



**Recreational Services**  
YOUR PARKS AND GREEN SPACES SPECIALISTS

**Site Specific Safety Plan**  
**Mauao Orauhine track re surfacing**  
**April 2018**



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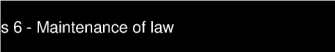

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## 1. Key contact information

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<b>Site Name:</b>	Mauao
<b>Site Address:</b>	Mount Maunganui camp ground
<b>Site Description:</b>	The Orauhine track and designated loading zone for aggregate supply to the helicopter
<b>Company Name:</b>	Recreational Services Limited
<b>Company H&amp;S Contact:</b>	 s 7(2)(a) - Privacy
<b>Site Supervisor and Contact Details:</b>	 and  s 6 - Maintenance of law
<b>Client Name:</b>	Tauranga city council
<b>Contact Person:</b>	 s 7(2)(f)(ii)

## 2. Description of contract works

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### 2.1 Description of work activities

The following table outlines the key activities for this project.

KEY ACTIVITIES
Using a digger to load hopper buckets with aggregate
Working with helicopter to drop, spread and compact the aggregate on the track

### 2.2 Tasks and specialist procedures

The following table outlines the tasks and methodology for this project.

Digger operator loading helicopter	To load each extra bin while the helicopter fly's the other load up to the track. Loading bins to be discussed with helicopter pilot on site before starting
Helicopter dropping aggregate with RS team on the ground	All staff must be standing in the correct position while the helicopter drops/spreads each load. This will be discussed with helicopter pilot before starting the job.
Confined work space on the track with steep drop offs on edge of track	Staff making sure they take regular breaks, keep hydrated and be aware of their surroundings. Always try and face the edge of the track when working near it rather than having your back turned

### 2.3 Areas requiring special consideration

The track being worked on will be closed off with signage and security to keep the public away. The helicopter landing and loading area will be coned off and signs installed to keep the public away.

All other areas that potentially require special consideration to be discussed with helicopter pilot and council as part of pre start tool box meeting.

### 3. Health and safety structure and system

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#### 3.1 Health and safety policy

Recreational Services Ltd is committed to health and safety and we will ensure, so far as reasonably practicable, the health and safety of all our workers and other persons who may be put at risk from our operations. We will address this duty of care by, so far as is reasonably practicable by:

- Complying with the Health & Safety at Work Act 2015 (HSW Act) and Health & Safety at Work Regulations 2015 (HSW Regulations), standards, relevant codes of practice and guidelines;
- Providing and maintaining a work environment or work premises that are without risks to health and safety;
- Providing and maintaining safe vehicle, equipment, plant and structures;
- Providing and maintaining safe systems of work;
- Ensuring the safe use, handling, storage and transportation of hazardous substances;
- Providing and maintaining adequate facilities for the welfare of workers;
- Monitoring the health of our workers and conditions at the workplace to prevent illness or injury;
- Providing any information, training, instructions or supervision necessary to protect our workers from the risks relating to their work including transportation;
- Ensure all contractors are suitably qualified to undertake the work for which they are engaged;
- Accurately reporting and recording all workplace accidents, incidents and injuries (events);
- Consulting with and encouraging the participation of other duty holders, our workers and their representatives on matters affecting health and safety;
- Ensuring appropriate processes are in place for receiving, considering and responding in a timely manner to information regarding incidents, hazards and risks;
- Providing safe means of access to and egress from places of work;
- Reviewing, revising and evaluating our health and safety management systems and processes annually to ensure continuous improvement; and
- Supporting the safe and early return to work of injured workers.

Management acknowledges and accepts its responsibilities for health and safety standards in our workplace. However, we seek cooperation from all workers in achieving our health and safety objectives and expect that workers will:

- Take reasonable care for their own health and safety;
- Take reasonable care they do not adversely affect the health and safety of other persons;
- Follow our policies and procedures;
- Comply with any reasonable instructions given;
- Identify hazards, assess and control risks to health and safety that are under their control;
- Use any Personal Protective Equipment (PPE) provided; and
- Report all hazards, near misses accidents and incidents (events) to their supervisor in a timely manner.

## 4. Induction and training

### 4.1.1 Contractors induction

Before commencement of work a toolbox meeting is held with employees and contractors to provide induction for the following items:

- Generic induction
- Site specific hazards and control management
- Hazard board
- Accident reporting and recording procedures
- Evacuation procedures (first aid and medical centre locations)
- Contractors sign Site Induction form acknowledging they have read and understood the health & safety information provided by Recreational Services and are aware of the hazards associated with this site and how to control those hazards.

### 4.1.2 Visitors induction

Security procedures are in place on operational sites where plant and equipment is being operated or processes are being carried out that may endanger visitors or the general public. Procedures are as follows:

- Signage displayed for aspects such as reporting areas, restricted areas, emergency procedures and safety equipment.
- Sign in protocols including visitor register, detailing of emergency procedures and hazard register where visitors are entering operational areas.
- Appropriate safety equipment is provided to visitors entering operational areas.
- Visitors are accompanied by an authorised staff member and are guided to keep to the designated walkways when entering the operational areas.

## 4.2 Register of competency

A register of names and positions of contract employees, sub-contractors and their authorisations, permits, competency certificates, licenses etc, applicable to the project/ongoing work. Attach copies of licences and certification.

EMPLOYEE/ CONTRATOR	POSITION	SIGNIFICANT HAZARD (IF APPLICABLE)	TRAINING/QUALIFICATION/EXPERIENCE/ LICENSE/CERTIFICATION
s 7(2)(f)(ii)		Working at height	Fall Arrest System
s 6 - Maintenance of law		Working at height	Fall Arrest System

## 5. Safe work practises and procedures

### 5.1 Method statements / safe operating procedures

Detail safe operating procedures (SOP) for the activities to be carried out during the project/ongoing work.

SOP's are the safety steps taken when carrying out the activity and guide on safely completing an activity and inform about the hazards associated with the activity.

ACTIVITY	SAFE OPERATING PROCEDURE
Re surfacing track	Plate compactor
Digger to load helicopter	<a href="#">Digger/Excavator</a>
Helicopter flying	To be discussed at meeting with pilot
Helicopter debris	Personal protective equipment

### 5.2 Permits to work

Not applicable

### 5.3 Personal protective equipment

Specify PPE required for project/ongoing work.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED			
Wrap around suction safety glasses	Hard hat	Ear muffs (Grade 5 or better)	High vis vests
Safety boots	Anti vibration gloves		

## 6. Hazard identification and risk management

### 6.1 Material safety data sheets

Identify any substances that are relevant to the project/ongoing work and include a copy of the SDS (safety data sheet).

MATERIAL	MATERIAL SAFETY DATA SHEET
N/A	

Recreational Services emergency procedures in the event of a Chemical leak:

- Contact the Site Manager;
- Evacuate the area;
- If it is possible to contain the spillage without putting anyone at risk, then trained personnel may do so providing appropriate safety apparel is worn if needed;
- Contact the fire department as soon as it is safe to do so;
- Also refer to the document in Recreational Services/Contractor Hazard Register or MSD sheet for further instructions on handling chemicals;
- The Chemicals Spills form is to be filled out and returned after any significant spillage of containment. Examples are paint, fuel or chemicals. This document is to be forwarded to the Health, Safety and Environment Committee Chairperson.

### 6.2 Waste management procedures

Waste management procedures for minimisation, collection and disposal of waste and or scrap material generated from the contract are listed below:

WASTE	WASTE MANAGEMENT PROCEDURES

### 6.3 Hazard and risk identification

Risk assessment will be carried out using the RS standard risk assessment process being

			CONSEQUENCE				
			Insignificant	Minor	Moderate	Major	Catastrophic
CONSEQUENCE	Health and safety consideration		No treatment or first aid only. No impact on normal duties	Minor injury requiring medical treatment. Impact on normal duties on day	Moderate injury requiring medical treatment or temporary impairment. One or more days of normal duties affected.	Permanent injury or impairment	One fatality or more
	Environmental consideration		Impact not requiring action	Impact requiring no action	Impact contained with external assistance	Impact with minor or no detrimental effects resulting in enforced action	Impact will be detrimental and the likelihood of prosecution
PROBABILITY	Almost certain	The event will occur	Medium (11)	High (16)	Critical (20)	Critical (23)	Critical (25)
	Likely	The event will probably occur	Low (6)	Medium (12)	High (17)	Critical (21)	Critical (24)
	Possible	The event might occur but not expected to occur under normal circumstances	Low (4)	Medium (8)	High (13)	High (18)	Critical (22)
	Unlikely	The event could occur at some time, but only in unusual circumstances	Low (2)	Low (5)	Medium (9)	High (14)	Critical (19)
	Rare	The event could occur in exceptional circumstances	Low (1)	Low (3)	Medium (7)	Medium (10)	High (15)

The hazard and risk register is included in section 16.

## 6.4 Hazard and risk reporting procedures

The following are key procedures for the contractor to identify and report hazards:

- Pre-commencement complete the Hazard ID and risk assessment identifying underground, overhead and site hazards. Results detailed in Site Specific Safety Plan.
- Where applicable formal task, process and area analysis – this analysis involves a systematic study of the working environment to ensure that all hazards are identified so that they can be assessed and controlled.
- Hazard identification and risk management board reviewed daily.
- Weekly toolbox meetings are a forum for hazard and risk management.
- Results of accident/incident investigations where hazards have contributed or have been the “root cause” of the accident.
- Advising Site Manager of hazards and risk that have identified – these can be general hazards / risks or hazards / risks that relate specifically to tasks that are being undertake or are about to undertake.

## 7. Safety Inspections

### 7.1 Safety inspections procedure

Safety inspection procedures are listed below. In addition toolbox meetings are recorded detailing topic, action items, who and when for completion.

SAFETY PROCEDURE	WHEN	SAFETY INSPECTOR	ACTION
Tool box meeting all staff and contractors involved, site review and hazards	Pre start of first day of job	[Redacted] and [Redacted] s 7(2)(f)(ii) s 6 - Maintenance of law	[Redacted] s 7(2)(f)(ii)
Daily pre start meetings with all staff and contractors, site review and hazards	Pre start each day	[Redacted] and [Redacted]	[Redacted] s 7(2)(f)(ii)

## 8. Health and safety consultation and communication

### 8.1 Communication schedule

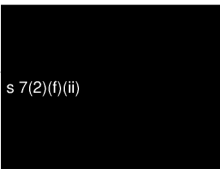
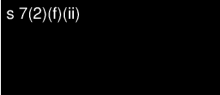
Please refer to the communication schedule detailed below, which applies to this job

MEETING	WHERE	WHO	WHEN
Initial site meeting	Onsite	[Redacted]	Day 1
Toolbox meeting	Onsite	s 7(2)(f)(ii)	Each day of job
Escalation issues	Onsite	[Redacted]	As required
Daily communications	By Phone	s 7(2)(f)(ii), s 6 - Maintenance of law s 6 - Maintenance	As required
Hazard board, fencing and signage	Onsite	s 6 - Maintenance of law	Daily
Final sign off meeting	Onsite	[Redacted]	Completion of project
3 hourly employee check in assessment	Onsite	s 7(2)(f)(ii)	3 hourly

## 9. Emergency procedures

### 9.1 Emergency plan

Please refer to the emergency plan detailed below in conjunction with the procedure map attached. In the event of an accident or incident details are recorded in the accident/incident form.

OPERATOR	FREQUENCY	CONTACT	LOCATION
Fire warden			
First aid	Contents review weekly	s 7(2)(f)(ii) 	First aid kits are available in company vehicle and will also be kept with staff while working on the track
Emergency equipment	Equipment reviewed annually or as required		
Poison centre		0800 POISON (764766)	
Medical centre			Arataki Medical centre, Grenada street, Arataki or Tauranga hospital, Cameron Road
Police station			Mount Maunganui police station, 6 Salisbury Ave

### 9.2 Emergency plan for specialist procedures

Please refer to the emergency plan for specialist procedures detailed below:

RISK ACTIVITY/SPECIALIST PROCEDURE	EMERGENCY PROCEDURE
Injury up the Mountain	First aid kit or dial 111

### 9.3 First aiders

Please refer to the first aider list detailed below:

FIRST AIDER	CERTIFICATION EXPIRY
s 7(2)(f)(ii) 	June 2018

#### **9.4 Coordination procedures with other site occupants**

Other site occupants are treated as visitors when entering a work site and are expected to comply with our emergency procedures. They are inducted on the following procedures upon sign in: emergency procedures including assembly point, hazard register and accident and incident reporting.

## **10. Accident reporting and investigation**

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### **10.1 Recording accidents/incidents**

For employees and contractor's accidents/incidents and near-misses are reported and recorded as soon as possible but at least within 24 hours of occurring to RS Site Manager and HSE Advisor. RS HSE Advisor and Senior Manager are responsible for notifying the Council if required.

### **10.2 Contractor reporting requirements**

In the event of an accident or incident notification to RS Site Manager shall be in the following time frames.

- Fatalities - Immediate notification and interim written report as soon as possible but within 3 days.
- Notifiable injury - Immediate notification and written report as soon as possible but within 3 days.
- Injury to third parties - Immediate notification and written report within 3 days.
- Serious security incident involving actual/possible serious loss i.e. assault, burglary, arson - Notification within 24 hours and written report within 7 days.
- Medical treatment/lost time injury/potential lost time injuries - Notification as soon as possible but within 24 hours and written report within 7 days.
- Near hit incidents with the potential for serious harm. - Notification as soon as possible within 24 hours and written report within 7 days.
- Environmental incidents, physical spills and pollution. – Immediately.

### **10.3 Notifiable event or incident reporting**

In the event of notifiable incident, the site the contractor must freeze the site, notify WorkSafe NZ who will provide as soon as practicable further instruction.

Investigations should be carried out in conjunction with RS within 3 days.

## 11. Health and safety performance monitoring

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### 11.1 Auditing Procedures

Please refer to the table for auditing procedures:

AUDIT TYPE	WHEN	AUDITOR
H and S audit	First day of job	s 7(2)(f)(ii)

### 11.2 Auditing Procedures

Contractors working less than 5 days or low risk are audited on all aspects of Health, Safety and Environment as and when required.

## 12. Traffic management

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### 12.1 Traffic management plan

Considerations for lay down areas, car-parking (parking in reverse is to be encouraged whenever possible), safe access and egress to the work site and emergency service access.

Please refer to the table for considered details of traffic management hazards:

Traffic management on the site is easily managed. All works are contained within a temporary security fence and away from the public.

Care will be exercised at all times to ensure that the public (both motorists and pedestrians), employees and visitors to the site are aware of any hazards (i.e. moving plant) in and around the site whilst work is being undertaken.

HAZARD	CONTROL
Vehicles coming into and leaving site	Be aware of pedestrian movement around you. Keep to 5km/hr

### **13. Site security**

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The track being worked on will be fenced off and security will be guarding these points. The helicopter landing and take-off zone for loading and unloading will be coned off and signage installed



## 15. Accident, injury and near miss form

### ACCIDENT, INJURY AND NEAR MISS FORM



PARTICULARS OF ACCIDENT OR NEAR MISS			
Date of accident	Time	Location	Date reported
PERSON (S) INVOLVED		DATE OF BIRTH	EMPLOYEE ADDRESS
Name:			
EVENT DETAILS			
EVENT TYPE	SEVERITY OF EVENT	TREATMENT DETAILS (for injury/illness only)	
<input type="checkbox"/> Near miss	<input type="checkbox"/> Minor	<input type="checkbox"/> None	<input type="checkbox"/> Doctor
<input type="checkbox"/> Injury	<input type="checkbox"/> Moderate	<input type="checkbox"/> First Aid	<input type="checkbox"/> Hospital
<input type="checkbox"/> Illness	<input type="checkbox"/> Serious	<input type="checkbox"/> Nurse	<input type="checkbox"/> Other providers
<input type="checkbox"/> Vehicle accident	<input type="checkbox"/> Potentially serious	<input type="checkbox"/> Physio	
<input type="checkbox"/> Machinery accident	<input type="checkbox"/> Unknown at this stage		
<b>IS THIS A SERIOUS HARM INJURY</b>		<b>YES / NO</b>	<b>IF 'YES' NOTIFY HSE CO-ORDINATOR IMMEDIATELY</b>
THE ACCIDENT			
Describe what happened			
Describe the nature of any injuries			
What were the causes of the accident?			
WHAT IS THE CHANCE OF IT HAPPENING AGAIN?			
Frequent      Occasional      Rare			
What action has or will be taken to prevent a recurrence? (Tick items already actioned)		By whom	When
Signature of employee		Date	
Investigated by (Manager)		Date	





## 18. Recreational Services environmental policy statement

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Recreational Services is committed to conduct our operations with minimal impact on the environment, to comply with all applicable environmental legislation and regulations; and to achieve continual improvement in environmental performance.

### In particular we undertake to ...

- Always look at opportunities to carry out our operations in such a way to reduce or where practicable, eliminate use of hazardous substances and pollution;
- Use natural resources efficiently by reusing, reducing or recycling;
- Apply best practices to manage purchasing, disposal of wastes and all health and safety-related concerns;
- Set objectives and design programs aimed at continual improvement;
- Educate and train our employees for awareness of the relevant environmental issues;
- Communicate this policy to all employees, key suppliers and contractors and make it available to the public;
- To consider our ability as to whether we can control and if not our ability to reasonably influence with regards to improvement in environmental performance;
- Ensure we meet all applicable legislation, local government requirements, codes of practice and, where practicable, always act in accordance with all best practice guidelines and requirements to which we subscribe and that relate to our environmental aspects.

s 7(2)(a) - Privacy

## **19. Recreational Services emergency guidelines**

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First aid kit to be kept with staff working on the track re surfacing. Anything requiring further treatment will go to Tauranga hospital or dial 111 for immediate assistance

## 20. Significant hazard and risk register

Site Name: Mauao – Waikerere surfacing of track

Date: 7<sup>th</sup> November

Category	Description of Hazard/Risk	Uncontrolled risk				Controls to reduce or treat risk	Controlled, risk				Risk reduced
		Prob.	Conseq.	Risk Level	Risk Score		Prob.	Conseq.	Risk Level	Risk Score	
Helicopter (external contractor through Council) flying and dropping aggregate	RS staff in close proximity to Helicopter bucket dropping and spreading aggregate	possible	Major	High	18	<ul style="list-style-type: none"> <li>Daily morning tool box meetings</li> <li>Staff to always be on the side of the bucket/helicopter that is not having aggregate spread on it</li> <li>Communication with pilot prior to activity to confirm safe procedures and communication throughout activity with a debrief where appropriate</li> <li>All unloading of slung loads will be undertaken by Helicopter ground crew. RS staff will remain in safe location until risk no longer exists</li> <li>PPE, High vis jackets hard hats eyewear and goggles</li> <li>All staff will be briefed each day to ensure they understand the roles and responsibilities and what to do for this item of work</li> </ul>	rare	Major	Medium	10	38%
Steep drop off from track edge when working near it	Stepping /Falling off edge of track whilst working	possible	major	high	18	<ul style="list-style-type: none"> <li>All staff will be inducted to the site with specific understanding of fall risk areas on all tracks</li> <li>Regular breaks and keeping</li> </ul>	unlikely	major	high	14	22%

						hydrated with plenty of water <ul style="list-style-type: none"> <li>• Face the edge of the track when working near it</li> <li>• Being aware of team mates movements around you in close confined area</li> <li>• 3 hourly check in assessment</li> </ul>					
Poor weather conditions	Poor weather conditions making the surface unsafe or general area unsafe	possible	major	high	18	<ul style="list-style-type: none"> <li>• At daily morning toolbox assess weather conditions</li> <li>• Remove staff from site if unworkable weather conditions such as slippery surfaces, high winds and storm</li> </ul>	rare	Minor	low	3	83.3%

## 21. Generic hazards list (still in progress)

Please see the significant hazard sheet for any hazards identified during the course of the contracted works.

Category	Description of Hazard/Risk	Uncontrolled risk				Controls to reduce or treat risk	Controlled, risk				Risk reduced
		Prob.	Conseq.	Risk Level	Risk Score		Prob.	Conseq.	Risk Level	Risk Score	
Shared access way with the public	Public harm	Likely	Major	Critical	21	Signs, security, fencing and cones to prevent public entry	Rare	minor	Low	3	86%
Shared access way with the public during digger and helicopter loading and unloading	Public harm	Likely	Catastrophic	Critical	24	<ul style="list-style-type: none"> <li>Signs, cones and fenced off</li> <li>Access gate located</li> <li>Council to confirm security</li> </ul>	Rare	Insignificant	Low	1	95.8%
Working with plate compactor	Continual vibration	possible	minor	Medium	8	<ul style="list-style-type: none"> <li>Staff rotation</li> <li>Anti vibration gloves</li> </ul>	Rare	Insignificant	Low	1	87.5%
Vehicles	Public injury and vehicle drop off	possible	Major	High	18	<ul style="list-style-type: none"> <li>Follow company policy with safe driving</li> <li>Ensure in good mental condition to drive (not over tired)</li> <li>Be aware of pedestrians and drive at 5kmp</li> <li>Spotter</li> </ul>	unlikely	Major	High	14	22%

Hearing damage	Working with Helicopter and plate compactor	possible	Moderate	High	13	Earmuffs level 5	Rare	Insignificant	Low	1	92.3%
Dust and material movement from helicopter	Working with dust and other small flying objects	Likely	Minor	Medium	12	<ul style="list-style-type: none"> <li>Masks provided if needed</li> <li>Eye wear</li> <li>Mindful of wind direction and stand in appropriate place</li> <li>Eye wash in first aid kit if needed</li> <li>Ensure work area clear of unsecured small objects</li> </ul>	Possible	Minor	Medium	8	33%
Working on and around steep steps	Slip, trip or fall	Possible	Major	High	18	<ul style="list-style-type: none"> <li>Warm up before carrying out work each morning</li> <li>Taking one step at a time</li> <li>Regular breaks</li> <li>Mindful of step location at all times</li> <li>Always face steps when working on them</li> </ul>	Unlikely	major	High	14	22%
Fatigue	Physically and mentally tired	likely	Major	Critical	21	<ul style="list-style-type: none"> <li>Regular breaks</li> <li>Keep hydrated with water</li> <li>Regular meals</li> <li>3 hourly check in assessment</li> <li>If feeling unwell remove from site immediately and seek medical help and notify Dave.</li> </ul>	Unlikely	Minor	Low	5	76.2%
Sun stroke	Exposed to sun	likely	Major	Critical	21	<ul style="list-style-type: none"> <li>Wear sunhat</li> <li>Wear sunscreen</li> <li>Keep hydrated and sufficient food intake</li> <li>3 hourly check in assessment</li> <li>If feeling unwell remove from site immediately and seek medical help and notify Dave.</li> </ul>	Unlikely	Minor	Low	5	76.2%

## 22. Emergency Map

The screenshot displays a Google Maps interface for an emergency map. At the top left, a search bar contains the text "83 Girven Road, Tauranga". Below the search bar is a photo of the location, with a blue "Directions" button and text indicating "83 Girven Rd, Mount Maunganui, Tauranga 3116". Below the photo are icons for "SAVE", "NEARBY", "SEND TO YOUR PHONE", and "SHARE". A "Add a missing place" button is also visible. The main map area shows a satellite view of the Tauranga region, with a red pin marking "83 Girven Road". A "Bay of Plenty" information box is open, showing coordinates "-37.647833, 176.236433" and a "Directions" button. The map includes labels for "The Mount", "MOUNT MAUNGANUI", "Tauranga Airport", "Rangataua Bay", and "PAPAMO A BEACH". A "Sign in" button is located in the top right corner. The bottom of the map shows copyright information: "Map data ©2016 Google" and "Send feedback 1 km".