

Health, Safety & Environmental Supplement to the “Quality Control Plan” (QCP)

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1 Introduction

1.1 Contract/Contract/Project Structure

1.1.1 Contract/Contract/Project Management, Organisation and Responsibilities

This section should focus on information specific to the work and how it will be managed. It should not include long lists of general safety responsibilities. Key Contract/Project Team members duties listed in this section should be specific to the Contract/Project. Job descriptions and CVs, if needed, should be confined to attachments/appendices to the Plan.

The following shall be covered:

- name of the company appointed as lead or Main Contractor and the scope of the work under its control (the name and address for the principal point of contact);
- the identity and details of the Main Contractor's Engineer (CE) and any engineers nominated to act on behalf and/or support the CE.
- other significant parties, companies and organisations involved in the work as Contractors or Sub-contractors;
- the contract/Contract/Project-specific chart shall contain the names of the persons appointed to each of the key positions as appropriate.

For complex Contract/Projects, detailed charts may be included in an appendix. Organisation charts should show the responsibility and interface relationships with Auckland Transport.

- specific contract/Contract/Project duties and responsibilities of positions identified on the contract/Contract/Project specific chart. These responsibilities shall incorporate the duties laid out for all Contract/Projects, and any additional duties where appropriate;
- the arrangements for the lead or Main Contractor to give directions and to co-ordinate other Contractors.

Health, safety and environmental management information should be channelled through the Main Contractor. Arrangements for regular liaison between parties within the Contract/Project and on site are vitally important and should be absolutely clear.

Although all method statements need formal acceptance by Auckland Transport, the distribution of all method statements should be specified in the Contract/Project's document control procedure.

1.2 Selection of Sub-Contractors, Materials and Plant

Identify the Contractor's methodology for assessing the Health and Safety suitability of sub-contractors and suppliers. This assessment should include:

- The process and frequency for assessing the performance of sub-contractors
- The process for reviewing sub-contractors health and safety systems
- The process for assessing sub-contractors compliance against the Safety Plan and KPIs agreed with Main Contractor and Client.

The methodology should make clear how work of materials to the Contractor will provide adequate Health and Safety information to support their work. Also, there is a need to identify

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how machinery and other plant supplied for common use will be properly selected, checked, used, maintained, and the operator competence confirmed.

The Contractor/Subcontractor/Service Provider Job Safety Analysis/Work Methodologies must be completed in full as part of this Plan.

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<p>Has the Company been investigated by the Department of Labour Occupational Health and Safety Service (OSH) for any incident/ accident in the last two years?</p> <p>If yes, provide details:</p>	<input type="checkbox"/>	<input type="checkbox"/>
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The signature below confirms that this is a true and accurate record.

CONTRACTOR		SIGNATURE		DATE	
SUBCONTRACTOR		SIGNATURE		DATE	

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1.3 Site of work leased to a third party by Auckland Transport

Where the site of work or premises are leased to a third party by Auckland Transport, then the premises shall become the “controlled” premises of that party. The Contractor shall demonstrate that, before any work is planned or undertaken in those premises, the requirements of the controller of the premises have been ascertained and are incorporated into the Construction Phase Plan for the Contract/Project. This plan shall be accepted by the controller of the premises before any work commences. All necessary access permits and work permits shall be obtained from the controller of the premises before the commencement or continuation of the work.

1.4 Locations where the worksite is occupied by tenant

In instances where Auckland Transport controls the premises but the premises are occupied by tenants, the Contractor shall consider how the work will affect the tenant. Agreement shall be reached with the tenant relating to appropriate safe systems, method statement of work, and protection of the work to safeguard the tenant’s activities. This shall be undertaken and agreed with consideration to the minimum timescales for disruption to that tenant.

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2 Site Specific Safety Plan Guidelines

2.1 Contract/Contract/Project Health and Safety folder

1.2.1 Purpose

The Contract/Contract/Project Health and Safety Folder shall contain the information needed to alert those carrying out future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to risks in order to help them to decide how to work safely.

The folder should contain information useful to:

- Auckland Transport, who has a duty to provide information about their premises and infrastructure, to those who carry out work there;
- designers and engineers during the development of further enhancements or alterations;
- planners, Contractors and co-ordinators preparing for construction work;
- Main Contractors, and Contractors preparing to carry out or manage such work.

2.2 Supporting documentation

The Main Contractor shall list any supporting documents needed to support this Construction Phase Plan.

Supporting documents might include maps and diagrams that make the text of the Plan clearer. Other documents should be referenced where possible to signpost where they can be found rather than include them as attachments. This will keep the Plan slim and useable.

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3 Minimum Standards for Site Specific Safety Plans

3.1 Work Approvals and Permits

3.1.1 Arrangements for the Preparation, Approval and Acceptance of Work Method Statements

This section shall set out the arrangements for determining the risk of the activities that make up each method statement. (Note: This section should refer to Section 4.5 Managing Hazards, Method Statements).

Where it is agreed that Auckland Transport will be involved in the detailed planning and joint monitoring of the control measures, this section shall state who will receive each work method statement on behalf of Auckland Transport for formal and final acceptance of the chosen control measures and methodology and the schedule for monitoring and formal letter of acceptance by Auckland Transport back to the Contractor.

This section should not describe the hazards/risks but should only describe the parties involved in making decisions on risk and the methodology and criteria that was used. The determination of the risk and appropriate controls to be managed through each method statement and communicated during task briefings should be made in consultation between Auckland Transport (or AT representative), the Main Contractor and other specialist Contractors. The decision should be based on objective criteria and may be based on risk to ferries, buses, trains, workforce, public and business risks.

3.1.2 Permit to Work / Enter

This section shall, as far as possible, identify and list the Health and Safety Regime proposed for this work. In instances such as work near live rail the Plan should attach a copy of the Safety Regime document for example: Rail-Safe Working Regime (see Auckland Transport; Works Safer and Smarter Guidelines).

Once the Safety Regime has been determined, a brief outline of the process for arranging a Permit to Work / Enter is required and the communication to sub-contractors and others working on this Contract/Project. This section should also identify the management arrangements for ensuring the Permit to Work / Enter is adhered to and the Working Regime is followed at all times.

3.1.2.1 Notifiable Work

Regulation 26 of the Health and Safety in Employment Regulations 1995 requires notification to OSH Service, work of a particularly hazardous nature.

This notification shall occur at least 24 hours prior to the commencement of such work.

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This notification shall be documented using the Notifiable Work Forms that can be obtained from the Department of Labour web site www.osh.dol.govt.nz. Copies of the Form shall be kept by all contractors and subcontractors.

The main contractor shall be responsible for notifying both OSH Services and the Contract/Project Engineer of all notifiable work and for ensuring that the work activity is completed safely.

All notifiable work activities shall be recorded in the Job Safety Analysis (J.S.A.) Form.

3.2 Rail - Safe Working Regime

3.2.1 Site Rules

The Contract/Project team shall adopt and agree a brief set of site rules to be adhered to on all sites. These site/contract rules shall be included in site specific inductions and shall be clearly communicated to all participants in the Contract/Project. Site rules shall include what to do if a member of the workforce is in imminent danger death or serious injury / harm.

3.2.2 Safety Regime

The Safety Regime should be identified and reasons for determining the regime explained in this section. Also, a copy of the Safety Regime for sites should be attached to this Plan.

3.3 Site Access

As part of this document, the Contractor shall prepare and implement a Traffic Management Plan (TMP) through the submission of a Road Opening Notice. The Plan will take account the NZTA Code of Practice for Temporary Traffic Management (COPTTM) and any site specific hazards which may impact on access to and from the site and will identify:

- Site access and egress;
- temporary and permanent road closures and diversions;
- any interference with a carriageway or footway / road berm, including control of tracking of mud and rubble by construction traffic from the Site;
- temporary traffic control measures;
- temporary and permanent access to the Works;
- temporary road layouts;
- the physical isolation (barriers etc) of pedestrians from mobile plant;
- the safe provision for pedestrian movements around the work area (as required);
- routes to be used by traffic generated by construction activity, including suitability of routes for intended vehicle use, imposed time restrictions on use and any routes prohibited from use;

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- means of monitoring truck use; and
- Site specific controls including agreed community area requirements.

The TMP shall identify who within the Contractor's organisation is responsible for identifying and securing any traffic management consents and for maintaining consultation with the Auckland Transport.

Wherever practicable, the Contractor shall aim to minimise the movement of materials or waste by road.

The Contractor will adopt and use construction traffic routes in agreed consultation with the Auckland Transport.

The Contractor shall take all reasonable measures to avoid mud or silt being deposited on roads and measures to be adopted will reflect the nature of the Works at each location. Where, despite these measures mud / silt is deposited on roads the Contractor shall be responsible for its immediate removal.

3.4 Managing Hazards

3.4.1 Hazards

The Contractor shall use their Safety Management System to manage and control hazards/risks and to take account of the hazard information supplied by Auckland Transport (refer to the Auckland Transport, Working Safer & Smarter Guidelines) as part of the pre-construction information.

The Contractor shall include here details of the significant health, safety and environmental hazards and risks for all persons and the Auckland Transport activities likely to be affected by the construction works. This shall be based on a hazard analysis and risk assessments carried out by the Contractor or in the pre-construction information. The latter shall take account of any hazards identified by Auckland Transport for both the work and the site.

The Main Contractor shall reference the use of any permits to work, specified by Auckland Transport, controllers of premises and specialist Contractors. For the provision of simple non-hazardous services, this may involve straightforward identification of general hazards/risks covered by existing employer's general procedures and precautions.

3.4.2 Site Specific (Including Rail Specific) Physical Hazards

A copy of Auckland Transport's Hazard Register (refer to the Auckland Transport, Working Safer & Smarter Guidelines) should be made available to Main Contractor. All rail specific hazards should be included, in the main Hazard Register. Details of how these hazards will be managed and controlled on site should be identified along with any specific Policies relating to such hazards.

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3.4.3 HAZARD IDENTIFICATION RECORD (LOG)

LOG SHEET NUMBER		WORK PLACE		COMPLETE BY	
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HAZARD REPORT NO. AND DATE	HAZARD LOCATION / DESCRIPTION	RISK ASSESSMENT HAZARD CLASS AND LIKELIHOOD (A-B-C)	CONTROL MEASURES AND CORRECTIVE ACTION REQUIRED	PERSON RESPONSIBLE FOR IMPLEMENTING CONTROL MEASURES	CONTRACT/PROJECTED COMPLETION DATE	ACTUAL COMPLETION DATE

It is a requirement that all Contractors and Sub-contractors provide copies of the JSA and hazard registers, so that these can be included and further analysed in the Major Contract Hazard Log. These are to be provided at the job planning stage and NOT just “ON THE DAY” commencing work. Hazards must be discussed at pre-commencement meetings; so that each contractor can share their Scope of Works and identify the hazards they will bring on to site and/or create. This will enable Working Safely Inductions, briefings and WMS to be completed and communicated to all those involved.

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3.4.4 Electrical

3.4.4.1 Procedure

All contractors shall ensure that the use of electrical wiring, portable tools and extension leads shall be in accordance with the Electrical Regulations 1997. Where a more specific provision is not made in the Regulations, conformance shall be to the provisions of Australian/ New Zealand Standards AS/NZS 3000 Wiring Rules, AS/NZS 3760 (In Service Safety Inspection and Testing of Electrical Equipment). AS/NZS 3012:1995 (Electrical Installations-Construction and Demolition Sites) and relevant industry based Codes of Practice.

All electrical equipment to be brought on site shall be listed in the Electrical Equipment Register. The register shall be completed prior to commencement of the works and maintained for the duration of the works on site.

3.4.4.2 Inspection & Tagging

All electrical leads, portable power tools, junction boxes and earth leakage devices shall be tested and inspected by a suitably qualified person and labelled with a tag of current date before being brought on site. Where this is not possible the Contract/Project Manager or Safety Engineer shall be advised immediately and assistance requested in order to comply with the requirements of the Electrical Regulations 1997. A record of the currency of all electrical equipment shall be recorded.

3.4.4.3 Selection and Use

- Where an electrical item is located without a current inspection and test tag, proof of the electrical item's currency of inspection and test shall be provided or the item removed from site immediately.
- When used on a construction site all electrical equipment shall be connected to an Earth Leakage protection / Isolating device at all times.
- Where practicable all electrical leads shall be kept off the ground on insulated hangers or on insulated lead stands.
- Extension leads shall not be joined together,
- All plugs and sockets shall be non-wireable (moulded) or transparent.
- Electrical equipment will not be placed on or near wet areas unless the equipment is designed for the specific purpose, e.g. submersible pump. **Where electrical equipment is hired**, e.g. portable generators, work lights and extension leads, contractors shall ensure that the same requirements for

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3.4.5 Hazardous Substances

3.4.5.1 Procedure

Prior to hazardous substances being used on an Auckland Transport Contract/Project, then the main contractor must submit a Material Safety Data Sheet (MSDS) to the Contract/Project Manager or Contract/Project Safety Engineer for approval. All hazardous substances delivered to the site shall be accompanied by a copy of the current and approved MSDS. No hazardous, substances shall be accepted on site without a current and approved MSDS. All substances to be brought on site shall be listed in the Hazardous Substance Register Form (below).

3.4.5.2 Selection

The main contractor (and their subcontractors) shall consider the following when selecting hazardous substances

- Flammability and explosivity
- Toxicity (short and long term)
- Carcinogenic classification if relevant
- Chemical action and instability
- Corrosive properties
- Extent of PPE required
- Environmental Hazards
- Storage requirements

3.4.5.3 Storage

All storage and use of hazardous substances shall be in accordance with the MSDS.

- All hazardous substances shall be stored in their original containers with the label intact at all times.
- Hazardous substances of any quantity shall not be stored in crib rooms; lunch sheds; container sheds or offices.

3.4.5.4 Use

- Where practical the material with the lowest possible hazard capability that meets the technical requirements for the job shall be used.
- Refer to OSH Service Code of Practice, Management of Substances Hazardous to Health 1996 and OSH Services Workplace Exposure Standards 1994.
- Advice on a Substance may be obtained from a chemical database, e.g. Chemwatch or Chemsafety.

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- Prior to using the hazardous substance, all workers involved in its use shall be provided with adequate information and training to allow safe completion of the required task. A “sign off” on the appropriate Toolbox Talk form or the training record shall provide confirmation of this training.

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HAZARDOUS SUBSTANCES REGISTER

COMPANY		CONTRACT/PROJECT		DATE	Click here to enter a date.
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The following hazardous substances have been approved and will be brought on site.

PRODUCT NAME	UNIT NO.	MAX. QTY.	LOCATION(S) ON SITE	TYPE OF APPLICATION	CURRENT MSDS AVAILABLE	APPROVED FOR USE BY (PRINCIPLE CONTRACTOR USE ONLY)

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3.4.6 Safety Whilst Working in a Confined Space

The Hazards encountered and associated with entering and working in confined spaces is capable of causing bodily injury, illness and in extreme cases death. Accidents occur because of failure to recognise that a confined space is a potential hazard. It must be considered that extreme risk exists in every case and that the dangers of explosion, poisoning and asphyxiation will be present at the onset of entry.

All operations that require entry into a confined space shall be conducted in accordance with the requirements of Health & Safety in Employment Act, Health and Safety in Employment Regulations 1995, Occupational Safety and Health Guidelines for Confined Space Entry and Australian Standard AS 2865, 2001, Safe Working in a Confined Space.

All contractors shall ensure that any work activity that involves entry into a confined space shall be carried out in accordance with the requirements of HSE ACT, HSE Regulations 1995, OSH Guidelines for Confined Space Entry and Australian Standard 2865, 2001 Safe Working in Confined Spaces.

The contractor shall be responsible for conducting a full risk assessment on all confined space work. This assessment shall be completed and submitted prior to the commencement of any confined space work. Failure to do this shall result in termination of the contract. A full emergency response plan shall also be submitted prior to the commencement of any work, detailing how confined space rescue shall be conducted should the need arise.

3.4.6.1 Assessment

The first step in any confined space risk assessment is to ask yourself a simple question. Do we really need to go in there is there another way of doing this work without having people put at risk? If a job is to be done in a confined space, then a risk assessment needs to be completed based upon the following criteria to reduce the likelihood of harm:-

- Nominate a Confined Space co-ordinator who has the appropriate qualifications (Supervisor/ Competent Person).
- Ensure workers performing job have appropriate qualifications/ training
- Obtain a Confined Space Entry Permit from Supervisors office
- Follow Confined Space procedure for job or Entry Permit format
- File completed Entry Permit to folder in supervisor's office and retain a copy for outside the entry point. Also send copy of completed Entry Permit to site Safety Manager.

Basic Equipment to be available is:

- Gas detector
- Protective clothing
- Rescue equipment
- Hygiene and wash up equipment
- Communications equipment

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3.4.7 Lifting Gear

3.4.7.1 Procedure

All contractors shall ensure that all lifting gear (chains, slings, wire rope, shackles, hooks) to be brought on site have a **current certificate of test and are listed in the register**. The register shall be maintained during the course of the contract.

3.4.7.2 Assessment

All lifting and accessories shall be marked with the manufacturer's identification, Safe Work Load and the grade of the steel or alloy. The main contractor (and their subcontractors) shall provide each item with a marked identification number, and a current test certificate for each shall be held on site and made available on request.

3.4.7.3 Selection & Use

- Prior to use all lifting gear shall be visually inspected by a competent person to check for defects.
- **Lifting gear that does not have a current test certificate shall not be brought on site under any circumstances.**
- Approved Code of Practice for Cranes and Lifting Appliances 1995.

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LIFTING GEAR REGISTER

COMPANY		CONTRACT/PROJECT	DATE	Click here to enter a date.
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The following hazardous substances have been approved and will be brought on site.

DESCRIPTION	PLANT NO.	DATE OF LAST INSPECTION	CONDITION	INSPECTED BY	DATE FOR NEXT INSPECTION

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3.4.8 Plant

3.4.8.1 Procedure

Equipment including static (stationary) and mobile plant can be hazardous to workplace safety. In order to comply with Occupational Health and Safety Legislation the main contractor (and their subcontractor). Shall carry out regular inspection and maintenance of plant and equipment. The inspection and maintenance history of each item shall be documented on the appropriate form (or equivalent) and made available to the Safety Engineer to commencing work on site. Where a relevant Australian/New Zealand Standard is appropriate, e.g. AS 2550 for cranes, the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Australian/New Zealand Standard is provided, the inspection, use and maintenance of the plant shall comply as a minimum with the Manufacturer's recommendations. The effect of plant and equipment usage on the workplace shall also be considered.

The main contractor (and their subcontractor) shall carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment shall include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, isolate or minimise the risk to health and safety of workers. This process shall include the plant and/or equipment itself and its impact on the surrounding workplace.

When identifying potential hazards, consideration shall be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principals, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

- **Where plant and equipment is hired** the same requirement for Occupational Health and Safety as those required on site shall be specified by main contractor to the Hire Company as a condition of the Hire Agreement,

No item of plant and equipment shall be brought on site without a current service/maintenance record or registration where required.

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PLANT ID REGISTER					
COMPANY		CONTRACT/PROJECT		DATE	Click here to enter a date.

The plant listed below will be brought onto site and operated under our control. None of the listed mobile plant will be operated or static plant used, until appropriate plant inspection and maintenance records have been provided to the Contract/Project Manager. The form(s) will be submitted on the first day of every month where plant is on site for more than one month. All inspection and maintenance records will, as a minimum standard, comply with the manufacturer's recommendations or relevant Australian Standard where appropriate (e.g. AS2550 for cranes – use Form as a minimum requirement).

The following static (e.g. Scaffold) or mobile (e.g. Hydro lift) plant will be used on site:

TYPE	STATIC (S) MOBILE (M)	MAKE	PLANT NO.	PURPOSE (USE ON SITE)	INSPECTION FREQUENCY	INSPECTED BY WHO (Qualified Person)	CHECK LIST RECORD (What Form?)

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HIRED-IN PLANT INSPECTION REPORT (Cranes Exempted)

LOCATION		DATE	Click here to enter a date.
OWNER		UNIT / FLEET NO.	SMU
MAKE		MODEL	S/NO

THE FOLLOWING ITEMS ARE MINIMUM REQUIREMENTS:	Y	N
ROPS CANOPY (except for Road Trucks, Drillers, Excavator)	<input type="checkbox"/>	<input type="checkbox"/>
All Safety guards fitted?	<input type="checkbox"/>	<input type="checkbox"/>
Seatbelt fitted and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher fitted and charged?	<input type="checkbox"/>	<input type="checkbox"/>
Reverse alarm operation?	<input type="checkbox"/>	<input type="checkbox"/>
All vehicle system operational?	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Light Flashing unit operable?	<input type="checkbox"/>	<input type="checkbox"/>

CARRY OUT THE FOLLOWING CHECKS AND LIST OTHER DEFECTS ON THE REVERSE SIDE	ACTION TO BE UNDERTAKEN/ COMMENTS (Tick if Correct)
Engine	
Water Leaks	
Radiator hose and clamps	
Radiator core condition	
Vee belt condition and adjustment	
Fan hub bearings	
Oil leaks	
Air intake hoses and clamps	
Air cleaner indicator level	

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Mountings	
Battery condition	
Drive Train	
Transmission oil leaks	
Wheel hub oil leaks	
Wheel nuts and locks	
Front and rear drive line condition	
Vehicle System	
Steering linkages	
Articulation bearings and retainers	
Main frame cracks	
Air leaks	
Drain air tanks	
Hydraulic operation	
Hydraulic oil leaks	
Service/ park brake operation	
Cab	
Steps/grab rail	
General cab condition	
Lights (head, tail and dash)	
Warning lights and gauges	
Control linkages	
Air conditioner operation	
CONDITION OF BUCKET , BOWL, BLADE, BODY:	

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OTHER COMMENTS			
INSPECTED BY		SIGNATURE	
QUALIFICATIONS		DATE	
<p>CERTIFICATION BY RESPONSIBLE PERSON</p> <p>I certify that the described plant is to the manufacturer's specifications and is being serviced and maintained by competent personnel to the manufacturer's recommendations.</p>			
SIGNATURE		DATE	
PRINT NAMED		POSITION	

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3.4.4 Emergency Management

Where appropriate for the work, the names and telephone numbers for liaison with Auckland Transport, Civil, Fire and Emergency services shall be included here.

Identify names and contact arrangements for Contractor's personnel who will deal with particular emergencies arising at any time, and detail how any response times specified in the contract will be met.

This section shall include or make reference to:

- a) personnel monitoring arrangements for use in emergency situations;
- b) emergency procedures for evacuation, fire or other emergency conditions;
- c) Arrangements to prevent unauthorised access to the worksite(s).

Special emergency requirements (e.g. shutdown procedures, isolation procedures etc) shall be included which will limit the consequences of accidents and incidents from a safety and environmental point of view.

All emergency hazards such as fire, explosion, chemical, environmental spillage etc. and proposals for controlling them shall also be included in the main Hazard Register, particularly where the work involves construction work in public areas or occupied buildings. This section shall also consider security arrangements to prevent unauthorised access to the work areas.

3.4.5 Method Statements

Include a description of what the Contract/Project entails in sufficient detail to identify the individual method statements of work and list them.

Indicate how restrictions might affect the execution of the work and how method statements will be planned to take account of these (e.g. possession and isolation requirements, neighbouring buildings, utility services, vehicular and pedestrian traffic flows).

The number and scope of the individual method statements should reflect the way that the Contractor intends to organise the execution of the work.

State any significant issues in respect of interface with organisations other than Auckland Transport (e.g. Rail/ Station Operators and/or landlords ie. Auckland Council).

It is expected that each Contractor will have fully hazard/risk assessed work instructions covering the company's core activities. These should not be duplicated in the method statements but the relevant processes should be listed and clearly identified in the Construction Phase Plan. These methodologies and their hazard/risk assessments can then be used to construct the hazard/risk management matrices in the method statements and will subsequently form the basis of the task briefings activity control measures.

Any changes to work methodologies must be documented and clearly communicated to all affected persons including the Auckland Transport representative.

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3.5 Incident/Accident Management & Reporting

The Main Contractor shall clearly identify and describe the arrangements for reporting accidents and incidents. Auckland Transport’s reporting requirements must also be stated in this section. The Main Contractor shall identify its responsible contact person and telephone number.

Contractors shall provide information about LTI (Lost Time Injures) /MTI (Medical Treatment Injures) accidents to the Main Contractor so that they can monitor compliance with Health and Safety legislation and, if necessary, review the arrangements for the management of Health and Safety.

The Main Contractor shall set out the arrangements and requirements for the supply and identification of suitably equipped and competent first aid personnel throughout the Contract/Project. This shall include the provision of first aid equipment and the means by which this will be maintained.

The main contractor shall ensure all Serious Harm & Lost time injuries are reported to the Auckland Transport Contract Representative within 2 hours (where practical), and a formal investigation is completed for all significant accidents or incidents.

All accidents and incidents shall be summarised on the monthly report to Auckland Transport by the 10th day of each month. Receipt of the monthly health and safety report is required from the main contractor to avoid delay of any work progress payment/s.

3.5.1 ACC and Rehabilitation

3.5.1.1 Procedure

A copy of the latest ACC claims history record will be required to substantiate the Contractors / Subcontractors injury statistics.

Employees of the Contractor or Subcontractor who are injured at work shall be rehabilitated quickly and safely back to full duties.

The main contractor shall provide a copy of all rehabilitation plans to the Contract Principal and ensure that any subcontractors are consistent and compliant with the return-to-work requirements for site.

The main contractors shall be responsible for managing the rehabilitation plan on site.

Contractor or Subcontractor employees injured on previous contracts shall not complete their rehabilitation (this includes light / alternative duties) on this contract without the prior approval of the Contract/Project Manager.

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3.6 Environmental Management

The Main Contractor is required to prepare and submit an Environmental Management Plan (EMP). Where appropriate, the Main Contractor should integrate the EMP with the Site Specific Health & Safety Plan, and together with Quality (and other) requirements, the 'Plan' should be titled the Quality Control Plan (QCP).

The EMP shall define the approach to address all environmental issues. It shall be reviewed and updated as necessary during the execution of the Work. Changes should be communicated to the Auckland Transport representative. The required scope of the EMP shall address that set out below.

As a minimum the EMP shall define how:

- the Main Contractor will comply with their own Environmental Policy and meet Auckland Transport's "Working Safer & Smarter Guidelines".
- the Main Contractor will comply with relevant legislation, regulations, standards and NZ Railways Act;
- all significant environmental aspects and impacts will be dealt with;
- Pollution will be prevented and any environmental emergencies dealt with.
 - site personnel will be made aware of their environmental responsibilities;
- Any waste material should be dealt with using a reduced, reuse, recycle strategy.

In addition, the EMP should also detail how:

- any permissions, consents or licences that are required will be obtained;
- construction traffic will be routed and managed;
- noise and vibration will be managed;
- any relevant authorities i.e., Auckland Council, or other bodies will be consulted and the programme for doing so;
- non-compliance and corrective actions will be addressed; and
- Any environmental information that will affect the operational maintenance or subsequent contracting works is to be included in the Health and Safety Folder.
- the tracking or spillage of mud, soil, rubber etc. by construction traffic onto public roads, private property or land and property will be avoided.
- Spillage or drainage water and/or slurries into the road way, rail track, ballast or walkways will be avoided and should be planned for.

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3.7 Personal Protective Equipment

3.7.1.1 Procedure

Where other means of protection are not practical the main contractor (and their subcontractor/s) shall supply clothing or equipment designed to protect parts or all of the body. This equipment may include gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety belts and harnesses. Steel cap boots and Hi Viz vest are the minimum requirement for entry to Roding or construction sites. This may also include and hard hats for some operations.

3.7.1.2 Selection and Use

The main contractor shall ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian/New Zealand Standard. Proof of Australian/New Zealand Standard compliance will be provided, e.g. labelling.

- All issues of PPE to each individual shall be recorded on PPE form (one for each individual).
- Each employee will be instructed and / or trained in the correct use of each PPE item prior to use.

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3.8 Welfare

This section of the plan shall set out the general principles and intended arrangements for the provision and maintenance of suitable site accommodation including the intended provision of toilets and welfare facilities taking into account any arrangements to make use of existing services or facilities. The Plan shall make this clear to all Contractors on site.

3.8.1 Fatigue Management

Fatigue is a significant hazard when working on the road and rail corridors, particularly if night work is required. This section shall detail the risks of fatigue in the workplace and the control measures taken to mitigate the risk. The following stages can be used as a guide to assessing and ensuring fatigue is managed effectively:

1. Identify those workers liable to be fatigued, i.e. night workers, controllers of safety critical work and machinery and transport operators.
2. Identify and set standards on working time limits ensuring working patterns or shifts are designed to minimise the build-up of fatigue and allowing fatigue to dissipate through adequate rests between shifts.
3. Managing exceedances of working time limits by ensuring a process is in place to approve where the limits need to be exceeded, this occurs infrequently and only in exceptional circumstances, planning and training occurs prior to exceedance, and breaks or rest is given to those who have exceeded the working time limits.
4. The arrangements for fatigue management and shift patterns must be recorded in this Safety Plan and communicated clearly ensuring workers are aware of their role and responsibilities.
5. The hours worked and shift patterns must be monitored to ensure actual hours are in line with your plan and workers are not suffering the effects of fatigue. It is important to take into consideration the travel time of workers to and from work as part of their total working time.
6. If employees are fatigued, this must be reported and control measures taken to ensure they are rested and others are not also affected.
7. The fatigue management system should be reviewed regularly particularly where there is a significant change in new employees to site, shift pattern changes, day to night working, seasonal changes or changes in intensity of work.

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3.9 Training

Describe the means by which all Main Contractor's and Sub-contractor's personnel and any visitors to the site will be made aware of the Auckland Transport health, safety and environmental requirements specified in the contract, the Main Contractor's requirements and the relevant site rules including the rules to deal with imminent danger.

This section shall identify any safety training or competence certification requirements for key personnel involved in the work and the arrangements for demonstrating compliance with these requirements. This shall include any mandatory training and competence identified by Auckland Transport or required by legislation.

The section should not only include the arrangements for conducting road, railway and specific inductions to all persons taking part in the Contract/Project but also include any specialist training or competencies that may be required. This should include task specific (i.e. Tracks, Wheels & Rollers for Excavator use) training, the display of statutory notices and the acknowledgment that the task briefing process will be used.

With reference to rail work performed by persons on or near the line who do not have ITD certification, the Main Contractor shall describe the arrangements by which they will be briefed, supervised and recorded under their procedures and those of the Rail Operating Procedures.

For simple non-hazardous services, there might only be a need for some basic safety information and site induction training.

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SKILLS / COMPETENCY ASSESSMENT REGISTER

COMPANY		CONTRACT/PROJECT		DATE	CLICK HERE TO ENTER A DATE.
EMPLOYEE NAME	SKILLS, COMPETENCIES AND EXPERIENCE (e.g. Tickets/ qualifications)	WORK TO BE UNDERTAKEN ON THIS CONTRACT/PROJECT	ANY DEFICIENCIES IN SKILLS AND COMPETENCIES	WHAT ADDITIONAL TRAINING IS REQUIRED BEFORE WORK CAN COMMENCE	
	_____ Years' Experience			Training Needs: Date Completed:	
	_____ Years' Experience			Training Needs: Date Completed:	
	_____ Years' Experience			Training Needs: Date Completed:	
	_____ Years' Experience			Training Needs: Date Completed:	
	_____ Years' Experience			Training Needs: Date Completed:	
	_____ Years' Experience			Training Needs: Date Completed:	

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3.10 Safety Meetings, Reporting & Communication

3.10.1 Communications

Describe the arrangements for communicating information to all members of the Contract/Project team, particularly the Auckland Transport representatives, the Main Contractor and significant specialist Contractors. The arrangements for securing co-operation between Contractors for health, safety and environmental purposes shall also be described here.

Specify the arrangements for exchanging and communicating design and health, safety and environmental information to and from the designers and Auckland Transport Contract/Project Manager / engineer to the Contractors on site. This shall include design issues that might arise as the work progresses including specifications for any temporary or formworks.

Describe the arrangements for communicating and reviewing health, safety and environmental information and plans at regular Contract/Project meetings.

Include list here of key personnel connected to and involved with the Contract/Contract/Project with duties and responsibilities for the exchange of safety, health and environmental information. The list shall contain:

- name of person;
- position title;
- location;
- Office/mobile telephone numbers. This list shall include the Contractor's safety office and the names of individuals who will be responsible for specific actions and of personnel having relevant supervisory role in connection with the works;
- The name and contact details of the appropriate Contract/Project Manager responsible for this Contract/Project.

REPORT NAME	HS Contract/Project Safety Management Plan	VERSION	
PREPARED BY	B McMichael	DATED	7 July 2011
FILE NAME/LOC	Health and Safety	FILE REF	30.0

4 Performance Management

4.1 Monitoring Arrangements

This Quality Control Plan (QCP) shall be routinely reviewed, revised and refined by the Main Contractor as each contract/Contract/Project develops. Where the Plan is not being followed, and health and safety is put at risk, those involved shall take appropriate action to deal with the risk. Any significant changes in the Plan shall be brought to the attention of all those affected.

Auckland Transport shall monitor the work for compliance with the contract conditions and the arrangements described in the Construction Phase Plan. The Main Contractor shall do the same as part of normal supervisory duties.

4.1.1 Planned site inspection and monitoring arrangements

The Main Contractor shall identify the site Health and Safety monitoring and inspection activities and list the periodic inspection schedules. The use of both reactive and proactive performance measures should be referenced.

A sample "Monitoring Schedule" has been provided by Auckland Transport as a guide, and should be requested during the pre-commencement meeting for discussion / review.

4.2 Planned independent audit arrangements

The independent Health and Safety systems auditing arrangements will be completed periodically under the contract by a consultant acting on behalf of Auckland Transport.

This may include a combination of the following:

- contractor safety audits of sites;
- external audits.

For a small works, the audit arrangements described may be part of a Contractor's company-wide programme. This may be a combination of multiple site reviews. For large Contracts/Projects that last a number of months, a specific audit programme may be designed for the lifetime of the work that is contract managed by and reports to Auckland Transport.

4.3 Contract/Project reviews

The Contractor shall indicate the arrangements for specified regular reviews agreed with the Auckland Transport. This shall include the provision for initial and regular review by the Auckland Transport and Contractor's personnel, and the rearrangements for the timely incorporation of any improvements into the relevant tier of documentation such as review meeting notes and action plans.

The review meeting shall include an assessment of the effectiveness of the health, safety and environmental arrangements. This shall be based on evidence from management visits, safety inspections, audits, accident / incident reporting and investigation including near miss as well as damage and injury. Performance against any health and safety agreed performance measures shall be reported and evaluated.

REPORT NAME	HS Contract/Project Safety Management Plan	VERSION	
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4.4 Provision, availability and review of the Quality Control Plan (QCP)

The Contractor shall not commence work on the site(s) until receipt of formal acceptance of this Plan.

The approved QCP shall be readily available on site (for larger sites) to the entire Site management for the duration of the Contractors engagement on the site(s).

Amendments shall be communicated to all recipients in a timely manner.

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