



Site Specific Health & Safety Plan

Visitors to Site

Job Number: 0015

Contact: Damien Wood

Client: Wanganui District Council

Job Name:

WDC Upokongaro to Whanganui Cycleway

Site Location:

Papaiti Road / SH4 Wanganui

Site Supervisor:

Paul Brewer

Note that new COVID-19 Protocols and Restrictions now apply. Ensure all workers are familiar with the contents of this document and follow all rules and recommendations.

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Site Information

Job:	0015 WDC Upokongaro to Whanganui Cycleway		
Location:	Papaiti Road / SH4 Wanganui		
Contact / Client:	Damien Wood - Wanganui District Council		
Phone:	06 349 0510	Mob:	027 534 0000
Email:	Damien.Wood@whanganui.govt.nz		
Site Supervisor:	Paul Brewer	Mob:	027 244 0032

Specific Site Notes:

1. Visitors must remain in the dedicated viewing area at all times and not access areas of work.
2. All visitors must have completed the Emmetts Civil Construction Visitor to Worksite Induction found here: <https://qr.go.page.link/udLaR> or you may scan the following QR Code:



Standard PPE / COVID-19 Safety Items for Visitors:

Item	Required	Item	Required	Item	Required
Hard Hats	<input checked="" type="checkbox"/> Yes / No <input type="checkbox"/>	Dust Mask *	<input checked="" type="checkbox"/> Yes / No <input type="checkbox"/>	Ear Protection *	<input checked="" type="checkbox"/> Yes / No <input type="checkbox"/>
High Vis Wear	<input checked="" type="checkbox"/> Yes / No <input type="checkbox"/>	Glasses / Facemask *	<input checked="" type="checkbox"/> Yes / No <input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/> Yes / No <input type="checkbox"/>
Steel Cap Boots	<input checked="" type="checkbox"/> Yes / No <input type="checkbox"/>	Gloves *	<input checked="" type="checkbox"/> Yes / No <input type="checkbox"/>	Hand Sanitiser	<input checked="" type="checkbox"/> Yes / No <input type="checkbox"/>

* Personal preference, only mandatory if required for specific tasks.

Major Plant Items On-Site

Plant		
Excavators	Trucks & Truck & Trailer/Semi Rigs	
Elevated Work Platforms (EWP's) - Tracked or Rough Terrain Wheeled	Cranes - Large Mobile Truck-mounted & Large Crawler Cranes	
Work Utility Vehicles ('Utes')		

Permits / Conditions

- Is a pilot vehicle required for transportation to / from site? YES / NO
- Is a stand over or shutdown required for this work to be completed? YES / NO
- Is a close works or other permit required for this work to be completed? YES / NO
- Is a Traffic Management Plan required for this work to be completed? YES / NO
- Have services been located where required for this work to be completed? YES / NO

Visitor Hazard Identification / Risk Register

Risks Identified	Likelihood of Event	Potential Consequences	Risk Rating	E / M	Controls to be put in Place
1. Visitors / Contractors / Children	Moderate	Medium	M	M	<ul style="list-style-type: none"> • NOTE: No general public, sales representatives, media or any uninvited or not-inducted visitors are allowed into ANY ECCL sites, workshops or offices during NZ Government Levels 2, 3 or 4 Alert lockdowns. See Risk Factor 20 below. • Visitors must follow and comply with all instructions from the person escorting them to the assigned safe viewing area where they are permitted to be located. • Visitors must not move outside of the assigned safe viewing area where they are permitted to be located without gaining specific permission from site personnel to do so. <u>Visitors moving out of or beyond the assigned safe viewing area will result in work activities being halted until the visitor has left the active work area and returned to the assigned safe viewing area. Any resulting stand-down costs for the time that the visitor is out of or beyond the assigned safe viewing area and within the active work area will be charged to the visitor.</u> • Fence off site area • All visitors must have completed the Emmetts Civil Construction Ltd. Site Induction prior to being permitted to enter the site. • All visitors must also have completed the Covid-19 Induction to be recorded in the List of people on site for each day for Covid-19 Tracing purposes. • Hazard Boards will be in place to warn visitors of any additional hazards on each applicable day. • Children under 15 are not permitted on site
2. Drugs & Alcohol	Moderate	Serious	H	M	<ul style="list-style-type: none"> • Taking illicit drugs is not permitted as per the company Drug and Alcohol Policy. • Drug use and consumption of alcohol is NOT permitted on <u>ANY</u> Emmetts Civil Construction Ltd. Work Site. If Emmetts site personnel have reason to suspect that any visitor is under the influence of drugs or alcohol, they will be directed to leave the site immediately and not return until they can confirm that they are drug and alcohol free.
3. Driving	Unlikely	Serious	M	M	<ul style="list-style-type: none"> • Visitors are NOT permitted to drive vehicles or operate ANY plant on Emmetts Civil Construction Ltd. site, unless for parking their vehicle in an assigned and permitted parking area.
4. Noise	Moderate	Medium	L	M	<ul style="list-style-type: none"> • Visitors must wear hearing protection where there is construction noise.
5. Dust	Moderate	Medium	L	M	<ul style="list-style-type: none"> • Visitors must wear correct PPE (dust masks, respirators, eye protection, overalls) where conditions require this.
6. Electricity in Use	Unlikely	Serious	H	M	<ul style="list-style-type: none"> • Visitors are NOT permitted to be using any electricity-powered equipment on site.
7. Stacked Materials	Moderate	Serious	L	M	<ul style="list-style-type: none"> • Visitors are required to keep outside of all fenced construction site areas and any other areas where construction plant or vehicles are being operated. • Visitors must also keep clear of any stacked materials and keep access and exit ways clear, by avoiding these areas.

Risks Identified	Likelihood of Event	Potential Consequences	Risk Rating	E / M	Controls to be put in Place
8. Reinforcing Steel Rods & Waratahs	Moderate	Serious	M	M	<ul style="list-style-type: none"> Vistors must keep clear of any exposed reinforcing steel and warrtahs.
9. Bad Weather	Moderate	Serious	L	M	<ul style="list-style-type: none"> Vistors should be aware that under-foot conditions on outdoor sites will be affected by wet weather and there could be some risk of moving debris (from trees etc.) in periods of high winds. Vistors should take particular care when walking or moving to and from the appointed safe viewing area during adverse weather and they must be willing to comply with any instruction from authorised site personnel who may ask them to leave the site should the site personnel consider that adverse weather conditions would make it unsafe for vistors to remain at the site.
10. Risk of Fire	Unlikely	Serious	H	M	<ul style="list-style-type: none"> An emergency plan is in place at the site, with a designated assembly areas. Vistors should acquaint themselves with the location of the closest designated assembly area and comply with any instructions to move to that area in the event of an emergency. Vistors must NOT bring anything onto the site, or make use of anything on site that has the potential to start a fire.
11. Cranes in Use / Moving Vehicles & Heavy Machinery	Moderate	Serious	M	M	<ul style="list-style-type: none"> Trained, competent and authorised workers are the only people permitted to be in the vicinity of any crane or other moving vehicle or site plant. Vistors are NOT permitted to be within any area where any crane or other moving vehicle or site plant is located or being operated.
12. Winch / Guy Lines	Moderate	Serious	M	M	<ul style="list-style-type: none"> Trained, competent and authorised workers are the only people permitted to be in the vicinity of any winching operation or the guy-lines associated with any winching operations. Vistors are NOT permitted to be within any area where any winches or guy-lines are being deployed.
13. Excavations	Moderate	Serious	M	M	<ul style="list-style-type: none"> Trained, competent and authorised workers are the only people permitted to be in the vicinity of any excavations. Vistors are NOT permitted to be within any area where there are excavations in place, or where excavating are being carried out.
14. Overhead Work	Moderate	Serious	M	M	<ul style="list-style-type: none"> Trained, competent and authorised workers are the only people permitted to be in the vicinity of any overhead work. Vistors are NOT permitted to be within any area where any overhead work is being carried out.
15. Fall from Height / Work Above Water	Unlikely	Serious	M	M	<ul style="list-style-type: none"> Vistors are NOT permitted to be in any location where a fall from height is possible.
16. Overhead Lines	Unlikely	Serious	H	M	<ul style="list-style-type: none"> Vistors should be aware of the presence of any overhead lines and keep well clear in accordance with the national rules for safe separation, as noted in the site specific Safety Plan.
17. Traffic	Moderate	Serious	H	M	<ul style="list-style-type: none"> A Traffic Management Plan ('TMP'), will be in place where traffic management and traffic safety are required. Vistors to the site must comply with all NZ Road use rules and also comply with any reasonable requests for authorised site personnel that may be required to ensure their safety and the safety of other road users.

Risks Identified	Likelihood of Event	Potential Consequences	Risk Rating	E / M	Controls to be put in Place
18. River / Drowning	Moderate	Serious	M	M	<ul style="list-style-type: none"> Vistors are NOT permitted to be by the river or to enter the waterway while they are at the work site.
19. Boats	Moderate	Serious	M	M	<ul style="list-style-type: none"> Vistors are NOT permitted to operating or a passenger in a boat while at the work site ans are NOT perniotted to be in a boat on the waterway during construction activities or while having been ipermitted to be at the work site.
20. COVID-19	Moderate	Serious	M	M	<ul style="list-style-type: none"> Physical distancing. Increased hygiene and PPE practices. Required workers and works only. See COVID-19 Toolbox Meeting section of this document for details of controls.

ANY ADDITIONAL RISKS THAT ARISE SHOULD BE LISTED BELOW

Risks Identified	Likelihood of Event	Potential Consequences	Risk Rating	E / M	Controls to be put in Place

Site Emergency Plan

All events (injury / incident / illness) are to be reported to the Emmetts Head Office on 06 349 1788

Job: 0015 WDC Upokongaro to Whanganui Cycleway

Location: Papaiti Road / SH4 Wanganui

All visitors, employees and/or sub-contractors are made aware of this Emergency Plan upon induction and must add further details if needed.

This plan will be reviewed before the job and when conditions warrant.

A review of response procedures will also be conducted following an emergency. All high-risk work must have a completed Task Analysis or Safe Work Methodology that is to be strictly followed.

Event Procedures		
Injury Procedures	Earthquake Procedures	Fire, Gas Leak, Chemical Spill or Other Situation
<ol style="list-style-type: none"> 1. Stay Calm 2. Shut down any plant or equipment 3. Provide first aid if someone is injured and stay with them 4. Dial 111 and ask for AMUBLANCE 5. Arrange for someone to meet the ambulance at the front of the site when they arrive 	<ol style="list-style-type: none"> 1. Seek shelter under a table or solid object that will provide protection from falling debris 2. Keep clear of collapsible structures 3. Evacuate the site to the safe assembly area, when safe to move 4. Remain in the assembly area 5. Report to your supervisor or manager 	<ol style="list-style-type: none"> 1. Evacuate the site to the safe assembly area 2. Dial 111 and ask for FIRE 3. Remain in the assembly area 4. Report to your supervisor or manager 5. Arrange for someone to meet the fire service at the front of the site

Evacuation Procedure			
Safe Assembly Area	Evacuation Signal	Communication Method	Frequency of Testing
At the Site Office	Long Blast on Air Horn	Air Horn	Fortnightly

First Aid and Equipment			
Trained First Aider	First Aid Kit Location	Fire Extinguisher Location	Spill Kit Location
Paul Brewer	In the Site Office	In the Site Office	Choose an item.

Emergency Contacts					
Regional Council	Power Company	Gas Company	Phone Company	WorkSafe	Poison Centre
Horizons - 06 952 2800	Powerco - 0800 769 372	Powerco - 0800 111 848	Chorus - 0800 463 896	0800 030 040	0800 764 766
Site Supervisor		Medical Centre			
Paul Brewer - 027 244 0032		Wanganui Hospital, 100 Heads Road, Wanganui. Phone 06 348 1234 In an emergency dial 111.			

COVID-19 Toolbox Meeting

This section of our toolbox talk is about what to do as the Coronavirus (COVID-19) spreads through New Zealand and what you can do to protect yourself, your family and the people around you, with respect to the current threat from the COVID-19 Coronavirus. The most up-to-date information for New Zealand is at the [Ministry of Health website](#).

The Disease

COVID-19 is a new contagious illness that can affect the lungs and airways; it is caused by a type of coronavirus. Experience of COVID-19 to date shows that all people are at risk of contracting the virus, however some people are at higher risk of getting very sick from this illness. This includes older adults and people who have medical conditions like heart disease, lung disease, asthma and diabetes.

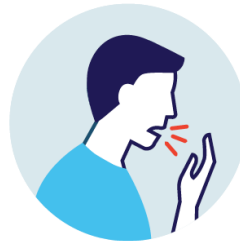
It spreads through tiny droplets of saliva or body fluids spread by such things as talking, sneezing, kissing and coughing. The disease can survive on surfaces such as benchtops and door handles for a number of hours and can then be picked up from there which is why washing your hands is very important.

Signs and Symptoms

Some people get a very mild form of the disease, but it can kill some people quite quickly, especially if they have respiratory or other existing problems. The signs and symptoms are:



A high temperature.
(At least 38°C)



Coughing



Breathing problems

Milder symptoms can be helped with normal medicines but if there is trouble breathing people may need to go to hospital. If you have these symptoms call the Ministry of Health COVID-19 number on 0800 358 5453 at any time. Or call your doctor, but don't go in without warning them. We can't have doctors getting infected as they will have to go into isolation. Most of the deaths are from fluid building up in the lungs so people can't breathe. About one in 100 people are dying but because it is so easy to spread and this could amount to a lot of people throughout the whole country.

Self-Isolation

If you are showing signs of being unwell or have recently arrived or returned from overseas (or have been in contact with someone who has) you may be required to self-isolate. Follow the **Personal Health Flowchart** (found later in this document) and take appropriate actions. The situation is evolving so please visit the [Ministry of Health website](#) for the most up-to-date information.

DO NOT COME TO THE WORK SITE if you have ANY reason to believe that you are unwell.

Take action immediately to confirm the actual medical status of your personal health and advise the company of the outcome of the medical consultation BEFORE requesting permission to be at the work site. This will assist the company to work with you to with confidence to establish the next move with respect to your attendance at the work site and what steps you should be taking to protect your personal health and to ensure that you will know how and when you will be able to return to visit the work site.

Prevention

There is no cure or vaccine yet so preventing the spread is the best defence.



A face mask won't stop the virus but if fit correctly, it does help stop people touching their face to avoid any virus on their hands going into their mouths or eyes.



Because it attacks the lungs, if you smoke, stop now. There's never been a better time!



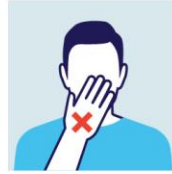
Clean and disinfect frequently touched surfaces such as doorknobs and railings.



Wash your hands. Ordinary soap is even better than expensive hand sanitisers. A 20 second wash with soap will dissolve the virus's protective coating. Ensure that hands are thoroughly dried. Keep plenty of soap, water and disposable hand-towels on site.



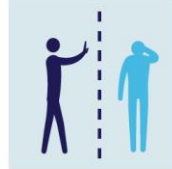
Stay home if you are sick. The Ministry of Health wants people suspected of having the virus to stay home and quarantine themselves for 14 days so make sure you have enough supplies to last that long. If one of your team is sick, send them home.



Cough into your elbow, not your hands. This helps stop the spread.



If you have been in contact with someone who has the disease, assume you may have it and stay home. Stopping the spread is our best weapon to stop our medical system getting swamped.



Follow the physical distancing and hygiene protocol. Staying one metre away from others whenever possible as this is an effective measure to stop the spread.

