



WHANGAREI  
DISTRICT COUNCIL

  
**BE SAFE**  
HOME SAFE



# Health & Safety Handbook

## Contractor

June 2016 (7th Edition)

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# Health and Safety Policy

Whangarei District Council is committed to continuous improvement to achieve excellence in the management of health and safety in our workplace

## Our Chief Executive:

Will take overall responsibility for providing a workplace where people can feel safe and ensure we do our best to ensure we comply with all current health and safety legislation, approved codes of practice, standards and guidelines that affect us as a PCBU.

## Our Group and Department Managers Will:

### BE COMMITTED

About preventing harm to our workers; employees, contractors, volunteers and visitors to our workplace

### ENCOURAGE & SUPPORT

Actively support the early return to work and rehabilitation process of any employee injured at work and encourage the participation of employees in health and safety, particularly Health and Safety Representatives in their roles

### TAKE OWNERSHIP

By ensuring health and safety risks are identified, with risks mitigated and controlled, while responding promptly to any health and safety concerns raised with them and dealing with any unsafe behaviour

### LEAD BY EXAMPLE

Proactively demonstrating leadership in their area in terms of health and safety

### PROVIDE

Effective emergency systems, training, information, supervision, suitable safety equipment and other necessary resources to ensure a safe workplace

### UNDERSTAND

Their roles in relation to health and safety and to keep informed of important health and safety information

### REVIEW

Hazards, health and safety plans and processes in place, that affect their areas



## Our Employees Will:

### REPORT

Do our best to accurately report any injuries, pain & discomfort, incidents and hazards by the end of the working day to our direct supervisor.

### KEEP SAFE

We will keep ourselves and each other safe from harm, with the knowledge we have the right to work safely and be actively involved with health and safety

Rob Forlong  
Chief Executive

Date: April 2016

# INTRODUCTION

This handbook provides **minimum** guidelines to be adhered to by consultants, contractors, sub-contractors and their employees when managing health & safety while working for Council. In addition to this handbook, there may be other rules and requirements depending on the type of task or project.

## What do you need to do?

All consultants or contractors and their employees and subcontractors who are engaged to work in WDC workplaces need to read, understand the information in this handbook.

Then you must undertake the check of understanding at the back of the handbook and sign the back page to show you have agreed to and understand all of the requirements. You need to hand this into your Council contact.

## Need help?

If help or advice on this is needed, contact Council's Health & Safety Personnel.

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**Health & Safety Manager**

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# Accident/incident reporting

## **REPORT:**

Report all accidents and incidents to your supervisor immediately, so they can be investigated and hazards can be identified and controlled.

## **WorkSafe Notification:**

All notifiable injuries and events must be reported to WorkSafe NZ on 0800 030 040 and Council as soon as possible. Secure, then do not disturb the accident scene. A copy of any notifiable event, serious accident or near miss incident report is to be sent to Council's Health & Safety Manager asap and within 48 hours after an event occurring (contact details on page 4).

## **Monthly Reporting:**

By the fifth working day after the end of each month, all your accidents, incidents and near misses that occur while undertaking Council work are to be reported to us. Use the WDC form H&S015 Monthly Contractor Health & Safety Report or your own and send by email to:

jeff.foster@wdc.govt.nz (WDC Health & Safety Field Officer)

You are not required to send this through if you have not worked for the Council during the month), or have 'Nil to Report'.

# Alcohol and drugs

WDC has a Workplace Drug and Alcohol and Policy that strictly forbids the use and consumption of alcohol and drugs while at work for Council. No one is to come to council workplaces or undertake work on behalf of council while under the influence of alcohol or drugs.

If an employee of a contractor is suspected to be under the influence of alcohol or drugs, or their actions may have contributed to a serious accident happening, they may be required to undergo alcohol or drug testing and/or not return to council workplaces.

Tell your supervisor if you are taking prescription medication that may affect your performance.

# Animals

Do not bring animals onto Council sites.

# Asbestos

## Who can work with Asbestos?

Only authorised and trained people who are nominated in the **WDC Asbestos Management Plan** can remove asbestos.

## What do we need to do before we start?

- + Ask your Council contact to check the **Asbestos Register** and provide you with the **WDC Asbestos Management Plan**.
- + A WDC Asbestos work permit must also be completed prior to work commencing and must be signed off when work completed (AC Pipes an exception).
- + The permit will need a job safety plan attached and WorkSafe notification evidence.

## WorkSafe Notification:

- + All work involving contact with Class A asbestos must be reported using Notification of Particular Hazardous Work to the WorkSafe NZ, 5 days prior work commencing. This can now be done on line via the WorkSafe website.

## General Requirements:

- + Stay well clear of sealed off areas while removal is taking place
- + Appropriate PPE must be worn at all times during work involving asbestos
- + Appropriate controls to reduce the risk of breathing in respirable fibres must be adhered to at all times.

**Stop work immediately if you find what you suspect is asbestos. Tell your supervisor or safety representative immediately.**

Any workers exposed to breathing in respirable asbestos fibres must be notified to WorkSafe, with appropriate follow up health monitoring undertaken. Notification to WDC Representative is required asap.

*Follow current WorkSafe Guidelines and requirements as a minimum requirement.*

# Chemicals

- + In some cases it might be required that the person handling chemicals will need to be an Approved Chemical Handler or have a Growsafe Certificate. If unsure, ask.
- + Make sure you know the safety precautions and handling instructions for any substance or material you work with and use and wear the necessary personal protective equipment.
- + Eye wash facilities need to be near where chemicals are used.
- + Ensure you have a Safety Data Sheet (SDS) and follow requirements.



# Children

No children under the age of 15 years are to be allowed on Council construction or roadworks sites, or where machinery is operating. Children in low risk work areas must be supervised at all times.

# Compressed Air

- + Compressed air can kill – never use it to clean down your clothing or skin. (It can cause an air embolism which could stop the heart, causing death).
- + Check all air lines and tools before use. Make sure the right fittings are used, tied, and all connections are secure.
- + **Always wear** appropriate grade hearing protection and safety glasses.

# Confined Space Entry

Within Council, a confined space is defined as any enclosed, or partially enclosed area that is not intended for human occupancy and also has the potential for containing a dangerous atmosphere or environment.

Use the **RITE** principles before allowing entry into a confined space;

**R - Rescue plan**

**I - Information (hazards and control)**

**T - Training**

**E - Equipment**

**If you do not have all of the above in place...**

**DO NOT ENTER THE CONFINED SPACE.**

**Before you start:**

*Ask - Do you really need to enter the confined space?*

- + Can work be done outside?
- + Will the work expose workers to unacceptable health or safety risks.
- + What are the risks are associated with the confined space?
- + What appropriate control measures are to be implemented before entry takes place?

## What do you need to do?

**Permit:** A Confined Space Entry Permit must be approved and in place before anyone enters a confined space, with appropriate air testing and monitoring undertaken.

**Training:** All personnel who enter confined spaces must have been given training in confined space entry within the last two years.

**Safety Watch:** No person shall enter a confined space unsupervised, without back-up personnel (safety watch) outside the confined space, monitoring the operation

**PPE:** All required personal protective clothing and equipment must be available and in good repair. Protective clothing, equipment and measures shall be used where required

**Secure:** Always secure an unattended manhole or confined space where the people may enter.

*Follow current WorkSafe Guidelines and requirements as a minimum requirement.*

## Cranes

### Training:

- + Only trained authorised crane operators are to work with cranes
- + Only trained authorised personnel are to sling loads
- + Ensure areas where lifts take place are barriered off.

*Follow current WorkSafe Guidelines and requirements as a minimum requirement.*



## Electrical Equipment

Electricity can kill – treat it with utmost respect.

All electrical work must be carried out by a registered Electrician.

### Lockout:

- + All electrical equipment **must be isolated and locked out** (using personal locks) before any electrical work commences.

### General requirements:

- + Wherever possible keep leads off the ground and out of wet damp areas
- + Don't run extension leads through doors, across vehicle carriage ways, place leads in a position that is going to cause tripping hazards or at a height where they could be walked into





- + Always check all electrical equipment before use. If faulty insulation is noticed, tell your supervisors and have it repaired by a registered electrician
- + Always use an isolating transformer or earth leakage circuit breaker with electrical hand tools, whether they are double insulated or not
- + Make sure electrical equipment and power extension leads you are using have a current electrical fitness tag.

## Emergency Procedures

- + A copy of the Emergency Plan must be displayed on-site, with six monthly practice drills.
- + Know and follow the site specific emergency evacuation procedures.
- + Know your exits and emergency assembly areas.
- + All contractors and sub-contractors must provide an Emergency Co-ordinator. This person will account for all their employees in an emergency.

## Environment

The **Resource Management Act** aims to make sure our environment is protected. Contractors are to ensure the appropriate resource consents are in place prior to undertaking any works.

- + All relevant resource consents shall be available on-site and workers need to be aware of the requirements for compliance.
- + Before commencing any work, check to ensure that any likely run-off is controlled
- + Develop an emergency plan.
- + Don't dump waste liquids and don't wash paint tins and brushes down drains.
- + Clean up spills immediately and report them.
- + Ensure dust & sand generated by or as a result of the work is suppressed so it does not create a nuisance to the public and does not enter storm water or surface water.
- + Concrete cutting dust slurry must be contained, collected and disposed of an approved site.
- + All environmental incidents must be reported to your manager or supervisor and to your contact person at Whangarei District Council.

## Excavations

### Before you start:

**Ask – Do people really need to enter the excavation or trench?**

- + Can work be done from the outside?
- + Will the work expose workers to unacceptable health or safety risks.

- + What are the risks are associated with the excavation or confined space?
- + What appropriate control measures are to be implemented before people enter the excavated area?
- + What control measures are required to ensure the area is safe?

## What do you need to do?

### Work Permit:

- + An Excavation and/or Confined Space Entry Permit must be approved and in place before anyone commences excavation or enters the confined space
- + Attach the job safety plan
- + Attach the emergency plan.

### Check out underground services:

## Phone before you dig! 0800B4UDIG

- + Ascertain the nature and whereabouts of underground services prior to excavating. Obtain 'as built' service plans – allow 2 to 4 working days after applying via <http://www.beforeudig.co.nz> for utility owners to provide service location reference maps.
- + Liaise with the relevant utility owners for on-site advice and/or service locations, close approach consents and/or permits to work.
- + Contact the Road Corridor Co-ordinator a minimum of 5 working days prior to intended road occupation to check whether a Corridor Access Request and/or Traffic Management Plan is required; [simonm@council.govt.nz](mailto:simonm@council.govt.nz) or Ph 09 4703031. Refer 'Utilities Access Act 2010' by going to <http://www.nzuag.org.nz>
- + Hand dig or hydro dig pilot holes to physically identify buried services before excavating with any machinery.

### Training:

- + All persons in charge of the excavation must be suitably competent
- + All personnel who enter confined spaces must have been given training in confined space entry within the last two years.



## WorkSafe Notifiable:

- + Excavations in excess of 1.5 metres or more in depth are notifiable to the WorkSafe five days in advance via their website, if people are going to enter
- + A copy of this is to be attached to the excavation permit.

## Safety Watch:

Safety watches may be required if the excavation is deemed a confined space.

## Secure:

Always secure the excavated area to prevent other people entering.

*Follow current WorkSafe Guidelines and requirements as a minimum requirement.*

## Contact numbers for underground service providers:

Telecommunications	Chorus and Vodafone - 0800 B4U DIG (0800 248 344)
Electricity	Northpower - 09 430 1803
Top Energy Online	<a href="http://www.topenergy.co.nz">www.topenergy.co.nz</a>
Gas	Vector - Transmission pipelines - 0800 734 567 or <a href="mailto:locations@vector.co.nz">locations@vector.co.nz</a>
Distribution pipelines	0508 248 967 or <a href="http://www.beforeudig.co.nz">www.beforeudig.co.nz</a>

## After Hours/Emergency contact numbers:

Telecommunications	Chorus - 0800 111 124 Vodafone - 0508 555 007
Electricity	Northpower - 0800 10 40 40 or Dial 111
Top Energy	0800 867 363 or Dial 111
Gas	Vector - Transmission pipelines - 0800 734 567 or Dial 111 - Distribution pipelines - 0800 764 764 or Dial 111
Water/Sewage/Stormwater/Parks	Whangarei District Council - 09 430 4200
Environmental Pollution	Environmental Hotline - 0800 504 639 Northland Regional Council - 0800 002 004



## Fire Safety

**If you see smoke or flames, warn people in the immediate area.**

**Extinguish the fire if it is safe to do so.**

**If you can't, call the Fire Service on 111.**

## Decrease the risk of fire by:

- + Keeping work areas clean and tidy
- + Using tools which produce heat or sparks carefully
- + Not smoking near flammable materials
- + Keeping an extinguisher close when working with heat
- + Not making open fires or burning rubbish
- + Using Hot Work Permit systems.

## First Aid

You need to know where **First Aid Boxes** are kept and who the **First Aiders** are in the workplace

Contractors and sub-contractors who do work for Council are required to supply and have available, their own first aid kits. It is also required that there is a qualified first aider readily available, where the risk of an injury is likely.

## Hazards and Risks

- + As the workplace changes, so do the possibilities for injuries and accidents. Risks need to be identified and dealt with as they occur each day.
- + Report all hazards to your supervisor so he/she can arrange for them to be corrected.
- + Before starting any task follow these steps:
  1. Stop and think – what could hurt me?
  2. What can I do to prevent myself and others from being harmed?
  3. Take action to eliminate the risk or minimise it to an acceptable level.



A Pre-start checklist and/ or Job Safety Analysis needs to be completed for all tasks performed by a contractor or sub-contractor where there is a risk of injury.

A hazard notice board at some worksites outlining the key hazards, risks and control measures needs to be available and regularly checked.

## Height Safety

**Only trained and competent people can work at heights.**

Council requires that fall prevention measures be in place for working at heights in where there is a serious risk. Where a fall from any height could result in harm, an effective means of fall prevention needs to be put in place.

## Before you start - Ask:

- + Can you eliminate the risk of a fall? If yes, how? If no.....
- + Can you minimise the risk of a fall?
- + If the work needs to be done at height, can the fall hazard be isolated by guard railing, edge protection, use of elevated work platforms, or other methods?
- + Can fall arrest systems, fall restraint systems, safety nets, air bags, or any item be used.

## WorkSafe Notifiable:

- + Any work carried out above 5 metres must be notified to WorkSafe five days in advance using the Notification of Particular Hazardous Work form on the WorkSafe NZ website
- + It is now required that if an object falls from height and it could have put someone at serious risk or it did hurt someone that WorkSafe must be notified asap.

## Work Permit:

All work at height above five metres or where there is a risk must have a WDC Working at Heights Permit.

## Falling Objects:

- + Always wear head protection where there is a risk of objects falling or in hardhat areas
- + Don't let people walk through areas where they are likely to be struck by falling objects
- + Cordon off and use barriers to protect people
- + When on elevated platforms such as scaffolds, make sure toe boards are in place, especially over pedestrian access ways
- + NEVER walk under a suspended load.

***Follow current WorkSafe Guidelines and requirements as a minimum requirement.***

# Housekeeping Requirements

It is essential that every site/project area:

- + Is kept tidy
- + Has loose material stacked away safely and securely
- + Has any hazardous situations removed
- + Has all facilities kept clean and secure
- + All rubbish must be placed in designated containers. The site procedures for disposal of rubbish must be adhered to.

# Hygiene

- + Keep eating areas, toilets and wash up facilities clean and tidy.
- + Use rubbish bins with tight fitting lids for all rubbish and scraps.
- + Hand washing before each meal break decreases chances of infection and skin problems.



# Induction

Before commencing work at any council workplace you need to be inducted.

By completing the form at the end of this booklet you have been advised of council requirements, but if working in an at risk workplace, then a site specific induction will be required. This induction may be done or arranged by your Council contact or by another contractor engaged by Council to do this.

In some instances inductions may be specially arranged.

# Ladders

Only use ladders for short duration work.

## When using a ladder remember to:

- + Before using any ladder the ladder is sound
- + Stand the ladder on a level base
- + Set the ladder at the correct angle - 4 up/1 out
- + Secure the ladder – either ask someone to hold it for you, tie the ladder to a stable structure at the top or sandbag the base
- + Use a ladder that is long enough for the job (it should be 1 metre higher than the stepping off place)
- + Check above for electrical lines
- + Stay at least on the third step down (not go higher)
- + Not overreach.



# Legal Responsibilities

## Health and Safety At Work Act (HSWA)

The aim of the HSWA is to promote good health and safety management in the work place. HSWA places responsibilities for health and safety onto everyone, particularly;

## PCBU (Person in Charge of a Business or Undertaking)

### Responsibilities:

- + Management of risks
- + Consultation with other affected PCBUs
- + Take all reasonably practicable steps to keep workers and others safe.

### Workers Responsibilities:

- + Take reasonable care of your own health and safety at work
- + Take reasonable care of others health and safety (either by actions or by failure to act)
- + Comply with any reasonable instruction to allow the PCBU to adhere to legal requirements
- + Cooperate with any reasonable policy or procedure relating to health and safety in the workplace of the PCBU.

### Responsibilities of Others in the Workplace:

- + Take reasonable care of your own health and safety at work
- + Take reasonable care of others health and safety (either by actions or by failure to act)
- + Comply with any reasonable instruction to allow the PCBU to adhere to legal requirements.

## Loading Platforms

- + Only authorised and trained personnel can work on loading platforms
- + Keep platform gates shut when not in use
- + Do not overload a loading platform. Make sure guard rails are in place at all times.
- + All man cages are required to have the safe working load (SWL) displayed on them and a current inspection tag.

## Lockout and Isolation

***Only a trained and competent person can lockout machinery or equipment.***

Ensure before working on any machinery or equipment with an energy source, ensure it is locked out.

Besides electrical energy consider; pneumatic, hydraulic, kinetic energy sources along with gravity.

# Machinery & Equipment

*Only a trained and competent person can lockout machinery or equipment.*

## Moving Machinery:

- + Do not ride on any moving machinery unless a seat is specifically provided
- + If restraints are provided they must be used e.g. seat belts
- + Wear hi-visibility clothing when working around a mechanical plant
- + Operators of moving plant must have: a current driver' license; the correct endorsements on their license; a be properly trained
- + Always be on alert, if moving machinery in the workplace.



## Equipment:

- + Keep guards in place and
- + Ensure you cannot get caught in moving machinery. Tie your hair back if long and remove any jewellery that could put you at risk/. Also tuck in loose clothing.

## Portable power tools:

Only a trained and competent person can use portable power tools.

- + Power saws, drills, grinders, and other power tools must have proper guards in place at all times
- + Place cords and hoses carefully so they do not cause people to trip, or become damaged by other equipment, materials or water.

## Powder Activated Handtools:

These tools can kill -They use explosive charge to drive fixings.

Only a trained and competent person can use powder activated tools.

- + Powder powered tools require a 6 monthly certificate of fitness
- + Wear safety goggles and ear protection when using powder powered tools
- + Place signs when using the tool and give a verbal warning e.g. call 'firing' before pulling the trigger.



## Manual handling

Some of the most common and painful injuries are back pain injuries. Avoid these by lifting properly.

- + Size up the load.



- + Consider mechanical means of lifting if possible.
- + Get help if you need it.
- + Bend your knees to lift with your legs, not your back and hold the weight close to your body.

## Media

If the media makes contact, or they become involved in anyway, do not answer any questions and direct them to:

**Council's Media Adviser - Ann Midson on 09 430 4248**

## Parking

When you arrive on-site check with reception or the person in charge as to where to park vehicles.

## Personal Protective Equipment (PPE)

It is the responsibility of the worker to ensure that all equipment is kept up to standard, clean and well maintained as an effective measure to minimise risk and where instructed to, it is to be worn.

If your employer provides the equipment it must meet the appropriate recognised NZsafety standards.

The following are some examples of PPE that might be required:

- + Head protection
- + Safety glasses to NZ standard
- + Hearing protection – muffs or ear plugs appropriate to the task
- + High visibility vest/clothing
- + Respiratory protection suitable for the task
- + Gloves, suitable for task
- + Sunscreen (15+ min)
- + Hat & other sun protection methods, long sleeved shirts/ trousers/neck cover
- + Safety footwear/gumboots suitable for the conditions
- + It is mandatory that a personal floatation device (PFD) must be worn for all work on, over or adjacent to water where there is a risk of falling in.



Some tasks may require additional or different PPE. These will be outlined in JSA's, Safety Plans, Tool Box talks, Inductions, Work Permits etc. depending on the task and location.

# Practical Jokes and Pranks

Practical jokes, pranks and behaviour that puts others at risk is not permitted.

## Power Lines

The distance between any live overhead electric line and any part of any mobile plant or load carried or tree work shall be at least 4 metres, unless the operator has received written consent from the overhead electric line owner allowing a reduced distance.

## Toolbox Talks

Toolbox talks should be held on-site regularly to advise and inform people on health and safety. Everyone should be encouraged to help by raising health and safety issues for discussion.

## Scaffolding

Scaffolds can be used on most sites to provide a good working platform at any height.

***Only a trained and competent person can erect most scaffolding.***

### General:

Before using check it has safe scaffold sign on it that is current.

### WorkSafe Notification:

- + Scaffolding where there is a fall of more than 5 metres (as well as some other specified conditions) must be notified to WorkSafe 5 days before work commences.
- + If a structure collapses WorkSafe must be notified asap.

## Security - Personal Safety

Council requires contractors to have adequate systems and training in place for their employees who may deal with aggressive or violent persons.

If a contractor or their employee is involved in a situation where they could have been or was harmed, your usual Council contact must be advised immediately and a copy of the report is to be sent to Council as soon practical.



**IN ANY SITUATION WHERE A PERSON IS THREATENING, AGGRESSIVE OR VIOLENT, IT IS BEST TO WALK AWAY AND CONTACT YOUR COMPANY AND/OR POLICE BY DIALLING 111**

# Traffic Safety

No work is to proceed on or near any public road, unless approved traffic control is in place. This includes temporary situations e.g. road maintenance, survey, set-out; and mobile situations e.g. mowing and rubbish collecting.



## General Safety at

### Roadworks Sites:

- + Any work on or near public roads needs to be carefully planned and managed to avoid harm to workers, road users and general public
- + A major part of the planning process will involve the design of a Traffic Management Plan (TMP) which sets out timing, method, sign placement etc and must be approved by Council
- + Details of the TMP are notified to emergency services and other interested parties prior to the work commencing.
- + Traffic control is then set up on-site in strict accordance with the TMP and must be monitored for effectiveness on a continual basis by a suitably qualified person, usually a Site Traffic Management Supervisor (STMS)
- + The STMS has total authority and accountability for traffic management and safety, therefore his/her instructions must be acted upon immediately.

### Roadworks Site Safety Checklist:

- + Visit site and assess flows and local conditions, schools, hospitals, sporting events etc
- + Design TMP and submit to Council for approval
- + Prepare signs, barriers, lights etc
- + Obtain obstruction plans from service authorities. (Note - a permit is required if operation within 4 metres of any overhead powerline is intended)
- + Arrange to have traffic lights turned off if manual control is appropriate
- + Set out signs and equipment in compliance with the TMP
- + Cover any permanent signs which are inappropriate and liable to cause confusion to motorists
- + Temporary signs must be covered or removed immediately when not required for active use
- + Observe for effectiveness, if it is not working do not proceed

- + If the TMP is effective, commence work and monitor constantly.

### **After the work is completed:**

- + Clean up work-site and remove all plant
- + Restore permanent signs and road furniture
- + Remove temporary signs and barriers
- + Observe traffic flow.

## Smoking

Under the Smoke-Free Environment Act 1990 and the Smoke-Free Environments Amendment Act 2003, smoking is not permitted at any time in any internal area of Council workplaces including and including:

- + In any vehicles owned, leased, or hired by or on behalf of Council
- + Within five metres of any external main entrance to Council owned facilities/premises, windows or air ducts to an air conditioning/handling system.



## Visitor Registers

All visitors and contractors to Council sites must sign in upon arrival and sign out on departure in the Visitor Register, some of which are electronic. It is important for emergency and security reasons that Visitor Registers are accurate at all times.

Any Visitor stickers issued must be worn at all times while in these areas.

## Welding and Gas Cutting

***Only a trained and competent person can use welding equipment.***

- + A Hot Work Permit must be in place for any welding, gas cutting or metal grinding.
- + Where flammable materials are nearby or in any confined space.
- + A fire extinguisher must be nearby and the work area kept clean.
- + Cylinders must be upright and secure.
- + Flash back arrestors must be fitted on gauges and checked before use.
- + Operators use appropriate protective equipment.
- + A welding screen should be used in areas where others may be exposed to arc light from welding.
- + Check gas supply gauges and hoses for damage before using.
- + If you smell gas leaking, report it immediately.

# Working Alone

It is the responsibility of contractors and sub-contractors to identify and assess the hazards posed to their employees who do work alone and take all practicable steps to control those hazards.

Working alone is work carried out in an area where normal means of contact (e.g. verbal, sight) with other staff are not available, so that the potential risk of existing hazards is increased to the extent that extra precautions are needed. This may include working in isolated areas on-site or off-site, either during or outside normal working hours.

Council expects contractors to have procedures and systems in place to manage working alone situations.

# Work Permit Systems

The following is a list of Council Permit Systems in place for use and if a contractor has a system that is equal to or exceeds, their system can be approved for use instead with approval from their Council contact person.

- + **H&S009** - Permit To Work - Permit for general work if required.
- + **H&S011** - Confined Space Entry Permit - To be used when someone needs to enter a confined space.
- + **H&S019** - Asbestos Work Permit - To be used when there is the removal and/or disposal of asbestos (exception being work on AC pipes).



# WORKSAFE - Notification of Particular Hazardous Work

Certain types of work are notifiable five days in advance to WorkSafe using the Notification of Particular Hazardous Work form, or via the website directly. Go to: <http://www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work>

## Examples of notifiable work are:

- + Scaffolding (all kinds)
- + Buildings and structures over 5 metres
- + Use of lifting appliances
- + Trench, shaft, pit, etc
- + Drive or heading
- + Excavated face over 5 metres
- + Use of explosives
- + Work in, or breathing, compressed air or air substitute
- + Restricted work involving asbestos
- + Demolition
- + Felling trees for logging
- + Tree felling.

In all cases of notification where Whangarei District Council is engaging a contractor, Council will be employer on the form and those details need to be entered into that section.

A copy of the notification needs to be provided to Council by the contractor.



# Check of Key WDC Health and Safety Information

Name: ..... *Print* Your Company: ..... *Print*

**1. When do you need to report any workplace injuries to your supervisor by?**

- a. The end of the week
- b. Ideally as soon as possible, but at least by end of working day
- c. You do not need to

**2. Before starting any hazardous work you need to (Tick the correct response/s):**

- Have isolated any moving equipment and applied personal lock, where relevant
- Be trained in what you are doing (or supervised)
- Know what risks and hazards are involved and how to prevent being injured
- Know what PPE (Personal Protective Equipment) needs to be worn & when
- Know what emergencies might happen and what to do

**3. When do you require a work permit if working for council? (Tick the correct response/s):**

- When removing Class A type asbestos
- When diving using Breathing Apparatus
- When doing electrical lock out and isolations
- Before entering a confined space

**4. Is this work Notifiable to WorkSafe? (Tick the correct response/s):**

- Erecting scaffolding, where people could fall 7 metres?
- Digging a pit that, with vertical walls 4 metres deep and one metre diameter, where people will be entering?
- A private forestry PCBU, felling trees near powerlines?
- When using explosives?

**5. If you notice any new safety risks, what do you need to do?**

- a. Nothing
- b. Report it to your supervisor and warn others till something can be done to fix

**6. Under the HSWA Act, do you have a duty to take reasonably practicable steps to protect your own and others safety? (Circle correct response)**

- Yes  No

I understand and agree to abide by all safety requirements in the WDC Contractor Handbook and those discussed with me in the workplace.

Signed: ..... Date:.....

Cut along dotted line



# BE SAFE

# HOME SAFE

*Cut along dotted line*



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