

**Contractor / Supplier
Safety Standards**



HEALTH & SAFETY · EMERGENCY MANAGEMENT

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Introduction

This document is to be used as a guide for Gulf Harbour Marina’s and Tenant’s Contractors to effectively manage Hazards and Risks that they and the public will face during Contractor works (but not limited to):

- Repairs and maintenance;
- Construction; and
- Capital Works.

This document takes a Risk Management approach to managing Hazards and associated Risks created through the work carried out by Gulf Harbour Marina or their Contractors.

Contractor / Supplier Competency

All works are to be carried out by trained and competent Workers. Competent is defined as having the training and experience to carry-out the work safely and to a high standard, and to have the current unit standards as required by WorkSafe NZ Codes of Practice, Guidelines and best practice. Minimum Contractor competency requirements are in Appendix One.

The Contractor/Supplier shall ensure that its Workers have received the health, safety and skills training that are required for the work and evidence of competence achieved and/or training completed and/or training in progress shall be provided upon request.

Failure to produce evidence or to meet competency requirements may result in Workers being unable to work on site and Workers may be removed from or prohibited from entry to Gulf Harbour Marina.

All Contractors/Suppliers engaged by Gulf Harbour Marina must successfully complete Gulf Harbour Marina’s Health and Safety Approval requirements.

All Contractor’s/Suppliers working at Gulf Harbour Marina controlled premises (whether for Gulf Harbour Marina or a Tenant) shall ensure they:

- Are familiar with, have signed and will fully comply with this document “Contractor/Supplier Safety Standards”. Evidence of signature will be kept on the Contractor’s file held by the Gulf Harbour Marina Management Team and/or the Tenant.
- Have been inducted into Gulf Harbour Marina’s Health and Safety requirements and Emergency Procedures.

High Risk Work

OVERVIEW

All Gulf Harbour Marina's and Tenant's Contractors carrying out High Risk work will need to submit a Permit to Work and require approval by a Gulf Harbour Marina Representative prior to work starting.

This applies to all non-routine work and all (High-Risk) activities, which include:

- Welding and other Hot Work
- Isolation of Fire Detection or Suppression Systems
- Isolation of services (e.g. Water, Gas, Electricity, Communications)
- Working at Heights
- Scaffolding
- Elevated Work Platforms (EWP)
- Entry into and Working in a Confined Space
- Excavations/Trenching
- Live Electrical and High Voltage Work
- Asbestos
- Traffic Management
- Crane Work
- Explosive Powered Tools
- Chemicals
- Mobile Scaffold

NOTIFIABLE WORK – WORKSAFE NZ

- The Contractor must follow procedures for Notifiable Work as required by Health and Safety Legislation, including 24-hour notification to WorkSafe NZ.
- Notifiable Work also requires an approval by a Gulf Harbour Marina Representative.
- A copy of the Notifiable Work Form must also be provided to Gulf Harbour Marina Management at least 24 hours before work starts.

LOW / MEDIUM RISK – ROUTINE WORK

- Low to Medium Risk and Routine Work can be covered by SoP's, JSA's, and SWMS or similar approved by the Gulf Harbour Marina or Tenant or Principal Contractor (approving Sub-Contractor documents). An example of routine work may be a Contractor working in a server room or changing lightbulbs.

HIGH RISK WORK APPROVALS

- All Contractors carrying out High Risk work will require a Permit to Work signed by an **authorised Gulf Harbour Marina Representative only** prior to starting each new activity or new time frame.
- Contractors used by Gulf Harbour Marina must have been through the Gulf Harbour Marina Contractor Health and Safety Selection and Approval Process.
- Each request will be accompanied by a job specific SoP, JSA, SWMS or similar that is authorised by an approved Gulf Harbour Marina Representative only.
- The approval is only applicable for the specific activity described and the time frame given and a new approval must be sought for each separate activity and/or new time frame.
- Any approval for ongoing, Low Risk work expires after 5 calendar days. If work continues after this time a new approval must be applied for.
- Gulf Harbour Marina must be notified prior to any High Risk Work commencing and again on completion of the High Risk Work.
- Gulf Harbour Marina and the site's security team (where applicable) must be notified if the work continues out of hours.

EMERGENCY WORK

- In emergencies, approval to work may be completed verbally following approval by the Gulf Harbour Marina Representative, as long as the paperwork follows within 24 hours.

DOCUMENTATION / FILING

- The work approvals must be available in the area the work is being carried out.
- A record of all work approvals must be kept in the Gulf Harbour Marina Management Office.

Application of this Procedure

- The requirements in this document apply to Contractors to Gulf Harbour Marina and Tenants and any Sub-Contractor engaged by a Contractor to carry out work on their behalf.
- The following points cover minimum standards for a number of conditions most commonly related to contracted work at Gulf Harbour Marina managed premises. They are, however, not exhaustive and it is the responsibility of the Contractor to obtain a clear understanding of all health, safety and security arrangements. In all cases, good operating practice must be adopted.
- Where the authorisation, consent or agreement of Gulf Harbour Marina is required or where the Contractor is required to notify Gulf Harbour Marina of any matter or circumstance, the Contractor shall in the first instance request such authorisation from the Gulf Harbour Marina representative responsible who shall escalate the request as required.

Definitions

For the purpose of this document, unless the context otherwise requires and without limitation:

- **Contractor** also means **Sub-Contractor** and an obligation upon a Contractor is an obligation upon the Contractor to procure the compliance of any Sub-Contractor with such obligation;
- **Competent Person** is a person who is adequately qualified, suitably trained and with sufficient experience to safely perform work as outlined, without or with only a minimal degree of supervision.
- **Risk** means the chance of something happening that will have an impact on objectives. It is measured in terms of Likelihood, Frequency and Consequences.
- **Law** means applicable Health and Safety related New Zealand legislation, regulations and relevant local bylaws, applicable national and/or industry standards and codes of practice; conditions of entry or of any permit, license or other authorisation relating to Gulf Harbour Marina as may be in effect and as amended from time to time.
- **Permit Issuer** is the person who is trained, competent and authorised to issue a Permit to Work after ensuring that all of the Hazards, associated with the work being done, have been identified and all necessary safety precautions are being implemented to ensure that the work can be completed safely.
- **Permit Receiver** is the Tradesman, Work Supervisor or Contractor who is responsible for the work being completed as described in the Permit to Work. The Permit Receiver must ensure that the work being done has been adequately described so that all associated Hazards and risks can be identified.
- **Workers** means Employees, Contractors, Agents, Consultants or Representatives of Gulf Harbour Marina or Tenant;
- **Work** means any and all work and related activities carried out by a Contractor on behalf of Gulf Harbour Marina.

General Responsibilities

WHO	RESPONSIBILITY	TIME FRAME
Gulf Harbour Marina Tenant	Supply Contractors with list of known Hazards, associated Risks and Controls relating to the work to be undertaken.	Pre-work
	Establish Risk Level/Permit to Work Requirements.	Pre-work
	Collaborate with the Contractor to ensure effective and safe management of Risk in the Workplace as required.	Ongoing
Contractors and Suppliers	Supply Gulf Harbour Marina or Tenant with a list of known Hazards, associated risks and required controls relating to the work to be undertaken.	Pre-work
	Apply for Approval and Permit to Work as required.	Pre-work
	Collaborate with Gulf Harbour Marina or Tenant to ensure effective and safe management of Hazards and Risks.	Ongoing
Gulf Harbour Marina (for High Risk Work)	Ensure there are processes in place to effectively manage Risk relative to the work being undertaken.	Ongoing
	Process Work Applications.	Pre-work
	Induct Contractors into Gulf Harbour Marina controlled and managed using the Contractor Induction Process.	Pre-work
	Notify Contractors of any previously unidentified High/Extreme Risks and proposed solutions.	Immediately
	Work with Contractors to ensure the Hazard/Risk is effectively assessed, effective Controls are developed, implemented and ongoing review/monitoring is conducted.	Ongoing Prior to any at risk exposure
Gulf Harbour Marina Tenant Contractors	Conduct regular Risk Assessments on the work being undertaken.	Ongoing
	Report any Hazards and associated Risks previously unidentified to Contractors, and/or Gulf Harbour Marina as required.	Immediately
	Ensure identified Hazards/Risks are managed by Contractors/Gulf Harbour Marina.	Immediately and ongoing

Health and Safety Requirements for High Risk Work Needing Permits to Work Approval

WELDING AND OTHER HOT WORK. INCLUDES GRINDING

Gas Cylinders

- Gas bottles must have a test date stamped on the bottle that is less than 10 years old.
- All connections must be in good condition and checked before use.
- When changing gas bottles, spray connections with soapy water to check for any leaks.
- Gas bottles must be secured to prevent them from falling over.
- When gas bottles with flammable contents are being used, a fully charged fire extinguisher must be located within easy reach in the event of an emergency.

Ventilation

- Welding fumes can be toxic in the medium to long term. Ensure that if there are welding fumes being produced that there is adequate ventilation. This can include a portable air cleaner for welding fume extraction.
- A portable air cleaner can also be used to extract grinder dust as required.

Electric Welding (MIG, TIG, ARC)

- Ensure all equipment has been electrically tested and tagged and that the tags are current.
- Use the correct PPE (Welding Hood, Respirator, Safety Glasses, and Gloves etc.).
- Purge all traces of flammable or combustible materials from drums, vessels and tanks which are to be welded prior to welding, and preferably filled with an inert substance such as nitrogen gas or water.
- Ensure there are welding screens in place to prevent eye injuries due to welding flash.
- Remove all combustible materials in the area. This includes flammable liquids, dusts, vapours/fumes.
- Ensure the correct fire extinguisher is available. It should be at least 4kg and within current test date.
- Workers must know how to use a fire extinguisher.
- Workers must know the location of the nearest fire alarm.
- A person must be on fire watch for at least one hour after the hot work has been completed.
- An Approval to Work needs to be signed off by an Approved Gulf Harbour Marina Representative at least one hour after the hot work has been completed. This confirms they are satisfied the risk of fire from the Hot Work is no longer present.

Gas Welding / Cutting

- Ensure all cylinders are within current test date, upright and secured to prevent them falling over (e.g. chained to trolley).
- Ensure gas cylinders are not leaking (spray connections with soapy water).
- Use flash back arrestors on gas hoses to prevent the flames travelling back and igniting the gas in cylinder.
- Use the correct PPE (Welding glasses, Respirator, Gloves etc. as required).
- Purge all traces of flammable or combustible materials from drums, vessels and tanks which are to be welded prior to welding, and preferably filled with an inert substance such as nitrogen gas or water.
- Ensure there are Welding Screens in place to prevent sparks travelling outside work area.
- Remove all combustible materials in the area. This include flammable liquids, dusts, vapours / fumes.
- Keep the cylinder valves closed when the cylinder is not being used.
- Keep all sources of heat and ignition away from gas cylinders, even if the cylinders do not contain flammable material.
- Ensure the correct Fire Extinguisher is available. It should be at least 4kg and within current test date.
- Workers must know how to use a Fire Extinguisher and the location of the Fire Alarm.
- A person must be on Fire Watch for at least one hour after the hot work has been completed.
- The Work needs to be signed off by an Approved Gulf Harbour Marina Representative at least one hour after the hot work has been completed. This confirms they are satisfied the risk of fire from the Hot Work is no longer present.

Grinding

- Ensure all equipment has been electrically tested and tagged and that the tags are current.
- Use the correct PPE (Respirator, Safety Glasses, Face Shield, and Gloves etc.).
- Purge all traces of flammable or combustible materials from drums, vessels and tanks which are to be welded prior to welding, and preferably filled with an inert substance such as nitrogen gas or water.
- Ensure screens are used to prevent sparks travelling outside work area.
- Remove all combustible materials in the area. This include flammable liquids, dusts, vapours/fumes.
- Ensure the correct Fire Extinguisher is available. It should be at least 4kg and within current test date.
- Workers must know how to use a Fire Extinguisher.
- Workers must know the location of the Nearest Fire Alarm.
- A person must be on Fire Watch for at least one hour after the hot work has been completed.
- Approval to Work needs to be signed off by the Approved Gulf Harbour Marina Representative at least one hour after the hot work has been completed. This confirms they are satisfied the risk of fire from the Hot Work is no longer present.

Fire Safety

When carrying out Hot Works, the Contractor and Gulf Harbour Marina must ensure that:

- Gulf Harbour Marina Management has been notified so that relevant fire systems can be isolated from the start of work and reinstated after the work has been completed.
- An extra person should be on fire watch if there is a risk of fire (e.g. flammable items near welding work that cannot be removed).
- A Gulf Harbour Marina Representative needs to check the work area after the work is complete to ensure there is no risk of fire and whether services can be reinstated.

ISOLATION / LOCKOUT REQUIREMENTS

Water, Electrical, Gas and Communications

- Isolations should only be arranged through Gulf Harbour Marina unless the Contractor has been fully trained and authorised by Gulf Harbour Marina.
- Contractors must use an Isolation (Tag/Padlock) to isolate/lockout services.

Plant and Equipment

- Isolations should only be arranged through Gulf Harbour Marina unless the Contractor has been fully trained and authorised by Gulf Harbour Marina.
- Contractors must use an Isolation (Tag/Padlock) to isolate lockout plant and equipment.
- When isolated, all plant and equipment must have 'Zero Energy'.

High Voltage

- Isolations should only be arranged through Gulf Harbour Marina unless the Contractor has been fully trained and authorised by Gulf Harbour Marina
- Contractors must use an Isolation (Tag/Padlock) to isolate/lockout high voltage.
- When isolated, high voltage must have 'Zero Energy'.

WORKING AT HEIGHTS

Scaffolding and Elevated Work Platforms are also considered to be working at heights however have their own unique set of requirements and permits.

Extension Ladders

- Must be to the approved NZ Standard and in good condition.
- Must be either footed or secured to prevent it from falling when in use.
- It must not be used as a working platform (e.g. no extended reaching from or working from ladder. Select another method of working such as Elevated Work Platform or approved work platform).
- When used for access it must extend at least a metre above the stepping-off point.
- It must be used on a level surface.

Step Ladders

- Must be to the approved NZ Standard and in good condition.
- Stays must be in good working order and fixed in place.
- It must not be used as a working platform (e.g. no extended reaching from or working from ladder. Select another method of working such as Elevated Work Platform or approved work platform).
- When used the feet must be no higher than 3 rungs from the top (i.e. top rung used to support knees).
- It must be used on a level surface.

Fall Arrest / Restraint Equipment

- Control measure shall be selected in accordance with the hierarchy of control, which is (in priority order):
 - Whether the job can be done without exposing persons to the hazard (eliminate). This can often be done at the design, construction planning and tendering stages.
 - If elimination is not practicable then steps should be taken to isolate people from the Hazard. This can be achieved using safe working platforms, guardrails systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds and barriers to restrict access.
 - If neither elimination nor isolation are practicable then steps should be taken to minimise the likelihood of any harm resulting. This means considering the use of work positioning systems or travel restraint systems, safety harnesses, industrial rope access systems, safety nets, air bag/bean bag systems, and catch platforms.
- All Workers involved with using fall arrest systems shall have achieved competency (training to be provided by an authorised trainer). Refer to Appendix One:
- All harnesses and lines must have been checked and safe to use within the previous 6 months.
- An emergency/rescue plan must be in place prior to work commencing.

SCAFFOLDING

- Scaffolding is not to be used at Gulf Harbour Marina unless express written permission is given by Gulf Harbour Marina.
- Scaffolding is to be erected and dismantled only by suitably qualified and “ticketed” persons. If requested, the Contractor shall produce tickets for inspection by Gulf Harbour Marina Representatives.
- All scaffolding shall have a current “Scaffold Safe” or similar ticket fixed to it and it must be signed off within the last seven days.

ELEVATED WORK PLATFORMS

- Gulf Harbour Marina or Tenant Workers using EWP’s daily for maintenance only need to apply for an Approval to Work if the work using EWP’s is considered high risk. E.g. work in a public area, work on an upper level next to a void.
- Only Workers/Contractors that have completed an approved EWP course and been approved in writing by Gulf Harbour Marina can use EWP’s on site.
- Be aware of floor loadings (i.e. do not exceed them).
- If EWP’s are used in areas with pedestrian traffic, a ‘Safety Observer’ must accompany the user of the EWP to assist with safely guiding it through and past people.
- EWP’s must be certified for use.
- The work area around/under an EWP must be isolated with cones and cone barriers where possible.
- Before working at height with an EWP, consider the potential to come into contact with fire detection (e.g. smoke beams) and fire protection (sprinkler heads). Manage accordingly.
- Note: EWP’s will require harnesses and suitable training in their use (refer to Working at Heights Training – Appendix One).

EXCAVATIONS / TRENCHING

- Isolate work area.
- Plant and equipment operators must be licensed (W, T, R Endorsement on their Driver’s License).
- Trench shields or benching to be used for trenches or excavations deeper than 1.5m.
- Consider working at heights requirements (if there is a fall hazard).
- Consider confined space gas testing requirements.

CONFINED SPACE ENTRY

Any confined space entry work shall comply with AS/NZS 2865-2009. Requirements of Contractors include but is not limited to:

- Having work specific Safe Work Methodology in place.
- Completing a Confined Space Entry Permit.
- Isolating the work area.
- Using a Safety Observer.
- Using Gas Detection.
- Using a Confined Space Entry Tripod and other Rescue Equipment.
- Effective communication procedures.
- Having Emergency Procedures including a practiced Rescue Procedure.
- All Workers involved with using fall arrest systems shall have achieved competency (training to be provided by an authorised trainer). Refer to Appendix One.

ASBESTOS

- Isolate affected area. No-one allowed in or out without authorisation.
- Decontaminate any affected clothing by washing separately to any other washing.
- Contact Authorised Removal Agent for advice and removal.

EXPLOSIVE POWERED TOOLS

- Use of these types of tools can only be conducted by persons holding a Certificate of Competence.
- 'Line of Fire' must be clear when in operation.
- Hearing protection must be worn by those in the immediate vicinity.

HAZARDOUS CHEMICAL USE

- Workers must be competent and approved to handle chemicals (e.g. Certified Approved Handler).
- Refer to up-to-date (less than 5 years old) Safety Data Sheet (SDS). This must be readily available on site.
- Ensure that correct PPE is being worn.
- Have a Spill Kit on stand-by if required.
- Isolate the area.
- Consider signage.
- Consider ventilation.
- Remove ignition sources if chemical flammable. Have a fire extinguisher on stand-by.

ELECTRICAL WORK

- Only trained and competent electricians approved by Gulf Harbour Marina can work on Gulf Harbour Marina electrical circuits.
- Treat all electrical devices as if they are live or energized until proven otherwise.
- Any electrical circuit must be isolated before work commences.
- Enclose all electric contacts and conductors so that no one can accidentally come into contact with them.
- Be aware that interlocks on equipment disconnect the high voltage source when a cabinet door is open but power for control circuits may remain on.

TRAFFIC MANAGEMENT

- Depending on the type of Traffic Management required, Current Qualification as an Approved STMS is required to develop and submit a Traffic Management Plan for approval. Ensure that any management of traffic considers vehicles, public transport, pedestrians, and alternate routes.
- This requirement also relates to managing traffic on Gulf Harbour Marina Premises. E.g. Car Parks internal and external.

Site Safety Assessments by Gulf Harbour Marina

The Contractor will fully co-operate with any audit of the Contractor's/Providers compliance, safety systems and on-site safety performance carried out by or on behalf of Gulf Harbour Marina.

Breach

- Where a breach of these standards occurs or in Gulf Harbour Marina's opinion is likely to occur Gulf Harbour Marina may immediately suspend the work.
- If the breach or potential breach is the result of the action or inaction of the Tenant or Contractors Workers, Gulf Harbour Marina may require such Workers to be removed (temporarily or permanently) from the site. The Tenant or Contractor will be liable for any consequential costs incurred as a result.
- Nothing in this document will limit any of the rights and remedies Gulf Harbour Marina may have under any law, contract or otherwise restrict its ability to enforce any rights or recover costs from the Contractor for any loss or damage.

Other Requirements

These standards are non-exhaustive and it is the Tenant's and Contractor's responsibility to ensure it and its Workers comply with all relevant requirements including Health and Safety requirements in carrying out the work.

THE TENANT AND CONTRACTOR SHOULD SEEK CLARIFICATION FROM GULF HARBOUR MARINA IF IN ANY DOUBT ABOUT THE APPLICATION AND/OR REQUIREMENTS SET OUT IN THIS DOCUMENT.

Contractor Declaration

On behalf of the Contractor, by signing this form, I confirm that:

- I am authorised to provide this information and sign this form.
- The information provided in this form is true and correct.
- I understand that if the information I have provided is not true and correct, Gulf Harbour Marina may withdraw the Contractor's Health and Safety approval, and take any other action available to it.
- I understand that the Contractor will be liable for anything Gulf Harbour Marina has done or omitted because it has reasonably relied on the accuracy of information provided in any Health and Safety information provided to Gulf Harbour Marina.
- As a Contractor to Gulf Harbour Marina we agree to abide by the requirements of the Health and Safety at Work Act 2015 and Amendments, including those Health and Safety requirements specifically outlined above. We understand that the contract may be terminated if there is non-compliance with this document and/or any provisions of the Health and Safety at Work Act 2015.

Contractor Representative's Name:	Position:
Contractor Representative's Signature:	Date: ____/____/____
Gulf Harbour Marina Representative's Name:	Position:
Gulf Harbour Marina Representative's Signature:	Date: ____/____/____

Appendices

APPENDIX ONE: COMPETENCY PROGRAMME – RELATED TO HIGH RISK WORK

DEFINITIONS	MINIMUM COMPETENCIES	KEY POINTS / TIPS	REFERENCE
Confined Space Work	<p>All Workers involved with confined space entry works shall have attended a training course to comply with AS/NZS 2865-2009 and have achieved the NZQA unit standards:</p> <ul style="list-style-type: none"> ▪ Unit standard 17599: Plan a confined space entry, and ▪ Unit standard 18426: Demonstrate knowledge of confined spaces, and ▪ Unit standard 25510: Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely. 	<ul style="list-style-type: none"> ▪ Tools, plant and equipment are inspected and certified for use ▪ Personal protective equipment required by all persons entering the confined space ▪ Ventilation equipment to be used ▪ Lighting inside confined space ▪ Barriers/shields and signage requirements ▪ Internal to external communication methods ▪ Rescue equipment to be maintained onsite ▪ Emergency procedures and plan onsite 	<p>AS 2865: 2009 safe working in confined space.</p> <p>Refer to WorkSafe NZ Programs.</p>
Crane Works	<p>All persons operating or working with a crane must hold the following applicable Unit Standards as a minimum qualification and preferably hold the relevant National Certificate in Crane Operation.</p> <p>Refer to Table 4.1: Minimum Unit standard requirements i.e.</p> <ul style="list-style-type: none"> ▪ Unit standards 3789; 3795 Mobile crane operation ▪ Unit standards 3789; 3794 Tower crane operation ▪ Unit standards 3789; 20208 Self erecting tower crane operation 	<ul style="list-style-type: none"> ▪ Training and supervision ▪ Controls ▪ Safe access and egress ▪ Load handling/guarding ▪ Radio controlled equipment ▪ Electrical protection ▪ Overhead electric power lines ▪ Emergency Procedures and Plan onsite 	<p>AS/NZS 2550.1 Cranes, Hoists and Winches; Approved Code of Practice for Cranes;</p> <p>Crane Safety Manual Crane Association of New Zealand.</p> <p>Refer to WorkSafe NZ Code of Practice for Cranes.</p>

DEFINITIONS	MINIMUM COMPETENCIES	KEY POINTS / TIPS	REFERENCE
<p>Hot Work</p>	<ul style="list-style-type: none"> ▪ Only Workers with appropriate levels of competence and skill should do welding. ▪ NZS 4711: 1984. Qualification tests for metal-arc welders. ▪ AS/NZS 1554 series. Covers: Welding of steel structures. ▪ AS 1796–Certification of welders and Welding Supervisors. ▪ Welders should not use equipment for which they are not certified. ▪ Welders should be trained in the use of fire extinguishers and hot work permits. 	<p>Appropriate and approved PPE:</p> <ul style="list-style-type: none"> ▪ Welding helmet; eye protection; flameproof overalls; gloves; apron. ▪ (Note: A welding helmet does not protect against fumes). <p>Key tips are:</p> <ul style="list-style-type: none"> ▪ Respiratory protection ▪ Approval to work ▪ Fire extinguisher ▪ First Aid kit ▪ Emergency Procedures and Plan onsite 	<p>NZS 4781:1973 Code of Practice for safety in welding and cutting AS 2865 Hot Work.</p> <p>Refer to WorkSafe NZ Guidelines on:</p> <ul style="list-style-type: none"> ▪ Hot work on Tanks and Drums. ▪ Health and safety in welding.
<p>Elevated Work Platforms</p>	<p>All Workers involved with EWP’s shall have the appropriate training for the equipment being used:</p> <ul style="list-style-type: none"> ▪ Unit Standard 23966: Describe the types of elevating work platforms and legislative requirements for their use (pre-requisite). ▪ As required: ▪ Unit Standard 23960: Scissor lift. ▪ Unit Standard 23961: Truck mounted lift. ▪ Unit Standard 23962: Self-propelled boom lift. ▪ Unit Standard 23963: Trailer mounted lift. ▪ Unit Standard 23964: Vertical lift. 	<ul style="list-style-type: none"> ▪ Use of all types of EWP’s will require harnesses and suitable training in their use. ▪ Assessing sloping ground/instability ▪ Suitable PPE ▪ Machinery limitation ▪ Safe working loads ▪ Moving EWP ▪ Effects of environment ▪ Overhead power lines ▪ Emergency Procedures and Plan onsite 	<p>AS/NZS 1418.10 - Cranes, hoists and winches - Part 10: Mobile elevating work platforms.</p> <p>AS/NZS 1891.4 - Industrial fall-arrest systems and devices.</p> <p>Refer to WorkSafe NZ Programs.</p>

DEFINITIONS	MINIMUM COMPETENCIES	KEY POINTS / TIPS	REFERENCE
<p>Excavations / Trenching</p>	<p>All work involving excavations must comply with the requirements in the HSW Act and the HSW Regulations. Notification must be given to the HSW Inspector if the trench is deeper than 1.5 m (refer to the appendix for the particular requirements).</p>	<ul style="list-style-type: none"> ▪ Notifiable works ▪ Shoring ▪ Planning/Investigations ▪ Materials and loads above the excavations ▪ Safe access and egress ▪ Working space/adequate lighting ▪ Removal of shoring ▪ Backfilling and compacting ▪ Emergency Procedures and Plan onsite 	<p>Refer to WorkSafe NZ Approved Code of Practice for Safety in Excavation and Shafts for Foundations.</p>
<p>Scaffolding</p>	<p>All Workers involved with erecting, dismantling, altering and inspection of scaffolding and equipment shall have achieved competency in the following minimum standards</p> <ul style="list-style-type: none"> ▪ Unit Standard 1352: National Certificate in Scaffolding (elementary) ▪ Unit Standard 1463: National Certificate in Intermediate Scaffolding ▪ Unit Standard 1771: National Certificate in Suspended Scaffolding <p>The holder of this qualification has the basic mathematical, First Aid, safety, technical and people skills to plan, erect and dismantle proprietary suspended scaffolding structures as part of a suspended scaffolding team. They can also lead people in order to achieve an objective.</p>	<ul style="list-style-type: none"> ▪ Notifiable works ▪ Erect, altered and dismantled safely and efficiently ▪ Physics, mechanics and mathematics ▪ General site plans ▪ Design drawing and specifications ▪ Visual inspect equipment for faults ▪ Physical fit for manual handling ▪ Work safely and confident in heights ▪ Emergency Procedures and Plan onsite 	<p>All scaffolds should comply with the Scaffolding, Access and Rigging New Zealand (SARNZ) Best Practice Programs for Scaffolding in New Zealand or equivalent programs or a higher standard.</p>

DEFINITIONS	MINIMUM COMPETENCIES	KEY POINTS / TIPS	REFERENCE
Working at Heights	<p>All Workers involved with using fall arrest systems shall have achieved competency in the following minimum standard</p> <ul style="list-style-type: none"> Unit standard 15757: Use, install and disestablish proprietary fall arrest systems when working at height. 	<ul style="list-style-type: none"> Tools, plant and equipment are inspected and certified for use Notifiable works Certified harness/fall arrest systems MEWPs/scaffold/ladder work Working above or the side of power lines Overhead crane/lifting operations Access and egress Emergency Procedures and Plan onsite 	<p>WorkSafe NZ Best Practice Guideline for Working at Height.</p>
Work Requiring Lockout Procedures to be used	<p>Isolation or lockout devices are safety devices that are connected to a machine’s control or power source. They prevent machines being started. Such devices improve the safety of your Workplace.</p>	<ul style="list-style-type: none"> Good communication between Workers (so that everyone in a work area knows where each person is) is vital. Everyone working on or around the machine must have personally locked out the machine. 	<p>Refer to WorkSafe NZ Best Practice Guidelines for the Safe Use of Machinery.</p>
High Voltage Work	<p>Only Workers with appropriate levels of qualifications and comply with the standards.</p> <p>Follow the Industry standard for safe working practices for high voltage work.</p>	<ul style="list-style-type: none"> Wear appropriate PPE i.e. insulated boots and insulated gloves; long pants. Metal jewellery that can accidentally contact a circuit should be removed. Emergency Procedures and Plan onsite 	<p>Comply with the standards: AS/NZS 3012</p> <p>Electricity (Safety) Regulations 2010 / Electricity Regulations 1997.</p>
Powder-Actuated, Hand-Held Fastening Tool	<p>Only Certified Operators can use these tools.</p> <p>Follow the Industry standard for safe working practices for high voltage work.</p>	<ul style="list-style-type: none"> Wear PPE that includes the correctly rated hearing protection and safety glasses. 	<p>WorkSafe NZ Code of Practice for Powder-Actuated, Hand-Held Fastening Tools.</p>

DEFINITIONS	MINIMUM COMPETENCIES	KEY POINTS / TIPS	REFERENCE
Asbestos	Certified Asbestos Remover (Approved by WorkSafe NZ).	<ul style="list-style-type: none"> ▪ Isolate affected area. No-one allowed in or out without authorisation. ▪ Decontaminate any affected clothing by washing separately to any other washing. ▪ Contact Authorised Removal Agent for advice and removal. 	WorkSafe NZ - Approved Code of Practice (ACOP) or the management of substances hazardous to health in the place of work. New Zealand Demolition and Asbestos Association (NZDAA) - New Zealand guidelines for the management and removal of Asbestos (3rd Edition)
Hazardous Chemicals	Dependant on quantities and type of chemical: <ul style="list-style-type: none"> ▪ Approved Handler ▪ Test Location Certificate ▪ Refer to Safety Data Sheet (SDS) ▪ Use of Spill Kits ▪ Use of PPE. 	<ul style="list-style-type: none"> ▪ Workers must be competent to handle chemicals ▪ Refer to up-to-date (less than 5 years old) Safety Data Sheet. This must be readily available. ▪ Ensure that correct PPE is being worn. ▪ Have a Spill Kit on stand-by if required. ▪ Consider ventilation. ▪ Remove ignition sources if flammable. 	WorkSafe NZ - Approved Code of Practice (ACOP) or the Management of Substances Hazardous to Health in the Place of Work. Environmental Protection Authority Website – www.epa.govt.nz Gulf Harbour Marina SoP
Traffic	Depending on the type of Traffic Management required, Current qualification as an Approved STMS is required. Refer to Traffic Management companies who specialise in this area.	<ul style="list-style-type: none"> ▪ STMS or Traffic Controller managing Traffic Management. ▪ Signage and Cones. ▪ Pedestrians and push bikes. ▪ Alternate Routes. 	NZ Transport Agency (NZTA) - Code of Practice for Temporary Traffic Management (COPTTM)

APPENDIX TWO: PERMIT TO WORK FORM

Date: ___/___/___	Permit No:
Site:	Permit Holder:
Area of Work:	
Description of Work:	
Permit Required for (please tick):	
<input type="checkbox"/> Welding <input type="checkbox"/> Confined Space <input type="checkbox"/> Hot Work <input type="checkbox"/> Working at Heights <input type="checkbox"/> Trenching <input type="checkbox"/> Explosive Powered Tools <input type="checkbox"/> Excavations <input type="checkbox"/> Fire Sys Isolation <input type="checkbox"/> Scaffolding <input type="checkbox"/> Elevated Work Platforms (EWP) <input type="checkbox"/> High Voltage <input type="checkbox"/> Services Isolation <input type="checkbox"/> Electrical <input type="checkbox"/> Asbestos <input type="checkbox"/> Chemicals <input type="checkbox"/> Traffic Mgt <input type="checkbox"/> Mobile Scaffold <input type="checkbox"/> Crane	
Isolations Required:	
<input type="checkbox"/> Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Access <input type="checkbox"/> Fire System <input type="checkbox"/> Communication	
Permit is Valid:	
From: ___/___/___ Time: _____ am / pm To: ___/___/___ Time: _____ am / pm	
Notifiable Works Form is required? Yes / No (Circle)	
Has been completed and sent to WorkSafe New Zealand: Yes / No (Circle)	
Permit Issuer:	
I have reviewed the permit details, identified Hazards, isolations and proposed safe work methodology, Emergency Procedures and approve the work continuing.	
Signed: _____	Name: _____
Position: _____	Date: ___/___/___
Permit Holder:	
I have inspected the work and am satisfied that it has been satisfactorily completed. It is safe to reinstate all services and return the area to normal usage. All relevant Contractors/Workers have been informed of the job completion as required.	
Signed: _____	Name: _____
Position: _____	Date: ___/___/___
Permit Issuer:	
I have inspected the work and am satisfied that it has been satisfactorily completed. All services have been reinstated and the area returned to normal usage.	
Signed: _____	Name: _____
Position: _____	Date: ___/___/___