



Working Safer and Smarter Guidelines

Auckland Transport Suppliers

2018 Edition

1.0 How to use this guide

When a Supplier works for Auckland Transport (AT) we will expect the Supplier to become familiar with the information in this guide as part of AT induction process.

Where there is ambiguity or inconsistency between this guide and Suppliers own procedures, Supplier should determine the best method to use in each circumstance.

- The term PCBU used throughout this guide to refer to the Supplier who manages or controls a workplace or work site.

Disclaimer

Guide made available on the basis that all users of it, whether direct or indirect, must take appropriate legal or expert advice in relation to their own circumstances and must solely rely on their judgement and such legal or other legal or expert advice.

Document Control

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This guide designed as a **handy reference** document to assist PCBU meet requirements of the Health and Safety at Work Act 2015 and relevant regulations.

AT see health & safety as a top priority and aims to ensure that workers and members of the public are not exposed to workplace risks as far as is reasonably practicable.

- A Supplier must not as far as is reasonably practicable cause injury or damage in the pursuit of business objectives.
- AT see our demands as finish the project safely, to specification on times and within budget.

If you have any questions or concerns, please talk with your AT contact person or AT Health & Safety Manager.

Who or what is a PCBU. *“Statement taken from WorkSafe NZ”*

A PCBU is a 'person conducting a business or an undertaking'. It's a broad concept used throughout the Health and Safety at Work Act 2015 (HSWA) to describe all types of modern working arrangements, which we commonly refer to as 'businesses'.

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1.1 Overlapping Duties of PCBU's

HSWA 2015 encourages and promotes information sharing and workplace collaboration between PCBUs who have overlapping duties (a group of contracting companies operating in a workplace or a company, which engages a contractor to provide a service).

1.2 Shared Responsibilities

Where multiple PCBUs will be involved, in a project a priority is to establish appropriate methods of consultation, communication and coordination to enable agreement regarding the degree of influence of each contributing PCBU.

All PCBU's will agree an effective system of health and safety management operated during tasks or activities.

The PCBU's must consider:

- What extent does each PCBU influence and control the workplace itself and the tasks and activities carried out?
- What information does each PCBU need to share with each other?
- What information does each PCBU require from each other?
- How will work be supervised to ensure compliance with agreements between PCBUs?

Any activity where AT is considered a PCBU with shared responsibilities, coordinating contacts shall be established with other involved PCBUs.

1.3 Example of where multiple PCBUs have shared responsibility for the same task or activity

PCBU overlapping duties between AT external PCBU's.

AT contributes a minority of workers but has a major influence on the direction of the work.

PCBU 1 has complete control of the workplace.

PCBU 2 contributes a minority of the workers, has control over his works area and influence over the workplace.

PCBU 3 contributes a majority of the workers, has control over his works area and influence over his contractors.

1.4 Working Example

Overlapping PCBU's	Project Roles	No of Workers	Degree of Workplace Control	Degree of Influence	Shared Responsibilities
AT	Project Client	Project Manager	Major	Major	Major
Supplier 1	Controlling contractor	4	Complete	Major	Major
Supplier 2	Project specialist contractor	10	Own Works Area	Minor	Minor
Supplier 3	Project civils contractor	40	Own Works Area	Minor	Minor

1.5 AT Health & Safety Duties as Client

Health & Safety is integral to the success of any project, from design and construction to subsequent operation maintenance and management of the property.

"Construction Clients Group"

1.6 Responsibilities of the Site Controlling PCBU

Suppliers controlling the workplace will

- Show leadership and encourage good practice through the supply chain.
- Use sound contractor management processes.
- Avoid pushing risk down the chain.

1.7 AT Statement of Intent

No punitive action will be taken against anyone who raises health and safety concerns through appropriate AT channels.

- Aggressive and confrontational language aimed at anyone who has raised a health and safety issue is unacceptable and will not be tolerated.
- Everyone on an AT site has the right to stop working if they feel their health and safety is at risk and they have the right to intervene where they notice unsafe practices.
- On stopping work you must ensure that the workplace is not left in an unsafe condition whereby a third party could be placed at risk.
- You must notify the site manager of your actions so that remedial action can be taken.
- All persons attending an AT site must comply with legislation, regardless of their Position and role on site.

1.8 AT Recognised Definitions

Principal/ Client

A “principal” is any person, or corporate entity, who engages another to do any work for gain or reward, other than as an employee. The exception is engaging someone to do work on your own home (residential work).

Contractor

A contractor means you are in business in your own right and include the following examples:

- Have a contract for service with a principal, rather than an employment agreement.
- Employ staff or sub contract the jobs you have to do to other people.
- Take responsibility for the health and safety for others in the workplaces you work in.
- Take responsibility for your own health and safety in the workplace.

Worker

- A worker means an individual who carries out work in any capacity for a PCBU, including;
- An employee.
- A contractor or subcontractor.
- An employee of a contractor or subcontractor.
- An employee of a labour hire company assigned to work in the business or undertaking.

The controlling supplier (head contractor)


Will have influence and control over health and safety matters through:


- Control over work activity.
- Control over health and safety matters relating to work carried out by another PCBU.
- Will have more influence and control over employees and contractors than those of another PCBU.

3. WORKING WITH OTHER BUSINESSES


Overlapping Duties

> When the work of two or more businesses overlap, they must **consult, co-operate** and **co-ordinate activities** to meet their health and safety responsibilities to workers and others.







HEAD CONTRACTOR




ARCHITECT




BUILDER



ELECTRICIAN



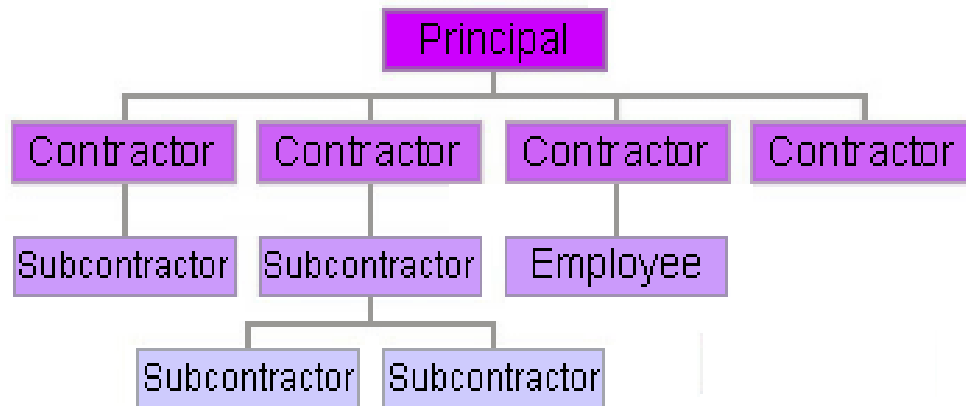
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Principal/ Contractor Relationships

The following diagram illustrates some of the typical relationships, which will arise in the course of a significant project.



1.9 Register of Preferred Suppliers

AT operates physical works supplier panels.

Panel	Contract Value Range	Panel Size	Term (Years)
1	\$4M and above to maximum value of \$50M	4 to 6	3+3+3
2	\$300K and above to under \$4M	Up to 15	2+2+2
3	Less than \$300K	Up to 25	2+2+2

The scope of services includes:

Roads (includes bridges and traffic signals and streetscape upgrades/construction).
 Transport interchanges (includes car parks and busway stations/rail stations buildings).

Health and Safety Pre-qualification

ISN is the provider of the Health and Safety Pre-qualification system for Auckland Transport (AT). If you are not already a subscriber with ISN and wish to undertake construction contracts for AT, you are advised to do so via the ISN website.

Suppliers must have subscribed to ISN and must hold 'Approved' status prior to contract award, unless otherwise waived by AT in its sole discretion.

- Please note there is a fee for this subscription.

If awarded a construction contract by AT you must maintain the subscription with ISN for the duration of the contract.

ConstructSafe

The ConstructSafe competency assessment scheme is provided by the New Zealand construction industry with a framework for individuals to prove health and safety competence.

ConstructSafe provides a consistent and transparent way to independently check the competency of any person on site, regardless of their employer.

From 1 July 2017, the scheme will be an AT requirement for new and existing projects and contracts.

All AT construction contractors will be required to be registered and operating the ConstructSafe Tier 1 competency assessment framework for any construction category contracts.

1.10 Consultation

AT recognises our responsibilities in relation to the Health & Safety at Work Act 2015 and will consult with suppliers regarding the following matters as a minimum:

- Any change that substantially affects worker health and safety.
- Any information resulting from risk assessments, which would affect workers health and safety.
- On-going health and safety training requirements.
- Results of health and safety investigation reports regarding worker accidents.
- Monitor and review the effectiveness of the company's Health and Safety Policy and Procedures.
- Consider amendments or revisions to the policy and procedures in the light of changing methods, requirements, legislation and experience.
- Receive and consider any reasonable request, recommendation or report on matters of health and safety from the contractor.
- Provide an open forum for the development of best practice.

Suppliers Panel 1&2 Health & Safety Forum

AT Standard document HS09, "Supplier Health & Safety Management" states that "AT and its Suppliers have processes in place for the consultation, co-operation and co-ordination of Health & Safety activities"

The aim of the forum is to provide a support process for mutual interest and overlapping responsibilities.

- AT by continually improving health and safety performance will provide the foundation to achieve business success.
- AT holds everyone in the supplier chain accountable for delivering compliance in health and safety.
- The forum will site sis times annually.


1.11 Insurance

Suppliers must provide a copy of their public liability insurance with dates covering periods of works that the supplier will provide to AT.

If the suppliers insurance is due for renewal prior to AT audit then a new certificate with a valid date will be forwarded to AT immediately.

1.12 Responsibilities

WORKERS' AND OTHERS' RESPONSIBILITIES



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- > **Workers and Others** in a workplace must:
 - **Take reasonable care** for their own health and safety and that of others
 - **Follow** any reasonable health and safety **instructions** given to them by the business
- > and **Workers** must:
 - **Co-operate** with any reasonable business policy or procedure relating to health and safety in the workplace

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1.13 Preferred Supplier

Preferred supplier does not mean "exclusive" as in "preferred above all others", nor "preferred choice" or "preferred over others", as in "you can expect us to approach you first".

It means only "approved" in the sense that the supplier had been approved for this specific program of works.

1.14 Suppliers Handbook

When AT registers a supplier, the supplier is issued with a copy of this supplier's handbook.

The supplier is required to read the handbook carefully and take account of the guidance set out in it

1.15 Annual Health Check

On an annual basis AT may wish to see evidence of supplier Health & Safety Management Systems.

In order to meet this requirement it will be a requirement that the supplier's senior person sign and submit up-dated versions of these documents.

- Note: Suppliers may be subject to unannounced audits of their Management Systems.

1.16 Supply Chain Duties

- If WorkSafe sees a design or manufacturing fault that has contributed to a health & safety risk at work, they may follow up with the upstream PCBU/Business.
- They are more likely to follow up where there is a pattern of failures.

1.17 Pre-Employment Screening (PES)

Supplier will ensure all supply chain resources vetted and checked for their suitability to be delivering services appropriate to the specific risk of the project.

- AT is committed to enforcing this Policy in its entirety through our supplier specific procedures.

1.18 AT Procurement Strategy

AT have a Central Procurement Strategy, that centralises our procurement by agreed schedules. The aim is to identify a quality supplier to support AT business objectives, within the following broad groups:

- Civils, Rail & Materials
- E&I Installation
- Site Management & Services
- Support Services

This list is not exhaustive and will be added to as appropriate.

Why is AT doing this?

- To increase competence in the workplace.
- To distribute workload fairly.
- To ensure competitive work with our supply chain.
- To engage more closely with fewer suppliers to share our sustainability ethos and targets.

We need to work with our Supply Chain to ensure we remain a sustainable business and meet our and our and our Client needs.

Key focuses include:

- Localism
- Strategic Management
- Diversity within our Supply Chain
- Measuring social value
- Ethical & Sustainable Procurement

HEALTH AND SAFETY IN THE SUPPLY CHAIN

Upstream Duties

> Businesses who are 'upstream' (eg architects, manufacturers, importers) must ensure, so far as is reasonably practicable, that **the work they do or the things they provide to other workplaces** don't create health and safety risks.

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graph LR; A[PEOPLE WHO COMMISSION] --> B[ARCHITECT OR DESIGNER]; B --> C[MANUFACTURER OR SUPPLIER]; C --> D[BUSINESS]; D --> E[WORKERS]; E --> F[CONTACTORS/SUB-CONTRACTORS]; F --> G[END CUSTOMER];
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WORKSAFE NEW ZEALAND

1.19 Vulnerable Persons

Suppliers will inform AT pre commencement meetings of any intention to employ any vulnerable person/s for any workplace activities.

Suppliers must provide evidence that they have satisfied the respective legislation for such groups.

Vulnerable Persons include:

- Young persons under the age of 18 years old.
- Temporary Migrant groups.
- New and expectant Mothers.
- Persons where English is a second language.

2.0 Supplier General Rules

Suppliers are required to:

- Ensure their workers are competent to carry out the tasks asked of them, and to ensure appropriate health and safety training provided.

- Ensure that their workers do not alter/modify or otherwise interfere with any plant, equipment or materials unless authorised to do so by AT Project Manager.
- Report events, incidents and near misses that caused or had the potential to cause injury or damage (whether such injury or damage was caused or not) to AT Project Manager.
- Enter the details of all incidents into their accident books.
- Keep all work places under their control clean and tidy and free from hazards that may present danger to others.
- Arrange for the periodic cleaning (at least daily) of waste or excess materials as work progresses.
- Provide and ensure the use of all personal protective equipment 'PPE'.
- Make available for inspection certificates of training and completed risk assessments and safe systems of work (SWMS) as necessary.
- Ensure that so far as is reasonably practicable, their operations do not harm, or put at risk others including members of the public.
- Make known to AT Project Manager any special hazards or risks connected with their work

2.1 Site Security

Suppliers will ensure secure and supervised access maintained to workplace under their control.

Suppliers expected to consider:

- Access for Site Personnel and materials e.g. single access points.
- Requirements for manned guarding.
- Identification procedures for site personnel and visitors to site.
- Secure segregation of site working areas.
- Protection of clients property, equipment and furniture.
- Maintaining clients existing Security and Surveillance Systems at all times.

2.2 Storage and use of Fuels

Suppliers reminded that any fuel used and stored must be stored securely in case of vandalism, and retained in bunded bowsers or for smaller quantities the containers placed in purpose made leak proof drip trays sized to be big enough to hold 110% of the material stored.

Suppliers expected to consider:

- Regular checks to be made of storage area and any equipment used for any potential leaks.
- Refuelling carried out by trained operatives using the correct PPE.
- Spill kit required on hand at all times when Refuelling is being carried out.

Suppliers required to produce a safe system of work for the above operations and ensure that compliance is fully maintained

2.3 Waste Minimisation

Deliveries of materials will be co-ordinated and arranged with AT Project Manager in advance of any deliveries; a storage area identified together with a delivery time slot must be adhered to.

AT Project Managers are looking to reduce the amount of waste removed from site to landfill sites and increase the amount of waste recycled and will expect full co-operation from suppliers in this endeavour.

Any surplus materials identified during, or at the end of the contract works will be removed by the supplier as soon as it is identified that there is a surplus.

- Suppliers will operate a segregated skip system for the separation of waste on site; this will generally be for metals, wood, inert and general waste.

Workers expected to eat all food in a canteen and not in cars or vans outside of the site.

2.4 Environmental Action Plan

At the commencement of the project an environmental action plan will be drawn up which will deal with all aspects of the site, suppliers are required to make their workers aware of this.

AT Project Manager will require a list of the environmental impact of the program of works undertaken on site and any special precautions that may be required. Ensure dust suppression of site works e.g. water spraying etc.

AT has a system of incident/ accident reporting and investigation for workers and insists that all suppliers do likewise in order to comply with legislation.

This will involve an investigation to determine the cause of an incident and any relevant contributory factors

- AT Project Manager requires a copy of any investigation carried out.
- In addition, the supplier incidents will be recorded in AT Synergi Management System.

2.5 Workplace Incident Reporting Procedure

Under the Health and Safety at Work Act 2015 (HSWA) the supplier and/or AT must ensure that WorkSafe NZ is notified when certain work-related events occur.

What is a notifiable event?

A notifiable event is when any of the following occurs as a result of work:

- a death
- notifiable illness or injury
- a notifiable incident.

How to contact WorkSafe

You will report an incident to WorkSafe NZ by:

- Phoning 0800 030 040, or
- Completing the online notification form, or
- Downloading and completing the Notifiable Death, Injury or Illness Form [PDF 343KB].

This followed up with modifying or amending a system of work and informing workers of any lessons to be learned as appropriate.

2.6 Synergi Health & Safety Incident Reporting

AT will use incident information gathered from suppliers to help make informed decisions on supplier health & safety management systems.

Suppliers Health & Safety performance captured in Synergi by two methods:

1. Monthly health & safety reports supplied by contractors (ATPace).
2. Health & Safety incident reports supplied by both the supplier and AT contact persons.

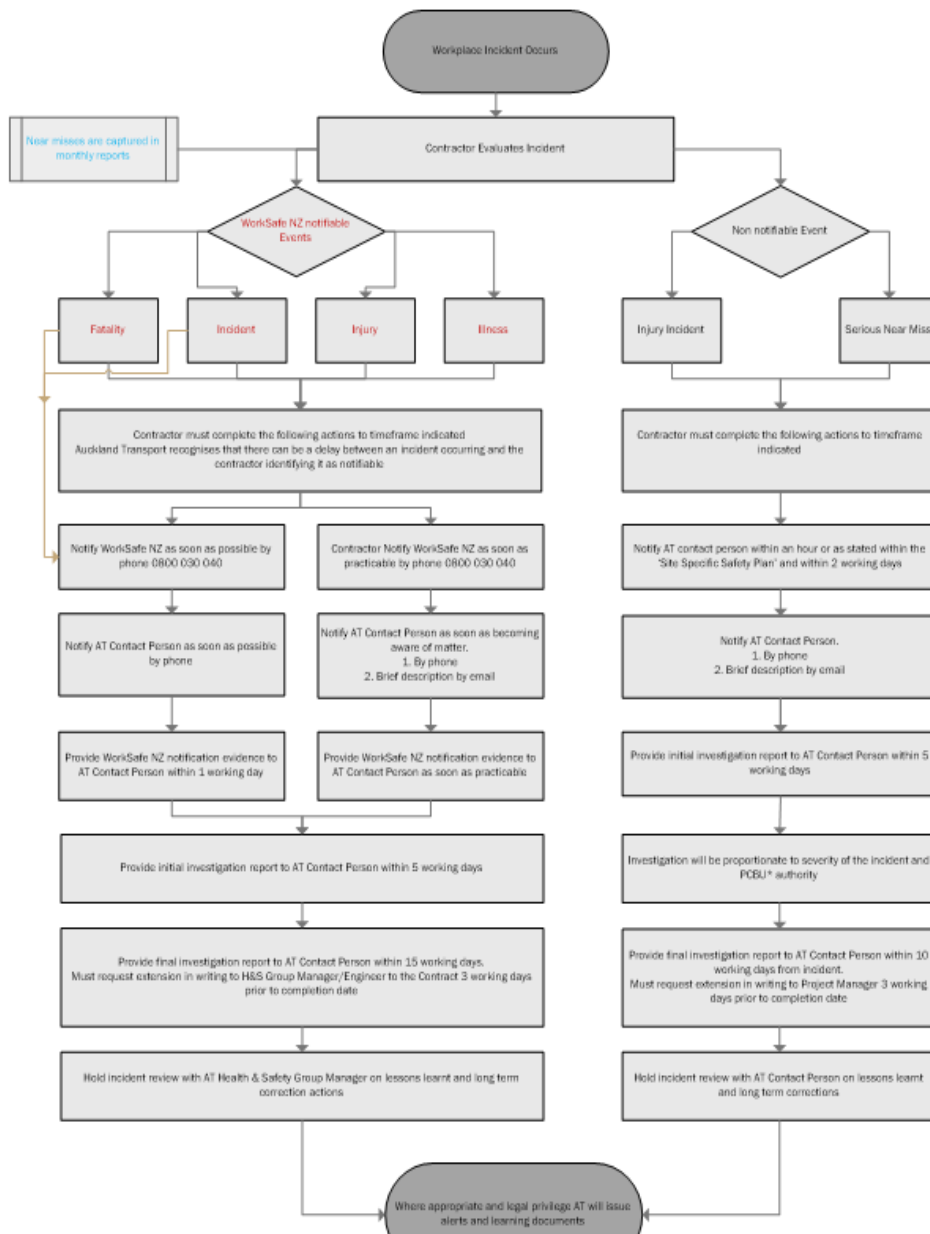
AT will monitor suppliers' health & safety compliance in Synergi through key performance indicators:

- Lead indicators.
- Lag indicators.

These indicators will be:

- **Measurable.**
- **Realistic.**
- **Provide clear direction and clarify of direction.**

Health and Safety Incident Reporting Framework for (AT) Contractors



3.0 Supplier General Requirements

3.1 Health and Welfare

AT recognises responsibilities in relation to health and welfare requirements and in particular the requirement to raise standards of welfare facilities.

Suppliers will ensure that all such facilities kept in a clean and hygienic condition, and that any instructions laid down by AT Project Manager complied with.

Suppliers expected to consider:

Arrange for the following facilities to be provided for their workers:

- Protection during inclement weather.
- Storage of personal clothing where specialist-working clothing is necessary.
- Storage of protective clothing PPE for specialist work activities.
- Canteen Facilities.
- Toileting Facilities.
- Changing/ Drying Facilities.
- Running Water – warm water and drinking water.
- Recognise that there is a requirement to ensure non-smokers protected from the effects of tobacco.

3.2 First Aid

There is a legal requirement for workplaces to take all practicable steps to provide first aid facilities under the Health and Safety in Employment Regulations 1995, and to have procedures for dealing with emergencies under the Health & Safety at Work Act 2015.

Supplier's first aiders must be fully qualified and certified and will be responsible for administering first aid treatment, maintaining first aid equipment, summoning medical assistance and maintaining records.

Although supplier's sub-contractors are responsible for the provision of their own first aid cover and arrangements, site-controlling supplier will always have sufficient first aid cover available if assistance is required.

- Supplier will have sufficient first aid containers, kept readily available.
- Supplier will be clearly identifiable, by a white cross on a green background, and their location made known to all persons.



3.3 Alcohol and Drug Abuse/Misuse

AT is concerned to provide a safe and healthy working environment and recognises that those who misuse alcohol or drugs to such an extent that it may affect their health, performance, relationships at work and conduct can put this at risk.

Suppliers expected to consider:

- Promote the health and wellbeing of workers and minimise problems at work arising from the effects of alcohol or drugs.
- Identify workers with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer workers, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

This does not apply to a worker who commits a clear breach of company rules due to overindulgence of alcohol or drugs on one or more occasions. In these cases, action taken under the disciplinary procedure as appropriate

Workers Must Not:

- Report, or attempt to report, for work at any time when under the influence of alcohol or drug of abuse.
- Consume any controlled drug of abuse or alcohol whilst at work.
- Be in possession of any controlled drug of abuse or alcohol whilst at work.

Workers Must:

- Inform AT Project Manager if charged by the police in connection with any alcohol or drug related offence.
- Attend any medical test required by supplier or AT.

Suppliers expected to consider:

- Random drug testing on their workplaces.
- Requirement that workers agree and comply with this rule.

3.4 Noise at Work

It is well known that excessive noise levels can cause permanent damage to hearing.

Therefore supplier will take steps to reduce any noise levels that may exist in their workplace to as low as is reasonably practicable.

Suppliers are required to look at means of reducing levels of noise and the exposure of workers and others to it.

Suppliers expected to consider:

- Identify if noisy plant and equipment could be replaced with quieter ones.
- Avoid any metal on metal impact by using lining materials such as rubber.
- Erect screens around noisy equipment in order to reduce the noise emitted.
- Use dampers to reduce any vibration-induced noise, or take steps to isolate any vibrating equipment or component.
- Designate hearing protection zones in noisy areas, which may only be accessed by persons wearing hearing protection.
- Limit the time persons spend in these areas.

The requirement to reduce the levels of noise below the daily or weekly average applies to exposure at the ear.

- This means that if it is not possible to reduce the noise levels of individual pieces of equipment, contractors are required to provide suitable hearing protection to all effected persons.

Supplier is responsible for issuing hearing protection and making sure that replacements are readily available.

If the wearing of hearing protection is necessary, suppliers will be required to provide training to workers in how to use and store correctly.

Regulation 11 of the Health and Safety in Employment Regulations 1995 requires employers to take all practicable steps to ensure that no employee is exposed to noise above an average level of 85 decibels over eight hours, or a peak level of 140 decibels - whether or not the employee is wearing a personal hearing protector.

**3.5 Fire Prevention**

Supplier's workers are required to make themselves familiar with supplier's site fire safety plan and arrangements for fire prevention including the provision of firefighting equipment.

Suppliers are advised that any work that involves a naked flame must be carried out under a hot work permit system and ensure that the system is operated correctly.

- Fire Action Notices posted throughout the site.
- Workers are required to familiarise themselves and comply as accordingly.

Suppliers expected to consider:

Ensure that their workers are familiar with the fire safety warning alarms and means of activating them.

Ensure that their workers are aware of the location of firefighting equipment (FFE) and report any use or damage of such equipment.

Advise AT Project Manager of any flammable mixtures, gases or explosive substances used or stored by them.

Ensure that cylinders and containers are not left in unauthorised places and where oxygen, acetylene, propane etc. is used, that flashback arrestors are fitted.

- Suppliers will not burn rubbish or light fires on site.
- Suppliers will ensure that their workers comply with a site No Smoking Policy.
- Fire drills held regularly and an appropriate number of workers trained in the use of portable firefighting equipment.

Workers Must Never:

- Smoke in prohibited areas.
- Remove any firefighting equipment from its approved place without prior permission.
- Obstruct a fire exit, fire extinguisher or firefighting equipment for whatever reason.
- Obstruct passageways, staircases and roadways.
- Take any risks with articles or substances that could cause a fire.
- Wedge open or lock fire doors.
- Attempt to fight a fire if there is a possibility of your escape route being cut off by fire and smoke, or the fire continues to grow and spread despite your efforts.

Actions on discovering a fire:

- If you discover a fire, raise the alarm immediately.
- If trained and it is safe to do so, attack the fire with a fire extinguisher or fire blanket.
- Do not expose yourself or others to any undue risks.
- Never use water on electrical apparatus and flammable liquids.
- On hearing the alarm, leave the buildings/ area immediately by the nearest available exit.
- Move directly to the assembly point.
- Do not stop to collect belongings.
- Become familiar with the means of escape from the building/ area and the procedure to follow in the event of a fire.
- Be familiar with the location/ sound of the fire alarms and firefighting equipment.



3.6 Personal Protective Equipment PPE

It is the responsibility of supplier workers to use PPE where required.

- All necessary safety equipment PPE will be to approved standards and supplied free of charge to the worker.

Suppliers expected to consider:

PPE worn on site;

Minimum PPE worn on site at all times:

- Safety Footwear
- **Hard Hat**
- **High Visibility Clothing**

PPE worn in compliance with task specific safe system of work:

- Eye Protection
- Ear Protection
- Face Protection
- Body Protection
- Fall Protection

Workers observing noncompliance to this directive will inform any person in the workplace observed carrying out any procedures, which requires the use of protective clothing, or equipment not to continue working until protective clothing or equipment obtained and used.

- Non-compliance with instruction for the wearing of designated PPE can result in disciplinary procedures and may lead to removal from site.

3.7 Control of Vibration

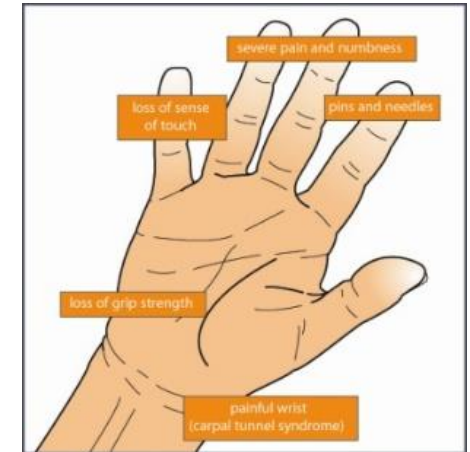
All activities, which may place workers at risk of exposure to vibration, will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

Hand-arm Vibration (HAV) – Hand transmitted vibration from tools, equipment and certain processes that produce vibration

Whole Body Vibration (WBV) – Vibration that transmitted to the body through the seat of the plant or the feet of the worker

Suppliers expected to consider:

- Modify existing tools to reduce vibration levels or the grip force needed.
- Use of the right tools for the job.
- Limiting the usage time to those recommended by the manufacturer or supplier.
- Keeping all tools and machines in good working order.
- Not using more force than necessary when using tools and machines.
- Exercising hands and fingers to improve blood flow.
- Job rotation.
- Information, instruction and training in the correct use of tools and equipment.
- Method statement and safe systems of work briefings.
- Recognition of early symptoms of injury.
- Assessing exposure levels; keeping warm and dry; use of anti-vibration PPE.



3.8 Bio Hazards

All animals naturally carry a range of diseases, some of which can also affect humans.

These diseases known as zoonosis.

Suppliers expected to consider:

- Workers, who think that they are ill because they have contracted a disease from an animal, must inform AT Project Manager and consult a doctor
- Workers will avoid or minimise the use of equipment or tools likely to cause cuts, abrasions or puncture wounds
- Workers will wash hands and arms before eating, drinking or smoking (only use designated areas and buildings provided for welfare facilities)
- Workers will wear PPE at all times whilst on site
- Workers will wash cuts and grazes immediately with soap and running water

- Workers will cover new and existing wounds with a waterproof dressing before beginning work
- Workers will be made aware of exposed to sewerage risks
- Construction site will be secured to prevent animal access
- Access to construction site for workers will be assessed by supplier to include bio hazards/ risks



3.9 Asbestos

Arrangements made to ensure, so far as is reasonably practicable, that workers are not at risk from exposure to hazardous forms of Asbestos.

The following actions taken upon discovery of suspect asbestos:

- Immediately inform AT Project Manager identifying the location and condition of the suspected asbestos material.
- Remove yourself from the area.
- Cordon off the area.
- Supplier will have the suspect material sampled by a competent asbestos surveyor and assessed by an approved asbestos lab.
- Area locked down and warning signage posted until result of assessment completed.
- No work conducted in the area until confirmed safe by supplier and approved by AT Project Manager.

Where the material is confirmed as asbestos containing material 'ACM'*

Competent Contractor will notify WorkSafe NZ of ACM materials.

- Remove yourself from the area and control measures implemented (Complete notification form).
- Removal of asbestos will only be undertaken by competent licensed contractor
- ACM removed to approved waste storage area
- Construction site area confirmed safe by competent surveyor and certificate issued (contractor will be provided with a copy of clearance certificate).
- Workers provided with support where deemed necessary.

* Amount of materials subject to ACM regulations



3.10 Exposure to Silica Dust

Breathing in the very fine dust of crystalline silica can lead to the development of silicosis.

This involves scarring of the lung tissue and can lead to breathing difficulties.

Exposure to very high concentrations over a relatively short period of time can cause acute silicosis, resulting in rapidly progressive breathlessness and death within a few months of onset.

Suppliers expected to consider:

- Where possible use LEV system.

- Use tools fitted with a water supply for dust suppression.
- When dust levels deemed significant, provide atmospheric sampling of respirable dust and respirable silica.
- Respiratory protective equipment (RPE) provided to workers (must be face fit tested).
- Workers properly trained in the use of RPE and the use controlled by supervision, inspection and maintenance.
- PPE stored in clean, dry conditions away from chemicals.
- Facilities for washing and changing available on site.
- Workers wash their hands before eating, drinking, smoking and toilet.



3.11 Hazardous Substances Arrangements

Suppliers must obtain and implement the recommendations in Safety Data Sheets 'SDS' for all substances in use (Sheets located at hazard source)

- Chemicals must never be allowed to come into eye contact
- Contact with skin and mucous membrane likewise to be avoided
- Wear protective equipment and clothing as required.
- Always observe good hygiene practice.
- Smoking prohibited.
- Inhalation of chemical vapours, gas or dust to be avoided
- Adequate ventilation provided where appropriate.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean spillages instantly/ dispose of waste/ used containers properly.
- Except for transport in closed packages, only authorised personnel handle materials.
- Use correct handling equipment.



3.12 Earthquake Procedures

Injuries from earthquakes can be caused by falling objects, collapsing debris, moving furniture and after effects like fire.

Suppliers expected to consider:

Workers should take action at the first indication of the ground shaking.

Internal Areas - If Indoors:

- Take shelter under a solid structure e.g. doorframe or desk.
- Keep away from shelves with heavy objects and from windows that may break.
- If no suitable cover, the following procedure used.
- Drop to knees away from windows.
- Knees together.
- Clasp both hands firmly behind the head bowing the neck.
- Bury the face in the arms protecting the head.

External Areas - If Outside:

If outside at the time of an earthquake take the best shelter you can.

- Move to an open space away from buildings, trees, power lines etc.
- Lie down or crouch low to the ground

When The Shaking Stops:

Major earthquakes often followed by after-shocks.

Normally these are of lesser magnitude.

- When the shaking stops stay inside unless you are confident that it is safe to move outside
- If safe to do so, turn off power sources
- Persons outside must stay outside

Fire Resulting From the Earthquake:

Workers should put fire out only if safe to do so.

Other persons likely to be affected should be warned and the area cleared if necessary.

Storm Damage

The main danger from storms is from flying debris such as glass, roofing sheets, lightning, flood waters etc.

- Take care to keep yourself safe.
- For emergency procedures in case of fire, follow all instructions as per building/ construction site evacuation scheme for fire and emergencies.

3.13 Electrical Equipment Arrangements

Under no circumstances should any worker attempt to affect repairs to either the permanent electrical supply system or any of the portable electrical appliances.

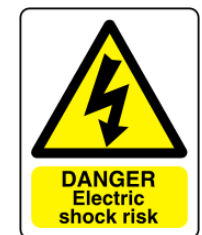
Suppliers expected to consider:

- **Damage to Plugs and Sockets** - Unserviceable equipment reported for remedial action.
- **Damage To Cables** - Cables kept as short as possible. Damaged cables always replaced. Taped joint repairs are not acceptable.

- **Damage To Apparatus** - A visual inspection of electrical apparatus made frequently to ensure that the casing has not been broken or damaged and that all safety features are operative.
- **Environmental Conditions** - Electrical and water do not mix. Portable electrical equipment and its cables should not be used where working conditions are wet or damp, unless the apparatus and its connections are properly designed for use under such conditions.
- **Personal Equipment** - No personal electrical equipment is permitted to be brought into work areas unless; AT Project Manager has approved it

Electrical apparatus not carried by its lead, as this is likely to loosen internal connections and result in the apparatus becoming unsafe

- Ensure a supply isolated from earth.
- Servicing and installation only undertaken by a qualified person authorised to carry out the work.
- All electrical tools and equipment inspected prior to their first use by a competent person and thereafter at three monthly intervals.
- All tools and equipment should have an identification tag stating date of last inspection and when next inspection is due



3.14 Manual Handling

Suppliers expected to consider:

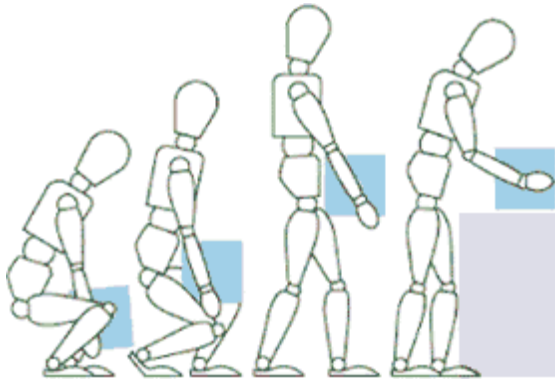
- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

Loads which must be manually handled will be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc.

The method of handling will take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All workers trained in safe manual handling techniques:



3.15 Mobile Access Equipment EWP

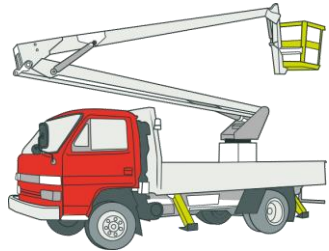
Suppliers should choose the best EWP for the task, given the type of work and the work environment.

- The work needs to be properly planned and hazards managed at the Worksite.
- Equipment operated only by persons trained, certificated and competent.
- Emergency procedures to deal with power failure, fire, injury to or collapse of the operator established and personnel made familiar with them.
- Equipment regularly maintained with records of the maintenance kept.

- The safe working load (SWL) clearly displayed and not be exceeded.
- The condition of the surface on which equipment is to operate to be checked

Suppliers expected to consider:

- Suitability and stability - equipment not permitted to be operated on excessively uneven or sloping ground in accordance with the manufacturers recommendations.
- Equipment installed, modified and dismantled only by competent persons.
- Adequate barriers installed to prevent persons, property or vehicles being struck by the moving platform, or from falling materials.
- Suitable precautions will be taken to prevent any part of the equipment from touching any overhead electricity cable or from approaching close enough to allow arcing.
- Base units and outriggers (where fitted) will be protected from damage or disturbance.
- Due consideration shall be given to the effects of inclement weather, including high winds in siting and using the equipment. At the end of each day, EWP should be cleared of all tools and materials, isolated from power and secured against unauthorised use.
- All persons operating or riding on mobile access equipment will wear suitable harnesses, the lanyards securely clipped to a suitable part of the platform.
- Care taken when travelling with the platform elevated to avoid overturning, collision, or displacement of the occupants or anything carried on the platform.
- Only platforms designed to travel elevated shall be used in such a manner
- Mobile access equipment not used as a jack, prop, tie or other support, as a crane or lifting appliance.



3.16 Working at Heights – General

The HSE Act requires that if there is a potential for a person at work to fall from any height, reasonable and practicable steps must be taken to prevent harm from resulting.

Work at height activities may include:

- Scaffolding (fixed and mobile)
- Roof Work
- Mobile Access Equipment EWP
- Truck trailers (loading/ unloading activities)
- Plant Work (accessing or exiting)
- Excavations

Suppliers expected to consider:

Ensure that no work at height carried out if it is safe and reasonably practicable to do it other than at height.

Ensure that the work at height is properly planned, supervised and carried out as safely as is reasonably practicable.

Ensure that emergencies and rescue procedures planned for.

- Take account of the risk assessment findings.

Take into account weather conditions that could pose a risk to the health and safety of workers and others.

Anyone involved in working at height must be competent and appropriately trained.

Ensure that the planning and execution of material erections are only be undertaken by specialist workers.

Sequencing the erection to provide safe access to higher levels of the structure

Designing structure to ensure stability of the structure through all stages of erection

Prior to working at height, a risk assessment completed to ensure:

- Comprehensive safe system of work

The main issues considered include:

- Overhead power lines
- Excavations & trenching
- Buried services
- Site access for deliveries etc. and traffic management on site
- Management of crane operations
- Storage of materials and any pre-assembly
- Load bearing capacity of the ground for plant and equipment

- Proximity of work area to existing buildings, roads, footways
- Proximity of the public or other contractors to the work area
- Effects of weather
- Working at height, i.e. falls from height and materials dropping onto people
- Erectors being hit or knocked off the materials when moved into position
- Prevention of collapse of the structure before it is fully braced
- Manual handling of heavy structures, causing back and other injuries

For safe working at height workers will consider EWP, fixed and tower scaffolds or other forms of independent access equipment (workers must wear a harness and lanyard).

- If work cannot be done from a EWP or other platform, workers may have to work from the structure.

Where this is the case a safe system of work must be in place to provide fall protection and rescue plan:

- Position guardrails at all fixed edges and openings.
- Use of nets under the working position to mitigate the effect of falls from the leading edge/ fragile surface.
- Where nets are not suitable, it will be necessary to use harnesses attached to a suitable anchorage.
- Use of fall bags etc.

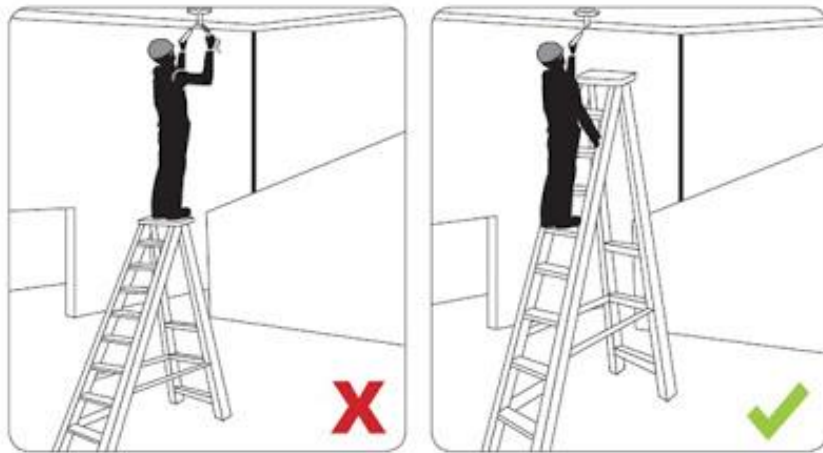
Ladders and steps (short duration work)

Where the most appropriate safe system of work to access a position of height then ladders or steps may be considered:

- Task must be short duration only.

Workers will ensure the following actions include:

- Ensure that any ladder or stepladder is in good repair and has no missing rungs, and is not showing signs of excessive wear
- Ensure the ladder is secured at the top and ground level
- Only use industrial rated ladders
- Maintain three points of contact
- Only use ladders for short duration work
- If it is not possible to secure the ladder, get someone to hold the bottom of the ladder
- Ensure the ladder is on a firm, level surface
- Have two feet on one rung whilst working
- Ensure the ladder is sufficiently long enough (one meter above landing)
- Report ladder defects immediately to AT Project Manager
- Ensure that ladders and stepladders are stored in a safe manner
- Always apply the foot brake (if applicable) before using a stepladder
- When using a stepladder, ensure that it is fully opened out
- Never use a defective ladder
- Use only for short duration and ladder appropriate to the task and work environment



3.17 Scaffolding

The general principle of a scaffolding construction is to provide a platform for workers and materials while work takes place.

Suppliers expected to consider:

Supported Scaffolding

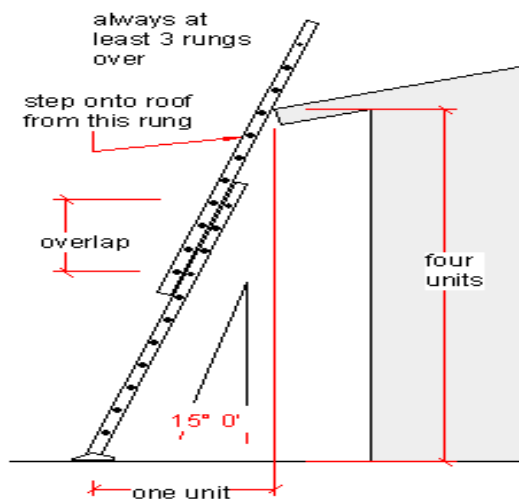
- Used where elevation is required.
- Extra support may be required if the scaffolding will be long or required to take a lot of weight.
- Built from the base upwards and normally used wherever possible.
- Fixed scaffolding can be left in position for longer periods.

Mobile Tower Scaffolding

- Mobile tower scaffolds only used on level, firm surfaces.

General rule is that the height should not exceed three times the narrowest base width e.g., where the narrowest base width equals 1.5 metres, height should not exceed 4.5 metres. (This extended by the use of outriggers).

- Ensure safe working loads (SWL's) are sufficient
- Manufacturers' guidelines are complied with
- Competent person will erect, adjust and dismantle
- Guard-rails, mid-rails and/or toe-boards must be fitted
- Wheels should be locked whenever the tower is in use
- Only integral ladders should be used
- Do not use ladders off the mobile tower platforms



All scaffolding

All scaffolds inspected by a competent person prior to use for the first time, after erection or alteration, at weekly intervals and after exposure to adverse weather conditions

Unsafe scaffolds, partially erected/dismantled or under repair, must be prevented from being used, and warning signs to such effect posted at conspicuous positions on the scaffolds.

Mixing brands of modular scaffolding to be avoided as mismatched combinations pose a significant threat to safety.

Fence off the works area and display a suitable warning notice to warn people and nearby traffic.

- Do not overload the scaffolds.
- Outriggers if provided should be fully extended and properly fixed.
- Use wooden or fibreglass ladders for electrical work or when working near electrical conductors, etc.

- Wear safety harness with lanyard anchored if the provision of working platform is not reasonably practical

Erecting a Scaffold

- Before erecting a scaffold, site management must ensure:
- A Safety Plan is developed
- Emergency procedures are included in the Safety Plan
- The Safety Plan is communicated effectively to workers

All scaffolds over 5 metres, all suspended and all special scaffolds to have a register on site and this is completed and updated at weekly inspections (daily for suspended scaffolds).

Health and Safety

All scaffolds erected, altered and dismantled by persons who have been trained and have suitable experience with the type of scaffolding being used.

If a person or item can fall more than 5m from a scaffold, New Zealand regulations of certification to be followed.

There are different types of certificate classes - these are **Basic Scaffolding**, **Suspended Scaffolding** and **Advanced Scaffolding**.

WorkSafe NZ Notification of Particularly Hazardous Work form completed for a scaffold more than 5 metres high and a copy provided to site management.

Example of a scaffold tower



3.18 Abrasive Wheels

Workers who change or mount the disks / wheels or angle grinders or bench mounted abrasive wheels must have been trained to do so.

Suppliers expected to consider:

- Safety guards properly adjusted.
- Ensure the working area is uncluttered and provides safe footing.
- Safety glasses and dust masks must be worn and other PPE which is Necessary.

- Restrict access to work areas to workers only (areas cordoned off/ screens and signage displayed).
- Workplace is kept well ventilated at all times (natural ventilation of workplace).
- Portable LEV system operated as necessary.
- Discharge extracted air is away from doors and windows.
- Washing facilities provided.
- Clean works are with a vacuum cleaner (never dry brush).
- Wear closefitting clothing.
- Skin creams for skin protection provided for worker use.
- Never use compressed air use to remove dust from clothing.
- If the extraction system is faulty, stop work until repaired.
- Always conduct a pre-use inspection of equipment.



3.19 Cartridge Operated Tools

Tools will only be operated by trained and named workers.

- Worker will ensure that at all times the tool is not misused and that no unauthorised person is permitted to use it
- It will be kept in a secure locked container when not being used
- Cartridges will also be kept in a locked container
- Misspent cartridges will be collected and disposed of under the

guidance or instruction from the “competent person”

- Eye protection and ear protection will be worn when using this tool
- The cartridge operated tool must be regularly maintained as per manufacturer’s instructions
- Contact guards must be kept in position
- No person under the age of 18 years is to use this tool
- Operator must check that the area both behind and alongside is clear of persons before firing, (in case of ricochet or shoot through)

3.20 Concrete Cutting Saw

Cutting concrete materials produces enormous amounts of dust.

This dust will contain some very fine dust called respirable crystalline silica (RCS).

Exposure to RCS dust can cause serious health problems, which may eventually prove to be fatal.

NEVER use a power cut-off saw under the influence of alcohol or drugs! Even prescription drugs can affect your senses and cause drowsiness.

- Check with your doctor if you are not sure what effects your drugs may have.

Suppliers expected to consider:

Wet methods:

- Wet dust suppression will not be used on saws that are electrically operated.

- Wet system used will be by spraying water onto the rotating cutting disk to reduce dust emissions via spray heads attached to opposite sides of the guard.
- Where possible, a direct connection to a water main via a hose used or portable pressurised bottle system.

Local exhaust ventilation:

- Method of LEV used is the saw guard, which acts as a dust-collecting hood.
- The guard connected to an industrial vacuum cleaner, which provides sufficient exhaust ventilation to capture the majority of dust emitted during the cutting operation.
- The enclosure of the blade adjusted to accommodate different depths of cut.
- This system does not produce the wet slurry associated with wet dust suppression.

Personal protective equipment PPE:

- RPE used by operatives, filtering face pieces or respirators.
- Operatives appropriately trained and face fit tested for the equipment.
- Protective Clothing, Hard Hat, Eye Protection, Ear Defenders.
- Segregation of works area e.g. screening or other physical barriers.
- Maintaining an adequate water flow by cleaning and maintaining the water jets every time the blades are changed.
- Replace worn cutting discs to reduce the cutting time and noise and vibration levels.



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3.21 Wet Concrete Operation

Contact with concrete can cause irritation to the skin and eyes resulting in skin conditions such as cement burns, cement dermatitis and dry skin or irritation to the eyes.

Cement Burns:

- Freshly mixed concrete coming into contact with skin or eyes e.g. by falling into boots or gloves, or by splashing, serious skin or eye burns can occur

Dermatitis:

- Irritant or contact dermatitis can result from the combination of wetness, chemical corrosiveness and abrasiveness of concrete.
- Allergic dermatitis can result when operators become sensitised to additives in the cement.

Example of concrete skin burn.

Suppliers expected to consider:

Skin and Eye Protection Used:

- Goggles (protects from side splash)
- Gloves
- Long sleeves
- Long trousers
- Safety boots.
- Barrier creams.
- Clothes worn to avoid traps for fresh concrete to fall into i.e. Sleeves over gloves, trouser legs over boots.
- If concrete gets onto skin, immediately flush skin with cool, clean water.
- Eye contamination should be flushed with cool, clean water for at least 15 minutes.
- Seek medical advice if irritation persists.



3.22 Confined Space Working

Designated workers must be trained to understand the definition of a 'confined space' as defined., 'A confined space is any area that is not intended for human occupancy, has limited access or has the potential for containing a toxic or oxygen deficient atmosphere'.

Suppliers expected to consider:

- Workers who have to enter a confined space to have received appropriate training prior to undertaking such activities.
- Carry out an assessment of the risks associated with entering a confined space and draw up a safe system of work including rescue plan.
- Limit entry to the confined space to workers who are competent for confined space work and who have received suitable training.
- Verify, prior to entry that the atmosphere in the confined space is safe to breathe.
- Provide any necessary ventilation.
- Make sure suitable rescue arrangements are in place before anyone goes in to the confined space.

3.23 Forklift Trucks

Suppliers will ensure that workers required to operate a forklift Trucks are adequately qualified and possess a valid forklift operator's competency card.

Suppliers expected to consider:

- The Safe System of Work for forklift trucks must be complied.
 - Do not pick up a load if someone is standing close to it.
 - The SWL must not be exceeded
 - Do not allow people to walk under raised forks.
-
- Passengers must not be carried
 - Sound your horn at every potential danger.
 - Braking violently loaded may cause the load to fall off or truck to tip over.
 - When leaving the truck, even for a few seconds, make sure that it is in neutral, has the parking brake applied and the forks lowered to ground level
 - If the forklift left unattended for any period, remove the ignition key.
 - Forklifts checked daily.
 - Forklifts refuelled/ recharged in designed areas only.
 - For overloading use a spotter.
 - For extended reversing use a spotter.



3.24 Work Equipment

Workers not trained in the use of a machine or tool will not be aware of the dangers involved and must not put himself, herself, or anyone else at risk by attempting to use it.

Suppliers expected to consider:

- Trained workers must only undertake the use and cleaning of equipment
 - Not lean across dangerous machinery or any rotating or moving parts.
-
- Ensure clothes & jewelry cannot come into contact with moving parts.
 - Always switch off and unplug when fitting or removing any attachments.
 - Ensure all safety guards are in place before operating any equipment.
 - Ensure the manufacturer's instructions followed at all times.
 - Suitably appointed competent persons shall carry out all inspections.
 - Only properly tested and marked equipment must be used which.
 - The SWL must be clearly marked (If there is any doubt regarding the weight of a load, it must not be lifted until the weight has been confirmed).
 - Equipment that is not suitably maintained and of serviceable use, will not be used and must be reported to AT Project Manager.
 - Equipment removed from service and a record of this action kept.

Hand Tools:

- Wooden handles on tools must be free of splinters or cracks and solidly attached to their working heads.
- Extension or leverage increases will not be used on tool handles.
- Tools with 'mushroomed' striking faces replaced.
- Grinding wheel and cutting blades speed and size will be compatible with the speed and power capability of the machine.
- All tools regularly inspected, repaired and lubricated as required to maintain them in a safe condition.
- Records kept of such inspections.

Compressed Air Systems:

- Compressed air equipment, including air receivers, examined regularly by a competent person who will advise on the frequency and type of examination required.
- Care taken to avoid accidental injection when using compressed air equipment, particularly in awkward or confined situations and when clearing or cleaning guns.
- Horseplay involving people and compressed air equipment strictly forbidden.

- Because the degree of injury is not always immediately apparent, medical advice sought after compressed air penetration occurs or is suspected
- Complete pre-use checks of work equipment prior to use/operation.
- All defects reported immediately and the equipment taken out of use until it is repaired or replaced.

3.25 LPG Storage & Use

Storage of LPG tanks will be away from main the work areas and not accessible to workers other than authorised persons.

Suppliers expected to consider:

- LPG must be stored in adequate locations.
- Suitable programed of maintenance and testing by competent persons
- Tanks must be identifiable and accessible.
- Records of maintenance and tests kept.
- Precautions must be taken to prevent fire and explosion including appropriate
- Installation must have appropriate security measures to prevent deliberate interference.
- Incidents involving death or hospitalisation, fire or explosion or a significant release of LPG must be reported to WorkSafe NZ and records of such incidents must be kept.

3.26 Excavations

Workers will not commence any type of excavation work, break into or dig up any ground without the authorisation of AT Project Manager.

Suppliers expected to consider:

From information provided relevant and their own site investigations, inform their workers of the location(s) and type(s) of any underground services or utilities prior to starting work.

- Ensure persons carrying out inspections are competent to do so and that they maintain and make available adequate records of such inspections.
- Provide and insert warning traces to identify services and utilities being installed underground.
- Replace any identification or warning traces disturbed during the work.
- Provide secure fencing, barriers and warning indications around any excavation.
- Where appropriate, provide physical measures to prevent vehicles running over edges.
- Inspect all excavations in accordance with approved code of practice.
- Provide and use suitable means of support to prevent the collapse.
- Provide suitable means of access to egress from any excavation.
- Comply with all statutory provisions concerning excavations, WorkSafe NZ notification.



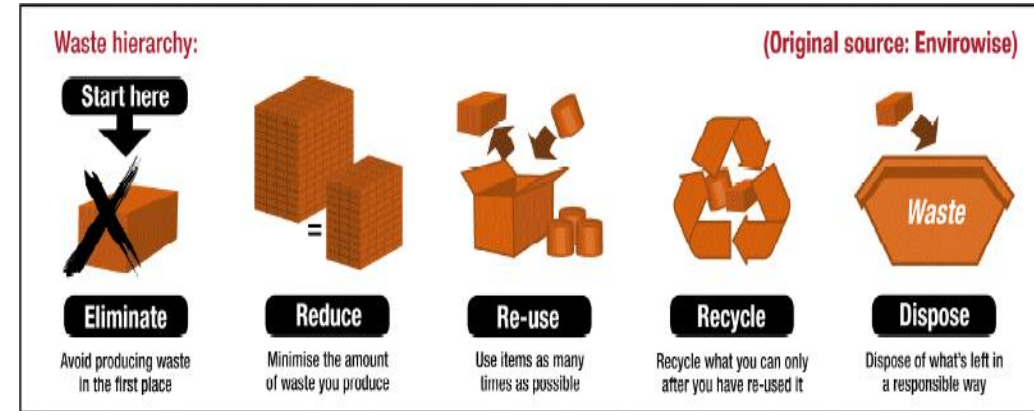
3.27 Workplace Housekeeping

Suppliers are to put in place appropriate measures to ensure that works and areas not subject to a work activity are covered or otherwise protected from damage.

Suppliers held responsible for any damage caused to property, plant and equipment during the course of any work.

Suppliers expected to consider:

- Workers will remove any refuse or debris produced by them during the course of their work.
- Workers will place all refuse or debris in suitable containers or skips and remove them from the workplace on a daily basis.
- Works areas kept tidy.
- On completion of the work, all material, plant and equipment removed from site.



4.0 General Site Controls

Suppliers expected to consider:

- All persons, prior to commencing work on this site shall receive a Safety Induction.
- The induction shall include site-specific details on site rules, welfare, parking, traffic management, fire safety, PPE, hazards etc.

Safe Systems of Work.

- All task analysis (SWMS) forms may be subject to appraisal by AT Project Manager.
- The program of works will not be allowed to commence until the appropriate documentation has been approved.

Restrictions

- Mobile phones – Only used in designated areas.
- Be aware of designated access routes for vehicles and pedestrians and keep

to them.

- Familiarise yourself with Fire Exits, Fire Extinguisher locations, etc.
- Smoking – only in the designated area.
- Photographs – the taking of photographs by visitors/contractors prohibited, unless authorised by AT Project Manager.
- Speed limit – A speed limit of 10 Km/h on site - be very aware of your speed in all locations and at all times.
- The site boundaries defined by the Site Plan.
- No activities or access allowed beyond the site boundaries.

Car Parking.

- All personnel must park within the site parking areas provided (Refer to Traffic Management Plan).

Suppliers Duties

- Plan, manage and monitor own work and that of workers.
 - Check competence of all appointees and workers.
 - Train own workers.
 - Provide information to workers.
 - Provide PPE to workers.
-
- Co-operate with AT Project Manager in planning and managing work, including reasonable directions and site rules.
 - Provide details to AT Project Manager of any contractor whom you engage in connection with carrying out the work.
 - Inform AT Project Manager of incidents & near misses.

Slip, Trip, Fall

Ensuring that the surfaces under the control of the suppliers regularly inspected and made as level, dry, free from liquid spills and suitably treated as far as is Reasonable Practicable.

- Ensure floors and walkways kept clean, tidy and free from obstructions, clutter and trailing leads.
- Ensure workers are aware of the serious risks pose by unsafe surfaces.
- That safety footwear worn at all times.

Smoking Policy

- It is a legal requirement that smoking is not permitted in places of work, including business vehicles.
- Smoking is prohibited in the work premises including all vehicles used on company business.
- Smoking areas will be designated.
- Comply with company no smoking policy.

Mobile Phone Safety Policy

- It is an offence for a driver to speak or listen to a phone call on a hand held phone whilst driving.
- Before making or receiving a phone call stop and secure the vehicle.
- Comply with company mobile phone policy.

4.1 Hot Works

Hot work defined as any work involving processes that have the potential to cause a fire or explosion.

Examples of Hot Work include activities where an open flame or any other type of heat source is used (grinding and paint stripping etc.)

Suppliers expected to consider:

- Carried out by a trained and competent person.

- Complete a Task Analysis (SWMS).
- Remove or isolate all combustible materials to a safe distance from the area of risk.
- Have an emergency response plan specific to the site.
- Ensure all required emergency equipment and personnel are ready and available.
- Have a suitable fire extinguisher available.
- Person not involved in the hot work to act as a fire watch.
- Ensure all on site personnel are aware that hot work being undertaken.

4.2 Mobile Cranes (all types)

When mobile cranes including Hiab's are operating on site, suppliers including crane operator will ensure:

- People and equipment not involved in the lift removed from the lift areas.
- Materials where practicable removed from the lift areas.
- Contractor will brief crane operator on lift requirements.
- Only competent persons will be involved in the crane lift including, crane operator, dogman, riggers and lift supervisors.
- Crane operating instruction along with operator's certs and inspection certs made available for inspection for supplier and AT Project Manager.
- Crane lifting plan and along with above documents must be approved and copy located in the site file.
- Cordon off lift area and place warning signage.



Example of a HIAB lifting operation.

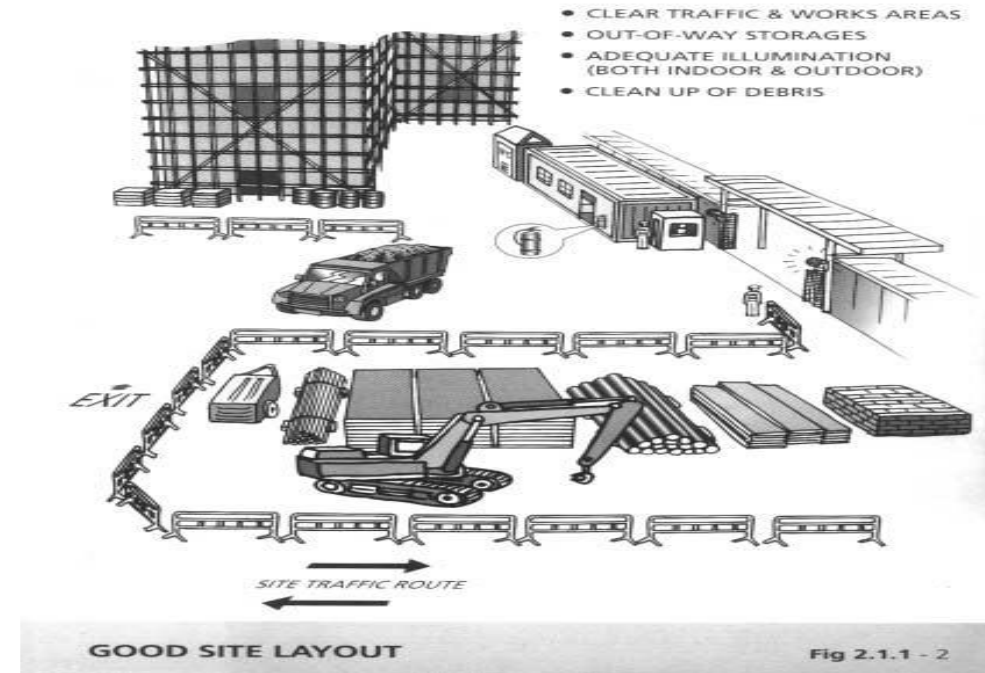
Operated under a lift plan and spotter for high-risk lifts.

4.3 Site Layout

Supplier in consultation with AT Project Manager will prior to commencement of the works on a construction site, ensure the following provisions are made and recorded in the amended site layout plan as appropriate:

- Arrange perimeter fencing or hoarding where appropriate.
- Ensure good visibility and safe access at site entrances.
- Provide adequate warning signs at the entrances and exits where necessary.
- Provide areas for loading and unloading, storage of materials, plant and machinery.

- Post emergency procedure and statutory notices at conspicuous locations.
- Arrange suitable positioning of hoists and cranes.
- Consider welfare facilities to offices, compounds and workshops, arrange ventilation, lighting and temporary connections to utility services.
- Arrange electrical supply requirements and incoming mains.
- Provide skips or dumping areas for rubbish and waste materials, and arrange for their clearance on a regular basis.
- Arrange storage, transport and use of Fuel and Other flammable materials.
- Obtain the necessary licences from appropriate authorities.
- Plan fire escape routes and locate firefighting equipment.
- Provide access roads and plant movement areas within the works area/site
- Provide designated car parking areas.
- Provide wheel-washing basin for vehicles at the exits of the site.
- Provide first-aid facilities and post notices at the various works areas to show the locations of those facilities.
- Provide adequate warning of overhead or underground utilities.
- Provide lighting on hoarding or external fencing for public safety.
- Provide and maintain proper drainage and means of sewage disposal.



4.4 Work on Demolition Sites

Suppliers will ensure that a written safe system of work has been prepared and agreed prior to commencing the program of works.

- Ensure a professional engineer has inspected the structure/adjacent structure and a competent person is in charge of the operation.
- Obtain information on the building structure, including its previous use.
- Pay attention to the presence of flammable or hazardous substances such as asbestos in insulation and lead in paints.
- Consult the utility companies and disconnect or divert all services.
- Ensure that existing floors planned to be used are not overloaded.
- Provide sufficient shoring to prevent premature structural collapse or damage to adjacent property.
- Ensure that the site is properly enclosed.

- Scaffold with screen and catch-fan, and hoarding or covered walkway should be erected.

- Erect warning notices.
- Ensure that all ladders, cranes, cables and other equipment are in good order.
- Ensure suitable personal protective equipment provided and used during operation.
- Suitable anchorage points identified and assessed by competent person.
- Ensure that adequate protection and safe access for the public and workers provided at all times, including protection from dust and noise hazards.
- Damp down demolition sites and access roads.
- Provide sedimentation/treatment system to prevent silty/dirty water discharging into water courses or public drains.
- Properly plan the daily work.
- Complete scheduled work and check the stability condition of the structure under demolition prior to leaving the site at the end of each working day.

4.5 Supplier Performance Monitoring

Suppliers will be audited by AT to monitor compliance the Site Health & Safety Plan and Health & Safety management system.

AT Project Managers expected to conduct regular site inspections of activities and undertakings in accordance with the agreed audit/inspection schedule, to ensure compliance with industry best practice.

AT reserve the right to engage external auditors to independently audit or inspect supplier's site health & safety management systems.

Supplier are free to engage external auditors at their own expense to review their own Health & Safety performance or the performance of their own contractors working on any AT Project.

4.6 Physical Works Health and Safety Monitoring Schedule

Monitoring Workplaces for Hazards

- Regular, systematic monitoring and documenting including the implementation of corrective actions must occur on all Auckland Transport worksites.
- As a guide contractors are to work to the following monitoring schedule:

4.7 Performance Management Meetings

AT recognises that Health & Safety performance monitoring and review is an important mechanism for two-way dialogue to ensure continuous improvements in H&S performance.

AT will hold a bi-monthly Panel 1&2 Suppliers health & safety forum.

The aim of this forum is to create and sustain a culture of consultation, co-operation and co-ordination with other PCBUs.

Forum will provide a process for the discussion of matters including:

- Contractor management
- Incidents reporting
- Analysis and management
- Hazard & risk control arrangements
- Training and competency
- Inspection programmes and findings

Contractors expected to have arrangements in place to hold similar contract performance management meetings with each of their sub-contractors (working for AT).

4.8 Forum Agenda Template

Forum will operate in compliance with the following meeting agenda.

Item	Agenda item "Supplier Health & Safety Forum"	Position
Meeting	Date:..... Time:.....	Chair
1.	Apologies	Chair
2.	Confirmation of Minutes from Previous Meeting	Chair
3.	Business Arising from Previous Minutes	Chair
4.	Matters for discussion	All
5.	Monthly Topic:	All
6.	A.O.B	Chair
Notes		

4.9 KiwiRail Awareness

Supplier if working outside of the public area or beneath overhead traction electrical lines, you must hold the appropriate training, permissions and permits from KiwiRail and comply with all conditions of these permits/permissions and training.

These include, but are not limited to:

- KiwiRail Permit to Enter.
- KiwiRail Permit to Work Near Railway Power Lines.
- Completion of the Electrification Awareness training course.

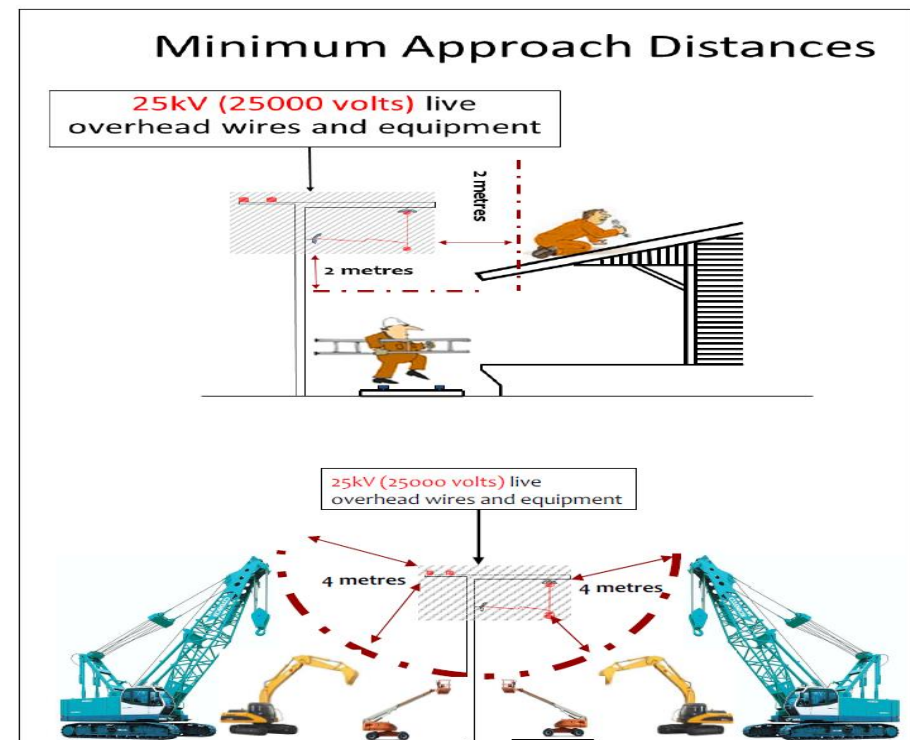
Prior to commencing task:

Copies of any KiwiRail permits to be provided to AT along with the AT authorisation application.

- All Authorisation requirements met **before entering** the site, including use of PPE (hardhat, safety glasses, safety boots (steel-capped, laced), work gloves and orange hi-vis).
- The presence of Rail Protectors and/or Electrical Safety Observers (ESO) may also be required.
- In addition to Kiwi Rail's PPE requirements, all members of the work crew must wear appropriate additional PPE for the work being carried out (e.g. safety harness) and wear long sleeved top and long trousers.
- All requirements of Health & Safety Act 2015 and the Railways Act 2005 met including a Site Specific Management Plan for this site submitted to Auckland Transport.
- If working on electrical cabinet, a 'lock out/tag out' system must be included in the Site Specific Safety Plan.
- If removing, installing or relocating station furniture, including fencing, impacts on station earthing & bonding **must** be addressed beforehand and **any changes recorded on as built drawings and submitted to the AT permit issuer for approval.**
- Changing station furniture without consideration of earthing requirements could cause electrocution serious safety incident if furniture not correctly earthed and bonded.
- Any health and safety incidents reported to Auckland Transport as soon as possible.

NB: Auckland Transport Authorisation Form Must be Signed Off by AT Personnel Prior to Work Commencing.

SUMMARY OF CLEARANCES		
Situation	No Permit Required	Permit To Work Required
Personnel or material being carried	At least 2 metres from the nearest live equipment at all times	Closer than 2 metres from the nearest live equipment - an Electrical Safety Observer may also be required
Operating mobile or adjustable crane, excavator, loader, forklift truck etc	At least 4 metres from the nearest live equipment at all times	Closer than 4 metres from the nearest live equipment - an Electrical Safety Observer may also be required
Vehicles and loads working along the corridor immediately adjacent to or hi-railing under the overhead wires	Vehicle and load do not exceed 3.2 metres in height	Vehicle and load exceed 3.2 metres in height
Scaffolding erection, alteration or dis-assembly	At least 8 metres from the nearest live equipment at all times	Closer than 8 metres from the nearest live equipment - an Electrical Safety Observer may be required



4.10 Road Corridor Access

AT requirements are mandatory

CAR Requirements (Non – Auckland Transport activity)

- A site specific TMP (& a CAR / WAP) is required.
- Excavations in grassed areas exceeding 2 m² or 5 linear meters – All road levels.
- Excavations in any non-grassed areas – All road levels.
- Activities affecting traffic lanes – All road levels.
- Emergency Works – A Site specific TMP (& CAR) submitted within two working days from the time of the emergency works first commencing where the activity would normally require a site specific TMP were it not for the emergency nature of the activity – All road levels.

Definition:

- Works that require an immediate response to restore the integrity of the Utility Structure or secure the situation for the safety of the Public and relates to.
- Restoration of supply following an unplanned outage or interruption of supply.
- Rectification of a dangerous situation including support requested by an emergency service.
- Unplanned events that have a significant impact on a Road, a Railway, a bridge, public health, public safety or the security of supply to a network.

Activities not requiring a site specific TMP (either a Generic or a site specific TMP & CAR / WAP is required).

- Excavations in the grassed areas of the berm not exceeding 2 m² or 5 linear meters where the activity does not impact on any traffic lane – All road levels.
- Maintenance work on above ground assets (excluding pole replacements) in berm and/or footpath only – All road levels.

CAR Requirements (Auckland Transport activity)

A site specific TMP (& a CAR / WAP) is required (All Roads).

- All pavement rehabilitation, area-wide pavement treatment and resurfacing (AC or chip sealing) projects.
- All footpath replacement / resurfacing and kerb and channel replacement projects that are greater than 20 metres in length.
- All improvement projects that vary the normal operating conditions of the road irrespective of whether the works are on the carriageway, footpath or road berm.
- All excavation work in the road carriageway within 50 metres of traffic signals.

Level LV: Low Volume Roads:

- All activities in the road carriageway, which could result in delays for any road users of greater than 5 minutes.
- For activities on Level LV roads if they require a TSL to be placed on an adjoining road with an AADT greater than 3,000 vpd.

Level 1: Low to Moderate Volume Roads:

- All activities that require a TSL or the closure of a traffic lane or a parking lane on a road with an AADT greater than 3,000 vpd.

Level 2 & Level 2L: High Volume Roads:

- All activities that require a TSL, or the closure of a traffic lane, or closure of a parking lane or parking area.

Level 3: High Volume, High Speed Multilane Roads:

- All static and semi-static operations on Level 3 roads.

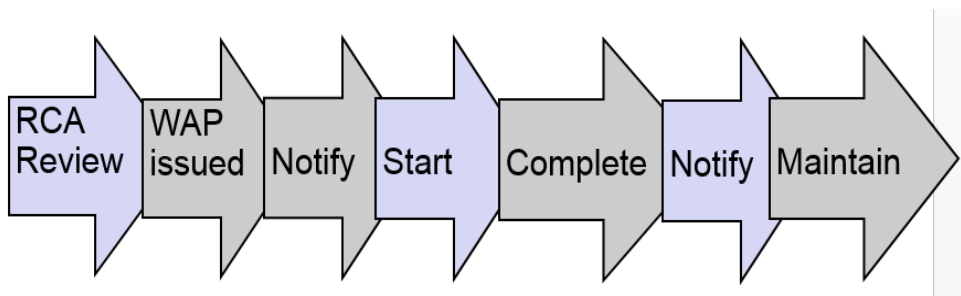
Either a Generic TMP or a site specific TMP is required:

- For carrying out mobile operations on the network.
- For carrying out road marking activities, providing the work is undertaken in accordance with an approved generic TMP and in such a manner that does not result in traffic disruption.
- For carrying out any activity that is not specified as requiring a site specific TMP.
- CAR application includes a Site Specific TMP.
- TTM proforma - specific & relevant to the site.
- TMD's that accurately represent the road layout & activity.
- Unattended site TMD's where required.

CAR Applications

Contact details for:

- Principal (for AT work this is the Contract or Project Manager).
- Site Manager.
- STMS.
- Meaningful description of works.
- Accurate start / end **dates**.

RCA Process**4.11 TTM Audits**

Most road user harm occurs after hours.

Many road workers are harmed by works plant.

Audits confirm:

- Qualified Person on Site [STMS or TC / STMS]?
- TSL Appropriate [Refer CoPTTM]?
- Approved TMP Sighted & Applicable.
- Traffic Flow acceptable?
- Any “No” is “Unacceptable”

Example of inspection form used by AT

TTM SITE CONDITION RATING FORM				Auckland Transport		AT	
Specific Address		Albert St at Quay West		Activity Description		Scaffolding removal	
Road Name	ALBERT ST (CITY)	Road ID	30623	TTM Method		Shoulder Closure	
CAR Number	E324590	TTM Level	2LS	Contractor		Other Other	
Date/Time	21/09/2016 09:48		Client / Principal		Private		
SIGNS				MISCELLANEOUS			
A1	Missing (including side road)	Sign	5	E1	Working in Live lanes	Individual	20
A2	Position	Sign	2	E2	Missing traffic controller	Individual	20
A3	Not visible/Fallen Over	Sign	5	E3	Safety zone compromised	Individual	10
A4	Wrong sign	Sign	5	E4	High visibility garment not acceptable	Individual	5
A5	Condition unacceptable	Sign	4	E5	Marginal surface condition (carriageway only)	Occasion	15
A6	Permanent sign	Sign	5	E6	Unacceptable surface condition (potholes, ruts, etc or carriageway)	Occasion	30
A7	Unapproved sign used / too small	Sign	4	E7	Barrier defects (Missing or incorrect components)	Component	10
A8	Non-compliant support / sign too low	Support	2	E8	Unsafe or Redundant TTM	Equipment	5
MOBILE & SEMI STATIC				OTHER CHECKS			
B1	Tail pilot vehicle / AWWMS omitted or incorrect location	Vehicle	30	O1	QUALIFIED PERSON ON SITE (REFER TO AS OF COPTTM)		N
B2	Lead pilot vehicle omitted or incorrect location	Vehicle	20	O2	TSL APPROPRIATE (REFER TO C4 OF COPTTM)		N/A
B3	Shadow Vehicle omitted or incorrect location	Vehicle	20	O3	ROAD USER FLOW ACCEPTABLE		N/A
B4	TMA missing or non compliant	TMA	20	O4	ON-SITE RECORD (FORM MUST INCLUDE STMS AUTHORITY, 3 HOURLY CHECKS AND TSL IMPLEMENTATION)		N
B5	AWVMS/Arrow Board non compliant	Vehicle	20	O5	TMP APPROVED?		N
PEDESTRIANS / CYCLISTS				O6	APPROVED TMP SIGHTED?		N
C1	Inadequate provision for pedestrians	Feature	10	O7	APPROVED TMP APPLICABLE?		Y
C2	Inadequate provision for cyclists	Feature	10	O8	TTM IN ACCORDANCE WITH APPROVED TMP?		Y
DELINEATION				AS A RESULT OF THE FINDINGS OF THIS REVIEW, ADDITIONAL FEES ARE PAYABLE TO AUCKLAND TRANSPORT. PLEASE DISCUSS WITH ADVISOR IF ANY ISSUES.			
D1	Missing or ineffective Taper	Loading Taper	25	FINAL RESULT			
D2	Tapers too short	Loading Taper	15	DANGEROUS			
D3	Taper too short or missing	Trailing Taper	5	THIS SITE HAS SAFETY ISSUES WHICH REQUIRE IMMEDIATE ACTION			
D4	Spacing in taper	Taper	5	ACTIONS PLANNED BY STMS		SITE ACTIVITY CEASED BY	
D5	Spacing in Lanes	Per 100m Delineation	3	FIX SITE?		AT AUDITOR	
D6	Missing or ineffective delineation along lanes	Delineation Section	10	N		AT AUDITOR	
D7	Condition unacceptable	Device	2				
D8	Using non-approved device	Device	4				
D9	Road marking incorrect at Long Term Level 2 or 3 roads	Site	30				
D10	Inadequate Site Access	Access	10				
KEY POINTS				NOTIFICATIONS (AT/ATOCPT) (DOES NOT AFFECT SCORE)			
CRM CALL OUT?		SITE ACTIVITY STATUS		NOTIFICATIONS (AT/ATOCPT) (DOES NOT AFFECT SCORE)		LOW RISK?	
Y		Attended		N		N	
		Unplanned		SITE INDUCTION GOOD? (DOES NOT AFFECT SCORE)		N	
						N	
Contractor Total Access: No STMS or TMP on site multiple safety zone breaches plus live lane. Most personnel on carriageway level wearing non-compliant vests pedestrian delineation cones with tape (inadequate for hazards). Verbal stop work order issued 9:38 am approximately to "Nate".							
ACTIONS TO BE TAKEN							
Make site safe / remove loose materials if possible under current closure (no impact on live lane) Get TMP for work Get STMS and TTM crew on site. Will need to get Stop Work Order rescinded prior to work be able to recommence.							
REVIEWED BY				STMS DETAILS			
Signature				RECEIVED BY / SIGNED			
Reviewer Name				None			
Qualifications				NONE			
Reviewer Mobile Number				Sam Nganga			
Tom Kiddle				NZA ID No.			
L2/3 NP / L1 T				168			
021 240 5073							

4.12 Design Risk – Project Risk Management

Safety in design integrates risk management techniques into the design process to identify, assess and treat health and safety risks to people over the life of an asset.

Statement taken from AT guide:

The standard considers how to eliminate, isolate or minimise the risks of death, injury and ill health to those who will construct, operate, maintain, decommission or demolish an asset.

Safety in Design begins in the conceptual and planning phases of a project. The emphasis is on making the right choices about the design as early as possible to enhance the safety of the project. These choices may include appropriate methods of construction, ongoing maintenance provisions or materials used.

Most construction safety risk mitigation is aimed at isolating, informing or controlling the hazard. The opportunity to consider the life cycle of the project and involve decision makers in the early design stages to eliminate a hazard is invaluable.

The earlier you can begin this process in the design stages, the easier it is to make changes that benefit everyone.

The design stage offers the greatest opportunity to incorporate improvements that can produce time and cost savings over the life of the asset.

The Health & Safety at Work Act 2015 section 39 places a duty on the PCBU who designs plant, substances, or structures.

- Section 40 places a duty on the PCBU who manufactures plant, substances, or structures.
- Section 41 places a duty on the PCBU who imports plant, substances, or structures.
- Section 42 places a duty on the PCBU who supplies plant, substances, or structures.

- Section 43 places a duty on the PCBU who installs, constructs, or commission’s plant or structures.

Suppliers must comply with design duties and co-corporate with AT to enable compliance with legislation.

4.13 Site Safety Planning

Prior to supplier commencing works on a project, they will be required to provide a site-specific safety plan SSSP – ‘pre-start management document’.

The SSSP **must be appropriate to the project** to be undertaken and should incorporate the following information as a minimum:

- This SSSP will be developed as the project progresses

Example contents of the site management system

<ul style="list-style-type: none"> • Site Handover Certificate (Initial set-up – Civils) • Traffic Management – Initial Site Set-up • Site Specific Safety Plan ‘SSSP’ • Site Specific Hazard Register (Initial & Ongoing) • Notification of Particular Hazardous Work “WorkSafe NZ”
<ul style="list-style-type: none"> • Site Health & Safety Induction Briefing Document • Site Health & Safety Induction Sign Off Sheets
<ul style="list-style-type: none"> • Sub-Contractors Site Specific Safety Plan ‘SSSP’
<ul style="list-style-type: none"> • Task Analysis Forms “SWMS” • Program of works sign off certificates
<ul style="list-style-type: none"> • Workers Training Register Index • Workers Training Evidences
<ul style="list-style-type: none"> • Toolbox Talks Sign Off Forms • Toolbox Talks Briefing Guides
<ul style="list-style-type: none"> • Site Daily Attendance Sheet (sign in/ out)
<ul style="list-style-type: none"> • Site Supervisor Weekly Inspection Reports

<ul style="list-style-type: none"> • Site Supervisor Daily Site Log
<ul style="list-style-type: none"> • Contractor External Audit Reports • AT External Auditor Inspections
<ul style="list-style-type: none"> • Notification Events • Incidents Investigation Reports • Near Miss Reports • Warnings Issued Reports
<ul style="list-style-type: none"> • Plant, Vehicle & Equipment Weekly Inspections • Certificates of Compliance “PAT” • Alerts Issued
<ul style="list-style-type: none"> • Site Specific Hazardous Substances/ Dangerous Goods Register • Chemicals MSDS/ Data Sheets
<ul style="list-style-type: none"> • Permit-to-Work Sheets
<ul style="list-style-type: none"> • Information Forms & Boards: • Health & Safety Notice Hazards Board • Emergency Evacuation Plan • First Aiders • Fire Marshals & Evacuation • Emergency Contact Details • Site Warning Posters • Site Activity Monitoring Wall Chart • Health & Safety Policy • Site Rules

4.14 Post Contract

Supplier performance evaluation.

When the project is finished (or at periodic intervals in a lengthy or ongoing contract), AT will review the quality of the work against the job safety specifications and the supplier’s H&S performance.

This will consider, among other things:

- The effectiveness of the original choice of supplier.
- How well the supplier fulfilled the H&S plan and managed H&S while completing the contract.

