M&C-M Guide

GUI-NZ-A-2.5.3-01
M&C-M NZ HSSE Guide - Construction Projects

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PURPOSE

The intention of this guide is to:

- Provide guidance regarding the minimum HSSE expectations for contractors executing work on behalf of bp Oil New Zealand ("bp") retail construction.
- These requirements define the minimum Health, Safety and Environmental requirements when a contractor / sub-contractor is engaged by bp Oil New Zealand ("bp").
- Provide a single point of reference for the main HSSE expectations and requirements to guide contractors in developing their own safety management plans.

Relevant OMS element(s)

OMS Element 2.5.3

Define contractually and inform contractors of the entity's HSSE requirements for the services and equipment to be provided, the scope of work of the contract and the identified boundary conditions.

Contents

List of Tables, Diagrams and Figures

To review changes, refer to the '**VERSION SUMMARY**' at the end of this document.

1. SCOPE

This document is a guide only and is not a comprehensive list of all the contractor's obligations in relation to activities conducted on site. Compliance with the terms of this document in no way relieves the contractor of any of its obligations under their contract or any laws, regulations, industry codes or other requirements.

In the event of any inconsistency between this document and any contractual arrangement between the parties, the contract will take precedence.

To reflect current knowledge, standards and legislation, the requirements may change and for this reason this document will be regularly updated, and a copy shall be provided on request, or on award of each new contract.

1.1. Legislation, Codes of Practice (CoP), Industry Guidelines & AS/NZ Standards

This document summarises some of the common requirements set out in the Health and Safety at work Act 2015, Regulations, Codes of Practice, Guidance and accepted Industry Standards. The total of all these documents would be several thousand pages and ultimately in distilling all that information into a short, practical and useful document for personnel to reference, some information is going to be left out. It is essential that personnel are aware of this limitation and that the definitive source is the relevant Legislation, Code of Practice, Guideline and / or AS/NZ Standards. The contractor must ensure it understands all if its obligation under those documents.

1.2. bp Life Saving Rules

bp has a set of "Life Saving Rules" for those activities which have the greatest risk and which in bp's experience are the greatest potential cause of workplace serious harm or fatality. Work that falls into the Life Saving Rules are identified in the bp construction risk register.

2. CONTRACTOR MANAGEMENT

The contractor and bp will, as far as reasonably practicable, consult, co-operate and coordinate activities where they have over-lapping duties. It is at the contractor's discretion whether sub-contractors are required to prepare their own SSSP or shall work under the contractors SSSP.

2.1. Subcontractor supervisors

If working under the contractor's SSSP, section **32.2** above shall apply to subcontractor personnel employed in supervisory positions.

3. MEDIA

Contractors shall ensure that all personnel engaged on bp projects are aware of and acknowledge that they are not permitted to share information or images regarding bp's activities. If any of the contractor's employees or agents are contacted by media or a regulator or any other third-party seeking information about any project, they must not comment and must direct the enquiry to the CJR. Anyone who does not comply with this requirement may be removed from the site.

3.1. Social media

Contractors shall ensure that personnel engaged on bp projects are aware of and acknowledge that they are not permitted to share information or images which may damage bp's business interests or reputation. Anyone found acting in a contrary manner may be removed from the site.

One way of capturing acknowledgement of this requirement is via the site-specific induction.

4. RISK ASSESSMENT (TRA) AND PERMIT TO WORK (PTW)

A HITRA is bps task risk assessment model. It is a systematic process of ensuring work is safe to undertake and that we learn from previous experiences and continuously improve.

The paperwork part of the HITRA is the "TRA" – Task Risk Assessment.

Essentially, a TRA is a JSA and involves the same 4 main principles:

1. Break job into main steps.
2. Identify the hazards.
3. Assess the risk (consequences Vs likelihood).
4. Identify control measures.

TRA and PTW shall be prepared for any tasks where the bp construction risk register identifies them as administrative controls.

A TRA must be completed on the bp approved template unless permission has been granted by the CJR for the contractor to use their template.

PTW activities shall be conducted under an approved bp PTW, unless the contractor has been approved to use their own PTW system.

NOTE: A PTW cannot be approved without a JSA. See **8.2 Job Safety Analysis (JSA)**

5. REPORTING (KPI & SELF VERIFICATION)

Weekly HSSE reports shall be provided to the CJR (or their delegate). Report template can be found at **APPENDIX D – WEEKLY HSE REPORT**

KPIs and reporting expectations are covered in detail in: PRO-A-2.5.0-01 Oversight and Self-Verification for ISN Contractors.

5.1. Project control meetings

Fortnightly project control meetings shall be documented and attended by key project personnel. Requirements are covered in detail in: PRO-A-2.5.0-01 Oversight and Self-Verification for ISN contractors.

6. SITE SETUP AND FACILITIES

Prior to mobilising much of the workforce, the following shall be in place:

6.1. Perimeter fencing

- Construction sites shall be isolated to exclude public. A 1.8m high fully enclosed fence shall be in place to isolate the construction site from the public. The barrier is always required on any contract that requires a site to be closed during the construction phase, including lockable gates.
- Be able to withstand the anticipated loads such as wind.
- Consideration shall be given to employing a watch person or security patrol where physical barriers may be inadequate.

6.2. Hard barriers

Hard barricading such as water filled / concrete barriers may be required where the Traffic Management Plan (TMP) or Project Risk Register (PRR) identifies them as a control measure.

6.3. Site signage

Signage shall be installed at main access point(s), showing the contractor details.

NOTE: A Hazard board, site TMP board, underground service board is mandatory and shall be clearly legible, detailing the hazards that are present on site, the mandatory site requirements and complying with recognised standards.

Personnel working onsite shall have discussed the site hazards and activities as part of the daily pre-start. Visitors to site are required to be supervised and escorted at all times and the visitor is to be made aware of the site hazards.

6.4. Site office

Where a site office is established, it must:

- Be positioned so it is clearly visible from the outside of the workplace.
- Be easily accessible from one, or more, access points.
- Direct any visitors to the site office on entry.
- A “site visitor register” shall be in existence on all work sites. This may be a function of an existing system and may include a formal site induction process. The register must form a continuous and

complete record of who is on site at any time as such a record is an essential component of the site's evacuation plan in the event of an emergency.

6.5. Worker facilities

Less than 15 Personnel

If less than 15 personnel are onsite, facilities may be in the form of a personal vehicle or a basic undercover area. Where an undercover area is used it should:

- Be out of the elements (provide shade from sun / shelter from rain and wind).
- Have seating and a clean surface to place food on e.g. a board across two trestles and a chili-bin (esky) as a seat or table is acceptable.
- A rubbish bin with a lid for the hygienic disposal of food scraps.
- Food scraps should not be placed in skip bins as it may attract animals.

More than 15 personnel

If more than 15 personnel are onsite, a separate dining facility is required. Ideally the facility will include:

- Fridge.
- Air conditioner.
- Microwave, sandwich maker.
- Hot and cold potable water.
- Tea, coffee and sugar.

6.6. Drinking Water

Personnel should have a readily accessible and plentiful supply of drinking water at all times. This may be in the form of onsite water supply or personal drink bottles. A dehydration programme should be considered.

6.7. Toilet facilities

Workers must have access to conveniently located toilet facilities. Where the toilet is not connected to the sewerage system, self-contained fresh water flushing portable toilets shall be provided and regularly serviced.

Table 1: Minimum Toilet Numbers

Gender	Toilet	Notes
Males	1 per 15	
Females	1 per 10	Sanitary disposal shall be provided.

7. TRAINING

Contractors shall ensure that personnel hold current and relevant qualifications and are competent to undertake the work assigned them. A training matrix should be maintained and be easily accessible onsite in electronic or hard copy.

While in-house training may be used as a means of assessing competency, NZQA (industry training) is preferable.

7.1. Site Inductions

Prior to commencing work onsite personnel must complete a site-specific induction.

Inductions shall be checked and signed off if successfully completed. A record of inductions shall be kept onsite in hard copy or electronic format.

7.2. Minimum level of training – construction industry awareness

All personnel working onsite – including labour hire personnel - must have a basic level of construction industry HSE awareness. There are multiple avenues that personnel can demonstrate this:

- SiteSafe passport training (Building construction or civil, or maintenance)
- Any NZQF level 3 (or higher) training where the primary learning objective is health & safety e.g.
  - New Zealand certificate in OHS/WHS
  - ConstructSafe training (construction safety council)
  - Health and Safety representative training
  - Certificate in Construction Site Safety (SiteSafe)
  - Individual has an industry recognized trade qualification and has been working on construction projects for at least 9mths over the past 12mths.

The Contractor shall ensure that copies – hard copy and / or electronic – are available on request.

Requirements of 12.2. are not mandatory, if the individual is:

7.2.1. Undertaking low risk activities, visitor Inductions

Personnel who are not working onsite should be classified as visitors. Visitors should always be escorted at all times and do not require training listed in **7.2**.

The site sign in log shall record visitor details.

NOTE: Sign in log for visitors may be the same one as for workers, but visitor details must be distinguishable.

8. RISK MANAGEMENT

8.1. Project Risk Register (PRR)

A PRR shall be prepared and made available on the project at all times. The PRR is a live document and is key part of the SSSP.
The bp construction risk register (REG-A-3.1.6-01) is available to assist contractors develop their PRR.

8.2. Job Safety Analysis (JSA)

JSA's shall be prepared for any tasks where the bp construction risk register identifies a JSA as being required. Contractor's may have additional JSAs as they deem necessary.

Appropriate care and attention must be taken when completing the JSA. The JSA must agree measures to eliminate the identified risks of the job, or where elimination is not practical, to reduce them as far as possible. Agreed risk reduction measures identified by the JSA must be implemented, communicated to, and understood by all people involved, or who may be affected by the work.

The JSA must be reviewed and revised as appropriate prior to any change in the job or deviation from the agreed control measures.

JSA may be pre-populated (typed & specific to the task), however there must be a section in the JSA for the personnel undertaking the work on the day to enter additional information.

Personnel working under the JSA should sign-on to it.

The responsible supervisor shall approve the JSA and personnel signed on to it. If JSA is used over more than 1 day, the supervisor shall repeat this for each consecutive day.

8.3. Risk assessment formats

Contractors may use their own risk assessment templates for PRR and JSAs, but – as a minimum - the following fields must be included:

a) Main task step.

b) Hazard or source of energy.

c) Initial risk score.

d) Controls.

e) Residual risk score.

f) Responsible person (JSA templates).

Including the likelihood and consequences in Initial and residual risk scores is optional.
Including the responsible person in PRR is optional.

8.4. Daily pre-start briefing

Daily pre-start briefings are an essential component in preparing employees for the day's work activities. Specific work conditions, equipment, personnel, hazards, 3rd party interactions / SIMOPS shall be discussed.

Other information shared during pre-start includes information such as lessons learned from the previous day's work / shift.

Personnel shall be engaged in pre-start discussions and encouraged to ask questions if unsure of any aspect of the day's work activities.

The daily pre-start shall be associated to the site sign-on sheet. The two documents may be individual, however for auditing purposes the contractor shall be able to produce evidence that any personnel onsite have discussed the daily pre-start information.

A sample daily pre-start template can be found at: **APPENDIX B – DAILY PRE-START**

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The site specific requirements for PPE shall be communicated through the site specific induction and also through mandatory safety signage at key locations.

Mandatory PPE:

- Safety boots-Refer AS/NZS 2210.
- Hard hats-Refer AS/NZS 1801:1997.
- High visibility top (orange or yellow).
- Ankle to elbow body coverage. (Long longs when fuel is on site).
- Safety glasses.

The Contractor HSSE plan may identify additional mandatory PPE. Site specific requirements should be identified in the induction training.

Required PPE are items which personnel are likely to require access to. Personnel should have easy access to these items onsite (i.e. from supplies in office or container) and should not have to leave site to acquire them:

- Gloves appropriate to the manual handling risk- Refer AS/NZS 2161.
- Eye protection - minimum of medium impact certified-Refer AS/NZS 1337.
- Hearing protection-Refer AS/NZS 1269.
- Sun hats / caps (if hard hats are not being worn).
- Chin straps for hard hats.

9.1. Hard hats

Hard hats on site are mandatory. Hard hats are to meet AS/NZS 1801:1997.
No Hoodies or caps under hard hats.

9.2. Face Shields

Face shields and safety glasses shall be used during grinding, brick sawing, concrete sawing, bench mounted circular sawing, any water blasting and any other situations identified in the PRR-Refer 1337.1:2010.

9.3. Hearing Protection

Where hearing protection is deemed to be a reasonable control, hearing protection must meet AS/NZS 1269 and be designed and worn to control noise exposures to levels below 85dB(A), averaged over an 8hr equivalent work-shift-Refer Approved Code of Practice for the management of noise in the workplace.
For each 3dB increase in noise level (up to maximum of 101dB) the exposure time shall be halved:
(e.g. four (4) hours at 88dB, two (2) hours at 91dB, one (1) hour at 94dB, etc.)

9.4. High noise area >101dB(C)

In areas where sound level (Lc peak) exceeds 101dB(C), a minimum of Class 4 hearing protection shall be used.
Refer Approved Code of Practice for the management of noise in the workplace.

9.5. Hand protection - glove selection

If gloves are identified as required PPE as a risk reduction measure, the PRR and / or JSAs must include consideration of glove type in the control's column. Simply putting "gloves" is not acceptable and more specific detail about the type of glove should be provided, e.g. leather gauntlets, leather riggers, cut resistant, cotton, latex, chemical, nitrile rubber, suitable for the task Refer AS/NZS 2161.

9.6. Sunscreen

A broad-spectrum SPF 30+ (water resistant) sunscreen shall be available in convenient location(s) for personnel to access at their discretion.

9.7. Respiratory Protection

When managing risks arising from respiratory hazards, apply the most appropriate and effective control measures that are reasonably practicable. Give preference to control measures that protect multiple people at once. Respiratory protection should not be the first or only control measure considered.

- Where respiratory protection is required, selection, training, maintenance and fit testing shall be consistent with WorkSafe NZ guidance and the requirements of AS/NZS 1715.
- AS/NZS 1716 (Respiratory Protection Devices) includes information on the various types of respirator available.
- Refer to: https://www.worksafe.govt.nz/topic-and-industry/personal-protective-equipment-ppe/respiratory-protective-equipment/advice-for-businesses/

10. GROUND DISTURBANCE

The risk posed by ground disturbance work must be assessed and appropriate barrier(s) put in place to prevent risk from hazards such as:

⚠ Personnel or machinery falling into an excavation.

⚠ Underground hazards (services, pipes, tanks, etc).

⚠ Being trapped by the collapse of an excavation.

⚠ Being struck by falling objects, or

⚠ Being exposed to an airborne contaminant.

⚠ Factors which may influence a higher level of risk include – but are not limited to:

⚠ Ground slope.

⚠ Adjacent buildings and structures.

⚠ Water courses.

⚠ The possibility of unauthorized access to the work area.

⚠ Local weather conditions, and

⚠ The length of time that the excavation will be open.

If the site is (or at any time in the past was) an operational site containing hazardous substances a PTW is required. Refer PRO-4.5-0001-1-03 Ground Disturbance procedure.

10.1. Excavations deeper than 1.2m

Where excavations are deeper than 1.2m then, the excavation must be protected from collapse by one or more of the following:

1. Certified shoring by shielding or other comparable means.
2. Benching.
3. Battering.
4. Ensuring stockpiles are 3 meters clear of edge of excavation.

Where excavation cannot be ignored, edge protection, barriers or fencing must be in place and be:

a) Able to take the weight of a falling person.

b) Highly visible.

c) Capable of remaining in place during adverse weather conditions.

Control measures include:

- Installing guard rails or covers on trench shields.
- Inserting guard rails and toe boards into the ground immediately next to the supported excavation side.
- Installing land platforms or scaffold towers inside deep excavations.
- Securing ladders to trench shields or shoring.
- Installing effective barriers, barricades or edge protection.
- Providing clearly defined pedestrian detours.
- Provision of alternative access and egress points to the excavation for emergency use.
- Soil condition shall be inspected frequently by a competent person for signs of earth fretting, slipping, slumping or ground swelling.
- Backfilling the excavation as work progresses.

Suitable hard barrier system shall be installed at least 1m from the top of the excavation to prevent personnel and / or vehicles from accessing the excavation.

10.2. Daily inspections

Excavations left open for more than 1 shift shall be inspected daily, before work recommences.
Refer to https://worksafe.govt.nz/dmsdocument/17-excavation-safety

11. CONFINED SPACE

Any confined space work shall have an approved bp confined space permit issued. Refer AS/NZS 2865 Safe working in a Confined Space.

12. ELECTRICAL SAFETY

Electrical work and safety requirements apply to any work on bp installations. **AS/NZ4836:2011-Safe working on or near Low Voltage Electrical installations and Equipment** outlines principles and procedures of safe work, organisation and performance on or near low-voltage electrical installations and equipment. It provides a minimum set of procedures, safety requirements and recommendations to manage the hazards associated with electricity, specifically arc blast, arc flash, electric shock and electrocution. While there is low risk for a low risk for a competent person when opening a panel to observe the status of wiring

or to inspect components as part of troubleshooting or maintenance activities, a safe approach distance of 500mm to exposed and live conductors shall be observed.

Any personnel working on electrical systems, equipment, repairs and electrical isolations shall be a licenced electrician-Refer PRO-4.5-0001-1-02 Energy Isolation procedure.

12.1. Commercial heating, ventilation and air conditioning (HVAC) work

Personnel involved in HVAC work shall hold a current registration as an electrical service technician with the Electrical Workers Registration Board.

12.2. Construction switchboards (temporary switchboards)

Any temporary switchboards installed for construction (or demolition) purposes must:

- Function as a main switchboard and have one or more RCD-protected outlets-Refer AS/NZ 3012:2010 to be deemed electrically safe.
- Be securely attached to a pole, post or wall or other stable free-standing structure.
- Include a tie bar or other device to prevent strain on termination of cables and flexible cords.
- Be designed to ensure all main switches and isolating switches are accessible at all times, clearly marked and capable of being locked in an off position.
- Be fitted with a lockable door for isolation and security purposes that will not damage the cables when closed.
- Switchboards with more than one final sub-circuit should have a lockable cover, lock-door or other security device to prevent unauthorised access to circuit breakers and residual current devices (RCD).
- Where more than one switchboard is installed onsite, each switchboard should have a clearly visible unique identification mark/number.
- Ensure a Certificate of Compliance (COC), record of inspection (RoI) and an Electrical Safety Certificate (ESC) are in place.

Refer to: AS/NZS 3000 and AS/NZ 3012

12.3. Resetting Power Supply

Where the power supply has been lost, the site supervisor shall assign a competent person to access and reset any circuit breaker or RCD that has tripped.

The competent person shall:

- Identify any faulty tool or equipment that may have caused the tripping.
- Remove the faulty equipment from site (or tag out of service).

- Before restoring power, the competent person shall sight all persons affected by the tripping and advise them that power is about to be restored.

A licenced electrician shall be used where:

- The cause of the tripping cannot be readily identified.
- The tripping may have been caused by the switchboard itself or construction wiring.

12.4. Portable electrical tools

All portable electrical equipment (including extension leads) shall be tested and tagged before being put into service and thereafter at intervals not exceeding 3 months (quarterly).

12.5. Quarterly tag colours

Ideally, equipment will display a colour coded quarterly tag associated to the test period. Having a consistent colour prevents confusion about which equipment is serviceable.

Table 2: Quarterly Colours

Red	December–February.
Green	March–May.
Blue	June–August.
Yellow	September–November.

12.6. Extension leads

Requirements for extensions leads are:

1. Should be 3 core (Active, Neutral and Earth).
2. Should be elevated off the floor/ground on insulated/non-conductive hooks, except where elevating creates a greater risk or is not practicable, then cable protectors, cord covers should be used.
3. Should be heavy duty / double sheathed.
4. Sheathing should not be green or contain the colour green.
5. Extension leads run through scaffolding or other metal structures shall be hung on insulated hooks and also protected from mechanical damage.

12.6.1. Maximum length

The maximum length of extension leads depends on the cable core size. If extension leads exceed the recommended lengths, personnel may be put at risk or electrical shock.

Table 3: Maximum Extension Cord Length

Core size (mm)	Amp rating	Maximum length (meters)
1.5	10	30
2.5	15	40
4.0	20	50

NOTE: "Daisy chain" or connecting multiple extension leads together is strongly discouraged

12.7. Residual Current Device (RCD)

All portable electrical devices must be RCD protected.

RCD boxes (junction boxes) used in an undercover area and where there is minimal risk of exposure to adverse weather, shall be minimum IP33 rated.

Where there is a risk of exposure to adverse weather, RCD boxes should be minimum IP56 rated.

Portable RCD unit should be tested by pressing the 'trip test' button daily to ensure the RCD is effective before being used (see example of different rated devices below) and ensure testing / inspection is completed every 3 months by a qualified electrician.

Table 4: RCD Protection

		
Example of IP 33 junction box	Example of IP56 Junction box	Example of inline IP56 RCD

12.8. Portable generators

Generators capable of producing up to 25Kva do not have to be earth staked, however it is still recommended.

Generators capable of producing more than 25Kva shall be earth staked, except when the generator is solely dedicated to the supply of electricity to mobile offices/buildings and is earthed through the building's electrical wiring system. If a generator is earthed through the buildings electrical wiring, it shall not be earthed using the generators earth stake, unless required on written advice from a licenced electrician.

Portable generators shall also be test-n-tagged and RCD trip tested quarterly.

13. BANNED EQUIPMENT

- ⚠ Double adaptors.
- ⚠ Power boards rated lower than IP33 (other than in office environments).
- ⚠ Handheld grinders greater than 5" / 127mm.
- ⚠ Knife discs (<1.6mm).
- ⚠ Handheld tools with a lockable trigger (i.e. trigger can be locked in the [on] position).
- ⚠ Neon or LED test 'pencil' devices for testing electricity circuits.
- ⚠ Extension leads with green sheathing (or green stripes).
- ⚠ Stepladders, including two and three step, step ladders.
- ⚠ No combustion engines, petrol or diesel, are permitted to be used indoors on bp retail sites. This includes, but not limited to petrol generators, petrol water blasters.

14. WORKING AT HEIGHT

Working at height shall be conducted with standards consistent with the WorkSafe NZ best practice guidelines for working at height in New Zealand:

Refer https://worksafe.govt.nz/topic-and-industry/working-at-height/working-at-height-in-nz/

Within bp, working at height is defined as:

Working at heights of 2m or higher above the ground without a fixed platform that has guard rails or handrails must not exceed and must not proceed unless:

a) A certified anchored fall arrest system is used.

b) The fall arrest system ensures 100% certified tie-off is always achieved.

c) A documented emergency rescue plan is in place for the timely rescue of personnel performing. work at heights while using fall arrest equipment.

d) Fall arrest equipment is inspected prior to each use.

e) The risk of dropped / falling objects on personnel and equipment below has been assessed and plans to manage the risk established:

- ☑ When working within 2m of an open edge and point (A) above is also confirmed.
- ☑ All exposed edges are to have kickboards in place.
- ☑ Where the work environment poses an unacceptably high risk, irrespective of height, (e.g. working above exposed reinforcing bar, above other sharp protrusions or above a body of water).
- ☑ Any other situation requiring the use of a harness to be worn.
- ☑ Working at height activities shall have a JSA for the work.

Refer pro-4.5-0001-1-05-working-at-height.pdf (bp.com)

14.1. Exclusion zones

Where personnel are working at height, an exclusion zone shall be established to:

a) Minimise interactions at ground level, with personnel working at height.

b) Minimise risk of dropped objects for personnel at ground level.

As a guide, the drop zone should be 1:1 for heights under 4m (e.g. if working at a height of 2m, then establish a 2m drop zone).

14.2. Elevating Work Platform (EWP)

EWP is a broad definition that applies generally to work platforms where the height of the platform can be adjusted by powered scissor, telescoping, articulation system or combination of these.

14.2.1. EWP operator training and competence

EWP operators must have the appropriate NZQA training and be authorised to operate each EWP type.

Table 5: EWP accepted training

	NZQA Unit Standard				
EWP Type	23960	23961	23962	23964	23966
Scissor	✓				✓
Truck Mount		✓			✓
Boom			✓		✓
Trailer mounted	Not to be used on BP projects				
Vertical lift				✓	✓

14.2.2. Working at heights and harnesses

Any personnel required to wear a harness must have NZQA Unit: #17600 and #23229.

14.2.3. Safe EWP Operation

All EWP tasks require an approved JSA and a documented emergency rescue plan.

Scissor lifts used on flat, level concrete slab may not require a harness, however, before starting work, a documented hazard assessment shall be completed to decide whether a harness system will be needed to complete the job safely. Operators in boom style MEWPs must wear harness & lanyard fitted with a short energy absorber or self retracting life line. Where the MEWP's platform is next to the work area landing and the MEWP is used to access the work area, the landing and platform must be no more than 100mm apart. If work needs to be done with the guardrails removed, a double lanyard system, fixed to a certified anchor point at all times shall be used. Workers shall not reach outside the platform.

14.2.4. Rescue Plan

A documented rescue plan must form part of the JSA for any activity where a harness is used. Refer to best practice guidelines for mobile elevating work platform.

Refer to WorkSafe NZ best practice guidelines for mobile elevating work platforms.

14.3. Inspections and compliance

The EWP log book must be kept with the EWP and – as a minimum and contain:

- Daily inspections (pre-use inspection).
- 3monthy routine inspection record.
- Summary statement of latest 6 monthly inspection, this must show the CBIP (certified inspector) details.

14.4. Scaffolding

Scaffolding design, use and maintenance shall be in accordance with the WorkSafe NZ good practice guidelines for scaffolding in New Zealand.

As a minimum, personnel, must hold a current Certificate of Competence (CoC) issued by scaffolding, access & rigging New Zealand. (SARNZ).

Refer to https://worksafe.govt.nz/dmsdocument/35-scaffolding-in-new-zealand

14.4.1. Minimum qualifications

Scaffold shall only be constructed, altered, inspected, and dismantled by trained and competent personnel who hold the relevant qualification.

Table 6: Scaffolding accepted training

Scaffold type and height permitted to construct				
	Quick lock / prefab		Tube and coupler	
SARNZ Certificate level	≤5m	>5m <33m	≤5m	>5m <33m
Basic	✓			
Intermediate	✓	✓	✓	
Advanced	✓	✓	✓	✓

NOTE: Height of the scaffold is from the lowest point, to the floor of the top working deck. If the scaffold is built on a slab, next to an excavation, the lowest point is the bottom of the excavation, not to the slab. These criteria also apply to determining the height of the scaffold for Notifiable works.

14.4.2. Scaffold construction requirements

Restricting access

- While under construction, alteration or dismantling, any access points must have exclusion / safe drop zones with warning notices for other workers and public protection as required.to prevent access by unauthorised personnel.

Handover certificate

- A documented handover certificate (see Appendix E – Scaffold handover must be provided from the scaffold erector to the main contractor for:
- Quick lock / prefab scaffold greater than 2m in height.
- Tube and couple scaffold of any height.
- Handover certificate shall be kept until the scaffold is dismantled.
- Scaffolding is to be inspected on a weekly basis by a certified scaffolder.

Barricading

- If there is a risk of vehicles or mobile plant making contact or unauthorised persons gaining access to the scaffold, appropriate hard barricading shall be put in place to eliminate the possibility of contact to the scaffolding occurring.
- If scaffolding is erected adjacent to or over public spaces or adjoining property, specific controls like hoarding, barricades such as 1.8m fencing with scrim attached shall be installed.

Access (ladders and gates)

- Scaffolds must only be accessed via approved internal or external stairways to the scaffolding approximately every 2 meters, this may include stairways.
- For internal access, the top of each ladder shall be protected by way of a self-closing gate that opens into the scaffold structure or a trap hatch.

Working platforms

- Working platforms must be a minimum of 675mm wide. Materials are not to be stored on platforms.
- Platform boards must be tied down and secured in place.

Edge protection

- Edge protection must be erected to eliminate the risk of falling from the scaffold. The top rail height shall be 900 1100mm and mid rail 500mm off platform surface.

Kickboards

- Kickboards must be a minimum of 150mm high.

Stability

- When the height of the scaffold to the floor of the top working deck is more than three times the width of the base, is must be tied, rakered or buttressed to prevent destabilisation.

14.5. Mobile Scaffolds

- Mobile scaffold(s) shall have the cater brakes applied and shall not be moved while personnel are on the scaffold.
- All free-standing mobile scaffolds shall be stabilised against overturning, using outrigger bracing or larger base frames to increase the minimum base dimension.
- Kickboards are to be installed.
- Mobile scaffolding is to be erected by a competent, responsible person suitable for the work to be carried out.
- A pre-start check list shall be in place that requires site managers sign off before commencing.

14.5.1. Stability

I. Scaffold over 1.8m - The height** of the top platform must not be more than 3 times the base width.

II. Scaffold less than 1.8m - The height** of the top platform must not be more than 2 times the base width.

III. If the scaffold ratios above cannot be met, then outriggers must be installed to provide additional stability.

**Height of the scaffold is to the floor of the top working deck.

14.5.2. Scaff-tags

Scaff-tags are not mandatory (but recommended) on mobile scaffold where:

a) Maximum loading is <225kg, and

b) Dimensions are less than 2.4m (length) x 2.0m (height).

All other scaffold shall have a Scaff-tag.

14.5.3. Inspections

Scaffold shall be inspected by a competent, responsible person at intervals not exceeding 7 days or before if there have been severe weather conditions.

14.5.4. Modifications and alterations

Only trained and competent personnel shall make any modifications or alterations to scaffold.

14.6. Ladders

Refer to the best practice guidelines for working at height in New Zealand:
https://www.worksafe.govt.nz/topic-and-industry/working-at-height/working-at-height-in-nz/

- Ladders and step ladders do not offer fall protection and therefore shall be the last form of work access equipment to be considered.

- Ladders are only to be used for access purposes. Fall protection is required for the use of portable ladders for access and egress where the height of climb exceeds 3m (measure from your feet to ground / platform) so that the person climbing has continuous fall protection by being attached to an AS1891 compliant system.
- Fall restraint is required when working from a ladder above 2 meters.
- Currently access onto single story retail buildings only, e.g. this requirement for fall restraint does not apply to accessing the roof of a single-storey retail store but does apply to directly accessing retail forecourt canopies & Carwash buildings.

This change is likely to mean that access to heights >2m (other than single storey retail store) will be conducted using options higher up the hierarchy of controls than a ladder, e.g. an EWP, or a scaffold with either stairs or first platform 2m and intermediate platforms 1.8-2.1m apart.

- Ladders and platform stepladders should be of trade or industrial standard and be rated at not less than 120 kg and compliant with the AS/NZS 1892 standard.
- Ladders should be:
  a) clearly labelled as complying with AS/NZS 1892.1.1996.
  b) structurally sound.
  c) free of defects.
  d) not covered in chemicals or other materials.
- Straight ladders should be anchored, tied, blocked or otherwise secured to prevent sideways displacement.
- Straight ladders should not exceed 9 meters in length.
- Platform step ladders 2 meters and above are required to have front and rear safety rails, if this is not possible, fall restraint is required.

15. ASBESTOS (ACM)

In bp procedures, asbestos is referred to as ACM (asbestos containing material).

- Prior to work commencing, the CJR shall identify whether the work involves ACM. Where there is ACM, an Asbestos management plan shall be prepared for that scope of work.
- All work involving asbestos should be consistent with the Health and Safety at Work (Asbestos) Regulations 2016 and any associated Code of Practice:

  http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729706.html

  https://worksafe.govt.nz/topic-and-industry/asbestos/management-and-removal-of-asbestos/#lf-doc-29674
- For work involving asbestos all persons shall be competent in the courses prescribed in the Health and safety at work (Asbestos-prescribed relevant courses) safe work instrument 2017.

  https://worksafe.govt.nz/laws-and-regulations/safe-work-instruments/asbestos-safe-work-instrument/

- The CJR shall ensure the bp Asbestos register is updated.

16. HANDHELD GRINDERS

WorkSafe NZ guidance for the use of hand-held grinders should be complied with:

https://worksafe.govt.nz/topic-and-industry/power-tools/fixed-hand-held-grinders/

- Fixed or hand-held grinders shall only be operated by personnel assessed as competent.
- Grinders may only be operated with a fixed guard correctly installed between the wheel and the operator and a handle screwed in securely on the appropriate side of the wheel securely holding the hand-held grinder with both hands at all times when in contact with the workpiece.
- Operating grinders with the guard or handle removed is not acceptable.
- Double eye protection (safety glasses and a face shield) must be worn when operating a grinder.
- Only handheld grinders equal to or smaller than 5" / 127mm may be used.
- All grinders used must be fitted with "dead-man" switch functionality.
- Tie back long hair and beards, wearing tight fitting clothes, especially fitting sleeves, without long ties.

17. GLAZING

Glaziers shall be qualified in the New Zealand Certificate in glazing (level 4) or equivalent training/experience approved by the NZ HSSE manager (or delegate). It is acceptable for work to be undertaken by an individual who does not hold this qualification provided direct supervision is provided by someone who does.

Protective gauntlets (level 5 cut protection) must be worn when handling glass during glazing activities in conjunction with neck to toe body coverage (including safety footwear).

18. WORKPLACE INSPECTIONS

It is acceptable to have a single workplace inspection template with all possible inspection items listed, however, it is preferable to have a selection of inspection templates that reflect the risk profile of the work being undertaken at different stages of completion.

Main contractors are to submit a monthly contractor Health & safety report, where work has been undertaken for bp.

This form is to be sent to the project manager, contract manager or person managing the work and should include the following:

- Work place inspections.
- Notifiable incidents, LTI's, MTI's, FAI's.
- Near miss.
- Service strikes.
- Property damage, vehicle incidents.

- Project hours worked.
- Tool box talks completed.
- JSA'S documented.
- Site Hazard ID's.
- General worksite inspections.

18.1. Supervisor inspections

Daily supervisor inspections are a key requirement in providing and maintaining a safe workplace. Supervisors should inspect areas within their scope of work daily.

Daily inspections shall be kept for the auditing purposes (electronic or hard copy is acceptable).

See **APPENDIX F – DAILY SUPERVISOR INSPECTION** for an example of a daily supervisor inspection which is a provided as a guide. Contractor may use their own inspection templates.

19. CONSULTATION AND COMMUNICATION

19.1. Consultation

Workers should be engaged when the contractor or bp is:

- Identifying hazards and assessing risks arising from the work carried out or to be carried out which may have an impact on the worker's health and safety.
- Making decisions about ways to eliminate or minimise those risks.
- Making decisions about the adequacy of facilities for the welfare of workers.
- Proposing changes that may affect the health or safety of workers.

19.2. Communication

Effective two-way communication within the worksite is essential. The aim of such communication is to provide information and give workers an opportunity to contribute to the decision-making process to address any potential risks and to consider control practices associated with the construction project, including but not limited to:

- Proposed changes to the work environment.
- Interfaces and 3rd party interactions.
- Any high risk work activities.

The contractor should commit to ensuring communication between all project stakeholders is effective and suitable mechanisms are in place to achieve this, including providing feedback on any suggestions from workers.

See also: 8.4 Daily pre-start briefing.

19.3. Toolbox Talks

Toolbox talks shall be conducted weekly and will be facilitated in a manner to engage the workforce in discussion of safety issues and any concerns they have may have or foresee.

The toolbox talk should also provide a platform for information exchange such as brief health and safety training session and discussion.

NOTE: The daily pre-start template may be used as a toolbox template, but a health and safety topic must be delivered.

20. FITNESS FOR WORK

Fitness for work is a broad definition and focuses on the relationship between a worker and their ability to do their work safely and competently. Factors which may negatively impact an employee's fitness for work are:

- ⚠ Fatigue.
- ⚠ Alcohol and/or other drug use.
- ⚠ Medical fitness (if required for a specific role).
- ⚠ Mental health and wellbeing.

Drug and alcohol awareness should be a regular topic of pre-start and toolbox talks.

Studies have shown that excessive fatigue can have equivalent detrimental impacts to that of being under the influence of alcohol. Personnel in supervisory roles have a responsibility to ensure that fatigue is a consideration in determining whether an employee should work additional hours or shifts.

21. PERSONNEL AND PERFORMANCE MANAGEMENT

Contractors are strongly encouraged to apply a "just culture" model which has balanced accountability for both individuals and the organisation for designing and improving systems in the workplace. Humans make errors and even the most competent of employees may over time develop undesirable practices (e.g. taking shortcuts).

21.1. Reward and recognition program

Contractors are encouraged to implement award incentive programs. Such programs, if used properly, can have significant value and where individuals or teams consistently display safety leadership or initiative above and beyond expectations they should be recognised and/or rewarded for these behaviours.

22. INCIDENT REPORTING

Initial notification to bp will ideally be the same day as the incident. A full incident report is not required in the first instance, but it is important that the CJR is made aware.

Serious incidents or high potential incidents (near misses) must be reported to bp as soon as possible, but no later than end of shift.

All Safety incidents shall be reported using the bp incident notification form.

See **APPENDIX C – INCIDENT NOTIFICATION FORM**

NOTE: Other incident types can be reported on contractor incident templates.

22.1. Notifiable incidents & events

The CAP should ensure that notifiable incidents and events are reported as required by the HSW Act 2015. If possible, the CAP should notify the CJR of the incident being notified to the regulatory body. In any event, the CAP should notify the CJR of the incident within 24 hours.

23. HAZARDOUS SUBSTANCE

Determining whether a chemical is hazardous is not a simple process and an assessment needs to be made not just on the substances in the chemical but how the chemical is to be used, stored, the number of personnel that may be impacted, exposure limits, SIMOPS, etc.

For this reason, all Hazardous Substances must be approved by the CAP (or their delegate) for use onsite and recorded in a hazardous substance register. Any chemicals not in the hazardous substance register are not permitted onsite.

A file containing Safety Data Sheets (MSDS) shall be easily accessible to personnel where the hazardous substances are stored and / or used.

23.1. Chemical register

bp document REG-A-3.4.1-01- chemical risk register is available as a guide to assist contractors in developing their own registers. REG-A-3.4.1-01 also contains guidance on exempt chemicals.

23.2. Storage of Hazardous and Flammable Substances

If more than 50L of hazardous and / or flammable substances are stored in one location, it must be stored in an approved dangerous good (DG) cabinet.

The DG cabinets should be:

- Made to AS/NZ design standards.
- Confirming that incompatible hazardous substances are stored separately.
- A hazardous atmosphere zone to extend out 3 meters from a dangerous goods cabinet or store and 1 meter above. No ignition source shall be within the zone. If you must have electrical equipment in that area it must be intrinsically safe. Not more than one cabinet shall be installed in each $100m^2$ of building area or where stored outside, separated by at least 10m between each cabinet.
- Located so they will not impede the escape of persons in the event of fire.

- Be protected from the weather.
- Secured from the public outside of work hours.

23.3. Training and awareness

All personnel assigned to work – or supervise such work - that may have associated health hazards shall receive hazardous substance training, specific to the hazards they may be exposed to. Training shall be recorded in the training matrix.

24. EMERGENCY PREPAREDNESS

A project specific emergency response plan shall be prepared prior to the mobilisation of most of the workforce.

The emergency response plan should include:

a) Person responsible for notifying regulators of an incident.

b) Emergency response equipment (1st aid / fire / rescue).

c) Emergency response actions.

d) Muster point locations.

e) Location of nearest Medical Centre to be identified.

24.1. First Aid

One first aid trained officer (trained via an accredited training body) should be provided for every 15 project personnel. The first aider should be known or easily identified by project personnel. First aid qualification must be renewed at intervals not exceeding 3 years.

Appropriate signage shall be in place to indicate the location of first aid equipment. Where equipment is inside offices or buildings signage on the exterior should also be provided.

24.2. Fire extinguishers

As a minimum, 4.5kg ABE dry chemical fire extinguisher should be located:

- 1 per crib hut / lunch room.
- 1 per mobile office building (demountable).
- 1 per hot work area (9kg preferable).
- 1 at each main access/egress (or within 5m of) in building structure.

24.3. Emergency response drills

Contractors shall undertake an emergency response drill at least once every 6 months. Where project duration is less than 6 months the requirement shall carry over to the next project.

25. VEHICLES AND TRAFFIC MANAGEMENT

25.1. Traffic Management Plan

Effective construction traffic management plan (CTMP) is critical to the safety of people in the workplace, including construction sites where there is interaction between mobile plant / vehicles and pedestrians. The CTMP is a plan that shall outline the commitment to preventing injuries caused by mobile plant / vehicle interaction with people and to establish controls to minimise the risk of personal injury and damage due to those interactions bp traffic management guide should be referenced to assist contractors prepare their TMP.

Refer to bp New Zealand Traffic management guide GUI-A-2.5.3-03.

25.2. Concrete (agitator & pump trucks)

Concrete pumping equipment in operation shall not create a hazard to the operators, other workers & public.

When arriving on site, the concrete pump operator, or other experienced representative, should be shown the set-up area and the site conditions reviewed with the other contractors involved in the pumping operation.

Access to areas around the concrete pump and delivery pipeline should be restricted, the use of one or more of the following controls is recommended:

- Covered walkways.
- Physical barricades.
- Posts & safety mesh.
- Posts and danger tape or flags.

Where any of the conditions under which the pumping equipment is to operate are not satisfactory, or if confirmation of the equipment's mechanical soundness is not available, rectification should occur before pumping commences. The contractor must ensure that any supplied pumping equipment is well maintained and in mechanically sound condition.

Refer https://worksafe.govt.nz/dmsdocument/440-concrete-pumping-health-and-safety-guidelines

26. CRANES

26.1. Inspection and certification

Cranes are required to have annual visual and operational inspections by an equipment inspector to assess the general condition for the continued safe operation and certification.

Records of inspections must be retained with the crane, or copies are readily available upon request (i.e. electronic copy on tablet or file).

26.2. Training and Competence

26.2.1. Crane operators

All persons operating or working with a crane must hold the following applicable Unit Standards as a minimum qualification and preferably hold the relevant national certificate in crane operation.

Table 7: Minimum Crane Training

Type of Crane	Unit Standard (NZQA Units)				
	3789	3795	16617	20526	24511
Mobile	✓	✓			
Crawler	✓			✓	
Truck loader (vehicle mounted)		✓	✓		
Non-slewing articulated	✓				✓

26.2.2. Unit Standards (NZQA Unit)

3789 – Sling regular loads and communicate during crane operations.

3795 – Configure a mobile crane and lift and place loads.

16617 – Operate a truck loader crane and lift and place loads.

20526 – Configure a track crawler crane and lift and place loads.

24511 - Configure a non-slewing articulated crane and lift and place regular loads.

26.2.3. Riggers and Dogman

NZQA-3789 – Dogman.

NZQA-3789 & 3801 – Rigger.

Refer to https://worksafe.govt.nz/dmsdocument/410-approved-code-of-practice-for-cranes & https://worksafe.govt.nz/dmsdocument/416-crane-operators-duties-matrix

26.3. Lift Plans

A lift plan shall be approved by the CJR for any lifts involving loads >4500kg or where more than 1 crane is used (tandem lift) and should include the following:

A risk assessment shall be completed for the task, load rigging, handling arrangements, load manoeuvring, load integrity and stability, pick up and set down arrangements, including simultaneous operations, in addition to any requirements for a lift plan / lift study and a SWMS's shall be completed. A bp task risk assessment, facilitated by a bp HITRA trained facilitator is required for lifting over, or in close proximity to above ground equipment / plant containing flammable or combustible fuels or over occupied buildings and / or the lift carries potential for severe business impact based on the outcome of the lift plans are also required for several other lifting operations which are uncommon on typical construction projects but may occur from time to time.

bp procedure: *PRO-4 5-0001-1-06* lifting operations should be referenced for lifting operations, including minimum requirements for assessment and authorisation of lifts in table 3.

Using excavator as a crane

Excavators shall not be used to lift loads greater than 3000kg. Where an excavator is used to lift to 3000kg it shall have:

- The rated capacity clearly marked on the boom (or near the rigging points).
- A rated capacity chart inside the operator's cab, showing the lift point location(s) and the corresponding rated capacity at that position.
- A Certified lift point that forms a closed "eye" used for rigging loads must be certified by a chartered professional engineer.
- Controlled lowering device (burst protection) shall be fitted on the raising boom cylinder(s)
- If a control lowering devices is not fitted, a maximum of 1000kg can be lifted.

Refer to https://worksafe.govt.nz/dmsdocument/17-excavation-safety

27. ENVIRONMENTAL MANAGEMENT

A detailed explanation of environmental requirements is provided in bp construction environmental management plan (PRO-A-3.6.2-01) which can be used to assist contractors in developing their EMPs.

28. SITE HANDOVER (DAYS LEADING UP TO OPENING)

In the final few days of the project there will be construction and non-construction personnel onsite as the site prepares to open to the public. To help control SIMOPS, the following minimum control are required:

Construction TMP to be updated to ensure:

- Construction and staff parking areas are allowed for.
- Delivery vehicles can access site to supply shop.
- Non-construction personnel are always to comply with construction site PPE requirements.

29. ROLES AND RESPONSIBILITES

The roles and responsibilities associated with this guide are listed in the following table.

Table 8: Roles and Responsibilities

Contractor Accountable Person (CAP)	While multiple personnel may be responsible for implementing different sections of the SSSP on a project, accountability shall align to single point of contact: The contractor accountable Person (CAP). The CAP shall be onsite for the duration of the project (or majority of). The CAP, and any subsequent replacements, shall be approved by the CJR to ensure the individual holds sufficient authority to implement the SSSP. The approved CAP shall sign off SSSP documentation
Contractor Contract Representative (CCR)	Each contractor has a CCR who is accountable, on the contractor's behalf, for the overall performance of a contractor and to ensure that the contractor meets their obligations as stipulated in the relevant contract/s in a safe, productive, economical and collaborative manner. The CCR shall nominate a CAP, for each project. CCR requirements are covered fully in bp document: PRO-A-2.5-0-01 contractor management.
Contract Job Representative (CJR) **(bp Employee)**	Each Project shall be assigned a CJR who is accountable, on bp's behalf, for the overall performance of the Contractor. Typically, the CJR will be the bp project manager, but a 3rd party may be appointed. The CJR is accountable for: • Reviewing and approving contractor SSSP. • Monitoring compliance by bp and the contractor with their respective obligations as stipulated in the relevant contract/s. • Ensuring, to the extent possible, that work is undertaken in a safe, productive, economical and collaborative manner. • Ensuring that during the planning phase of a project any specialist expertise has been identified and communicated to the contractor. • Ensure the contractor is made aware of any known hazards, prior to them commencing work onsite (e.g. asbestos). CJR requirements are covered fully in bp document: PRO-A-2.5-0-01 contractor management

30. TERMS, DEFINITIONS AND ABBREVIATIONS

Table 9: Terms, Definitions and Abbreviations

ANZ M&C-M	Australia and New Zealand (ANZ) Mobility & Convenience, and Midstream
CAP	Contractor Accountable Person The contractor employee that signs off their SSSP documents
CCR	Contractor Contract Representative
CJR	bp Contract Job Representative (typically the project manager). The bp employee that signs off the contractor's SSSP documents
CoP	Code of Practice
EMP	Environmental Management Plan
ERP	Emergency Response Plan
HITRA	Hazard Identification, Task Risk Assessment (bp risk assessment model)
JSA	Job Safety Analysis (synonymous with SWMS/TA/JHA/JSEA)
PRR	Project Risk Register (Project risk assessment)
PTW	Permit to Work

SARNZ	Scaffolding, Access & Rigging NZ
Shall	Indicates a mandatory requirement
Should	Preferable, but not mandatory in all circumstances
SMP	Safety Management Plan A single point of reference for the main HSSE expectations and requirements for a project
SSSP	Site specific safety plan A group of documents detailing how all HSSE expectations and requirements shall be managed on a project
TMP	Traffic Management Plan
TRA	bp risk assessment (Task Risk Assessment)

31. VERIFICATION PROCESSES ASSOCIATE WITH THIS GUIDE

Verification of this procedure is covered in bp procedure: PRO-A-2.5.0-01 - Oversight and Self-Verification for ISN Contractors.

32. ASSOCIATED DOCUMENTS

32.1. SUPPORTING HSE DOCUMENTATION

In addition to the contractor SMP, other HSSE documents will typically be required to complete the SSSP set of documents. bp guidance documents are available for each of these to assist contractors in completing their own, project / company specific documents:

Table 10: Supporting HSSE Documentation

Document	bp Document Number
Construction Risk Register	REG-A-3.1.6-01
Traffic Management Guide	GUI-A-2.5.3-03
Training Matrix (template)	MTX-A-2.5.5-01
Chemical Register (template)	REG-A-3.4.1-01
Environmental Management Procedure	PRO-A-3.6.2-01

32.1.1. Bridging document

At the request of the CJR, the contractor shall prepare a bridging document which maps the contractor's HSSE requirements to the bp HSSE requirements.

32.2. PROJECT DOCUMENTATION SIGN OFF

Personnel employed in supervisory positions (leading hand, supervisor, and CAP) shall sign off on having read and understood each of the SSSP documents.

A sample signoff page is provided at appendix A to this Plan: APPENDIX A – SSSP DOCUMENTATION SIGN OFF

33. EXTERNAL REFERENCES

This guide was prepared with reference to relevant legislation/regulations including but not limited to, relevant Acts, Regulations, Australian/New Zealand Standards and industry codes and best practices.

34. VERSION SUMMARY

Table 11: Document Version Summary

Version	Prepared by	Description of Change	Date	MoC
1	G Dopson	Document created.	01-Mar-17	
2	G Dopson	Updated roles to match OMS2.5 wording. Add in reference to PRO-A-2.5-0-01 for KPIs.	28-Jul-17	
3	G Dopson	-Formatting updated to match BP style. Doc number changed to new BP style. (previous doc ID AM-GN-030).	29-Aug-17	
4	G Dopson	Addition of section 4.1 Bridging document.	18-Sep-17	
5	G Dopson	Addition of HVAC qualification for electrical work.	14-Nov-17	
6	I Heath	Added or changed: Good Practice and Best Practice Guidelines, Scaffolding Access, Electrical Safety, Glazing Section added, Workplace inspections requiring monthly H&S report, Concrete pump trucks.	17-Dec-18	
7	I Heath	Update 14.0 hard hats to be mandatory on Construction sites.	11-Jun-19	
8	I Heath	Formatting updated to match bp style. Chemical register document number changed. 19.6 ladder section amended to capture bp's ladder access over 3 meters requirement as part of GDP4.5 use of portable ladders.	31-Jan-21	
9	I Heath	Change of Golden Rules reference to Life Saving Rules.	01-Apr-23	
10	I.Heath	Change of template & the addition to banned equipment section for the use of combustion engines, indoors on retail sites.	24-Nov-23	

35. DISCLAIMER

APPENDIX A – SSSP DOCUMENTATION SIGN OFF

I confirm that I have had input to / reviewed and understand the requirements detailed in the following SSSP documents:

Strike out SSSP document column if not applicable to project

Personnel in supervisory/management capacity		SSSP Document								
Name	Position	SMP	EMP	PRR	ERP	ACMP	CR	TM	Signature	Date

Acronyms used

SMP – Safety Management Plan
EMP – Environmental Management Plan
PPR – Project Risk Register
ERP – Emergency Response Plan
ACMP – Asbestos Containing Material Plan
CR - Chemical Register
TM – Training Matrix

APPENDIX B – DAILY PRE-START

Project Site:

Date:

Supervisor name:

(Name of person preparing / delivering pre-start)

Hazards / Near Misses / Incidents in past 24hrs

Health and Safety Message / Topic (required at least weekly for toolbox)

Main work activities / hazards onsite

High Risk Interfaces

(key SIMOPS. Normal day to day interfaced do not need to be listed)

General Notices / Other information / Reminders

Personnel sign-on

NOTE: If you are a visitor, please tick visitor box

Name (full name)	Company	Signature	Time in	Time out	Visitor ✓

APPENDIX C – INCIDENT NOTIFICATION FORM – INJURY / NEAR MISS

Basic Information:							
Incident Date:		Incident Time:		Reported Date:		Reported Time:	

Event Type:			
May select more than one	Health ☐	Safety ☐	Near Miss ☐

Location of incident
Project / Site name Sub-Location: (Please be specific e.g. Carwash, shop roof, etc.

Incident Description
Detailed description of initial assessment of what, why and how.

Immediate Actions Taken: - outline immediate actions after incident

Involved / Injured Person (IP)

Name:		Gender:	☐ Male ☐ Female	Date of Birth:	

Employee Type: ☐ Employee ☐ Someone else's employee ☐ Self-employed ☐ Member of public

Hours into Shift:		Consecutive days worked (since last full 24hr break)	
Person's Role / Trade:			
Basic description of 1st aid given (by onsite personnel)		Name of 1st Aider:	

Injury Classification:

☐ First Aid Injury (FAI) ☐ Medical Treatment (retuned to work within 24hrs ☐ Medical Treatment (did not return to work)

☐ Non-Work Related Injury ☐ Near Miss / Non injury

Injury Details

Injured Part of Body: (e.g. left hand index finger)	
Injury description: (e.g. Laceration, bruise, sprain)	
Activity in Progress (e.g. Concreting, excavating, plant operation, etc.)	
Mechanism of Injury: (e.g. stuck by, caught between, contact with, muscular stress, vibration, etc)	
Equipment Involved (tick one)	☐ Hand tool ☐ Vehicle (road registered) ☐ Mobile Plant ☐ Other If other, detail:____
description of equipment involved provide registration number if vehicle involved	
Weather Conditions (e.g. Foggy, sunny, raining, etc)	

Pre-existing Injury Details

Is this a recurring symptom / injury?	☐ Yes ☐ No ☐ Don't Know	If yes, detail

Witness Details

Name of Witness	Company	Witness statement collected? Y / N
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

APPENDIX D – WEEKLY HSE REPORT

Project location / name: _____

KPI	Requirements	Week 1 (end date)	Week 2 (end date)	Week 3 (end date)	Week 4 (end date)	Month Total
Daily pre-start meetings	Daily during project					
Toolbox talks / meetings	Weekly During Project					
Daily Site Manager Walkaround	Daily During Project					
Environmental inspections	Monthly During Project					
Main Contractor Project Manager inspections	Monthly During Project					
Other inspections (EG WorkSafe)	Reporting Only					
Emergency drills conducted	Once Per Project					
Hazards /Near miss reported	Reporting Only					
Positive Observations	Reporting Only					
Permits to work issued	Reporting Only					

APPENDIX E – SCAFFOLD HANDOVER

Example for quick lock / prefab scaffold >2m – or - tube and couple scaffold of any height

Project name						
Project address						
Scaffold supplier / builder (company name or manufacturer)						
Intended use of scaffold (e.g. Access roof of carwash)						
Scaffold component design	Quick lock	☐	Tube and coupler	☐	Mixed	☐
Duty classification (circle relevant class)	Light Medium Heavy Special duty					
Number of working decks			Top platform working height			
Handover signoff and acceptance						
The scaffold detailed above has been erected in accordance with the design drawings and the best practice guideline for scaffolding in New Zealand and is suitable for its intended purpose.						
Scaffold builder's name:_____	Signature:_____ Date:_____					
Qualifications of Person(s) erecting scaffold Personnel must hold a Certificate issued by Scaffolding, Access & Rigging NZ (SARNZ).	Basic	☐				
	Intermediate	☐				
	Advanced	☐				
Other (please detail below)						
Ongoing inspection requirements Please tick	7 days ☐					
The person accepting handover below must ensure that the scaffold has been affected for the intended purpose and is safe for immediate use						
Accepted by:	Signature:_____					
Position:	Date:_____					
NOTE: Scaff-tags to be displayed at access point(s).						

APPENDIX F – DAILY SUPERVISOR INSPECTION

Project			Date	
Inspection Item	Yes	N/A	No	Action Required / Comments
Work area Preparations				
Safe access and egress for workers				
Barriers and Barricading in place				
PTW organised / still current				
Vehicle and pedestrian interaction controlled				
Planned SIMOPS communicated to parties				
Excavations left open overnight are safe				
Site compliance				
Tools stored correctly (put away when not in use)				
Electrical leads elevated / trip hazard controlled				
portable electrical tools in good condition (guards and hand grips not tampered with)				
All power tools, leads, and equipment correctly used				
All portable RCD's tested and tagged				
Hot work hazards controlled (welding/grinding)				
Personnel on foot remaining clear of mobile plant				
EWP operations being conducted safely (as per JSA)				
Working at height being conducted safely (as per JSA)				
Drop zones for working at height tasks				
Scaffolding is compliant (scaff-tag <7 days old)				
Emergency equipment in place & serviceable				
Manual handling tasks being conducted safely				
High noise areas identified / controlled				
Environmental hazards controlled (heat/cold)				

Supervisor (Print Name)		Signature	

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