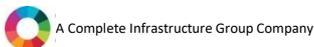


**New Zealand Data
Complete Nationwide
Infrastructure Specialists**

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Ngā Mātanga Waihanga
Raraunga mō te Motu



Health and Safety Policy



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OUR VALUES: RESPECT | INTEGRITY | TEAMWORK | INNOVATION | ACTION | ACCOUNTABILITY

Contents

1	HEALTH AND SAFETY POLICY	5
	1.1 POLICY STATEMENT	5
2	HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL PROCEDURES	6
	2.1 POLICY STATEMENT	6
	2.2 PROCESS	6
3	REPORTING AND INVESTIGATION PROCEDURES	8
	3.1 POLICY.....	8
	3.2 PROCESS	8
4	EMERGENCY AND EVACUATION PROCEDURES.....	9
	4.1 POLICY.....	9
	4.2 PROCESS.....	9
5	OTHERS IN THE WORKPLACE.....	10
	5.1 POLICY.....	10
	5.2 PROCESS.....	10
6	CONTRACTORS AND SUB-CONTRACTORS	11
	6.1 POLICY.....	11
	6.2 PROCESS	11
7	SITE MANAGEMENT.....	12
	7.1 POLICY.....	12
	7.2 RESPONSIBILITY	12
	7.3 REFERENCES	12
	7.4 PROCESS	13
	7.5 SITE SAFETY RULES	13
	7.6 HAZARD IDENTIFICATION PROMPTS	16
8	APPENDIX	18

1 HEALTH AND SAFETY POLICY

SECTION ONE

1.1 POLICY STATEMENT

NZ Data Ltd is committed to promoting a culture where harm to our people through work is unacceptable. To meet this commitment the Company will provide healthy and safe-working conditions for all people associated with our business, including employees, contractors, visitors and members of the public. All NZ Data's people have a responsibility for implementing this Policy by striving to achieve zero tolerance towards hazards, incidents, accidents and protecting the environment.

In order to meet the above requirements, NZ Data Limited will:

- Demonstrate leadership and commitment through all its management and supervisors.
- Provide and maintain a safe work environment, including work conditions, practices and procedures for all employees and contractors.
- Develop safety awareness throughout the Company by initial and ongoing education and training of all staff, employees and contractors.
- Take all practicable steps to eliminate hazards within the workplace through risk identification, assessment, control and monitoring to ensure continuing effectiveness.
- Ensure all managers, supervisors and employees are aware of and accept their responsibility to provide a safe working environment.
- Comply with all applicable health and safety statutory requirements as a minimum.
- Strive to continuously improve OH&S management by setting OH&S objectives, plans and performance measures and regularly reviewing progress against the targets set.
- Involve all our people in OS&H management through consultation and by contributing to identifying, assessing and controlling hazards and reviewing health and safety performance.
- Ensure all incidents are reported, recorded and main causes identified, and where injury or illness occurs, help those people to achieve full recovery through prompt treatment and active rehabilitation.
- Allocate resources to meet the commitments of this Policy.

This signed statement of Policy will be displayed at all work locations. It confirms our personal commitment to making the company's workplaces safe and healthy for all our people.



Signed.....**Chief Executive Officer**

Date15/09/2021.....

Revision Date Due: August 2022

2 HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL PROCEDURES

SECTION TWO

2.1 POLICY STATEMENT

With the objective of eliminating workplace illness and injury, we will establish, implement documented procedures which identify WORKSAFE hazards and assess and control all associated risks within the company's activities, products and services.

2.2 PROCESS

Hazard Identification

Where there are significant hazards we will take all practicable steps to:

- **E**liminate the hazard.
- **M**inimise the hazard.

Hazard Minimisation

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment is provided and used by all employees at all times.
- Good work practices are used and maintained.
- Employees are properly trained and/or supervised.
- Health monitoring in relation to exposure to significant hazards is undertaken.
- Any new hazards identified, are incorporated into Hazard Register and all employees informed.
- Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before purchase, and safety controls/practices are established.
- All hazards and the hazard controls will be regularly assessed.
- All employees are aware of emergency and evacuation procedures.

Compliance

To ensure compliance and maintenance of the WORKSAFE system, we will:

- Review this Manual at least annually.
- Maintain records to ensure all staff have read and understood this Manual.

Employee Training

- All new employees will attend an WORKSAFE induction programme.
- As appropriate, employees will be trained in compliance with WORKSAFE Standards.
- As appropriate, employees will be trained in SITE SAFE.

Untrained Employees

No untrained employees will be permitted to perform any task, operate machinery, or deal with any substance or material without prior experience (unless supervised by some with such experience).

Employee Involvement

Employee involvement will ensure:

- Full consultation in the development and changes of procedures and workplace WORKSAFE issues.
- The appointment of a Management Representative.

Hazard Identification Meetings

Each morning the Supervisor is to arrange, On Site Daily Hazard Identification Meetings". **Form (H-3)**.

Employee's Responsibilities

Every employee is to take all practicable steps to ensure:

- Their own safety while at work.
- That no action or inaction of the employee at work causes harm to any other person(s).

Employee Awareness

All employees are to be aware of and are required to acknowledge:

- The hazards they will be exposed to in the workplace.
- Controls or procedures to prevent harm or damage to themselves, other person (s) and property.
- What to do in an emergency situation.
- Where all necessary safety gear or safety equipment and materials are kept.

Employee Acknowledgement

In recognition they are required to sign the Health & Safety Register **Form (H-4)**.

Management Responsibilities

Management shall take all practical steps to ensure:

- Maintenance of this Manual.
- Compliance with the WORKSAFE Manual.
- Continuous improvement of the WORKSAFE Standards.

Stress Management.

Stress is recognised within the ACT in two ways:

- a. Stress maybe as a result of hazards in the workplace.
- b. Stress may cause hazards in the work place.

When employers & employees become aware that stress is affecting a staff member, they should discuss the matter with them to ensure all reasonable and practicable steps are taken to management the issue.

3 REPORTING AND INVESTIGATION PROCEDURES

SECTION THREE

3.1 POLICY

A reporting and investigation procedure for all accidents and incidents is to be developed and implemented.

3.2 PROCESS

- All accidents and incidents must be notified to a Supervisor immediately. If any accident or incident is not notified on the day it happens, then it may not be accepted as a work related injury.
- Do not disturb the scene.
- All accidents and incidents must be recorded in the Accident & Incident Register. Use WORKSAFE Workplace Accident Register located in the Managing Directors Office.
- All serious harm accidents are to be notified to **WORKSAFE Christchurch** as soon as possible.

Phone: (03) 366 5500

Fax: (04) 365 2616

- A Notice or Record of Accident & Serious Harm (**Form H 1**) is to be forwarded to the nearest WORKSAFE Office within seven (7) days of the event.
- Inform all employees of the outcome of the accident/incident investigation, i.e. new hazard identified and the hazard controls.

Definition of Serious Harm

- Any of the listed conditions that amounts to or results in, permanent loss of bodily function, or temporary severe loss of bodily function.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harms occurring.

Corrective Action

In the event of an improvement being identified and/or after an accident all measures should be taken to prevent a repeat accident from occurring. Action Improvement **Form (H-5)**.

4 EMERGENCY AND EVACUATION PROCEDURES

SECTION FOUR

4.1 POLICY

Emergency and evacuation procedures are to be documented and implemented.

4.2 PROCESS

In the event of an emergency or natural disaster, the following will happen:

- (a) Prevention of harm to all persons on site.
- (b) Raise the alarm.
- (c) Contact Emergency Services on 111 (as required).
- (d) Do not put yourself or anyone else at any unnecessary risk.
- (e) Evacuate the building or area.
- (f) Assemble all personnel at a designated safe assembly area.
- (g) Check all persons are accounted for.

To ensure all employees are familiar with fire & evacuation procedures we will:

- Ensure fire drills and evacuation procedures are practised at least annually.
- Show date of evacuation drill completed on Hazard Register

5 OTHERS IN THE WORKPLACE

SECTION FIVE

5.1 POLICY

The company will ensure the following persons are not harmed:

- People in the vicinity of the workplace.
- People who are lawfully at work.
- People who are on site with express or implied consent, and who have been paid to be here, or are buying or inspecting goods.

5.2 PROCESS

We will ensure the following persons are advised of any significant hazards not reasonably expected to find on our premises:

- Persons who are authorised to be here.
- Persons who are on site under the authority of an Act, e.g. WORKSAFE, ACC.
- Persons on site solely for recreation or leisure (providing they were not authorised to be here).
- Trespassers.

In order to ensure the safety we will display signs reminding individuals that work areas are restricted areas and that unauthorized entry is not permissible.

6 CONTRACTORS AND SUB-CONTRACTORS

SECTION SIX

6.1 POLICY

We will ensure all practicable steps for a contractor's safety (and the safety of any employees of that contractor).

6.2 PROCESS

Contractors will be advised

- All specific hazards they may be exposed to, and the hazard controls, whilst the contractor is undertaking work on our premises.
- Emergency and evacuation procedures.

Contractors are to be informed

- They are responsible for any hazards that they may create while on our premises.
- They must provide documentation to confirm they have complied with their own responsibilities under the Health and Safety at Work Act 2015.
- They are to ensure the following is given to all contractors/sub-contractors:
 - a. Letter to Contractor / Sub-contractor.
 - b. Safety Requirements for Contractors.
 - c. Conditions of Contract.

Contractor's & Sub Contractor's Commitment

All contractors are to sign the Contractors Agreement. **Form (H-2)**.

7 SITE MANAGEMENT

SECTION SEVEN

7.1 POLICY

NZ Data Ltd is committed to the compliance with the policy. Full compliance of these standards and the site management rules specified by this section will ensure on site construction work is carried out within the OHS requirements, clients procedures and with optimum awareness by Management and Employees.

7.2 RESPONSIBILITY

The Company Project Manager is responsible for:

- (a) The planning, monitoring and administration of on-site safety.
- (b) The appointment of a competent safety supervisor for each site. (Once appointed, the safety supervisor will report directly to the site manager).
- (c) Recording of all accidents to WORKSAFE and the supplying of WORKSAFE accident statistics and returns.

The Safety Supervisor is responsible for ensuring:

- (a) As appropriate, the issue of the ECNZ handbooks of safety EC 153, 154 and 180.
- (b) All on site employees wear adequate protective clothing, approved safety footwear and non-metallic hard hats.
- (c) The appointment of an employee representative.

The Site Manager is responsible for ensuring:

- (a) Preparing and distribution of site safety rules.
- (b) Site employees in live areas are supervised by holders issued with an Authorisation Certificate.
- (c) Six monthly safety refresher courses are conducted by an authorised and competent instructor.
- (d) Phone numbers or radio call signs for medical assistance and/or ambulances are prominently displayed.
- (e) The appointment of authorised and competent first aid assistants.
- (f) Reporting accidents to the project manager (Use: WORKSAFE Work Place Accident Register).
- (g) Preparation of the appropriate ACC administration.
- (h) Reporting of lost time accidents. Lost time > 49 hours is to be reported to the WORKSAFE.

Employees are responsible for:

- (a) Identifying possible safety problems and reporting them promptly to the appropriate authority.
- (b) Compliance with the policies and procedures defined in this manual.

7.3 REFERENCES

- Quality & Safety Policy Statement.

- Health & Safety Manual.
- Human Resource Manual.
- Site Safety Rules.

7.4 PROCESS

Site safety will be managed by the following procedures:

- (a) The safety supervisor and a nominated employee representative will arrange weekly **safety walks**.
- (b) During the safety walk, notes will be taken of possible safety problems and issues. Remedial action will be identified.
- (c) Notes and recommendations for remedial action will be forwarded to the site manager and project manager.
- (d) Remedial action will be communicated to all on site employees by the employee representative.
- (e) The site manager, at the direction of the project manager will **call toolbox** meetings to examine site safety problems and issues. As appropriate, these will be attended by employee representative and sub-contractors.
- (f) All new employees will attend a safety induction programme.
- (g) Regular employees will attend **six monthly safety** refresher training. Special training will be introduced to cover special safety concerns, and other safety related concerns highlighted during toolbox meetings.

7.5 SITE SAFETY RULES

The following rules must be observed.

Access

- (a) The construction site is a restricted area. Only approved contractors and employees are permitted access.
- (b) Unauthorised individuals will not be permitted on site.
- (c) All visitors on site must first report to the Site Managers Office for approval to enter the site.
- (d) The Site Manager is responsible for issuing and approving on site authorisations and may refuse and/or relinquish previously arranged access or entry at any time.
- (e) Entry to areas other than those approved by the Site Manager, are strictly forbidden.
- (f) The construction site employees have the authority to refuse access to the site of any unauthorised individual.
- (g) If access is required beyond the actual construction area, approval must be first obtained from the Site Manager who will arrange access through the appropriate authority.

- (h) If entry is required to a live (electrified) area, strict controls will be exercised. Activities within live areas will be under the control of an authorised employee who will be responsible for ensuring all rules, regulations and standards are complied with. Any instructions given by this person must be followed.

Safety

- (a) Treat all cables, overhead lines and wires etc. as being live at all times.
- (b) All structures within live (electrified) areas are to be treated as live.
- (c) Existing lines, wires or cables, structures or items of equipment within the construction work site or any other area must not be interfered with, worked on or touched without the explicit approval from the Site Manager.
- (d) The minimum safe working clearance to any 110kV and 50kV lines is 4.0 metres.
- (e) Extreme care must be exercised when moving, operating or shifting plant, machinery, equipment or materials when working in around or adjacent to live areas.
- (f) Aluminium, steel or metal safety helmets are not permitted on site – only approved plastic safety helmets are to be worn.
- (g) Do not at any time clown around or distract employees, workers, operators etc when on site.
- (h) Metal tapes, linen tapes with metallic reinforcing, flexible steel rules and metal levelling staffs are not to be used within live areas.
- (i) **1. Emergency Evacuation Procedures**
 - (a) In the event of an emergency, where partial evacuation of the site is required, the continuous sound siren will signal that all on site employees etc are required to go at once to the assembly areas identified. Supervisors and subcontractors representatives will then be required to report to the Site Manager, confirming that the site has been cleared. They will then await instructions from the Site Manager.
 - (b) Where full evacuation is required the Site Manager will request full clearance of the site.
 - (c) The continuous sound siren will signal that the emergency is over and that employees and individuals may return to the site.
 - (d) On the first working day of the week, the siren will be tested at mid-day by sounding for ten seconds.

On Site Safety Procedure

- (a) Identify the person responsible for site safety.
- (b) Identify, and record on the hazard identification sheet, any significant hazards and areas that need special attention on the site.
- (c) Identify, and record on the hazard identification sheet, any significant hazards and areas that need special attention in connection with the work that has been carried out.
- (d) Show and discuss the identified hazards with the on-site employees and give each a copy of the hazard identification sheet.

- (e) All accidents are to be reported immediately to the Site Manager and then to the Managing Director.

7.6 HAZARD IDENTIFICATION PROMPTS

- Access**
 - Sufficient clear exists for quick escape.
 - Clearly marked doors that are able to be opened from the inside without keys.
 - All work areas kept clean and tidy.
 - Stairs & aisles clearly marked - free of obstructions - railings on open sides.
- Amenities**
 - Meal room – hot and cold water – cupboards – furnished.
 - Washing facilities.
 - Toilet facilities – isolation component - vented.
 - Clothing accommodation - sufficient and suitable.
 - Suitable seating provided.
- Chemicals**
 - Storage.
 - Labelling (fire hazard symbol).
 - Material safety data sheets.
 - Employees understand Mus.D's.
 - Ventilation.
 - No smoking signs as necessary.
- Electrical**
 - Safe switches / electric leads.
 - Transformers.
 - Adequate lighting for work processes.
- Fire Protection**
 - Appropriate extinguishers.
 - Servicing.
 - Exits are clear and clearly marked.
- First Aid**
 - Accessible, clean & stocked.
 - Who deals with emergencies?
 - Instructions for accident reporting displayed.
- Floors**
 - Clean, free of trip or fall hazards.
- Drainage.
 - Sound construction.
 - Walkways clear and unblocked.
 - Housekeeping.
- Safety**
 - Safety appliances being used.
 - Safe work methods being employed.
 - Protective clothing being used (appropriate for activity).
 - Machines meet the required guarding standards.
 - Work safe methods are being used.
 - Regular planned maintenance.
 - Fume extraction.
 - Suitable employee workspace.
- Noise**
 - Controlled at source.
 - Isolated.
 - Hearing protection appropriate for noise level.
 - Maximum level without protection 85 dbA 8 hours.

Storage

- Incompatible chemicals not stored together.
- Stacking – racking – labelling – dangerous goods notice.

Waste

- Bins free of rubbish.
- Appropriate rubbish containers.
- Safe disposal.
- Hazardous waste.

8 APPENDIX

8.1.1 ACCIDENT / INCIDENT INVESTIGATION

8.1.2 CONTRACTOR'S AGREEMENT FORM

8.1.3 DAILY HAZARD MEETING FORM

8.1.4 EMPLOYEE ACKNOWLEDGEMENT RECORD

8.1.5 HEALTH & SAFETY IMPROVEMENT FORM

8.1.6 INSTALLER POLICY – COVID 19 – ALERT LEVEL 3

ACCIDENT / INCIDENT INVESTIGATION FORMH-1		
DATE OF ACCIDENT / INCIDENT:.....TIME:.....		
WHERE OCCURRED: State who was involved including details of their occupation and experience.		
WHAT EQUIPMENT OR MATERIALS WERE INVOLVED:		
WHAT TYPE OF INJURY OCCURRED/COULD HAVE OCCURRED:		
HOW DID THE ACCIDENT HAPPEN: Describe how the accident occurred – including a brief account of what happened and emergency actions taken. Include also the key facts relating to people, equipment, materials and environmental factors.		
DID THE ACCIDENT ARISE FROM A SIGNIFICANT HAZARD: Establish the underlying causes and decide whether or not it was caused by, or arose from, a significant hazard.		
WHAT IS THE LIKELIHOOD OF IT HAPPENING AGAIN:		
WHAT REMEDIAL ACTION SHOULD BE TAKEN: List the remedial actions, assign responsibility and set the date by which it is to be done.		
REVIEW REMEDIAL ACTION: Has the remedial action been undertaken and is it effective.		
HAS THE ACCIDENT BEEN RECORDED INTO THE HAZARD REGISTER (All serious harm accidents must be recorded on Notice of Accident / Serious Harm Form and forwarded to the nearest WORKSAFE office within 7 days)	Yes ✓	No ✓
SIGNED:.....DATE.....		

CONTRACTOR'S AGREEMENT FORM..... H-2

Dear.....

Date.....

Re: (Quote Contract Reference Number)

To comply with the Health and Safety at Work Act 2015, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:

- Safety policy
- Hazards and the hazard controls
- Accident reporting procedures

2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015.

In particular:

- Contractors are to comply with all regulations, enactments, codes-of-practice (approved or voluntary) applying to the trade or profession within which they operate.
- The company is to be advised of any and all hazardous plant, equipment, machinery or substances, which are brought into the workplace.
- All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
- Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under Section 25 of the Health and Safety at Work Act 2015, are to be reported to the company.
- All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by any person engaged in the workplace.

3. Before commencing work all contractors must ensure that any employees of the contractor, subcontractors on our premises, or if an individual, they are conversant with:

- Emergency procedures (to be followed in the event of an emergency).
- Safety rules and procedures.
- Hazards which have been identified, and the hazard controls.

4. We retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of (**Contractor's Name**)

Contractor's Signature: Date :

Sign the attached copy and return with your Health and Safety Management Plan / Manual.

EMPLOYEE ACKNOWLEDGEMENT RECORDH-4

I have read and understood, this Health and Safety Manual.

In particular:

- Hazards I may be exposed to (including hazard control measures)
- Accident / Incident reporting requirements.
- Emergency procedures.

Signed		Date	
Name		Position	

Signed		Date	
Name		Position	

Signed		Date	
Name		Position	

Signed		Date	
Name		Position	

Signed		Date	
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Name		Position	

Signed		Date	
Name		Position	

Signed		Date	
Name		Position	

Signed		Date	
Name		Position	

HEALTH & SAFETY IMPROVEMENT FORMH-5		
Name (Instigator)	Date:	No.
Problem (Describe the problem)		
Improvements (Define improvements & attach supporting documents)		
Assessment (I have assessed this concern and consider it <u>valid</u> / <u>not valid</u> for the following reasons)		
Action Taken:		
Signed	Date:	

**New Zealand Data
Complete Nationwide
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NZData Covid 19 Traffic Light Installer Policy

February 2022

Ver. 1.0

Author: Frank Simmons

Date: 22/02/2022

Contents

1	Why the need for protocols?	3
2	What is the Traffic Light Framework?.....	3
2.1	Site Operations under Red:.....	3
2.2	Site Operations under Amber:	4
2.3	Site Operations under Green:	5
3	Roles and Responsibilities	6
3.1	Sharing of information – COVID 19.....	6
3.2	Subcontract Management	6
3.3	Mobility capture.....	6
3.4	Emergency Preparedness.....	6
3.5	Risk Management	7
4	General Working Arrangements	7
4.1	Pre – Workplace Attendance	7
4.2	Travel within the worksite	7
4.3	Site Entry	7
4.4	Site Mobility and Separation.....	8
5	General Protocol Guidance (to be assessed and applied as required)	8
5.1	What is physical distancing?	8
5.2	General Working Arrangements	8
5.3	External interfaces	8
5.4	Site Entry	9
5.5	Site Meetings	9
5.6	Avoiding Close Working	9
5.7	Toilet Facilities	9
5.8	Eating Arrangements	10
5.9	General Hygiene.....	10
5.10	Smoking.....	10
5.11	Hand Washing.....	10
6	Cleaning Guide – Traffic Light Framework.....	11
6.1	Key cleaning tips	11
6.2	Disinfecting cleaning aids.....	11
6.3	Key cleaning tips	11
6.4	Site cleaning	12
6.5	Cleaning bathrooms, toilets.....	12

6.6 Cleaning Tools and Equipment 13

6.7 Cleaning vehicles..... 13

6.8 Cleaning PPE..... 13

6.9 Specialist Clean 13

7 Appendices 14

7.1 Personal Health Flowchart..... 15

7.2 Exposure Report..... 16

7.3 Safe practices when using face masks on site 17

7.4 Safe Practices when using gloves on site..... 18

7.5 Returning home after work 19

Document Control

Version	Date Issued	Status	Description
1.0	04/03/2022	Final	For Issue

1 Why the need for protocols?

- To ensure that as a business we have a clear understanding of how we will continue to operate
- To ensure that our personnel are protected against contracting the COVID 19 Virus
- To ensure that we take necessary measures to protect the public and contractors from contracting the COVID 19 Virus
- To ensure our personnel have clear guidance on procedures and risk mitigation measures

2 What is the Traffic Light Framework? ●●●

The Traffic Light Framework is a state of restriction called for by the New Zealand Government. It is not a lockdown but a restriction to slow the spread of COVID-19.

The site operations across all levels are:

- Vaccination - You will need to be fully vaccinated to go most places.
- My Vaccine Pass – This is the official record of your COVID-19 vaccination status for use in Aotearoa New Zealand and you will need to show your pass at most places you go.
- Capacity Limits – There will be limits on most sites as to how many workers we can have on at a time.
- Social Distancing – You will need to distance by 1 metre at all times unless it is unsafe to do so.
- Record Keeping – QR codes must be displayed in all workplaces so you will need to scan in whenever you visit a site.

2.1 Site Operations under Red: ●

Site entry

- Keep a record of who is on site, and when, every day as you may be required to track back for contact tracing.
- The business's official government QR code for the NZ COVID Tracer App must be displayed at all site entrances.
- Limit visitors to site wherever possible.
- Introduce staggered start, finish and break times where possible to avoid extensive intermingling to reduce potential of exposure.
- Provide hygiene stations at entrances and require all workers and visitors to wash or sanitise their hands before entering and leaving the site.
- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Monitor site access points to enable physical distancing when entering site and interfacing with the public – you may need to change the number of access points, increase to reduce congestion or decrease to enable monitoring.
- Signage reminding workers of the COVID-19 protocols and hygiene practices will be posted at the site entrance and in common areas where appropriate.

Site operations

- A COVID-19 Response plan must be available and accessible on site for managing a suspected or confirmed case of COVID-19 at work.
- Additional hygiene and sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products.
- Greater focus on cleaning processes as per the cleaning guide in supporting resources.
- Clean shared vehicles before and after use.
- Increase ventilation in enclosed spaces.
- Keep team sizes as small as possible or create work ‘bubbles’ to minimise the operational impact of a positive COVID-19 case on your wider team.
- Work site is to be segregated into zones (or by other methods) as much as possible to keep different teams/trades physically separated at all times.
- Where possible, apply a one-way system in high-traffic areas, such as lifts, stairwells and scaffolds.
- Where practical, all office employees supporting a project work remotely.
- One member of the crew nominated to receive supplies etc. Keep the engagement with the other person as brief as possible and maintain a one metre physical distance.
- Ask for paperwork to be emailed rather than handed over as much as possible: If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items.
- All waste and disposable PPE must be removed from site and appropriately disposed of.

Face Masks

- All workers interacting face-to-face with the public must wear a face mask while at work. Use risk assessment for determining the appropriate face covering.
- If you are entering a private home, you should also request the people in the home to wear a mask while you are there.

Site Meetings

- Meetings are to be held through teleconferencing or videoconferencing where possible.
- For face-to-face indoor meetings, only absolutely necessary participants should attend, and records kept.
 - Rooms should be well ventilated/windows open.
 - Hold meetings in open areas where possible.
 - Keep teams or work ‘bubbles’

2.2 Site Operations under Amber: ●

Site Entry

- Keep a record of who is on site, and when, every day as you may be required to track back for contact tracing.
- The business’s official government QR code for the NZ COVID Tracer App must be displayed at all site entrances.
- Limit visitors to site wherever possible.

- Provide hygiene stations at entrances and require all workers and visitors to wash or sanitise their hands before entering and leaving the site.
- Signage reminding workers of the COVID-19 protocols and hygiene practices will be posted at the site entrance and in common areas where appropriate.

Site operations

- A COVID-19 Response plan must be available and accessible on site for managing a suspected or confirmed case of COVID-19 at work.
- Additional hygiene and sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products.
- Clean shared vehicles before and after use.
- Keep team sizes as small as possible or create work ‘bubbles’ to minimise the operational impact of a positive covid-19 case on your wider team.
- Where practical, all office employees supporting a project work remotely.
- All waste and disposable PPE must be removed from site and appropriately disposed of.

Face masks

All workers interacting face-to-face with the public must wear a face mask while at work. Use risk assessment for determining the appropriate face covering.

If you are entering a private home, you should also request the people in the home to wear a mask while you are there.

Site Meetings

- Meetings are to be held through teleconferencing or video conferencing where possible. For face-to-face indoor meetings, only absolutely necessary participants should and records kept.
 - Hold meetings in open areas where possible.
 - Rooms should be well ventilated/windows opened to allow fresh air circulation.
 - Keep teams or work ‘bubbles’ separated using physical distancing

2.3 Site Operations under Green: ●

Site entry

- Keep a record of who is on site, and when, every day as you may be required to track back for contact tracing.
- The business’s official government QR code for the NZ COVID Tracer App must be displayed at all site entrances.
- Provide hygiene stations at entrances for workers and visitors to wash or sanitise their hands before entering and leaving the site.
- Signage reminding workers of the COVID-19 protocols and hygiene practices will be posted at the site entrance and in common areas where appropriate.

Site operations

- A COVID-19 Response plan must be available and accessible on site for managing a suspected or confirmed case of COVID-19 at work.

- Additional hygiene and sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products.
- All waste and disposable PPE must be removed from site and appropriately disposed of.

3 Roles and Responsibilities

When carrying out the works on our projects, there will be certain protocols that we will need to follow for the benefit of the worker as well as members of the public to prevent the spread of COVID 19 virus. During the Traffic Light Framework, the following protocols will be applied:

3.1 Sharing of information – COVID 19

- Where possible, any personnel and contractors will be contacted prior to coming to the site and they will be made aware of the site protocols
- When arriving at site, all personnel will receive further information reinforcing the site protocols.
- When leaving the site, all relevant protocols will be communicated to all personnel

3.2 Subcontract Management

- Subcontractors will be contacted and made aware of the specific protocols applied to the site and their responsibilities to adhere to them
- Subcontractors will be required to provide an approved protocol plan before they undertake work on our contracts
- Subcontractors to provide their updated SSSP

3.3 Mobility capture

It is important to know the physical location of all personnel on site. This will be captured through the following methods:

- There will be a daily sign in register provided and this must be signed by all personnel working on the contract
- Please make sure you have the NZ Covid Tracer app with Bluetooth turned on and scan the site QR codes or make a manual diary entry.

3.4 Emergency Preparedness

The Area Manager will refer to the emergency protocols within this SSMP when there is a suspected or known case of COVID 19 associated with this contract. In the event of a reportable case, the following protocols will be followed:

- An Exposure Report (see appendix b) will be completed and provided to the Managing Director within 4 hours of the COVID- 19 exposure being reported
- The site management will maintain contact with the affected individual to ensure their ongoing physical and mental wellbeing are being monitored and supported
- Support with the use of organisations such as EAP will be utilised to provide support where required
- Where there is a need for the Area Manager to get involved in Contact Tracing, work sites will follow the MoH guidelines

3.5 Risk Management

The contract will continue to maintain all other risk management protocols which will include but not limited to:

- Daily Pre-Start meetings while maintaining hygiene and distancing protocols (use the Covid-19 Daily Pre-start Briefing Plan)
- Contract Specific Risk Register
- Site Specific Risk Assessment
- Task Analysis

4 General Working Arrangements

4.1 Pre – Workplace Attendance

All personnel including Subcontractors and their personnel who are scheduled to come to site and work within the Traffic Light Framework will be required to undertake an induction.

The following protocols will be applied during this time:

- All personnel will receive instruction on the induction location
- The physical distancing and hygiene protocols will be explained to them and they will be required to adhere to these when they arrive on site
- They will be made aware of the requirement for them to understand their responsibilities toward the Personal Health Flowchart (appendix) Travel to and from the site
- All personnel and delivery drivers will be required to follow the transportation protocol. These protocols will include:
 - Workers will travel to the workplace in singular vehicle whenever possible (e.g. no car-pooling). If this is not possible, maximum separation should be maintained
 - A log will be kept at each worksite to monitor who has arrived on site, how they travelled and who they travelled with
 - If two or more people travel together to the worksite, they will be required to travel home in the same vehicle
 - Hand Hygiene protocols are to be observed before entering the site

4.2 Travel within the worksite

There is going to be a requirement where it will be necessary to travel within the site. All personnel and delivery drivers will be required to follow the transportation protocol which includes:

- All attempts will be made to minimise the number of people in a vehicle to one whenever possible. If this is not possible, maximum separation should be maintained and masks worn
- Hand Hygiene will be carried out before and after each journey
- Wherever possible, baggage, spare clothing and other potentially contaminated gear will be stored in a separate part of the vehicle

4.3 Site Entry

When an in-person induction is required, it will take place on the site when the worker arrives for normal work activities. This will be held at a suitable location on site.

The following protocols will be required:

- All personnel will be met as they arrive on site, where hand washing / sanitizing facilities will be made available
- The physical distancing and hygiene protocols will be explained to them, and they will be required to adhere to these immediately
- They will be required to complete the site registration and a health status declaration upon entering the site
- All personnel will be made aware of the site signage reminding them of COVID 19 protocols
- All touchpoints will be wiped down regularly during these times

4.4 Site Mobility and Separation

Where applicable (multiple personnel, plant, and equipment on a worksite), a site plan will be developed and made available to all personnel. This will identify the required work areas and will determine what separation protocols will be applied. It will also include vehicle and personnel movement plans to maintain separation while working within the site.

5 General Protocol Guidance (to be assessed and applied as required)

5.1 What is physical distancing?

Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining two metres away from other people. This is important to help protect us from COVID-19, which spreads via droplets from breathing, coughing, and sneezing. Staying two metres away from others is an effective measure.

5.2 General Working Arrangements

- Keep team sizes as small as possible
- Keep a record of who is in each team every day as you may be required to track back for contact tracing
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling to reduce the potential of exposure
- The worksite is always to be segregated to the extent where possible in zones or other methods to keep different teams/trades physically separated
- Where possible apply a one-way system in high-traffic areas, such as lifts, stairwells, and scaffolds
- Where practical, all office employees supporting a contract work remotely
- When using a vehicle, the Cleaning Guide must be followed (see section 6 below)
- When using a vehicle, limit this to one person per vehicle if possible

5.3 External interfaces

- One member of the crew nominated to receive supplies etc.
- Keep the engagement with the other person as brief as possible
- Ask for paperwork to be emailed rather than handed over as much as possible
- If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items

5.4 Site Entry

- Limit visitors to site wherever possible
- Introduce staggered start and finish times where possible to reduce congestion and contact
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Require all workers to wash or clean their hands before entering and leaving the site
- Allow plenty of space (two metres) between people waiting to enter the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g., scanners, screens, telephone handsets, desks, particularly during peak flow times
- Where possible conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an on-site induction is required, reduce the number of people, and hold them outdoors wherever possible
- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials
- Any sign in registers should be recorded by one person where possible – do not pass material around the group and minimise contact with any screens

5.5 Site Meetings

- Only hold necessary meetings, minimum participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Hold meetings in open areas where possible

5.6 Avoiding Close Working

- There will be situations where it is not possible or safe for workers to distance themselves from each other by two metres. In such cases appropriate PPE must be worn - facemasks are mandatory
- Teams working in close proximity (within two metres) should stay within these teams until the work is complete. To minimise the risk of exposure, do not introduce or change members of teams
- Plan all work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Increase ventilation in enclosed spaces

5.7 Toilet Facilities

- Physical distancing rules applies to the use of shared facilities, including toilets
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks, toilet flush and sanitary bins
- Provide suitable and enough rubbish bins for hand towels with regular removal and disposal

5.8 Eating Arrangements

- If you need to leave site for any reason, follow site entry procedures on return
- Dedicated eating areas should be identified on site to reduce waste and contamination
- Break times should always be staggered to reduce congestion and contact
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit two metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
- Payments should be taken by contactless card wherever possible
- Shared crockery, eating utensils, cups etc. should not be used unless a dishwasher is available to clean them
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, and vending machines
- Limit access and use of coffee machines and water fountains
- Consider numbers on site for site facilities as physical distancing may require additional space/facilities

5.9 General Hygiene

- Each worker must sanitise their hands with soap and water or hand sanitiser before entry onto site
- Set up multiple/strategic locations for handwashing and/or sanitising. This could be as simple as on the back of a Ute
- Any personal items brought to the site by workers must be segregated (kept separate from other workers items)
- Individual PPE for workers must be kept separate from other workers
- PPE should be cleaned correctly as per the Cleaning Guide (see section 6 below)
- All eating and drinking utensils to be cleaned by the user

5.10 Smoking

- Smokers/vapers must use designated area or do so off-site and butts are to be placed in the designated receptacle. Hands must be washed before and after smoking
- Stand so that smoke or vapour produced is not going into another person's breathing zone

5.11 Hand Washing

- Provide additional handwashing facilities to the usual welfare facilities if a large spread-out site or significant numbers of personnel on site
- Ensure soap and freshwater is always readily available and kept topped up
- Provide hand sanitiser where handwashing facilities are unavailable
- Regularly clean the handwashing facilities and check soap and sanitiser levels
- Provide suitable and enough rubbish bins for hand towels with regular removal and disposal

- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored

6 Cleaning Guide – Traffic Light Framework

Construction sites operating after Coronavirus COVID-19 Traffic Light Framework is lifted need to ensure they are protecting their workforce and minimizing the risk of spread of infection.

6.1 Key cleaning tips

Consider your work environment and what is frequently used and touched by workers, customers and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen and toilet. Physical distancing should also be practiced when cleaning offices and job sites. Refer to the Physical Distancing and Hygiene Protocol for more information.

- Schedule regular cleaning
- Use a suitable cleaning product
- Use disposable cloths, if available
- Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin
- Wear disposable gloves while handling soiled items
- Wash hands immediately after removing gloves or after handling these items

6.2 Disinfecting cleaning aids

Cleaning aids, such as cloths or mops, must be germ-free or they'll spread germs to other surfaces. Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges

- Use disposable cloths or paper towels when possible
- Reusable cloths should be disinfected or washed at 60C (140F) after each use

Washing-up brushes

- Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use

Mops and buckets

- Use two buckets for mopping – one for detergent and the other for rinsing
- Mops and buckets should be cleaned and dried after each use

6.3 Key cleaning tips

All offices and job sites should implement additional cleaning measures of common areas as recommended by the Ministry of Health and to help minimise the spread of COVID-19.

Regular cleaning of the workplace environment will minimise the spread of infection by reducing workers' contact with contaminated surfaces.

Clean surfaces with a suitable cleaner and/ or disinfectant and follow the manufacturer's instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.

Where possible, use disposable cloths or paper towels to clean surfaces. Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

Common internal touchpoints may include:

- Coffee machines and water fountains
- Common pens for Sign In sheet to the construction site
- Doors/door handles - Look at all reasonable opportunities to remove them
- High-touch public surfaces such as stairwell handrails, door handles, tabletops, lift buttons, microwaves and other kitchen surfaces
- Screens and tables should be wiped after use, including iPads, photocopiers, digital check-in scanners and desktop stations
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards)
- Wash items such as towels, tea towels and other fabrics and dry thoroughly outside or with a dryer

6.4 Site cleaning

Before leaving the office or job site wipe down any tables/surfaces with soapy water or cleaning agents where possible. All workers must be checked out of site and a record kept daily. Each site must be cleaned and sanitised at the end of the working day or end of each shift.

Common touchpoints may include:

- All waste and disposable PPE must be removed from the site and securely disposed of
- All door handles, railings and personal workstation areas are wiped down with a disinfectant, such as disinfectant wipes
- Individuals are responsible for cleaning their workstation area with disinfectant wipes
- Clean all 'high-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions

6.5 Cleaning bathrooms, toilets

Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc.). Clean sinks frequently, if they're used regularly.

Applications to improve toilet hygiene may include:

- Keep the U-bend and toilet bowl clean by flushing after each use
- Limescale should be regularly removed using a descaling product
- Keep the toilet seat, handle and rim clean by using a disinfectant

6.6 Cleaning Tools and Equipment

- Clean tools and equipment before and after each day's work with a disinfectant, concentrating on points of contact such as handles
- Wash your hands after handling tools and equipment to prevent the spread of germs
- If possible, don't share tools on-site. If sharing cannot be prevented, take precautions, and follow the handwashing guide before and after each use.

6.7 Cleaning vehicles

- Have dedicated drivers when using vehicles to avoid the spread of germs
- Don't share vehicles, if possible, if you need to use a shared vehicle then wipe down the commonly touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc.) and wash hands before and after using the vehicle
- Wipe down the inside and commonly touched areas of the vehicle before and after each day
- Have one person per vehicle where possible. If you are required to have more than one person then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs
- If you need to have multiple people in a vehicle then where possible, split teams into groups and stay in those groups when you travel together

6.8 Cleaning PPE

Work clothes to be placed in washing machines and clean reusable PPE.

Read and follow directions on the labels of laundry or clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label. When handling soiled laundry wash your hands after handling dirty laundry. All clothes and towels should be washed at 60C (140F) or at 40C (104F) with a bleach-based laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rapidly.

6.9 Specialist Clean

If a worker is unwell and removed from the site, a specialist clean will be completed in the area/ areas identified where the worker was working and has accessed. These areas are to be isolated until a specialist clean has taken place.

All equipment and vehicles used must be cleaned down and disinfected, concentrating on points of contact such as handles, steering wheels etc.

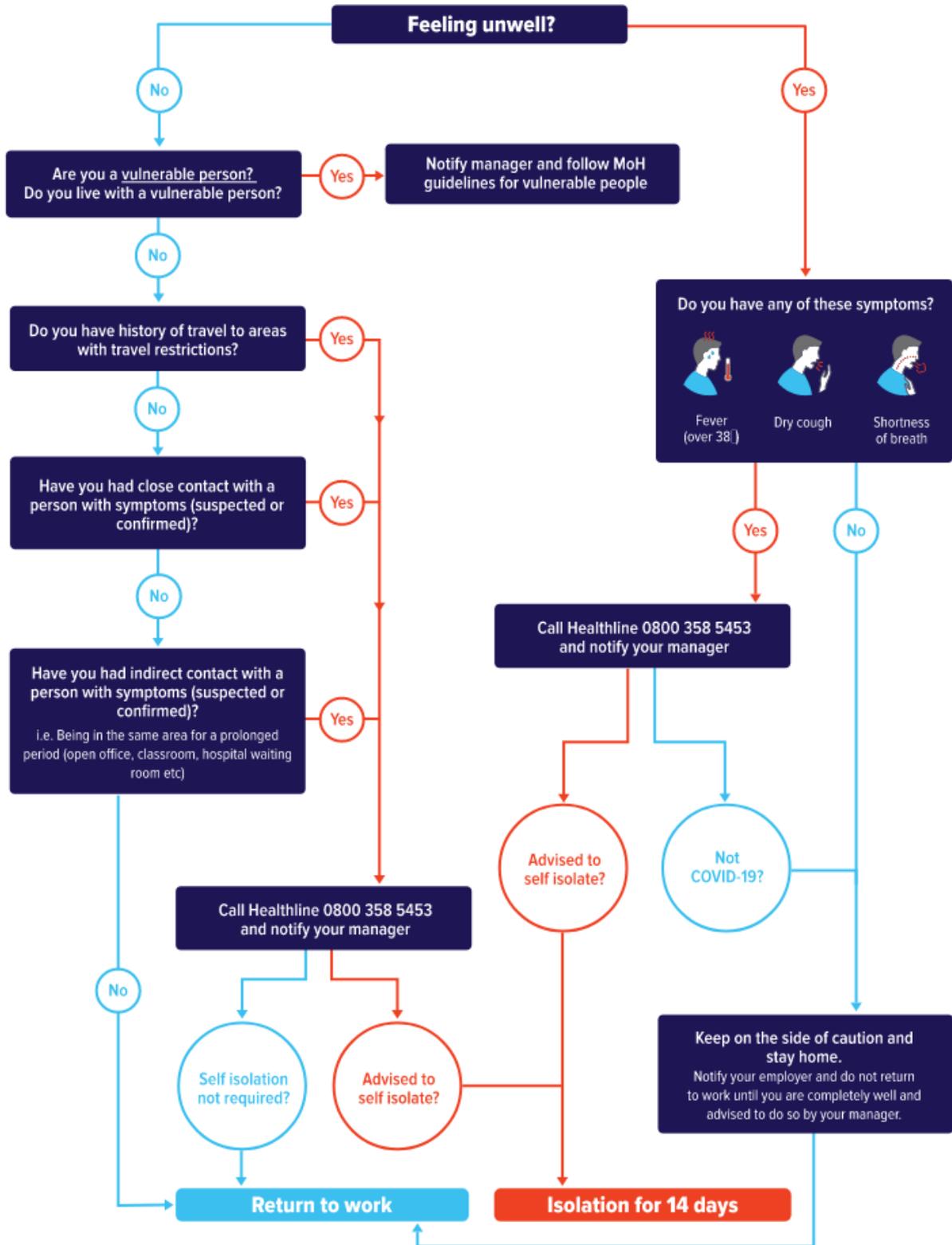
40C (104F) with a bleach-based laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rap

7 Appendices

- Personal Health Flowchart
- Exposure Report
- Safe practices when using face masks on site
- Safe Practices when using gloves on site
- Returning home after work

7.1 Personal Health Flowchart

Personal Health Flowchart



7.2 Exposure Report

COVID-19 Exposure Report



User Guidance:

- This form is to be completed to for each worker (employee, sub-contractor or other third party) who has been exposed to COVID-19 by and exposure element listed in the Employee Exposure Details section below.
- This form should be used in conjunction with the Protocol Guidelines to manage the impact of COVID-19.
- Completed forms should be emailed to gary.nicholson@nzdata.co.nz within 2 hours of the COVID-19 exposure being reported.

Exposed Employee Details

Name	
Title	
Contact Details	Email Mobile
Location	NZ Data Project
Manager's Name	
Confirmation that it has been explained to the employee that the information in this form will be treated in accordance with our NZ Data Project Privacy Policy. However, in the interest of other people's safety, we may need to disclose to others certain details in relation to this notification, and we will advise the employee if this is considered necessary.	<input type="checkbox"/> Yes Details of manager who has provided this confirmation: Name Title Date Time

Employee's Exposure Details

Exposure Element	<input type="checkbox"/> Employee has been in or in transit through current named high-risk countries as defined on Government website: https://www.health.govt.nz/ <input type="checkbox"/> Employee has been in close contact with someone confirmed with COVID-19 in the last 14 days <input type="checkbox"/> Employee has been advised that they have potentially been exposed (limited contact) with someone confirmed with COVID-19 <input type="checkbox"/> Employee cares/lives in the same household as someone who has been advised to self-isolate <input type="checkbox"/> Employee has contracted COVID-19. An immediate family member of the Employee has contracted COVID-19 Other (provide details)
Details regarding the exposure or diagnosis e.g. where, when and how they were exposed	Where: When: How: Has the employee seen a medical practitioner, or have they phoned the NZ Health Line for advice: Advice received?
	Has the employee been unwell or experiencing any flu like symptoms? <input type="checkbox"/> Yes <input type="checkbox"/> No Other relevant details:

7.3 Safe practices when using face masks on site

Safe practices when using face masks on site



Wash hands first
Always make sure you wash your hands thoroughly before and after touching a mask.

Masks
There are many different kinds of masks, depending on the task.

The right side
There is a metal clip at the top of the mask.

Placement
Place the metal clip across the top of your nose.

Attach the mask
Attach the mask by pulling the elastic bands over your ears.

Stretch down
Stretch the mask down, so that it covers your chin.

Adjust
Bend the metal clip around your nose so that it sits securely.

Taking off the mask
Pull the elastic bands away from your ears.

Disposal
Always place the used mask in a closed rubbish bin for secure disposal.

7.4 Safe Practices when using gloves on site

Safe practices when using gloves on site

You will need to use gloves:



Any time you are completing a manual task
Use your usual work safety gloves.



If you are cleaning any surfaces
Use disposable gloves for this and throw them in the bin when you finish cleaning.

Remember to:



Avoid touching your face while wearing gloves



Remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping



Practice good hand hygiene and good cough and sneeze etiquette while wearing gloves

7.5 Returning home after work

Returning home after work

Stopping the spread of COVID-19 from work to home

To stop the possible spread of COVID-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are four simple guidelines to follow:



No touching

When you return home, try not to touch anything until you have cleaned your hands properly.



Shoes

Remove your shoes, do not walk through the house with them on - leave them outside.



Items

Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.



Clothes and bags

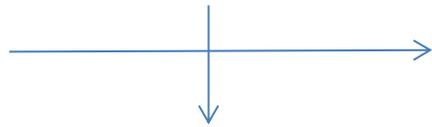
Place your clothes and bags in a container and wash in a hot washing machine cycle.



Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.

Risk Matrix



		Likelihood					
		1	2	3	4	5	
		Rare: no experience of the chosen occurring within the organisation or similar situation	Unlikely: the chosen consequence could occur within the organisation or similar situation	Possible: the chosen consequence or near accident has occurred at the organisation (less than once a year) or similar situation	Likely: the chosen consequence or near accident has occurred at the organisation once a year or a comparable situation	Almost Certain: the chosen consequence or near accident will probably occur once or more at the organisation or a comparable situation	
Consequence	5	Critical: fatality or injury or illness with permanent disability	High	High	Extreme	Extreme	Extreme
	4	Major: potential lost time injury	Medium	High	High	Extreme	Extreme
	3	Moderate: potential medical treatment or illness	Low	Medium	Medium	High	Extreme
	2	Minor: potential first aid injury	Low	Low	Medium	Medium	High
	1	Insignificant: hazard or near miss requiring follow up	Low	Low	Low	Medium	Medium

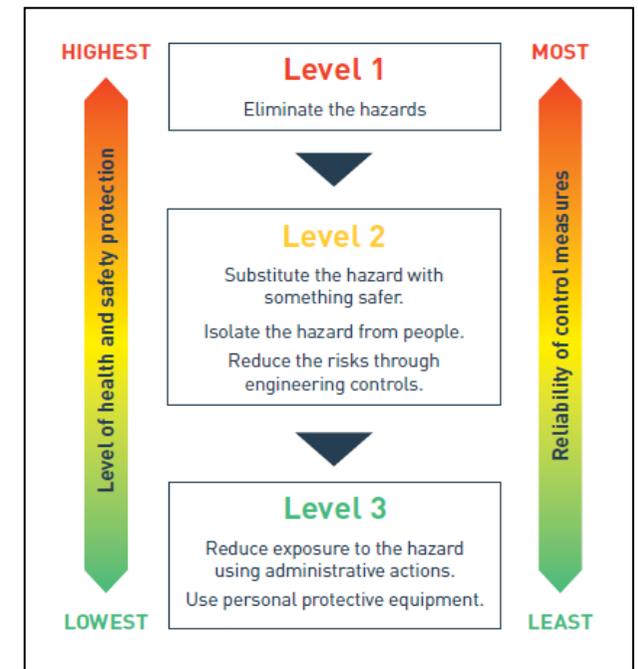
Risk Prioritisation Schedule

Once the level of risk has been determined the following table may be of use in determining what to do and when to implement risk control/s.

Extreme	<p>Stop the activity. Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 24 hours. An identified extreme risk does not allow for the use of administrative controls or personal protective equipment, even in the short term.</p>
High	<p>Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 72 hours.</p>
Medium	<p>Take reasonably practicable steps to minimise the risk until elimination, substitution, isolation or engineering controls can be implemented within 7 days. Temporary administrative and/or personal protective equipment controls may be used but must not be considered permanent solutions. Report to Site Manager.</p>
Low	<p>Take reasonably practicable steps to minimise and monitor the risk by establishing permanent controls within 30 days. Permanent controls may be administrative and /or personal protective equipment controls.</p>

Hierarchy of Risk Control

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown below. This ranking is known as the Hierarchy of Risk Control.



Master Hazard/Risk Register

Hazard Description	Risk Assessment (before controls)			Hierarchy of Risk Controls (E,M)	Risk Controls to be Implemented	Risk Assessment (after controls)		
	Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating
Manual handling - Sprains - Strains	3	2	Medium	M	<ul style="list-style-type: none"> Use mechanical lifting aids where possible. Team lift. Break loads down. Bend knees, keep back straight, and ensure firm grip is had. 	1	2	Low
Housekeeping - Slips, Trips, Falls	3	2	Medium	M	<ul style="list-style-type: none"> Battery powered tools where possible (no leads – trip hazards). Clean as you go principle. Material storage not in access ways. 	1	2	Low
Noise exposure - Hearing loss	3	2	Medium	M	<ul style="list-style-type: none"> Hearing protection as required – ear muffs/ear plugs. Hearing protection grade specific to the noise exposure (grade 4 minimum). 	1	2	Low
Poor ground conditions - Sprains/Strains - Slip/Trip/Fall	3	2	Medium	M	<ul style="list-style-type: none"> Good footwear with ankle support. Assess ground prior to work start – identify areas of concern. 	1	2	Low
Dust (General & Silica) - Particulate inhalation - Respiratory conditions	2	3	Medium	M	<ul style="list-style-type: none"> Extraction at source – vacuum packs. Respiratory protection as required – P2 disposable dust mask minimum (fit tested). If vacuum packs are unavailable, water flow or mist with clean up procedure for slurry required. 	1	2	Low
Powered hand tool use (General) - Lacerations - Sprain	3	2	Medium	M	<ul style="list-style-type: none"> Use auxiliary/secondary handles as required. Ergonomic grips. Gloves as required. Test and Tag within date. 	1	2	Low
Powered hand tool use (Grinders) - Lacerations - Sprain - Fire	3	2	Medium	M	<ul style="list-style-type: none"> Quarterly electrical test and tags completed and within date. Competent persons only, supervision as required. Set up as per manufacturing instructions (guards and handles). Correct disc to be used must be checked and used for the task application – grinding disc or cutting disc. Kick back protection (clutch). Dead man/Paddle switch. Additional PPE to be used – Full face shield, leather rigger gloves, hearing protection, long clothing (sleeves and pants). Ergonomic grips. Use through RCD, minimum rating IP33 (outside use). Suitable fire extinguisher within 5 meters. 	1	2	Low
General hand tool use - Lacerations - Sprains/Strains	3	2	Medium	M	<ul style="list-style-type: none"> Use the correct tool for the specific task. Gloves as required. 	1	2	Low
Work at Height (Ladder use) - Falling objects - Falling persons	3	4	High	M	<ul style="list-style-type: none"> Ladder to meet AS/NZ standards. Ladder to be industrial grade rated and in good condition. 3 Points of contact. Work front on to the ladder – no twisting of the body. Platform ladders only to be used 	1	4	Medium

Hazard Description	Risk Assessment (before controls)			Hierarchy of Risk Controls (E,M)	Risk Controls to be Implemented	Risk Assessment (after controls)		
	Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating
Work at Height (Mobile scaffolding use) <ul style="list-style-type: none"> - Falling objects - Falling persons 	3	4	High	M	<ul style="list-style-type: none"> ▪ Wheel locks on – no trolleying movements. ▪ Guard rails (900mm – 1100mm). ▪ Mid rails (average between work platform and Guard rail). ▪ Toe boards if work platform is over 1200mm high (waist height). ▪ Constructed by a competent person or someone with US 9184. 	1	4	Medium
Work at Height (MEWP's) <ul style="list-style-type: none"> - Falling objects - Falling persons 	3	4	High	M	<ul style="list-style-type: none"> ▪ Operator to have NZQA unit standards: <ul style="list-style-type: none"> - 23960 for scissor lift. - 23962 for knuckle boom. ▪ Operator to remain inside the edge protection (no standing on rails) ▪ Tools to have lanyards attached when operating at height. 	1	4	Medium
Work at Height (Harness) <ul style="list-style-type: none"> - Falling persons - Falling objects 	3	4	High	M	<ul style="list-style-type: none"> ▪ Operators of a harness in fall restraint require NZQA Unit Standard 23229. ▪ Operators of a harness in fall arrest require NZQA Unit Standard 15757. ▪ Operators of a harness abseiling require IRAANZ Level 3 Certificate of Competence. ▪ Harnesses and equipment to have no damage and have annual inspection evidence. ▪ Harnesses to be size fitted specific to the person and lanyards design to be task specific. ▪ Shock absorber deployment must be calculated to ensure a person has sufficient distance to any surface below. ▪ Appropriate anchor points suited to the task must be used and documented in a risk assessed TA/JSEA/SWMS, by a competent person with NZQA Unit Standard 15757. ▪ Rescue planning and equipment must be available, understood and practiced. ▪ Rated lanyards to be attached to items/objects/tools. 	1	4	Medium
Electricity <ul style="list-style-type: none"> - Electrocution - Electric Shock - Electrical Burns 	3	5	Extreme	E	<ul style="list-style-type: none"> ▪ Lock Out Tag Out (LOTO) procedure. ▪ Do not work on live boards. ▪ Use wand before working on electrical circuits. ▪ Communication with all other PCBU's regarding work being conducted. 	1	1	Low
Adhesive/Solvents/Glue use <ul style="list-style-type: none"> - Skin irritation - Chemical burns - Nausea 	2	3	Medium	M	<ul style="list-style-type: none"> ▪ Hazardous Goods Register to be kept up to date – in SSSP. ▪ Safety Data Sheet (SDS) within 5 years of current date. ▪ Storage as per SDS instructions. ▪ PPE as per SDS instructions. 	1	2	Low
Vehicles operations <ul style="list-style-type: none"> - Vehicle collision - Unsecure load 	2	3	Medium	M	<ul style="list-style-type: none"> ▪ Loads to be secure – use certified rigging equipment, certified anchor points, and locking devices as per manufacture instructions. ▪ Follow NZ road legislative rules. ▪ Spotter present for the entry and exiting of vehicles to the workplace. Where traffic control is required follow local government instruction (TC and/or STMS) as required. ▪ WOF, Registration and insurance current for vehicle and driver. 	1	3	Low
HIAB operations <ul style="list-style-type: none"> - Collision with persons - Falling objects - HIAB tip over 	3	4	High	M	<ul style="list-style-type: none"> ▪ Ensure outriggers are set evenly to avoid twisting of chassis. ▪ Only lift from stable solid ground. ▪ If required install blocking correctly 	1	4	Medium

Hazard Description	Risk Assessment (before controls)			Hierarchy of Risk Controls (E,M)	Risk Controls to be Implemented	Risk Assessment (after controls)		
	Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating
- Crush injuries					<ul style="list-style-type: none"> ▪ Isolate the working area with cones and barriers before HIAB operations. ▪ Position HIAB in a suitable location not blocking egress/access routes. ▪ HIAB Operator must have completed NZQA Unit Standard #16617 or #3795. ▪ Person rigging the load must have completed NZQA Unit Standard #3789. ▪ Before lifting the load balance and stabilise the load using suitable certified anchor points. ▪ Ensure slings, ropes, shackles and other lifting equipment/attachment is certified and in test. ▪ Tag line fitted where excessive height manoeuvres are required. ▪ Never slew loads over people. ▪ Never stand under a lifted load. ▪ Erect barriers and signage to keep flight area clear. ▪ Make sure all personnel are clear/aware of lift and flight area. ▪ Prepare landing area prior to lift and keep landing area clear at all times. ▪ HIAB operations to move in a slow controlled manner. ▪ Rigger gloves to be used by ground crew. ▪ HIAB type to be remote operated. ▪ HIAB Operator to be a minimum of 3m away from the load in flight. 			
Crane operations <ul style="list-style-type: none"> - Collision with persons - Falling objects - Crane tip over 	3	4	High	M	<ul style="list-style-type: none"> ▪ Ensure crane outriggers are set evenly to avoid twisting of crane chassis. ▪ Crane must be level. ▪ Only lift from stable solid ground. ▪ If required install blocking correctly ▪ Isolate the working area with cones and barriers before crane operations. ▪ All site personnel to be informed of isolated crane area and crane operations. ▪ Position crane in a suitable location. ▪ Wind speeds to be monitored and crane operations stopped until weather conditions improve. ▪ Dogman must have completed NZQA Unit Standard #3789. ▪ Before lifting the load balance and stabilise the load using correct slings, ropes and shackles. ▪ Ensure slings, ropes, shackles and other lifting equipment/attachment is certified and in test. ▪ Tag line fitted to load over or near to building. ▪ Never slew loads over people. ▪ Never stand under a lifted load. ▪ Erect barriers and signage to keep lift area clear. ▪ Make sure all personnel are clear/aware of lift area. ▪ Keep landing area clear at all times. ▪ Prepare landing area prior to lift. ▪ Communication with crane to hold and move slowly. ▪ Rigger gloves to be used by ground crew. 	1	4	Medium

Hazard Description	Risk Assessment (before controls)			Hierarchy of Risk Controls (E,M)	Risk Controls to be Implemented	Risk Assessment (after controls)		
	Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating
					<ul style="list-style-type: none"> ▪ Good work posture/manual handling techniques ▪ Have bracing and tools readily available as required. ▪ Dogman to instruct Crane Operator when clear of structures and personnel when lifting process is complete. 			
Digger/Excavator operations <ul style="list-style-type: none"> - Collision with persons - Falling objects - Digger tip over 	3	4	High	M	<ul style="list-style-type: none"> ▪ Quick hitch use to secure attachments. ▪ Qualified operator competent and familiar in quick hitch use and operation. ▪ Blind spots isolated and identify and set up approach areas. ▪ Spotter present and visible for plant movements. ▪ Spotter present and visible for digging operations. ▪ Stop blocks/wheel stopper used for restricting plant movement near trenches. ▪ Daily checklist of machinery and accessories. ▪ Operator protection – roll cages installed and seat belts worn. 	1	4	Medium
Excavations <ul style="list-style-type: none"> - Service strike - Trench collapse 	3	4	High	E, M	<ul style="list-style-type: none"> ▪ Ensure up to date drawings are available and referenced. ▪ Ground penetrating radar for service detection and marking before work start. ▪ Physical barriers isolating the excavation area with specific hazard identification signage. ▪ Edge protection in the immediate vicinity around the open excavation – guard rail, mid rail, toe board. ▪ Safe areas away from the trench for material storage (including excavated materials), plant or other equipment. ▪ Geotechnical information regarding site ground conditions – flood and landslip prevention. ▪ Any trench over 1.5m must be notified to the regulator WorkSafe. ▪ Trench shields/shoring box installed with safe egress. The shield/shoring box must be certified and suitable for the size of trench. ▪ Trench battered, benched or combination of both in accordance with WorkSafe good practice guidelines. ▪ Zones of influence to be calculated and identified. Materials and plant are not to be stored in these areas regardless if trench shield is present. 	1	4	Medium
Welding <ul style="list-style-type: none"> - Burns - Chemical inhalation. - Fire. 	2	3	Medium	M	<ul style="list-style-type: none"> ▪ Competent and qualified persons welding only. ▪ Welding screens and blankets to be used. ▪ Hot works permit to be filled out before work commences. ▪ Adequate fire extinguisher to be located within 5m of welding works – 12 monthly inspection tag present and within date. ▪ First aid kit with additional burns kit available. ▪ Fire watch if required. ▪ Task specific PPE and PPC: <ul style="list-style-type: none"> - Welding mask. - Welding hood. - PAPR Unit as required (respiratory protection). - Fire retardant overalls. - Welding jacket. - Gauntlet gloves. ▪ Spats as required. 	1	3	Low

Hazard Description	Risk Assessment (before controls)			Hierarchy of Risk Controls (E,M)	Risk Controls to be Implemented	Risk Assessment (after controls)		
	Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating
Cylinder Safety and Storage <ul style="list-style-type: none"> - Falling objects - Cylinder fatigue & damage 	2	3	Medium	E, M	<ul style="list-style-type: none"> ▪ Cylinders to be in test and in good condition. ▪ Cylinders to be fitted with flash arrestors. ▪ Cylinders to be transported on a cylinder trolley (strapped or chained to the trolley). ▪ Cylinders to be stored a minimum of 4m away from any hazardous goods storage area. ▪ SDS to be kept on site for the cylinder product – must be within 5 years of current date. 	1	3	Low
Hot Works <ul style="list-style-type: none"> - Fire 	3	3	Medium	M	<ul style="list-style-type: none"> ▪ Hot works permit to be filled out before work commences. ▪ Adequate fire extinguisher to be located within 5m of welding works – 12 monthly inspection tag present and within date. ▪ First aid kit with additional burns kit available. ▪ Trained and experienced persons who have used fire extinguishers. 	1	3	Low
Worker Fatigue	2	3	Medium	M	<ul style="list-style-type: none"> ▪ Task rotation. ▪ Regular breaks. ▪ Keep hydrated. ▪ Maximum 12 hours per shift. 	1	2	Low
High Pressure Air <ul style="list-style-type: none"> - Air embolism 	2	3	Medium	M	<ul style="list-style-type: none"> ▪ Gloves to be worn at all times when handling HPA. ▪ Ensure the area is clear when releasing air pressure (emptying tank) ▪ Valve inspection and operational checks before pressurisation. 	1	3	Low
Adverse Weather Conditions	3	3	Medium	M	<ul style="list-style-type: none"> ▪ High winds – strap material and tools down. ▪ Snow/Ice – grit, rubber mats, chicken wire ramps. ▪ Direct sun – Sun screen factor 30, overalls (longs). ▪ Heat (hot) – adequate ventilation/air flow, hydration breaks. ▪ Heat (cold) – dress appropriately (warm clothing). 	1	2	Low
Asbestos discovery <ul style="list-style-type: none"> - Particulate release - Particulate inhalation 	2	3	Medium	E, M	<ul style="list-style-type: none"> ▪ On discovery cease work and isolate the area with physical barriers. ▪ Consult with the building/property owner to engage an asbestos sampling company to test the suspect material. ▪ On confirmation of asbestos organise asbestos abatement company to remove. The asbestos abatement company must provide an asbestos removal plan and provide receipt on completion of work confirming safe disposal of asbestos contaminated materials (ACM). ▪ On completion of the removal, confirmation from the asbestos sampling company to certify the area is clear/clean of ACM. ▪ Persons handling asbestos must conform with control information outlined in the regulations – PPE, encapsulation, etc. 	1	1	Low
Hazardous Substances <ul style="list-style-type: none"> - Spills - Vapour inhalation - Digestion - Skin irritation 	2	3	Medium	M	<ul style="list-style-type: none"> ▪ Safety Data Sheet (SDS) present – must be within 5 year validity. ▪ Use the PPE recommended as per SDS instruction. ▪ Spill kit available – sized appropriately to the quantity of product present. ▪ Location of the chemicals to be stored away from non-compatibles. ▪ Spill procedure developed and communicated with staff before work start. ▪ First aid kit to reflect any specific requirements outlined in the SDS. 	1	3	Low

Hazard Description	Risk Assessment (before controls)			Hierarchy of Risk Controls (E,M)	Risk Controls to be Implemented	Risk Assessment (after controls)		
	Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating
Confined Space <ul style="list-style-type: none"> - Entrapment - Anxiety - Asphyxiation - Rodents 	3	5	Extreme	M	<ul style="list-style-type: none"> ▪ Qualified, trained, competent individuals only who have current NZQA framework unit standards. ▪ Gas detector within test and calibrated. ▪ Permit and TA/JSA to be completed with Management approval prior to any CS work being completed. ▪ Recovery/rescue plan and equipment available. ▪ Radio communication device on the entrant at all times. ▪ CS team consisting of entrant, rescue person and entry supervisor. ▪ PPE to suit the environment - respiratory protection, gloves, CAL rated clothing, ▪ Illumination devices. ▪ Forced ventilation equipment available. 	2	3	Medium
Covid-19	4	3	High	M	<ul style="list-style-type: none"> ▪ If unwell or believe may have been in contact with any person having Covid-19 do not come to work ▪ Wash hands before entering site ▪ Sign in, acknowledge hazards, health declaration and tracking ▪ Toolbox talk – Ensure workplace distancing minimum 2 metres in any horizontal or vertical position at any stage, ensuring all site hygiene standards are met ▪ Use PPE – Mask, Eyewear, Gloves ▪ Do not share tools ▪ Sneeze and cough into sleeves and avoid touching face ▪ Wash hands regularly and before site exit ▪ Clean vehicles inside and out. Wash outside. Wipe interior with antiseptic wipes ▪ Sign out – acknowledge hazards and tracking ▪ If unwell or believe may have come in contact with any person having Covid-19 report this to CPB H and S Advisor, go home and do not return to site 	2	3	Medium



MEMBERS



SITE SAFE
Te Kaitiaki o Haumaru

MEMBERSHIP CERTIFICATE

THIS IS TO CERTIFY THAT

NZ Data

is a valued member of Site Safe New Zealand Inc.

Site Safe membership demonstrates commitment to the development of a culture of health and safety in the New Zealand construction industry.

SIGNED:

Brett Murray
CHIEF EXECUTIVE
SITE SAFE NEW ZEALAND INC

SIGNED BY MEMBER:

MEMBERSHIP STATUS:
Year 1 Loyalty

MEMBERSHIP EXPIRES:
31/05/2022

MEMBERSHIP NUMBER:
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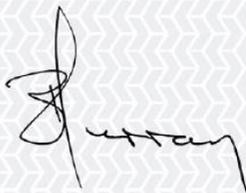
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>
CERTIFICATE

THIS IS TO CERTIFY THAT
NZ Data Ltd

HAS ACHIEVED SITEWISE GOLD STATUS WITH A SCORE OF 100%

SIGNED:



Brett Murray
CHIEF EXECUTIVE
SITE SAFE NEW ZEALAND INC

ASSESSED ON:

11 October 2021

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