



Health & Safety Legislation places shared obligations on both owners and occupiers of buildings. These obligations also extend to visitors such as Contractors carrying out work on site.

The buildings within our portfolio have a system of hazard identification and control in place for the common areas. Health & Safety NZ Ltd ('HSNZ') carries out annual hazard identification inspections and we implement the necessary hazard control recommendations. Our intention is to make the site as safe as possible for our Tenants and our Contractors.

Contractor Hazard Lists are posted on site in various working locations. These detail the site hazards and the associated controls to be followed for each hazard type. Please ensure that your employees are told about these and directed to read and follow the required hazard controls.

Where hazards cannot be eliminated or isolated, the law requires that we implement procedures to keep people safe. In addition to the Contractor Hazard List controls, the following Site Procedures are to also be followed – please advise your staff:

Site Access/Induction

Before starting work on site, your employees must complete our required Login/Induction process. Contact the site FM for specific details.

Alcohol and Drugs Policy

We have a strict non-negotiable policy regarding Alcohol and Drugs. No Contractor may carry out work of any kind on site while under the influence of alcohol or drugs.

Confined Spaces

Contractors carrying out work in confined spaces are legally required to follow the mandatory Confined Space procedures as specified by local Regulations. All necessary equipment and employee training/certification to be provided by the contractor. Examples of confined spaces are:

Working inside enclosed air handling units when refrigerant is present. A Safe Work Method Statement for working inside air handling units with refrigeration to include isolation of the fan motor, ventilation of the air handling unit by removing access panels (or opening doors) and allowing it to ventilate fully before entering. Doors, where applicable, to be secured in the open position.

Working in drainage pits deeper than 1.5m sewage pits, large accessible diesel tanks. A Safe Work Method Statement for this work to include atmospheric testing and the required confined space entry procedures. Accessible water tanks. No work allowed inside undrained tanks.

Electrical Isolation

Live electrical work is NOT allowed on site. All electrical supplies to be isolated, locked out and tagged before work is carried out on electrical equipment.

Electrical Rooms/Cupboards

The local Electrical Wiring Regulations prohibit storage in these locations. Please ensure that any electrical cupboards that you have access to are kept clear of all material. This includes all tenancy electrical cupboards.

Falling Debris

When working close to any roof edge, canopy edge, air-bridge, balcony or mezzanine area the risk of items falling (falling debris) is to be considered. Areas to be appropriately cordoned off at ground level and signposted. Tools and materials to be secured to prevent them falling.

Falls/Working at height

Many areas on site will be hazardous, with a risk of falling.



Safe Work Method Statements are to be prepared in all instances where there is no system of fall prevention in place:

- Within 2m of a fall where there is no fall prevention barrier (roofs, canopies, ledges).
NB: A compliant barrier must be 1100mm or higher.
- Within 2m of a fall area where there is a compliant barrier, but the work is at height (e.g. on a stepladder above the barrier level).
- Within 2m of unprotected skylights.
- On any brittle roof (e.g. fibrolite, Super 6, rusted metal roofing).
- Roofs with a pitch greater than 5 degrees.
- Locations (roofs, canopies) with no fixed ladder access.
- On high items of plant (e.g. chillers, cooling towers, air handling units, ductwork).

First Aid

While first aid facilities may be immediately available on site (e.g. in a tenancy), it is important that your employees also have their own first aid kits in their vehicles.

Gas

All work on gas systems to be carried out by qualified persons only. Gas cylinders (all types) are to be correctly secured and must NOT be left in a position where they can be impacted by moving vehicles.

Hazardous Chemicals

Chemicals stored and used by Contractors vary widely. Your company is responsible for all chemicals left on site that are associated with the equipment maintained by you under the contract (*your chemicals*).

Your chemicals are to be identified and entered into a Site Chemical Register for your company. This includes all solvents, fuels, oils, powders, etc. associated with your work. This register to be kept on site in a plantroom location that is convenient to your employees.

Material Safety Data Sheets to be sourced for each chemical. Procedures for storage, handling, use and disposal to be followed. Chemical safety signage to be posted as per the relevant Regulations.

Spill kits to be made available, where required, in accordance with local Regulations.

Chemicals must not be left unattended in public areas.

Ladders

Ladder injuries are the second-highest cause of workplace injuries in New Zealand. Ladders are the device of last resort for work at height. The use of elevated work platforms, moving scaffolds and personal hoists should be considered BEFORE ladders are used. All ladders brought to site by your employees must be of the correct type for the task and be in good condition.

All employees using ladders must be appropriately trained in their use.

Lift Shafts & Pits

Work in the lift shaft(s) and pit(s) on site to be carried out in accordance with the local Legislation and the lift company's own safety procedures. Machinery isolation and fall prevention procedures must be followed.

Machinery

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Procedures For Contractors



All machinery by its very nature is hazardous and may result in serious harm injuries or death. All fixed machinery such as lift machines, air conditioning units, pumps, fans, gates, etc. to be correctly maintained in accordance with local Regulations/Codes of Practice.

All moving machinery must be adequately guarded. Machinery guarding on site must comply with the latest Machinery Safety Standards.

All work undertaken is to comply with local Regulations/Codes of Practice, tec. Provision must be made for the safe cleaning, maintenance and repair of machinery. This includes guarding, lockout mechanisms, and a training programme for safe work procedures.

Machinery Isolation

All machinery is to be electrically isolated and secured from movement before work is undertaken.

Noise

Exposure to noise levels above 85dB is likely to cause damage to hearing. The higher the noise level, the less time needed for permanent injury. For this reason, any high noise activity associated with your activity needs to be controlled so that it doesn't impact on your employees and other persons on site.

Employees to carry a noise meter and assess noise levels prior to starting work. (NB: smartphone apps are available at no cost). This to include ambient noise and activity-based introduced noise.

Appropriate hearing protection to be used.

Personal Protective Equipment (PPE)

Please ensure that all necessary Personal Protective Equipment (PPE) is provided for your employees. Systems of PPE maintenance/replacement and appropriate training are also your responsibility.

Public Safety

We all have a shared responsibility for Public Safety. Where people are visiting site, or even walking past along the boundary, they are required to be protected from harm.

All of your task planning needs to take Public Safety into consideration. Noise, falling debris, chemicals, machinery and electrical hazards can all impact on the public, particularly children who may be on site.

We would ask that you assess your work activity for Public Safety issues and put all necessary steps in place to prevent injury occurring.

Safe Work Method Statements

Where a Safe Work Method Statement is required, it MUST be completed prior to the work being undertaken.

Safe Work Method Statements must only be completed by persons with the required level of competency. Where work is planned in advance, the Safe Work Method Statement is to be submitted to the Property/Facilities Manager for approval before work commences.

Sub-Contractor Control

Sub-Contractor activity on site needs to be controlled, so that work is pre-planned and safe methodologies are used. Where you engage sub-contractors to undertake work, you must advise them of the site hazards and ensure that they have planned their work safely in accordance with this Site Procedures Notice.

Your sub-contractors must observe the site access/induction procedures before starting work.