

# Fletcher Living

## Safety, Health and Environment Plan (SHEP)

Includes Management of Subcontractors where applicable

Issue 7



**Contracting PCBU:**

(Person Conducting a Business or Undertaking)

**Date:** \_\_\_\_\_

# SHEP Contents

Only a fully complete Site/Contractor SHEP or suitable equivalent can be approved by Fletcher Living (main PCBU). When fully complete this SHEP contains:

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Instructions for this document:

1. Read the information provided under each heading.
2. Complete all applicable shaded areas by providing the information requested.
3. Use Appendices as required to assist.
4. Provide supporting documentation as requested.
5. Implement the plan.
6. Report to Fletcher Living as requested.
7. Monitor and review this plan and update as necessary.

# 1. ABOUT THIS SAFETY, HEALTH AND ENVIRONMENT PLAN

## 1.1 CONTACT DETAILS

This SHEP or suitable equivalent is to be completed by the Contracting PCBU prior to the commencement of work and submitted, along with all required supporting documentation, for review and approval (at least two weeks in advance of works start date). The plan is a live document and must be updated during the works to address changes to site hazards and workers on the site. The plan must be reviewed at least annually by the Contracting PCBU. All Workers on-site must be aware of the requirements of the SHEP prior to commencing work and must adhere to it. Additionally, all persons on-site must receive a site-specific Fletcher Living induction before being permitted to enter the site.

Divisional Office	Auckland North	Auckland Central	Auckland South	Canterbury	All Sites
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>(Tick as Applicable)</i>				
Sub-Division/s	<input type="text"/>				
Site Details	Stage / Lot <input type="text"/>		Construction Supervisor: <input type="text"/>		
Physical Address	Street No. <input type="text"/>		Construction Manager: <input type="text"/>		
Contracting PCBU Company	<input type="text"/>				
Office Contact:	Postal <input type="text"/>				
	Email <input type="text"/>			Landline <input type="text"/>	
Contracting PCBU Manager	Name <input type="text"/>			Mobile <input type="text"/>	
Contracting PCBU Supervisor	Name <input type="text"/>			Mobile <input type="text"/>	
Contracting PCBU's On-site Safety Representative (If applicable)	Name <input type="text"/>		Mobile <input type="text"/>		
Contracting PCBU's On-site First Aid Person (If applicable)	Name <input type="text"/>		Mobile <input type="text"/>		
Brief Description of Work Being Undertaken:	<b>PLEASE ATTACH COPY OF SCOPE OF WORKS</b>				
Start Date	<input type="text"/>		End Date	<input type="text"/>	Or Tick if Ongoing <input type="checkbox"/>

## 2. SUBCONTRACTOR MANAGEMENT

### 2.1 SUBCONTRACTOR MANAGEMENT

Is any work to be contracted out to a Subcontractor?

Tick if YES

Tick if NO

*Subcontractors include those that are engaged to conduct work and/or to deliver materials on site. Includes Labour Hire.*

**If YES, then the remainder of this section MUST be completed. If NO, skip this section and go to Section 3.**

If work is to be let to a Subcontracting PCBU, then Fletcher Living (main PCBU) **must** be notified in advance. The Contracting PCBU must have a system to actively review, approve and monitor their Subcontracting PCBU's safety management system prior to permitting work with Fletcher Living.

Each Subcontracting company must ensure that their Safety Management system meets the approved standard of the Contracting PCBU and that of Fletcher Living.

In the case of minor or short-duration work, it may be acceptable for the Subcontracting PCBU to sign into and operate under the Main Contracting PCBU's safety system. This requires that they be fully inducted into the system, understand the requirements of the system and sign the applicable Safe Operating Procedures/Task Analysis/Job Safety Analysis and be included in the training and competence register.

Subcontracting PCBU safety performance must be actively monitored on Fletcher Living sites throughout the duration of their work.

Do you have a formal system which evaluates and approves Environment, Health and Safety management for your Subcontractors?

YES

NO

If YES, please provide evidence. If NO, please explain process for selecting and engaging Subcontractors.

Do you have a formal system to ensure that your EHS requirements are communicated effectively to your Subcontractors? E.g. Subcontractor Prestart Meeting?

YES

NO

If YES, please provide evidence. If NO, please explain the process for ensuring that Subcontractors are aware of their EHS obligations to the contracting PCBU.

Have you verified the standard of your Subcontractors EHS management prior to or at the start of the contract (check they do what they say)?

YES

NO

If YES, please provide evidence for each subcontractor. If NO, please explain how you determine the EHS standard is acceptable.

Do you have a system for ensuring that Subcontractors workers are inducted as to yours and Fletcher Living EHS requirements?

YES

No

If YES, please provide evidence for each subcontractor. If NO, then this MUST be implemented prior to working on Fletcher Living sites. This is prior to and in addition to being inducted onto our sites.

## 2. SUBCONTRACTOR MANAGEMENT

Do you have a system to ensure that your Subcontractor workers are suitably trained and/or competent in the tasks they are required to perform or are adequately supervised?	YES		NO	
If YES, please provide evidence of competency for each Subcontractor. If NO, please explain how you ensure Subcontractor workers are trained and competent.				
Do you have a formal system to monitor your Subcontractors EHS performance on site?	YES		NO	
If YES, please provide evidence. If NO, please explain how you ensure the EHS standards are maintained throughout the contract.				
Please provide the details in Section 2.2 of all the Subcontractor PCBUs you intend to conduct work with Fletcher Living (continue on separate sheet if required).				
<b>2.2 SUBCONTRACTOR DETAILS</b>				
<b>Subcontractor Company Name</b>	<b>Subcontractor Manager</b>	<b>Mobile</b>	<b>Approved? YES/NO</b>	
<b>2.3 SUBCONTRACTOR EHS PERFORMANCE MONITORING</b>				
<b>Subcontracting Company Name</b>	<b>EHS documents used to manage EHS on site</b>	<b>Method of monitoring by Contractor</b>	<b>Frequency of Monitoring</b>	
Fletcher Living reserves the right to monitor the activities of all workers on Fletcher Living sites. Where Subcontractor activities are monitored and do not meet Fletcher Living requirements the Contractor will be informed as soon as practicable. Fletcher living reserves the right to take immediate action where appropriate without prior approval or communication to the Contractor. Where the Contractor undertakes monitoring of their Subcontractors on Fletcher Living sites, the Contractor will provide Fletcher Living with a copy of the relevant documentation. Where Fletcher Living undertakes monitoring of Subcontractors, Fletcher Living will provide a copy of the relevant documentation to the Contractor.				
<b>Please continue to section 3.</b>				

### 3. RISK ASSESSMENT AND CONTROL

#### 3.1 RISK-BASED ASSESSMENT OF TASK

- All tasks posing a significant risk to health, safety and/or the environment must be assessed for their risk. This assessment considers the severity of an accident and the likelihood (the risk matrix below can be used for this process).
- The Contracting PCBU is responsible for ensuring that appropriate risk assessment is undertaken for all tasks that their workers (whether direct workers or Subcontract workers) are involved in.
- The assessment must be systematic and may use either the Contracting PCBUs system where suitable or the matrix below (used by Fletcher Living) and a suitable document to record the assessment (Appendix A may be used).
- The purpose of the analysis is to identify those tasks with a high severity or likelihood of harm and to ensure that sufficiently robust controls are in place/developed to reduce the risks to an acceptable level.
- An initial risk assessment is required assuming that established controls are in place. To do this:
  - Firstly, assess the severity of the harm which may occur using the horizontal (top) axis.
  - Then, assess the likelihood of the harm occurring using the vertical (left-hand) axis.
  - The point at which both assessments intersect within the matrix is the current risk score.
- Then develop, document and/or apply any additional risk controls, being sure to apply the higher controls first (i.e. eliminate before minimise).
- Then repeat the risk assessment with the additional controls in place. The result is the residual risk score.
- If the residual risk score appears in the red quadrant of the matrix below, further hazard controls must be considered to reduce the risk to as low as reasonably practicable (ALARP) and/or a system established to ensure that the controls are monitored for effectiveness.

Risk Matrix				Severity				
				Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Likelihood Descriptor	Chance of Event	Indicative Frequency	No Treatment Injury Environmental Release contained in controls	First Aid Environmental release cleaned up internally	Medical Treatment Environmental release cleaned up with specialist assistance	Serious Injury Environmental release with short term negative effects	Single/Multiple Fatalities Environmental release with detrimental long term effects
	Almost Certain	The event is expected to occur in most circumstances	≤ 3 Monthly	Medium (8)	High (13)	Very High (20)	Very high (23)	Very High (25)
	Likely	The event will occur in most situations	≤ 6 Monthly	Low (6)	Medium (11)	High (17)	Very High (21)	Very High (24)
	Possible	The event should occur at some time	≤ 1 Yearly	Low (4)	Medium (9)	High (12)	Very High (19)	Very high (22)
	Unlikely	The event could occur at some time	≤ 2 Yearly	Low (2)	Low (5)	Medium (10)	High (15)	Very High (19)
	Rare	The event may occur but only in exceptional circumstances	> 2 Yearly	Low (1)	Low (3)	Low (7)	High (14)	High (16)

This **Risk Matrix** (or suitable equivalent) may be used to ascertain a risk score for each task listed in the Task Analysis on the following pages. If a **residual** risk score remains in the red zone NO WORK IS TO PROCEED until the controls have been agreed with Fletcher Living. Raise the issue with your Fletcher Living (main PCBU) contact person and work with them and the Health and Safety team member in your region to find and implement controls that suitably reduce risk to ALARP.



## 4. HIGH RISK WORK

### 4.1 HIGH RISK WORK

High Risk (includes Very High Risk) work is any work which has the potential to result in fatality/serious injury/illness if not managed appropriately. In the risk matrix they are in the orange or red quadrants. The list below includes (but is not exhaustive) some examples of what Fletcher Living consider High Risk. This work (and others not listed if deemed high risk) must be disclosed as part of the approval process.

High risk work must be planned to use an appropriate documented Safe System of Work (SSW) prior to any physical works on site. This may include a Standard Operating Procedure (SOP) and/or Task Analysis/Job Safety Environmental Analysis (TA/JSEA). High risk work may also require specific and appropriate emergency procedures. All High-Risk work must comply with the minimum FRL requirements which are documented and communicated during site inductions.

All workers involved in high risk work must have received appropriate training, instruction and supervision. In addition to this all workers must fully understand and adhere to the relevant SSW and be competent to complete the task they are assigned.

All persons who may be affected by the High-Risk work must be consulted to enable cooperation and coordination of activities to ensure the safety of all.

Copies of all documentation (e.g. SOP/TA/JSEA, competency records, emergency procedures) must be provided where practicable to Fletcher Living and be available for inspection prior to work commencing on site.

Are any of these high-risk tasks being undertaken? (tick all that apply)	<i>Task undertaken?</i>	<i>Documented SSW available</i>
1. Cranes or load-lifting (incl. truck mounted)?		
2. Concrete pump operations?		
3. Any work at height where a person can fall and injure themselves? (Includes above, below or at ground level).		
4. Work involving Silica products and/or the creation of other respirable dusts/fumes?		
5. Use of mobile plant including excavators?		
6. Work within 4m of overhead power lines?		
7. Work within 1m of underground utilities?		
8. Work with asbestos?		
9. Demolition work?		
10. Working in a confined space?		
11. Work in an excavation?		
12. Use of powder-actuated tools?		
13. Work requiring electrical certification?		

Description of Other High-Risk Work

If there is no documented SSW available for a High-Risk task disclosed, please explain how the task will be planned and documented. Please provide any relevant templates of site documents where applicable.

**Please continue to Section 4.2 and complete.**

## 4. HIGH RISK WORK

### 4.2 MONITORING OF HIGH-RISK WORK

Each Contractor as PCBU has a duty to monitor their activities to ensure the systems and processes they put in place to reduce risk are maintained to ensure the safety of their workers and all others who may be affected by their activities.

Do you have a formal system to monitor your EHS controls on site?

YES

NO

If YES, please provide evidence. If NO, please explain how you ensure the EHS risk controls are maintained throughout the contract.

EHS documents used to manage EHS risk on site	Method of monitoring	Frequency of Monitoring

Fletcher Living reserves the right to monitor the activities of all workers on Fletcher Living sites. Where activities are monitored and do not meet Fletcher Living requirements the Contractor will be informed as soon as practicable. Fletcher living reserves the right to take immediate action where appropriate without prior approval or communication to the Contractor.

Where the Contractor undertakes their own monitoring on Fletcher Living sites, the Contractor will provide Fletcher Living with a copy of the relevant documentation/record. Where Fletcher Living undertakes monitoring of Contractor workers, Fletcher Living will provide a copy of the relevant documentation to the Contractor.

Please continue to 4.3 and complete.

### 4.3 COMMUNICATION AND COOPERATION

Each Contractor as PCBU has a duty to ensure that they cooperate, cooperate and communicate with other PCBUs (including Fletcher Living and other Contractors) regarding activities which affect or have the potential to affect them. This also includes other people who may be effected (e.g. members of the public).

Please explain how you will ensure that your High-risk work plans are communicated effectively with affective parties to ensure cooperation and coordination of activities on site?

Please continue to Section 4.4 and complete if applicable.



## 4. HIGH RISK WORK

### 4.4 PARTICULAR HAZARDOUS WORK (NOTIFIABLE TO WORKSAFE NZ)

Work defined by the *Health & Safety at Work Regulations* as 'Particular hazardous work' must be notified to Worksafe NZ by the Contracting PCBU with at least 24 hours' notice. The appropriate documents and instructions on how to notify can be found here: <http://www.business.govt.nz/worksafe>. Particular hazardous work includes:

- Logging or tree felling undertaken for commercial purposes.
- Construction work with a risk of falling 5 metres or more (exclusions may apply, check website for details).
- Erecting or dismantling scaffolding with a risk of falling 5 metres or more.
- Use of a lifting appliance where the appliance must lift a mass of 500 Kgs or more a vertical distance of 5 metres or more (exclusions may apply, check website for details).
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5m deep and having a depth greater than the horizontal width at the top.
- Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead.
- Work involving the use of explosives, or storage or explosives for use.
- Work that in which a person breathes compressed air, or respiratory medium other than air.

Copies of notifications provided to Worksafe NZ **must** be provided to Fletcher Living prior to the commencement of work.

Is Particular hazardous work being carried out	Yes / No		If "Yes", have Worksafe NZ been notified?	Yes / No
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Brief description of work:

Please continue to Section 5.

## 5. RISK REGISTER

### 5.1 RISK REGISTER

- All hazards brought onto site or created during the course of work must be identified, assessed for risk and controlled to an acceptable level.
- Contracting PCBUs must have effective systems for identifying, reporting and assessing risk.
- Risks and risk controls are maintained in a risk register which may be used when compiling this SHEP. All persons working under this plan must be informed of all hazards and the risk to which they are exposed and the applicable controls before commencing work on-site. Risk registers are maintained on-site and are made available to all workers.
- Where high risks have only been minimised, the Contracting PCBU will:
  1. Ensure that Safe work practices are developed (and recorded where applicable in Section 4), used and maintained.
  2. Ensure that workers are adequately trained, competent and supervised.
  3. Ensure that all required personal protective equipment (PPE) is provided and used by all their workers and Subcontractor workers, at all times as required by Fletcher Living policy or applicable hazard controls.
  4. Monitor their workers' exposure to the hazard, and with the worker's consent, monitor their health in relation to the exposure.
- The hazard management programme and the effectiveness of hazard controls is monitored and reviewed including:
  1. Periodically to take account of changing conditions and circumstances in the workplace.
  2. As part of post-incident investigation, with opportunities for continuous improvement being actively pursued.
  3. Upon the introduction of any new machinery, equipment, plant, task, chemical or hazardous substance.
  4. At the interval specified in the hazard register (but no longer than annually).
- In addition to identifying their own risks and controls, Contracting PCBUs must be familiar with Fletcher Living (main PCBU)'s Risk Register so that they are aware of collective risks, Group risk controls and individual controls to be applied by all Contracting PCBUs. A copy of Fletcher Living's Risk Register is provided to each lead Contracting PCBU during induction. Additional copies can be obtained from any Fletcher Living Construction Supervisor, or EHS Manager.

**Please continue to Section 6.**

## 6. HAZARDOUS SUBSTANCES

### 6.1 HAZARDOUS SUBSTANCES DEFINITION

A 'hazardous substance' is any substance that has one or more of the following intrinsic 'hazardous properties':

- Explosiveness
- Flammability
- Ability to oxidise (accelerate a fire)
- Human toxicity (acute or chronic)
- Corrosiveness (to human tissue or metal)
- Eco-toxicity (with or without bioaccumulation)
- Capacity, on contact with air or water, to develop one or more of the above properties.

### 6.2 HAZARDOUS SUBSTANCES MANAGEMENT

- If any Contractor or your Subcontractor is to introduce any hazardous substances to site, they must provide and maintain a Hazardous Substances Inventory which details the precautions for each substance to prevent harm. This does not include substances typically used for domestic purposes when in consumer quantities. If in any doubt, include on your register or contact any Fletcher Living Supervisor for advice.
- Safety Data Sheets (SDS / MSDS) must also be readily available and held on-site for each hazardous substance used over regulatory thresholds. If an SDS is not present, then the hazardous substance must not be used and is to be removed from site.
- All SDS must be in the 16-point format and must not be older than 5 years. Both product suppliers and manufacturers are obliged to provide SDS for all hazardous substances they supply.
- All hazardous substances are to be stored in their original containers. This will ensure that basic information is immediately available in the event of an emergency (the container will state basic emergency controls). If hazardous substances are decanted to other containers, they must be suitable for the substance and labelled with all relevant information from the original container. Hazardous substances must not be decanted to containers which may be mistaken for food/drink and accidentally ingested (i.e. water bottles).
- Instructions regarding the storage and handling of hazardous substances must be understood and strictly observed by all operators.
- An example of a completed hazardous substances register entry is shown in grey in the body of the register (next page). This may be used if required or suitable alternative.

### 6.3 BASIC HAZARDOUS SUBSTANCES INFORMATION

Contracting PCBU's On-site Safety Representative	Name		Mobile	
Person Responsible for First Aid On-site	Name		Mobile	
Location of Safety Data Sheets				
Location of First Aid Kit (where applicable)				
Location of Fire Extinguisher (where applicable)				
Please tick here if you will be using Hazardous Substances, but not in quantities that requires SDS sheet or emergency management, i.e. consumer quantities.				

### 6.4 HAZARDOUS SUBSTANCES DISCLOSURE

1. I confirm that all hazardous substances used in the completion of work under this plan have been detailed in a hazardous substances inventory (example next page).
2. I confirm that Safety Data Sheets are held for all hazardous substances in the hazardous substances inventory.
3. I confirm that all direct workers and Subcontractor workers working under this plan have been advised of the health risks and precautions to take in the safe storage and handling of these hazardous substances including the directives in relation to Personal Protective Equipment to be worn and any other precautions.

Contracting Company Name			
Person Completing plan			
	(Name)	(Signature)	(Date)
Approved by Fletcher Living			
	(Name)	(Signature)	(Date)

Please continue to Section 7.

## 7. TRAINING, COMPETENCY, SUPERVISION & REVIEW

### 7.1 TRAINING AND SUPERVISION

- All direct workers and Subcontractor workers working under this plan must either be competent to complete their assigned tasks or be adequately supervised by someone who is.
- Competence is defined as a combination of training, skills and experience that enables a person to carry out a task safely.
- All direct workers and Subcontractor workers working on Fletcher Living sites must have received a basic level of safety training. A current Site Safe Construction Passport or equivalent/higher Site Safe level of training will be accepted as suitable.
- A Training and Competence register must be provided (example on next page can be used) which details the training and competence of each worker and/or Subcontractor worker. The assessment must be completed by a person who is competent to assess the individual's competence. Self-assessments are not acceptable other than for the most-Senior Manager.
- Assessments must be supported by training records and practical observation records (where applicable). Training records and evidence of practical assessments may be requested by Fletcher Living as part of our pre-qualification assessment and site monitoring activities. Records will be required for any post-incident investigations.
- All direct workers and Subcontractor workers working under this plan must either be competent to complete their assigned tasks or be suitably supervised

### 7.2 HEALTH AND SAFETY PERFORMANCE MONITORING AND REVIEW

- All FRL Sites must be regularly inspected and /or audited to ensure safe work standards are being adhered to and that risk controls are being effectively applied.
- PCBU's are required to monitor their own HSE activities and workers including the work of their Subcontractors where applicable. This should be done as specified in section 2 of this document.
- Sites are monitored through monthly Supervisor Site Inspections and Quarterly Audits conducted by the HSE team
- Contractors on site during Audits are randomly selected to be included in the Audits
- PCBUs who are considered high risk (i.e. undertaking tasks with high risk as specified in their safety plan) are annually formally assessed for their HSE performance which is recorded in a Performance Review document. This takes into account:
  - The content of the safety plan
  - The observations made in audits and inspections
  - Any recognition nominations or award made
  - Injuries or incident reported including subsequent investigations
  - Near miss or hazards reported
  - Prosecutions or infringements

**Please continue to Section 8.**

## 8. WORKER ENGAGEMENT AND PARTICIPATION

### 8.1 WORKER ENGAGEMENT AND PARTICIPATION

Workers must be consulted and provided with reasonable opportunity to participate in the management and improvement of health and safety of the PCBU they work for.

Fletcher Living will provide opportunities for all workers to be engaged in health and safety on their sites. This includes but is not limited to: On site meetings, direct communication, reporting and feedback or through a representative.

Contracting companies must ensure that their Subcontractor workers are aware of their requirements to engage the opportunity to participate while working on Fletcher Living sites.

### 8.2 WORKER SAFETY REPRESENTATIVE

*Name*

*Mobile*

*Names*

*Mobile*

Please continue to Section 9.

## 9. EMERGENCY PROCEDURES

### 9.1 EMERGENCY RESPONSE BASIC REQUIREMENTS

Most Fletcher Living sites have a documented Emergency Management Plan which addresses the typical potential emergency scenarios in relation to the site. All workers working on the site will be familiarised with this procedure upon induction and are expected to comply with its requirements.

Emergency equipment where provided, is readily available and is clearly identified using appropriate signage. This equipment is for the use of all workers on site.

Where there is no Fletcher Living Site, Emergency Plan the Contracting Company and/or Subcontracting Company is required to develop and implement a suitable plan (Template available for use if required).

It is also a requirement for all Contractors and Subcontractors to carry their own suitable First Aid kit and where applicable (e.g. using/transporting flammable substances) a suitable Fire Extinguisher.

In addition to the general Site Emergency plan it may be a requirement to have an additional emergency plan for a specific task (e.g. a high-risk task) or environment (e.g. working alone) which is presented. Where this is required the Contractor or Subcontractor must develop and submit to Fletcher Living an Emergency Plan which is specific to the circumstances prior to commencement of work. Fletcher Living will then ensure that all other workers who may be affected are informed as to their requirements where applicable.

Are you conducting tasks which require a specific  
emergency/rescue Plan

State Y/N

If "Y", please provide a copy of your plan

Brief description of work which requires emergency/rescue plan:

### 9.2 TYPICAL EMERGENCY RESPONSE PROCEDURE (individual sites may vary)

In the event of an emergency requiring the shutdown and/or evacuation of the site, the following procedure will apply:

1. Notify all persons on site of the emergency.
2. Shutdown all plant and equipment if it is safe to do so.
3. Proceed immediately to the designated safe assembly point by the safest identifiable route.
4. Remain at the Assembly Point until all persons are accounted for.
5. Do not return to the work site unless authorised by emergency services and/or the Site Supervisor.

In the Event of an emergency the **CONSTRUCTION SUPERVISOR** or the Contracting PCBU's nominated **ON-SITE SAFETY REPRESENTATIVE** shall:

1. Ensure all persons are accounted for.
2. Ensure Emergency Services have been called for (if required).
3. Ensure a person is assigned to meet Emergency Services.
4. Notify Fletcher Living (main PCBU) of the emergency and liaise with the Construction Supervisors as required.
5. Liaise with Emergency Services and the Construction Supervisor prior to returning to work.
6. Ensure the site is safe prior to returning to work.

Please continue to Section 10.

## 10. REPORTING

### 10.1 GENERAL REPORTING REQUIREMENTS

All Contractor and Subcontractor workers are required to report the following to Fletcher Living as soon as practicable:

- Any hazards on site (establish safety first) they encounter to enable Fletcher Living to take appropriate action.
- Any incident/accident which resulted in injury of any type (including strains/strains/bruising/aches/pain) to any person as a result of the work being undertaken (includes members of the public).
- Any incidents/accidents which resulted in damage to any plant/equipment/facility (includes own equipment) or the environment as a result of the work being undertaken.
- Any incident/accident (Near Miss/Near Hit etc.) which could have caused injury or damage to plant/equipment/facilities/environment as a result of the work being undertaken.
- Any communication to and from (including action taken) a Regulatory body (including Worksafe NZ, Environmental Protection Authority) in relation to any Fletcher Living Sites.
- Any communications from any other affected person including members of the public.

### 10.2 INCIDENT RECORDING & INVESTIGATION

- All incidents must be reported as soon as practicable. Workers are required to report incidents to a FRL Representative as soon as they occur. The initial report may be verbal and depending on the severity of the incident, a written incident report from the PCBU may be requested.
- All Notifiable Events which occur involving Contractors and Subcontractors must be reported to Fletcher Living immediately and appropriate action taken to provide immediate assistance to any injured persons, restore or maintain safety and preserve the scene until specific authorisation from Worksafe is granted to disturb. It is the Contractor PCBU or Subcontractor PCBU's responsibility to report the incident to Worksafe NZ (0800 030 040) as required by the Health and Safety at Work Act.
- All incidents are to be appropriately investigated. A PCBU may conduct the investigation, however the PCBU is required to provide a copy to FRL for any supplementary investigation requirements.



# 11. ACKNOWLEDGEMENT OF RESPONSIBILITIES

## 11.1 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I confirm that all workers and Subcontracting PCBU workers working on Fletcher Living sites will:

1. Be inducted into the Contracting Company's EHS Requirements and Fletcher Living EHS Requirements.
2. Attend a site-specific induction to each Fletcher Living site they work on prior to commencing physical work.
3. Understand and execute their obligations to identify, report and take appropriate action to make safe/prevent harm to themselves and others.
4. Comply with all Fletcher Living EHS requirements (including site specific) and with any reasonable instructions of Fletcher Living Personnel including notification of hazards observed and/or created and incidents.
5. Comply with the Contracting Companies and their employers EHS requirements.
6. Be competent to complete assigned tasks or ensure they are appropriately supervised by someone who is.
7. Have an appropriate documented system of identifying hazards, assessing the risk of harm and eliminating or minimising the risks so far as is reasonably practicable.
8. Be briefed on all Fletcher Living EHS communications, including Toolbox Talks and Safety Alerts and take appropriate actions when required to reduce risks.
9. Provide in a timely manner to Fletcher Living copies of site relevant EHS records including (but not limited to): Competency and Training/Licence Records, Induction Records, SSW (SOP/TA/JSEA), Emergency and Rescue Plans, Toolbox and site EHS meeting minutes and Hazard observation/near miss/accident records.
10. Be provided with and required to wear the minimum required personal protective equipment (PPE) as well as any task-specific PPE needed, as far as reasonably practicable.
11. Be trained in the use, care and maintenance of PPE.
12. Ensure that this document is maintained as current and updated during the work process to address changes to site hazards and workers on the site. A formal review must be undertaken at least annually.

Contracting PCBU Company Name:			
Completed By:			
	<i>(Name)</i>	<i>(Signature)</i>	<i>(Date)</i>
Approved by Fletcher Living (main PCBU)			
	<i>(Name)</i>	<i>(Signature)</i>	<i>(Date)</i>

**COMPETENCY REGISTER**

TRAINING AND COMPETENCE REGISTER																								
All Workers including those of the Sub-Contracting PCBU's		Induction Dates <i>Record Dates</i>			Site Safe		National Certificates, LBP or Safety Related Unit Standards Held <i>Tick below and Record Details</i>			Other Licences and Safety Related Training / Certificates Held <i>Record Expiry Dates or Other Detail</i>							Plant & Machinery Competence <i>See Key Below</i>				General Competence & Experience <i>As Below</i>			
Name	Role	Inducted into this SSSP	Inducted into FL Safety Handbook	Site-Specific Induction	SiteSafe Number	Expiry Date	Trade / National Cert.	Registration Number (eg. EWRB/LBP)	Unit Standards	Drivers Licence	Licence Endorsement T, W, R, F (show type)	Workplace First Aid	Fire Warden	Height & Harness	Mates in Construction Training Yes/No	Other	Cranes & Load lifting	Excavators	Bobcats	Other	Overall Competence (See Key sec.7.2)	Years in Trade	Years in Role	
EXAMPLE JOHN SMITH	Builder / the boss	Jan-16	Jan-16	Jan-16	BCP	Apr-17			3789 rigging 16617 hi-ab	Sep-16	TWR	Jun-16	Apr-17	-	-	####	-	4	4	-	5	12	10	

**Key to Competence:**

- 1 – Under direct supervision, is not competent (watch all the time)
- 2 – Under supervision, is partially competent (maintain line-of-sight supervision)
- 3 – Indirect or occasional supervision, is partially competent (have supervision nearby)
- 4 – Fully competent to work unsupervised
- 5 – Competent to train others



## EMERGENCY PROCEDURES PLAN

### AP 4.1 EMERGENCY SERVICES CONTACT DETAILS

Service	Service Provider	Contact Details
Police	NZ Police	111
Fire	NZ Fire Service	111
Ambulance	St John's Ambulance	111
Notifiable Events (Serious Harm)	Worksafe NZ	(0800) 030 040
Poisoning	National Poisons Centre	(0800) 764 766
Power Supply Company Isolation	Auckland – Vector	(0508) 832 867
	Canterbury - Orion	(03) 363 9898
Gas Supply Isolation	Vector	(0800) 764 764
Natural Disasters / Emergencies	Civil Defence	(0800) 22 22 89
Environmental Spills / Pollution Control	Auckland City Council	(09) 301 0101
	Christchurch City Council	(03) 941 8999
	Environment Canterbury	(0800) 324 636
Animal Control	Auckland Animal Control Services	09-525 2911
	Christchurch Animal Control Team	(03) 941 8999
Regional Radio Frequencies (for emergency broadcast information)  Auckland / Canterbury	National Radio	FM 101.4 / 101.7 AM 756 / 675
	Newstalk ZB	FM 89.4 / 100.1
	Classic Hits	FM 97.4 / 97.7
	More FM	FM 91.8 / 92.1
	Radio Live	FM 100.6 / 99.3

### AP 4.2 EMPLOYEE / SUB-CONTRACTING PCBU / LABOUR-HIRE EMERGENCY CONTACT DETAILS

Worker on site	Mobile	Worker on site	Mobile

### AP 4.3 REQUIREMENT FOR EMERGENCY PROCEDURES (RESCUE PLANS)

Does the Task Analysis Schedule (pg. 6) indicate the need for emergency procedures (rescue, etc.) to be developed?

Yes / No

If "No" then strike a line through the following page – Emergency Procedure Plan. If "Yes" then follow the form over to develop the required emergency rescue procedures.

**EMERGENCY PLAN**

RESCUE PLAN			
Type of Emergency		Date Procedures Written	
Contracting PCBU		Date Team Members Trained	
Sub - Contracting PCBU		Date Procedures Trialled	
Team Members			
RESCUE COMPONENT			
Nature of Emergency			
Rescue Method			
Rescue Equipment			
Communication and Contact Numbers			
Medical Requirements			
Emergency Services Involvement (if Applicable)			