visionstream

NZ Co. 2250171

Issue: 7

Date: 01/04/2017

VS(CHORUS)-SWM-006 NZ SHEWMS – v7

SAFETY, HEALTH AND ENVIRONMENT WORK METHOD STATEMENT

Warehousing (NZ)

Project:	**VISIONSTREAM DISTRIBUTION WAREHOUSE**	**Project Office Address:**	**10 Offenhauser Drive, HIGHBROOK**
Project No:		**Client or Principal:**	**CHORUS**
Field Manager:	**PH:**	**Safety Coordinator:**	**PH:**
SHEWMS Valid From:	**01/04/2017**	**SHEWMS Valid To:**	**01/04/2018**
Location / Area of Works:	**10 Offenhauser Drive, HIGHBROOK**		

SHEWMS Re-Induction Schedule *(Click appropriate check box)*: **Daily** ☐ **Weekly** ☐ **Monthly** ☐ **Quarterly** ☑

STRIKE reporting: 027 523 1251

TELECOMMUNICATIONS SAFETY ESSENTIALS: (Check box for those relevant to this work activity)									
1. Confined Spaces	☐	3. Driver Alertness	☐	5. Excavation Works	☐	7. Working in and around Mobile Plant	☑	9. Heavy Lifting	☑
2. Working at Heights	☑	4. Working in the Vicinity of Utility Services	☑	6. Working in the Vicinity of Vehicular Traffic	☑	8. Working Remote and Isolated Locations	☐	10. Exposure to Asbestos	☐

- Aerial Minimum Approach Distances (MAD) must be maintained at all times. The VPL MAD from Low Voltage is 500mm
- Only a competent person may enter inside the MAD, and only if a Close Approach Consent has been requested and approved by the Utility Owner. Only the Utility Owner Rep may deem an individual competent, and all conditions stipulated in a Close Approach Consent must be followed
- All works above 5m are 'Notifiable' to Worksafe New Zealand (WSNZ). A minimum 48hrs notice must be given to WSNZ prior to starting works
- A VPL 'Working at Heights' permit must also be completed, AND approved, by a VPL Field Manager, prior to starting works above 5m
- M/EWP (Mobile/Elevated Work Platforms) must have a Secondary Protection (SPS) when working under 'Hard Structures', **or** it must have ground based controls (as found on a truck mounted EWP). Hard structures may include, but are not limited to: Inside any premise or building, under any deck areas or balconies, under eaves or similar protrusions that may extend out from the building edge
- If an M/EWP with SPS is not available, a specific SHEWMS must be developed with VPL. A VPL FLL must also act as spotter during the operation
- Only staff with the relevant WTC qualifications may undertake work at heights, or operate MEWP's (Mobile Elevated Work Platforms
- ONLY a certified Asbestos specialist may handle, break, remove, and/or dispose of Asbestos. DO NOT touch Asbestos unless you are certified
- All 'Hot Works' inside a 'Confined Space' MUST have an approved Hot Works permit, as well as an approved Confined Space entry permit

MANDATORY SITE PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS							
							
X	☐	X	X	X	X	☐	X

SPECIFIC ACTIVITY PPE REQUIRED (fall arrest systems, confined spaces equipment, respiratory protection, etc.)	
TYPE:	**OPERATOR'S NAME**
Safety Gloves (As required)	ALL Personnel
Hard Hat (As required)	ALL Personnel

WORK PERMITS REQUIRED							
Confined Space Entry	☐	Working at Height	☐	Excavation / Drill	☐	**Other:**	☐
Live Electrical Work	☐	Hot Work	☐	Environmental / Land Access	☐	**Other:**	☐

RELEVANT SAFE WORKING PROCEDURES (SWP)	
• VS-HS-SWP-002 Asbestos Management Safe Work Procedure • VS-HS-SWP-004 Remote/Isolated Locations Safe Work Procedure • VS-HS-SWP-005 Traffic Management • VS-HS-SWP-009 Working at Height Safe Work Procedure • VS-HS-SWP-011 Confined Spaces Safe Work Procedure • VS-HS-SWP-021 Electrical Work Safe Work Procedure	• VS-HS-SWP-022 Driver alertness Work Safe Work Procedure • VS-HS-SWP-023 Vicinity of Utility Services Safe Work Procedure • VS-HS-SWP-024 Excavations Safe Work Procedure • VS-HS-SWP-025 Vicinity of Mobile Plant Safe Work Procedure • VS-HS-SWP-026 Mechanical Lifting Safe Work Procedure

RISK MATRIX

Task 1: Determine Impact of Event

Impact	Substantial	Major	Moderate	Minor	Negligible
Safety	Class 1 (Fatal Incident)	Class 1 (Permanent Injury)	Class 2 (Lost Time Injury)	Class 3 (Minor injury, medical treatment required)	Class 3 (Slight injury, First Aid)
Environment	Permanent widespread ecological damage	Heavy ecological damage, costly restoration	Major but recoverable ecological damage	Limited but medium term damage	Short term damage

Task 2: Determine Probability of Event Occurring

Probability	Almost Certain	Likely	Possible	Unlikely	Rare
	The threat can be expected to occur 75% - 99%	The threat will quite commonly occur 50% - 75%	The threat may occur occasionally 25% - 50%	The threat could infrequently occur 10% - 25%	The threat may occur in exceptional circumstances 0% - 10%

Task 3: Assess Level of Risk Using Matrix (Combine highest impact with probability)

Probability \ Impact	Negligible	Minor	Moderate	Major	Substantial
Almost Certain	Low (5)	Moderate (10)	Very High (18)	Extreme (23)	Extreme (25)
Likely	Low (4)	Moderate (9)	Very High (17)	Very High (20)	Extreme (24)
Possible	Low (3)	Moderate (8)	High (13)	Very High (19)	Very High (22)
Unlikely	Low (2)	Low (7)	High (12)	High (15)	Very High (21)
Rare	Low (1)	Low (6)	Moderate (11)	High (14)	High (16)

Hierarchy or Preferred Order of Control

Australia		NZ
Eliminate	**Eliminate** the hazard, remove the hazard or process from the workplace.	Eliminate
Substitute	**Substitute** or replace the hazard or hazardous work practice with a less hazardous one	Isolate
Isolate	**Isolate** the hazard, i.e. installing screen or barriers, marking off hazardous areas	
Engineering Controls	**Engineer** the hazard out, i.e. modification to tools or equipment, guarding machinery	
Admin Controls	**Introducing** work practices that reduce the risk, i.e. limiting the amount of time a person is exposed to a particular hazard	Minimise
Personal Protective Equipment (PPE)	**PPE**, last and least effective option	

Activity Steps Task or Activity being performed in the workplace (E.g. Manual Handling)	**Potential Hazards** Against each step, list the potential **safety** and **environmental hazards** that could cause injury or harm (E.g. work at height)	**Potential Risk** List the potential risk associated with the hazard (E.g. fall from height)	**Residual Risk** Assess risk level of hazard using risk matrix	**Controls** For each hazard, identify control measures to eliminate or effectively control associated risks. A combination of above the line and below the line control measures are required for high risks, with an emphasis on above the line controls.	**Person Responsible for Control Implementation**
Task 1					
YARD • Staging • Loading • Unloading **SITE** • Stock relocation/ site movements	Driver Alertness (Safety Essentials no.3) ***Driver alertness Work Safe Work Procedure (VS-HS-SWP-022)***	Driver fatigue	**16**	• Operator/Driver of ANY Mobile Plant or vehicle are to operate within the Fatigue Management guidelines as stipulated in Working Hours and Fatigue Safe Work Instruction • Any person/s under the influence of Drugs or Alcohol are forbidden to operate any Mobile Plant or Machinery. • Operator/Driver to adhere to ALL site traffic management i.e. Speed limits, Loading/Unloading areas, Pedestrian Walkways • Mobile Hand Held Devices are NOT to be used during operation of any Mobile Plant	All site staff / Mobile Plant Operators
	Travel distance, driver Alertness (Safety Essentials no.3) ***Driver alertness Work Safe Work Procedure (VS-HS-SWP-022)***	Struck by moving vehicles, vehicle collision, pedestrians safety	**21**	• Prior to any on site activities beginning, all personnel must be aware of the site specific traffic movement plan, the designated loading zones, and safe walkways. This can be obtained from the on-site facilities manager (Patrick Spencer). • ALL Pedestrians to use designated walkways at ALL TIMES. • No person/s to enter exclusion zones or loading areas at ANY time • Unauthorised persons MUST remain in vehicles at ALL TIMES. I.e. Non VPL/CHORUS Contractors or Employees.	All site staff / Mobile Plant Operators
	Working in and around Mobile Plant (Safety Essential no. 7) ***Vicinity of Mobile Plant Safe Work Procedure (VS-HS-SWP-025)*** • Fork Hoists • HIABS • Truck Mounted Cranes	Struck by moving vehicle/s or plant, plant roll over, pedestrians safety	**21**	• ALL Pedestrians to use designated walkways at ALL TIMES. • No person/s to enter exclusion zones or loading areas at ANY time • Unauthorised persons MUST remain in vehicles at ALL TIMES. I.e. Non VPL/CHORUS Contractors or Employees. • Staff and operators must be trained and verified competent to operate plant • A competent person should complete daily pre-checks on all mobile plant to ensure plant is in good working condition and fit-for-purpose. Plant must be locked out / tagged if found defective. • Plant must have working warning devices fitted (g: Beepers, lights and flashing lights • Plant should be fitted with guarding around rotating or moving parts • Wearing of seat belts is mandatory • Loading and Unloading of vehicles in DESIGNATED AREAS ONLY • NO VEHICLES are to enter designated loading/unloading areas or exclusion areas until advised by VPL Warehouse staff. • Exclusion Area to be set up when ANY Mobile Plant is in use for Loading or Unloading. No unauthorised person/s to enter Exclusion Area at any time	All site staff / Mobile Plant Operators

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	Working in and around Mobile Plant (Safety Essential no. 7) ***Vicinity of Mobile Plant Safe Work Procedure (VS-HS-SWP-025)*** • Fork Hoists • HIABS • Truck Mounted Cranes	Struck by moving vehicle/s or plant, plant roll over, pedestrians safety	**21**	• Workers, Spotters and Plant Operators to maintain eye contact when working in close proximity. Driver of Vehicle must remain in Safety Zone (Front of Vehicle on the loading/unloading side) and in full sight of Plant Operator • Workers must not place themselves within 3 metres of the front or rear of a vehicle or plant until that vehicle/plant is isolated (Isolated means stopped, turned off, vacated and keys removed from the ignition). • Vehicles/Plant must not be left unattended with keys still in ignition and/or with ignition still on. Any vehicle/plant that is not 'isolated' must have the driver / operator in the vehicle with seat belt firmly fastened prior to engine being switched on and then the vehicle/plant being moved. • The use of a forklift as a hoist for personnel is prohibited unless a work platform complying with NZ Standard 5426 has been fitted.	All site staff / Mobile Plant Operators
Task 2					
WAREHOUSE • Loading • Unloading • Racking	Working in and around Mobile Plant (Safety Essential no. 7)	Struck by moving plant, Falling objects, Pedestrians	**16**	• Only authorised personnel to operate ANY mobile plant with correct valid certification. • ALL Pedestrians to use designated walkways at ALL TIMES • Safety Devices to be used as required i.e. Horn, Reverse Beeper • No hand held devices to be used during operation of ANY Mobile Plant. • ALL Palletised products to be safely secured before commencing any movement. I.e. Shrink Wrapped. • Always carry loads near to the ground as practical. • Plant/Fork Hoist must be stationary with Hand Brake applied with lowering or raising forks or product. • Vison ahead in travelling direction shall not be obscured at ANY time. If obscured, seek assistance or travel in reverse. • ALWAYS seek assistance when vison is impaired in the action of stacking or destacking. • ANY person/s within the loading and exclusion zones must remain in FULL VIEW of Operator at ALL TIMES. Operations must cease immediately and plant isolated if any person/s within the area cannot be fully sighted by operator. • Standing or Walking under elevated loads is strictly prohibited. • The use of a forklift as a hoist for personnel is prohibited unless a work platform complying with NZ Standard 5426 has been fitted. • Mobile Plant/Fork Hoist to be isolated when not in use, ensure controls at 'neutral', hand brake applied, forks fully lowered, power is OFF and keys removed from ignition.	All Personnel

Activity Steps Task or Activity being performed in the workplace (E.g. Manual Handling)	**Potential Hazards** Against each step, list the potential **safety** and **environmental hazards** that could cause injury or harm (E.g. work at height)	**Potential Risk** List the potential risk associated with the hazard (E.g. fall from height)	**Residual Risk** Assess risk level of hazard using risk matrix	**Controls** For each hazard, identify control measures to eliminate or effectively control associated risks. A combination of above the line and below the line control measures are required for high risks, with an emphasis on above the line controls.	**Person Responsible for Control Implementation**
Task 3					
Manual Handling	Working in and around Mobile Plant (Safety Essential no. 7)	Personal Injury including Sprains, Strains, Cuts and Abrasions.		• NEVER attempt to lift, shift or move ANY objects beyond your physical capabilities. • Where possible the use of mechanical aids is to be utilised to lift, move, load or unload any object or product. • If possible, always deliver materials/product directly to end point (allocated storage area) to eliminate multiple handling. • ALWAYS use the correct manual handling techniques where lifting, moving, loading or unloading any object or product is required. **(Refer to VS-HS-SWI-010 Manual Handling)** • Ensure pathway and access to end point is clear or any obstructions or trip hazards • A 'two man' lift is required for any lifts over 20Kg. If a two man lift is not possible a mechanical aid is required, or the task may require an alternative methodology • Items in excess of 60KGS must NOT be handled manually. The use of a mechanical aid is required. • If multiple lifts are required always work from a safe working height and request assistance. • Where possible, reduce the need to carry materials, products or objects over long distances. i.e. the use of trolleys etc. • PPE – Gloves to prevent injury to Hands and Fingers	All Personnel
Task 4					
Hazardous Substances • LPG Gas				• Ensure ALL MSDS are available and current • Only qualified person/s to carry tasks with hazardous and dangerous goods. • Familiarise yourself with all Emergency procedures. • ALL Hazardous and Dangerous Goods to be stored in allocated areas • ALL refuelling or change of LPG Cylinders to carried out in designated area by a certified competent person/s. Full and empty bottles must not be stored in the same location • LPG cylinders must be stored in a designated lockable cage if outside. If stored inside the storage area must be secure and not susceptible to damage from fork hoists or vehicles • Do not store cylinders upside down or on their sides as a safety precaution. • Isolate plant/fork hoist before commencing any refuelling or changeover of cylinders • Leak test your connection from Flexible Pig Tail to LPG Cylinder – Spread plenty of soap water around cylinder valve and regulator connection. If bubbles appear, you have a leak. Tag any faulty Gas Bottles and remove from stock/circulation. • Full cylinders must be stored separately to Empty cylinders. • Always have available a Dry Chemical Powder Extinguisher.	All Personnel

LABOUR RESOURCES REQUIRED	
TYPE	**QUALIFICATIONS & TRAINING**
WTC 1	Underground Network (with Confrined Spaces), ECP34 & SM-EI
WTC 1a	Underground Network (without Confrined Spaces), ECP34 & SM-EI
WTC 2	Operating M/EWP
WTC 3	Overhead Network, ECP34 & SM-EI
WTC 4	Confined Space only
WTC 5	Working at Heights (Proprietary fall arrest training – Riggers only)

RELEVANT LEGISLATION AND STATUTORY REQUIREMENTS:		
Act	**Regulations**	**Code of Practice**
Health and Safety at Work Act 2015	Health and Safety in Employment Regulations 2015	LPG Compliance for 100Kg-300Kg
Resource Management Act 1991		Choose an item.
RELEVANT AS/NZ S (Australia / New Zealand Safety Standards) REQUIREMENTS :		
• AS/NZS 4501.2: 2006 Occupational protective clothing - General requirements • AS/NZS 4501.1:2008 Occupational protective clothing - Guidelines on the selection, use, care and maintenance of protective clothing • AS/NZS 2161.2: 2005 Occupational protective gloves - General requirements • AS/NZS 2210.1: 2010 Occupational protective footwear - Guide to selection, care and use • AS/NZS 4399:1996 Sun protective clothing - Evaluation and classification (Amendment 1-1998) • AS/NZS 2397:1993 Guide to safe use of lasers in the building and construction industry • AS/NZS Standards AS/NZS 1891.4:2009 – Industrial fall arrest systems and devices	• AS/NZS 1270: 2002 Acoustics - Hearing protectors • AS/NZS 1715: 2009 Selection, use and maintenance of respiratory protective devices • AS/NZS 1716: 2012 Respiratory protective devices • AS/NZS 1891.4:.2009 Industrial fall-arrest systems and devices - Selection, use and maintenance • AS/NZS 4836:2011 Safe working on or near low voltage electrical installations and equipment • AS/NZS 4602: 2011 High visibility safety garments • AS/NZ S 1892.1.1996 Portable ladder – Metal • AS/NZ S 1892.2.1996 Portable ladders – Timber • AS/NZ S 1892.3.1996 Portable ladders – Reinforced plastic • AS/NZS IEC 60825.14:2011 Safety of laser products - A user's guide	• AS/NZS 1336:1997 Recommended practices for occupational eye protection (Amendment 1-1997) • AS/NZS 1337:1992 Eye Protectors for Industrial Applications • AS/NZS 1337:1: 2010 Eye and face protectors for industrial applications (Amendment 1-2012) • AS/NZS 1338.1: 2012 Filters for eye protectors - Filters for protection against radiation generated in welding and allied operations • AS/NZS 1800: 1998 Occupational protective helmets - Selection, care and use • AS/NZS 1269.3: 2005 Occupational noise management - Hearing protector program

*For further information related to the relevant legislation and statutory requirements refer to **VS-HS-REG-001 SHE Related Legislation Register**.

SHEWMS INDUCTION RECORD

Name	Company	Signature	Date	Inductor	Initials

Please note: All personnel on site are to be inducted into this SHEWMS prior to carrying out the activity. By signing, it indicates you have read, understand and will follow its contents to the best of your ability.

In addition, the Telco Take 5 Booklet (or equivalent) is to be completed daily by each individual and any new identified hazards or changes to the task or work conditions are to be managed through this process initially and the impact of these hazards / changes assessed to identify possible changes to the SHEWMS. Any hazards / changes shall be immediately brought to the attention of any persons who may be potentially exposed to these hazards / changes.

SHEWMS RE-INDUCTION RECORD

Name	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials

Please note: A person must first be inducted into this SHEWMS and sign the SHEWMS induction Record on the previous page before being able to re-review the SHEWMS using the SHEWMS Re-induction Record. A SHEWMS must be formally reviewed & updated (where required) whenever:

- a significant change to the activity is identified
- an incident occurs relating to the activity
- a significant hazard is identified relating to the activity that is not already covered in the SHEWMS and Take 5
- periodically as required and stipulated on Page 1