Safe Work Procedure

SWP-002

Risk Register

Fletcher Living

Employee & Contractor Edition

Version 13.0

March 2025

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Risk Management Methodology

Overview

- Fletcher Living is committed to protecting its workers, contractors, sub-contractors, visitors, and any person affected from risks within the workplace. Fletcher Living will meet its obligations under the *Health and Safety at Work Act 2015* to systematically identify, assess and control risks, and where significant risks have been identified, to control these through the application of the two-step control hierarchy: elimination or minimisation.
- Fletcher Living has introduced risk management techniques to ensure all workplace risks are being appropriately identified, assessed, and controlled.
  This is achieved by:
  - Undertaking all risk management work in conjunction with workers (e.g., safety representatives).
  - Maintaining a risk register to document all safety issues and controls.
  - Training all workers in the use and application of controls for each identified risk likely to affect them.

Risk Identification

- Risks will be systematically identified using a range of techniques including, but not limited to:
  - Task analysis
  - Area analysis
  - Process analysis
  - Review and analysis of hazardous substance registers
  - Employee and Contractor incident reporting
  - Outcomes from incident investigations
- Risks for each development shall be systematically identified prior to commencement of each stage of the project. Risk identification shall also be carried out throughout the development duration through site inspections and toolbox meetings using procedures and systems detailed in the FRL Site EHS Manual.
- Risks are to be recorded in the Risk Register and are also to be posted on site hazard boards and kept up to date.
- The Risk Register is also uploaded to Radar and reviewed annually at a minimum.

Risk Assessment

- All identified risks shall be assessed for their potential to cause harm and the type of harm likely. These are to be detailed in the Risk Register. It is the responsibility of the Divisional Manager to ensure that the assessment has been carried out.
- All assessments of risk or likelihood must be conducted in consultation with employees from the areas where the risks were identified. These employees will be competently trained and suitably experienced to be able to assess the risk and identify the practical controls for a task analysis.
- All identified risks must be assessed regarding their potential to cause harm and the type of harm likely using the Risk Assessment Matrix (below).
- The two factors to be considered are:
  - **Severity**: What is the potential to cause harm when someone encounters the risk and/or hazard?
  - **Likelihood**: To what extent is anyone exposed to the risk and/or hazard?
- The purpose of the risk assessment is to identify those tasks with a high severity or likelihood of harm and to ensure that sufficient controls are developed to reduce the risks to an acceptable level.
- An initial risk assessment is required assuming that no controls are in place – i.e., before the hierarchy of controls (eliminate, minimise) are applied. Then develop, document, and apply the risk controls, being sure to apply the higher controls first (i.e., eliminate before minimising). Then repeat the assessment with the controls in place. The result is the post-control risk score. If the post-control risk score appears in the red quadrant of the matrix below, further risk controls must be applied to reduce the risk to an acceptable level (ALARP).
  NB: It is unacceptable for a risk assessment score to remain in the red quadrant of the matrix.
- All identified risks need to be categorised as either significant risks or other risks. The EHS Committee reviews all site incident/ observation reports, and all significant new risks and controls will be entered into the Risk Register. In this way all sites will be aware of the risk when the Risk Register is used for induction or training of new employees and/or contractors.

Risk Matrix				Severity				
				Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Likelihood Descriptor	Chance of Event	Indicative Frequency	*No Treatment*	*First Aid*	*Medical Treatment*	*Serious Harm or Fatality*	*Multiple Fatalities*
	Almost Certain	*The event is expected to occur in most circumstances*	*≤ 3 Monthly*	Medium M8	High H13	Very High C20	Very high C23	Very High C25
	Likely	*The event will occur in most situations*	*≤ 6 Monthly*	Low L6	Medium M11	High H17	Very High C21	Very High C24
	Possible	*The event should occur at some time*	*≤ 1 Yearly*	Low L4	Medium M9	High H12	Very High C19	Very high C22
	Unlikely	*The event could occur at some time*	*≤ 2 Yearly*	Low L2	Low L5	Medium M10	High H15	Very High C19
	Rare	*The event may occur but only in exceptional circumstances*	*> 2 Yearly*	Low L1	Low L3	Low L7	High H14	High H16

Risk Management

- The *Health and Safety at Work Act 2015* requires all risks to be controlled and significant risks to be controlled through the application of a two-step hierarchy of control. The final choice of the control option is based on factors such as:
    - The nature and severity of harm that could be caused
    - The risk of injury or illness occurring from exposure to the risk and/or hazard
    - The techniques currently available to control therisk and/or hazard
    - The availability and cost of each of the possible control options
- Having identified and assessed all risks, Fletcher Living will take "all practicable steps" to control each significant risk, based on the factors listed above, using the two-step hierarchy of control, namely:
    - Elimination
    - Minimisation
- If low level minimisation is the only option (i.e., administration controls or PPE), then each PCBU on-site must:
    - Provide personal protective equipment (PPE) and establish a system to ensure it is used and maintained.
    - Monitor workers' exposure to the risk ("exposure monitoring", and with the informed consent of workers, monitor the health of workers in relation to the risk ("health surveillance").

Risk Monitoring

- Monitoring of control measures will beachieved through:
    - Site inspections
    - Walks
    - Employee Observations
    - Near miss and incident reporting
    - Site audits
    - Review of Safety Data Sheets(SDS)
    - Exposure monitoring
    - Health surveillance
    - Obtaining specialist advice

Identified Risks and Their Controls

- Fletcher Living Risks
    - The Fletcher Living Risk Register provides details of all site risks and the relevant controls for these.

    - Additionally, any risks that are unique to a particular development/site will be detailed in the Master Site SSSP, which should be read in conjunction with this Safe Work Procedure – Risk Register.
- Contractor/Subcontractor Risks
    - In addition to acknowledging risks identified by Fletcher Living, all Contractors/Subcontractors are required to detail their risks and/or hazards as well as the applicable controls, within their Site-Specific Safety Plan(SSSP) or Safety, Health, and Environmental Plan (SHEP).

Hazard Boards

- Fletcher Living Hazard Boards shall be used on all sites – example below.
- Where the site is fully enclosed by a fence with gated access, or otherwise has easily controlled access points, the 900 x 900 aluminium board is to be installed and maintained. In other cases, an alternative option is available in a 900 x 600 corflute sign which can be displayed on individual lots.
- The Hazard Board is to be updated as required with any hazards identified.

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
1	All Building Sites	**Working at height General - Fall from height**	Fatality, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C21 – Very High **Post-Control** H15 - High	Yes	Eliminate Isolate Minimise	• At height work to be supported by a task analysis and sound job planning to identify best methods of controlling hazards. • Where possible do the work on the ground and lift into place. • Where work is required to be completed at height, fall protection must be provided (scaffold, edge protection TWP/MEWP, safety nets, fall bags). Refer to the controls below applicable to fall protection methods selected. • Group controls are preferred i.e., controls which protect a group of people (e.g., a scaffold) as opposed to personal controls (e.g., a harness or ladder). • All working at height operations must comply with "Best Practice Guidelines for Working at Height in NZ" Worksafe NZ 2019	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
2	All Building Sites	**Scaffold Assembly/ Disassembly - Fall from height**	Fatality, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C21 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• All scaffolding to be erected in accordance with "Good Practice Guidelines for Scaffolding in NZ" Worksafe NZ 2017 as a minimum. Fletcher Living may in some cases have standards that exceed the BP Guidelines, and if so, these higher standards must be adhered to. • Scaffolds in which any part of the scaffold exceeds 5m in height and residential building above two stories must be notified to Worksafe. • All scaffolds must be erected by "competent persons". Scaffold that exceeds 5m in height in any section must be erected, modified, and dismantled by persons holding a Certificate of Competency. • A task analysis detailing safe work methods is to be submitted by the scaffold installer and approved by Fletcher Living before installation commences. The task analysis must ensure appropriate fall protection is always provided for installers (e.g., advance guardrail ["tunnelling" method] or a fallarrest system). • Where a fall arrest system is used as a control, the task analysis must be supported by thorough calculations as to the appropriateness of lanyard/harness length at differing heights and taking account of the "pendulum effect". It must also include training for staff in the use of fall arrest systems and a plan for rescuing personnel from suspension trauma. • Stairs are the preferred access route to scaffold, but if used, ladders should be erected in an independent scaffold bay and protected by either a hatch, gate, or tortured path. • Alternatively, ladders should include either a self-closing gate (preferred) or a short length of tube on a swivel coupler. • When constructing and dismantling scaffolds, an exclusion zone is to be established around the area below. Scaffold materials are not to be dropped or thrown to the ground.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review

3	All Building Sites	**Scaffold Use & Access - Fall from height**	Fatality, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control**
				C21 – Very High
				
				Post-Control
				H15 - High
					Yes	Minimise	• Only trained and authorised personnel to work from scaffold.
							• All scaffolding to be erected in accordance with "Good Practice Guidelines for Scaffolding in NZ" Worksafe NZ 2017 as a minimum. Fletcher Living may in some cases have standards that exceed the BP Guidelines, and if so, these higher standards must be adhered to.
							• Don't alter any part of a scaffold! Scaffolds can only be modified or dismantled (including the removal, disturbing, or altering of planks) by the scaffolding contractor.
							• Scaffolds in which any part of the scaffold exceeds 5m can only be modified or dismantled by the scaffolding contractors holding a Certificate of Competency.
							• A scaffold register is to be maintained with written inspections before first use, weekly, after alteration and after a weather event or natural disaster.
							• Before use, all scaffold users should inspect the scaftag. Only use the scaffold if the scaftag says "SAFE". If the scaftag says "UNSAFE" or if the scaftag is missing, do not use the scaffold. Report the matter to Site Management.
							• Users to inspect scaffold daily before use, including:
							  ○ Scaffold stability and geometry.
							  ○ 3:1 height to base ratio.
							  ○ Safe access by permanent/temporary stairs or ladder.
							  ○ Ladders should be erected in an independent scaffold bay and protected by either a hatch, gate, or tortured path.
							  ○ Alternatively, ladders should include either a self-closing gate (preferred) or a short length of tube on a swivel coupler.
							  ○ Ladder (4:1 pitch, secured) with a self-closing gate.
							  ○ Jonny Rails (3rd rail) are required on all external faces of the scaffolding, including to the top and bottom of all external access stairs. Rail also required in the main staircase on the external faces.
							  ○ Jonny Rail is required on all external faces irrespective of scrim being used to internal areas of scaffold where there are voids between building and scaffold that ≥ 600mm
							  ○ Edge Protection, including Jonny rail, with top rail 1,300 -1,500 mm above platform, and a mid-rail.
							  ○ Toe boards 150 mm above platform.
							  ○ Working platform of 3 planks or 675 mm wide.
							  ○ 450 mm working clearance on platform.
							  ○ ≤ 300 mm from work face or inside guard rails fitted.
							  ○ Planks secured against uplift and horizontal displacement.
							• Materials are not to be stacked above toe boards. Raised toe boards or brick guards to be used adjacent to stored material.
							• Where the public can gain access to the scaffold, ladders are to be planked-off and stairs to be cordoned-off when the site is unattended or afterhours.
								Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
4	All Building Sites	**Roof and Mid-floor work - Fall from height**	Fatality, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C21 – Very High **Post-Control** H15 - High	Yes	Minimise	• No person is to work from roofs or mid-floors where a fall hazard exists without fall protection controls in place. • Edge protection must be provided where there is the risk of a fall from or through the structure of a roof. • Edge protection to comply with "Good Practice Guidelines for Working on Roofs" Worksafe NZ 2017 or demonstrate equivalence. • Perimeter or edge protection (scaffold or guard rail) shall be installed on all the exposed edges of a roof which includes the perimeter of buildings, the perimeters of skylights or other fragile roof materials and any openings in the floor or roof. Open stairwells to be planked out or concertina scaffold used. • Wherever guard rails are being used for edge protection they must have a Jonny Rail (3rd rail) and 2 mid rails (including on stairs). The top rail must be ~1,400 mm above working surface. For gable ends the mid rail should be ~900 mm above the roof slope. • Where edge protection is being provided by a scaffold, the edge protection must be no more than 200 mm off the finished guttering. • Safety nets must be installed by a competent person to applicable best practice requirements. They must be regularly inspected by a competent person and be periodically tested to manufacturer specifications. • For confined spaces where safety nets are impractical, soft-landing systems (fall bags) may be used. • Purlins and battens should be spaced at ≤ 450mm centres to prevent fall- through. • Total restraint and work-positioning systems should be used to prevent workers reaching an exposed edge. Total restraint and work positioning systems must be attached to rated anchors which are tagged and recertified annually. • Isolate the area below roof work wherever there is any danger of people being struck by falling material, debris, tools, and/or material from adjacent cranes or structures.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
5	All Building Sites	**Top-plate work - Fall from height**	Fatality, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C21 – Very High **Post-Control** H15 - High	Yes	Minimise	• No person is to balance on or walk on top plates without fall protection in place. Safety nets must be installed to all interior areas of the unfinished roof from which a fall could occur. Top-plate work must not commence until safety nets have been fitted. Safety net operations to comply "Safe use of Safety Nets" Worksafe NZ 2017. • Safety nets must be installed by a competent person to applicable best practice requirements. They must be regularly inspected by a competent person. • Diagonal bracing to be at 45 or less to prevent strike hazards when personnel fall into safety nets. • For confined spaces where safety nets are impractical, soft-landing systems (fall bags) may be used. Additional layers of fall bags may be required dependent on the height of overhead work (consult fall bag manufacturer guidelines). • Nets must be periodically adjusted so that sag does not exceed 5-10% of the net's shortest side. • Ceiling battens must not be fitted until safety nets are dismantled. • Debris must be removed from safety nets immediately. • A plan to rescue personnel from nets/bags to be developed and tested.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
6	All Building Sites	**Retaining walls and other unprotected edges not part of the building structure - Fall from height**	Fatality, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C21 – Very High **Post-Control** H15 - High	Yes	Minimise	• No person is to work atop a retaining wall or unprotected edge where a fall hazard exists without fall protection controls in place. • Edge protection must be provided where there is the risk of a fall from a retaining wall or unprotected edge. • Edge protection to comply with "Good Practice Guidelines for Working on Roofs" Worksafe NZ 2017 or demonstrate equivalence. • Perimeter or edge protection (scaffold or guard rail) shall be installed on all the exposed edges of a retaining wall or other unprotected edges. • Wherever guard rails are being used for edge protection they must have a Jonny Rail (3rd rail) and 2 mid rails (including on stairs). The top rail must be ~1,400 mm above working surface. they must have a top and mid rail (including on stairs). Top rail must be 900 - 1,100 mm above working surface. For gable ends the mid rail should be ~900 mm above the roofslope. • Warning signage must be prominently displayed advising of the fall hazard. • Total restraint and work-positioning systems should be used to prevent workers reaching an exposed edge. Total restraint and work positioning systems must be attached to rated anchors which are tagged and recertified annually. • Isolate the area below the retaining wall or unprotected edge wherever there is any danger of people being struck by falling material, debris, tools, and/or material from adjacent cranes or structures.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
7	All Building Sites	**Temporary Work Platforms (TWPs) - Fall from height** e.g. scaffold towers, podium, folding and step-up platforms, trestle scaffolds, step platforms, stilts, constructed TWPs	Fracture, laceration, crushing, concussion, sprain, strain, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C21 – Very High **Post-Control** H15 - High	Yes	Minimise	• Temporary work platforms must be used to provide fall protection for interior tasks (e.g., gib-stopping, sanding, painting, etc.) or minor exterior tasks where scaffolding and guard rails are impractical or not available. • Choose a TWP that is suited to the task at hand. A hazard assessment /task analysis should be used to establish which TWP is preferred. • Generally, TWPs must include a working platform (450mm) and edge protection (guardrail). Where the TWP does not have these features its use must be supported by a detailed risk assessment establishing that it is restricted to low level tasks and short-term interior work with a minimal risk of a falling. • Only trained, competent and authorized personnel may operate TWPs. • TWPs are generally only suited for use on level surfaces. • TWPs to be strictly operated to manufacturer specifications. • Constructed TWPs must be constructed by a "competent person" ("competence" is a combination of skills, training and experience and must be established by the ContractorsSSSP). • Scaffold towers and constructed TWP's must comply with "Good Practice Guidelines for Scaffolding in NZ" Worksafe NZ 2017. Also refer to guidelines above for using scaffolds. • TWPs made from pallets, bricks, blocks, buckets, boxes are prohibited.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
8	All Building Sites	**Ladders - Fall from height**	Fracture, laceration, crushing, concussion, sprain, strain, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C21 – Very High **Post-Control** H15 - High	Yes	Minimise	• Ladders are for access only and not to be used as working platforms. • Where a working platform is required, consider alternative options e.g., MEWPs and TWPs such as scaffolding towers or podiums. • Podium ladders are preferred to standard or step ladders as they provide a working platform andguardrail. • Only commercial grade ladders, compliant with *AS/NZS 1892* standard and with a minimum load rating of 120-150 kg are allowed. • Ladder work must be of "short duration" i.e., minutes, not hours. • Ladders must be structurally sound, free of defects (no missing/ broken rungs, split stiles etc.) and in good condition. • Ladders must be properly angled, 4 up – 1 out. • Secure the ladder at the top and bottom. • Ladder to extend 1m above working platform. • Face the ladder and maintain 3 points of contact at all times. • Never over-reach, move the ladder if required. • Never work off the top two steps. • The person and any tools or materials they are taking up should not exceed the highest safe working load stated on the ladder. • 3 step ladders are banned. • Refer to Acceptable Ladders and Work Platforms document.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
9	All Building Sites	**Mobile Elevating Work Platforms (MEWPs) - Fall from height** e.g., cherry pickers, scissor lifts, tele-handlers, forklifts, etc.	Fatality, electrocution, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C21 – Very High **Post-Control** H15 - High	Yes	Minimise	• Choose MEWP suited to the task at hand. • MWEP to be strictly operated to manufacturer specifications. • Only trained, competent and authorized personnel may operate MEWP. • All operations to comply with "Good Practice Guidelines for Mobile Elevating Work Platforms" Worksafe NZ 2017. • Check inspection certificate is current – it not, don't use the MEWP. • Complete daily pre-operation checks. • Never exceed the safe working load. MEWP is not to be used as a crane. • Use cones and cordoning tape to isolate area around MEWP. • Setup with stabilizers fully extended on level ground, and brake applied. • Ensure the EWP cannot be struck by other vehicles. • Exercise situational awareness – note the position of overhead power lines. At all times observe a minimum approach distance (MAD) of 4.0 metres from power lines. If needing to work within MAD, contact Power Company to arrange de-energizing of supply first. Remain in the bucket if contact with live power wires occurs. • Ensure personnel cannot go under the platform. • Only travel if the machine route is firm and level. • Be alert for possible strike hazards caused by boom swing area. • Do not overload MEWP. • Use parking brake and brake lock. • Do not over-reach or climb out of the platform. • In boom-mounted MEWPs, wear a harness with an energy absorbing lanyard attached to a rated anchor point. The lanyard should be just long enough to provide free movement within the confines of the bucket. In scissor lifts and other MEWP wear a double lanyard system attached to a rated anchor point. • If a fault is suspected, cease operation.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
10	All Building Sites	**Stilts - Fall from height**	Fracture, laceration, crushing, concussion, sprain, strain, loss of consciousness, puncture wound, cuts, abrasions,	**Pre-Control** H17 – High **Post-Control** M10 – Medium	Yes	Minimise	• Consider the use of more appropriate TWPs e.g., scaffold towers, podiums, folding and step-up platforms, trestle scaffolds, step platforms, or constructed TWPs. • The use of stilts must be supported by detailed task analysis and risk assessment establishing that stilts are restricted to low level tasks and short-term interior work with a minimal risk of a falling. • The task analysis must describe safe work methods and hazard controls. • Only trained, authorised and competent personnel may work from stilts. This must be established in the contractors SSSP. • Stilts must be inspected before use – an inspection register must detail daily pre-operational and periodic inspections. A maintenance register must be kept detailing any identified defects and repair/replacement. • The manufacturer's manual must be readily accessible. • Strict requirements and practices must be established and observed around housekeeping to prevent trips.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
11	All Building Sites	**Overhead work - Objects falling from above**	Fatality, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Minimise	• Only authorized persons permitted on site. • Signage prohibiting unauthorised entry and warning of construction hazards are to be displayed at all entry points to the development. • To adequately protect the public all Fletcher Living Sites must be fitted with perimeter temporary fencing. • Screens and catch platforms are to be fitted to scaffolds in medium - high density pedestrian zones. • The area below overhead work is to be cordoned off. • No person is to work or traverse beneath over-head work. • No person to enter the building when roofing is in progress. • Do not work in areas in which materials overhead are not securely fixed. • Materials are not to be stacked above toe boards. Raised toe boards or brick guards to be supplied adjacent to stored material. • Ensure kick boards are in place and items are not stacked above the top of the boards. • Ensure brick guards are used where bricks are loaded onto the scaffold. • Hard hats to be worn as per PPE policy.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
12	All Building Sites	**Temporary Works - Temporary building or structure failure**	Fatality, crushing, amputation, fracture, laceration, concussion, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Minimise	• Temporary works must be designed and installed by a competent person and must be inspected and signed-off prior to use, loading or working adjacent to. • Correct installation procedures must be strictly followed. Temporary works must be plumb, toggle clips must be snugged down with proper prop pins. All temporary works must be adequately braced, tacked, and stabilized. Watch for loose formwork and tripping hazards. • Where scaffolding is present and the height is more than three (3) times the width of the base, it must be tied to the structure. If not, it must be rakered or buttressed. • Use proper hoisting and lifting methods when positioning temporary works. • The SWLs may not be exceeded on temporary works. • Dismantle in the reverse order to assembly. • The temporary works procedure must be followed on site. • Temporary works must be inspected pre- and post any extreme weather event, or post natural disaster.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
13	All Building Sites	**Load-lifting and Rigging - Objects falling on or striking personnel** e.g., tilt-slab, cranes, Hiab's, etc.	Fatality, crushing, amputation, fracture, laceration, concussion, loss of consciousness, puncture wound, cuts, abrasions	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• Load-lifting operations must be supported by a detailed task analysis/lifting plan. • All lifting operations must be carried out in accordance with "Approved Code of Practice for Cranes" Worksafe NZ 2009 and "Approved Code of Practice for Load-Lifting and Rigging" Worksafe NZ 2012. • All tilt-slab operations must be carried out in accordance with "Safe work with precast concrete" Worksafe NZ 2018 these guidelines offer advice on the safe handling, transportation and erection of precast concrete elements. • Only trained, certified and authorized personnel may rig loads, perform lifting operations or act as dogmen. Training and competence records to be available for inspection. • Cranes must have a certificate of inspection on-board and available for inspection. • All rigging gear must be tagged with the Working Load Limit (WLL) and frequently used gear must be load-tested annually and tagged. All rigging gear to be inspected prior to each use. Only rigging gear suitable for the task and within the WLL to be used. • Crane is to be positioned on stable, level ground with outriggers fully extended. • All cranes and lifting equipment to be kept in safe operational order and maintained to manufacturer specifications. • A pre-operational inspection is to be undertaken before each lift by a competent person to assess the general condition of the crane for continued safe operation. Where defects are identified the crane should be taken out service pending an investigation and until repaired or made safe. • An exclusion zone must be established around the lifting operation. • Crane operator to be constantly aware of work area and personnel within proximity of lift. • All personnel not involved with the lifting operation to be kept clear of the lift area. All personnel to exercise situational awareness. • No person is permitted to be under suspended loads. Crane operator must not lift loads over personnel or traffic. • Stay clear of stationary objects against which you could be pinned by a swinging load. • All personnel involved in the lift must meet minimum PPE standards of safety footwear, hard hat, and Hi-Viz clothing. • Loads must be adequately secured to ensure they do not fall during unloading. • Load lifting operations to be suspended in adverse weather conditions. • Taglines should be used to position loads by trained dogman. • Lifting gear to be stored well clear of equipment or substances which may cause damage. All defective lifting gear to be destroyed.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
14	All Building Sites	**Loading /Unloading Delivery Trucks - Objects falling on or striking personnel**	Fatality, crushing, amputation, fracture, laceration, concussion, loss of consciousness, puncture wound, cuts, abrasions	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• All sites to have a detailed traffic management plan which is disclosed to contractors as part of the site-specific induction. • The traffic management plan shall take all practicable steps to separate pedestrians and traffic (delivery trucks). • All loading, unloading, delivery and storage shall take place within the bounds of the lot, and shall not encroach on the swale, footpath, verges, berm, or adjacent lots. Vehicle to be loaded/unloaded must be positioned on stable, level ground. • An exclusion zone must be established around the lifting operation. • Only trained, licensed, and authorized personnel may load or unload transporters using forklifts or other lifting machinery. All operators to exercise situational awareness at all times. • Load-lifting operations must be supported by a written, detailed task analysis/lifting plan. • Before opening the curtains/doors, check for any bulges which may indicate a risk of freight falling out. Once the curtains/doors are opened, check that safety straps are in place and the load for any potential hazards e.g., unsafe stacks, damaged pallets. If there are pallets on a lean that will be unsafe to load, then break these down and restack manually. • Loads must be secured to ensure they do not fall from truck during unloading. When loading, ensure all freight is secured and safety straps are in place before closing the curtains. • Lift operator to be constantly aware of work area and personnel within proximity of the lift. All personnel to exercise situational awareness. • All personnel involved in the lift must meet minimum PPE standards of safety footwear, Hi-Viz clothing and gloves. Hard hats to be worn where appropriate. • All personnel not involved with the loading operation to be kept clear of the area by setting up a clearly visible exclusion zone. • No person to be under loads and operators may not lift loads over personnel or traffic. • Appropriate handling equipment and correct lifting processes should be followed at all times as per "Preventing manual handling injuries" Worksafe NZ 2017 . • When unloaded, loads must be stowed so that they are contained within the confines of the site and not protruding onto the footpath, berm, or road. Materials must be appropriately stacked and restrained have regard to prevailing winds, traffic movements or anything else which may destabilize materials.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
16	All Building Sites	**Mobile Plant & Equipment – Struck by mobile plant** e.g., Excavators, skid-steer loaders, backhoes, bulldozers, front-end loaders, graders, scrapers, rollers and forklifts	Fatality, crushing, amputation, fracture, laceration, concussion, loss of consciousness, puncture wound, cuts, abrasions, sprain, strain	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• Choose mobile plant and equipment that is suited to the task at hand. Risk assessment/task analysis should be used to establish suitable mobile plant/equipment. • Exclusion zones should be set up around operations. • Mobile plant and equipment to be maintained to manufacturer specifications and used only for the purposes for which it was designed. • Mobile plant and equipment may only be operated by appropriately trained personnel, hold licenses, endorsements, safety certificates and employer authorizations for all equipment they operate. • All operators must comply with the Road Code, Fletcher Living Safe Driving policy and observe all posted notices and signs. Fletcher Living Drug and Alcohol policy applies and provides for random testing of employees and contractors on all sites. • Mobile plant and equipment must not be operated by a person who is under the influence of alcohol or drugs. • Ensure all Operator Protective Structures (OPS) and Rollover Protective Structures (ROPS) are in-situ and operable. • A daily pre-operational check must be completed. All mobile plant is to be maintained in safe operational order. • Operators must comply with all applicable regulations, codes of practice, guidelines, and standards applicable to the mobile plant. • Ensure proper site and ground assessment of soil and stability is completed before mobile plant and equipment is used. • An exclusion zone must be established and/or a spotter designated to around the operational area. Mobile plant operator to be constantly aware of work area and personnel within proximity. • All personnel not involved with the operation to be kept clear. All personnel to always exercise situational awareness. • Identify ground services prior to digging. • Other personnel must stay well clear of operating machinery and be alert when within the “swing area” of cranes and excavators • Safety shields and guards to be operable and used when provided as part of mobile plant and equipment. • Wear seat belts where these are provided. • Both mobile plant operators and other persons working within proximity of the operation must wear required PPE including Hi-Viz clothing, safety footwear, eye, hearing protection and gloves. • Observe speed restrictions. • Keep to formed roadways where possible – beware of sloping sites. • Ensure reverse alarms and flashing beacons are operative. Use signals. • Maintain three points of contact while climbing aboard. • Lockout when being maintained or faulty. • Do not allow passengers to ride on mobile plant and equipment unless passenger seating has been provided by the manufacturer.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
17	All Building Sites	**Concrete Pumps**	Irritant and allergic dermatitis, sprain, strain, abrasions, cuts, laceration, amputation, fracture, bruising, crushing, fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• All concrete pumping operations to comply with "Health and safety during concrete pumping" Worksafe NZ 2017. • Concrete pumping must be supported by a detailed task analysis/ lifting plan (including emergency procedures) which must be communicated to all personnel supporting the operation. • Observe hazard controls for carbon monoxide, noise, overhead power lines and other electrical equipment (above). Ensure 4m clearance is maintained from power lines. • Concrete truck to be strictly operated and maintained to manufacturer specifications. Only trained, competent and authorized operators may pour concrete. Complete daily pre-operation checks and observe all safety instructions. Ensure hoses and protective coverings are intact and that clamps are marked with operating pressure and compatible with the pipeline being set up. • Pedestrian and traffic flow around operations must be effectively controlled. Isolate the pour area and establish walkways and non-slip ramps for workers and keep these clear of obstacles. • All PPE required by Fletcher Living policy or industry guidelines must be worn including Hi-Viz clothing, waterproof footwear, gloves, hard hats, safety goggles (if splashes to the face could occur) and long clothing. • If direct contact with concrete occurs, remove footwear and clothing immediately and wash with pH-neutral soap and water. If signs of dermatitis appear, see a doctor as soon as possible. • Position truck as close to pour site as possible on level and solid ground, free of obstructions and with a boom-arc radius clear of obstacles. Outriggers must be fully extended and on firm footings. • Only use concrete of a pumpable consistency to avoid blockages. • Concrete pump should not be operated unless a hopper guard approved to *AS 1418:15 Cranes – Concrete Placing Equipment* is in-situ and fitted with an interlocked cut-out to prevent entanglement of body-parts. • Remote control features and emergency stop / cut-out features must be clearly indicated, and their role understood by operators. • Personnel supporting the pour must have a pre-determined method of communication and clear line-of-sight with the operator. Be alert for vehicle movements and avoid being entrapped between truck and other objects. Personnel not associated with the pour to be kept clear. • The concrete pipeline should be adequately secured to prevent movement during high-pressure pumping operations. Movement limiting devices must be in-situ and operable. Avoid operations likely to cause hose-whip or blockages. Quick release clamps and connections must have locking pins/safety chain in case of a blow-out. • Concrete waste, residue or wash-out must be collected, contained, and not allowed to enter storm water drains.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
18	All Building Sites	**Hazardous Substances General** Including solvents, cleaning solutions, acid washes, concrete etching acid, waterproofing compounds, sealants, adhesives, cement and treated timbers	Burns, inhalation, skin absorption, respiratory illness and disease, chemical burns, nerve damage, loss of consciousness, vomiting, blindness, damage to organs and embryos, cancers, fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• All activities to comply with "Working safely with hazardous substances" Worksafe NZ 2022. • Contractors and Sub-Contractors are required to detail all hazardous substances in a hazardous substance register included with their Site-Specific Safety Plan (SSSP). Hazardous substances to be reviewed by Fletcher Living personnel and approved as part of SSSP sign-off. • All hazardous substances are required to be accompanied by a Safety Data Sheet (SDS), copies of which must be submitted with the SSSP. A copy of all SDS must be held at the site office and be able to be produced within 10 minutes. SDSs must be in the 16-point HSNO format and must not be older than 5 years. • Contractors to submit an emergency management plan applicable to the hazardous substances brought on-site. Emergency plan is to be approved by Fletcher Living as part of SSSP sign-off. • All hazardous substances are to remain in their original containers – don't decant to containers which may be accidentally ingested (i.e., water bottles). • Labels must be present on all original containers and are to provide basic emergency information. • All PPE required by Fletcher Living safe work procedures or as specified within the SDS is to be worn by all personnel exposed to the hazard. • Adequate ventilation is to be provided when using hazardous substances including local extraction of vapours, fumes, dusts etc. • Hazardous substances are to be safely stored and handled as per SDS. Any restrictions around incompatible storage is to be strictly observed. • Hazardous substances are to be limited to the smallest quantity required for current operational activities. Contractors to ensure quantities do not accumulate to Approved Handler or Location Test Certificate trigger levels. • Levels of obsolete hazardous substances (paint, aerosols, solvents, etc.) should be closely monitored and regularly discarded to prevent their escaping and ensure that HSNO trigger levels are not breached.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
19	All Building Sites	**Hazardous Substances - Paints and Spray Painting**	Fire, explosion, Burns, inhalation, skin absorption, nerve damage; loss of consciousness, vomiting, blindness, respiratory disease & Illness, allergic respiratory symptoms, mucosal and non-allergic respiratory symptoms, damage to organs and embryos, cancers, fatality	**Pre-Control C19 – Very High** **Post-Control H15 - High**	Yes	Isolate Minimise	• Refer to "Working safely with hazardous substances" Worksafe NZ 2022 for guidance on risks, controls, managing risks, etc. • Personnel must be familiar with SDS sheets and observe all procedures for safe handling and storage. • In accordance with Worksafe NZ, flammable fluids (including paint and thinners) must be stored in an appropriate location with adequate ventilation and protection from vandalism. Refer link above. • A fire extinguisher (minimum 30B rating) must be located within 30 metres. • Minimum PPE which is to be worn includes: overalls, safety glasses, chemical impervious gloves, and respirator. Respirators shall comply with standards AS/NZS 1715:2009 Selection, Use and Maintenance of Respiratory Protective Devices and AS/NZS 1716:2003 Respiratory Protective Devices and must be adequate for the hazard. • Care must be taken when working with isocyanates, epoxy compounds, lead, chromates, and cadmium. • Immediately change any solvent-soaked clothes. • Use the smallest amount of solvent that will do the job. Keep only enough solvent for 1 day in the work area and always in the original container. Don't decant to containers which may be accidentally ingested (i.e., water bottles). • Personnel not directly involved with the sanding/painting process must not enter the building while sanding or painting is in progress and must NOT work in the vicinity until painting is completed and fumes have dispersed. • Pressurized spray painting must be undertaken with adequate ventilation provided for those undertaking the task including local extraction of vapours and fumes where appropriate. All operations to comply with applicable Workplace Exposure Standards (WES). • All sources of ignition and heat must be kept away from flammable vapours, including glycol ethers when cleaning equipment. • Hazard board to be updated and Class 3 HSNO signage to be displayed.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
20	All Building Sites	**Silica - exposure to silica dust** Including concrete, bricks, blocks, rocks and fibre-cement tiles and boards (Including linea, titan, etc.)	Silicosis, respiratory disease & Illness, allergic respiratory symptoms, mucosal and non-allergic respiratory symptoms, skin irritant, eye irritant and cancer	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• Where practicable, products containing silica should be substituted for safer alternatives. • To prevent silica exposure, keep silica dust out of the air. • Equipment, plant, and processes which produce fibres, dusts, and vapours (e.g., saws, sanders, routers, planers, etc.) should be fitted with engineering controls which provide localized exhaust extraction with collectors placed at points where dusts, fibres and vapours are produced. Tool start extraction should be provided with extraction through a HEPA (H-class, high efficiency particulate air) filter and contained in disposable liners. • Equipment, plant, and processes should be situated and undertaken in a well-ventilated location or otherwise have a dedicated ventilation system installed. Consider prevailing winds and warn others in proximity. Use the hazard board to communicate with others and setup an exclusion zone using cones or tape. If machining is to occur indoors then appropriate controls need to be established e.g., dedicated containment room with exhaust extraction, etc. • Use cutting equipment and methods which minimise dust. Dust-reducing saws/wet-saw should be used in conjunction with dust-reducing blades which generate larger (and less respirable) dust particles. Where practicable, other hand machining tools or cutting methods (e.g., score- and-snap) may be options. Equipment should be maintained and frequently cleaned to ensure efficient operation. • Water hoses should be used to wet down any dust created before it becomes airborne and to frequently clean equipment. Do not dry sweep. Dust should be removed from work areas using vacuums with HEPA filters (H-class, high efficiency particulate air) or a water hose. • All PPE required by FRL safe work procedures or as specified within the SDS applicable to the substance being used is to be worn by all personnel exposed to the hazard. • Respirators should be used together with other dust control methods, not as the primary way to prevent exposure to silica dust. Ensure the correct respirator is used for the job dependent on dust levels and particle size (refer to the safety data sheet for the product being handled). A P2 disposable respirator (face mask) is a minimum for low to medium dust levels. A half or full-face P1 or P2 respirator may be required for medium to high dust levels. • Dust masks and respirators shall comply with standards *AS/NZS 1715:1994 Selection, Use and Maintenance of Respiratory Protective Devices* and *AS/NZS 1716:2003 Respiratory Protective Devices* and must be adequate for the hazard. Respirators are only effective when they are properly used. A facial fit test should be carried out for each worker and training provided on the correct care and use of respirators. Most importantly, supervise workers to ensure they are being used/used correctly.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
21	All Building Sites	**Silica (cont.)** Including concrete, bricks, blocks, rocks and fibre-cement tiles and boards (Including linea, titan, etc.)	Silicosis, respiratory disease & Illness, allergic respiratory symptoms, mucosal and non-allergic respiratory symptoms, skin irritant, eye irritant and cancer	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• Dusty clothes should not be allowed to contaminate cars, homes, or other areas outside the worksite. Have disposable or washable clothes to change into at work. Change into clean clothes (and if possible, shower or wash before leaving the worksite). Do not allow dusty clothes to contaminate other clothing –wash separately. • Follow good personal hygiene practices. This includes not eating, drinking, or smoking in dusty areas; wash your face and hands before eating, drinking, or smoking outside dusty areas; park your car in an area that will not be contaminated by dust. • Monitoring of the workplace for silica exposures is to be undertaken by an appropriately qualified Occupational Hygienist 5-yearly or earlier upon a significant process or equipment change. • Monitoring is to be supplemented by annual lung function testing and a respiratory questionnaire of all site personnel (with the informed consent of individuals involved). • Outputs from environmental sampling and health monitoring are to be fed back into the hazard management process and made available to all site personnel. Employee's exposure levels may not to exceed an 8-hour time-weighted average of 0.025mg/m3 of inhalable dust. Refer to "Workplace exposure standards and biological exposure indices" November 2023 edition 14 Worksafe NZ 2023	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
22	All Building Sites	**Wood Dust - exposure to dusts** **Soft and hard wood dusts**	Scarring of the lungs, allergies, occupational asthma, cancer, irritant if swallowed for intestines/ organs, eye damage, skin irritant skin and can cause skin ulceration	**Pre-Control** C15 – Very High **Post-Control** L7 - Low	Yes	Isolate Minimise	• Where practicable, products generating would dust should be bought pre-cut to correct lengths minimising the need to cut to size on site. • The key to preventing wood dust exposure is keeping wood dust out of the air. • During cutting, sanding, or otherwise machining timber, use on-tool extraction with a M (minimum std) or an H-Class vacuum. • Where the above is not feasible, use a catch bag or similar. • Display "Warning Dust" signs where dust is created to warn others in the vicinity. • Set up an exclusion zone around work area to keep persons not involved in the task out of the immediate area. • Always wear a P2 dust mask at minimum when cutting, sanding or otherwise machining timber, as well as during housekeeping activities. • Ensure dust mask fits properly by ensuring a seal around the nose and mouth area. To get a good fit RPE wearers should be clean shaven. • Fit testing of dust masks or respirators to be conducted annually and records kept. • Maintain vacuum to ensure its filter is replaced when needed for optimum extraction as per the manufacturer's instructions. • Dispose of vacuum bags as per manufactures guidelines. • Test and Tag Vacuum, drop saw, table saw, and any other electrical power tools used. • Use hand protection when handling timber.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
23	All Building Sites	**Wood Dust (cont.)** Soft and hard woods i.e., all timber types	Scarring of the lungs, allergies, occupational asthma, cancer, irritant if swallowed for intestines/ organs, eye damage, skin irritant skin and can cause skin ulceration	**Pre-Control** C15 – Very High **Post-Control** L7 - Low	Yes	Isolate Minimise	• For housekeeping use wet-methods or where this is not possible, use a M (minimum std) or a H-Class vacuum to clean up wood dust. • Ensure vacuum bags are disposed of safely and sensibly. • Maintain vacuum by ensuring its filter is replaced when needed for optimum extraction as per the manufacturer's instructions. • Follow good personal hygiene practices. This includes not eating, drinking, or smoking in dusty areas; washing your face and hands before eating, drinking, or smoking outside dusty areas; parking your car in an area that will not be contaminated by dust. • Ensure team members, incl new, are familiar with Wood Dust Controls and the hazards it poses to them and other's health. • Monitoring of the workplace for wood dust exposure is to be undertaken by an appropriately qualified Occupational Hygienist 5-yearly or earlier upon a significant process or equipment change. • Monitoring is to be supplemented by annual lung function testing and a respiratory questionnaire of site personnel (with the informed consent of individuals involved). • Outputs from environmental sampling and health monitoring are to be fed back into the hazard management process and made available to all site personnel. • Employee's exposure levels may not to exceed the current WES limits of 8-hour WES-TWA of 0.5 mg/m3 for hard wood dust and WES-TWA of 2mg/m3 for soft wood dust. Refer to "Workplace exposure standards and biological exposure indices" November 2023 edition 14 Worksafe NZ 2023	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
24	All Building Sites	**Airborne Dusts, Fibres & Vapours** Including dusts, fibres, plasters, fibrous cement, silica, ceramic & porcelain tiles, fibrous boards, wood dust, mould and fungal spores	Respiratory disease & Illness, allergic respiratory symptoms, mucosal and non-allergic respiratory symptoms, skin irritant, eye irritant and cancer	**Pre-Control** C19 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• Refer to the WorkSafe website for guidance on risks and controls for dusts and fumes. • Equipment, plant, and processes that produce fibres, dusts, and vapours (e.g., saws, sanders, etc.) should be fitted with engineering controls that provide localized exhaust extraction with collectors placed at points where dusts, fibres and vapours are produced. • Equipment, plant, and processes should be situated and undertaken in a well-ventilated location or otherwise have a dedicated ventilation system installed. • All PPE required by Fletcher Living safe work procedures or as specified within the SDS applicable to the substance being used is to be worn by all personnel exposed to the hazard. • Dust masks and respirators shall comply with standards *AS/NZS 1715:2009 Selection, use and Maintenance of Respiratory Protective Devices* and *AS/NZS 1716:2003 Respiratory Protective Devices* and must be adequate for the hazard. • Monitoring of the workplace for respiratory hazards is to be undertaken by an appropriately qualified Occupational Hygienist 5-yearly or earlier upon a significant process or equipment change. • Monitoring is to be supplemented by annual lung function testing of Fletcher Living site personnel (with the informed consent of individuals involved). • Outputs from respiratory sampling and lung function tests are to be fed back into the hazard management process and made available to all site personnel.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
25	All Building Sites	**Underground Service Strike - Contact with underground services** e.g., gas, electricity, data/phone	Fire, explosion, burns; fatality	**Pre-Control** C21 – Very High **Post-Control** H15 - High	Yes	Isolate Minimise	• Obtain and reference drawings and plans from site managers for all services before digging. to identify services the "Permit to Dig" process must be followed before starting work. • Don't rely on drawings. Use relocating devices (e.g., sub-surface detection specialists, scans or similar) to accurately identify service locations. • Using all information above, the line of all known power cables/ underground services must be marked out, using a waterproof means, with the line of them extending at least 600mm past the hole that will be dug. • Non encroachment lines 600mm (as a minimum) parallel to and away from the outer and innermost power cables/underground services marker lines must be drawn. As above these lines must be extended at least 600mm beyond the edge of the hole that will be dug. • At this stage machinery and power tools must not be used in between the non-encroachment lines. Hand tools must be used to undermine outside the non-encroachment lines progressively and carefully towards the power cables/underground services. • Handheld power tools must only be used to break up any hard surface, keeping pace with, but not going past the undermining. Use of powered tools must stop if at any time the cutting rate quickens, indicating softer ground. At all times, attention must be paid to the power cables/underground services run marker lines outside the edges of the hole. • Near power cables/underground services, only approved hand tools, that do not have sharp points or that are unlikely to damage the underground services must be used in preference to powered tools, unless site conditions make this impracticable. No spears are permitted to be used. Spades must be used in preference to forks. Extreme care must be taken when using a spade, pickaxe, or crowbar. Pickaxes must only use for lifting slabs. Approved, insulated tools should be used. • The safe digging procedures above must be followed until all the power cables/underground services required for work or for identification have been located. If all recorded or detected power cables/underground services inside the proposed digging area have been located as above, handheld power tools may be used below ground level to break up concrete or similar structures, but even then, only where it is not possible to use handheld tools such as club hammers or sledgehammers. • Where exposed power cables/underground services are likely to be damaged in any way, they shall be adequately protected and or supported as detailed in the risk assessments and method statement. • If a gas service strike occurs activate alarm, evacuate the area. Call the Fire Service. Remove all sources of ignition. Activate any fire protection systems. If a pipeline leak, close isolation valves, if it is safe to do so.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
26	All Building Sites	**Electrical Equipment & Power Tools - Contact with electricity**	Fatality, electrocution, burns, amputation, laceration, loss of consciousness, puncture wound, penetrating eye wound, cuts, abrasions,	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Isolate Minimise	• Only trained and authorized personnel may operate power tools and electrical equipment • All electrical equipment is to be tagged in accordance with *AS/NZS 3012/ 3760 In-service Safety Inspection and Testing of Electrical Equipment*. **Portable power tools leads, and appliances must be tested and tagged every 3 months (construction site), annually (site offices) every 5 years (Branch Offices). Fixed RCD devices (RCDs in the switchboard) to be tested every 6 months by the "user" and every 2 years by an electrician.** • Residual Current Device (RCD), Isolating Transformer or Earth Leakage Circuit Breaker (ELCB) must be used at all times. • Only industrial (i.e., non-domestic) multi-boards must be used. Double adaptors and 'piggyback plugs' should not be used. • Use electrical appliances close to power source. • Avoid dangerous environments. Do not expose power tools to rain or use in damp/wet locations. Keep area well lit. Avoid chemical or corrosive environment. Do not use in presence of flammables. • All personnel to inspect condition of leads and equipment before use and to report any defects immediately. Do not use damaged or defective equipment. • Wear required PPE including protective footwear, eye, hearing protection and gloves. Do not wear loose clothing or jewellery, tie back long hair and beards to avoid being caught in moving parts. • All guards and other safety devices must be operable and kept in-situ. • Operate and maintain equipment in accordance with manufacturer specifications by a competent person. • Use the correct tool for the job. Don't use tool for a purpose for which it was not intended. Do not force the tool. • Always keep proper footing and balance. Do not use from ladders. • Never carry tool by cord or yank it to disconnect from receptacle. Keep cord from heat, oil, and sharp edges. • Secure work. Use clamps or a vice to hold work. It's safer than using your hand and it frees both hands to operate tool. • Keep tools sharp and clean. Follow instructions for lubricating and changing accessories. Keep handles dry, clean, and free of oil/grease. • Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, and cutters etc. • Form a habit of checking that the key and adjusting wrenches are removed before turning on. • Avoid unintentional starting. Do not carry a plugged-in tool with finger on switch. Be sure switch is off when plugging in. Keep hands, body, and clothing clear of blades, bits, cutters, etc. when plugging in. • When not in use, keep tools stored in dry lockable storage. • Extension leads, cords and hoses must not be placed where they will be a "Tripping Hazard" or damaged by equipment or materials.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
27	All Building Sites	**Excavations & Trenches - Contact with underground services**	Fatality, crushing, suffocation, fracture, loss of consciousness, cuts, abrasions, sprain, strain	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• All excavations and trenching work to comply with "Excavation Safety" Worksafe NZ 2017. The following excavation and trenching work must be notified to Worksafe NZ prior to commencement of work: ○ Every excavation more than 1.5m deep in which people are required to work and which is deeper than it is wide at the top. ○ Any form of tunnel or drive where workers work underground, irrespective of timbering or support. ○ Those excavations where the excavated face is steeper than one horizontal to two verticals. • Never work alone in an excavation. • Open excavations and trenches must be clearly marked with warning signage. Ensure hazard boards have been updated accordingly. • Open excavations and trenches must be protected by safety barricades. Keep barricades in place and properly maintained around trenches until the excavation is complete. • Additionally, if the public can access the excavation, then trenches must be covered when the site is unattended. Batter and bench all excavations: ○ Batter i.e., 1 horizontal: 1 vertical (or 1.5 horizontal: 1 vertical for submerged or saturated soils). ○ Bench to 1.5 m maximum. • Shore, brace or use trench shields on excavations over 1.5m deep to prevent collapse or cave-in. • Material and spoil to be at least 600mm from edge of excavation. • Watch for water accumulation and do not work in the excavation during rain. • Trenches must be inspected each day before work and after rain or any other occurrence that could affect the stability of the excavated face. • Use ladders and access ways to keep workers from climbing on and destabilizing slopes. • Wear all required PPE including protective clothes, appropriate safety footwear, hand, eye, and face protection including respirators where required. • Hand dig around all underground services – don't rely on drawings. Use relocating devices.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
28	All building sites	**Confined Spaces** **Entry into storm water or sewer pipes though a manhole**	Fatality, asphyxiation through lack of oxygen, loss of consciousness	**Pre-control:** C22 - Very High **Post-control:** H15 - High	No	Minimise	• All confined spaces work is to be undertaken in accordance with the *AS 2865 Confined Spaces Standard*, • Any entry into a confined space requires notification to Worksafe by the contractor undertaking the work. • Only workers trained in confined space entry and gas testing to enter confined spaces. • A confined space permit, or similar, to be completed, authorised by a trained and competent issuer, and displayed before entry. • Keep all exhausts from vehicles, generators, etc. aimed away from the shaft to prevent carbon monoxide seeping into the manhole. • A Rescue Plan must be in place with rescue equipment setup and ready for use at confined space entry point. • A fall arrestor winch should be used when the manhole is greater than 2.4m deep and the diameter is greater than 450mm. • No fewer than two persons must be posted at the same manhole, with one of these positioned at the bottom of the manhole shaft (entrant) and the other positioned at the top (attendant) observing and conversing with the person in the shaft on a constant basis. • A safety harness must be worn by all workers entering the confined space and it must be connected to the rescue equipment located at the top of the confined space. • In addition, all required PPE including protective clothes, appropriate safety footwear, hand, eye, and face protection including respirators, where required, must be worn. • Check the atmosphere inside the manhole with a calibrated gas analyser. The check should be taken both at the top and the bottom of the manhole by means of a rope, prior to entry. • If a hazard arises within the confined space, workers in the space will immediately exit and contact the Supervisor. The Supervisor will re-evaluate the space to determine the appropriate course of action. • Workers will immediately leave the space when any of the gas monitor alarm points are activated. • If at any time there is any questionable action or non-movement by the authorized entrant, the attendant will make a verbal check. If there is no response or a questionable response, the worker in the space will be ordered to evacuate the space immediately. • If possible, authorized entrants will initiate self-rescue by climbing out of the space. • If self-rescue is not possible, the attendant will retrieve the entrant via the connected retrieval line. If the attendant is unable to retrieve the entrant via the lifeline, the attendant will call for emergency rescue services. The attendant will not enter the space to perform rescue operations. • If the entrant is disabled due to falling or impact, do not remove from the confined space unless there is immediate danger to his/her life.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
29	All Building Sites	**Electrical Work - Contact with electricity**	Fatality, electrocution, burns, shock, loss of consciousness	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Isolate Minimise	• All electrical work to be completed in accordance with "Electricity Act 1992" and "Electrical (Safety) Regulations 2010" • Servicing and installation must only be undertaken by a qualified person authorised to carry out the work. • Boards must be checked and certified by a qualified person authorised to carry out the work (using an ELCB Tester to test circuit breakers). A certificate tag must be attached stating the date of last inspection and when the next is due. • Temporary supply switchboards should be readily accessible and attached to a permanent wall or a permanent structure that has been designed for the purpose. Pole- or post-mounted temporary supply switchboards should be fixed by means of coach screws or bolts. Where installed in outdoor locations, boards should be constructed so that safe operation is not impaired by the weather. All boards should be protected from damage throughout the course of the work. • Incorporate a stand for the support of cables and flexible extension cords. Doors should be designed and attached in a manner that will not damage any flexible cord connected to the board and should protect the switches from mechanical damage. • Boards must be fitted with isolating transformers or with earth leakage devices. Check to see that fuse links or circuit breakers are the correct size for the circuit. Replacing a correct size fuse with a larger size fuse can present a serious fire hazard. • Ensure a supply isolated from earth with a voltage between phase and earth conductors not exceeding 230 volts. • All electrical work to be supported by a detailed task analysis which has been approved by Fletcher Living. • Never tamper with electrical supply circuits or systems. • Provide enough socket outlets - overloading sockets by using adaptors can cause fires. • Ensure all connections to power points are made by correct plugs. • Hazardous energy to be isolated and systematically dissipated before work commences. Lock-out/tag-out energy sources while work is in progress. Never touch an isolation lock or tag that is not yours. • Hazardous energy to be restored systematically.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
30	All Building Sites	**Overhead Power Line Strike – Contact with electricity**	Fire, explosion, burns; fatality	**Pre-Control** C21 – Very High **Post-Control** H15 - High	No	Isolate Minimise	• Exercise situational awareness – note the position of overhead power lines. • Operators of cranes, MEWPs and mobile plant and equipment must exercise particular care. • At all times observe a minimum approach distance (MAD) of 4.0 metres from power lines. If needing to work within MAD, contact Power Company to arrange de-energizing of supply first.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
31	All Building Sites	**Traffic Management - Struck by mobile plant** e.g., Trucks, cranes, mobile plant and equipment, motor vehicles and pedestrians	Fatality, crushing, amputation, fracture, laceration, concussion, loss of consciousness, puncture wound, cuts, abrasions, sprain, strain	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• All sites to have detailed traffic management plan (TMP) that is disclosed to contractors as part of site-specific induction. • The TMP shall take all practicable steps to separate pedestrians and traffic, including the following controls: • **Traffic Ways and Signs** – where practicable road markings and speed limit signs shall be used to manage traffic flows. A one-way system should be used wherever possible. • **Traffic Ways and Traffic Way Crossings** – where practicable traffic way crossings should be developed and pedestrian access to traffic ways should be permitted only at designated pedestrian crossings. • **Pedestrian Exclusion Zones** o Exclusion zones such as operational areas for trucks and mobile plant should be designated with pedestrians kept clear at all times when vehicles or plant is being operated. Temporary barriers should be installed wherever practicable to create a physical control between people and vehicles. o Only a single vehicle/piece of mobile plant should be operating in the zone at any one time as far as reasonably practicable. o A 'spotter' should also be used when there are people working in operations nearby when mobile equipment is operating. o A minimum separation distance of 3m between pedestrians and equipment shall be maintained. • If a pedestrian requires access to an exclusion zone they shall: make eye contact with the driver; wait for them to bring their vehicle to a complete stop, apply their handbrake, lower their load to the ground; and wait for the driver to indicate it is safe to enter the zone. Pedestrians and the driver shall always maintain visual contact. • **Shared operating Zones** – exist where pedestrians and vehicles operate within proximity of one another. Interaction between pedestrians and vehicles within these zones shall be minimised as far as reasonably practicable, and vehicle speed limits reduced to 5kph where vehicles are operating within 3m of pedestrians. • **Equipment/Parking Bays** – shall be established and of sufficient size to accommodate the vehicle/equipment expected to be on-site. Bays should be located away from the flow of vehicles and pedestrians as far as practicable. Where it is impractical to allocate space for vehicle/ mobile equipment parking, vehicles/mobile equipment shall be parked in non-traffic areas away from walkways. • Safety Signs – shall be used to support the controls around traffic-related hazards. In general, signs shall: be visible to those entering, or operating in the area. Entrances to all areas where mobile equipment operates shall display authorised person and mobile equipment operating signs • Mandatory personal protective equipment including Hi-Viz clothing shall be always worn.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
32	All Building Sites	**Drills**	Cuts, abrasions, bruising, foreign object in eye, laceration, puncture wound, fractures	**Pre-Control** H17 - High **Post-Control** M10 - Medium	No	Minimise	• Avoid loose clothing, jewellery, long hair, and beards near machine. Do not talk to anyone whilst operating drill. Keep rags away from drill. • If drill jams stop machine immediately. • Use only properly sharpened drill bits, sockets, and chucks in good condition. Remove dull drill bits, and battered sockets from service. • Do not remove metal or wood chips by hand. Use brushes or other tools to properly remove chips. • Use the correct speed and drill for the works being completed. • The drill bit should be mounted the full depth and in centre of the chuck. Never attempt to remove a broken bit with a punch or hammer. • Feed the bit smoothly into the work. If the hole being drilled is deep, withdraw the bit frequently to remove shavings on the bit.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

33	All Building Sites	**Handheld Angle Grinders**	Laceration, puncture wound, penetrating eye wound, cuts, abrasions	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• Always use a disc with RPM rating that matches that of the grinder. Failure to do so can cause a disc to shatter or explode sending pieces flying in all directions.
							• **Note:** High-impact protective face shield and safety glasses to provide protection in the event the disc does shatter.
							• Check the appropriate disc is fitted correctly and is in good condition.
							• Exercise caution when interchanging discs between grinders.
							• Never operate an angle grinder operating outside of its manufacturer specified operating conditions.
							• Angle grinders must have:
							  ○ Dead-man or Paddle switch (requiring constant pressure).
							  ○ Kickback Protection (if the disc jams – it stops).
							  ○ Re-start Protection (prevents from starting if power is lost).
							  ○ Multi-position locking guard (positioned to protect the user).
							  ○ Handle (to allow safe two-handed use).
							  ○ Recommended additional safety features include Anti-vibration handles; Soft start up; multi-position handles; and electronic overload protection.
							• User of angle grinder must:
							  ○ Be adequately trained in their use
							  ○ Wear the appropriate PPE including high impact faces shield, gloves, and hearing protection.
							  ○ Check for other personnel in the vicinity and warn them of required PPE.
							  ○ Set up an exclusion zone around their work area.
								Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
34	All Building Sites	**Nail Guns**	Fatality, laceration, puncture wound, penetrating eye wound, cuts, abrasions, loss of consciousness	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Isolate Minimise	• All fastening activities must be carried out in accordance with the "Approved code of practice for powder-actuated hand-held fastening tools" Worksafe NZ 1995. • Only trained, competent and authorized personnel may operate nail guns. • Operate tools strictly in accordance with manufacturer instructions and keep maintained to manufacturer specifications by a competent person. • Always inspect equipment before use. • Always check safety mechanisms before use or after any accident, dent, repair, or maintenance. • Do not point the tool towards yourself or anyone else, whether it contains fasteners or not. • Never use a nail gun when a person is in or near the firing line. • Ensure an exclusion zone with appropriate signage displayed is set up around the work zone. • Always stand on a solid surface or platform when using a nail gun. Do not over-reach. • Never depress the operating mechanism or work-contacting element unless the nose of the tool is directed onto a safe work surface or test material. • Never trigger the tool when moving it from fixing to fixing. • Do not load the tool with fasteners while any part of the operating mechanism is depressed. • Always take extra care when nailing near the edge of material. • Cross-nailing (multiple nail-guns being used on opposite sides of the same surface) is strictly prohibited as it places workers in the line of fire. • Never use volatile or combustible gas to power a pneumatic tool i.e., a tool designed to be powered with compressed air. Never use bottled oxygen. • If the tool is designed to use combustible gas, always follow the manufacturer's recommendation for emptying the combustion chamber, removing the fuel cell, and battery if fitted before examination or cleaning. • LPG-powered tools exhaust carbon monoxide. They must be used with adequate ventilation. • Spent LPG cartridges must be disposed of without piercing or burning. Burning will almost certainly cause an explosion. • Always disconnect the tool when it is left unattended. If a suitable stand is available, the tool should be left in that. • Always disconnect the tool before carrying out cleaning or adjustment. • Never use a defective tool. • Never use a tool that has loose bolts, screws, or fittings.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
35	All Building	**Power Cut-off Saws & Concrete Saws**	Cuts, abrasions, bruising, foreign object in eye, laceration, puncture wound, fractures, amputation, respiratory disease & illness, allergic respiratory symptoms, mucosal and non-allergic respiratory symptoms, skin irritant, eye irritant, fire, explosion, burns and fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Isolate Minimise	• All operators must be trained and competent for the make and model of saw they are using. • Operate saws strictly in accordance with manufacturer instructions and maintain to manufacturer specifications by a competent person. • Always inspect equipment before use. • All guards and safety devices must be kept in-situ and operational. • Never use a power cut-off saw under the influence of alcohol or drugs. • Operate the power cut only if you are in good physical condition and not fatigued. Be especially careful at the end of the working day. • A fire extinguisher must be available in the immediate vicinity when working with power cut-off saws. • Wear appropriate PPE including high impact faces shield, long trousers, gloves, and hearing protection. Do not wear loose clothing or clothing that may be ignited by sparks. • Respiratory protective equipment must be worn appropriate for the material being machined (refer to sections on **"Silica" and "Wood Dust"** below for additional controls required to control silica or wood dust exposure.). Check for other personnel in the vicinity and warn them of required PPE. • Never operate the saw while alone – always have another person present in case of injury – and set up an exclusion zone around the work area to keep other workers away from the activity. • Make sure the wheel/blade is of proper specification and size for the application. Inspect cutting wheels before each use. Abrasive wheels and blades should be free of cracks, nicks, and flaws. • Cut only materials that are specified for each cutting wheel/blade. • Handle wheels/blades carefully. They may break if nicked, scratched, subjected to heavy side pressure, or impregnated with certain fluids. • Lower the cutting surface slowly into the material being cut. Never apply excessive pressure. Let the blade do most of the work. Use a back-and-forth cutting action. Never twist or turn a wheel/blade in the cut, as this can cause breakage. • Maintain your grip (and balance on both feet) and position yourself so that you will not be drawn off balance by any possible kickback. • To prevent lock-in, when re-inserting the wheel back into existing cuts, have the engine running at moderate speed. Always support the work-piece so that the cut is under tension. This means that the cut does not press together and jam the cutting disc as it proceeds through the material. • Avoid letting the cutting wheel hit the ground or any other hard objects. Damaged wheels may shatter and cause serious injury. • When setting the unit down after use, make sure the wheel does not contact the ground or any other surface. This could result in the machine spinning out of control and causing injury.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
36	All Building Sites	**Chain Saws**	Cuts, abrasions, bruising, foreign object in eye, laceration, puncture wound, fractures, amputation, respiratory disease & illness, allergic respiratory symptoms, mucosal and non-allergic respiratory symptoms, skin irritant, eye irritant, fire, explosion, burns and fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Isolate Minimise	• All operations to comply with "A guide to safety with chainsaws" Worksafe NZ 2011. • All operators must be trained and competent for the make and model of the saw they are using. • Operate saws strictly in accordance with manufacturer instructions and maintain to manufacturer specifications by a competent person. • Always inspect equipment before use. Keep the chain: well oiled; correctly tensioned and sharp, with correct cutter angles. • All guards and safety devices must be kept in-situ and operational. • Never use a chain cut-off saw under the influence of alcohol or drugs! • Operate the chain saw only if you are in good physical condition and not fatigued. Be especially careful at the end of the working day. • Wear appropriate PPE including high impact faces shield, chainsaw operator's safety trousers or chaps, gloves, hearing protection and P2 mask at minimum. Wear a hard hat if there is the potential for overhead objects to fall. • Ensure an exclusion zone is set up around the work zone to keep others away from your activities. • Some felling and cutting operations are extremely dangerous and should only be undertaken by professionals. They may also require notification to Worksafe as highly hazardous work – check first. • Never operate the saw while alone –have another person present. • Observe recommended practices for both cold and warm starting. Never drop-start a chainsaw. The danger is that it will swing in an arc at the end of the starting cord and cause serious injury to the face. • Do not operate a chainsaw above shoulder height or above ground level, such as in a tree or off a ladder, unless qualified and experienced. • Never cut any material except wood or use a chainsaw guide bar for levering or digging. Always match the size of the chainsaw and bar with the material being cut. • If felling trees, make sure other people are at least two tree lengths away and always have an escape route planned and cleared to the side and rear. • Avoid kickback by holding the chainsaw firmly with both hands; making sure your left thumb is wrapped firmly under the front handle and do not let the guide bar nose encounter any object. • Maintain control of the chainsaw while the motor is running by keeping a firm grip with both hands. Keep your feet firmly planted slightly apart in a balanced position. Do not over-reach. • Hold the chainsaw close to your body with the chainsaw body close to the cut for better control. Position yourself to the side of the intended cut to lessen the chance of injury from kickback.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
37	All Building Sites	**Chain Saws (cont.)**	Cuts, abrasions, bruising, foreign object in eye, laceration, puncture wound, fractures, amputation, respiratory disease & illness, allergic respiratory symptoms, mucosal and non-allergic respiratory symptoms, skin irritant, eye irritant, fire, explosion, burns and fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Isolate Minimise	• Start the cut at high speed and maintain engine speed as you cut. When the cut is almost finished, reduce speed to avoid a sudden finish with loss of balance, or the guide bar and chain hitting the ground or other objects. Regularly check chain tension and ensure that the chain is sharp. • Exercise care when refuelling the saw. • Also refer to section **"Wood Dust"** below for additional controls required to control wood dust exposure, as appropriate.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
38	All Building Sites	**Sanders**	Cuts, abrasions, bruising, foreign object in eye, laceration, puncture wound, fractures, respiratory disease & illness, allergic respiratory symptoms, mucosal and non-allergic respiratory symptoms, skin irritant, eye irritant, fire, explosion, burns and fatality	**Pre-Control** H17 - High **Post-Control** M10 - Medium	No	Isolate Minimise	• Never use a sander without ventilation and appropriate dusk mask (P2 minimum) when sanding timber or silica-containing materials. Appropriate dust masks must be worn when sanding any plaster or paintwork. • Ensure machine and area are clean and free from obstacles. Ensure all guards on disc sander are secured and correctly fitted. Check that the sanding belt and disc are installed correctly. • Adopt comfortable stance appropriate to the operation that you are performing. Use firm, forward pressure without overloading the machine. • Inspect machine periodically to be certain guards and warning labels are in place. • A rotating abrasive belt can cause a serious abrasion injury. Keep away from the belt and rollers. Do not try to clean an abrasive belt while it's on a machine. Remove abrasive belt for cleaning. • Always inspect product for imbedded material. Remove nails, screws, staples, etc. Never sand metal in your machine. • Do not allow large quantities of dust to accumulate around the work piece. After stopping the machine, use a wet rag or vacuum (M-Class min) to remove all excess wood dust. • Never allow open flames or sparks (smoking, welding, etc.) within 6 metres of sander. • Test and Tag Vacuum and sander. • Also refer to sections on **"Silica" and "Wood Dust"** below **for additional controls required** to control silica or wood dust exposure.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
39	All Building Sites	**Drop, Table, Circular and Skill Saws**	Cuts, abrasions, bruising, foreign object in eye, laceration, puncture wound, fractures, amputation, respiratory disease & illness, allergic respiratory symptoms, mucosal and non-allergic respiratory symptoms, skin irritant, eye irritant, fire, explosion, burns and fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Isolate Minimise	• Check condition of disc, chain, supply cable and safety switch. Ensure the saw is sharpened. • Ensure the guards are kept in-situ and operable. Set the saw at the appropriate speed for the type of stock being machined. • Avoid loose clothing and jewellery near machine. Keep rags away from saw. Tie back long hair and beards. • Do not talk to anyone whilst operating saw. • Avoid excessive pressure. Do not stall motor. If saw jams or binds stop machine immediately. Allow the saw to reach full set speed prior to cutting stock. Do not force stock into the saw blade. Let the speed of the blade cut stock appropriately. • Make "release" cuts before cutting long curves. Plan saw cuts to avoid backing out of curves in the stock. • Never push a piece of stock with hands in front of the saw blade. Use a push stick. Keep hands at a safe distance on either side of the stock. Small work pieces can also be secured with a tabletop vice or clamp. • Hold the stock flat on the table prior to starting the cut. All round stock must be secured in a tabletop vice or clamp prior to cutting. • Ensure appropriate fire response equipment is available in work area. Continually inspect work area for signs of fire, smouldering or smoke. • Do not allow large quantities of dust / chips to accumulate around the work piece. After stopping the machine, use a wet rag or vacuum (M-Class min) to remove all excess wood dust / chips from the table and stock. • Test and Tag Vacuum and saw(s). • Also refer to sections on **"Silica" and "Wood Dust"** below **for additional controls required** to control silica or wood dust exposure.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
40	All Building Sites	**Noise**	Occupational hearing loss, deafness, hypertension, disturbance of psychosocial well-being, annoyance (and related stress)	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• Employees 8-hour average noise exposure levels not to exceed 85 dB(A). Peak noise exposure not to exceed 140 dB at any time. • Noise exposure monitoring of the workplace is to be undertaken by an appropriately qualified Occupational Hygienist 5-yearly or earlier upon a significant process or equipment change. • Monitoring is to be supplemented by annual audiometry testing of all Fletcher Living site personnel (with their informed consent). • Outputs from noise sampling and audiometry are to be fed back into the risk management process and made available to site personnel. • The appropriate class of hearing protection is to be provided and used as per Fletcher Living PPE policy and exposure monitoring results. Workers are to be trained in the correct selection, fitment, maintenance, and storage of hearing protection. • Noisy tasks are to be completed in a location and a time that minimizes exposure for all personnel. Noise isolating equipment to be regularly inspected and used where available. Noise hazards to be reported. • All site practices and equipment to comply with Worksafe NZ guidance on noise.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
41	All Locations	**Asbestos Containing Material (ACM)**	Respiratory and digestive system disease including mesothelioma, lung cancer, asbestosis and diffuse pleural thickening	**Pre-Control** C21 – Very High **Post-Control** H14 - High	No	Isolate Minimise	• All activities involving ACMs to comply with "Approved code of practice for management and removal of asbestos" Worksafe NZ 2017 and the Health and Safety at work (Asbestos) Regulations 2016. • The location of asbestos-contaminated materials should be determined by persons familiar with safe practices in working with asbestos. Identification of the materials must be performed by a New Zealand accredited laboratory (or Australian equivalent). • If asbestos is discovered unexpectedly, stop all work in the area and report the asbestos to a Construction Supervisor immediately. The following actions are to be taken if suspected asbestos containing material is discovered: ○ Stop work in that area and clear all personnel. ○ Conduct primary decontamination of workers if required in accordance with designated procedures. ○ Isolate the area concerned. ○ Advise the occupants of the property. ○ Advise the Construction Supervisor and Divisional Manager immediately. ○ Update the Site Risk Register and Site Hazard Board to advise of a potential asbestos risk. ○ Arrange for a competent person holding a Certificate of Competence under the Health and Safety at work (Asbestos) Regulations 2016 to visit the property and complete an asbestos assessment. Appropriate PPE must be worn. If result is positive: ○ Make the appropriate WorkSafe NZ notifications. *"Notification of Particular Hazardous Work"* using the prescribed form. ○ Confirm all necessary persons are made aware. ○ Initiate a revised demolition/construction strategy. This may require a new or revised task analysis to be submitted and accepted. ○ Ensure the Contractor has completed relevant WorkSafe NZ notifications in relation to the creation of friable asbestos. ○ Update the Site Hazard Register and Site Hazard Board to advise of a confirmed asbestos risk. • If during repair work it is determined that an individual has been exposed to asbestos, then an Asbestos Exposure Registration Form is completed by all persons potentially exposed and forwarded to WorkSafe NZ. • Only persons holding a certificate of competence issued under the Health & Safety at Work (Asbestos) Regulations 2016 may work with asbestos.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
42	All Building Sites	**Rebar / Reo Rods**	Impaling, puncture wound, laceration, cuts and abrasions	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• All rebar/reo rods to be fitted with safety caps as soon as practicable. • Only authorized persons permitted on site. • Temporary fencing to be provided in medium – high density pedestrian zones or in vicinity of schools to keep unauthorized personnel out. • Appropriate safety footwear to be worn to prevent slips or trips onto rebar rod. • If practical replace rebar with wooden pegs.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
43	All Building Sites	**Protection of the Public**	Fatality, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions, etc.	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• Only authorized persons are permitted on site. All Fletcher Living Sites must be fitted with perimeter temporary fencing. • High-hazard areas to be cordoned off, sign-posted or otherwise illuminated. Hazard board to be prominently displayed on all sites advising of current hazards andcontrols. • Where scaffolds are erected in medium - high density pedestrian zones, screens and catch platforms are to be fitted to the scaffold. • Signage prohibiting unauthorised entry and warning of construction hazards are to be displayed at all entry points to the development and at least every 50m along all external fences. • All sites to have a detailed traffic management plan which is disclosed to contractors as part of the site-specific induction. The traffic management plan shall take all practicable steps to separate pedestrians and traffic (delivery trucks). • Exclusion zones and/or spotters shall be established around all truck loading/unloading and mobile plant operational areas. • When unloaded, loads must be stowed so that they are contained within the bounds of the lot, and shall not encroach onto the footpath, verges, berm, or adjacent lots.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
44	All Locations	**Insect Bites**	Skin irritations, virus, illness, anaphylactic reactions, and tropical illnesses	**Pre-Control** M9 – Medium **Post-Control** L5 – Low	No	Minimise	• Use a tropical strength insect repellent containing "DEET", day and night. Always carry insect repellent with you. • If individuals suffer anaphylactic reactions, consider carrying an epi-pen. • Seek appropriate first aid and/or medical attention. If you have a high-fever and the onset of pain in the joints, muscles or a headache seek medical assistance promptly. • Where possible prevent water pooling (mosquito breeding ground).	Contractor Managers/ Team Leaders, FL Site Managemen t & Office Managers	Mar 25	Mar 26
45	All Building Sites	**Roaming Dogs/Dogs in customer homes**	Dog attack, bites, fractures, contusions, body injury	**Pre-Control** H15 - High **Post-Control** M10 - Medium	No	Eliminate Isolate Minimise	• Contact customer to ensure the dog is placed securely in a yard or area separate from you (e.g locked behind a fence) Securely restrained does not include Restraining by holding their collar or chain or any part of their body, Holding the dog in your arms • Do not enter property until the owner confirms it is safe to do so • If a dog is unidentified or entered the site/premises calmly go indoors	Contractor Managers/ Team Leaders & FL Site Managemen	Mar 25	Mar 26

							if possible, do not shout. • If you are unable to get inside stand still do not make direct eye contact, hands in fists by your side with thumbs on the inside • Avoid confronting the dog, do not chase it out or touch it • Contact local council 09 301 0101 for assistance and your site supervisor/manager	t, Customer care Team, Subcontractors		

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
46	All Building Sites	**Hazardous Substances - Carbon Monoxide (CO)**	Headache, dizziness, confusion, weakness, loss of judgment, respiratory difficulty, rapid breathing, nausea & vomiting, convulsions, loss of consciousness, brain and heart tissue damage, heart attack, , teratogen and fatality	**Pre-Control** C19 – Very High **Post-Control** H14 - High	No	Minimise	• Wherever possible battery electric plant, equipment and machinery should be used in preference to fuel-powered options. Only battery electric machinery is to be used in confined spaces (e.g., containers). • Always ensure adequate ventilation is provided when a fuel-powered engine is operating. Fuel-powered machines to be turned off when not in use. Running tests are to be conducted in well-ventilated locations. • All fuel-powered machinery should be tested for exhaust emissions annually. All fuel-powered machinery shall be inspected, serviced, and maintained to manufacturer specifications and all emission control features are to remain in–situ and operational. • All staff to be informed and trained in CO hazards and controls for CO. New employees to be trained as part of new employee induction. • Employees 8-hour workplace exposure levels of CO must not to exceed 20ppm and short term (15min) exposure of 100ppm at any time. Refer to "Workplace exposure standards and biological exposure indices - 14th edition". Workplace exposure assessments to be undertaken 5-yearly by a "competent person". • All staff to exercise situational awareness and report any ventilation problems or exhaust emission concerns. If personnel appear to be affected by CO, act quickly to turn off the source; get the affected person outside; call emergency services if the person is unconscious begin CPR if there is no heartbeat. All personnel who have been affected by CO poisoning must see a doctor.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review

47	All Building Sites	**Compressed Air**	Cuts, abrasions, bruising, foreign object in eye, laceration, puncture wound, fractures	**Pre-Control** H17 - High **Post-Control** M10 - Medium	No	Minimise	• Check all air lines, hosing, couplings, valves, and tools before use.
							• DO NOT use compressed air to:
							  ○ Transfer flammable liquids. Static electricity build-up can discharge and ignite the liquid.
							  ○ Empty containers. The container could rupture due to excessive internal pressure.
							  ○ Clean clothes, hair, or skin.
							• Minimum PPE which is to be worn includes: protective footwear, gloves, safety glasses and hearing protection.
							• When using compressed air, direct air away from eyes and skin.
							• Flexible air hoses should be as short as possible to minimize tripping hazards and to reduce whipping action in the event a hose would fail. Otherwise use whip-checks. Treat compressed air with respect and care.
							• Quick disconnect fittings should be installed on flexible air hoses in high fire hazard areas; the hoses can be disconnected quickly, preventing whipping actions that might not only cause injury and damage but also stoke a fire.
							• Use a vacuum system rather than compressed air for cleaning whenever possible. Vacuuming stirs up less dust and particles.
								Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

48	All Building Sites	**Flammable Gases (Class 2)**	Fire, explosion, Burns, freeze burns, inhalation, skin absorption, nerve damage; loss of consciousness, vomiting, blindness, damage to organs and embryos, cancers, fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• Refer to "Working safely with hazardous substances" Worksafe NZ 2022 for safe use and storage information. • Keep all sources of ignition, such as cigarette lighters and matches away from flammable gases. • Oxidizing agents must be suitably separated from flammable gas, flammable fluids, electrical circuits, and other sources of ignition. Where gas cylinders are not on a welding trolley, oxygen must be stored separately from acetylene. • A fire extinguisher (minimum 30B rating) must be nearby. • Cylinders to be stored in an upright position. Full and empty cylinders should be kept separate. Never use force when opening or closing valves. Ensure the valve is closed when moving cylinders. Keep ammonia-based leak detection solutions, oil, and grease away from cylinder valves. • Minimum PPE to be worn when handling gasses includes protective footwear, gloves, eye protection and Hi-Viz clothing. • Inspect all cylinders, valves, and hoses before use. • Hazard board to be updated and Class 2 HSNO signage to be displayed.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
49	All Locations	**Drugs & Alcohol**	Fatality, crushing, amputation, fracture, laceration, concussion, loss of consciousness, puncture wound, cuts, abrasions, sprain, strain	**Pre-Control** C21 – Very High **Post-Control** H15 - High	No	Minimise	Fletcher Living's Drug and Alcohol Policy strictly prohibits: ○ Any person taking, selling, supplying or being in possession of illicit or restricted drugs or alcohol (other than company-supplied alcohol at an approved company function). ○ Having a level of drugs in the system in a Fletcher Living workplace that exceeds the Australian/New Zealand Standard AS/NZS 4308:2008 'Procedures for specimen collection and the detection and quantification of drugs of abuse in urine', or equivalent. ○ Having a level of alcohol in the system that exceeds Fletcher Living's breath alcohol detectable tolerance level. Any breaches of Fletcher Living Drug and Alcohol Policy will be treated as serious misconduct resulting in: ○ For employees – disciplinary action, up to and including dismissal. ○ For subcontractors – exclusion from site, up to and including permanent exclusion. Fletcher Living Drug and Alcohol Policy to be implemented at all Company sites. The policy will use the following process: ○ Drug and alcohol detection in workplaces. • Drug and alcohol testing of personnel (both employees and contractors), including for: pre-employment, internal transfer, post incident, just cause and random.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

49	All Building Sites	**Hot Work - Welding, cutting, grinding**	Burns, eye trauma, respiratory illness and disease, lacerations, cuts, abrasions	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• Only trained, competent and authorized personnel may undertake hot-work. • All hot work plant and equipment is to be maintained to manufacturer specifications and used only for the purposes for which it was designed. • Do not undertake hot work in a flammable environment. • The work area must be clean and tidy. • Inspect the work area before commencing hot work. Remove or cover combustible items within 10 meters of working area. Wear all required PPE including: ○ Transparent visor with power-saws, chainsaws, and grinders. ○ Shade 5 goggles used for gas cutting. ○ Shade 10 helmet with arc flash filter used for welding. • Inspect equipment before use. Gas torches must be fitted with flash-back arresters. Gas cylinders must be stored upright and chained in place. • When undertaking hot work at a higher elevation, take precautions for falling sparks you produce. Continually inspect the work area for signs of fire, smouldering or smoke. If necessary, have additional personnel stand fire watch while work is being performed. • A fire extinguisher should always be available. • The welding process produces toxic gases and fumes depending on the materials you are working with. Keep your head out of the fume path. Your welding helmet will also help protect your breathing zone. • Arc rays produced from the welding process can cause burns to the eyes and skin. Never watch arc without a helmet with a proper filter. If eyes begin to burn after welding, the filter in your helmet should be replaced or a stronger filter must be installed. • Never weld in an explosive atmosphere. If you suspect the presence of a gas, contact management to have it checked out before proceeding with any work. Certain dusts are also flammable. • Never weld on a drum or barrel unless it has been thoroughly cleaned of any previously contained material or is filled with water. Never weld on a compressed gas cylinder. • Inspect the work area 30 minutes after finishing hot work for fire hazards. • If you smell gas leaking, report it immediately to the Gas Company and notify your Construction Supervisor or Divisional Manager. • Do not light fires on Fletcher Living building sites.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
50	All Building Sites	**Fire**	Burns, smoke inhalation, loss of consciousness, fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• Identify sources of ignition and combustible fuel sources. Keep combustibles and ignition separate. • Fire extinguishers appropriate for the flammable materials present are to be held at all sites. Fire extinguishers are also provided in all service vehicles. Fire extinguishers to be tested annually and must clearly indicate the method of operation and the type of fire for which they are suited. • Emergency management plans to be developed, communicated to all Fletcher Living personnel and prominently displayed. Fire wardens and first aid personnel to be trained in evacuation procedures and the correct use of fire extinguishers and emergency equipment provided. In accordance with Fire Service requirements, a fire evacuation drill must be completed every 6 months. • Contractors are required to submit an emergency evacuation plan as part of their SSSP, which must be approved by Fletcher Living as part of SSSP sign-off. • Fire exits and fire doors must always be kept free of obstructions. Equipment not to be located near or parked across fire exists or fire doors if even a partial obstruction is created. Access to be checked monthly as part of monthly hazard inspection. • In accordance with fire safety regulations, no flammable or combustible material should be stored under stairs or near escape routes • Use and store flammable products properly. • Keep work areas tidy. Limit waste materials able to fuel a fire and remove skip bins regularly. • Observe the Smoke Free Workplace rules. • Do not light fires on Fletcher Living building sites.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
51	All Building Sites	**Refuelling of vehicles, plant & equipment**	Fire, explosion, Burns, inhalation, skin absorption, nerve damage, loss of consciousness, vomiting, blindness, damage to organs and embryos, cancers, fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• Refuelling of vehicles, plant and equipment and decanting of fuel or other flammable liquids should occur within a designated decanting zone in an outdoor area with adequate ventilation. • Keep all sources of ignition, such as cigarette lighters and matches away from petrol. • Minimum PPE to be worn when handling flammable liquids includes protective footwear, chemical impervious gloves, eye protection and hi- viz clothing. • Only use containers and hoses suitable for the type of fuel. • Maintain bonding or metal-to-metal contact between the solvent source and ground, and the destination container and ground. • A fire extinguisher (minimum 30B rating) must be nearby. • The fuel tank lid should be secured, and spills cleaned up before restarting the engine. Do not allow spills to escape to storm water systems. • Hazard board to be updated and Class 3 HSNO signage to be displayed.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
52	All Building Sites	**Contractors & Sub - Contractors**	Fatality, crushing, amputation, fracture, laceration, concussion, loss of consciousness, puncture wound, cuts, abrasions, sprain, strain	**Pre-Control** C21 – Very High **Post-Control** H15 - High	No	Minimise	• Only authorized and approved Contractors are permitted on site. • All Contractors and Sub-Contractors must submit a Site-Specific Safety Plan (SSSP) which must be approved by Fletcher Living before work commences. • All Contractors to be inducted into Fletcher Living SHEP, Fletcher Living Site Health, Safety and Environment Manual, Fletcher Living Risk Register and to site. Inducted Contractors are responsible to induct their employees and all other persons they engage. • Task analysis to be submitted and approved by Fletcher Living before work commences. Contractors to work to task analysis and to observe all safe work procedures, safety rules, hazard controls. • Construction Supervisors to actively monitor the workplace and ensure compliance with all safety requirements. • Contractor safety performance to be reviewed periodically and to be considered as part of post-contract evaluations. • Should any person engaged to work on Fletcher Living sites be diagnosed with or have a medical condition that may affect their ability to undertake their job safely or impact upon the safety of others, then they must declare this to their Manager and/or Fletcher Living Supervisor. If requested, the individual will produce a medical certificate declaring their medical fitness to perform the tasks in the job.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
53	All Building Sites	**Adverse Weather**	Personnel or materials slipping, tripping or falling from height, or becoming airborne and resulting in fatality, fracture, laceration, crushing, concussion, loss of consciousness, puncture wound, cuts, abrasions, and property/ asset damage	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• If adverse weather conditions exacerbate work which is ordinarily hazardous to unacceptably high levels of risk, work is to be suspended, relocated, or substituted. • Consider where non-slip surfaces can be provided (e.g., scaffold ramps and stairways) and ensure these are maintained where provided Supply and maintain non-slip surfaces. Make use of other non-slip surfaces (e.g., grip-tape on handrails) where these are provided. • Grasp handrails when ascending and descending stairs. Always maintain two points of contact i.e., 1 hand and 1 foot or 2 feet. • All personnel to exercise situational awareness and take additional care when working during adverse weather and be alert for slip and trip hazards. Take additional care when working at height in slippery conditions. • Be alert for snow, frost, ice, and dew exacerbating slip hazards – always wear non-slip footwear. Wipe water, ice, or mud from soles of boots to improve grip. • Scaffolding must be inspected after a weather event. • Be alert for materials being carried by the wind and ensure materials are secured wherever possible.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
54	All Building Sites	**UV Exposure / Solar Radiation**	Sunburn, sunstroke, fatigue melanomas, skin cancer, fatality	**Pre-Control** C19 – Very High **Post-Control** H15 - High	No	Minimise	• When working outside, all personnel to cover up by wearing a hat and clothing that gives protection from the sun. Wear lightweight, light colour, loose-fitting clothes. Block out direct sun and other heat sources. • Keep yourself hydrated – drink plenty of fluids and avoid caffeine. • Sunscreen to be provided to all Fletcher Living site personnel. • Schedule frequent rest periods with water breaks in shaded or air-conditioned areas. If you feel faint, sit-down. • Routinely check workers who are at risk of heat stress due to protective clothing and high temperature.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
55	All Building Sites	**Extreme Cold Weather**	Coldness, hypothermia, flu and cold hazards by exposure to cold, wind and rain	**Pre-Control** M9 - Medium **Post-Control** L5 - Low	No	Minimise	• All personnel to cover up and wear appropriate thermal clothing. • Company wet weather gear and waterproof thermal vests to be provided to all site personnel. • Seek to isolate self from wind or rain. • Suspend operations if adverse weather conditions warrant.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
56	All Locations	**Fatigue**	Tiredness, dehydration & fatigue hazards	**Pre-Control** H12 - High **Post-Control** L7 - Low	No	Minimise	• Adequate supplies of free, cool drinking water to be provided in lunchrooms. Water dispensers, filters where provided must be regularly cleaned and serviced. Adequate supplies of fresh tea, coffee, Milo, milk, and sugar provided in lunchrooms. • All personnel to observe breaks (15-minute paid break is to be taken after 2 hours work; and a 30-minute lunch break after 5 hours work). • Personnel working off-site to observe designated breaks.	Contractor Managers/ Team Leaders, Site Management, Sales Managers & Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
57	All Building Sites	**Environmental Hazards**	Eco-toxicity, environmental impact, harm to marine, bird and invertebrate life	**Pre-Control** H12 – High **Post-Control** L7 - Low	No	Minimise	• Waste will be contained on-site in approved skip bins and removed for recycling /disposal in a responsible and timely manner. Rubbish must not be burned on site at any time. Don't over fill bins. • Control dusts on site and prevent these becoming airborne, dampen-down if required. Control and ventilate all hazardous fumes. • Never put chemicals into the ground – intentionally or not. Take necessary precautions to prevent spills occurring in the first place e.g., regular equipment checks, drip trays under leaky machines, appropriate storage. Plan best location to refuel away from waterways and storm- water systems. Ensure protection from vandalism. Operators to remain with refuelling equipment throughout operation. Have spill clean-up equipment onsite. Block off drains in the case of chemical spills. • Plan to minimize open areas to reduce the potential for run-off. Use geotextile cloth, clean aggregate, or mulch to stabilize bare areas. Ensure sediment controls are in place around any spoil stockpiles (e.g., silt fences). Remove stockpiles from site on a regular basis. • Implement sediment control devices such as silt fences, decanting earth bunds or other sediment control features. Visually monitor the discharge quality every two hours while on site. Be alert for contaminants beside sediment in the discharge. Regularly remove build-up of silt from the system to ensure the discharge is always compliant. • Direct runoff to unsealed areas to soak away. Do not allow run-off of silt, concrete slurries, construction materials or other debris into waste pipes, waterways, or storm water system. Create a sump; arrange vacuum sucker truck to remove offsite. • Prevent dirt from getting onto roads by building quality site exits. Keep vehicles to metaled areas on site. Use wheel wash where required to remove debris, but only where a designated wash-down area has been established. Use sweeper truck to regularly remove dirt from roads. Temporarily shut access point if necessary. • Observe site restrictions regarding hours of noisy construction works. Notify residents if noisy works are expected. Consider location of equipment and types of machinery. • Communicate importance of the habitat to those involved in the work. Identify trees and vegetation of significance prior to works commencing. Use safety fencing to define sensitive areas. No cutting of branches or roots without approval from authorized Arborist. Hand dig or hydro excavate around tree roots when doing lateral connections. Identify height of any overhanging branches and determine whether pruning is required • Identify archaeological sites prior to starting works in high or medium risk archaeological zones. In the event of an archaeological discovery, stop works within a 20m radius and contact an Archaeologist.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review

58	All Building Sites	**Contaminated Soils**	Burns, inhalation, skin absorption, respiratory illness and disease, chemical burns, nerve damage, loss of consciousness, vomiting, blindness, damage to organs and embryos, cancers, fatality	**Pre-Control** H17 - High **Post-Control** H12 - High	No	Minimise	• Review Hazardous Activities and Industries List (HAIL) site or the Listed Land Use Register (LLUR) during planning to identify potential soil contaminations and default disposal sites.
							• Brief workers on the signs of contaminated soils prior to starting works. Stockpile contaminated soils separately.
							• Where unexpected evidence of contaminated soil is identified, stop work, and report the contamination immediately. Soil samples must be collected by a competent person and analysed by an approved laboratory to determine the nature of contamination. A risk management plan must be prepared to manage future works if contamination has been confirmed.
							• Monitoring of air at contaminated sites may be required dependent on soil sampling results.
							• Personnel to always exercise situational awareness and to be alert for sharps and other cutting or laceration hazards. On discovery of medical sharps, handling should always be avoided unless necessary. If handling is required, don protective gloves for (preferably coated fabric or Kevlar gloves). Contain medical sharps within a secondary container if possible (tin or plastic bottle) before disposing in skip bin.
							• If an accidental injury from a sharp contaminated object occurs, ensure you carry out the following:
							  ○ encourage bleeding of the injured site
							  ○ thoroughly wash the area with soap and water (do not scrub)
							  ○ cover the injured area
							  ○ seek medical advice
							• Minimum PPE required which must be worn on contaminated soil includes protective footwear, gloves, eye protection, overalls (or similar).
								Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

59	All Building Sites	**Demolition Work**	Fatality, crushing, amputation, fracture, laceration, concussion, puncture wound, cuts, abrasions, sprain, strains, etc.	**Pre-Control** C19 – Very High **Post-Control** H14 - High	No	Minimise	• All demolition activities to be completed in accordance with "Demolition and refurbishment" Worksafe NZ. • All demolition work to be notified to Worksafe NZ at least 24 hours before work due to commence. • A comprehensive demolition safety plan must be prepared by the Contractor and submitted to Fletcher Living for approval in conjunction with the site-specific safety plan.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
60	All Locations	**Poor Housekeeping** Slips, trips, and falls	Fractures, Concussion, bruise, crush, sprain, strain, lacerations, cuts, and abrasions	**Pre-Control** H17 - High **Post-Control** M10 - Medium	No	Minimise	• Work sites to be kept clean, tidy, and uncluttered at all times. It is the responsibility of all individuals working on Fletcher Living sites to clean up after themselves. • Access ways, work areas and walkways to be kept clear of unnecessary materials and equipment. Maintain safe access and egress to site for all employees and contractors. • All rubbish must be placed in the designated bins. Rubbish is to be removed regularly. Assess/discard unwanted building materials. • Spills to be cleaned up immediately using absorbent material. This is kept on site, and in every service vehicle. Spill kits to be used to contain and manage larger spills. • Care to be taken during delivery of products/materials to site. • Designate safe storage areas. Stack materials tidily. • Remove nails from timber at time of timber removal. • Minimize dust. • Exercise particular care where workers are working from stilts, TWPs or MEWPs. • Always cover manholes, and cesspits. Good housekeeping is the most fundamental level of preventing falls due to slips/trips including: ○ Cleaning all spills immediately. ○ Marking spills and wet areas. ○ Mopping or sweeping debris from floors. ○ Keep working areas, stairways, and walkways well lit. ○ Removing obstacles from walkways and always keeping them free of clutter securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat. ○ Always close file cabinets or storage drawers. ○ Covering cables that cross walkways. ○ Reporting any inoperable lights, faulty switches, and light bulbs. ○ Report loose carpeting or damaged floor coverings. ○ Walk – don't run. ○ Avoid carrying objects with both hands. ○ Use a flashlight where there is inadequate lighting. ○ Ensure objects you are carrying or pushing do not obstruct your line of sight. ○ Properly fitting footwear increases comfort and prevents fatigue which, in turn, improves safety.	Contractor Managers/ Team Leaders, FL Site Management & Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
61	All Locations	**Manual Handling**	Sprains, strains, crushing, bruising, Abrasion, cuts and laceration	**Pre-Control** H17 - High **Post-Control** M10 - Medium	No	Minimise	• All operations to comply with "Preventing manual handling injuries" Worksafe NZ. • Eliminate Manual Handling Where Possible – use manual handling aids, crane, trolley, conveyer, wheelbarrow, etc. Use team-lifts to share the load. Warm-up before starting work. Know your limits – don't try to exceed your limits and take adequate rest breaks. Heavy stock items should be stored as low as possible to the ground to prevent strain injuries. Where heavy items are stored at height, they should be accessed using appropriate lifting gear. • Use proper lifting techniques. Avoid lifts below knees or above shoulders. Keep objects close to the body. Use handles or carry straps. Avoid rapid movements. Bend your knees, not your back. Move your feet, don't twist your back. Clear obstructions. Don't form chain-gangs. • Begin with load planning. Split the load into more manageable sized packages. Improve the stability of the load through repackaging, redesign or by redistributing its weight. Use slides, rails, roller tracks or castors to reduce friction and therefore reduce force. If the load is greasy or slippery, clean it, use protective equipment while handling it. • Then focus on lift planning. Start in a safe position. Know your load – determine the contents, weight, composition, balance, stability, and security of the contents. Consider a lift-test if you are unsure. Before you lift a heavy object, think ahead. Decide where you're going to place the object and how you'll get it there. If an object is too heavy to lift safely, find someone to help or make several trips. • Assume a strong posture. Your feet should be shoulder-width apart, with one foot slightly ahead of the other. Stand as close to the object as possible. Look straight ahead. Keep your chest out and your shoulders back. This helps keep your upper back straight while maintaining a slight arch in your lower back. Tighten your core muscles — including your back and pelvis. • When lifting from the ground, bend your hips and knees to squat down to your load. Lift the object between your legs. Don't hold your breath. Don't lift from a standing position with your waist bent. Lift by straightening your hips and knees. Use your leg muscles. Take the load carefully, purposefully, and slowly. Do not attempt to lift by bending forward. Don't twist as you lift. • Set your load down, carefully squatting with the knees and hips only when placing the load on the ground.	Contractor Managers/ Team Leaders, FL Site Management & Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
62	All Locations	**Stairs** Slips, trips, and falls	Fractures, Concussion, bruise, crush, sprain, strain, lacerations, cuts and abrasions	**Pre-Control** H17 - High **Post-Control** M10 - Medium	No	Minimise	• All personnel to exercise situational awareness while ascending and descending stairs and be alert for slip and trip hazards. • Isolate, contain and mop/clean-up all spills and leaks immediately. Any obstacles or trip hazards identified on stairs to be removed immediately. • Supply and maintain non-slip surfaces. Be sure to make use of non-slip surfaces (e.g., grip-tape on handrails) where provided. Wipe feet on safety mats provided at the top and bottom of stairs. • Grasp handrails when ascending and descending stairs. Maintain two points of contact at all times i.e., 1 hand and 1 foot or 2 feet • Walk – don't run. Take one stair at a time. • Ensure stairway is adequately lit. Report any inoperable lights. • Extra care must be taken in wet conditions. • Avoid carrying objects with both hands. • Do not use a mobile phone or eat while ascending or descending stairs. • Be very cautious on stairs if you are wearing bifocal glasses.	Contractor Managers/ Team Leaders, FL Site Management & Office Managers	Mar 25	Mar 26
63	All Building Sites	**Handling Sharp - Edged Building Materials** e.g. garage door runners, nail plates, truss and joist brackets, rough-edged timber, roof tiles, guttering, metal off-cuts, etc.	Lacerations, cuts, abrasions	**Pre-Control** H17 - High **Post-Control** M10 - Medium	No	Minimise	• Building materials, in addition to being bulky and heavy, can have sharp edges exposing workers to the risk of cuts, abrasions and lacerations. Use appropriate material handling aids and protective equipment where applicable. • Pay attention to the task at-hand. Don't rush – many cuts and lacerations occur when a worker is in a hurry or not paying attention to what they are doing. • When handling or working in proximity to materials with sharp edges, wear gloves or other hand and forearm protection. A range of gloves are available which provide protection without limiting dexterity or touch-sensitivity. • Avoid injuries to the eyes by using appropriate eye protection. When the loads are heavy or bulky, also wear steel-toed safety shoes or boots to prevent foot injuries if the load is accidentally dropped. • Timber must have all nails removed before stacking. Timber must be stacked and levelled on solidly supported dunnage. The stacks must be stable and self-supporting. • Structural steel, bar stock, poles, and other cylindrical materials must be stacked and blocked to prevent spreading or tilting. Avoid stacking in a manner that has exposed ends protruding into access-ways. • When manually moving building materials, seek help when a load is so bulky it cannot be properly grasped or lifted, when you cannot see around or over it, or when a load cannot be safely handled. • Handles and holders should be attached to loads to reduce the chances of getting fingers pinched or crushed. • Exercise situation awareness and use caution when working with or near sharp edges. Avoid unnecessary or unintended contact.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
64	All Building Sites	**Hand Tools & Other Sharps**	Lacerations, cuts, abrasions	**Pre-Control** H17 - High **Post-Control** M10 - Medium	No	Minimise	• Tools must be in good condition and used correctly. Defective tools must not be used. • Tools must never be thrown or used in such a way that anyone could be injured. Never toss or throw a sharp or pointed object. • Tools must be placed in a secure position while being sharpened. • When not in use, all sharp-edged, toothed, and pointed tools must be retracted, sheathed, and properly stored in such a manner that points and edges will not be a hazard. • Make sure the handle or gripping surface of a tool used is free from dirt, grease, oil, and splinters. Do not use hammers of any description with cracked, splintered, or badly worn handles. • Sharp edged and pointed tools become deadly weapons when used in close quarters – guard accordingly. • Razor blades and pins must be kept in containers, never loose in desks or thrown in wastebaskets. • Sharp or pointed articles, such as pens, knives, pencils, or envelope openers must never be left on the edge of a desk or any other place where they may puncture or cut someone. • Unguarded sharp-edged or pointed tools (e.g., unprotected knife, pencil, pen, etc.) must not be carried in pockets. • When working hand tools and other sharps, wear gloves or other hand and forearm protection. A range of gloves are available which provide protection without limiting dexterity or touch-sensitivity. • Avoid injuries to the eyes by using appropriate eye protection.	Contractor Managers/ Team Leaders & FL Site Management	Mar 25	Mar 26
65	All Locations/ Offices	**Staff Working Alone or After Hours in Show Homes**	Fractures, concussion, bruise, crush, sprain, strain, lacerations, cuts and abrasions, fatality, and in the case of assault, additional outcomes of psychological and physiological harm and sexual violation	**Pre-Control** H19 - Very High **Post-Control** H14 - High	No	Minimise	• These controls are in addition to those detailed below for "Working Alone or After Hours". Fletcher Living staff working alone in show-homes shall be provided with the following personal security protections while working alone: ○ A Company mobile phone which personnel should always keep with them. ○ An alarm system fitted at the show home which transmits to other Company cell phones if the alarm is activated. ○ A personal remote control held by each show home staff member which allows the show home alarm to be remotely activated. ○ CCTV cameras fitted in show homes with the feed streaming to computer monitors in the Sales Staff office area. A concealed hard drive records CCTV feeds on a full-time basis. ○ Staff are required to lock the show home if they're called away. ○ All visitors to the Show home are required to sign a visitor's book.	Sales & Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
66	All Locations	**Working Alone or After Hours**	Fractures, concussion, bruise, crush, sprain, strain, lacerations, cuts and abrasions, fatality, and in the case of assault, additional outcomes of psychological and physiological harm and sexual violation	**Pre-Control** H19 - Very High **Post-Control** H14 - High	No	Minimise	Employees working alone must have permission to do so from their manager. Before giving permission, the Manager should complete a risk assessment to assess the risks to the lone worker and implement appropriate controls where necessary. This must include: ○ Identifying whether the hazards can be adequately controlled by one person (e.g., machinery required, hazardous substances and highly hazardous work)? ○ How to manage an emergency? ○ Is there safe access and egress for one person? ○ Is there a risk of violence and/or aggression? ○ Whether the person has a medical condition? ○ What training is required for lone workers? ○ How the person will be supervised? ○ What monitoring procedures are required? The following scenarios should be considered: ○ A person working alone in an office. ○ People who work from home. ○ People working alone for long periods during the day. ○ People working on their own outside normal hours. ○ Mobile workers working away from their fixed base. ○ Workers involved in construction, maintenance, and repair. • Any employee working alone or after hours must carry a lone worker device. • Any employee working after hours should be escorted to their vehicle by another staff member. Staff should not work alone after dark. • For Contractor's working alone, reference should be made to their Skills and Competency Register submitted with their SSSP to determine if the Contractor working alone has the necessary competencies. • Should any person engaged to work on Fletcher Living sites be diagnosed with or have a medical condition that may affect their ability to undertake their job safely or impact upon the safety of others, then they must declare this to their Manager and/or Fletcher Living Supervisor. If requested, the individual will produce a medical certificate declaring their medical fitness to perform the tasks in the job.	Contractor Managers/ Team Leaders, Site Management, Sales Managers & Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
67	All Locations	**Visitors & Other People in the Workplace**	Fatality, crushing, amputation, fracture, laceration, concussion, loss of consciousness, puncture wound, cuts, abrasions, sprain, strain	**Pre-Control** H19 - Very High **Post-Control** H14 - High	No	Minimise	• Only authorized persons are permitted on site. All Fletcher Living Sites must be fitted with perimeter temporary fencing. • High-hazard areas to be cordoned off, sign-posted or otherwise illuminated. Hazard board to be prominently displayed on all sites advising of current hazards and controls. • Where scaffolds are erected in medium - high density pedestrian zones, screens and catch platforms are to be fitted to the scaffold. • Signage prohibiting unauthorised entry and warning of construction hazards are to be displayed at all entry points to the development. • Access ladders and stairs to be planked-off or gated to prevent unauthorized access to scaffolds. • After-hours security to be provided to keep unauthorized personnel from site. • All visitors (e.g., customers, members of the public, etc.) must be accompanied on site by a Fletcher Living Company Representative. • Visitors must sign in at the office prior to visiting the site or if meeting the company representative on site or otherwise wait outside the site until the representative arrives. • Visitors to receive a site induction which includes site safety rules, local hazards, hazard controls and emergency procedures. • Minimum PPE standards must be complied with, including, Hi-Viz clothing, appropriate safety footwear and hard hats • Additional PPE may be required depending on site activities in progress or being viewed. Refer to *SWP010 – Protective Personal Equipment (PPE)* for details. Visitors must stay well clear of any work that is being undertaken, and not enter the site if any of the following activities are being carried out: ○ Roof tiling. ○ When dust or excessive noise is apparent on site. ○ Interior spray painting. ○ At any other time when it is the company representative's judgment that it is not safe to enter the site. • Children are not allowed on site at any time during the construction phase. However, once the house has been carpeted, and is about to be handed over, children may be allowed on site with adult supervision and an accompanying company representative. • Pets are not allowed on site at any time. • All employees and subcontractors of Fletcher Living are responsible for ensuring these rules are adhered to.	Contractor Managers/ Team Leaders, Site Management, Sales Managers & Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
68	All Locations	**Robbery, Theft & Assault**	Fractures, concussion, bruising, crush injuries, sprains, strains, lacerations, cuts and abrasions, fatality, and in the case of assault, additional outcomes of psychological and physiological harm and sexual violation	**Pre-Control** H19 - Very High **Post-Control** H14 - High	No	Minimise	• Buildings and offices to be fitted with appropriate security systems. Staff working in remote offices to be provided with personal security alarms /devices. The no. of keys issued should be strictly controlled. • Staff to be adequately trained and made fully aware of the policies and procedures for safety in the workplace (including as part of their induction), and that effective monitoring systems are in place to check that safety and security procedures are adhered to. • Strictly limited quantities of cash to be kept on sites. • Staff should be alert at all times to unusual activities inside and outside the premises. Visitors should not be admitted to the private areas of the premises without suitable identification. Any after-hours visitors must be turned away if they do not have an appointment or are not personally known and vouched for by a staff member. • Before entering a site, Staff should look for anyone loitering around, check for any signs of attempted entry; and if they are not sure, or the premises are not secure, they should not enter, and should advise the police immediately. • Before leaving a site, Staff should ensure that cash and other valuables (including handbags) are secured, check no unauthorised person is still on the premises; securely lock the doors and windows; note any person loitering outside the premises, and if suspicions are aroused to inform the police; activate the alarm system where appropriate; and secure the last door after exiting. During the event: ○ Keep calm: Offender will be excited and dangerous. ○ Co-operate: There is nothing you can do about an armed robber – don't anticipate or volunteer information. ○ Do not do anything which might endanger yourself or any other person. ○ Do what the offender tells you and offer no resistance. ○ Keep calm and be observant: Remember as many details as possible; scars, tattoos, unusual physical characteristics or mannerisms, accent or speech defects, clothing, height, weight. After the event: ○ Dial 111 for Fire/Police/Ambulance. ○ Preserve: Fingerprints, exhibits i.e., anything dropped by the robber, note – protect scene, lock doors. ○ Inform: Police as soon as possible on 111, management should request customers to await arrival of police, ask them to write down details. Do not give information to media or others. ○ Closing or continuing operations: This is usually a police decision. The circumstances and the reaction of both staff and customers should be taken into consideration if the crime is minor. • Staff to receive post-critical incident debriefing and EAP support. • Situational awareness training is offered to all Staff.	Contractor Managers/ Team Leaders, Site Management, Sales Managers & Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
69	All Locations	**Angry, Distressed or Psychologically Unwell Customers/ Visitors/ Public**	Lacerations, Cuts, abrasions, fatality, and in the case of assault, additional outcomes of psychological, physiological harm & sexual violation	**Pre-Control** H19 - Very High **Post-Control** H14 - High	No	Minimise	• Procedures have been provided to guide employees in managing difficult or aggressive customers, including when to seek support from FRL Site Management or other personnel and when to call in outside enforcement agencies. • Employees are not required to remain in the company of any person who becomes emotional or aggressive. Whenever you feel threatened, remove yourself from the situation.	Contractor Managers/ Team Leaders, Site Management, Sales Managers & Office Managers	Mar 25	Mar 26
70	All Locations	**Harassment, Discrimination & Bullying**	Physical and mental abuse stress and fatigue	**Pre-Control** H12 - High **Post-Control** L7 - Low	No	Minimise	• Fletcher Living has a zero tolerance on harassment, discrimination, and bullying. Management have provided appropriate policies and reporting mechanisms for sexual, racial harassment and discrimination (refer to the Code of Conduct). • All personnel are encouraged to report incidents to their supervisor, Branch Manager or EHS Manager.	Contractor Managers/ Team Leaders, Site Management, Sales Managers & Office Managers	Mar 25	Mar 26
71	All Locations	**Physical & Mental Stress**	Emotional and psychological stress, trauma, inability to function, mental ill-health, depression, anxiety, susceptibility to illness and related physiological effects	**Pre-Control** H12 - High **Post-Control** L7 - Low	No	Minimise	• Work-related stress is an actual or potential source of harm and must be managed the same as other workplace hazards i.e., eliminate or minimize. • All staff must have clearly defined position descriptions, with competencies that are matched to personnel skills. All staff to receive regular performance evaluation of job demands, and training needs to ensure job objectives are being met satisfactorily. • Regular staff meetings to be held to discuss roles and tasks. Staff to be encouraged to participate in decision making processes; consulted before changes are introduced and are kept regularly informed. • Staff to utilize time management, goal setting and problem solving and to plan workloads carefully to allow enough time to complete tasks. Delegate sub-tasks to other staff members if possible. • Training provided for staff to be able to recognize symptoms of stress and learn various stress management strategies. • Make use of Employee Assistance programmes (EAP) and counselling. Have a list of support groups and information on stress management available for staff and their families. Make use of existing programmes e.g., Mental Health @ Work, Mental Health Foundation NZ. • Company to provide policies on stress, fatigue, and mental health. • Staff to be encouraged to make necessary lifestyle changes – exercise, relaxation, cut down on alcohol or tobacco, dietary improvements etc. • Refer to "Mentally healthy work-good practice guidelines for managing psychosocial risks at work" Worksafe NZ.	Contractor Managers/ Team Leaders, Site Management, Sales Managers & Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
72	All Locations	**Spread of Illness, Infection & Communicable Disease**	Influenza, swine / bird flu, colds, Covid-19 (Corona viruses)	**Pre-Control** H12 - High **Post-Control** L7 - Low	No, Could become critical during a Pandemic	Minimise	• Facilities and amenities are to be kept clean and tidy. Daily cleaning schedules to be implemented in event of outbreak e.g., twice daily cleaning of high touch areas, etc. • Lids to be kept on rubbish bins and sanitary receptacles. Organic waste to be removed daily. • Dishes to be rinsed and placed in dishwasher as used. All spills to be cleaned up immediately. • Antibacterial supplies including soap; alcohol (≥60%) hand sanitizer and paper towels to be provided in all toilets and lunchrooms. • Personnel to observe good hand, tissue, and coughing hygiene practices. • Protective gloves and face masks to be used when attending to an injured or ill person. Appropriate spill kits to be used when containing bodily fluids. • Personnel to stay home when sick or feeling ill to avoid spreading disease. • Personnel to consider offers of flu vaccinations and other vaccinations e.g., Hepatitis A, B, and other communicable diseases. • Pests and vermin control practices to be followed. • Pandemic management plan to be developed and adhered to.	Contractor Managers/ Team Leaders, Site Management, Sales Managers & Office Managers	Mar 25	Mar 26
73	All Locations/ Offices	**Food Preparation Utilities**	Fatality, electrocution, burns, loss of consciousness, cuts, abrasions, sprains and strains, burns, food poisoning	**Pre-Control** M10 - Medium **Post-Control** L7 - Low	No	Minimise	• When dispensing boiling water or hot drinks, keep hands well clear of fluid flow and be alert for splashes. • Use a towel when removing hot food from the microwave. • Exercise care when handling sharp knives. • Cover all food promptly. • Do not leave food in open tin cans in the fridge. • Do not put uncovered raw food above uncovered cooked food. • Regularly discard stale or expired food from the fridge. • Regularly clean the interior of microwave and fridge. • Facilities and amenities are to be kept clean and tidy. • Antibacterial supplies including soap; alcohol hand sanitizer and tissues to be provided in all toilets and lunchrooms. • Lids to be kept on rubbish bins and sanitary receptacles. Organic waste to be removed daily. • Dishes to be rinsed and placed in dishwasher as used. All spills to be cleaned up immediately. • Use antibacterial supplies including soap; alcohol hand sanitizer and tissues in lunchrooms to prevent spread of germs.	Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
74	All Locations/ Offices	**Ergonomics / Workstation Configuration**	Discomfort Pain and Injury (DPI – formerly known as OOS & RSI), sprain, strain, fatigue, stress	**Pre-Control** H12 - High **Post-Control** L7 - Low	No	Minimise	• Individual workstation assessments completed at commencement of employment and after reports of discomfort, pain and or injury. Training and information to be provided about gradual process injuries and their prevention. • Setup workstations and benches to comply with ergonomic best-practices. Place equipment where it is easy to use, and no stooping or twisting is necessary. Desk height to be appropriate. Seats to be defect free and maintained to the manufacturer's standard. Defective seats to be replaced. Lumbar cushions provided as necessary. • Ensure ventilation and lighting is adequate and operator is not subject to excessive glare. Ensure equipment (e.g., photocopier) is kept away from workstations. An ergonomist is to be consulted as necessary. • Ensure "Safely using computers at work" is being complied with. • All operators to observe best practices for Workstation Setup and exercises as rotate tasks, alternate administration, and computer workloads to vary tasks, use of micro-pauses, etc. • Monitor workload, support employees to manage their workload to minimize stress and fatigue. Use fatigue risk management systems. • Undertake pain and discomfort surveys at commencement of employment and after reports of discomfort, pain and or injury. • Follow up of employees by health professionals as necessary for persistent workstation issues, after obtaining employees informed consent. • Refer to Ergonomics guidance for more information.	Office Managers	Mar 25	Mar 26
75	All Locations/ Offices	**Office Electrical Equipment**	Fatality, electrocution, burns, loss of consciousness, cuts, abrasions, sprains and strains	**Pre-Control** M10 - Medium **Post-Control** L7 - Low	No	Minimise	• All electrical equipment is to be tagged in accordance with *AS/NZS 3012/3760.* • Leads and appliances must be tested and tagged every 5 years (office). • Use electrical appliance close to power source. Never overload power outlets using too many multi-boxes. • Avoid dangerous environments. Do not expose electrical equipment to damp or wet locations. Do not place heat generating electrical equipment in proximity of flammable or combustible materials. • All personnel to monitor condition of leads and equipment before use and to report any defects immediately. Do not use damaged or defective equipment. • All guards and other safety devices must be operable and kept in-situ. • Operate equipment in accordance with manufacturer instructions and maintain to manufacturer specifications by a competent person. • Extension leads, cords and hoses must not be placed where they will be a "Tripping Hazard" or damaged by equipment or materials. • Never disconnect electrical appliances by pulling on the cord. • Never work on electrical appliances that are plugged in/switched on.	Office Managers	Mar 25	Mar 26

ID	Location	Risk	Potential Harm	Risk Assessment	Critical Risk	Control Hierarchy	Risk/ Hazard Controls	Manager Responsible	Latest Review	Next Review
76	All Locations/ Offices	**Office Furniture & Equipment**	Fractures, concussion, bruise, crush, sprain, strain, lacerations, cuts and abrasions	**Pre-Control** M10 - Medium **Post-Control** L7 - Low	No	Minimise	• Staff to be trained in the use of office equipment. Report any defects immediately. Ensure all safety precautions and warning notices are followed. • Ensure Photocopiers are used in a well-ventilated area and clear of staff workstations. • Always close filing cabinets, drawers, and cupboards behind you. • Never open more than one filing cabinet at a time unless the cabinet is secured to a wall. • Always store materials securely. Do not store materials in unsafe locations (e.g., atop shelves, stacked precariously, etc.) • Be alert for unexpected trip hazards when walking through office areas, particularly in open-plan offices. • Carefully approach doors and other blind spots to avoid collisions. • Keep hands and fingers clear of any pinch points e.g., document shredder, binding machines, staplers, closing cupboards and doors. • Keep hands clear of office sharps e.g., guillotine, scissors, and staple remover. • Keep loose clothing, dangly jewellery, long hair and beards clear of any equipment in which they could become entangled. • Floor to ceiling glass panels must have appropriate markings to identify the hazard and warn persons approaching.	Office Managers	Mar 25	Mar 26

Acknowledgment of Employee or Contractor Being Inducted

- I acknowledge having received a copy of this Risk Register and having been provided with sufficient opportunity to discuss its contents, ask questions, and clarify understanding.
- I further agree and acknowledge to abide by the provisions of this Risk Register (including subsequent amendments and additions) while engaged to work on Fletcher Living sites.

_____

[Print Name]

_____

[Signature]

_____

[Print Date]

Fletcher Living Staff Member Delivering Induction

_____

[Print Name]

_____

[Signature]