DUNCAN & TAYLOR
MANAGEMENT GROUP

Site Specific Safety Plan

Made By Jonathon Bray

Site Specific Safety Plan

The purpose of this document is to identify, document, and control hazards which are specific to this site to ensure that Duncan & Taylor Ltd is creating a safe working environment for all people who will be on site. It will include a register of the hazards that have been identified on this site and a list of the implement controls which aim to eliminate or minimise the risks associated with them. As part of Duncan & Taylors due diligence, subcontractors will have to provide SSSPs or a JSA or TA when applicable and it will be attached

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General site information

Internal Ref:	**J-13719**	**Date:**	**21/08/2023**
Project Name:	**160 Victoria Street, Te Aro**	**Start Date:**	**21/08/2023**
Site Address:	**160 Victoria Street, Te Aro**		
Project Manager:	**Warren Bloomfield**	**Contact:**	**027 544 8649**
Safety Manager:	**Jonathon Bray**	**Contact:**	**022 437 4782**

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Description of works

Level 10 Apartments

Floor Lobby Area

Repair and paint skirting, wall, and ceiling substrates as marked on C_A4.O4 sheet.

Replace skirtings as needed.

Targeted repairs:

Grid H wall: Fix slight cracks at top corners, then repaint.

Make good linings for adjacent apartment units E1005 and E1006 lobby, maintaining fire rating.

E1001

Repair and paint skirting and wall substrates as per C_A6.17 sheet.

Targeted repairs:

Bathroom door adjustment.

Fill and paint bathroom wall crack.

Patch and repair Bedroom 1 wardrobe and wall.

Address nail popping in wall direction change.

E1002

Repair and paint skirting and wall substrates per C_A6.16 sheet.

Targeted repairs:

Bathroom door head cracks.

Repair and paint entry door cracks.

E1003

No damage observed.

E1004

Repair and paint skirting as per C_A6.57 sheet.

Front door: Ease and paint.

E1005

Repair and paint skirting and wall substrates as per C_A6.19 sheet.

Targeted repairs:

Bathroom skirting by door.

Entry door frame repair (Metalex treatment).

Restore wall and ceiling linings, repair column edge crack.

E1006

Repair and paint skirting and wall substrates as per C_A6.18 sheet.

Targeted repairs:

Bathroom skirting adjacent to door.

Repair entry door frame and wall.

Level 8 Apartments

Floor Lobby Area

Repair and paint skirting and wall substrates as marked on C_A4.O4 (LS) sheet.

Targeted repairs:

Address nail popping near entry doors.

Make good cracking of wall linings, repaint.

E801

Repair and paint skirting and bedroom 1 ceiling as per C_A6.17 sheet.

(Continue for E802, E803, E804, E805, E806, and other apartments)

Stairwell Level 10-Ground

Ground

Various targeted repairs, including ceiling bulkhead, cracks, and door repairs.

L1-L10

Various targeted repairs, including bulkhead ceiling, wall cracks, and skirting adjustments.

Level 9 Apartments

Floor Lobby Area

Repair and paint skirting, wall, and ceiling substrates as marked on C_A4.O4 sheet.

Targeted repairs:

Grid H wall: Fix slight cracks at top corners, then repaint.

Make good linings for adjacent apartment units E9O5 and E9O6 lobby, maintaining fire rating.

E901

Repair and paint skirting and wall substrates as per C_A6.17 sheet.

Remove temporary ply panels from ceiling, repair, and repaint.

(Continue for E902, E903, E904, E905, E906, and other apartments)

Hazards present on site

The below hazards have been identified and then a systematic approach to minimise risks associated has been implemented using the hierarchy of controls framework. For more information about the assessment tool please see the back page.

Hazard description	Caused by	Probibility	Severity	Risk rating	Controls	Probibilitiy	Severity	Risk rating
Activities that create risks to eyes, hands or heads	Overhanging items, items falling, airborne particulates, tool usage	**Medium**	**Medium**	**Moderate**	To ensure that appropriate PPE is being worn for the specific task being carried out i.e safety glasses when cutting wood with a saw. Prior To conducting any work which could create these risks workers in the area are informed so they can put on correct PPE or leave the area until it is safe To return	**Low**	**Low**	**ACCEPTABLE**
Activities or processes that could affect the public or other workers	Working in or open to the public, working in an area which other workers a present	**Medium**	**Low**	**MODERATE**	To have the worksite fenced off as much as reasobably practicable. To have appropriate room for vehicles to come into the workspace. To have a hazard board outside the site to alert the public to the works and instructing them not to enter. Inform all works prior to work begin where the exclusion zone is and not to enter	**Medium**	**Very Low**	**ACCEPTABLE**
Generation of noise in excess of 85db	PLANT, equipment, or processess	**High**	**Medium**	**SEVERE**	To wear level 5 ear protection when creating or being around any noise which could be above 85db. To make sure if anyone is going to create noise above 85db they inform the people working around so they can either leave the space, or put on level 5 ear protection	**Medium**	**Low**	**MODERATE**
Truck Loading and unloading	Strenuous activity related to unload or loading equipment or materials	**Medium**	**Low**	**MODERATE**	Make sure the vehicle has its handbrake on and has fully stopped. Keep the unloading/ loading area clean and free to trip hazards. Loading/ unloading area should be free to traffic. Ensure loads are secured correctly. Make sure workers are trained to be able lift objects correctly. Avoid lifting anything above 25kg without another person to help	**Low**	**Low**	**ACCEPTABLE**
Other contracttors	Sub-cobtratcors needing to come onto site	**High**	**Medium**	**SEVERE**	Ensure that ll subcontractors meet a minimum prequalification threshhold for health and safety. Inform sub-contractors that they must notify the foreman when coming onto site. Foreman must induct all subcontractors onto site when they first arrive. Sign in and sign out sheets must be kept. For dangerous works, subcontractirs are reuqired to provide SSSPs or TAs to ensure that Duncan and Taylor can maintain site safety	**Low**	**Medium**	**Moderate**
Use of powered saws	Using powered saws and other similar equipment recklessly or without attention	**Medium**	**High**	**SEVERE**	Ensure all equipment is inspected prior to use and is fit for purpose. Ensure all safe gaurds and other engineered controls and inplace prior to use. Use as manufacturer intended. Wear all required PPE when using.	**Low**	**Low**	**ACCEPTABLE**
Direct drive nail guns	Using direct drive nailguns and other similar equipment recklessly or without attention	**Medium**	**Medium**	**Moderate**	Ensure that the nail gun is inspected and is fit for use. Ensure that you have been trained to use such a device, and if not, then inform the foreman right away. Ensure that all in close proximity are aware that a direct dive nail gun is in use and not come closer while in use. Use as manufacturer intended.	**Low**	**Low**	**ACCEPTABLE**

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Subcontractors

☒Yes ☐No **Will subcontractors be used during this project?**

If yes then please name the below:

Adam Tulloch electrical (if needed)	
Paintline decorators	
Plumbing express (if needed)	
Carpet 2000	

☐Yes ☒No **Do any subcontractors need to provide an SSSP, JSA or Task analysis prior to works starting? As we works are sub 5m**

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Particularly hazardous work and Worksafe notification

If any of the below works are being conducted, then a JSA or task analysis will be needed. These will be made by the people conducting the work and people who are sufficiently trained in the work to try encompass all risks that will result.

- *Operation of PLANT, and heavy machinery*
- *Traffic management*
- *Anything requiring an engineer*
- *Live electrical works*
- *Works over 1 story or (5m)*
- *Public works*
- *Asbestos works*
- *Hot works*
- *Confined spaces*
- *Blackwater*
- *Structural demolition*
- *Creation of openings which can be fallen through*
- *Any solvent-based paints or cleaners*
- *Mold*
- *Excavations*
- *Hazardous substance use*

☐Yes ☒No **Does Worksafe need to be notified about any of the works being conducted?**

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Personal Protective Equipment to be worn on site

☒  ☒  ☒  ☐  ☐  ☐  ☐ Other

Please note – High Viability will be worn on all sites

If other please specify:

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Onsite communication and review methods

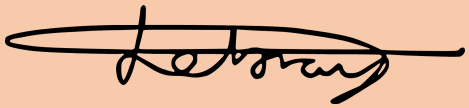
What will be the regularity of the following while works are being conducted

Toolbox talks:	Fortnightly	Pre-start meetings:	Before each stage
Site audits:	Fortnightly	Progress meetings:	Fortnightly

Declaration

PCBU 1 (Duncan & Taylor Ltd)

Signed by: Jonathon Bray **Date:** 21/08/2023

Signature: 

Before signing, please make sure you understand the below statement.

PCBU 2 (Contractor)

Signed by: **Date:**

Signature:

PCBU 3 (Subcontractor)

Signed by: **Date:**

Signature:

By signing this document, you confirm that you have read and understand the information provided, and that you have conducted a risk assessment of the work site to the best of your ability for the works you have been engaged to conduct. You acknowledge the potential hazards associated with the works and understand your role as a Subcontractor on Duncan & Taylor Ltd's work site. You also understand your health and safety responsibilities and obligations as a subcontractor and to any employees under your supervision while on the site. You further acknowledge that any breaches of Duncan and Taylor Ltd's requirements and procedures may result in your immediate removal from the site and may lead to legal action being taken against you, where applicable. This statement is intended to remind you of the importance of providing accurate information and conducting a thorough risk assessment of the work site. It also emphasizes your responsibilities to follow Duncan and Taylor Ltd's health and safety requirements and procedures, and the consequences of failing to do so. By signing this document, you agree to comply with these requirements and procedures to the best of your ability and acknowledge the potential legal consequences of any breach.

Hazardous substance register

Name of substance	Location of SDS	Amount on site (volume)	UN Class (Section 14 SDS)	HSNO or GHS number (Section 14-15 SDS)	Classification	Location on site if stored	PPE requirements

Training register

Name	Role on site	First aid trained?	Relevant training	Years of experience
Warren Bloomfield	☒ Project manager ☒ Worker	☒Yes ☐No	Project manager, registered builder, first aid level 1, head builder at Duncan and Taylor	25
Tama Styles	☐ Project manager ☒ Worker	☒Yes ☐No	Registered builder, First aid level 1	20
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		

Hazard management system

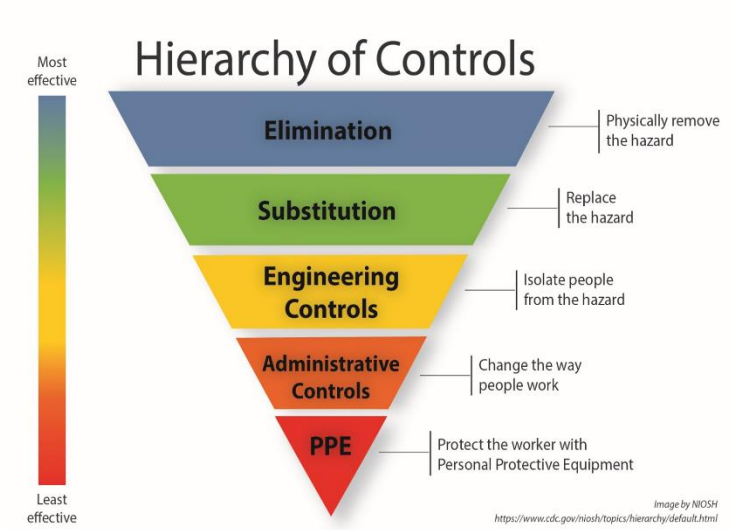


Image from: https://www.cdc.gov/niosh/topics/hierarchy/default.html

When a hazard is identified on site by employees and/ or subcontractors, the hierarchy of controls (see diagram to the left) is then used to discover solutions which either eliminate or minimise exposure to the risks associated with those hazards. In any context, elimination of a risk should be the first step if reasonably practicable. The Hierarchy of controls framework has five tiers in which elimination is the most effective strategy, then all others such as substitution and PPE are minimisation controls. This is used to evaluate the potential effectiveness of controls as how they will change the risk profile of the hazard.

Below is a risk matrix which is used to determine the potential risk of any such hazard of process. With probability on the X axis and Severity in the Y axis. The aim of any controls is to shift the probability and severity so that it becomes less hazardous for those conducting the works. The ability for controls to change the probability or severity will in turn shift the rating on the matrix to a more tolerable level.

Master Risk Matrix

Severity:		Very Low	Low	Medium	High	Very High
Probability	Very High	MODERATE	SEVERE	SEVERE	EXTREME	EXTREME
	High	ACCEPTABLE	MODERATE	SEVERE	EXTREME	EXTREME
	Medium	ACCEPTABLE	MODERATE	Moderate	SEVERE	EXTREME
	Low	ACCEPTABLE	ACCEPTABLE	Moderate	SEVERE	EXTREME
	Very Low	ACCEPTABLE	ACCEPTABLE	ACCEPTABLE	MODERATE	SEVERE

Image from: self-generated excel sheet

Severity key
Very High = If event occurs, likely more than one person will suffer severe illness, injury, or death
High = If event occurs, one person will suffer from severe illness, injury, or death
Medium = If event occurs, one person will suffer from non-life threatening but severe illness or injury
Low = If event occurs, one person will suffer from mild illness or injury
Very low = If event occurs, one person will suffer from minimal illness or injury

SITE SPECIFIC RISKS BEFORE CONTROLS (PRE)

Severity:		Very Low	Low	Medium	High	Very High
Probability	Very High					
	High			2		
	Medium		2	2	1	
	Low					
	Very Low					

SITE SPECIFIC RISKS AFTER CONTROLS (POST)

Severity:		Very Low	Low	Medium	High	Very High
Probability	Very High					
	High					
	Medium	1	1			
	Low		4	1		
	Very Low					

Other Notes and comments applicable

As always, working with power tools and ladders comes with inherent risk which can never be fully mitigated though controls, only minimised to a great extent. Because of this even though Duncan and Taylor will implement all controls they can to provide a safe working environment for people on our sites, the workers to have a responsibility to ensure they are using the equipment as intended, and to only do works they have the requisite training for.

Because of the nature of where the works are to be conducted, it will be done on a floor-by-floor basis with the decorators following the builders. A sign will be place in front of the elevator on each floor they are working on do all know once they enter that floor there are works being conducted.

Emergency Response Plan

Site address	**160 victoria street, te aro**		
Supervisor name:	**Warren Bloomfield**	**Supervisor contact:**	**027 544 8647**

Emergency situations

☒ **Injury**	☐ **Gas leak**
☐ **Earthquake**	☐ **Hazardous substance spill**
☐ **Fire**	☐ **Flooding**
☒ **Falling related**	☐ **Other**

Please describe the site specifics relating to an emergency

If an emergency occurs, such as falling or an injury, the first action is to check if the person is breathing, then it is to get emergency help if required.

Addition information that could have impact on response

Site H&S manager:	**Jonathon Bray**	**Contact:**	**022 437 4782**
First aider:	**Tama Styles**	**Contact:**	**027 307 1738**
Site Foreman:	**Warren Bloomfield**	**Contact:**	**027 544 8647**

How will all be notified of an emergency:	**Air horn**
First aid kit location:	**In the yellow box in the front door**
Assembly point:	**Across the road by the sign for Brooklyn/ Kelburn**
Worksafe contact:	**0800 030 040**
Nearest medical center location:	**61 Taranaki Street, Te Aro, Wellington 6011**
Nearest medical center contact:	**043844315**
Hospital contact:	**043855999**
Civil Defense contact:	**042375089**
Poison Center contact:	**0800 764 766**