



West Coast District Health Board
Te Poari Hauora a Rohe o Tai Poutini

Contractors Occupational Health & Safety Guidebook

(Last Reviewed May 2006)

**West
Coast
District
Health
Board**

**Greymouth
West Coast
New Zealand**

CONTRACT _____



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This Guidebook is to be read in conjunction with any special conditions associated with each contract.

The following OSH Department of Labour publications also form part of the contract conditions:

- Guidelines for Provision of Facilities and General Safety in the Construction industry.
- Guidelines for Guarding Principals and General Safety for Machinery.
- Guidelines for the Safe Use of Woodworking Machinery.
- Guidelines for Provision of Facilities and General Safety and Health in Commercial and Industrial premises.
- Approval Code of Practice for Safety in:
 - Excavation and Shafts for Foundations.
 - Cranes and lifting appliances.
 - Power-operated Elevating work Platform.
 - Safe Erection and Use of Scaffolding.
 - Demolition

The above documents are available from the Facility Co-Ordinators Office, Grey Hospital.



All construction sites have new hazards. As such all persons entering the site must be notified of existing hazards and damages known on site.

This is the responsibility of all parties and can be carried out by-

- Written notice in loose leaf form
- Written notice board notices
- Verbal instruction by Safety Officer on site.

It is a joint responsibility of Employer, Employee, Sub Contractors, visitors etc to follow all written instructions, signs posted and verbal instructions given by those persons in authority.

If instructions are not followed then that person will be asked to remove themselves from the site at their expense.



The following is a form which all employees, subcontractors and personnel working on site must have had explained to them by appropriate authorised person as listed:

After this has happened both parties must sign the bottom and forward to site office.

This process is to ensure that all personnel on site are aware of procedures, rules and requirements of the above site.

SITE SAFETY INDUCTION CHECKLIST



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Employee _____ Inducted By _____

Position _____ Date _____

Site _____

1.0 Health & Safety Policy & Site Safety Plan:

Show location of Health & Safety Policy and Site Safety Plan
Familiar with contents and duties

2.0 Emergency Procedure

Shown and discuss emergency procedures

3.0 Site Hazards

Site Hazards Sheets discussed
Hazards that employee may create or be exposed to are identified and how they can be controlled
Process for notification of new hazards introduced

4.0 Safety Equipment

Employee advised of location of First Aid Kit and trained First Aid Givers
Employee advised of location of Fire Extinguishers, Fire Call Points, Fire Reel Hoses

5.0 Accident Reporting

Responsibility and importance of reporting all accident, incidents and near misses discussed
Location of Accident Register and Reporting Forms advised

6.0 Safety Information

Location of other safety information confirmed e.g. OSH Guidelines, Codes of Practice, Material Safety Data Sheets

7.0 Safety Training

Confirmed that employee is adequately trained in the safe use of all plant, equipment and personal protective equipment that they will be required to use during their time on site

8.0 Site Amenities

Employee shown location of toilets, wash areas, smoko sheds

9.0 Personal Protective Equipment (PPE)

Safety Hat Safety Earmuffs Safety Footwear

Safety Goggles Other _____

10.0



Employee asked to identify any conditions that they are aware of that would effect their ability to perform their duties where there is a risk of harming themselves or others (actions to manage recorded and kept confidential)

8.0 Other Inductions Requirements

I acknowledge that I have been inducted into Health & Safety practices on this site as outlined above. I also acknowledge that I have been made aware of my responsibilities.

I understand that failure to comply with these practices may result in my removal from the site

Signed _____ Date _____



SITE

PHONE NUMBER

OFFICE

OFF-SITE CONTRACT MANAGER

SITE MANAGER

DOCTOR

POLICE

FIRE

On site safety meeting to be held

All employees must attend

1.4 SAFETY BRIEF



Footwear	Safety Footwear to be worn at all times.
Hard Hats	Overhead danger exists. Hard hats to be worn whenever overhead danger exists and at all times when crane is on site.
Hi-Vi Clothing	By person directing crane
Clothing	Clothing must be carried to suit changeable weather and temperatures
Food	Smoko room rubbish, food scraps must be removed from site daily. Site rubbish to be placed in skip to maintain Clean and tidy site. Only room to be used for smoko area is. Hospital Canteen is via the main entry door only.
Environment	Care must be taken to prevent any contamination to the surrounding area.
Visitors	Must be escorted onto and around site. Must not enter site without escort. Must follow instructions posted to gain access. Follow verbal and written instructions.
Vehicles	All Contractors vehicles to carry:-First Aid Kit Fire Extinguisher Rescue Blanket
Fire Extinguisher	Know where to locate on site
Parking	Contractors area only for sign written contractors Vehicles. All other vehicles to be parked on Roadway. No parking in hospital car parks.
Noise	Consideration of staff and patients in the ward below must be foremost. No unnecessary noise shall be tolerated. Noise that is going to affect others must be planned and arrangements made.
Site	No smoking within WCDHB sites. No swearing or foul talk.
Toilet	It is everyone's responsibility to ensure site is kept tidy and rubbish is removed. Toilets and smoko area to be kept clean.

1.5 EMERGENCY NUMBERS



INTERNAL

AMBULANCE

FIRE

POLICE

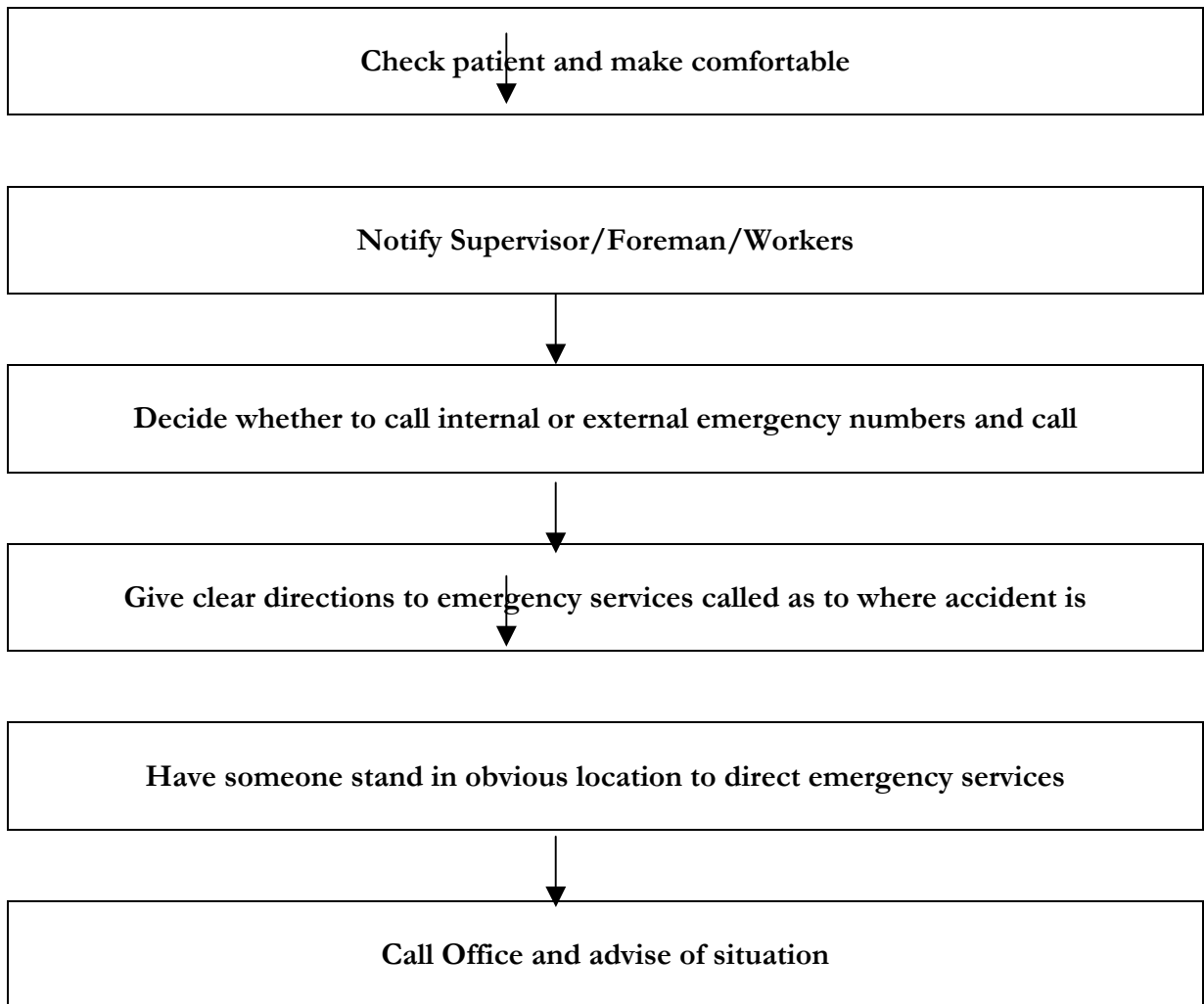
DOCTOR

POISONS/HAZARDOUS
CHEMICALS

CONTRACTORS NAME

NOTE: Each WCDHB site has specific emergency system

1.6 ACTIONS TO TAKE IN CASE OF EMERGENCY



1.7 EMERGENCY PLANS



The purpose of an emergency plan is to provide a system for emergencies that may occur on this contract.

Probable Causes

- Fire
- Storm
- Earthquake
- Chemical Spill
- Gas Leak
- Explosion
- Structure Collapse
- Equipment failure
- Accident

Procedure

- Vacate danger area immediately
- Assess the situation, without endangering your life.
- Isolate, disconnect or contain danger
- Person in charge to ensure all personnel are accounted for and are clear of the danger area
- Provide first aid to injured personnel
- The accident scene is not to be interfered with unless absolutely necessary to save life, property etc
- Advise your Managing Director or Safety Officers as soon as all the other details have been attended to
- For emergency services, telephone relevant emergency number
- The assembly area in the event of an emergency is as marked on site plan
- Refer to site Evacuation Plan

In any emergency the first responsibility is to oneself.

Always ensure that oneself is safe and fit without any injury before carrying out any duties or assisting other persons.

Once area is safe move to assembly area and follow instructions.

Do not go off site or location until permission or directed to do so has been given.

All persons leaving site following an emergency must record so with person in charge of site at that time.

1.8 PROCEDURE AFTER EMERGENCY



Once event is over and all capable personal on site have made their way to assembly area where they shall register themselves on the Emergency Form.

The responsibility for this could be one of the following:

- Site Manager
- Safety Officer
- Suitable person available (Not First Aider) this person shall be called the Controller.

The Controller shall:

- Arrange disconnection of dangerous services, e.g. Power, Gas, Water, Steam before any rescue work starts
- Record all persons on site
- Record any person leaving site
- Direct persons to assist:
 - Rescue Teams
 - First Aider
 - Make site safe

Notify Office where possible of action taken and assistance required Take any necessary action to remove all injured people from site Arrange welfare of persons on site »» Insure breaks for rescuers are taken at regular intervals Arrange meals etc if required

The Controller may delegate duties to suitable persons for performing tasks that are required.

The Controller shall where possible inform Office of all action and allow persons on site to inform their next of kin their well-being.

The Controller shall ensure that any unsafe areas are marked off with available means to ensure all practical steps are taken to prevent further injury.

The Controller shall ensure no equipment, plant etc is used that could have sustained damage during the calamity.

Should fire break out which cannot be controlled by equipment available then the area must be cleared and where possible emergency services called to deal with the situation.

The Controller is to identify any dangerous substance on site and take appropriate action to prevent injury eg Gas Bottles, Petrol, Diesel, Thinners, Parts etc.

Should a spillage occur then Material Safety Data Sheet should be obtained as to how to deal with the substance.

It is important that all persons involved with the Emergency must be stood down (where possible) to rest. Where possible this period should be away from location so as rest is available.

1.9 FIRST AIDER



The First Aider on any site shall regularly check facilities to ensure there is enough equipment and materials to deal with any reasonable emergency

While every site is located differently the following must be considered when considering facilities required:

- Location to medical facilities
- Number of people on site
- Type of construction being undertaken
- Length of contract
- Special rescue equipment that may be required

The First Aider shall not be involved with any other duties other than First Aid to people and arranging care of injured persons.

Recovery of injured persons or those who may be trapped or in confined space shall be identified and the First Aider to direct those available to attend to these people.



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Date _____ Time _____

Name	Company With	Contact Person	Leaving Site

1.11 ENVIRONMENTAL CARE



The WCDHB requires that Contractors and their employees who work on this contract follow the same rules for care of the environment as the employees of the Company.

The contractor, when on site, must ensure that actions/inactions of the Contractor and or his or her employees or subcontractors do not cause damage to the environment nor are they such that damage to the environment is likely to be caused.

Contractor is to comply with all relevant laws, by-laws and regulations.

The Contractor, Subcontractors and employees must comply with all environmental laws and regulations whilst on site. Such laws cover.

- Clean Air
- Noise Control
- Environmentally Hazardous Chemicals
- Clean Waters
- Waste Disposal
- Ozone Protection

SPECIFIC SITE RULES:

Liquids

No liquids other than clean and drinking quality water to be discharged to any storm drain

No solids or sediments to be washed into any storm drain

No liquids or solids other than domestic wastes to be disposed of into any toilet, urinal or gully grate.

Any accidental spill of liquid must be contained, kept away from storm drains and immediately cleaned up

Any accidental spill of any liquid to a storm drain or sewer must be immediately reported to the Authorised Person or in their absence, the Site Manager

Gases

No open fires to be lit or burn-offs done on site No refrigerants to be released on site No hazardous gases to be released on site No odours to be created on site

Wastes

No solid or liquid waste to be disposed of or left on site without written permission of the Site Manager

Any solid or liquid waste disposed of off-site must be carried by licensed contractor and to a depot with approved licence.

Noise

Noise control laws and regulations must be strictly observed



Noise levels to be minimised. Noisy operations before 7.00am and after 7.00pm only by written permission from Site Manager

ENVIRONMENTALLY HAZARDOUS MATERIALS:

No substances listed below may be brought on site without written permission of the Principal /Authorised Person.

Dangerous Goods (flammables, explosives, etc) Hazardous Substances Environmentally hazardous chemicals Liquids in drums or other containers over 20 litres

1.12 SITE CLEANLINESS



A clean site helps a safe site

All persons working on sites are responsible for cleanliness of the site

All rubbish must be removed to collection point or removed from site at regular intervals to avoid any person having to work over or around such hazard.

This may involve hourly daily or otherwise attention.

Subcontractors should ensure Site Manager is consulted as to any special requirements as to disposal on site especially smoko rubbish to prevent rodent infestation.



All trades are required to provide amenities and facilities for their employees and equipment as set out in the Health and Safety in Employment Act.

Information available from OSH as set out in "Guidelines for the Provision of Facilities and General Safety in the Construction Industry".

Contract Manager or Site Manager should be contacted as to what will be available on site to ensure that their employees have correct facilities available.

Site arrangements may be able to be made for the sharing of areas but this will be from site to site and should not be assumed as normal.

No part of the Construction Site / Building shall be used for storage of materials or used as smoko area without written permission form the Site Manager.

Any conditions applied for such use shall be strictly followed and written confirmation given as per use of construction site/building.



The use for:

- Storage of material
- Smoko area
- Other _____

is permitted in the _____
area on the following conditions:

1. For a period from _____ to _____
2. For the stated area only
3. All rubbish is to be removed to the designated area (_____)
daily/twice daily/three times daily (*delete one*)
4. Any damage to any surface is to be repaired at the Contractors expense
5. The Site Manager and Contractor are to inspect the site prior to commencement of work
and at the end of work:

Before:

Site Manager _____ Contractor _____

Date _____ Time _____

After:

Site Manager _____ Contractor _____

Date _____ Time _____



Before any work is carried out by persons intending to use any chemical Solvent or material which may cause harm to any person or product they must:

1. Have with them Products Safety Data Sheets which must be read by person using product and a minimum of one other person who will be working with that person.
2. Copies of Safety Data Sheets must be given to Site Manger 24 hours before intended use.
3. All precautions must be in place before using such materials
4. Only safe practices will be permitted
5. Appropriate signage shall be erected at all entrances to site of the use of these products

Failing to comply with any requirements will result in stop work notice being served on person carrying out the work and any costs recovered from the said company.



Where indicated on the floor, plan or indicated with signs on any site. The Access Ways must be kept clear at all times.

If it is not possible then temporary access ways must be posted and persons on the site notified before obstruction occurs.

Exit Ways must not be closed off for any purpose other than maintenance when arrangements for different exit must be arranged beforehand and notices posted.

All sites must have Emergency Access Ways clearly marked and all staff notified.

1.16 ACCESS LADDERS



Where access is gained to platforms such as:

- Scaffold Roof Areas
- Floor Levels
- Duct Work
- Structural Steel
- Excavations Tanks
- Sumps
- Manholes

Where a ladder has been installed for works use, it shall at the end of each working day be:

- Removed
- Protected
- Fenced

to prevent any unauthorised person using the ladder for access.

This can be performed by a purpose made plywood strip clipped over a rung in the ladder and padlocked at the other end.

Plywood should be minimum of 1.8m long by width of the ladder

Ladders shall be of suitable quality, length and fixed top and bottom as to comply with occupational Safety and Health - minimum 0.900m above exit point.

All ladders, stools or such equipment used on finished materials eg carpet, vinyl etc shall be fitted with suitable feet to prevent damage to that material which it rest upon while still providing safe footing for legs.

Extension ladders shall not be:

- broken down and used
- used other than 1:4 ratio
- used without correct rope system

Aluminium stepladders should be avoided being used in the fold out position or top two threads used to stand on.

All ladders must have supporting rubber feet caps on the ground



Operators of all lifting and hauling plant, including fork lifts, Hiab trucks and power cranes of all types (including truck mounted cranes), shall have received instruction and be competent to operate the equipment.

Work must be in accordance with Occupational Safety and Health Services Approved Code of Practice for Cranes and Lifting Appliances.

Only lifting and hauling equipment recorded in a register and tested and inspected at the required intervals and found to be free from defects shall be used.

1.18 SCAFFOLDS



Scaffolding shall be erected and inspected in accordance with the Construction Regulations. (See Approved Code of Practice for Scaffolding).

- Only trained and competent employees may erect, alter and dismantle scaffolding up to 5m.
- All work must be done under proper supervision.
- Scaffolding shall be regularly inspected according to its type and application.

All scaffolding over 5m high must be carried out under the supervision of person holding Appropriate Scaffolding Certificate.

All scaffolding where a fall of 3m or more may occur, handrails and toe boards, as set out in above publication must be used.

All users of any scaffold shall ensure that the scaffolding complies with the Act before using it. Arrangements with Site Manager shall be made before using any scaffolding supplied by the Main Contractor.

Any scaffolding requirements should be notified to the main Contractor at time of tender.

Scaffolding used on finished surfaces must be placed on suitable material as to prevent damage to finished surfaces.



When power-operated work platforms are being used all work must comply with Approved Code of practice for Power Operated Elevated Work Platforms.

Any hired in plant must be checked and training given to person whom is going to be operating this plant.

Full check of plant must be made before removal from Hirers Yard to ensure all Certificates, Instructions Warnings are clearly visible.

Safety harnesses and lanyards are required to be worn when using this type of plant

1.20 USE OF BURNERS/DRYERS/CUTTING EQUIPMENT



The use of Burners/Dryers or other appliances which involves flames to work material, dry surfaces or such like must be of a purpose made product

No home built device is permitted.

When such devices are being used the following precautions shall take place.

1. Site manager advised of such use
2. Signs must be used to alert people to the use of these devices on site.
3. Fire extinguishers of a minimum size of 2kg which are well maintained and suitable for extinguishing a fire which may break out to be located at a suitable location
4. Care of naked flame must be ensured so as not to damage surrounding surfaces. When device not in use, to be stored in appropriate holder.
5. Hoses, cylinders, tanks etc must be maintained in good working order and any defects to the produce, must be replaced or repaired by an approved service agent.
6. All work with burners/dryers/cutting equipment is to be finished at least 2 hours prior to the end of work for the day .



All welding and gas cutting involves potential hazards such as fire, toxic gas and explosive gas mixtures.

(See also Department of Labour booklet "Welding Safety" 1987 and Welding Technology Institute of Australia Technical Note 7 "Health and Safety in Welding" July 1989)

General

Only competent employees shall be permitted to use welding equipment and they shall observe the safe work practices.

Welding equipment shall be maintained in first-class condition. Flash arresters shall be fitted to gas welding equipment.

Fire Precautions

Clear the work area, as far as practicable, of fire hazards such as rags, papers, etc. before starting work

Keep gas hoses clear of flames and hot metals.

Fire extinguishers shall be provided at the workplace by person carrying out described work and must be easily accessible and checked regularly.

If the flooring is of combustible material, take precautions to prevent hot slag or cuttings starting a fire.

After welding do not vacate the work area until it is established that no danger of fire exists (minimum of 2 hours before work finishes for the day)

Welder Protection

Good ventilation shall be provided, particularly in confined spaces.

When necessary fume extraction or air fed breathing apparatus shall be provided and an observer used.

Wear suitable goggles, shields, filters for eye protection and protective clothing when doing any welding or gas cutting.

Without suitable precautions, welding can damage the eyes and uncovered parts of the body may be burnt by ultra violet rays.

Protection of Others

Place suitable screens around the work to protect the sight of other employees, or provide them with suitable eye protection.

Handling of Gas Cylinders



When transporting gas bottle other than on a bottle trolley, remove gauges, fit caps if available, and secure bottles for transport.

Do not handle oxygen cylinders, valves, or regulators with oily or greasy rags or hands as this may result in a fire or an explosion.

Crack fuel gas cylinder valves only when well clear of any ignition source.

Acetylene and LPG cylinders shall always be in the vertical or near vertical position when in use.

Always stand to the side of gas regulators (not in front or behind) when opening cylinder valves and operate the valves very slowly.

Special Situations

Wherever practicable, any welding of galvanised metal or the removal of galvanised coatings by burning off shall be done in the open.

Check with the supervisor for special precautions before welding any vessel which may have contained any substance liable to form an explosive mixture during welding, eg petrol, oils etc



1.22 HAZARD IDENTIFICATION RECORD

Work Site		
Date	Name	Signature

Significant Hazard	Methods For Eliminating Hazards	Methods For Isolating Hazards	Methods For Minimising Hazard



1.23 NEAR MISSES ACCIDENT

Date _____ Employees Name _____

Site Occurred _____ Time Occurred _____

Has this happened before? Yes No

Were you the cause of the accident? Yes No

Was your work partner the cause? Yes No

Was a sub-contractor the cause? Yes No

Describe What Happened: _____

How Could This Have Been Prevented _____

Other Comments: _____

Form Completed By _____ Signature _____ Date _____



1.24 HEALTH AND SAFETY REVIEW FORM

Contractor _____

Contract Description _____

Contract Start Date _____

Contract Finish Date _____

Reviewed By _____ Date _____

The Contractor

Were there any health and safety problems Yes No

If YES, briefly describe _____

Did you need to take any action Yes No

Would you accept them back on site again? Yes No

Did you have to pull them up on anything? Yes No

If YES, briefly describe _____

Was their housekeeping in order? Yes No

If YES, briefly describe _____

Would you give them a reference? Yes No

If YES, briefly describe _____



The Job

Was the hazard identification adequate ?

Yes

No

If NO, briefly describe

Was the work completed as per contractual requirements ?

Yes

No

If NO, briefly describe

Has all necessary testing been completed, checked & recorded ?

Yes

No

If NO, briefly describe

Were all permits-to-work signed off ?

Yes

No

If NO, briefly describe

