**Construction Safety Management Plan**

|  |  |
| --- | --- |
| **Contractor:** |  |
| **Project ID:** |  |
| **Client:** | Defence Estate and Infrastructure (DEI) |

This document provides a template that may be used as a guide for a Construction Safety Management Plan (CSMP), as required by DEI for capital works being performed on Defence Estate.

The grey text and/or text in italics is an example of the type of content required. Delete, update or add to it as appropriate in each section.

This template is not exhaustive. There may be additional requirements not included in this document, depending on the nature and location of the work being performed.

Pages 1-3 are mandatory and must be completed.

###### Document Control

|  |  |  |
| --- | --- | --- |
| **Document Identifier : (*Planview work ID)-(Camp code)*-SMP-*(contractor id)*-*yymmdd*-v1**  ***(e.g: 12345-OHA-SMP-15-200515-V1)*** | | |
| **Version Number - 1.1 format** | **Revision Date – yymmdd format** | **Template version: ve200525** |

###### Version History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

###### Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Contacts** | **Name/Title** | **Phone** | **Email** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

###### Contractor Signoffs and Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Approver Name** | **Signature** | **Date** |
| Health & Safety Manager |  |  |  |
| Project Manager |  |  |  |
| Site Manager |  |  |  |

###### DEI Signoffs and Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Approver Name** | **Signature** | **Date** |
| Regional H&S Specialist |  |  |  |
| Construction Project Manager |  |  |  |
| Deputy Director Delivery |  |  |  |

# Project Description

**Project ID:**

**Contractor/Company Name:**

**Contractor ID:** *(defined in JARS)*

**Description:**

**Camp/Base:**

**Location:**

**Site:**

**Duration:**

**Scope of work:**

Table of Contents

[Project Description 3](#_Toc63256389)

[Table of Figures 5](#_Toc63256390)

[Table of Tables 5](#_Toc63256391)

[Introduction 6](#_Toc63256392)

[Health and Safety Policy 7](#_Toc63256393)

[Roles and Responsibilities *(Complete where required)* 8](#_Toc63256394)

[Skill Training, Assessment and Records 9](#_Toc63256395)

[Emergency Management 10](#_Toc63256396)

[Emergency and Evacuation Procedures 10](#_Toc63256397)

[Emergency Warden Evacuation Procedure 10](#_Toc63256398)

[Worker Evacuation Procedure 10](#_Toc63256399)

[Fire Evacuation Procedure 11](#_Toc63256400)

[Earthquake Evacuation Procedure 11](#_Toc63256401)

[Medical Emergency Procedure 12](#_Toc63256402)

[Confined Space Emergency Procedure 12](#_Toc63256403)

[Heights Emergency Rescue Procedure 12](#_Toc63256404)

[Hazardous Substances Spill Emergency Procedure 13](#_Toc63256405)

[Underground Power Cable Strike Procedure 13](#_Toc63256406)

[Gas Pipe Strike Procedure 13](#_Toc63256407)

[Emergency Drill Testing 14](#_Toc63256408)

[Emergency Evacuation Plan 14](#_Toc63256409)

[Job Safety Management 15](#_Toc63256410)

[Job Safety Analysis 15](#_Toc63256411)

[Hazardous Substance Management 15](#_Toc63256412)

[Hazard Register 17](#_Toc63256413)

[Vehicle, Plant and Machinery Management 17](#_Toc63256414)

[Permit to Work 17](#_Toc63256415)

[Safety Inspections 18](#_Toc63256416)

[Site and Project Meetings 19](#_Toc63256417)

[Pre-Start/Toolbox Meetings 19](#_Toc63256418)

[Site Safety Meetings 19](#_Toc63256419)

[Health and Site Safety Representative Meetings 19](#_Toc63256420)

[Safety Induction Procedures 20](#_Toc63256421)

[Worker Induction 20](#_Toc63256422)

[Visitor Induction 20](#_Toc63256423)

[Accident / Incident Reporting / Investigation 21](#_Toc63256424)

[Accident Incident Investigation 21](#_Toc63256425)

[Subcontractor Management 22](#_Toc63256426)

[Subcontractor Management 22](#_Toc63256427)

[Hazard Identification 22](#_Toc63256428)

[Subcontractor Documentation 22](#_Toc63256429)

[Subcontractor Project Safety Plans 22](#_Toc63256430)

[Subcontractor H&S Compliance Audits (H:13) 22](#_Toc63256431)

[Construction Site Safety Rules 22](#_Toc63256432)

[Worker Health and Wellbeing 23](#_Toc63256433)

[Duties Of Employees 23](#_Toc63256434)

[General 23](#_Toc63256435)

[Report Dangers 23](#_Toc63256436)

[Report Accidents, Injuries And Incidents 23](#_Toc63256437)

[Protective Clothing 23](#_Toc63256438)

[Training And Supervision 23](#_Toc63256439)

[Rehabilitation Policy 24](#_Toc63256440)

[Policy 24](#_Toc63256441)

[Worker Responsibilities: 24](#_Toc63256442)

[Alternative Duties/Reduced Working Hours: 24](#_Toc63256443)

[Involvement: 24](#_Toc63256444)

[Codes Of Conduct 25](#_Toc63256445)

[Smoking Policy 25](#_Toc63256446)

[Drugs & Alcohol Policy 25](#_Toc63256447)

[Appendix A. Emergency Evacuation Plan and Site map. 26](#_Toc63256448)

[Appendix B. Initial Hazardous Substances Register 28](#_Toc63256449)

[Appendix C. Initial Hazard Register 29](#_Toc63256450)

# Table of Figures

**No table of figures entries found.**

# Table of Tables

**No table of figures entries found.**

# Introduction

*Defence Estate and Infrastructure (DEI) require that a Construction Safety Management Plan (CSMP) be presented to, and approved by an authorised DEI representative for each project being performed on Defence Estates. Once approved, the CSMP will be fully implemented on this site. As the CSMP is a working document, it will be revised following a change in the scope of work, changed circumstances, or directives from the Health and Safety Manager which warrant an alteration or extension of safety procedures. Any revisions shall be approved by the Health and Safety Manager and forwarded to the authorised DEI representative.*

*The Project Manager will immediately alter the Site Safety Plan when they receive new or updated safety materials, and will inform the Health and Safety Manager and Site Supervisor of the changes. Where appropriate, the Health and Safety Manager will advise all employees at the next Group Safety Meeting, or sooner if the instructions are of an urgent nature.*

*All safety related documentation (e.g. Group Safety Meeting Minutes, Inspection Reports, Audit Reports, Accident Reports, Training Records, Manual Revision etc.) will be recorded as they come to hand.*

*It is the responsibility of all employees to contribute to matters of safety and the continual development of the site safety procedures. Should any employee become aware of new or revised legislative safety requirements or practices, or can contribute to the CSMP to improving our Safety Plan, they shall pass such information or ideas to the Health and Safety Manager through the Group Meetings. All contributions shall be responded to immediately by Site Management and the Health and Safety Manager in writing.*

*The plan shall remain on site at all times with an updated copy held in the Head Office.*

This Construction Safety Management Plan is for Project ID *(#####)* at *(Camp/base)* and aims to comply with current legislation and contractual obligations, including:

* Health and Safety at Work Act 2015
* Health and Safety at Work (General risk and workplace management) Regulations 2016
* Health and Safety at Work (Worker engagement, participation and representation) Regulations 2016
* Health and Safety at Work (Asbestos) Regulations 2016
* Health and Safety in Employment Regulations 1995
* DEI C.H.E.S.S. Policy and Specifications
* DEI C.H.E.S.S. Processes and Procedures

# Health and Safety Policy

*(add company H&S Policy)*

# Roles and Responsibilities *(Complete where required)*

**Project Manager – *(name)***

*(H&S responsibilities)*

**Health and Safety Manager – *(name)***

*(H&S responsibilities)*

**Site Manager – *(name)***

*(H&S responsibilities)*

**Site Supervisor – *(name)***

*(H&S responsibilities)*

**Health and Safety Representative – *(name)***

*(H&S responsibilities)*

**Emergency Warden – *(name)***

*(H&S responsibilities)*

**Fire Warden – *(name)***

*(H&S responsibilities)*

***Other – (name)***

*(H&S responsibilities)*

# Skill Training, Assessment and Records

*(Contractor name)* provides in-house training on the following subjects:

* Site Induction Training

The *Site Manager* will keep a record of all task related training, competency levels, and licences obtained by employees working on site.

*(see CHESS Training and Competency Register)*

# Emergency Management

*(Emergency Procedure notice locations)*

*(Fire extinguisher locations)*

*(Contact information and number location)*

## Emergency and Evacuation Procedures

The following procedures are to be followed in the event of an emergency.

*(add/remove procedures as appropriate)*

### Emergency Warden Evacuation Procedure

*Example:*

*In the event of an emergency:*

1. *Confirm the nature of the emergency.*
2. *Dial 111. Tell operator the type of emergency and location of site.*
3. *Sound the emergency air horn in continuous long bursts.*
4. *Check all areas to ensure employees and visitors are evacuated safety.*
5. *Proceed to the designated assembly point and ensure all people are accounted for.*
6. *When Emergency Services arrive, inform them of the situation.*
7. *Await further instructions from Emergency Services and when safe to do so, inform employees that it is “All Clear” to go back onto the worksite.*
8. *Under no circumstances leave the evacuation assembly point until the emergency services do give the all clear.*
9. *Keep clear of Emergency Services access, keep thoroughfares clear, and DO NOT attempt to assist unless specifically instructed to do so.*
10. *Warden must notify the H&S Manager, to contact with the DEI representative if appropriate and Work Safe NZ if there is a “notifiable event “- 0800 030 040.*
11. *DO NOT talk to the media.*

*After the event:*

1. *Complete Accident Report at the appropriate time after the event.*
2. *Health & Safety Manager to investigate accident and update Hazard Register as appropriate.*

### Worker Evacuation Procedure

*Example:*

*In the event of an emergency:*

1. *When alarm sounds, evacuate site immediately and go to assembly point.*
2. *Dial 111. Tell operator the type of emergency and location of site.*
3. *The Emergency Warden will appoint someone to wait at the site entrance for the Emergency Services to arrive and direct them to the scene.*
4. *Shutdown machinery/equipment as required.*
5. *Administer first aid assistance ONLY if safe to do so. Do NOT endanger yourself or others.*
6. *The Site Supervisor is responsible for accounting for all employees, contractors and visitors on site.*
7. *DO NOT return to the site until the Site Supervisor or Emergency Services gives the “All Clear”.*
8. *The Site supervisor is to notify the following:*

*Name – Title ; number*

1. *DO NOT talk to the media.*

### Fire Evacuation Procedure

*Example:*

*If a fire is discovered on the Site, employees are instructed to:*

1. *Raise the alarm.*
2. *Evacuate people from the area.*
3. *Activate emergency shut down systems.*
4. *Call emergency services (dial 111) and ask for Fire. Tell the operator if chemicals are on site or involved in the fire.*
5. *DO NOT attempt to extinguish fire unless there is immediate danger to persons and then only if safe to do so and you have completed the appropriate training.*
6. *Follow site evacuation procedures*
7. *Call The Site Supervisor.*

*(ref: Worksafe NZ)*

*After the event:*

1. *Complete Accident Report at the appropriate time after the event.*
2. *Health & Safety Manager to investigate accident and update Hazard Register as appropriate.*

### Earthquake Evacuation Procedure

*Example:*

*During the earthquake:*

1. *Keep calm.*
2. *Stay indoors, where practical.*
3. *Keep away from windows and heavy furniture.*
4. *DROP, COVER, HOLD. Get under something that covers you, like a strong table or other sturdy structure. Hold onto it if you can.*
5. *IF IT’S LONG OR STRONG, GET GONE. If an earthquake makes it difficult to stand up, or if an earthquake lasts a minute or more and you are in a tsunami zone, head inland or for higher ground immediately.*

*After the earthquake, if the building is damaged:*

1. *Turn off gas at the mains. Before you turn off electricity and water, think about if gas detection, fire suppression and alarm systems need these services.*
2. *Conserve your water.*
3. *Treat injuries.*
4. *Get in touch with neighbours*
5. *they may need help. If you have one or are part of one, activate your call tree (a list of people and their contact details, where each person contacts the person below them in an emergency).*
6. *When help is needed, go to your nearest civil defence post.*
7. *If any other emergency in this flipchart is likely as a result of the earthquake and ONLY if it is safe to do so, carry out the steps listed for that emergency.*
8. *Advise your supervisor of damage or injury sustained.*

*(ref: Worksafe NZ)*

*After the event:*

1. Complete Accident Report at the appropriate time after the event.
2. Health & Safety Manager to investigate accident and update Hazard Register as appropriate.

### Medical Emergency Procedure

*Example:*

*In the event of a medical emergency:*

1. *Check your own safety first.*
2. *Shout at and shake patient, dial 111, reassure patient.*
3. *Open mouth and clear of any obstruction.*
4. *Look, listen and feel for signs of life.*
5. *Administer CPR if patient not breathing.*
6. *Use defibrillation machine if available.*
7. *Feel around patient for bleeding and control. Keep patient calm, warm and comfortable until the ambulance arrives.*

*(ref: Worksafe NZ)*

*After the event:*

1. *Complete Accident Report at the appropriate time after the event.*
2. *Health & Safety Manager to investigate accident and update Hazard Register as appropriate.*

### Confined Space Emergency Procedure

*Example:*

*In an emergency:*

1. *The employee keeping watch (watchman) raises alarm.*
2. *First aid kit and emergency breathing equipment is immediately made available.*
3. *Injured or unconscious employee is brought to safety without placing other employees at risk (winch, Safety lines, etc.)*
4. *Dial 111. Tell operator the type of emergency and location of site.*
5. *First Aider administers resuscitation and medical treatment.*
6. *Appoint someone to wait for Emergency Services to arrive and direct to scene.*
7. *Follow site evacuation procedures*

*After the event:*

1. *Complete Accident Report at the appropriate time after the event.*
2. *Health & Safety Manager to investigate accident and update Hazard Register as appropriate.*

### Heights Emergency Rescue Procedure

*Example:*

*Preparation:*

* *All fall arrest systems are inspected and tagged every xxxxx*
* *Workers do not work at heights without a spotter/safety person present.*
* *All workers working at height wear/use appropriate fall arrest devices/systems*

*In the event of a work at heights emergency:*

1. *Ensure all other workers are safe*
2. *Immediately implement heights rescue procedure*
3. *Dial 111. Tell operator the type of emergency and location of site.*
4. *Advise your supervisor of damage or injury sustained.*

*After the event:*

1. *Complete Accident Report at the appropriate time after the event.*
2. *Health & Safety Manager to investigate accident and update Hazard Register as appropriate.*

### Hazardous Substances Spill Emergency Procedure

*Example:*

*Preparation:*

*A hardcopy of all Safety Data Sheets (SDS) for hazardous chemicals will be kept on site in the SDS folder located at: ……………………………..*

*Spill Checklist*

1. *Raise the alarm.*
2. *Evacuate people, if necessary.*
3. *If the spill involves a flammable substance, move away from the spill before using a mobile or cordless phone.*
4. *Refer to the safety data sheet (SDS) or call a certified handler or other specialist for advice.*
5. *Call emergency services (dial 111) and ask for Fire. Tell the 111 Operator that you have a chemical spill and if you can, tell them what the chemicals are and the quantities involved.*
6. *ONLY if it is safe to do so close the valve, plug the leak or turn the container upright.*
7. *Use safety equipment to contain the spill. Prevent the spill from entering drains or waterways.*
8. *Call on specialist advice.*
9. *Clean up the spill.*
10. *Recover the product or dispose of the waste safely.*

*After the event*

1. *Replenish your spill kit.*
2. *Complete Accident Report at the appropriate time after the event.*
3. *Health & Safety Manager to investigate accident and update Hazard Register as appropriate.*

### Underground Power Cable Strike Procedure

*Example:*

1. *Clear the area and cordon off from the public and traffic.*
2. *If anyone is injured make them safe only if it is safe to do so.*
3. *Call 111 for ambulance.*
4. *Call the supervisor and control the cordon well clear of the leak until emergency services arrive and take control.*
5. *Assist emergency services as instructed by them.*

### Gas Pipe Strike Procedure

*Example:*

*In the case of a strike on a gas pipe:*

1. *Switch of all machinery and cease any work that could create an ignition source;*
2. *Immediately clear the area and cordon off from the public and traffic;*
3. *Call Base Operations immediately;*
4. *Call Vector on 0800 802 332 and state where the leak is and what has happened;*
5. *Call 111 for emergency services if the leak is major or if someone is injured;*
6. *Call the supervisor and control the cordon well clear of the leak until emergency services arrive and take control;*
7. *Assist emergency services as instructed by them.*

### Emergency Drill Testing

Emergency Drills will be conducted every *xxxxx* months and recorded in the Emergency Drill Report.

*(See the CHESS Emergency Drill Report)*

*(Describe the Emergency Drill process)*

## Emergency Evacuation Plan

*Refer to* ***Appendix A. Emergency Evacuation Plan and Site map.*** *for a copy of the emergency evacuation plan and site map.*

# Job Safety Management

## Job Safety Analysis

*Due to the nature of construction works, site conditions and physical and environmental hazards can change on a daily basis. Site Supervisors will determine and document these prior to commencement using the CHESS Job Safety Analysis (JSA) form and process. This process involves the assessment of the risks involved and actions required to isolate, minimize or eliminate task related hazards and risks.*

*Site Supervisors will prepare the JSA in consultation with the crew assigned to the task and all involved personnel will sign the JSA confirming their understanding if the task and its hazards.*

*Where personnel are changed or relocated, an induction to the JSA and current hazards will be carried out prior to their inclusion in the task.*

*Where additional hazards or risks are identified during a task, appropriate mitigation will be identified, documented and communicated to all personnel involved*

*In the event that a site specific hazard, risk, or mitigation control cannot be identified, this task will be suspended or deferred until such time as a safe working procedure can be developed and implemented.*

*Site managers are responsible for maintaining an up to date hazard board at the site entry point*

## Hazardous Substance Management

*Every effort will be made to reduce the use of hazardous substances and dangerous goods on the project, however, this is often unavoidable. Consequently, all chemical substances shall be risk assessed prior to use.*

*A Hazardous Substances Register (HSR) will be created detailing known hazardous substances the project will use on site. The Site Supervisor will notify the Health and Safety Manager and DEI of additional hazardous substances, though the CHESS Application for Hazardous Substances Form, before bringing them on site. If approved, they will then be added to the HSR.*

*Approved Dangerous Goods (DG) cabinets and secondary containment systems will be used for all hazardous substances, when required by WorkSafe and HSNO regulations.*

*Copies of Safety Data Sheet (SDS) information will be made available on site and substance specific training provided where necessary.*

*All supervisors and workers will consult the appropriate SDS prior to using any hazardous substances and incorporate all recommended precautions relating to storage and use, into the task specific job safety analysis (JSA). Before using any hazardous substances, the following will be considered:*

* *Segregation / storage and signage*
* *Bunding / spills and containment*
* *Access / Impact protection / Security*
* *Fire protection / Ignition sources*
* *Emergency preparedness*
* *Safety equipment*
* *First aid*
* *Disposal*

*The Hazardous Substances Register will be kept on site with the corresponding SDS information available for reference for the duration of the project.*

*The site supervisor is responsible for maintaining the hazardous substances register and preparing Job Safety Analysis in conjunction with workers, the Health Safety Manager and the Site Manager. All personnel will be briefed prior to the start of tasks involving hazardous substances, and all appropriate personal protective equipment will be issued to workers, and used.*

***Appendix B. Initial Hazardous Substances Register*** *shows a copy of the initial Hazardous Substances Register.*

## Hazard Register

*The Project Manager, Health and Safety Manager, and Site Manager will compile a hazard register prior to the commencement of the project, detailing all identified hazards, risks and mitigation controls. Where possible, the following hierarchy of controls will be applied, in order, until risk levels are minimal:*

1. *Elimination*
2. *Substitution*
3. *Isolation*
4. *Engineering*
5. *Administration*
6. *PPE*

*The Site Manager will create a detailed Hazard Register and keep it on-site for the duration of the project.* ***Appendix C.*** *contains a copy of the initial Hazard Register.*

*Where a JSA identifies a new hazard, the Site Supervisor will add the hazard to the hazard register.*

## Vehicle, Plant and Machinery Management

*Workers and qualified, nominated inspectors will inspect all vehicle, plant and equipment assets on site according to manufacturer’s specifications, prior to operation, and will record inspection details in the asset’s inspection logbook, kept with the asset at all times.*

*Site managers will ensure all vehicle, plant and equipment assets are appropriately serviced, tested, tagged, and certified and time intervals no longer than those specified in the manufacturers recommendations, or by relevant legislation.*

*Any assets out of certification will be removed from service until the appropriate certification can be obtained by a recognised authority.*

*Site managers will record all vehicle, plant and equipment assets in the Vehicle, Plant and Equipment Register (see CHESS Vehicle, Plant and Equipment Register), along with the last date and frequency of Test and Tag inspections, servicing requirement details, and “end of Life” dates where applicable. Site managers will keep a copy of the Vehicle, Plant and Equipment Register on site at all times.*

## Permit to Work

*The Site Supervisor will obtain the appropriate Permits to Work from the Site/Project office as required. Permits will be raised for all notifiable and restricted work, as defined in the Health and Safety in Employment Regulations 1995, the Health and Safety in Employment (Asbestos) Regulations 1998. In addition, permits will be raised for any work deemed by the client or primary PCBU, as “permittable”. All permits must be issued by an authorised Permit Issuer.*

*All active permits will be discussed during the Pre-start talks for each shift and displayed on the Site Notice boards to ensure all workers and visitors are aware of them.*

*Permits will be closed and returned to the Project Office at the end of each shift, and either extended or re-issued if there is a requirement to continue the task.*

# Safety Inspections

*The Site Supervisor will perform weekly safety inspections using appropriate checklists and record the results of each inspection at the site office. The Project Manager will carry out a monthly audit of all inspections performed. (H:*

*(See CHESS Inspection Checklists and Evaluations for examples of checklists used by DEI)*

*The Health and Safety Manager will appoint an Independent Safety Inspection Teams (ISIT) based on their interest, experience and ability in safety assessment, to provide an independent assessment of each site area. The ISIT will perform inspections on a monthly basis at least, or as often as deemed necessary by the Health and Safety Manager, according to the complexity of tasks and the past record of performance.*

*ISIT will report on any safety issues observed to the Health and Safety Manager and Project Manager. The Project Manager will immediately take appropriate actions to mitigate the risks involve with the Safety issues.*

*Company Management will ensure that all managers will have sufficient resources to keep their sites and workers safe, and that Managers and Supervisors are fully aware of their responsibilities.*

# Site and Project Meetings

## Pre-Start/Toolbox Meetings

*The Site Supervisor will conduct daily pre-start meetings with all workers, prior to starting work on each shift. Toolbox meetings will discuss:*

* *Planned hazardous tasks for the day, their risks and mitigation controls as defined in the JSA.*
* *Existing, and changes to, relevant processes and procedures*
* *Other hazards arising from other activities on site*
* *Reminders of worker responsibilities*

## Site Safety Meetings

The Site Supervisor will hold Site Safety Meetings at least once a week (may be part of a daily toolbox meeting). All workers will attend these meetings, including contractors and sub-contractors. The Site Supervisor will record the minutes of these meetings on-site for future reference and send a copy to the Health and Safety Manager.

Site Safety Meetings will cover topics including:

* *New and existing hazard identification and mitigation*
* *Worker suggestions for improving safety*
* *Risk minimisation plans and progress*
* *Near miss and accident/incident reviews*
* *Up-coming and current tasks involving hazardous activities*
* *Changes to emergency and traffic management plans*

## Health and Site Safety Representative Meetings

*Site Health and Safety Representatives will meet monthly to discuss health and safety issues, resourcing requirements and lessons learned across the site. The minutes of these meetings will be circulated to workers and made available on the worksite notice boards.*

# Safety Induction Procedures

## Worker Induction

*Site Supervisors (or their delegates) will conduct a site induction for all new workers prior to entering the worksite. The site induction procedure shall include:*

* *Identification of Site Rules,*
* *Codes of Conduct,*
* *Significant hazards and emergency procedures.*
* *The Site boundaries and general activities.*
* *Specific risks and hazards at the site.*
* *Required PPE.*
* *Emergency and evacuation plans and procedures.*
* *All other important information and procedural requirements.*
* *Incident reporting requirements*

*Supervisors will keep a record of all workers attending the induction session in the Training and Competency Register. (see CHESS Training and Competency Register)*

## Visitor Induction

*Site Supervisors (or their delegates) will conduct a visitor’s site induction for all new visitors to the Site.*

*The visitor site induction shall include:*

* *Identification of Site Rules,*
* *Codes of Conduct,*
* *Significant hazards and emergency procedures.*
* *The Site boundaries and general activities.*
* *Specific risks and hazards at the site.*
* *Required PPE.*
* *Emergency and evacuation plans and procedures.*

*All visitors to the site must sign the “Site Visitor/Induction Register”.*

*(see the CHESS Site Visitor/Induction Register)*

# Accident / Incident Reporting / Investigation

*Workers must immediately all accidents, incidents or near misses to the Site Supervisor. The Site Supervisor will notify the Project Manager the same day of occurrence, followed by ….*

*( enter company incident procedure here)*

*A record must be kept of all injuries to employees, damage to machinery, near misses, loss time due to accident, etc.*

*The Project Manager will classify the incident (e.g. as a notifiable event, injury, near miss etc) and be responsible for notifying the necessary authorities).*

*The Site Supervisor is responsible for maintaining all incident and near miss records, as required.*

## Accident Incident Investigation

*All accident/incidents are to be reported to the Site Supervisor as soon as possible on the day of the occurrence.*

*The investigation is to be completed within 24 hours of the supervisor being notified.*

*( insert Accident investigation process and forms)*

# Subcontractor Management

## Subcontractor Management

*As a Person Conducting a Business or Undertaking (PCBU, as defined in the Health and Safety at Work Act 2015), (Company Name) is obligated to ensure sub-contractors work safely and in line with the Health and Safety at Work Act 2015 and this Construction Safety Management Plan.*

*(Insert Company subcontractor management procedures, manuals and requirements.)*

## Hazard Identification

*Subcontractors must perform their own Hazard Identification processes, Job Safety Analysis and Risk Analysis, and complete the required forms and registers as part of their selection process. As the Primary Contractor, (Company Name) will assist all subcontractors in meeting their health and safety obligations, as defined in this CSMP.*

*(include any additional requirements)*

## Subcontractor Documentation

*(include any documentation requirements)*

## Subcontractor Project Safety Plans

*All subcontractors must commit to abiding by the conditions, procedures and requirements set out in this Construction Safety Management Plan. Regular subcontractors can update their plans with a site specific Hazard Analysis.*

(include additional requirements or processes.)

## Subcontractor H&S Compliance Audits (H:13)

*Contract managers and independent companies will conduct audits of sub-contractors at the same time will be conducted at the same time as conducted Compliance audits of subcontractors are necessary to ensure that specified safe work practises as detailed in the subcontractor’s site specific plan are adequately implemented. These Audits are to be conducted at the same time as out contract managers and independent audits.*

*(include any requirements or penalties for non-compliance reports)*

# Construction Site Safety Rules

*(insert any general rules that apply across the site including:*

*PPE requirements*

*Speed Limits*

*Reporting requirements*

*Etc.)*

*THESE RULES APPLY TO ALL SITE PERSONEL INCLUDING VISITORS*

# Worker Health and Wellbeing

## Duties Of Employees

### **General**

*It is the responsibility of all workers must take all practicable steps to ensure that you are safe at work and that you do not harm or endanger other people.*

### Report Dangers

*It is the responsibility of all employees to correct, or report to their supervisor or employer, any and all hazards or safety problems that are detected.*

### Report Accidents, Injuries And Incidents

*Any employee witnessing an accident or an incident where someone could have been injured must report it immediately. (Contractor name) is obliged by law to keep a register of all accidents or near misses where someone could have been injured.*

*Workers receiving injuries of any sort while at work must report them immediately to their supervisor and have it recorded in the on site accident and incident book. Injuries is not reported and recorded on the day they occurred may not be accepted as a work related injuries and may affect the worker’s right to ACC compensation.*

### Protective Clothing

*Prescribed protective clothing or equipment must be worn at all times.*

### Training And Supervision

*A Worker must not carry out a task or use and handle any vehicles, plant, equipment or chemicals they are not trained and qualified to use. Workers that are unsure must report to their supervisor.*

## Rehabilitation Policy

*(company name) will aid and support the injured workers in any possible way, including mental and physical an physical support through workplace rehabilitation.*

### Policy

*(Insert Company rehabilitation policy)*

### Worker Responsibilities:

*(Insert Company rehabilitation worker responsibilities)*

### Alternative Duties/Reduced Working Hours:

*(Insert Company rehabilitation programme)*

### Involvement:

*It is important to recognise that the successful rehabilitation of injured workers relies heavily on their ability to be able to remain active and to be able to contribute to the work environment. Workers should recognise that all people on site have an important role in contributing to a project’s success, and are encouraged to support injured workers in any way to ensure their rehabilitation is successful.*

*Site managers will support injured workers by providing suitable alternate duties and roles, and follow up on their progress on a weekly basis, or as required*

## Codes Of Conduct

*(Insert Company Codes of Conduct)*

*All employees must sign and be aware of the contents of the Code of Conduct.*

## Smoking Policy

*(Insert Company Smoking Policy and site rules)*

## Drugs & Alcohol Policy

*(Insert Company Drugs & Alcohol Policy)*

# Appendix A. Emergency Evacuation Plan and Site map.

(Insert a copy of the Emergency Site Plan; see CHESS emergency Evacuation plan)

*(Include site map here, with the following marked: )*

* *Site office*
* *Assembly point*
* *Entrances/exits*
* *Fire extinguishers (and type)*
* *First aid kits*
* *Defibrillators*
* *Wash stations*
* *Showers*
* *Emergency PPE*
* *Additional emergency equipment*
* *Notice boards*

# Appendix B. Initial Hazardous Substances Register

*(Include a copy of the initial Hazardous substances register here)*

# Appendix C. Initial Hazard Register

(example below)

|  |  |  |
| --- | --- | --- |
| **Potential Hazard Situations** | **✓** | **Controls to be Implemented** |

**Height / Overhead Work:**

|  |  |  |
| --- | --- | --- |
| Ladders |  | *Secured during use* |
| Standing Scaffolds / Platforms |  | *Certificate of Competency (5m+), ScafTag or Scaffold Register (5m+)* |
| Mobile Scaffolds |  |  |
| Elevating Working Platforms |  |  |
| Cranes |  | *Training / Competency, Controlled access,* |
| Roofs |  |  |
| Unprotected Edges |  |  |
| Falling Material / Equipment |  |  |
| Height over 3m |  |  |
| Height over 5m |  | *Notification to MBIE,* |
| Use of Fall Arrest Harness |  | *Supervisor holds Unit Standard 15757,* |

**Excavations / Confined Spaces:**

|  |  |  |
| --- | --- | --- |
| Trenches / excavations. |  | *Rescue plan, Notification to MBIE (1.5m+ deep)* |
| Tanks / vessels |  | *Rescue plan,* |
| Shafts / tunnels |  | *Rescue plan,* |
| Sumps / drains |  | *Rescue plan,* |
| Restricted movement / unable to stand up-right |  | *Rescue plan,* |
| Limited entries / exits |  | *Rescue plan,* |
| Could hold Hazardous atmosphere |  | *Testing, Rescue plan,* |
| Water, Power, Gas, Telecoms |  | *Identify location,* |

|  |  |  |
| --- | --- | --- |
| **Potential Hazard Situations** | **✓** | **Controls Required** |

**Powered Equipment:**

|  |  |  |
| --- | --- | --- |
| Electric Tools |  | *Test/Tag,* |
| RCDs |  | *Test/Tag,* |
| Extension Leads |  | *Test/Tag,* |
| Air Tools |  |  |
| Hose / Connections |  |  |
| Compressor |  |  |
| Petrol Powered Tools |  |  |
| Exhaust Fumes. |  |  |
| Powder Powered Tools |  | *Certificate of Competency* |
| Cartridges |  |  |
| Exposed moving parts |  |  |
| Dust / Sparks |  |  |
| Noise |  |  |
| Vibration |  |  |
| Machine Guards |  |  |

**Heavy Mobile Plant Including Cranes:**

|  |  |  |
| --- | --- | --- |
| Usage |  | *Training / Competency,* |
| Public Access |  |  |
| Water, Power, Gas, Telecoms |  | *Identify location before start,* |
| Pedestrian Traffic |  | *Barriers,* |
| Other Vehicle Traffic |  | *Traffic management plan,* |
| Noise |  |  |
| Dust / Debris |  |  |
| Mechanical Faults |  | *WoF, Certificate of Inspection, Operator Inspections* |

**General:**

|  |  |  |
| --- | --- | --- |
| Site Specific Issues |  | *Site induction, Safety toed footwear, hi viz garments on site,* |
| Trip Hazards |  |  |

|  |  |  |
| --- | --- | --- |
| **Potential Hazard Situations** | **✓** | **Controls Required** |
| Slippery Surfaces |  |  |
| Sun / UV Exposure |  |  |
| Extremes of Temperature |  |  |
| Explosion/fire |  | *Charged Fire Extinguisher,* |
| Hazardous Materials Including Chemicals / Solvents |  | *Register, Safety data sheets,* |
| Dust and Debris |  |  |
| Sparks |  |  |
| Noise |  |  |
| Hot Works of Any Type |  | *Permit to work,* |
| Oxy-Acetylene Plant |  | *Cylinders secured, flash-back arrestors fitted,* |
| High Voltage Electrical Work |  | *Permit to work,* |
| Natural Gas Works of Any Type |  | *Permit to work,* |
| De-activation of Alarm or Fire Systems |  | *Permit to work,* |
| Exposure to Human or Animal Waste. |  |  |
| Demolition |  | *Notifiable to MBIE,* |
| Compressed Gases of Any Type |  | *Cylinders will be secured,* |
| Asbestos |  | *Notifiable Work* |
| Lead-based paint |  |  |
| Employee Knowledge |  | *Pre-start briefing, Tool Box Talks,* |

**Environmental: *(Develop list in consultation with DEI Environmental Services)***

|  |  |  |
| --- | --- | --- |
| **Potential Hazard Situations** | **✓** | **ControlsRequired** |
| Disturbance of contaminated soil |  | *Reference all applicable controls outlined in Environmental Management Plan, or other applicable documents such as Erosion and Sediment Control Plan, Contaminated Soil Management Plan etc* |
| Discharge to air |  | *Reference all applicable controls outlined in Environmental Management Plan, or other applicable documents such as Erosion and Sediment Control Plan, Contaminated Soil Management Plan etc* |
| Spill/discharge of hazardous substances or contaminants into water or onto land |  | *Reference all applicable controls outlined in Environmental Management Plan, or other applicable documents such as Erosion and Sediment Control Plan, Contaminated Soil Management Plan etc* |
| Runoff of contaminated stormwater or dirty water into waterways |  | *Reference all applicable controls outlined in Environmental Management Plan, or other applicable documents such as Erosion and Sediment Control Plan, Contaminated Soil Management Plan etc* |
| Unexpected discovery of heritage/cultural items |  | *Reference all applicable controls outlined in Environmental Management Plan, or other applicable documents such as Erosion and Sediment Control Plan, Contaminated Soil Management Plan etc* |
| Unexpected discovery of contaminated soil |  | *Reference all applicable controls outlined in Environmental Management Plan, or other applicable documents such as Erosion and Sediment Control Plan, Contaminated Soil Management Plan etc* |
| Transportation of contaminated soil |  | *Reference all applicable controls outlined in Environmental Management Plan, or other applicable documents such as Erosion and Sediment Control Plan, Contaminated Soil Management Plan etc* |
| Dust |  | *Reference all applicable controls outlined in Environmental Management Plan, or other applicable documents such as Erosion and Sediment Control Plan, Contaminated Soil Management Plan etc* |
| Environmental damage caused by erosion |  | *Reference all applicable controls outlined in Environmental Management Plan, or other applicable documents such as Erosion and Sediment Control Plan, Contaminated Soil Management Plan etc* |

**Other:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(insert copy if the Initial Hazard Register;)