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## SUBCONTRACTORS SITE SPECIFIC HEALTH AND SAFETY PLAN – Explanatory Notes

### Introduction

Prior to completing the requirements of this Site Specific Health and Safety Plan you will have forwarded to NZ Strong Group Ltd a copy of your company Safety Programme, which details your Company's commitment to health and safety and by doing so have become a preferred Subcontractor.

#### 1. Site Safety Representative

This person must actively promote health and safety in the workplace for your company and ensure appropriate safe work practices for your personnel on site. This person may be a dedicated health and safety person, your Supervisor, or one of your senior workers who is designated to act on behalf of your Company with regard to health and safety

#### 2. Notifiable Works

Were notifiable work, as defined in the Health and Safety Regulations Sections 2 and 26, is to be carried out by your Company, you must notify OSH in writing at least 24 hours prior to commencement of such work. NZ Strong site management will require confirmation that you have done this and a copy of the notification for the records. If engaged in notifiable work then you must have a full-time **on site** supervisor and he/she must be the holder of the Site Safe Gold Card or the BCITO National Certificate in Construction Health and Safety and Injury Prevention.

#### 3. Hazard Management

All hazards to be brought onto site or created during the course of the work must be identified and controlled. The standard Task Analysis Sheet (copy attached) may be used to analyse the various tasks within your trade work, identify the significant safety hazards and detail the method of control. These sheets must be attached and forwarded to your Site Specific Safety Plan.

Hazardous substances that you may use on site must have the appropriate MSD Sheets on site and be addressed on the Task Analysis Sheet.

#### 4. Communication / Employee Participation

Appropriate on site communications must be established with the Site Management team to disseminate all information pertaining to safety requirements on site. This will include the notification of hazards brought onto site or created during the course of the work. This may be done by posting the hazard sheets on notice boards, the main site hazard board, or advised during regular Toolbox Talks. The aim is to ensure that all workers on site are aware of the hazards as they arise and equally to be advised when they no longer exist. If English is a second language of your employees then you must maintain on site a liaison person who can effectively communicate with our site management team.

#### 5. Emergencies

In the event of a site evacuation the site siren will be sounded and your employees must promptly evacuate the site. The Site Management team will notify you of your assembly point at the time of your induction onto the site.

Some emergencies that you may need to prepare for and have a procedure to deal with include spillage of hazardous substances, serious harm accidents to your staff, and rescue of a fall arrest victim.

You must have a person on site that is trained in First Aid in case of an injury or accident to any of your staff.

**6. Accident Reporting**

All serious harm accidents must be reported immediately to NZ Strong Site Management and reported direct to OSH. Accident and investigation reports are to be copied to NZ Strong within 48 hours. Accident scenes will not be disturbed until a full and complete accident investigation has been undertaken.

All other accidents and incidents must be recorded and investigated.

**7. Safety Inspections and Safety Reviews**

You are expected to carry out regular documented safety inspections (minimum weekly) on your own work areas while on this site. Copies of the inspection reports must be given to the NZ Strong site team for discussions at safety meetings. Any recommended / completed corrective action will be advised at these meetings.

**8. Training / Inductions**

All persons starting work on this site must go through a formal induction process. During this process, safety rules and various site specific issues will be discussed.

To work on a NZ Strong site you must have either a current Site Safe Passport or Gold Card. You will not be admitted to site without either of these cards. Please supply a list of all your staff working on this site along with their passport / gold card numbers at the time of the induction. All staff will be expected to show their passport / gold card at the time of the induction. Where appropriate, NZ Strong will require you to provide evidence of your employee's skills training. For example – Trade Qualifications, Certificates of competency etc.