MSDS will be kept on site
- Fire extinguisher to be kept in vicinity

Will noise be generated that could affect members of the public or others in the vicinity? **NO**

- Provide PPE
- Noisy tasks will only work within the hours of 7:30am – 5pm
- Use sound dampening barriers when possible

Will your activity potentially cause dirty water or wash-down runoff, silt, or other contaminants to be released? **NO**

Will vehicles or plant be refueled on site? **NO**

How will you manage construction waste? **Skips and bins on site.**

SUBCONTRACTORS TO PARTY 2

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

EMERGENCIES

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

DECLARATION

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
Dax Morel		03 / 04 / 2023

PCBU 2

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

Name	Signed	Date

HARM REGISTER

PROJECT/SITE : 27 Fendalton Road

Hazard	Risk	Who could be Harmed?	IRA	Control methods	RRA	Training required
Drugs and Alcohol			12	E: Eliminate - Send staff home when suspected of being under the influence Minimise - Strictly enforce a zero-tolerance policy for drugs and alcohol Minimise - Management to complete an investigation if it is suspected that an employee is under the influence Minimise - 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	E: Eliminate - Wear appropriate PPE Minimise - Use fan ducting systems Minimise - Work in well ventilated areas	2	
Demolition Work			15	M: Isolate - Ensure demolition area is isolated and well sign posted Minimise - Plan job prior to commencing Minimise - All demolition work to be notified to DOL at least 24 hours prior to work commencing Minimise - All demolition work to be conducted in accordance with ACOP for Demolition Minimise - Training and supervision provided		

Earthmoving		Workers, Subcontractors or Visitors within the area of the excavation.	15	<p>M: Isolate - Protective structure fitted M: Isolate - No unauthorised entry into working area of machine</p> <p>Minimise - Use right machine for job Minimise - Competent operators Minimise - Ensure proper site and ground assessment of soil, and stability for machine used Minimise - Hi viz, safety footwear and hearing protection to be worn Minimise - Ensure machine is adequately maintained Minimise - Locate existing services prior to commencing</p>	5	
Environmental Hazards			25	<p>E: Eliminate - Only work when weather permits</p> <p>Minimise - Cover up - hat, sunglasses, long sleeve shirt, long pants Minimise - Minimise work during 11 - 4pm over summer months. Minimise - Apply sunblock Minimise - Self monitor body effects</p> <p>Minimise - Drink plenty of fluids Minimise - Wear appropriate clothing Minimise - Wear appropriate footwear Minimise - Monitor weather Minimise - Receive weather faxes Minimise - Ensure warm layers are worn in cooler temperatures</p>		
Fatigue			12	<p>Minimise - Keep hydrated Minimise - Monitor working hours and rest breaks</p>	4	
Hand tools and plant	Struck by flying debris	Person operation tool & others in the vicinity.	9	<p>M: Isolate - Guards and shields Minimise - Trained operators only Minimise - Good condition and regular maintenance Minimise - Eye and face protection Minimise - Flying debris controlled</p> <p>Minimise - Use tools in accordance with manufacturers specifications Minimise - Right tool for job</p>	6	<ul style="list-style-type: none"> • Building Construction Passport • First Aid • Staff Induction • Hazard Identification

Hazardous Substances	Exposure to hazardous substance / material / product		8	<p>E: Eliminate - Use safer alternative Minimise - Safety Data Sheet (SDS) available for all substances Minimise - Stored in accordance with SDS instructions Minimise - Proper labelling Minimise - Safe use and handling training Minimise - Wear the appropriate PPE when using products Minimise - Clean up any spills that may cause environmental risk</p>	4	
Health			12	<p>M: Isolate - Approved container M: Isolate - Clean sheds, toilets and washing facilities M: Isolate - Operate a site wide 'no smoking' policy - ensuring a designated smoking area is allocated away from the main working and rest area/s. Minimise - First aid training and kit Minimise - Safety Data Sheets for hazardous substances Minimise - Proper labelling Minimise - Good personal hygiene</p>	4	
House Keeping	Slips and trips and falls		12	<p>E: Eliminate - Rubbish regularly removed M: Isolate - Safe work areas Minimise - Delivery of products and materials onto site Minimise - Designated storage areas Minimise - Safe access and egress to site for all employees or visitors Minimise - De-nail timber Minimise - Minimal dust, vacuum regularly</p>		
Ladders			15	<p>E: Eliminate - Do job from ground Minimise - Maintain 3 points of contact at all times Minimise - 4:1 ladder angle Minimise - Tie off at top or foot the bottom of ladder Minimise - Check before use for defects Minimise - Extend 1-meter past work platform Minimise - Ensure stays are locked in place Minimise - Work no higher than third step when using step ladder</p>		
Loose Hair, Clothing, Jewelry			12	<p>E: Eliminate - Loose clothing and jewelry removed M: Isolate - Loose hair tied back M: Isolate - Guard in place and maintained Minimise - Company policies to reflect requirements</p>		

Manual Handling	Muscular stress		16	<p>Minimise - Use manual handling aids Minimise - Break loads down Minimise - Regular housekeeping Minimise - Keep load as close to body as possible Minimise - Plan the activity before beginning Minimise - Stretch and warm up Minimise - Take regular rest breaks and don't work to exhaustion Minimise. - Lift in accordance with COP</p>	4	
Noise	Noise exposure		16	<p>Minimise - Wear the appropriate hearing protection Minimise - Keep radios below 85dB Minimise - Move away from loud noises Minimise - Test noise levels</p>	4	
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.	15	<p>E: Eliminate - Children and animals not permitted on site M: Isolate - Barriers in place to ensure public are kept away from the area M: Administrative - Warning signage M: Administrative - Illumination of hazard areas M: PPE Controls - High visibility clothing and hard hats if required</p>	4	
Portable Nail Guns and Staplers	Cut by sharp object		16	<p>E: Eliminate - No volatile or combustible gas (including oxygen) to be used to power up tool M: Isolate - Ensure safe storage of gun and cartridges Minimise - Eye and hearing protection worn Minimise - Beware when nailing dry framing Minimise - Never point or fire in direction of any person Minimise - Maintain safe work practices Minimise - Maintained in accordance with manufacturer's specifications</p>	3	<ul style="list-style-type: none"> • Hilti • Powder Actuated Tool • Ramset

Portable Power Tools	Struck by flying debris		15	<p>M: Isolate - Guards fitted and in good working order M: Isolate - Use of protective devices (RCD) Minimise - Right tool for the job Minimise - Use in accordance with manufacturers specifications Minimise - All electrics to be tested and tagged in accordance with COP Minimise - Eye and hearing protection to be worn Minimise - Trained operators only Minimise - Maintain safe work practice Minimise - Safety footwear to be worn Minimise - Ventilation / extraction provided Minimise - Maintain safe working practices</p>	4	
Public Protection			20	<p>M: Isolate - Sufficient hoarding M: Isolate - Fencing and barricades M: Isolate - Construction separated from occupied area of projects Minimise - Safe pedestrian access past site Minimise - traffic management for loading and delivery Minimise - Site Safe signage Minimise - Hazard Board and Site Signage warning of Construction Area</p>		
Reinforcing	Cut by sharp object		12	<p>M: Isolate - Use of Starter Caps or similar protection Minimise - Employees to maintain awareness of their surroundings Minimise - Wear appropriate PPE at all times Minimise - When cutting surplus tie wire eliminate any sharp ends by bending over</p>	4	

Saw Circular			12	<p>M: Isolate - Ensure all guards provided by manufacturer are in place and functional M: PPE Controls - Wear suitable eye protection while operating saw M: PPE Controls - Wear suitable hearing protection (Grade 5 Minimum) M: PPE Controls - Wear suitable Respiratory Protection Minimise - Staff to complete Competency Assessment Training Minimise - Saw is tagged and date is current Minimise - Use the correct saw and the blade for the job Minimise - Ensure saw has a current electrical tag</p>	3	
Site Visits				<p>Minimise - Undertake site induction Minimise - Wear appropriate protective equipment Minimise - Read hazard board prior to entry Minimise - Report to site supervisor or site office</p>		
Slips and trips	Slips and trips and falls		9	<p>E: Eliminate - Wipe up all spills M: Isolate - Guardrails Minimise - Tidy workplace Minimise - Put signage in place as required Minimise - Watch footing outdoors - uneven ground & rocks</p>	4	
Ventilation			15	<p>E: Eliminate - Do not enter site when spray painting or sanding is in progress Minimise - Sufficient fresh air Minimise - Adequate means of extraction of contaminated air / steam / dust</p>		
Weather Conditions			12	<p>E: Eliminate - Listen to weather forecast E: Eliminate - Receive weather faxes E: Eliminate - Observe weather conditions during the day's activities</p>		
Work Sites			15	<p>Minimise - Complete a 'Site Hazard Assessment' before commencing work Minimise - Complete 'Task Analysis' before upcoming tasks are performed Minimise - Routinely hold Toolbox Meeting to review hazards</p>		

Working on Roads andFootpaths			12	<p>Minimise - Arrange a Traffic Management Plan(TMP)</p> <p>Minimise - Barricade construction area, if possible,</p> <p>Minimise - Appropriate PPE to be worn at all times</p> <p>Minimise - Report incidents that effect your working safety on roads</p> <p>Minimise - Road signage in be install and managed has per TMP</p> <p>Minimise - Breen 'TC' are to manage the 'TMP' on behalf of the STMS</p>		
Working Outside	Environment		6	<p>Minimise - Wear hat with wide brim or cap with neck flap</p> <p>Minimise - Put sunscreen on skin not covered by clothing</p> <p>Minimise - Use asunscreen with SP30+ broad-spectrum sunscreen</p> <p>Minimise - Drink plenty of liquids.</p> <p>i.e., water</p> <p>Minimise - Drink 6-8 glasses ofwater per day is recommended</p>	2	
Workstation pain &discomfort			9	<p>Minimise - Micro breaks from workstation</p> <p>Minimise - Set up in accordance with COP.</p> <p>Minimise - Mix tasks according to comfort level</p>		

PRE-START ASSESSMENT

PROJECT/SITE: 27 Fendalton Road	ASSESSOR:	SIGNED DATE:
Hazards	√	Controls

Height/Overhead Work:

Falling Material		
Ladders		
Scaffolds		
Roofs		
Cranes		
Elevated Work Platforms		

Trenches/Confined Spaces:

Pits and Trenches		
Tanks		
Shafts		
Confined Spaces		












Plant:

WoF/Current Test Tag		
Machine Guards		
RCDs		
Leads		
Vibration		

General Environment:

Public Access/Protection		
Signage/Barriers		
Organisation/Housekeeping		
Wet/Slippery Environment		
Hazardous Materials		

TASK ANALYSIS

Date	03/04/2024	Work / Task	Concreting
Job #		Workplace	27 Fendalton Road
Scope of Work	Placing & finishing concrete.		
Team Members	Todd, Dax, Martin, Simon, Paul, Oscar, Finn, Forrest	Notifiable Works	n/a
PPE Required	           <p> 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 </p>		
Plant, Equipment & Tools	Concrete Mixer Concrete Vibrator Shovels Rakes Screeds Trowels Floats		
Barricades & Signage	As required to keep the public out. TMS may be required.		

Sequence of Works

Hazard

Risk

Control methods

Person Responsible

1. Concrete Area	Manual Handling	Muscular stress	<p>Minimise - Use manual handling aids Minimise - Break loads down Minimise - Regular housekeeping. Minimise - Keep load as close to body as possible Minimise - Plan the activity before beginning Minimise - Stretch and warm up. Minimise - Take regular rest breaks and don't work to exhaustion. Minimise - Lift in accordance with COP</p>	
	Slips and trips	Slips and trips and falls	<p>E: Eliminate - Wipe up all spills M: Isolate - Guardrails Minimise - Tidy workplace Minimise - Watch footing outdoors - uneven ground & rocks. Minimise - Put signage in place as required</p>	
	Concrete Mixer		<p>E: Eliminate - Make sure guards are in place on machine E: Eliminate - Use lifeguard at electrical source E: Eliminate - Wear earmuffs when using machine</p>	
	Working Outside	Environment	<p>Minimise - Wear hat with wide brim or cap with neck flap. Minimise - Put sunscreen on skin not covered by clothing. Minimise - Use a sunscreen with SP30+ broad-spectrum sunscreen. Minimise - Drink plenty of liquids i.e., water Minimise - Drink 6-8 glasses of water per day is recommended</p>	

Weather Conditions		<p>E: Eliminate - Listen to weather forecast</p> <p>E: Eliminate - Receive weather faxes</p> <p>E: Eliminate - Observe weather conditions during the day's activities</p>	
Dust, Airborne Matter	Exposure to dust	<p>E: Eliminate - Wear appropriate PPE Minimise - Use fan ducting systems Minimise - Work in well ventilated areas</p>	
Hazardous Substances	Exposure to hazardous substance / material / product	<p>E: Eliminate - Use safer alternative</p> <p>Minimise - Safety Data Sheet (SDS) available for all substances.</p> <p>Minimise - Stored in accordance with SDS instructions.</p> <p>Minimise - Proper labelling.</p> <p>Minimise - Safe use and handling training Minimise - Wear the appropriate PPE when using products.</p> <p>Minimise - Clean up any spills that may cause environmental risk</p>	
Environmental Hazards		<p>E: Eliminate - Only work when weather permits Minimise - Ensure warm layers are worn in cooler temperatures</p> <p>Minimise - Cover up - hat, sunglasses, long sleeve shirt, long pants.</p> <p>Minimise - Minimise work during 11 - 4pm over summer months.</p> <p>Minimise - Apply sunblock Minimise - Self monitor body effects Minimise - Drink plenty of fluids.</p> <p>Minimise - Wear appropriate clothing Minimise - Wear appropriate footwear Minimise - Monitor weather Minimise - Receive weather faxes</p>	

	Hand tools and plant	Struck by flying debris	<p>M: Isolate - Guards and shields Minimise - Trained operators only Minimise - Good condition and regular maintenance</p> <p>Minimise - Eye and face protection Minimise - Flying debris controlled Minimise - Use tools in accordance with manufacturers specifications.</p> <p>Minimise - Right tool for job</p>	
2. Construct Boxing	Slips and trips	Slips and trips and falls	<p>E: Eliminate - Wipe up all spills M: Isolate - Guardrails Minimise - Tidy workplace</p> <p>Minimise - Watch footing outdoors - uneven ground & rocks.</p> <p>Minimise - Put signage in place as required</p>	
	Working Outside	Environment	<p>Minimise - Wear hat with wide brim or cap with neck flap.</p> <p>Minimise - Put sunscreen on skin not covered by clothing.</p> <p>Minimise - Use a sunscreen with SP30+ broad-spectrum sunscreen.</p> <p>Minimise - Drink plenty of liquids i.e., water Minimise - Drink 6-8 glasses of water per day is recommended</p>	
	Weather Conditions		<p>E: Eliminate - Listen to weather forecast</p> <p>E: Eliminate - Receive weather faxes</p> <p>E: Eliminate - Observe weather conditions during the days activities</p>	

	Hand tools and plant	Struck by flying debris	<p>M: Isolate - Guards and shields Minimise - Trained operators only Minimise - Good condition and regular maintenance</p> <p>Minimise - Eye and face protection Minimise - Flying debris controlled Minimise - Use tools in accordance with manufacturers specifications.</p> <p>Minimise - Right tool for job</p>	
3. Remove Boxing	Manual Handling	Muscular stress	<p>Minimise - Use manual handling aids Minimise - Break loads down Minimise - Regular housekeeping.</p> <p>Minimise - Keep load as close to body as possible Minimise - Plan the activity before beginning Minimise - Stretch and warm up.</p> <p>Minimise - Take regular rest breaks and don't work to exhaustion.</p> <p>Minimise - Lift in accordance with COP</p>	
	Slips and trips	Slips and trips and falls	<p>E: Eliminate - Wipe up all spills M: Isolate - Guardrails Minimise - Tidy workplace</p> <p>Minimise - Watch footing outdoors - uneven ground & rocks.</p> <p>Minimise - Put signage in place as required</p>	

	Working Outside	Environment	<p>Minimise - Wear hat with wide brim or cap with neck flap.</p> <p>Minimise - Put sunscreen on skin not covered by clothing.</p> <p>Minimise - Use a sunscreen with SP30+ broad-spectrum sunscreen.</p> <p>Minimise - Drink plenty of liquids i.e., water Minimise - Drink 6-8 glasses of water per day is recommended</p>	
	Weather Conditions		<p>E: Eliminate - Listen to weather forecast</p> <p>E: Eliminate - Receive weather faxes</p> <p>E: Eliminate - Observe weather conditions during the day's activities</p>	
	Hand tools and plant	Struck by flying debris	<p>M: Isolate - Guards and shields Minimise - Trained operators only Minimise - Good condition and regular maintenance</p> <p>Minimise - Eye and face protection Minimise - Flying debris controlled Minimise - Use tools in accordance with manufacturers specifications.</p> <p>Minimise - Right tool for job</p>	
4. Site Set-up	Slips and trips	Slips and trips and falls	<p>E: Eliminate - Wipe up all spills M: Isolate - Guardrails Minimise - Tidy workplace</p> <p>Minimise - Watch footing outdoors - uneven ground & rocks.</p> <p>Minimise - Put signage in place as required</p>	

Working Outside	Environment	<p>Minimise - Wear hat with wide brim or cap with neck flap.</p> <p>Minimise - Put sunscreen on skin not covered by clothing.</p> <p>Minimise - Use a sunscreen with SP30+ broad-spectrum sunscreen.</p> <p>Minimise - Drink plenty of liquids i.e., water Minimise - Drink 6-8 glasses of water per day is recommended</p>	
Weather Conditions		<p>E: Eliminate - Listen to weather forecast</p> <p>E: Eliminate - Receive weather faxes</p> <p>E: Eliminate - Observe weather conditions during the day's activities</p>	
Other people in the place of work		<p>E: Eliminate - Children and animals not permitted on site</p> <p>M: Isolate - Barriers in place to ensure public are kept away from the area</p> <p>M: Administrative - Warning signage</p> <p>M: Administrative - Illumination of hazard areas M: PPE</p> <p>Controls - High visibility clothing and hardhats if required</p>	
Public Protection		<p>M: Isolate - Sufficient hoarding</p> <p>M: Isolate - Fencing and barricades</p> <p>M: Isolate - Construction separated from occupied area of projects</p> <p>Minimise - Hazard Board and Site Signage warning of Construction Area</p> <p>Minimise - Safe pedestrian access past site traffic management for loading and delivery.</p> <p>Minimise - Site Safe signage</p>	

	Portable Power Tools	Struck by flying debris	<p>M: Isolate - Guards fitted and in good working order</p> <p>M: Isolate - Use of protective devices (RCD)</p> <p>Minimise - Maintain safe working practices</p> <p>Minimise - Right tool for the job</p> <p>Minimise - Use in accordance with manufacturers specifications.</p> <p>Minimise - All electrics to be tested and tagged in accordance with COP.</p> <p>Minimise - Eye and hearing protection to be worn.</p> <p>Minimise - Trained operators only</p> <p>Minimise - Maintain safe work practice</p> <p>Minimise - Safety footwear to be worn</p> <p>Minimise - Ventilation / extraction provided</p>	
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General Considerations

Be aware of overhead lines if pumping.


Sign Off

Date	Company	Name	Signature

Review notes / Comments

Date	Comments

Concreting				
Written By	Approved	Approved Date	Signature	Date
	<input checked="" type="checkbox"/>	03/04/2024		

Date	03/04/2024	Work / Task	Reinforcing
Job #		Workplace	27 Fendalton Road
Scope of Work	Placing & tying reinforcing.		
Team Members	Todd, Dax, Martin, Simon, Paul, Oscar, Finn, Forrest	Notifiable Works	n/a
PPE Required	 <p> 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 </p>		
Plant, Equipment & Tools	Hand tools & steel bender (power & manual).		
Barricades & Signage	As required to keep general public out.		

Sequence of Works	Hazard	Risk	Control methods	Person Responsible
1. Delivery of reinforcing.	Overhead Electrical Lines		E: Eliminate - No Scaffold within 4m of OverheadLines	
	Falling Material	Hit by falling object	E: Eliminate - Only work when weather permits M: Isolate - Stay out of fall zone M: Isolate - Toe boards on platforms M: Isolate - Secure materials M: Isolate - Safety netting and screens Minimise - Hard hats to be worn	

	Working Outside	Environment	<p>Minimise - Wear hat with wide brim or cap with neck flap. Minimise - Put sunscreen on skin not covered by clothing. Minimise - Use a sunscreen with SP30+ broad-spectrum sunscreen. Minimise - Drink plenty of liquids i.e., water Minimise - Drink 6-8 glasses of water per day is recommended</p>	
	Manual Handling	Muscular stress	<p>Minimise - Use manual handling aids Minimise - Break loads down Minimise - Regular housekeeping. Minimise - Keep load as close to body as possible Minimise - Plan the activity before beginning Minimise - Stretch and warm up. Minimise - Take regular rest breaks and don't work to exhaustion. Minimise - Lift in accordance with COP</p>	
	House Keeping	Slips and trips and falls	<p>E: Eliminate - Rubbish removed regularly M: Isolate - Safe work areas Minimise - Delivery of products and materials on site. Minimise - Designated storage areas. Minimise - Safe access and egress to site for all employees or visitors. Minimise - De-nail timber. Minimise - Minimal dust, vacuum regularly</p>	

2. Place reinforcing	Cranage		<p>Minimise - Competent dog-man available Minimise - Certified crane for the lift. Minimise - Certified chains and wire ropes to be used. Minimise - Wear the appropriate PPE that is provided. Minimise - Adequate set down area Minimise - Tagline on all loads Minimise - Correct sling angle Minimise - Correct slung / secured loads Minimise - Use of proper hand signals</p>	
	Falling Material	Hit by falling object	<p>E: Eliminate - Only work when weather permits M: Isolate - Stay out of fall zone M: Isolate - Toe boards on platforms M: Isolate - Secure materials M: Isolate - Safety netting and screens Minimise - Hard hats to be worn</p>	
	Hand Operated Steel Bender		<p>Minimise - Position steel bender on solid surface Minimise - Be aware of your body position during bending operation. Minimise - Keep hands clear of moving parts</p>	
	Manual Handling	Muscular stress	<p>Minimise - Use manual handling aids Minimise - Break loads down Minimise - Regular housekeeping. Minimise - Keep load as close to body as possible Minimise - Plan the activity before beginning Minimise - Stretch and warm up. Minimise - Take regular rest breaks and don't work to exhaustion. Minimise - Lift in accordance with COP</p>	

	Reinforcing	Cut by sharp object	<p>M: Isolate - Use of Starter Caps or similar protection</p> <p>Minimise - Employees to maintain awareness of their surroundings.</p> <p>Minimise - Wear appropriate PPE at all times</p> <p>Minimise - When cutting surplus tie wire eliminate any sharp ends by bending over</p>	
3. Tie reinforcing	Drugs and Alcohol	Drugs And alcohol	<p>E: Eliminate - Send staff home when suspected of being under the influence</p> <p>Minimise - Strictly enforce a zero-tolerance policy for drugs and alcohol.</p> <p>Minimise - Management to complete an investigation if it is suspected that an employee is under the influence.</p> <p>Minimise - Remedial or disciplinary action taken</p>	
	Overhead Electrical Lines		<p>E: Eliminate - No Scaffold within 4m of Overhead Lines</p>	
	Reinforcing	Cut by sharp object	<p>M: Isolate - Use of Starter Caps or similar protection</p> <p>Minimise - Employees to maintain awareness of their surroundings.</p> <p>Minimise - Wear appropriate PPE at all times</p> <p>Minimise - When cutting surplus tie wire eliminate any sharp ends by bending over</p>	

General Considerations

Use of starter caps etc.












Sign Off

Date	Company	Name	Signature

Review notes / Comments

Date	Comments

Reinforcing				
Written By	Approved	Approved Date	Signature	Date
	<input checked="" type="checkbox"/>	03/04/2024		

Date	03/04/2024	Work / Task	Earthmoving
Job #		Workplace	27 Fendalton Road
Scope of Work			
Team Members	Todd, Dax, Martin, Simon, Paul, Oscar, Finn, Forrest	Notifiable Works	N/A
PPE Required	           <p> 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 </p>		
Plant, Equipment & Tools	Digger		
Barricades & Signage	N/A		

Sequence of Works	Hazard	Risk	Control methods	Person Responsible
1. Mark out Service Area as per the As Build Service Drawings	Slips and trips	Slips and trips and falls	E: Eliminate - Wipe up all spills M: Isolate - Guardrails Minimise - Tidy workplace Minimise - Watch footing outdoors - uneven ground & rocks. Minimise - Put signage in place as required	

2. Excavation to required height	Earthmoving		<p>M: Isolate - Protective structure fitted</p> <p>M: Isolate - No unauthorised entry into working area of machine</p> <p>Minimise - Use right machine for job</p> <p>Minimise - Competent operators</p> <p>Minimise - Ensure proper site and ground assessment of soil, and stability for machine used</p> <p>Minimise - Hi viz, safety footwear and hearing protection to be worn.</p> <p>Minimise - Ensure machine is adequately maintained.</p> <p>Minimise - Locate existing services prior to commencing</p>	
3. Manually Load Fill	Manual Handling	Muscular stress	<p>Minimise - Use manual handling aids</p> <p>Minimise - Break loads down</p> <p>Minimise - Regular housekeeping.</p> <p>Minimise - Keep load as close to body as possible</p> <p>Minimise - Plan the activity before beginning</p> <p>Minimise - Stretch and warm up.</p> <p>Minimise - Take regular rest breaks and don't work to exhaustion.</p> <p>Minimise - Lift in accordance with COP</p>	
4. Site Clean	Slips and trips	Slips and trips and falls	<p>E: Eliminate - Wipe up all spills</p> <p>M: Isolate - Guardrails</p> <p>Minimise - Tidy workplace</p> <p>Minimise - Watch footing outdoors - uneven ground & rocks.</p> <p>Minimise - Put signage in place as required</p>	

General Considerations

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Sign Off

Date	Company	Name	Signature

Review notes / Comments

Date	Comments

Earthmoving				
Written By	Approved	Approved Date	Signature	Date
	<input checked="" type="checkbox"/>	03/04/2024		

Date	03/04/2024	Work / Task	Formwork
Job #		Workplace	27 Fendalton Road
Scope of Work	Erection of form-work.		
Team Members		Notifiable Works	n/a
PPE Required	 <p> Hard Hat Protective Footwear Hi Vis Clothing Hearing Protection Protective Eyewear Gloves Protective Clothing Safety Harness Respiratory Protection Face Protection Welding Mask </p> <p> 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 </p>		
Plant, Equipment & Tools	Timber Shutters Rotary Hammer Drill Cordless Drill / Impact Driver Pressure Sprayer Hand Tools		
Barricades & Signage	Hazard Board at Site Entrance.		

Sequence of Works	Hazard	Risk	Control methods	Person Responsible
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1. Application of chemicals eg. Concrete Retarder or Curing Agents	Hazardous Substances	Exposure to hazardous substance / material / product	<p>E: Eliminate - Use safer alternative</p> <p>Minimise - Safety Data Sheet (SDS) available for all substances</p> <p>Minimise - Stored in accordance with SDS instructions</p> <p>Minimise - Proper labelling</p> <p>Minimise - Safe use and handling training</p> <p>Minimise - Wear the appropriate PPE when using products</p> <p>Minimise - Clean up any spills that may cause environmental risk</p>	
	Slips and trips	Slips and trips and falls	<p>E: Eliminate - Wipe up all spills</p> <p>M: Isolate - Guardrails</p> <p>Minimise - Tidy workplace</p> <p>Minimise - Watch footing outdoors - uneven ground & rocks</p> <p>Minimise - Put signage in place as required</p>	
	Dust, Airborne Matter	Exposure to dust	<p>E: Eliminate - Wear appropriate PPE</p> <p>Minimise - Use fan ducting systems</p> <p>Minimise - Work in well ventilated areas</p>	

<p>2. Brace and Straighten to ensure adequate support</p>	<p>Saw Circular</p>		<p>M: Isolate - Ensure all guards provided by manufacturer are in place and functional M: PPE Controls - Wear suitable hearing protection (Grade 5 Minimum) M: PPE Controls - Wear suitable eye protection while operating saw M: PPE Controls - Wear suitable Respiratory Protection Minimise - Ensure saw has a current electrical tag Minimise - Staff to complete Competency Assessment Training Minimise - Saw is tagged and date is current Minimise - Use the correct saw and the blade for the job</p>	
	<p>Powder Actuated Fastening Tool</p>		<p>Minimise - Wearing hearing protection Minimise - Wear suitable safety glasses Minimise - Don't use wet or damaged powder chargers Minimise - Check fastening tools for damage and WOF expiry date Minimise - Competent operators only Minimise - Maintain safe work practices Minimise - Ensure appropriate safe storage of guns and cartridges Minimise - PAT in use signage</p>	

Portable Power Tools	Struck by flying debris	<p>M: Isolate - Guards fitted and in good working order M: Isolate - Use of protective devices (RCD) Minimise - Maintain safe working practices Minimise - Right tool for the job Minimise - Use in accordance with manufacturers specifications Minimise - All electrics to be tested and tagged in accordance with COP Minimise - Eye and hearing protection to be worn Minimise - Trained operators only Minimise - Maintain safe work practise Minimise - Safety footwear to be worn Minimise - Ventilation / extraction provided</p>	
Portable Nail Guns and Staplers	Cut by sharp object	<p>E: Eliminate - No volatile or combustible gas (including oxygen) to be used to power up tool M: Isolate - Ensure safe storage of gun and cartridges Minimise - Eye and hearing protection worn Minimise - Beware when nailing dry framing Minimise - Never point or fire in direction of any person Minimise - Maintain safe work practices Minimise - Maintained in accordance with manufacturers specifications</p>	
Noise	Noise exposure	<p>Minimise - Wear the appropriate hearing protection Minimise - Keep radios below 85dB Minimise - Move away from loud noises Minimise - Test noise levels</p>	

	Hand tools and plant	Struck by flying debris	<p>M: Isolate - Guards and sheilds Minimise - Trained operators only Minimise - Good condition and regular maintenance</p> <p>Minimise - Eye and face protection Minimise - Flying debris controlled Minimise - Use tools in accordance with manufacturers specifications</p> <p>Minimise - Right tool for job</p>	
3. Check Reinforcing has appropriate cover and cast in items are in the correct position	Reinforcing	Cut by sharp object	<p>M: Isolate - Use of Starter Caps or similar protection</p> <p>Minimise - Employees to maintain awareness of their surroundings</p> <p>Minimise - Wear appropriate PPE at all times Minimise - When cutting surplus tie wire eliminate any sharp ends by bending over</p>	
4. Construct the required formwork (Off site or Insitu or the use of propriorty System)	Trenching and Excavations	Crushed by collapse	<p>E: Eliminate - Follow the C.O.P. for safety in excavations and shafts for foundations</p> <p>E: Eliminate - Underground services to be identified before excavation starts</p> <p>E: Eliminate - Arrange work so entry into excavation is not required</p> <p>M: Isolate - Barricade around excavation and trenches</p> <p>M: Isolate - Keep machinery away from edge of trenches</p> <p>M: Isolate - Fill holes or trenches or erect fencing and signage</p> <p>Minimise - >1.5 metres notified to DOL at least 24 hours prior to commencement</p> <p>Minimise - Conduct work in accordance with ACOP</p>	

Slips and trips	Slips and trips and falls	<p>E: Eliminate - Wipe up all spills M: Isolate - Guardrails Minimise - Tidy workplace Minimise - Watch footing outdoors - uneven ground & rocks Minimise - Put signage in place as required</p>	
Saw Circular		<p>M: Isolate - Ensure all guards provided by manufacturer are in place and functional M: PPE Controls - Wear suitable hearing protection (Grade 5 Minimum) M: PPE Controls - Wear suitable eye protection while operating saw M: PPE Controls - Wear suitable Respiratory Protection Minimise - Ensure saw has a current electrical tag Minimise - Staff to complete Competency Assessment Training Minimise - Saw is tagged and date is current Minimise - Use the correct saw and the blade for the job</p>	
Powder Actuated Fastening Tool		<p>Minimise - Wearing hearing protection Minimise - Wear suitable safety glasses Minimise - Don't use wet or damaged powder chargers Minimise - Check fastening tools for damage and WOF expiry date Minimise - Competent operators only Minimise - Maintain safe work practices Minimise - Ensure appropriate safe storage of guns and cartridges Minimise - PAT in use signage</p>	

Portable Power Tools	Struck by flying debris	<p>M: Isolate - Guards fitted and in good working order M: Isolate - Use of protective devices (RCD) Minimise - Maintain safe working practices Minimise - Right tool for the job Minimise - Use in accordance with manufacturers specifications Minimise - All electrics to be tested and tagged in accordance with COP Minimise - Eye and hearing protection to be worn Minimise - Trained operators only Minimise - Maintain safe work practise Minimise - Safety footwear to be worn Minimise - Ventilation / extraction provided</p>	
Portable Nail Guns and Staplers	Cut by sharp object	<p>E: Eliminate - No volatile or combustible gas (including oxygen) to be used to power up tool M: Isolate - Ensure safe storage of gun and cartridges Minimise - Eye and hearing protection worn Minimise - Beware when nailing dry framing Minimise - Never point or fire in direction of any person Minimise - Maintain safe work practices Minimise - Maintained in accordance with manufacturers specifications</p>	
Noise	Noise exposure	<p>Minimise - Wear the appropriate hearing protection Minimise - Keep radios below 85dB Minimise - Move away from loud noises Minimise - Test noise levels</p>	

	Manual Handling	Muscular stress	<p>Minimise - Use manual handling aids Minimise - Break loads down Minimise - Regular housekeeping Minimise - Keep load as close to body as possible Minimise - Plan the activity before beginning Minimise - Stretch and warm up Minimise - Take regular rest breaks and don't work to exhaustion Minimise - Lift in accordance with COP</p>	
	Hand tools and plant	Struck by flying debris	<p>M: Isolate - Guards and shields Minimise - Trained operators only Minimise - Good condition and regular maintenance Minimise - Eye and face protection Minimise - Flying debris controlled Minimise - Use tools in accordance with manufacturers specifications Minimise - Right tool for job</p>	
5. Fix in place Formwork	Saw Circular		<p>M: Isolate - Ensure all guards provided by manufacturer are in place and functional M: PPE Controls - Wear suitable hearing protection (Grade 5 Minimum) M: PPE Controls - Wear suitable eye protection while operating saw M: PPE Controls - Wear suitable Respiratory Protection Minimise - Ensure saw has a current electrical tag Minimise - Staff to complete Competency Assessment Training Minimise - Saw is tagged and date is current Minimise - Use the correct saw and the blade for the job</p>	

Powder Actuated Fastening Tool		<p>Minimise - Wearing hearing protection Minimise - Wear suitable safety glasses Minimise - Dont use wet or damaged powderchargers</p> <p>Minimise - Check fastening tools for damage andWOF expiry date</p> <p>Minimise - Competent operators only</p> <p>Minimise - Maintain safe work practices</p> <p>Minimise - Ensure appropriate safe storage of gunsand cartridges</p> <p>Minimise - PAT in use signage</p>	
Portable Power Tools	Struck by flying debris	<p>M: Isolate - Guards fitted and in good workingorder</p> <p>M: Isolate - Use of protective devices (RCD)Minimise - Maintain safe working practices Minimise - Right tool for the job</p> <p>Minimise - Use in accordance with manufacturers specifications</p> <p>Minimise - All electrics to be tested and tagged inaccordance with COP</p> <p>Minimise - Eye and hearing protection to be worn</p> <p>Minimise - Trained operators only Minimise - Maintain safe work practise Minimise - Safety footwear to be worn Minimise - Ventilation / extraction provided</p>	

<p>Portable Nail Guns and Staplers</p>	<p>Cut by sharp object</p>	<p>E: Eliminate - No volatile or combustible gas (including oxygen) to be used to power up tool M: Isolate - Ensure safe storage of gun and cartridges Minimise - Eye and hearing protection worn Minimise - Beware when nailing dry framing Minimise - Never point or fire in direction of anyone Minimise - Maintain safe work practices Minimise - Maintained in accordance with manufacturers specifications</p>	
<p>Noise</p>	<p>Noise exposure</p>	<p>Minimise - Wear the appropriate hearing protection Minimise - Keep radios below 85dB Minimise - Move away from loud noises Minimise - Test noise levels</p>	
<p>Hand tools and plant</p>	<p>Struck by flying debris</p>	<p>M: Isolate - Guards and shields Minimise - Trained operators only Minimise - Good condition and regular maintenance Minimise - Eye and face protection Minimise - Flying debris controlled Minimise - Use tools in accordance with manufacturers specifications Minimise - Right tool for job</p>	

6. Place Concrete (Wheel Barrow / Boom Pump / Concrete Skip)

Hazardous Substances	Exposure to hazardous substance / material / product	<p>E: Eliminate - Use safer alternative</p> <p>Minimise - Safety Data Sheet (SDS) available for all substances</p> <p>Minimise - Stored in accordance with SDS instructions</p> <p>Minimise - Proper labelling</p> <p>Minimise - Safe use and handling training</p> <p>Minimise - Wear the appropriate PPE when using products</p> <p>Minimise - Clean up any spills that may cause environmental risk</p>	
Hand tools and plant	Struck by flying debris	<p>M: Isolate - Guards and shields</p> <p>Minimise - Trained operators only</p> <p>Minimise - Good condition and regular maintenance</p> <p>Minimise - Eye and face protection</p> <p>Minimise - Flying debris controlled</p> <p>Minimise - Use tools in accordance with manufacturer's specifications</p> <p>Minimise - Right tool for job</p>	
Noise	Noise exposure	<p>Minimise - Wear the appropriate hearing protection</p> <p>Minimise - Keep radios below 85dB</p> <p>Minimise - Move away from loud noises</p> <p>Minimise - Test noise levels</p>	

	Cranage		<p>Minimise - Competant dogman available Minimise - Certified crane for the lift Minimise - Certified chains and wire ropes to beused Minimise - Wear the appropriate PPE that isprovided Minimise - Adequate set down area Minimise - Tagline on all loads Minimise - Correct sling angle Minimise - Correct slung / scured loads Minimise - Use of proper hand signals</p>	
	Working Outside	Environment	<p>Minimise - Wear hat with wide brim or cap withneck flap Minimise - Put sunscreen on skin not covered byclothing Minimise - Use a sunscreen with SP30+ broad-spectrum sunscreen Minimise - Drink plenty of liquids i.e. water Minimise - Drink 6-8 glasses of water per day isrecommended</p>	
7. Set out of area to beformed	Hand tools and plant	Struck by flying debris	<p>M: Isolate - Guards and sheilds Minimise - Trained operators only Minimise - Good condition and regularmaintenance Minimise - Eye and face protection Minimise - Flying debris controlled Minimise - Use tools in accordance withmanufacturers specifications Minimise - Right tool for job</p>	

	Portable Nail Guns and Staplers	Cut by sharp object	<p>E: Eliminate - No volatile or combustible gas (including oxygen) to be used to power up tool M: Isolate - Ensure safe storage of gun and cartridges Minimise - Eye and hearing protection worn Minimise - Beware when nailing dry framing Minimise - Never point or fire in direction of anyone Minimise - Maintain safe work practices Minimise - Maintained in accordance with manufacturers specifications</p>	
	Portable Power Tools	Struck by flying debris	<p>M: Isolate - Guards fitted and in good working order M: Isolate - Use of protective devices (RCD) Minimise - Maintain safe working practices Minimise - Right tool for the job Minimise - Use in accordance with manufacturers specifications Minimise - All electrics to be tested and tagged in accordance with COP Minimise - Eye and hearing protection to be worn Minimise - Trained operators only Minimise - Maintain safe work practice Minimise - Safety footwear to be worn Minimise - Ventilation / extraction provided</p>	
8. Striking or Stripping of Formwork / Site Tidy	Manual Handling	Muscular stress	<p>Minimise - Use manual handling aids Minimise - Break loads down Minimise - Regular housekeeping Minimise - Keep load as close to body as possible Minimise - Plan the activity before beginning Minimise - Stretch and warm up Minimise - Take regular rest breaks and don't work to exhaustion Minimise - Lift in accordance with COP</p>	

Noise	Noise exposure	Minimise - Wear the appropriate hearing protection Minimise - Keep radios below 85dB Minimise - Move away from loud noises Minimise - Test noise levels	
Cranage		Minimise - Competant dogman available Minimise - Certified crane for the lift Minimise - Certified chains and wire ropes to be used Minimise - Wear the appropriate PPE that is provided Minimise - Adequate set down area Minimise - Tagline on all loads Minimise - Correct sling angle Minimise - Correct slung / secured loads Minimise - Use of proper hand signals	
Dust, Airborne Matter	Exposure to dust	E: Eliminate - Wear appropriate PPE Minimise - Use fan ducting systems Minimise - Work in well ventilated areas	
Slips and trips	Slips and trips and falls	E: Eliminate - Wipe up all spills M: Isolate - Guardrails Minimise - Tidy workplace Minimise - Watch footing outdoors - uneven ground & rocks Minimise - Put signage in place as required	

	Hand tools and plant	Struck by flying debris	<p>M: Isolate - Guards and sheilds Minimise - Trained operators only Minimise - Good condition and regular maintenance</p> <p>Minimise - Eye and face protection Minimise - Flying debris controlled Minimise - Use tools in accordance with manufacturers specifications</p> <p>Minimise - Right tool for job</p>	
9. Vibrate and Finish Concrete	Portable Power Tools	Struck by flying debris	<p>M: Isolate - Guards fitted and in good working order</p> <p>M: Isolate - Use of protective devices (RCD) Minimise - Maintain safe working practices Minimise - Right tool for the job</p> <p>Minimise - Use in accordance with manufacturers specifications</p> <p>Minimise - All electrics to be tested and tagged in accordance with COP</p> <p>Minimise - Eye and hearing protection to be worn</p> <p>Minimise - Trained operators only Minimise - Maintain safe work practise Minimise - Safety footwear to be worn Minimise - Ventilation / extraction provided</p>	
	Manual Handling	Muscular stress	<p>Minimise - Use manual handling aids Minimise - Break loads down Minimise - Regular housekeeping</p> <p>Minimise - Keep load as close to body as possible Minimise - Plan the activity before beginning Minimise - Stretch and warm up</p> <p>Minimise - Take regular rest breaks and don't work to exhaustion</p> <p>Minimise - Lift in accordance with COP</p>	

	Hand tools and plant	Struck by flying debris	<p>M: Isolate - Guards and sheilds Minimise - Trained operators only Minimise - Good condition and regular maintenance Minimise - Eye and face protection Minimise - Flying debris controlled Minimise - Use tools in accordance with manufacturers specifications Minimise - Right tool for job</p>	
10. Waterblasting of concrete retarder	Water Blaster		<p>E: Eliminate - Check oil levels and correct fuel is used Minimise - Wearing hearing protection Minimise - Wear suitable safety glasses Minimise - Complete a competency assessment form Minimise - Contain contaminates from the waterblasting, environmental risk.</p>	

General Considerations

Have form-work delivered to an area where it will not need to be double handles & is close to the area it will be erected.












Sign Off

Date	Company	Name	Signature

Review notes / Comments

Date	Comments

Formwork				
Written By	Approved	Approved Date	Signature	Date
	<input checked="" type="checkbox"/>	03/04/2024		

Date	03/04/2024	Work / Task	General Carpentry Duties								
Job #		Workplace	27 Fendalton Road								
Scope of Work	General Carpentry Duties										
Team Members						Notifiable Works	n/a				
PPE Required											
	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										
Plant, Equipment & Tools	General carpentry hand & power tools. Battery tools.										
Barricades & Signage	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	E: Eliminate - Wipe up all spills M: Isolate - Guardrails Minimise - Tidy workplace Minimise - Watch footing outdoors - uneven ground & rocks Minimise - Put signage in place as required	

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

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

	Manual Handling	Muscular stress	Minimise - Use manual handling aids Minimise - Break loads down Minimise - Regular housekeeping Minimise - Keep load as close to body as possible Minimise - Plan the activity before beginning Minimise - Stretch and warm up Minimise - Take regular rest breaks and don't work to exhaustion Minimise - Lift in accordance with COP	
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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"/>	03/04/2024		

Date		Work / Task	
Job #		Workplace	27 Fendalton Road
Scope of Work			
Team Members		Notifiable Works	
PPE Required	 <p>Hard Hat Protective Footwear Hi Vis Clothing Hearing Protection Protective Eyewear Gloves Protective Clothing Safety Harness Respiratory Protection Face Protection Welding Mask</p> <p>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</p>		
Plant, Equipment & Tools			
Barricades & Signage			

Sequence of Works	Hazard	Risk	Control methods	Person Responsible

General Considerations

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Sign Off

Date	Company	Name	Signature

Review notes / Comments

Date	Comments

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

Emergency Evacuation

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



The following warning will sound:

3 blasts of an air horn



If this warning sounds, SHUT DOWN all plant and equipment.



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



The location of the assembly point is: Remain there until the Manager has given the Official clearance to return to the workplace.

IN DRIVEWAY ON STREET



The nearest medical facilities are located:

**High Street City Health Care
9/62 Riccarton Road, Riccarton**



Dial 111 for Fire, Ambulance, Police, Gas & Chemical Spills



When calling 111, read the following:

We have an emergency at:

27 Fendalton Road, Fendalton, Christchurch, New Zealand

We need help from Ambulance / Fire ?Our phone number is:

**FOREMAN: 021 378 822
OFFICE: 03 423 1904**

The medical problem seems to be ?



Hospital: WorkSafe

03 364 0640

Poison Centre: Power

0800 764 766

NZ:

0800 030 040

(Services):

03 363 9898

Civil Defence:

03 366 2359

24 Hour Faults:

0800 363 9898



Workplace Manager:

First Aider:

Safety Contact:

**Dax Morel
027 378 822**

**Dax Morel
027 378 822**

**Dax Morel
027 378 822**



The first aid kit is located:

In Site Tower



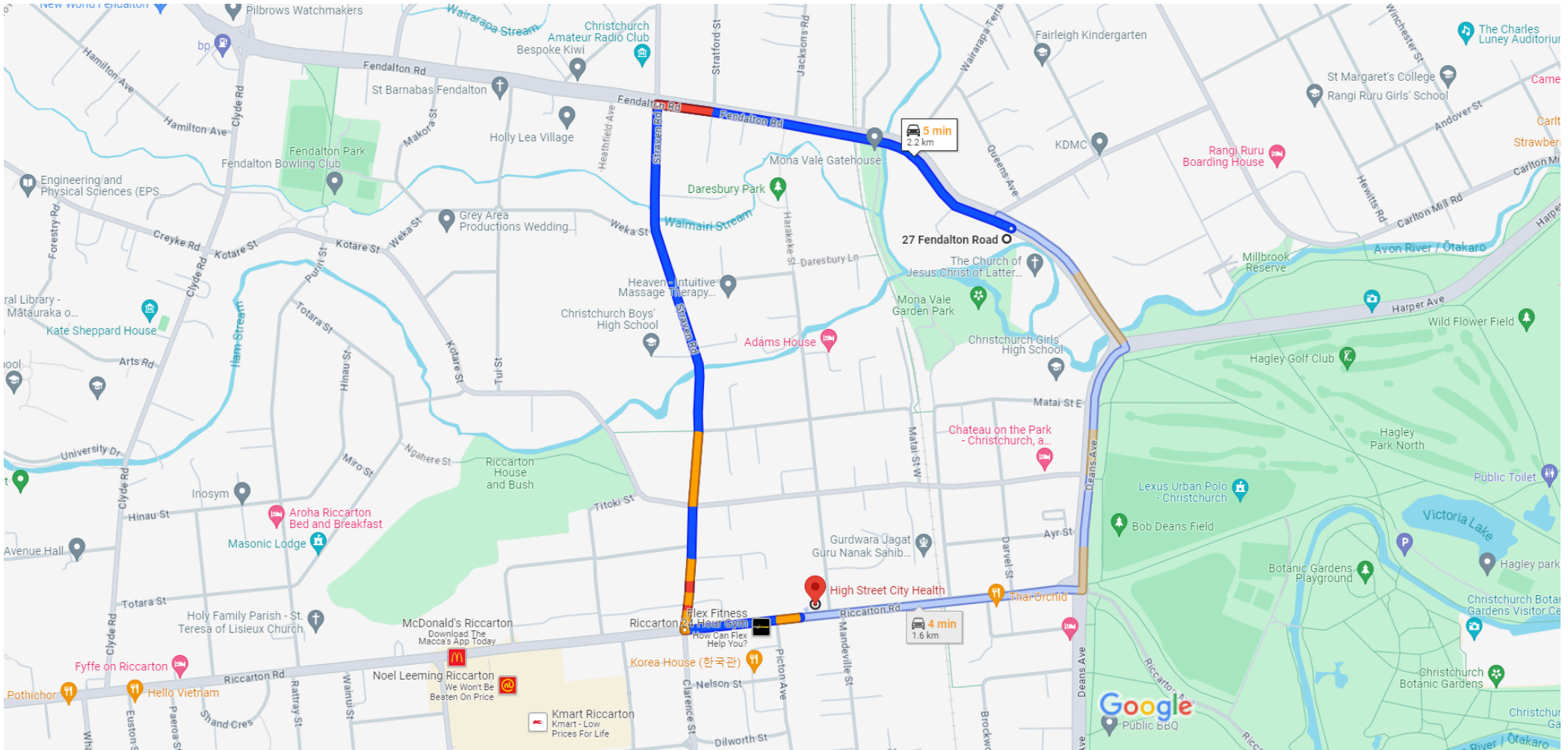
The fire extinguisher is located:

In Site Tower

27 Fendalton Road to High Street City Health Care

Address: 9/62 Riccarton Road, Riccarton

Phone: 03 341 8780



TRAINING REGISTER

MOREL CONSTRUCTION

Employee	LBP	1st Aid	Site Safe	EWP	Years	LULU
Todd Morel <i>Director</i>	BP105740	✓	✓	✓	30	C
Dax Morel <i>Director</i>	BP104278	✓	✓	✓	28	C
Martin McGuinness <i>Foreman</i>		✓	✓	✓	26	C
Simon Laws <i>Foreman</i>	BP139774	✓	✓	✓	10	C
Paul Eathorne <i>Leading Hand</i>		✓	✓	✓	15	X
Cody Pope <i>Leading Hand</i>		✓	✓	✓	15	X
Oscar McFerrier <i>Apprentice Carpenter</i>		✓	✓	✓	2	L
Finn Mouny <i>Apprentice Carpenter</i>		✓	✓	✓	1	L
Forrest Goodwin <i>Apprentice Carpenter</i>						

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 partiallyly competent (line of sight); U Indirect or occassional supervision, is partiallyly competent (supervision nearby); X Fully competent to work unsupervised; C Competent to train

SITE WISE & 1st AID

Our staff site the 'First Aid Construction Safety'

DIRECTOR



Dax Morel

SSID: 330628

Expiry: 27 January 2025

Card Status: **Valid**



ToddTodd Morel

SSID: 326492

Expiry: 19 September 2025

Card Status: **Active**



FOREMAN



Martin McGuinness

SSID: 356980

Expiry: 11 July 2025

Card Status: **Valid**



Simon Laws

SSID: 953480

Expiry: 01 February 2025

Card Status: **Active**

CARPENTER



PaulPaul Eathorne

SSID: 308436

Expiry: 27 January 2025

Card Status: **Active**



APPRENTICE



FinnbharrFinn Mounty

SSID: 958469

Expiry: 21 July 2024

Card Status: **Active**



Oscar McFerrier

SSID: 766286

Expiry: 02 August 2024

Card Status: **Active**





**Competent Operator
Dax Morel**

Competency Assessed	Refresher Due
23966 Theory & Legislation	03/2026
23960 Scissor Lift EWP	03/2026
23962 Boomlift EWP	03/2026

Licence No.
758952

This card is issued following completion of the Silvercard™ EWP Training Course that meets the criteria of NZQA and complies with Best Practice Guidelines for Mobile Elevating Work Platforms



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**Competent Operator
Todd Morel**

Competency Assessed	Refresher Due
23966 Theory & Legislation	02/2027
23960 Scissor Lift EWP	02/2027
23962 Boomlift EWP	02/2027

Licence No.
764302

This card is issued following completion of the Silvercard™ EWP Training Course that meets the criteria of NZQA and complies with Best Practice Guidelines for Mobile Elevating Work Platforms



**Competent Operator
Martin McGuinness**

Competency Assessed	Refresher Due
23966 Theory & Legislation	03/2026
23960 Scissor Lift EWP	03/2026

Licence No.
741766

This card is issued following completion of the Silvercard™ EWP Training Course that meets the criteria of NZQA and complies with Best Practice Guidelines for Mobile Elevating Work Platforms



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**Competent Operator
Simon Laws**

Competency Assessed	Refresher Due
23966 Theory & Legislation	03/2026
23960 Scissor Lift EWP	03/2026
23962 Boomlift EWP	03/2026

Licence No.
758991

This card is issued following completion of the Silvercard™ EWP Training Course that meets the criteria of NZQA and complies with Best Practice Guidelines for Mobile Elevating Work Platforms



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**Competent Operator
Paul Eathorne**

Competency Assessed	Refresher Due
23966 Theory & Legislation	02/2026
23960 Scissor Lift EWP	02/2026
23962 Boomlift EWP	02/2026

Licence No.
731493

This card is issued following completion of the Silvercard™ EWP Training Course that meets the criteria of NZQA and complies with Best Practice Guidelines for Mobile Elevating Work Platforms



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**Competent Operator
Finnabharr Mounty**

Competency Assessed	Refresher Due
23966 Theory & Legislation	08/2025
23960 Scissor Lift EWP	08/2025
23962 Boomlift EWP	08/2025

Licence No.
755724

This card is issued following completion of the Silvercard™ EWP Training Course that meets the criteria of NZQA and complies with Best Practice Guidelines for Mobile Elevating Work Platforms



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**Competent Operator
Oscar Mcferrier**

Competency Assessed	Refresher Due
23966 Theory & Legislation	09/2025
23960 Scissor Lift EWP	09/2025
23962 Boomlift EWP	09/2025

Licence No.
755898

This card is issued following completion of the Silvercard™ EWP Training Course that meets the criteria of NZQA and complies with Best Practice Guidelines for Mobile Elevating Work Platforms



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FORMS

TOOLBOX SAFETY MEETING

Only use the paper version if online is offline.



Project/Site: 27 Fendalton Road	
Site Foreman:	Date:
Attendees:	Signatures of attendees:
Site activity / safe work practices / accident / incident investigations discussed:	
Employee issues raised:	Date to be resolved by:
Safe observations reviewed/discussed:	
Task Analysis completed / reviewed:	Date:

Please email a photo of this to admin@morelconstruction.co.nz

DAILY PRESTART

Only use the paper version if online is offline.



DATE: / / 2023

TIME: am/pm

SITE: 27 Fendalton Road

MEETING HOST:

Today's weather forecast: *please circle.*



Safety Alerts / Tasks of the day

Risks

Controls

Accidents / Incidents / Issues from Previous Day

New Hazards Identified

Controls Initiated

COVID check

- Have you observed the site for anyone with symptoms? Yes No
- Have you reminded the team where the hand sanitiser & PPE is kept? Yes No
- Does site need any cleaners, soap, even gloves?

- If Yes, let the office know

Risk Assessment

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.

Yes No n/a

Is the site tidy prior to works proceeding:

Yes No n/a

Haz Board up to date

Yes No n/a

Site secure

Yes No n/a

Notifiable works completed

Yes No n/a

Do we have correct training for tasks being conducted today

Yes No n/a

Do we have appropriate PPE for tasks:

Safety Boots

Glasses

Gloves

Full face shield

Helmets

Hi viz

Yes No n/a

Are there guards on all equipment ?

Yes No n/a

Are all waratahs / rebar capped

Yes No n/a

Is work generating dust:

Water suppression

RPE

Extraction on tools

Ventilation

Yes No n/a

Scaffolding:

Scaff Tag

Mid rails

Kickboards

Isolation of workers below

Yes No n/a

MEWP

Trained operators

Pre Start

Log book

Suitable ground

Yes No n/a

Overhead hazards

Open penetrations:

Covered

Identified

Isolated

Ladders:

Good condition

3 points of contact

Firm ground

Mobile Plant:

Hi Viz

Communication

Isolation

Ground Disturbance:

GPRS

Hydrovac

Pot Hole

Plans

Yes No n/a

Yes No n/a

Yes No n/a

Communication on site:

Task Analysis Required	Yes / No	Task Analysis Completed	<input type="checkbox"/>
Hazard Register Update Required?	Yes / No	Hazard Register Updated	<input type="checkbox"/>

Risk Assessment / Task Analysis Completed by:

Name	Company	Task Name

Employees / Subcontractors Present

Print Name	Signature	Print Name	Signature

ACCIDENT / INCIDENT / NEAR MISS
Reporting and Investigation Form



NEAR MISS

 A near miss is an event that has the potential to cause, but does not actually result in injury or equipment damage

INCIDENT

 An incident is an instance of something happening, an event or occurrence

ACCIDENT

 An accident is when there is an injury or damage

Employee Name: _____ Date of incident: _____

Job Site / Location: _____

Body part injured: _____

- Type of injury:
- Bruising
 - Scratch / Abrasion
 - Laceration / Cut
 - Strain / Sprain
 - Burn / Scald
 - Amputation
 - Dislocation
 - Fracture
 - Foreign Body
 - Internal
 - Other _____

Type of treatment given:

First Aid First Aid given by: _____

Doctor / Hospital Doctor / Surgery /Hospital name: _____

Describe the accident / incident / near miss in your own words and in detail:

Did anyone witness the accident / incident / near miss:

Yes No

Witness name/s:

Office Use Only:

Investigation Required: Yes No

Date Investigated: _____

Investigated by: _____

Investigation findings: _____

Serious Harm Accident Reported: Yes No

Prevention

What action has or will be taken to prevent a recurrence?	Person Responsible	Target Date	Date Completed

HAZARDOUS SUBSTANCE

To view MSDS



PROJECT/SITE : 27 Fendalton Road

Substance Name	Substance UN Number	Maximum Quantity	Location	Storage and Segregation Requirement(s)	Hazard Classifications	HSNO Approval Number	Substance State	Incompatible items	SDS Expiry Date	MSDS on site
HIT-RE 500 V3	3259	5 L	Site Tower	Store in a cool, well-ventilated space. Avoid sources of ignition and direct sunlight.	8.2C	HSR002542	Liquid		May 2025	YES
Mineral Turpentine	1300	1 L	Site Tower	Store in a well-ventilated place. Keep cool and dry. Store locked up. Keep container tightly closed.	3.1C 6.1E 6.3B 6.4A 6.8B 6.9A 9.1B	HSR002662	Liquid	Glokote Dazzle Hilti Foam gun cleaner Paslode STOCKade Fuel Cells	Sept 2024	YES
Paslode STOCKade Fuel Cells	3478	1 M3	Site Tower	Avoid storage with oxidisers	2.1.1A	HSR002532	Gas Permanent	Bostik Prime Diesel fuel (automotive gas oil and marine diesel fuel) Mineral Turpentin Glokote Dazzl Hilti Foam gun cleane Petrol (unleaded) Sika Formol Sika Formol Sika Nailbond Sikaflex 11FC	Aug 2026	YES
Sika Formol		10 L	Site Tower	Store in original container in a well-ventilated place. Opened containers must be resealed and kept upright.	3.1D 6.1E 6.7B 9.1B	HSR002680	Liquid	Glokote Dazzle Hilti Foam gun cleaner Paslode STOCKade Fuel Cells	Sept 2024	YES
Sikaflex 11FC		5 L	Site 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 Paslode STOCKade Fuel Cells	Jun 2024	YES
Sikaflex MS		0.6L	Site Tower	Keep container tightly closed in a dry and well-ventilated place.	6.3B 6.4A 6.5B	HSR002670	Liquid		May 2027	YES

CONTACT LIST

Client: Howard & Wendy Klein	027 245 3403
Morel Office: Alena or Poppy	03 423 1904
Morel Health & Safety Consultant: Dean Uren	021 433 268

WORKPLACE TEAM

Workplace Manager: Dax Morel	021 378 822
Safety Contact: Dax Morel	021 378 822
Site Forman: Dax Morel	021 378 822

SUBCONTRACTORS

NOTIFICATION OF A DEATH OR A NOTIFIABLE INJURY OR ILLNESS

Use this form to notify WorkSafe New Zealand of a notifiable event ie an injury, illness or death to a person(s), as required by section 56 of the Health and Safety at Work Act 2015 (the Act) the Health and Safety Act 2015

Notifier details

Are you making this notification as a:
(See the last page of this form for descriptions of these terms)

PCBU

HSR

Other

Name:

Phone number:

Mobile number:

Address:

Email:

Details of event

Date of event:
(dd/mm/yyyy)

Time of event:
(e.g. 2:20pm)

Event address:

Provide a description of what happened:

Confirm that the site has been preserved, as required by section 55 of the Act:

Have you notified any other agency?

Yes

No

Notified agency name:

Notified agency phone number:

Injury Details:

Have multiple people been injured?

Yes (complete and attach one copy of this page per person) No

Nature of Injury

Select all applicable (If the event you are attempting to notify us of does not appear in this list then notification is not required and this form cannot be used):

- | | |
|--|---|
| <input type="checkbox"/> Death
<input type="checkbox"/> Serious head injury
<input type="checkbox"/> Serious burn
<input type="checkbox"/> Spinal injury
<input type="checkbox"/> Serious lacerations
<input type="checkbox"/> Injury or illness that requires (or would usually require) medical treatment within 48 hours of exposure to a substance
<input type="checkbox"/> Other injury or illness declared notifiable by regulations | <input type="checkbox"/> Amputation of any body part
<input type="checkbox"/> Serious eye injury
<input type="checkbox"/> Separation of skin from underlying tissue (scalor degloving)
<input type="checkbox"/> Loss of bodily functions
<input type="checkbox"/> Injury or illness that requires (or would usually require) immediate hospital admittance
<input type="checkbox"/> Serious infection (incl occupational zoonosis) |
|--|---|

Body part(s) affected

Select all applicable:

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Head | <input type="checkbox"/> Neck | <input type="checkbox"/> Trunk |
| <input type="checkbox"/> Upper limb | <input type="checkbox"/> Lower limb | <input type="checkbox"/> Systemic internal organs |

Treatment attempted:

Not known First aid only Doctor (not hospital) Hospitalisation

I have attached any supporting information (photographs or diagrams).
(supporting information is not mandatory, but should be supplied when helpful in explaining the incident)

Injured/ill person details

Name:

Date of birth:

Gender:

Residential address:

Contractor (self-employed) Worker Other

How many hours had the person been at work when the incident occurred:

NOTIFIABLE EVENT INJURY/ILLNESS OR DEATH

PCBU details

Legal entity name: <small>(the name that is used on official legal documents)</small>	Morel Construction Limited	
Trading name: <small>(if different to legal name)</small>	Morel Construction Ltd	
New Zealand Business Number (NZBN): <small>(if applicable)</small>	1588810	
Industry:		
<input type="checkbox"/> Accommodation and Food Services	<input type="checkbox"/> Administrative and Support Services	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Arts and Recreation Services	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Financial and Insurance Services	<input type="checkbox"/> Fishing
<input type="checkbox"/> Forestry	<input type="checkbox"/> Health Care and Social Assistance	<input type="checkbox"/> Information Media and Telecommunications
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining – Minerals	<input type="checkbox"/> Mining – Petroleum
<input type="checkbox"/> Mining – Other Services	<input type="checkbox"/> Not Elsewhere Included	<input type="checkbox"/> Professional, Scientific and Technical Services
<input type="checkbox"/> Public Administration and Safety	<input type="checkbox"/> Rental, Hiring and Real Estate Services	<input type="checkbox"/> Retail Trade
<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Other services

Specify other:

Physical address: Unit 3 - 99 Sawyers Arms Road, Northcote, Christchurch

Postal address: Same as above

Postal address: PO Box 35270, Shirley, Christchurch 8640

PCBU phone number: 03 423 1904 PCBU mobile number:

PCBU contact:
(first name, last name)

Email: admin@morelconstruction.co.nz

Is the PCBU investigating? Yes No

Health and Safety Representative (HSR) details

There is an HSR working for this organisation They are NZQA qualified to use their powers

Declaration

I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name:
(first name, last name)

Date:

Designation:

Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification

Where to send your completed form

Print, complete and scan this form, or fill in the PDF version. Once completed email it to WorkSafe:
healthsafety.notification@worksafe.govt.nz

If emailing this form is not practical you may post it to: The Registrar
WorkSafe New Zealand PO
Box 105-146
Auckland 1143

Terms

PCBU — A PCBU is a 'person conducting a business or undertaking'. A PCBU may be an individual person or an organisation. It does not include workers or officers of PCBUs, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work. A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.

Worker — A worker is an individual who carries out work in any capacity for a PCBU. It includes an employee, a contractor or sub-contractor, an apprentice or trainee, a person on work experience or a work trial, or a volunteer worker. Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.

HSR — A health and safety representative (HSR) is a worker who has been elected by the members of their work group to represent them in health and safety matters. HSRs are elected by a work group, which is a defined group of workers who work for the PCBU

NOTIFICATION OF A NOTIFIABLE INCIDENT

Use this form to notify WorkSafe New Zealand of a notifiable incident that exposes a person(s) to serious risk, as required by section 56 of the Health and Safety Act 2015

Notifier details

Are you making this notification as a:
(See the last page of this form for descriptions of these terms)

PCBU

HSR

Other

Name:

Phone number:

Mobile number:

Address:

Email:

Details of incident

Date of incident:
(dd/mm/yyyy)

Time of incident:
(e.g. 2:20pm)

Incident address:

What happened?

Escape, spillage or leakage of a substance

Escape of gas or steam

Electric shock

Collapse, overturning, failure or malfunction of, or damage to any plant that must be authorised for use

Collapse or failure of an excavation or shoring supporting an excavation

Interruption of the main system of ventilation in an underground excavation or tunnel

Asbestos: Emergency procedures – Residential

Respirable asbestos meets or exceeds 0.02 fibres/ml of air

Implosion, explosion or fire

Escape of a pressurised substance

Fall or release from a height of any plant, substance or thing

Collapse or partial collapse of a structure

Inrush of water, mud, or gas in workings in an underground excavation or tunnel

Collision between 2 vessels, a vessel capsizes or the inrush of water into a vessel

Asbestos: Emergency procedures – Commercial

What was the principal cause of the incident?

machinery or (mainly) fixed plant

powered equipment, tool, or appliance

chemical or chemical product

exposure (e.g. dust, gas)

animal, human or biological agency (other than bacteria or virus)

mobile plant or transport

non-powered handtool, appliance, or equipment

material or substance

environmental

bacteria or virus

NOTIFICATION OF A NOTIFIABLE INCIDENT

Provide a description of what happened:

Provide details about the people involved in the incident:

I have attached any supporting information (photographs or diagrams).
(supporting information is not mandatory, but should be supplied when helpful in explaining the incident)

The incident occurred:

Indoors

Outdoors

Weather conditions at time of incident:

Was a significant hazard involved?

Yes

No

Have you notified any other agency?

Yes

No

Notified agency name:

Notified agency phone number:

PCBU details

Legal entity name:

(the name that is used on official legal documents)

Morel Construction Limited

Trading name:

(if different to legal name)

Morel Construction Ltd

New Zealand Business Number (NZBN):

(if applicable)

1588810

NOTIFICATION OF A NOTIFIABLE INCIDENT

Industry:

<input type="checkbox"/> Accommodation and Food Services	<input type="checkbox"/> Administrative and Support Services	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Arts and Recreation Services	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Financial and Insurance Services	<input type="checkbox"/> Fishing
<input type="checkbox"/> Forestry	<input type="checkbox"/> Health Care and Social Assistance	<input type="checkbox"/> Information Media and Telecommunications
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining – Minerals	<input type="checkbox"/> Mining – Petroleum
<input type="checkbox"/> Mining – Other Services	<input type="checkbox"/> Not Elsewhere Included	<input type="checkbox"/> Professional, Scientific and Technical Services
<input type="checkbox"/> Public Administration and Safety	<input type="checkbox"/> Rental, Hiring and Real Estate Services	<input type="checkbox"/> Retail Trade
<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Other services

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Declaration

I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name:
(first name, last name)

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Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification

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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

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 Risk Assessment Guide

