



DNA Electrical Limited
Work Health and Safety (WHS)
Subcontractor Site Specific Plan
[UPDATE: Site/Project Name]

Version date: August 2019

Upon submitting this Subcontractor Site Specific Plan we expect that we have previously been advised of any specific site rules that may require special consideration e.g. no ladders on the Site, confined spaces or special tools and equipment such as specialist PPE.

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TEMPLATE

1 Site information

1.1 Overview

As a Subcontractor on this shared Site we understand the importance of ensuring all parties openly consult, cooperate, and coordinate their activities to ensure everyone's safety and wellbeing. Each party should typically share the following about their activities; how they will be carried out, where they will be carried out, what will be carried out, and when they will be carried out. In addition which Workers are involved and who might be affected by our activities.

This Subcontractor Site Specific Plan has been provided to assist and support the Principal by:

- outlining how we intend to safely manage our activities as a Subcontractor on this shared Site
- aiding the development of the Principal's Site Management Plan

We will:

- make this plan available to the Principal and all of our Workers and Subcontractors on this Site as well as ensure they have the opportunity to read, understand, clarify and ask questions
- keep a copy of this Subcontractor Site Specific Plan readily available for the duration of this work
- review the plan regularly throughout this work and make any revisions known to those working on this Site

1.2 Principal details (to be completed and signed off by Principal)

Business name:	[UPDATE: Name of Client/Principal]
Address:	[UPDATE: Address of Client/Principal]
Contact person:	[UPDATE: Name of Site Contact]
Work phone:	[UPDATE: Work Phone]
Mobile phone:	[UPDATE: Mobile Phone]
Email:	[UPDATE: e-mail address]
As the Principal nominee I confirm that we approve this SSSP to be actioned by the Subcontractor	
Name:	
Signature:	
Date:	

1.3 Scope of Site

Location of Site:	[UPDATE]
Description of Site:	[UPDATE]
Our job on the Site	[UPDATE]
Start and completion dates:	[UPDATE]

1.4 Our details as the Subcontractor

Business name:	DNA Electrical Limited
Address:	5c Piermark Drive, Rosedale, Auckland 0632
Contact person:	[UPDATE]
Work phone:	[UPDATE]
Mobile phone:	[UPDATE]
Email:	[UPDATE]
Subcontractor nominee name:	[UPDATE]
Signature:	
Date:	

1.5 Details of people on this Site with specific WHS responsibilities

Name	Position	WHS responsibilities
[UPDATE]	Project Manager	[UPDATE]
[UPDATE]	Lead Electrician	[UPDATE]

1.6 Our insurances

Insurance type	Company	Policy number	Expiry date
Public Liability	Ando	COM-P0030555	1/8/2020
Professional Indemnity	QBE	P000393981NZB	1/8/2020
Motor Vehicle	Ando	COM-P0030555	1/8/2020

1.7 Master Electricians accreditation

Our business is quality assured by Master Electricians, our accreditation is current until March 2020

1.8 Key legislation

Below is a list of key legislation and supporting resources that we will apply to how we carry out our activities on this Site.

Relevant legislation	Tick if applicable
<u>Health and Safety at Work Act (HSW) 2015</u>	<input checked="" type="checkbox"/>
<u>Health and Safety at Work (General Risk and Workplace Management) Regulations 2016</u>	<input checked="" type="checkbox"/>
<u>Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016</u>	<input checked="" type="checkbox"/>
<u>Health and Safety at Work (Asbestos) Regulations 2016</u>	<input checked="" type="checkbox"/>
<u>Electricity Act 1992</u>	<input checked="" type="checkbox"/>
<u>Electricity (Safety) Regulations 2010</u>	<input checked="" type="checkbox"/>
AS/NZS 3000:2007 Electrical Installation Australian/New Zealand Wiring Rules	<input checked="" type="checkbox"/>
AS/NZS 3012 Electrical Installations – Construction and Demolition Sites	<input checked="" type="checkbox"/>
AS/NZS 4836 Safe Working on or Near Low Voltage Electrical Installations and Equipment	<input checked="" type="checkbox"/>
[UPDATE if any other relevant regulations for this site – DELETE IF NOT]	<input type="checkbox"/>

1.9 Other guidance

	Tick if applicable
WorkSafe NZ – Best practice guidelines for Working at Height in NZ 2012	<input checked="" type="checkbox"/>
WorkSafe NZ – Mobile Elevating Work Platforms best practice guidelines 2014	<input checked="" type="checkbox"/>
WorkSafe NZ - Asbestos (website information)	<input checked="" type="checkbox"/>
WorkSafe NZ - Silica Dust (website information)	<input checked="" type="checkbox"/>

2 Leadership and Commitment (roles and responsibilities)

We acknowledge that on shared Sites all PCBU's have a primary duty of care to those on the Site. Similarly, all PCBU's on the Site have a duty to consult, cooperate and coordinate their activities with one another.

2.1 Our expectations of the Principal

We appreciate that a particular PCBU (the Principal) is often best placed to influence and control a Site through managing the environment, facilities, plant and structures. To ensure we best coordinate our overlapping duties our expectation is for the Principal to provide a WHS Site Management Plan that details how the workplace is to be controlled. Upon submitting this subcontractor site specific plan we expect that we have previously been advised of any specific site rules that may require special consideration e.g. no ladders on the Site, confined spaces or special tools and equipment such as specialist PPE.

2.2 Our policy

Our policy which details our business approach to Leadership and Commitment is available on request Below is a summary of key aspects and specific detail of how we will apply at this Site.

2.3 What the Principal can expect from us as a Subcontractor

As a Subcontractor we consider our Workers (including our Subcontractors) to be knowledgeable, skilled, and experienced in how we safely carry out our work. We consider ourselves in the best position to influence and control of our specialist activities.

As a Subcontractor engaged on this Site we have a duty to ensure the safety and wellbeing of our Workers and others. We will support the Principal in their endeavours, as well as meet our following responsibilities of a PCBU for our own operations:

- complying with the Principal's Site Management Plan including Site Rules
- complying with any reasonable WHS direction given to us by the Principal
- regularly provide the Principal with documented evidence of our WHS activities

2.4 Our Workers (including our Subcontractors)

All of our Workers on this Site are responsible for:

- taking reasonable care of their own health and safety
- taking reasonable care that their conduct does not adversely affect others
- complying with instruction, so far as they are reasonably able
- cooperating with reasonable notified policies or procedures

2.5 People within our business with specific WHS roles and responsibilities.

- Andrea Hoareau (Director – Responsible for administering and managing our WHS program)
- Damien Hoareau (Director)
- Josh Cross (Director)

3 Consultation and Engagement

We acknowledge that on shared Sites that best WHS outcomes are achieved when everyone is involved and participates in WHS discussions and decisions.

3.1 Our expectations of the Principal

We expect the Principal and all Contractors to openly consult and engage with us regarding WHS matters at this Site, especially in regards to site hazards, risks and their controls.

3.2 Our policy

Our policy which details our business approach to Consultation and Engagement is available on request. Below is a summary of key aspects and specific detail of how we will apply at this Site.

3.3 Consultation

We will regularly consult with all our Workers on WHS matters applicable to this Site:

- at toolbox meetings where anyone can raise issues for discussion
- informally during the planning of activities or the development of Safe Work Procedures
- when changes to workplace arrangements could affect the health and safety of Workers
- during investigations into any accident or incident to establish details or to formulate corrective action to prevent it from re-occurring
- we will also consult with the Principal and other Subcontractors and suppliers on the Site regarding WHS matters common to our activities

3.4 Engagement

We will ensure our Workers are aware of WHS requirements on this Site before beginning work. We will communicate relevant WHS information to all of our Workers through:

- Job Safety Analysis – at the beginning of each working day on this Site
- regular safety meetings – once per week (on or away from this Site)
- accident and incident reports and outcomes
- distributing safety alerts or guidance material about industry specific hazards/incidents
- regular whole company safety meetings – held six weekly

3.5 Disciplinary procedures

If any one of our Workers does not comply with the requirements of this Subcontractor Site Specific Plan or the Site Rules this will be managed through Disciplinary procedures outlined in their employment agreement.

For a serious breach of health and safety, any of our Workers can be immediately dismissed or removed from this Site without notice

3.6 Evidence

We can regularly supply ongoing evidence of our Consulting and Engaging activities as above to the Principal should this be requested.

4 Safe Work Procedures and Risk Management

We acknowledge that risk management is fundamental to ensuring safe and healthy outcomes; hazard ID, risk assessment, risk control and risk review. Safe Work Procedures are a form of risk control that detail how the work activity will be safely carried out.

4.1 Our expectations of the Principal

We expect the Principal to identify, assess, and propose controls for extreme to high risk hazards associated with the Site and provide details.

4.2 Our policy

Our policy which details our business approach to Safe Work Procedures and Risk Management is available on request. Below is a summary of key aspects and specific detail of how we will apply at this Site.

4.3 Identifying hazards and managing risks

We will systematically identify hazards and assess risks before we begin working on the Site and use the hierarchy of control in conjunction with:

- implementing Safe Work Procedures to control known risks associated with extreme and high risk activities
- assessing risk for newly identified hazards and adopting Safe Work Procedures for those identified as extreme to high risk

We will also identify risks:

- before we buy or re-order any chemicals, when introducing a new task, when new information is received about tasks, procedures, equipment or chemicals

Any new hazards that are identified throughout the project will be immediately reported to the Principal

4.4 Hierarchy of control

We will control all risks we identify by applying the Hierarchy of Controls. Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary.

4.5 Hazard register

Our hazard register for hazardous substances if we intend to bring them to this Site will be attached with this document. If we are required introduce new hazardous substances onto this Site we will update our register and advise the Principal accordingly.

4.6 Notification of particular hazardous work

We will consult with the Principal on the work activities that we undertake that may require notification to WorkSafe NZ. If these activities have not been notified to WorkSafe NZ we will advise the Principal contractor and/or WorkSafe NZ accordingly.

4.7 Evidence

We will supply evidence of our Safe Work Procedure and Risk Management activities to the Principal. This will be emailed to the Site Supervisor and will include: Our risk register for this Site plus all relevant Safe Work Method Statements.

5 Extreme and High Risk work

5.1 Our expectations of the Principal

We expect the Principal to advise known extreme and high risk hazards to us as soon as they are identified and consult and engage on the controls to be implemented. In particular:

1. Working at height
2. Airborne contaminants (namely asbestos and silica dust)

We acknowledge the requirements of the Principal to identify asbestos in this Site and implement an asbestos management plan if present.

3. Substances hazardous to health

Our expectation is the Principal notifies us of any likelihood or uncertainty of exposure to hazardous substances where it exceeds safe levels (i.e. as per exposure standard). If uncertainty exists we expect the Principal to undertake exposure monitoring to confirm and/or control the hazardous substance.

4. Confined spaces

5.2 Extreme and high risk activities

We anticipate to undertake the following extreme and high risk activities on this Site and a Safe Work Procedure (SWP) will be implemented for each of these tasks.

Extreme and high risk work activity (detailing emergency response if applicable)	Notifiable to WorkSafe NZ? (Y/N)	SWP attached (Y/N)
Testing & Livening	No	Yes

We will provide Safe Work Procedures as at attachment with this document

We will review the Safe Work Procedures (SWP's) where:

- there is a need to change the method of carrying out of the extreme and high risk work
- a risk has been identified that is not included and managed within a SWP.

5.3 Licences for specific types of work

We require our Workers to be licenced to undertake certain types of work. Our register of licence holders is below:

Type of Work	Type of licence	Expiry date
Prescribed Electrical Work (PEW)	Registered Electrician or Inspector with Current Practicing Licence	Per attached Training Register
Supervised Prescribed Electrical Work (PEW)	Trainee Limited Licence	Per attached Training Register
Inspect Prescribed Electrical Work (PEW)	Registered Electrical Inspector with Current Practice Licence	Per attached Training Register
Elevated Work Platforms	Current Elevated Work Platforms accreditation	Per attached Training Register

6 Education, Training and Supervision

Competent Workers aware of the risks and how to deal with them is vital for good WHS outcomes or supervision for those Workers who aren't yet competent.

6.1 Our expectations of the Principal

We expect the Principal to conduct a site specific induction for each of our Workers before beginning work at this Site.

This induction should include:

- the expectations outlined in the Principal's Site Management Plan
- the emergency meeting point
- the site rules
- the facilities
- any site specific hazards and control measures.

6.2 Our policy

Our policy which details our business approach to Education, Training, and Supervision is available on request. Below is a summary of key aspects and specific detail of how we will apply at this Site.

6.3 Worker competency

We will ensure that all of our Workers on this Site are:

- either competent for the work they carry out, or appropriately supervised
- are trained to deal with any risks associated with their work activities and understand the control measures in place
- ensure all Workers are competent in the risk management process.

6.4 Evidence

We will regularly supply ongoing evidence of our Education, Training, and Supervision activities to the Principal. Our Competency register will be provided with this Site Specific Plan

7 Maintaining a Safe Workplace (emergency and incident response)

Ensuring a safe and healthy workplace requires a proactive ongoing approach.

7.1 Our expectations of the Principal

- to prepare, maintain and implement an effective emergency plan for this Site
- provide facilities such as toilets, handwashing, and drinking water
- to provide first aid equipment and facilities.

7.2 Our policy

Our policy which details our business approach to Maintaining a Safe Workplace is available on request. Below is a summary of key aspects and specific detail of how we will apply at this Site.

7.3 Emergency preparedness

We will ensure we are prepared for an emergency by:

- ensuring all our workers on site are shown the Principals/Lead Contractors Emergency Plan for the site
- ensure all our workers are familiar with the DNA Electrical Emergency Plan.

7.4 Emergency procedure

In the event of a fire or similar emergency evacuation where a site procedure isn't defined:

- We will stop work immediately and vacate the Site
- assist anyone in the Site who may not be familiar with the evacuation procedures
- call emergency services on 111 and any other emergency numbers as per plan
- notify the Principal
- assemble in the nominated assembly points until we receive further instructions from the Principal or emergency services personnel.

7.5 Emergency contact list for the site

We maintain emergency contact details for all Workers on this Site.

7.6 First aid

We supply first aid equipment that reflects the activities we undertake, which is available in each DNA Electrical vehicle.

Our Workers who are trained first aid personnel are noted in the attached competency register.

7.7 Personal protective equipment

We ensure our Workers have available and correctly use the personal protective equipment (PPE) appropriate to our regular work activities and environments.

7.8 Tools, plant and equipment that we use for our extreme to high risk work activities

We will ensure we have the correct tools, plant and equipment and these are in a serviceable condition for the task.

7.9 Accident and incident procedure

If an undesirable event i.e. an accident or incident occurs at the Site our response is to:

- immediately notify the Principal
- not interfere with the scene of any accident
- investigate as soon as practicable to determine the cause and determine improvement opportunities
- depending on the nature and severity of the event (i.e. notifiable event), either the Principal or ourselves will notify Worksafe NZ.

In the event of a person being injured, trained first aid personnel should:

- stabilise the person and administer first aid
- phone an ambulance (depending on the extent of the injuries)
- if emergency services are called, notify the Principal immediately. In all other circumstances notify the Principal as soon as practicable.

7.10 Site inspections

Our Site Supervisor will regularly carry out workplace inspections to ensure WHS standards are maintained.

7.11 Housekeeping

We will maintain a clean Site by cleaning up as we go and by either placing rubbish in the assigned bins or removing from the Site

Our Workers will comply with the Site smoking policy

Our Workers are not permitted to have in their possession or be under the influence of any drugs (except prescription)

Our Workers are not permitted to be under the influence of alcohol whilst working on this Site.

7.12 Environment

We always strive to minimise our impact on the environment and when applicable use pollution prevention and environmental best practices. This includes (for example) Fluorescent tube disposal, recycling, and PCB Disposal.

On this Site we do not envisage undertaking activities that will negatively impact the environment.

7.13 Site security

We will follow the rules of the Site and with the Principal to ensure that we do not unduly compromise the security of the Site.

7.14 Evidence

We will regularly supply ongoing evidence of our Maintaining a Safe Workplace activities to the Principal.

8 Attachment Checklist (to be completed by DNA Electrical)

Document	Check box if to be attached with document
<i>DNA Electrical Training Register</i>	<input type="checkbox"/>
<i>All relevant Safe Work Method Statements</i>	<input type="checkbox"/>
<i>Workplace Hazard Register</i>	<input type="checkbox"/>
<i>Insurance Certificates</i>	<input type="checkbox"/>
<i>[UPDATE any other documentation]</i>	<input type="checkbox"/>