

H47

HEALTH & SAFETY DOCUMENTATION



H42

- 1** SITE PROCEDURES
NOTICE FOR RESIDENTS
- 4** SITE PROCEDURES NOTICE
FOR CONTRACTORS
- 8** CONTRACTOR HAZARD
LIST

TABLE OF CONTENTS

The following permanent health and safety items have been identified in the building. There is a statement of the Hazard Description followed by a Recommended Hazard Control to advise what you are expected to do. If you don't understand or don't know this is no excuse as all residents of New Zealand are expected to learn this and not knowing is now not accepted as an excuse by the courts.

Site Procedures Notice for Residents

The Health & Safety at Work 2015 Act places shared obligations on both owners and occupiers of buildings. These obligations also extend to visitors such as Contractors carrying out work on site.

The building has a system of hazard identification and control in place for the common areas. Health & Safety NZ Ltd ('HSNZ') carry out annual hazard identification inspections and we implement the necessary hazard control recommendations.

Where hazards cannot be eliminated or minimised, the law requires that we implement procedures to keep people safe. Wherever practicable, we will install signage as a guide for all concerned.

While mindful that you have control of your own workplace within your own units or tenancy, there are, however, some areas of mutual responsibility with ourselves. To assist with some clear direction around these, we are enacting the following set of standard procedures to be followed for all areas on site.

Contractor and Trades Personnel Control

Contractor activity on site needs to be controlled, so that work is pre-planned and safe methodologies are used. Where you engage contractors to undertake work, can you please advise them of the site hazards and ensure that they have planned their work safely. We recommend that they provide you with a Safe Work Method Statement before commencement.

Where your contractors have to undertake work outside your unit or tenancy area, they must observe the site access / induction procedures before starting work.

Before starting work on site, your employees must complete our induction process with the site Building Manager for specific details. Ph: 027 703 8274 or E: manager@h47.co.nz

A site-specific induction process on the ground floor and B1 foyer areas will be installed to automate the sign in / sign out process. This will be via the QR code on the contractor posters.

Gas Safety

All local Regulations must be followed for the correct storage and handling of gas products.

Where flammable gas (e.g., LPG) is located on site, strict adherence to the local Regulations is required. Cylinders are to be correctly stored and prohibited from B1 storage area and the B3 Car Park. They must also be isolated from the risk of vehicle impact.

Electrical rooms / Cupboards

The Wiring Regulations prohibit storage in these locations. Please ensure that any Electrical Cupboards that you have access to are kept clear of all material.

There are often exposed cables found in electrical cupboards. Owners and tenants should always assume these cables are live and should not be touched. Advise the Building Manager.



Electrical Distribution Boards

Gaps in the isolating mask of the electrical distribution board pose a risk of electrocution. Stay clear of any gaps.

Where an owner or tenant discovers such a gap, they need to advise the Building Manager.

For owners or tenants arranging their own electrical work, the distribution board needs to be left in a compliant state with no gaps to the isolating mask.

Hazardous Chemicals

Chemicals stored and used within the unit or tenancies vary widely. Where volumes exceed the mandated thresholds (i.e., bulk storage), local Regulations must be followed with regard to storage, signage, handling, and emergency procedures, etc.

Where volumes are below thresholds, can you please ensure that the appropriate storage and handling procedures, as set out in the relevant Material Safety Data Sheets, are followed.

Spill kits to be made available, where required, in accordance with local Regulations.

Chemicals must not be left unattended in public areas.

Renovation and Maintenance Noise

Exposure to noise levels above 85dB is likely to cause damage to hearing. The higher the noise level, the less time needed for permanent injury. For this reason, any high noise activity associated with your apartment needs to be controlled so that it doesn't impact on persons elsewhere on site. This is particularly important where children may be present.

Public Safety

We all have a shared responsibility for Public Safety. Occupants, visitors, or people even walking past along the boundary, they are required to be protected from harm.

Any activity within your unit or tenancy (includes Accessory Unit), including work by contractors, needs to take Public Safety into consideration. The most common public safety issues are where items can fall onto people (off walkways, balconies, etc.) or where visitors could themselves fall.

We would ask that you assess your unit or tenancy for public safety issues and put all necessary steps in place to prevent injury occurring.

Children Visiting Site

Children visit sites under a number of different scenarios. Perhaps the most hazardous is the after-hours visit with mum or dad, where small children may be left unattended for a period. Access to balcony areas (with chairs to climb), chemicals under sinks and in cupboards, or a host of other items can attract and harm a curious child. We ask that you discuss this with the residents of your apartment together to make your home as passively safe as possible for small visitors.



Other Traffic Activity

Traffic can pose significant risks to residents, visitors to site, service providers, and members of the public. It is important that the Traffic Management Plan is adhered to.

Disabled Access

Disabled access requirements should be considered within the unit, tenancy, and the building as a whole. This may include areas such as parking, access routes, toilets, lifts, etc. These facilities also benefit elderly or injured occupants within the workplace.



Site Procedures Notice for Contractors

The Health & Safety at Work Act 2015 places shared obligations on both owners and occupiers of buildings. These obligations also extend to visitors such as Contractors carrying out work on site.

The buildings within our portfolio have a system of hazard identification and control in place for the common areas. Health & Safety NZ Ltd ('HSNZ') carry out annual hazard identification inspections and we implement the necessary hazard control recommendations. Our intention is to make the site as safe as possible for our residents and our contractors.

Contractor Hazard Lists are posted outside the mailroom on the ground floor lobby. These detail the site hazards and the associated controls to be followed for each hazard type. Please ensure that your employees are told about these and directed to read and follow the required hazard controls.

Where hazards cannot be eliminated or isolated, the law requires that we implement procedures to keep people safe. In addition to the Contractor Hazard List controls, the following Site Procedures are to also be followed – please advise your staff:

All contractors are required to wear a uniform or name badge identification identifying the company they represent.

Site Access / Induction

Before starting work on site, your employees must complete our induction process with the site Building Manager for specific details. Ph: 027 703 8274 or E: manager@h47.co.nz

A site-specific induction process on the ground floor and B1 foyer areas will be installed to automate the sign in / sign out process. This will be via the QR code on the contractor posters.

Alcohol and Drugs Policy

We have a strict non-negotiable policy regarding Alcohol and Drugs. No Contractor may carry out work of any kind on site while under the influence of alcohol or drugs.

The building employs drug detector dogs who visit on an irregular basis. Any indication by the dogs will result in Police being notified immediately and the trades person stood down until the matter can be resolved.

Confined Spaces

Contractors carrying out work in confined spaces are legally required to follow the mandatory Confined Space procedures as specified by local Regulations. All necessary equipment and employee training / certification to be provided by the contractor. Examples of confined spaces are:

Working inside enclosed air handling units when refrigerant is present. A Safe Work Method Statement for working inside air handling units with refrigeration to include isolation of the fan motor, ventilation of the air handling unit by removing access panels (or opening doors) and allowing it to ventilate fully before entering. Doors, where applicable, to be secured in the open position.

Working in drainage pits deeper than 1.5m, sewage pits, large accessible diesel tanks.

A Safe Work Method Statement for this work to include atmospheric testing and the required confined space entry procedures.



Accessible water tanks. No work allowed inside undrained tanks.

Electrical Isolation

Live electrical work is NOT allowed on site. All electrical supplies to be isolated, locked out and tagged before work is carried out on electrical equipment.

Electrical Rooms / Cupboards

The Wiring Regulations prohibit storage in these locations. Please ensure that any electrical cupboards that you have access to are kept clear of all material. This includes all tenancy electrical cupboards.

Falling Debris

When working close to any roof edge, canopy edge, air-bridge, balcony, or mezzanine area the risk of items falling (falling debris) is to be considered. Areas to be appropriately cordoned off at ground level and signposted.

Tools and materials to be secured to prevent them falling.

Falls / Working at Height

Many areas on site will be hazardous, with a risk of falling.

Safe Work Method Statements are to be prepared in all instances where there is no system of fall prevention in place:

- Within 2m of a fall where there is no fall prevention barrier (roofs, canopies, ledges). NB: A compliant barrier must be 1100mm or higher.
- Within 2m of a fall area where there is a compliant barrier, but the work is at height (e.g., on a stepladder above the barrier level).
- Within 2m of unprotected skylights.
- On any brittle roof (e.g., fibrolite, Super 6, rusted metal roofing).
- Roofs with a pitch greater than 5 degrees.
- Locations (roofs, canopies) with no fixed ladder access.
- On high items of plant (e.g., chillers, cooling towers, air handling units, ductwork).

First Aid

While first aid facilities may not be immediately available on site (e.g., in a tenancy), it is important that your employees also have their own first aid kits in their vehicle.

Gas

All work on gas systems to be carried out by qualified persons only. Gas cylinders (all types) are to be correctly secured and must NOT be left in a position where they can be impacted by moving vehicles.

The only Gas mains in the building is from the shut off valve above the side entrance door to unit R1 in Gorst Lane.

This gas feed goes to the Restaurant located in the Ground Floor entrance to H47.



Hazardous Chemicals

Chemicals stored and used by Contractors vary widely. Your company is responsible for all chemicals left on site that are associated with the equipment maintained by you under your contract (your chemicals).

Your chemicals are to be identified and entered into a Site Chemical Register for your company. This includes all solvents, fuels, oils, powders, etc. associated with your work. This register to be kept on site in a plantroom location that is convenient to your employees.

Material Safety Data Sheets to be sourced for each chemical. Procedures for storage, handling, use and disposal to be followed. Chemical safety signage to be posted as per the relevant Regulations.

Spill kits are to be supplied by you the contractor, where required, in accordance with local Regulations.

Chemicals must not be left unattended in public areas.

Ladders

Ladder injuries are the second-highest cause of workplace injuries in New Zealand. Ladders are the device of last resort for work at height. The use of elevated work platforms, moving scaffolds and personal hoists should be considered BEFORE ladders are used. All ladders brought to site by your employees must be of the correct type for the task and be in good condition.

All employees using ladders must be appropriately trained in their use.

Lift Shafts & Pits

Work in the lift shaft(s) and pit(s) on site to be carried out in accordance with the local Legislation and the lift company's own safety procedures. Machinery isolation and fall prevention procedures must be followed.

Machinery

All machinery by its very nature is hazardous and may result in serious harm injuries or death. All fixed machinery such as lift machines, air conditioning units, pumps, fans, gates, etc. to be correctly maintained in accordance with local Regulations / Codes of Practice.

All moving machinery must be adequately guarded. Machinery guarding on site must comply with the latest Machinery Safety Standards.

All work undertaken is to comply with local Regulations / Codes of Practice, etc. Provision must be made for the safe cleaning, maintenance, and repair of machinery. This includes guarding, lockout mechanisms, and a training program for safe work procedures.

Machinery Isolation

All machinery is to be electrically isolated and secured from movement before work is undertaken.

Noise

Exposure to noise levels above 85dB is likely to cause damage to hearing. The higher the noise level, the less time needed for permanent injury. For this reason, any high noise activity associated with your activity needs to be controlled so that it doesn't impact on your employees and other persons and residents on site.



Employees to carry a noise meter and assess noise levels prior to starting work. (NB: smartphone apps are available at no cost). This to include ambient noise and activity-based introduced noise.

Appropriate hearing protection to be used.

All noise works are notifiable and notices to residents must be issued prior to works commencing.

No works may be conducted where residents are present and not equipped with hearing protection.

Personal Protective Equipment (PPE)

Please ensure that all necessary Personal Protective Equipment (PPE) is provided for your employees. Systems of PPE maintenance / replacement and appropriate training are also your responsibility.

Public Safety

We all have a shared responsibility for Public Safety. Where people are visiting site, or even walking past along the boundary, they are required to be protected from harm.

All your task planning needs to take Public Safety into consideration. Noise, falling debris, chemicals, machinery, and electrical hazards can all impact on the public, particularly children who may be on site.

We would ask that you assess your work activity for Public Safety issues and put all necessary steps in place to prevent injury occurring.

Safe Work Method Statements

Where a Safe Work Method Statement is required, it MUST be completed prior to the work being undertaken. Safe Work Method Statements must only be completed by persons with the required level of competency. Where work is planned in advance, the Safe Work Method Statement is to be submitted to the Building Manager for approval before work commences.

Sub-Contractor Control

Sub-Contractor activity on site needs to be controlled, so that work is pre-planned and safe methodologies are used. Where you engage sub-contractors to undertake work, you must advise them of the site hazards and ensure that they have planned their work safely in accordance with this Site Procedures Notice.

Your sub-contractors must observe the site access / induction procedures before starting work.

Dust and Fumes

All works are to be completed within the apartment. No dust or fumes are to escape the apartment during the works. Work is forbidden on the balconies unless full shrink wrap is used and no dust escapes.

Ensure smoke detectors are well protected from the dust as it will clog the filters and cause an activation.

All dust to be removed immediately from common areas and the Building Manager notified of the spillage.



CONTRACTOR HAZARD LIST

Note: The information below details the hazards on this site and the control procedures that we expect contractors to follow. Remember, you are responsible for your own safety as well as the safety of the occupants of the building and the general public.

As a condition of employment on this site, you must induct yourself by reading this information fully and ensuring that all procedures are followed. Please ensure that all members of your working party (including any sub-contractors) are apprised of this information and follow the control procedures set down.

Should any accidents or near misses occur on site, you are required to advise the Building Manager ASAP.

Any additional hazards that you discover are also to be reported to the Building Manager ASAP.

YOU MUST CARRY OUT YOUR OWN HAZARD ASSESSMENT PRIOR TO STARTING WORK AND PUT IN PLACE ALL NECESSARY CONTROLS.

Hazard Type	Control Procedure
Alcohol / Drugs Policy	No contractor or associated person is to access this site AT ANY TIME to do any work whatsoever while under the influence of alcohol or drugs.
Asbestos (where applicable)	All work involving Asbestos Containing Material (ACM), where present, requires a pre-approved Safe Work Method Statement. All relevant Regulations to be followed.
Atmospheric Conditions (where applicable)	Cooling towers are a biohazard area due to the likely presence of Legionella. The towers are routinely inspected and dosed to reduce this to safe levels. However, anyone likely to be working in the vicinity of the towers for long periods should supply and use the appropriate protective clothing (e.g. mask).
BMU (where applicable)	Where a BMU is installed on site, contractors are to ensure that only adequately trained individuals operate this equipment. All operators are to contact the Building Manager prior to beginning work. All logbook procedures to be completed. A pre-approved Safe Work Method Statement is required. Contractors to provide harnesses of the correct type (full body) and take all responsibility for maintenance and staff training related to any such equipment.
Confined Spaces	Contractors carrying out work in confined spaces are legally required to follow the mandatory Confined Space procedures as specified by local regulations. All necessary equipment and employee training / certification to be provided by the contractor. Examples of confined spaces are: <ul style="list-style-type: none"> Working inside air handling units when refrigerant is present. A pre-approved Safe Work Method Statement for working inside air handling units with refrigeration to include isolation of the fan motor, ventilation of the AHU by removing access panels (or opening doors) and allowing it to ventilate fully before entering. Doors, where applicable, to be secured in the open position. Working in drainage pits deeper than 1.5 metres, sewage pits, large accessible diesel tanks. A pre-approved Safe Work Method Statement for this work to include atmospheric testing and the required confined space entry procedures. Accessible water tanks. No work allowed inside undrained tanks.
Electrical	All electrical installations, plant and equipment are to be regarded as LIVE. Normal electrical hazards are present on site. Switchboards are only to be accessed by suitably qualified persons. Where switchboards are in publicly accessible areas (e.g. a carpark), they are to be kept locked. If unable to lock for any reason, then contact the Building Manager and advise. Electrical wiring, motors, etc. are only to be worked on by suitably qualified persons. Exposed electrical wiring is NOT to be left unattended under any circumstances. Electrical work to be carried out in public areas (e.g. tenancies, foyer, external areas) has to be controlled appropriately. Areas are to be cordoned off prior to work commencing and if there is any likelihood of children being present, the work is to be carried out after hours.
Emergency Procedures	Contractors are to familiarize themselves with the Fire Evacuation procedures for the building. Please locate one of the site evacuation notices and take the time to understand the evacuation paths from the building.
Falling	The roof areas and canopies on site have some places where there is little or no protection from falling. Any resulting fall would be fatal. Extreme care is required. Accordingly, in these locations, exclusion zones have been created within 2 metres of the roof / canopy edge. No access is allowed to these 2 metre exclusion zones without a pre-approved Safe Work Method Statement detailing the fall prevention method and falling debris control measures to be used. This MUST be submitted to the Building Manager and approved prior to the work being undertaken. Work within the 2 metre exclusion zones to follow a set procedure (e.g. temporary barriers, work positioning systems, lifelines, harnesses, etc.) to prevent falling. No new equipment to be mounted within the 2 metre exclusion zones. N.B. Brittle Roof procedures to be put in place for any work to be done on a roof or canopy where skylights, glazed roof areas, fibrolite or rusted metal roofing are present. Where access is required on or within 2 metres of a brittle roof area, a pre-approved Safe Work Method Statement is required. This is to include suitable fall prevention measures such as temporary covering, work positioning / fall arrest systems.
Floors / Accessways	The common area flooring is material that is susceptible to slipping when wet or dusty. If any liquid is spilt it must be cleaned up and the floor dried immediately. Where provided, roof walkways must be used.
Gas (where applicable)	Where there are gas installations on site, all areas to be checked for gas appliances prior to work being carried out. No naked flames in these areas. All work on gas systems to be by qualified persons only.
Hazardous Chemicals	Contractors are to take responsibility for the chemicals they introduce to site for the operation of equipment they maintain (e.g. air conditioning, cleaning, lift equipment if present on site, etc.) Contractors are to ensure the following: <ul style="list-style-type: none"> All chemicals are to be identified and entered into their Chemical Register. This includes all solvents, fuels, oils, powders etc. SDS Sheets to be sourced for each chemical. Procedures for storage, handling, use and disposal to be followed. Staff to be adequately trained. In particular, cleaning chemicals, dosing chemicals, fuels and paint must be correctly stored. Chemicals are NOT to be left unattended in public areas.
Housekeeping / Cleanliness	All areas are to be kept clean and tidy. This is to prevent vermin and to reduce the risk of fire. All material including paper, boxes, rags and old machine parts are to be removed from site at the completion of the work.
Ladders	Contractors may be required to use on-site fixed ladders in the course of your work. Fixed ladders are to be used for access only. They are NOT work platforms. Due care to be taken when carrying items up ladders. Where practicable, loads should be contained in a bag over the shoulder, rather than carried by hand. Heavier items need to be safely hauled up or lifted by mechanical means. Contractor-owned ladders such as stepladders and extension ladders are to be used in accordance with the NZ Code Of Practice. Ladders are to be used in the correct circumstances, be correctly maintained and staff adequately trained.
Lifts & Hoists (where applicable)	Lift Machine rooms / Lift Shafts and Pits contain unguarded machinery and electrical equipment that is potentially very dangerous. Great care is required. Wherever possible, lift machinery is to be isolated prior to work occurring in the vicinity. Lift Machine rooms are to remain locked at all times. Work in lift shafts and pits is to be carried out in accordance with local legislation and the lift company's own safety procedures.
Machinery	All fixed machinery such as air conditioning units, pumps, fans etc. are potentially hazardous. All interlocks, guards, etc. to be kept operational at all times. Where you find unguarded machinery, this should be brought to the attention of the Building Manager for remedial action. Should it be necessary to remove a guard from a piece of machinery in order to service it, the guard must be replaced correctly on completion of the work. ISOLATION PROCEDURE TO BE FOLLOWED – TO INCLUDE ISOLATION OF POWER SUPPLY AND MOVEMENT OF PARTS.
Noise	Hearing protection is required where noise levels are above 85dB. Any plant rooms / areas on site that contain diesel engines (e.g. Fire Sprinkler Pump Room and Generator Room), chillers and compressors will be high noise hazard areas. Earmuffs of an appropriate grade to be worn in any areas where high noise hazards have been identified or are likely to be present.
Person With Control Of A Workplace	Contractors working on site are likely to be in a position of sole responsibility. As part of that responsibility, there is a duty of care to any sub-contractors a company hires. All contractor parties carrying out work on this site MUST have complying Health & Safety systems in place.
Protective Clothing & Equipment	Contractors must provide their own protective clothing and equipment as required, based on hazards identified (e.g. hi-viz, earmuffs / plugs, safety footwear, eye protection, harnesses). Contractors to take all responsibility for maintenance and staff training related to any such equipment.
Public Safety	All occupants and visitors to the building have an obligation to the general public, particularly any children in the vicinity. When carrying out any tasks, please ensure that public safety is carefully considered. In particular, any items that could fall into the street from upper floors, any extension leads or power tools left plugged in on the ground and any chemicals left within reach of anyone. IF IN ANY DOUBT – YOU ARE REQUIRED TO STOP WORK ON THE GROUNDS OF SAFETY AND SEEK CLARIFICATION.
Smoking	The whole site is designated 'No Smoking' for contractors. This includes common areas such as carparks, roofs and plant rooms.
Welding	When arc welding is to be carried out, every effort must be made to protect other persons from welding flash with the use of curtains, screens, etc. Any "hot work" is to involve discussion with the Building Manager as to suitable practices and in all cases an appropriate fire watch (separate person with extinguisher) is to be maintained.
Work On The Outside Of The Building	Only suitably qualified and trained persons are to participate in high-level external maintenance tasks (e.g. cleaning of exterior windows.)