

CONTRACTOR

HEALTH & SAFETY MANUAL

This manual is the property of the Hamilton City Council. It is issued for the purpose of safe work on Hamilton City Council sites and/or projects.

This is a controlled document until printed.

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Authorised by:

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Human Resources Manager

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1.0 PURPOSE

To specify that contractors and subcontractors shall comply with, or do better than the requirements of the Contractor's Health & Safety Manual ("The Manual") while carrying out work for Hamilton City Council (HCC), on its sites or at its facilities.

2.0 SCOPE

This procedure applies to all contractors and subcontractors carrying out work on HCC sites for HCC.

3.0 REFERENCES

- Definitions
- Hamilton City Council Safety & Wellbeing Policy (Appendix H)
- Health & Safety in Employment Act and Amendments

4.0 RESPONSIBILITIES

4.1 HCC is responsible for:

4.1.1 Issuing:

- Safety & Wellbeing Policy
- Contractor Health & Safety Manual ("The Manual")

4.2 The contractor is responsible for:

4.2.1 Ensuring that all work is carried out safely.

4.2.2 Adhering to the requirements of "The Manual" as a minimum when they, or a subcontractor, does work for HCC and while on a HCC site.

4.2.3 Identifying and managing all hazards associated with each job to ensure the safety of all staff and public.

4.2.4 Ensuring that all persons who carry out work are competent for the work they are doing, or are supervised to the extent required for safety.

4.2.5 Ensuring that all legislative requirements for the work are complied with.

4.2.6 Auditing compliance with the requirements of "The Manual" as a minimum.

5.0 REQUIREMENTS

5.1 Introduction

5.1.1 "The Manual" sets out HCC's requirements for safety management during work on its properties. The contractor has primary responsibility for ensuring safety and achieving safe outcomes. HCC, as owner of the

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properties and the principal, also has responsibilities. “The Manual” allocates the responsibilities to each party.

- 5.1.2 HCC is committed to improving health and safety performance. This can be achieved only with the co-operation of its contractors.
- 5.1.3 “The Manual” provides only essential information for the provision of health and safety management on HCC sites and references to further information. Where more information is required, advice is to be obtained from others with relevant expertise.
- 5.1.4 Safety must be an everyday part of carrying out work.
- 5.1.5 The contractor shall have a health and safety management system, comprising at least:
 - Health & Safety Policy
 - Defined management responsibility and accountability
 - Hazard identification and control
 - Employee involvement
 - Training and competence, including recruitment and induction
 - Subcontractor and visitor management
 - Accident management
 - Emergency procedures
 - Audit and review

5.2 Policy

- 5.2.1 HCC has issued a Safety & Wellbeing Policy (Appendix H) dated June 2010 which specifies the Council’s core requirements for health and safety management.
 - The contractor/subcontractor is to adopt the Regulation Schedule for Contractors and Service Providers (Appendix A) and “The Manual” unless it can be shown and proved that the contractor has a Health & Safety Policy and Plan better than, or at least equal to that of HCC.
 - HCC has prepared a Contractor Health & Safety Manual (“The Manual”) to specify contractor and subcontractor requirements which they must meet to ensure safety.
 - All procedures and requirements of “The Manual” must be followed for all work.
 - Having read and understood the requirements of “The Manual”, the contractor shall sign the Acceptance of Terms in Appendix A and return it to the HCC representative.

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5.3 Hazard Register

5.3.1 HCC business units manage a Hazard Register documenting permanent site specific hazards. This register must be referred to by the contractor when the hazard identification for each job is carried out. (A copy of the registers are held within each unit).

5.4 The Manual

5.4.1 "The Manual" is a dynamic document and must be kept current by a continuous process of feedback and review. Users of "The Manual" are required to provide comment to the appropriate HCC representative on aspects of "The Manual" which require amendment, update or improvement.

5.4.2 "The Manual" is available on the Hamilton website www.hamilton.co.nz and is a controlled document until printed.

5.4.3 "The Manual" must be kept in a tidy state, complete and all amendments added upon receipt of them.

5.4.4 "The Manual" can be amended only by HCC.

5.4.5 "The Manual" is the property of HCC. It is issued for the purpose of ensuring work on HCC properties is carried out safely.

5.4.6 Any hardcopies of "The Manual" must be returned upon request.

5.5 Limitations

5.5.1 The safety requirements of "The Manual" are those determined to be the most appropriate for the range of situations and work processes likely to take place on HCC properties. HCC cannot give an assurance that these procedures will always provide a safe outcome. The contractor must always consider the appropriateness of the requirements and remains responsible for assuring safety at all times.

5.5.2 There may be situations which are not covered by the requirements of "The Manual". There may also be situations where the safe work requirements of "The Manual" are not appropriate. In situations such as these, the contractor is to prepare an appropriate work safety plan and discuss it with a HCC representative before work commences.

5.5.3 There will also be situations where work is of a specialist nature, e.g. working at heights, scaffolding and the contractor is considered to be a specialist. Such specialist work is not covered in "The Manual" and in these circumstances the contractor is to follow best practice in the field of the specialisation. All other requirements of "The Manual" are to be complied with.

6.0 RECORDS

- Completed "Acceptance of Terms" (Appendix A)

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1.0 **PURPOSE**

To define terms used throughout the Contractor Health & Safety Manual (“The Manual”).

2.0 **REFERENCES**

- Health & Safety in Employment Act 1992

3.0 **DEFINITIONS**

Accident	An event that causes any person to be harmed requiring medical treatment.
All Practicable Steps	<p>“<i>All practicable steps</i>” is defined in the Health & Safety in Employment Act 1992 and this definition is important for all employers and employees for determining the best course of action to protect people from harm. In brief, it means that an employer has to take the steps that it is reasonably practicable to take given:</p> <ul style="list-style-type: none">▪ the nature and severity of the harm that may be suffered if the result is not achieved;▪ the current knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved;▪ the current state of knowledge about harm of that nature;▪ the current state of knowledge about the means available to prevent the result;▪ the cost and availability of those means.
Contractor	A person or company who is engaged by Hamilton City Council, (other than as an employee) to do any work for gain or reward.
Harm	Means illness, injury or both; and includes physical or mental harm caused by work-related stress.
Hazard	Means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance that is an actual or potential cause or source of harm; and includes a situation where a

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person's behaviour may be an actual or potential cause or source of harm.

Incident	Is an undesired occurrence that disrupts the working routine. Its effects are not only restricted to harm or potential harm to people, but also include those resulting in loss or potential loss to property or in other aspects of the business.
Eliminate	Completely remove a hazard so that there is no risk of harm resulting from the hazard; e.g. cleaning water off a floor, hence removing a slipping hazard.
Isolate	Remove exposure to a hazard by ensuring that people do not come into contact with the hazard; e.g. putting a barrier around a pothole to remove the risk of falling or tripping.
Minimise	Action taken to minimise the effects of a hazard where the hazard still remains; e.g. hearing protection to reduce the effect of noise; procedure development to ensure that hazardous work is performed in a way to minimise risk.
Near Hit	An event that does not result in injury or damage, but under different circumstances has the potential to do so.
Principal	Hamilton City Council, as the organisation which engages a contractor.
Serious Harm	Is death, permanent or temporary severe loss of body function, amputation of a body part, burns requiring referral to a specialist, loss of consciousness from lack of oxygen, loss of consciousness or acute illness resulting from absorption, inhalation or ingestion of any substance and requiring treatment by a registered medical practitioner and any harm causing hospitalisation of 48 hours or more within 7 days of the incident.

This is more particularly defined in the first schedule of the Health and Safety in Employment Act 1992.

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Significant Hazard

A hazard that is the actual or potential cause or source of:

- Serious Harm;
- Harm, the severity of which depends on the extent of exposure or repeated exposure; or
- Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

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1.0 **PURPOSE**

To specify the safety requirements which contractors must comply with when working for the HCC on HCC sites.

2.0 **SCOPE**

This procedure applies to all contractors and subcontractors carrying out work on HCC sites for the HCC.

3.0 **REFERENCES**

- Definitions (Section 2)
- Reference Documents List (Section 9)
- HCC Safety & Wellbeing Policy (Appendix H)
- Health & Safety in Employment Act and Amendments
- DOL Approved Codes of Practice

4.0 **RESPONSIBILITIES**

4.1 HCC is responsible for:

- 4.1.1 Specifying the minimum requirements for the management of health and safety by its contractors.
- 4.1.2 Providing up to date copies of procedures and reference documents.
- 4.1.3 Reviewing amended procedures proposed by the contractor.

4.2 The contractor is responsible for:

- 4.2.1 Ensuring all work is carried out safely.
- 4.2.2 Complying with the requirements of this procedure.
- 4.2.3 Understanding the requirements for achieving safety and ensuring safe means are used to carry out work.
- 4.2.4 Ensuring all employees and subcontractors are trained and competent, especially in hazard identification and management and in safe work practices.
- 4.2.5 Providing all necessary Personal Protective Equipment (PPE), as well as training in their selection, inspection and use.
- 4.2.6 Ensuring an emergency plan exists for all worksites during the time which the contractor is working.
- 4.2.7 Compliance with all regulatory requirements.

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5.0 REQUIREMENTS

5.1 Policy

- 5.1.1 HCC engages contractors to undertake certain work at its worksites. All contractors must have systems in place to effectively manage the health and safety of their staff whilst on site.
- 5.1.2 HCC does not have staff who directly manage work. The contractor is always in charge of health and safety at the worksite and is therefore responsible for health and safety management.
- 5.1.3 The contractor shall ensure that all work is undertaken safely and all appropriate safety procedures and requirements are followed. The “General Safety Rules” in Appendix A shall be followed at all times as a minimum requirement.
- 5.1.4 “The Manual” sets out specific HCC requirements for safety management on its sites.

5.2 Site Entry/Exit and Callout

- 5.2.1 Contractors shall access a HCC site only when instructed to by HCC. Where the site is staffed during normal working hours by HCC, the contractor shall report to the reception counter and explain the reason for their presence, their work location and their expected duration. They shall request to speak to the relevant person to whom they should pass on information on any specific hazards or processes which they will be creating or using. (Refer to “Contractor Hazard Management” procedure (Section 4) for guidance).
- 5.2.2 While on a HCC site, the contractor shall minimise disruption to other users of the property and shall ensure that the public are safe.
- 5.2.3 The contractor shall ensure that the security of the property is not compromised by their presence, i.e. doors, windows etc shall be secure when they are not present and worksites shall not be left unsecured enabling unauthorised persons to enter.
- 5.2.4 The contractor shall at all times carry and display some form of identity which proves that they are employed by a named employer, such that verification that they are legitimately on the HCC site can be made. (The form of identity shall be issued by the contractor).
- 5.2.5 At specific sites, a site induction will be required before contractors are allowed to move unaccompanied on site. Such sites include the plants and the public pools. Management at the sites will inform the contractor whether an induction is required. Alternatively, HCC may provide an employee to accompany the contractor at all times.

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5.3 Hazard Management

- 5.3.1 The contractor is responsible for the health and safety of their staff and subcontractors, and for the management of hazards associated with all work which they perform. The management of hazards shall meet the minimum requirements set out in the procedure "Contractor Hazard Management" (Section 4).
- 5.3.2 The contractor must take all precautions to minimise the impact on HCC staff and the working environment.

5.4 Reference Documents

- 5.4.1 The DOL and industry publications referred to in "The Manual" must be used as the essential references for safety management (Section 9).
- 5.4.2 The reference documents referred to in Section 9 are by no means an exhaustive list, but include:
- Guidelines for the Prevention of Falls
 - Guidelines for Safe Working at Heights
 - DOL Approved Codes of Practice
 - ANZ Standards
- 5.4.3 The contractor must work to best practice requirements, outlined in codes of practice, regulations, standards, and guidelines. This applies to both general issues such as Health and Safety of employees carrying out general work, Health and Safety management, hazard identification and control, and industry or task specific processes.

5.5 Training and Competence

- 5.5.1 Contractors, subcontractors and their employees shall carry out only that work and use equipment, for which they are competent.
- 5.5.2 If an employee is not competent they shall be adequately supervised by someone who is competent.
- 5.5.3 Employees shall specifically be competent in the following:
- the application, inspection before use and use of, personal protective equipment which they use;
 - the safe working practices required for them to carry out their job;
 - hazard identification and management.
- 5.5.4 The contractor shall determine the competence of all employees and of subcontractors. The assessment of competence shall be documented.
- 5.5.5 Periodic training shall be carried out to ensure employees remain competent in safe working practices, use of tools, equipment, and PPE.

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5.6 Subcontractors

- 5.6.1 Contractors that employ subcontractors are responsible for the subcontractors' safety on HCC sites.
- 5.6.2 The procedure for the management of subcontractors is contained in the "Management of Subcontractors" procedure (Section 7).

5.7 Emergency Planning

- 5.7.1 Where an evacuation plan exists for a site the contractor shall ensure they understand it before work commences. The requirements of the plan shall be adhered to and the response to an alarm shall be immediate.
- 5.7.2 Where an evacuation plan does not exist the contractor shall ensure that a plan appropriate to the site and the job is identified before work commences. This shall be done at the worksite planning session and instructed to all persons present.

5.8 Regulatory Requirements

- 5.8.1 The contractor shall comply with all regulatory requirements, including those in Acts, Regulations, Codes of Practice and Local Body bylaws.

5.9 Accident and Incident Reporting

- 5.9.1 Contractors are required to report in writing to HCC all accidents and incidents, including near hits, that occur on HCC worksites.
- 5.9.2 All accidents and incidents must be investigated to determine whether they were caused as a result of a significant hazard. All reports forwarded must contain results of the investigation.
- 5.9.3 Detailed procedures are contained in the "Accident/Incident Reporting" procedure (Section 5).

5.10 Corrective Actions

- 5.10.1 HCC requires that contractors report hazards or hazardous conditions to the appropriate HCC representative that require specific action and/or HCC resources.
- 5.10.2 For a form for reporting such conditions refer Appendix D.

5.11 General

5.11.1 Tools and Equipment

- 5.11.1.1 The contractor shall use only equipment which is correctly licensed or certificated, if required to be.
- 5.11.1.2 Equipment shall be adequately guarded, serviced and inspected to maintain it in a safe condition.
- 5.11.1.3 All electrical equipment and power leads will be tagged and tested and must be current when used on HCC worksites.

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5.11.2 Personal Protective Equipment (PPE)

- 5.11.2.1 The contractor shall provide all PPE required by its employees and subcontractors.
- 5.11.2.2 All PPE shall be appropriate for the hazard which it is protecting against and shall be inspected before use.
- 5.11.2.3 Whenever PPE is required it shall be used.
- 5.11.2.4 All persons using PPE shall be trained in its selection, inspection and use.

5.11.3 Hazardous Substances

- 5.11.3.1 Any hazardous substance shall be accompanied by its Material Safety Data Sheet (MSDS) which shall be readily available at all times that the substance is on the worksite.
- 5.11.3.2 Any PPE required, shall be provided by the contractor. The contractor shall ensure that any PPE required for a hazardous substance is used by all persons using the substance.
- 5.11.3.3 No illegal hazardous substances are permitted on HCC worksites.

5.11.4 HCC Tools and Equipment

- 5.11.4.1 Tools and equipment owned by HCC are not for use by the contractor unless specifically made available. If made available, they shall be inspected by the contractor before use and the contractor shall be satisfied that they are safe and appropriate for the work.
- 5.11.4.2 All necessary PPE and any necessary notification shall be managed by the contractor.

5.11.5 Notifiable Work

- 5.11.5.1 Any work which is notifiable to the Department of Labour Health and Safety in accordance with the Health & Safety in Employment Regulations 1995, shall be notified to DOL Health and Safety and HCC by the contractor.
- 5.11.5.2 Guidance on notifiable work is available from DOL Health and Safety; refer Reference Documents List (Section 9) and Appendix E for a sample of the DOL Notification of Particular Hazardous Work form.

5.11.6 Safe Work Procedures

- 5.11.6.1 The contractor shall prepare a safe work procedure for any activity not covered by, or inadequately covered by, "The Manual".

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- 5.11.6.2 Such safe work procedure shall be consistent with current industry practice, and the guidance provided by the industry regulations.
- 5.11.6.3 Various locations require permits to work prior to commencing work, such as entering a confined space, close proximity, hot work etc. All contractors/subcontractors must obtain a permit to work where required.

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5.11.7 Illegal Substances

5.11.7.1 No illegal substances are permitted on any HCC worksites

5.11.7.2 Any contractor/sub-contractor suspected of being under the influence of an illegal substance maybe instructed to leave the site immediately and/or the principal may shut the site down

6.0 RECORDS

Evidence of competency of contractor's staff and subcontractors –

- Records held by contractor
- Records of training
- Employees and subcontractors form of identity
- Material Safety Data Sheets
- Records of notification of notifiable work

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1.0 **PURPOSE**

To ensure that contractors engaged by HCC effectively identify and manage hazards to which they are exposed, or may create, as a result of the work they are undertaking, so as to prevent harm to themselves or other persons.

2.0 **SCOPE**

This procedure applies to contractors and subcontractors carrying out work for HCC.

3.0 **REFERENCES**

- Definitions
- Health & Safety in Employment Act 1992
- HCC Safety & Wellbeing Policy (Appendix H)

4.0 **RESPONSIBILITIES**

4.1 HCC is responsible for:

- 4.1.1 Maintaining a hazard register for permanent hazards at its facilities.
- 4.1.2 Making available to the contractor, an up to date copy of the hazard register applicable to the site/facility that the work is being carried out.
- 4.1.3 Implementing the controls for which it is responsible.
- 4.1.4 Taking prompt and effective action to establish the control for any new significant hazards for which it is responsible.

4.2 The contractor is responsible for identifying and controlling all hazards associated with the work to be carried out and while it is being carried out. To achieve this, the contractor is responsible for;

- 4.2.1 Reviewing the hazard register (Section 8) for all hazards which are relevant.
- 4.2.2 Assessing the identified hazards, devising and implementing effective controls to ensure safety during the job.
- 4.2.3 Completing a Hazard Identification form (refer Appendix C for an example of a DoL Hazard ID form) on site as necessary prior to starting the job and during the job to ensure all hazards have been identified. .
- 4.2.4 Effectively implementing all the required controls.
- 4.2.5 Reviewing the controls implemented to ensure that they remain effective throughout the job.

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- 4.3 The contractor is also responsible for:
- 4.3.1 Informing their staff and subcontractors of the hazards and control methods associated with the job.
 - 4.3.2 Ensuring their staff and subcontractors are competent for the work they are doing.
 - 4.3.3 Notifying HCC immediately of any significant hazards for which HCC is responsible.
 - 4.3.4 Reviewing any accidents and near hits to determine if a significant hazard exists.

5.0 **REQUIREMENTS**

5.1 Hazard Types

There are different types of hazards that contractors may be exposed to whilst working on HCC worksites. These are:

- 5.1.1 Permanent hazards related to the site; (most of these are listed in the HCC Hazard Registers).
- 5.1.2 Work process hazards associated with the plant, machinery, materials, or work method used such as chemicals, working at heights, atmosphere etc. Many are controlled through safe working procedures such as the DOL Approved Codes of Practice, guidelines, standards, or specific organisational procedures but others will require identification and determination of the control each time the task or process is undertaken. Primarily the contractor identifies this type of hazard and jointly with HCC where appropriate.
- 5.1.3 Temporary hazards or work environment hazards associated with worksites such as construction work, housekeeping, oil spills, tripping etc. These are identified by the contractor on site.

5.2 Hazard Identification

- 5.2.1 Contractors must ensure that they are aware of all the hazards that they, their subcontractors and other persons are exposed to or may create from:
 - the location in which they are working;
 - materials;
 - equipment;
 - work processes;
 - other work in the vicinity;
 - the environment (including climate) in which they are working;
 - other people in the vicinity.

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5.2.2 All hazards associated with the job must be identified:

- before the start of a job assignment;
- during the course of the work;
- if there is a change in:
 - the nature of the work and/or
 - the equipment, plant, or materials being used during the course of the work and/or
 - the work location.

5.2.3 HCC has identified many of the permanent hazards associated with its properties for the work being carried out by contractors. These are recorded in the HCC Hazard Register (Section 8).

5.2.4 Any other permanent hazards, all process hazards and all temporary hazards must be identified by the contractor.

5.2.5 A systematic approach is to be used by the contractor to ensure that the hazards are identified.

5.2.6 In determining the hazards, the contractor shall consider the situation, event or combination of circumstances that could give rise to an injury. In particular:

- What harm could occur?
- What is the probability that the harm will occur?
- How often will exposure to the hazard occur?

5.2.7 The contractor shall review all accidents, incidents and near hits it experiences and known events to other parties, to determine if a hazard exists.

5.2.8 All identified hazards will be assessed to determine the nature of the harm that could occur and the level of the risk.

5.2.9 Guidance on the determination of hazards and the relevant factors to be used, refer to the DOL Approved Codes of Practice for Managing Hazards.

5.2.10 Some HCC properties have hazard registers for work done by HCC staff. Any such register for a property being worked on should be reviewed.

5.2.11 Where a contractor is working in a public location e.g. roads, footpaths, parks and reserves where no Hazard Register is available, the contractor is required to complete a Hazard ID form to record hazards and their controls. (Refer Appendix C)

5.3 Contractor's Hazard Register

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5.3.1 The contractor shall prepare a hazard register to document the hazards which it is responsible for, as well as the appropriate controls. (These will be mostly work process hazards).

5.3.2 The hazard register shall be reviewed at least annually and whenever a new process or item of equipment is introduced.

5.4 Hazard Assessment

All hazards are to be assessed to determine if controls are effective in providing a safe work environment. This includes:

Exposure: assess the maximum exposure to the identified hazard at any one time. Consider the exposure relative to health and safety for all employees, public, visitors and contractors.

Probability: Asses the probability or the likelihood of an accident/incident occurring in relation to the identified hazard.

Frequency: Assess the frequency or how often the exposure to the hazard is likely to occur (consider all shift operations and maximum exposure possible)

Consequence: To identify the possible consequence/s assess all the possible cause mechanisms of a potential incident, injury/damage outcome.

5.5 Hazard Control

5.5.1 Hazards shall be controlled by using one or a combination of the following methods:

- Eliminating the hazard; this shall be the first method of control if practicable.
- Isolating the hazard if the identified hazard cannot be eliminated.
- Implementing engineering controls such as fall protection.
- Introducing administrative controls such as procedures, signage, instructions etc.
- Minimising exposure risk to the hazard by using recommended Personal Protective Equipment (PPE).

5.5.2 The concept of “all practicable steps” as defined is applied to the determination of the appropriate control for the hazard.

5.5.3 The controls applied to identify significant hazards where they cannot be eliminated must be regularly reviewed to ensure continued effectiveness. In particular:

- Where there are changes in the workplace, e.g. new plant or equipment.
- Where there is new knowledge on hazards and applicable controls.
- Where there are changes in the legislative requirements or standards.

5.6 Planning

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- 5.6.1 Prior to the commencement of a job and prior to arriving on site, the contractor shall refer to HCC's up to date list of hazards associated with the work location (HCC Hazard Register – Section 8 and unit/facility register where applicable). The hazard register, and recommended controls in it, must be used to plan the work methods and processes required to perform the work safely.
- 5.6.2 The contractor must also similarly review its own hazard register and, if available, the hazards register for HCC staff at the facility. The contractor must then identify any remaining hazards and determine appropriate controls.
- 5.6.3 All controls which are to be used must be prepared for and the correct equipment taken to the site.
- 5.6.4 If the contractor identifies hazards before or during the course of their work that are permanent hazards associated with the property, then the hazard must be notified to HCC. (A suitable Hazard Notification form is in Appendix D). Where the contractor identifies any immediate danger then the situation must be made as safe as possible, without endangering any person and the appropriate people notified immediately.

5.7 Worksite

- 5.7.1 All hazards identified requiring immediate control should be made as safe as possible, appropriate people informed and urgent action taken. Significant and unique hazards are to be notified to employees and visitors to the site using the most appropriate means available on the site e.g. hazard board, Hazard ID form.

5.8 Procedures

- 5.8.1 Where the control for a hazard requires a documented procedure, such a procedure shall be prepared, approved and instructed to employees. Specifically the operating instructions issued by the manufacturer of an item of equipment must be available to employees using the equipment and they must be familiar with those instructions.

5.9 Competence

- 5.9.1 All employees of the contractor and the subcontractor must be competent in hazard identification and control. Any necessary training must be provided by the contractor.
- 5.9.2 The contractor must determine whether their employees and subcontractors are competent and must document the assessment.

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5.10 Flowchart

PLANNING

Contractor is required to:

- obtain a Hazard Register form from HCC;
- complete a Hazard ID to identify hazards associated with the location at which they are working. Identify additional significant hazards associated with the work to ensure correct control mechanisms are supplied prior to arrival on site.

PLANNING

Assess all identified hazards to determine the most appropriate controls.

PREPARATION

Implement appropriate controls by eliminate, isolate or minimise e.g.:

- Engineering
- Procedures etc

PREPARATION

Ensure employees undertaking the work are aware of hazards and the control methods. Train employees in the use of those controls.

WORKSITE

Upon arrival at the job, perform a to review **all** hazards identified in the planning stage and to identify additional hazards at the site associated with work, including work environment and temporary hazards.

Implement further controls if necessary.

STOP

Is it safe to perform work?

No

Yes

Commence work & perform hazard identification if changes occur.

Review controls periodically to ensure effectiveness.

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6.0 Records

- Contractors Hazard Register
- Completed Hazard Identification forms
- Assessment of Competence of Employees

CONTRACTOR Health and Safety MANUAL

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1.0 **PURPOSE**

To specify the reporting requirements for accidents, incidents and near hits occurring whilst contractors and subcontractors are carrying out work for HCC, on its worksites or at its facilities.

2.0 **SCOPE**

This procedure applies to all contractors and subcontractors carrying out work on HCC worksites for HCC.

3.0 **REFERENCES**

- Definitions
- Contractor Hazard Management procedure
- Health & Safety in Employment Act 1992

4.0 **RESPONSIBILITIES**

- 4.1 HCC will arrange regular scheduled meetings with the contractor and all Health and Safety issues will be discussed and documented on the Meeting Checklist (Appendix B).
- 4.2 The contractor is responsible for the following, for work which they or a subcontractor does when working for HCC and while on HCC worksites:
- 4.2.1 Informing HCC, in writing, of all the accidents/incidents, including near hits, occurring on its worksites using a form such as that attached (Appendix G).
 - 4.2.2 Investigating accidents and incidents to determine whether they arose as a result of a significant hazard and to identify corrective actions to prevent a reoccurrence. (Refer Appendix F for sample DOL Investigation form).
 - 4.2.3 Notifying and controlling identified significant hazards in accordance with the requirements of "Contractor Hazard Management" procedure or equivalent.
 - 4.2.4 Notifying the appropriate regulatory authorities, where required and HCC of all accidents resulting in serious harm and/or property damage on HCC worksites.
 - 4.2.5 Fully investigating all instances of serious harm, providing a written report to HCC and implementing appropriate remedial action.

5.0 **REQUIREMENTS**

- 5.1 All accidents and incidents, including near hits, must be recorded. (Refer Appendix G for sample of DOL Accident Notification form).

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- 5.2 All completed forms must be copied to HCC.
- 5.3 Accidents and incidents, including near hits, must receive the appropriate level of investigation to determine whether the accident arose as a result of a significant hazard. (Refer Appendix F for sample of DOL Investigation form).
- 5.4 Where a significant hazard is identified as a result of an accident or incident, then it shall be notified and controlled in accordance with the “Contractor Hazard Management” procedure.
- 5.5 If a contractor or subcontractor has an accident that results in serious harm (refer Definitions) to an employee whilst on a HCC worksite, then the contractor must:
- 5.5.1 render assistance to the injured person;
 - 5.5.2 secure the scene of the accident as far as practicable without:
 - endangering any person
 - interfering with general public access to an essential service
 - causing serious damage or serious loss of property;
 - 5.5.3 immediately notify the police if the accident is fatal;
 - 5.5.4 notify the DOL Health and Safety in the area by telephone as soon as possible;
 - 5.5.5 notify the Safety & Wellbeing Advisor and appropriate HCC representative, as soon as possible;
 - 5.5.6 provide a written report to DOL Health and Safety on the prescribed form within 7 days;
 - 5.5.7 carry out a full investigation and provide a written report to HCC Safety & Wellbeing Advisor within 7 days of the accident.
- 5.6 Keep a written record of all accidents and incidents for two years or for the length of the contract/agreement, whichever is the greater.
- 5.7 Analyse accident data to determine if there are any trends or reoccurring accidents and if there are, determine an effective control.

6.0 RECORDS

- Completed Accident/Incident/Near Hit Report form held by HCC
- Accident/Incident investigation reports held by HCC
- Safety Meeting Checklists

CONTRACTOR Health and Safety MANUAL

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1.0 **PURPOSE**

To specify audit and review requirements to ensure that the contractor is complying with the requirements of "The Manual" and to require the contractor to co-operate with HCC in its endeavours to monitor contractor health and safety practices.

2.0 **SCOPE**

This procedure applies to all contractors carrying out work on HCC worksites for HCC.

3.0 **REFERENCES**

- Health & Safety in Employment Act 1992
- Contractor Hazard Management procedure
- Accident/Incident/Near Hit Reporting procedure
- Management of Subcontractors procedure
- Hamilton City Council Health & Safety Code of Practice and Policy

4.0 **RESPONSIBILITIES**

4.1 The contractor is responsible for:

- 4.1.1 Auditing and reviewing its working practices.
- 4.1.2 Participating in and co-operating with HCC when reviews and audits are carried out.
- 4.1.3 Implementing appropriate corrective actions where recommended by HCC.
- 4.1.4 Ensuring compliance with the requirements of "The Manual", the Health & Safety in Employment Act 1992, regulations and relevant codes of practice.

5.0 **REQUIREMENTS**

5.1 HCC will monitor its contractors to ensure that they are working in accordance with safe working methods.

5.2 The type of monitoring carried out will depend on the size and duration of the contract and may include:

- 5.2.1 Spot checking and random audits of the contractor's actual practices on site during work.
- 5.2.2 Formal audits of the contractor's health and safety systems and, in particular:

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- Hazard management
- Training and competence
- Accident and Incident reporting and investigation
- Subcontractor management

5.2.3 Safety performance evaluation upon completion of the contract.

5.3 The contractor shall ensure its own compliance with the health and safety requirements by reviewing its own systems on an ongoing basis.

5.4 Results of health and safety audits and reviews shall be submitted to HCC upon request as proof of compliance with this requirement.

6.0 RECORDS

- Audit reports
- Safety performance evaluations

CONTRACTOR Health and Safety MANUAL

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1.0 **PURPOSE**

To ensure that all subcontractors employed by a contractor carrying out work for HCC, adhere to the contractor procedures for effectively managing hazards to which they are exposed or may create, so as to prevent harm to themselves or other persons.

2.0 **SCOPE**

This procedure applies to all contractors and subcontractors engaged by a contractor, carrying out work for HCC.

3.0 **REFERENCES**

- Contractor Hazard Management

4.0 **RESPONSIBILITIES**

4.1 The Contractor is responsible for:

- 4.1.1 Engaging subcontractors.
- 4.1.2 Selecting subcontractors based on their safety record (amongst other critical factors).
- 4.1.3 Ensuring subcontractors are competent for the work for which they are engaged.
- 4.1.4 Ensuring all subcontractors adhere to HCC's requirements for contractors.
- 4.1.5 Ensuring hazard identification is carried out and controls are implemented.
- 4.1.6 Monitoring subcontractors to ensure all requirements are complied with.

4.2 The subcontractor is responsible for:

- 4.2.1 Complying with the requirements of "The Manual" as instructed by the contractor.
- 4.2.2 Managing hazards associated with their work.
- 4.2.3 Identifying and managing hazards associated with their field of speciality.
- 4.2.4 Ensuring that all work is carried out safely.
- 4.2.5 Ensuring that all legislative requirements for their work are complied with.

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5.0 **REQUIREMENTS**

5.1 Policy

- 5.1.1 All subcontractors working on HCC properties must comply with HCC's health and safety requirements as instructed by the contractor which engages them.
- 5.1.2 The requirements instructed must be based on the requirements of HCC's Contractor's Health & Safety Manual.
- 5.1.3 Hazards identified by HCC which have specific controls must be managed in accordance with the specified control.

5.2 Engagement

- 5.2.1 When employing subcontractors, the contractor must:
 - ensure that the subcontractor has a satisfactory health and safety record and has effective systems in place to manage safety on site;
 - ensure the subcontractor adheres to HCC's requirements detailed in "The Manual" whilst working on HCC worksites;
 - monitor the subcontractor whilst on site to ensure safe systems are in use and control measures applied;
 - ensure that the subcontractor is aware of all the hazards identified and participates in the formal tailgate sessions.

5.3 Audit

- 5.3.1 Subcontractors may be audited for compliance against HCC's requirements as a minimum.
- 5.3.2 Auditing will be carried out by, or on behalf of, HCC.

5.4 Accident Reporting

- 5.4.1 Subcontractors must report accidents, incidents and near hits in accordance with the procedure for contractors. (Section 5)

6.0 **RECORDS**

- Evaluation of Subcontractors Health & Safety Record
- Completed Accident/Incident/Near Hit Reports
- Completed Hazard Identification Forms
- Audit Reports

CONTRACTOR Health and Safety MANUAL

<i>Version:</i>	5	<i>Subject:</i> Hamilton City Council Hazard Register <i>Authority:</i>	<i>Section:</i>	8
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1.0 PURPOSE

To provide or make available, a copy of the HCC (site) Hazard Register where required.

2.0 SCOPE

HCC Hazard Registers applies to all work carried out by contractors and subcontractors engaged by a contractor, for HCC.

3.0 REFERENCES

- HCC (unit specific) Hazard Registers
- Contractor Hazard Management

4.0 RESPONSIBILITIES

4.1 HCC is responsible for:

4.1.1 Providing or making available, an up-to-date copy of its hazard register to each contractor (where required). It is acknowledged that due to changes on HCC sites, that these Hazard Registers will not always remain current.

4.2 The Contractor is responsible for:

4.2.1 Ensuring they have the most up-to-date copy of the HCC Hazard Registers where required.

4.2.2 Using the Hazard Registers when determining the hazards for a job.

5.0 REQUIREMENTS

5.1 The contractor shall ensure that any updated copy provided is added to "The Manual".

5.2 The contractor shall ensure that the current copy is used when carrying out hazard identification.

6.0 RECORDS

- HCC Property Management Unit Hazard Register (attached)
- HCC (unit specific) Hazard Registers

Hamilton City Council, Property Management Unit: Hazard Register

For a site or facility which is staffed, contractors must report to the reception area of the facility prior to undertaking any work

For a site or facility which has a hazard register for staff, that hazard register must also be reviewed.

Significant Hazard = total score 6 and over

Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Founders Theatre	Auditorium Ceiling	Lights Maintenance	Fall, trip or slip	2 x 4 = 8	Maintenance and installation of stage lights is carried out at walkway floor level, through large openings adjacent to walkways. High risk of person falling through the gap.	Full fall arrest harness to be used
Founders Theatre	Boiler Room & Fan Room	All	Asbestos	2 x 4 = 8	Pipes at ceiling level are lagged with asbestos. Containment on run of pipe is good but ends are not fully sealed. 'Tube' of asbestos can be moved on pipe, allowing dust to escape. (There is a possibility that the hot water piping throughout the theatre is also asbestos lagged)	Asbestos should not be disturbed. If any is likely to be disturbed a competent asbestos contractor is to be present. Requirements of GSG-EI rule 402 to be followed.
Founders Theatre	Auditorium Ceiling	All	Injury to 3rd party	3 x 3 = 9	Any item dropped from the ceiling level will injure a person below it in the auditorium.	Work in the ceiling is not permitted while persons are in the auditorium unless special circumstances apply and Stage Manager approves work taking place. All tools, materials and rubbish are to be prevented from falling and removed at completion of work.
Founders Theatre	Electrical Systems	All	Electric shock	2 x 4 = 8	Electrical systems not well marked. Extensive use of temporary cables, lights etc.	Cables to be secured overhead or taped to walkway and protected. Electrical systems to be treated with caution and competent person to be consulted for advice.
Founders Theatre	Lower Roofs	All work on roof	Fall, trip or slip	2 x 3 = 6	Roofs high, sloping and no edge protection	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Founders Theatre	Above stage	Climbing	Fall, trip or slip	2 x 3 = 6	Ladders are very high between stages.	Use installed ladders and walkways. Both hands to always be free for climbing, and no load hung on forearm. 'Loads' to be raised using installed system for backdrops etc. Adequate lighting to be used.
Founders Theatre	Auditorium Ceiling	Walking	Fall, trip or slip	2 x 4 = 8	Walkways in ceiling are wooden slat and provided with a handrail on one side only. The ceiling adjacent to the walkway is plaster tile with substantial fall below.	Keep to walkways and adequate lighting to be used.
Founders Theatre	Auditorium Ceiling	Lights Maintenance	Fall, trip or slip	2 x 4 = 8	Maintenance of all auditorium lights is not possible from walkways provided.	A competent person may walk the ceiling rafters but shall wear a full fall arrest harness attached to a secure and adequate anchor point at all times. Accompanying person shall be present.
Founders Theatre	Auditorium Roof	Access to roof	Fall, trip or slip	2 x 4 = 8	Access is via an old ladder.	Check ladder before using.
Founders Theatre	Stage roof	Access to roof	Fall, trip or slip	2 x 4 = 8	Access is via an old wooden ladder placed on the flydeck. Possible for ladder stiles to drop through gaps. Access to ladder is via flydeck which has limited load bearing capacity.	Check ladder before using. Ensure ladder feet will not slip through gap. Limit load on flydeck.
Founders Theatre	Lower Roofs	Access to roof	Fall, trip or slip	2 x 3 = 6	Roof access to be gained from ground level	Use EPV or ladder. Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing. Refer GSG-EI rule G709.

Hamilton City Council, Property Management Unit: Hazard Register

For a site or facility which is staffed, contractors must report to the reception area of the facility prior to undertaking any work

For a site or facility which has a hazard register for staff, that hazard register must also be reviewed.

Significant Hazard = total score 6 and over

Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Founders Theatre	Above stage	All	Contact injury	3 x 2 = 6	Stage operational activities can cause harm to a person in the vicinity.	All persons shall report to stage manager before accessing stage area or above it.
Founders Theatre	Flydeck	All	Fall, trip or slip	2 x 3 = 6	Decking is wide spaced boards on their flat. Noticeable spring when walked on.	Light loads only on decking
Founders Theatre	Above stage	Walking	Fall, trip or slip	3 x 4 = 12	Large number of cords across walkways, and balance weights stacked on walkways etc. Ceiling is low in some locations.	All cords to be raised or taped down. Care required. Adequate lighting to be used.
Founders Theatre	Auditorium Ceiling	Walking	Contact injury	3 x 2 = 6	Obstacles across walkway which could cause head injury.	Adequate lighting to be used
Founders Theatre	Foyer Ceiling	Painting/Sanding	Asbestos	2 x 4 = 8	Ceiling is stippled which may be with asbestos.	Ceiling to be treated as asbestos. Refer to GSG-EI rule G 402.
Founders Theatre	Above stage	All	Energy	3 x 4 = 12	Large number of loose cords and temporary circuits. Electrical systems not always marked.	Use qualified person for all electrical work. Assume all cables are live.
Founders Theatre	Fan Room	Maintenance	Contact injury	3 x 3 = 9	Belts on fan are inadequately guarded.	When working on or near belts the motor is to be isolated and locked in a safe state.
Founders Theatre	Auditorium Roof	All work on roof	Fall, trip or slip	2 x 3 = 6	Parapet around roof edge, which provides barrier protection. Roof slopes inwards.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Founders Theatre	Stage roof	All work on roof	Fall, trip or slip	2 x 3 = 6	Solid parapet around roof edge, which provides barrier protection. Central tower roof also contained within parapet.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Founders Theatre	Elevating stage	Maintenance	Crushing	3 x 3 = 9	Elevating stage has no installed system to prevent it lowering.	When working underneath stage install temporary chocks to prevent lowering.
Founders Theatre	Cat walks	Walking	Fall	3 x 1 = 3	Due to roof leaks over past years some cat walk decking has been damaged by water	Check surface if unsure treat as likely an issue use safety harness
Founders Theatre	Stage	All	Slip	3 x 1 = 3	Due to roof leaks always be aware of possible wet smooth surfaces	Ensure surface dry and treat as possible slip hazard
Founders Theatre	Light DB	Light maintenance	Electric shock	3 x 2 = 6	A leak has been identified near light DB board please monitor for moisture before work	Isolate before working within board also if moisture found lock down until safe
Founders Theatre	Fly deck	All	Items fixing	2 x 3 = 6	Over time during wet weather ropes securing props may get wet resulting in items becoming insecure	If in area check items are secure and notify if concerned if possible retighten rope
Clarence St Theatre	Auditorium Ceiling (Rear)	Lights Maintenance	Fall, trip or slip	2 x 4 = 8	One half of rear ceiling space has no walkways provided for access to auditorium lights, and other half has a minimal walkway. Ceiling is a very light construction and cannot be walked on. A substantial fall would result from stepping onto ceiling panels. Access to only a few lights is possible from walkway provided. As presently constructed access to lights cannot be safely provided for.	No entry permitted except on the one installed walkway. Approved Contractors to change lights.
Clarence St Theatre	Auditorium Ceiling (Front)	Lights Maintenance	Fall, trip or slip	2 x 4 = 8	Maintenance and installation of stage lights is carried out at walkway floor level, through large openings adjacent to walkways.	Persons doing this work, or similar, shall use a full fall arrest harness.

Hamilton City Council, Property Management Unit: Hazard Register

For a site or facility which is staffed, contractors must report to the reception area of the facility prior to undertaking any work

For a site or facility which has a hazard register for staff, that hazard register must also be reviewed.

Significant Hazard = total score 6 and over

Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Clarence St Theatre	Auditorium Ceiling	All	Injury to 3rd party	2 x 3 = 6	Any item dropped from the ceiling level will injure a person below it in the auditorium.	Work in the ceiling is not permitted while persons are in the auditorium unless special circumstances apply and Stage Manager approves work taking place. All tools, materials and rubbish are to be prevented from falling and removed at completion of work.
Clarence St Theatre	Electrical Systems	All	Energy	2 x 4 = 8	Electrical systems not well marked. Extensive use of temporary cables, lights etc.	Cables to be secured overhead or taped to walkway and protected. Electrical systems to be treated with caution and competent person to be consulted for advice.
Clarence St Theatre	Auditorium Ceiling	Climbing	Fall, trip or slip	2 x 3 = 6	Attachment of fixed ladder for access to auditorium ceiling is loose in walls. There is no 1 meter up stand at step off point.	Check ladder before using.
Clarence St Theatre	Auditorium Roof	All work on roof	Fall, trip or slip	2 x 3 = 6	Roof is coloursteel with a gentle slope, but no edge protection.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing. Fall arrest system required.
Clarence St Theatre	Stage roof	All work on roof	Fall, trip or slip	2 x 3 = 6	Roof is flat, unpainted galvanised steel with no edge protection.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Clarence St Theatre	Above stage	Climbing	Fall, trip or slip	2 x 3 = 6	Ladders are very high between stages.	Use installed ladders and walkways. Both hands to always be free for climbing, and no load hung on forearm. 'Loads' to be raised using installed system for backdrops etc. Adequate lighting to be used.
Clarence St Theatre	Auditorium Ceiling (Front)	Walking	Fall, trip or slip	2 x 3 = 6	Walkways in ceiling are wooden slat and provided with handrails. Below the walkway is plaster ceiling tile with substantial fall below.	Keep to walkway. Adequate lighting to be used.
Clarence St Theatre	Auditorium Ceiling (Front)	Lights Maintenance	Fall, trip or slip	2 x 3 = 6	Maintenance of all auditorium lights is not possible from walkways provided.	A competent person may walk the ceiling rafters but shall wear a full fall arrest harness attached to a secure and adequate anchor point. Must be an approved contractor. Accompanying person shall be present.
Clarence St Theatre	Lower Roofs	All work on roof	Fall, trip or slip	2 x 3 = 6	Roofs high, and no edge protection	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Clarence St Theatre	Tools & Equipment	Climbing	Fall, trip or slip	2 x 3 = 6	Ladders stacked at rear of stage are not marked as being for limited use. Several of them are unsafe, having loose stiles, stays etc.	Ladders are generally not for contractor use. If any ladder is used it must be safe. Refer to GSG-EI rule G909.
Clarence St Theatre	Auditorium Roof	Access to roof	Fall, trip or slip	2 x 3 = 6	Access to roof is from auditorium ceiling via removable galvanised steel cover. Cover is held down with wire. No ladder provided.	Use own ladder. Consult Hazard Register prepared for staff.

Hamilton City Council, Property Management Unit: Hazard Register

For a site or facility which is staffed, contractors must report to the reception area of the facility prior to undertaking any work

For a site or facility which has a hazard register for staff, that hazard register must also be reviewed.

Significant Hazard = total score 6 and over

Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Clarence St Theatre	Stage roof	Access to roof	Fall, trip or slip	2 x 3 = 6	Access to roof is via flydeck which has limited load bearing capacity.	Use own ladder. Limit load on deck
Clarence St Theatre	Lower Roofs	Access to roof	Fall, trip or slip	2 x 3 = 6	Roofs high, and no edge protection.	Access from upper roof, or from ground using EPV or ladder. Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing and GSG-EI rule G 709.
Clarence St Theatre	Above stage	All	Contact injury	3 x 2 = 6	Stage operational activities can cause harm to a person in the vicinity.	All persons shall report to stage manager before accessing stage area or above it.
Clarence St Theatre	Flydeck	All	Fall, trip or slip	2 x 3 = 6	Decking is wide spaced boards. Noticeable spring when walked on.	Light loads only on decking
Clarence St Theatre	Above stage	Walking	Fall, trip or slip	2 x 3 = 6	Large number of cords across walkways, and stage items stacked on walkways etc. Ceiling is low in some locations.	All cords to be raised or taped down. Care required. Adequate lighting to be used.
Clarence St Theatre	Above stage	All	Energy	2 x 3 = 6	Large number of loose cords and temporary circuits. Electrical systems not always marked.	Use qualified person for all electrical work.
Clarence St Theatre	Rotating stage	Maintenance	Crushing	2 x 3 = 6	Rotating stage drive mechanism is unguarded, but is in a separate room. This room is not locked. No smoke detector fitted.	When working on it ensure it is unable to be operated.
Meteor Theatre	Roof	All work on roof	Fall, trip or slip	2 x 3 = 6	Roof is corrugated iron sheet with a sawtooth shape. The vertical walls are glass. The perimeter of the roof is bounded by a substantial wall providing good edge protection. a person sliding down it will collide with glass panels (roofing replaced was Asbestos)	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Meteor Theatre	Roof	Access to roof	Fall, trip or slip	2 x 3 = 6	Access to each section of the roof is via a removed glass panel, which has been replaced with a galvanised steel sheet. The gate has to be held up while a person passes through it. Should the gate slip the person will be injured. There are also no installed access platforms provided to the gates. (A gate is required for each section of roof).	Use a temporary platform at each access point, and ensure gate is securely held open before passing through it.
Meteor Theatre	Floor	All	Fall, trip or slip	3 x 2 = 6	Floor is generally uneven with number of tripping hazards due to changes in level, debris etc.	Strong footwear to be worn.
Meteor Theatre	Tools & Equipment	Climbing/Sawing	Fall, trip or slip/Contact Injury	3 x 2 = 6	Mobile scaffold and sawbench are not secured against use by others	Mobile scaffold is based in auditorium for theatre staff use. This is not for contractors use. Sawbench in rear storage area is for theatre staffs use only, not for contractor use.
Meteor Theatre	Ceiling (Lounge)	All	Asbestos	2 x 3 = 6	Lounge area ceiling is Gibtex style.	Ceiling to be treated as asbestos until proven otherwise. Refer to GSG-EI rule 402
Meteor Theatre	Unused Rooms	All	Fall, trip or slip	3 x 2 = 6	Parts of the complex are locked off as not being required for use. These areas are not maintained.	These areas are not to be accessed unless essential to access services etc. If accessed extra care is to be taken to identify and manage hazards.

Hamilton City Council, Property Management Unit: Hazard Register

For a site or facility which is staffed, contractors must report to the reception area of the facility prior to undertaking any work

For a site or facility which has a hazard register for staff, that hazard register must also be reviewed.

Significant Hazard = total score 6 and over

Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Meteor Theatre	Ceiling	All	Fall, trip or slip	2 x 3 = 6	Ceilings (other than the auditorium) are hung and cannot support weight	Ceiling spaces are to be accessed from directly below only.
Waikato Events Centre	Exhibition Hall	Electrical	Energy	2 x 4 = 8	The electrical systems are in an unknown state, and need to be treated with caution. They show evidence of being worked on by many people without co-ordination or audit. Traveling shows have carried out their own electrical installation by hard wiring into the main system, and after removal of these installations no follow up checks have been made. The electrical distribution ring main has many access doors open exposing live busbars. There has been some major upgrading of these items but one still needs to be diligent in these areas	All work on the electrical system shall be carried out by a competent electrician. All cables should be assumed to be live. Any circuit marking should not be believed without test. Testing for safety and testing on completion need to be thorough.
Waikato Events Centre	Exhibition Hall Roof	All work on roof	Fall, trip or slip	2 x 3 = 6	Roof is asbestos corrugated sheet. The roof is a multi apex style with a slope of approx 20 degrees. The perimeter of the roof is unprotected. This roof is dangerous as it is brittle, and is asbestos.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Waikato Events Centre	Exhibition Hall Roof	All work on roof	Asbestos	2 x 3 = 6	Roof is asbestos sheet. Any mechanical work on it will create asbestos dust.	All work which involves dust creation shall be controlled as for asbestos work. Any gutter clearing requires wetting before debris moved. Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing and GSG-EI rule 402
Waikato Events Centre	Asbestos Roofs & Walls general	All	Asbestos	2 x 3 = 6	A number of roofs and walls on the site are of asbestos material (e.g. Thompson Stand walls).	All work which involves dust creation shall be controlled as for asbestos work. Any gutter clearing requires wetting before debris moved. Apply GSG-EI rule 402
Waikato Events Centre	Grounds	Walking/Driving	Fall, trip or slip	3 x 2 = 6	Grounds are generally uneven especially in carpark.	Wear firm footwear. Look when walking
Waikato Events Centre	Exhibition Hall	Electrical	Energy	3 x 4 = 12	The main switchboard has two supplies feeding it.	Ensure both supplies are identified, and if necessary isolated, before carrying out work.
Waikato Events Centre	Electrical supply near old grandstand	All	Energy	3 x 4 = 12	The electrical equipment is very old and in a very damp situation. Parts of it are still providing service. This building has been moved and upgraded	Extra caution required. No cable to be moved. Extra testing required before and after work.
Waikato Events Centre	General	Painting/Sanding	Dust	3 x 3 = 9	Due to the age of the buildings it is probable that many have coatings of lead based paint.	Evaluate paint coatings before sanding or scraping. Follow GSG-EI rules 806 and 807
Waikato Events Centre	Exhibition Hall	Scaffold	Fall, trip or slip	2 x 3 = 6	Exhibition floor is uneven, which will cause problems for scaffold towers.	When scaffold towers are moved no person is to be on it. At least two persons are to move towers.
Waikato Events Centre	Sheep Display Shed	All	Fall, trip or slip/Contact Injury	3 x 2 = 6	Shed is in very poor state. Extensive borer and rot. Roof is rusty. Wiring is old and still live.	No access onto roof under any circumstance.

Hamilton City Council, Property Management Unit: Hazard Register

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Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Waikato Events Centre	Exhibition Hall Roof	Access to roof	Fall, trip or slip	2 x 3 = 6	Access is provided via doorway directly onto asbestos sheeting.	If internal access provided is not adequate or safe EPV access may be used, or ladder/scaffold with platform at roof level.
Waikato Events Centre	Exhibition Hall		Contact Injury	2 x 3 = 6	Sawbench in exhibition hall preparation area with inadequate safeguard and no limitation of use	Sawbench not for contractor's use.
Waikato Events Centre	Site	Construction site	Generally activities		In general the site is in different phases of upgrading and possible construction observe signage and barrier fencing	All areas cordon off treat as restricted areas and approval to enter required
Waikato Events Centre	Site	Event mode	Multiple Hazards		During event mode contractors are not to access site unless requested	All PM and normal maintenance to be pre booked only emergency reactive tasks during events
Hamilton Gardens Pavilion	Roof	All	Fall, trip or slip	2 x 3 = 6	Roof is longrun coloursteel. No edge protection. Steep slope.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Hamilton Gardens Pavilion	Central Court	Lights maintenance	Fall, trip or slip	2 x 3 = 6	Central courtroom has roof which peaks in the middle. Lights in the middle are high and require EPV type access.	For lights maintenance an EPV is to be used. Hydraulic arm type is required that can be located to the side of the temporary floor.
Hamilton Gardens Pavilion	General	Lights maintenance	Fall, trip or slip	2 x 3 = 6	Most lights are very high and do not allow for ladder access	Use EPV for access to lights. Refer to GSG-EI rule G 709.
Hamilton Gardens Pavilion	Roof	Access to roof	Fall, trip or slip	2 x 3 = 6	Roof is accessed from ground level. Solid flat access to nearly the entire perimeter.	Ladder access or mobile scaffold is suitable. Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Hamilton Gardens Pavilion	Toilet Block	All		2 x 3 = 6	Sewer from toilet block has previously blocked and caused backfill of pipe sump. This was subsequently drained but not known to be cleaned.	If working in pipe sump assume it is contaminated and wear suitable PPE, particularly gloves. Wash hands well after working.
Hamilton Gardens Pavilion	Toilet Block	All	Chemical	2 x 3 = 6	Chemicals are stored in toilet block service area.	Containers of chemicals to be handled carefully if necessary. Report any spills and ensure they are cleaned up.
Hamilton Gardens Pavilion	General		Vermin	2 x 2 = 4	Occasionally rats are present due to proximity to river.	Follow good hygiene practices. Report presence of rats.
Hamilton Gardens	Site	Events mode	Multiple Hazards		During event mode contractors are not to access site unless requested	All PM and normal maintenance to be pre booked only emergency reactive tasks during events
Waterworld	General	All	Energy/ Fall, trip or slip	2 x 3 = 6	Extensive areas of flooring are typically wet. Pool areas generally damp.	Most floors will be wet and maybe slippery. Electric cables and tools to be kept off floors. Ensure fitted electrical items are suitable for damp areas. Check fitted electrical items to ensure they are still safe.
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Waterworld	Roof	All	Fall, trip or slip	2 x 3 = 6	Roof is very high, but flat, and no edge protection. Access is via internal ladder. Ladies changing room for gym can be viewed from one particular roof.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing. Work on roof which can view ladies changing room not permitted while changing room in use.
Waterworld	Dive Pool	Lights maintenance	Fall, trip or slip	2 x 3 = 6	Spotlights for dive pool are accessed from maintenance door adjacent to them. Possible to fall from doorway to concrete below.	Fall protection equipment to be worn at all times door is open.
Waterworld	Boiler Room	All	Energy	3 x 3 = 9	Two gas fired boilers installed. Limited space. No smoke or fire protection installed. No intrinsically safe electrical equipment. Hot surfaces.	Keep away from hot surfaces and wear overalls which cover whole body. All gas fitting to be by registered gasfitter. No work on or in close proximity to gas lines. No hot work or live electrical work without proving area gas free. If gas is smelt it is to be reported immediately.
Waterworld	Electrical General	Electrical	Energy	3 x 3 = 9	Electrical system has been maintained on a defect basis and not as an entity, hence has become uncoordinated. Circuits have not been documented or labeled. Not always consistent from circuit start to finish.	Check continuity of all circuits before working on them. Ensure circuits labeled as required. Report all defects noted.
Water world	Plant Area	Climbing	Fall, trip or slip	2 x 3 = 6	Stairway to east mezzanine floor is steep.	When descending, face the steps and reverse down.
Waterworld	Plant Area	Moving heavy loads	Contact Injury	2 x 2 = 4	Large grating in floor of plant area is too light for carrying heavy loads.	No heavy load on grating without extra support.
Waterworld	Ceiling (Pool)	All	Contact Injury	2 x 2 = 4	Walkways in ceiling have obstacles crossing them. Height space is limited.	Keep lookout for head obstacles.
Waterworld	Ceiling (Pool)	All	Egress	2x2=4	Due to structure and confined area to treat with respect, it's advise that when accessing this area one is either escorted by someone familiar with ceiling cavity	Easily to get confused or disorientated have support team
Waterworld	Ceiling (Pool)	All	Fall, trip or slip	2 x 3 = 6	Ceiling is fitted with walkways which allow access to all lights and fittings. Ceiling itself is not designed for any weight.	All work to be carried out from walkways. PMU to be notified prior to access
Waterworld	General	All	Injury to 3rd party	2 x 3 = 6	Large numbers of the public will be present most of the time	Ensure work practices do not harm the public, and that they are effectively kept away from work areas.
Waterworld	Plant Area/Chemical Store	All	Chemical	2 x 3 = 6	Chemicals are present in various forms and volumes. Some of these are hazardous, e.g. 50% caustic, D/E, Cl2. Chlorine lines are unmarked.	Contractor not to handle any chemical belonging to the site. Any handling or spillage to be notified to pool staff. All notices and instructions for chemicals to be followed, and correct PPE to be worn if advised.
Waterworld	Plant Area/Chemical Store	All	Chemical	2 x 3 = 6	Diatomaceous earth (used for filter material) is a suspected carcinogen.	Keep clear of area when D/E is being handled. If necessary to work then wear correct respiratory protection. Any spillage to be notified to pool staff.
Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Waterworld	Plant Area West Mezzanine floor	All	Fall, trip or slip	2 x 3 = 6	Plant room west mezzanine floor has no edge protection.	Access not permitted

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Waterworld	Ceiling (Entry lobby)	All	Asbestos	2 x 3 = 6	Ceiling is stippled which may be with asbestos.	Ceiling to be treated as asbestos.
Waterworld	Pipe tunnel below main pool	All	Asbestos	2 x 3 = 6	Fibrolite pipes installed in tunnel. These will contain asbestos.	All work which involves dust creation shall be controlled as for asbestos work. See GSG-EI rule 402
Waterworld	Pipe tunnel below main pool	All	Confined Area	1 x 1 = 1	Confined area and require escape plan before accessing area locked off only management personal have key on site	Team to be used with suitable communication equipment and rescue plan to be used and DOL to be notified
Waterworld	Spa Bath Plant Room	All	Energy	3 x 3 = 9	Heaters are gas fired. No 3 heater is disconnected but gas line is not plugged. Gas lines are not marked. Electrical equipment is not intrinsically safe.	Ensure no damage occurs to gas lines. If leak occurs ventilate area and notify HCC.
Waterworld	Stairway to gymnasium	Light Maintenance	Fall, trip or slip	2 x 3 = 6	Light fitting above stairway to gymnasium is not easily accessible.	Specific plan required for safe access when necessary.
Waterworld	Pipe tunnel below main pool	All	Contact Injury	2 x 3 = 6	Pipe tunnel has limited access and low height. Atmosphere could become contaminated.	Plan for work in restricted space. Ventilate tunnel as necessary. When person inside a person is to be outside who can periodically monitor them.
Waterworld	Access tunnel	All	Confined	1x 1 =1	To children's pool from main plant room locked off notify PMU and DOL prior to accessing	Suitable trained Team to be used with suitable communication equipment and rescue plan to be used and DOL to be notified
Waterworld	Concourse	All	Slippery	2 x 4 = 8	Take care when moving around concourse surface can be very slippery at all times	Use good footwear and don't rush also if working in this area provide suitable barriers for public
Gallagher	General	All	Energy/ Fall, trip or slip	2 x 3 = 6	Extensive areas of flooring are typically wet.	Most floors will be wet and maybe slippery. Electric cables and tools to be kept off floors.
Gallagher	Roof	Access to roof	Fall, trip or slip	2 x 3 = 6	Access to roof is from ground level. Most frequent access is to recover balls from gutter.	Access to be by ladder or EPV from ground. Refer to GSG-EI rule G 709
Gallagher	Roof	All	Fall, trip or slip	2 x 3 = 6	Roof is large curved structure, no edge protection, and edges are high from ground. Slope of curve is gentle.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Gallagher	Plant Room	All	Chemical	3 x 3 = 9	Various chemicals are stored and mixed in the plant room. Most hazardous is a bag of caustic. Also bags of diatomaceous earth. Caustic mixing tank is unmarked. Chlorine lines are unmarked.	Contractor not to handle any chemical belonging to the site. Any handling or spillage to be notified to pool staff. All notices and instructions for chemicals to be followed, and correct PPE to be worn if advised.
Gallagher	Plant Room	All	Chemical	3 x 3 = 9	Diatomaceous earth (used for filter material) is a suspected carcinogen.	Keep clear of area when D/E is being handled. If necessary to work then wear correct respiratory protection. Any spillage to be notified to pool staff.

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Gallagher	General		Chemical	3 x 3 = 9	Bait stations are laid for eradication of cockroaches. Nature of bait not known. Bait deposited on surfaces as a paste	Treat deposits of paste as bait and do not touch. Wash hands thoroughly.
Gallagher	General	All	Injury to 3rd party	2 x 3 = 6	Large numbers of the public will be present most of the time	Ensure work practices do not harm the public, and that they are effectively kept away from work areas.
Municipal Pools	General	Electrical	Energy	2 x 3 = 6	Pool is subject to frequent break in and vandalism.	Ensure extra care is taken with broken switches, fire alarms, etc. Always test electrical circuits before touching.
Municipal Pools	General	All	Drowning	4 x 1 + 4	Drowning could occur if the pools are not supervised.	Ensure external gates are closed and locked off while maintenance work is attended to within the pool complex.
Municipal Pools	General	All	Fall, trip or slip	4 x 3 = 12	Areas around pool are typically wet	Most floors will be wet and may be slippery. Electric cables and tools to be kept off floors.
Swimming pools generally	General	All	Public	3 x 3 = 9	In general all areas have a large public use and children are some times not supervised so plan tasks well	If possible plan tasks out of normal hours or cordon off area
Waikato Arts Museum	Roof (Sloping Tile)	All	Fall, trip or slip	3 x 3 = 9	Roofs are glazed tile, with relatively steep slope. They are very slippery when wet. There is no edge protection and substantial fall height from edge.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing. Use the installed fall arrest system.
Waikato Arts Museum Hamilton Museum	Roof (Top)	All	Fall, trip or slip	3 x 3 = 9	Top roof is flat. It has one edge with no edge protection, and others with low parapet. Roof also contains skylight structures.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing. Use the installed fall arrest system.
Waikato Arts Museum Hamilton Museum	Roof	Access to roof	Fall, trip or slip	3 x 3 = 9	Access to roofs will mostly be by internal access. Some lower roofs will require access from the ground.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing. Use the installed fall arrest system.
Waikato Arts Museum Hamilton Museum	Ceiling	All	Fall, trip or slip	3 x 3 = 9	Main ceiling space above exhibition gallery is accessible and contains services equipment, structural beams, ducting etc. Chipboard has been laid for enabling movement. Ceiling is plaster panels.	All movement within ceiling space to be by chipboard planks. All movement to be on hands and knees (no walking).
Waikato Arts Museum Hamilton Museum	Ceiling	Access to ceiling	Energy	3 x 3 = 9	Ladder for access to ceiling is in cubicle containing electrical panels etc. At top of ladder and to left of it are three transformers with unprotected terminals. Contact with them could be made by arms of person climbing ladder.	Wear long sleeved top and keep clear of transformers when climbing.
Waikato Arts Museum Hamilton Museum	Plant Room	All	Energy	3 x 3 = 9	Plant room contains variety of plant items. Included is a gas fired hot water heater. No intrinsically safe electrical equipment is fitted and no gas detection system.	All gas fitting to be by registered gasfitter. No work on or in close proximity to gas lines. If gas is smelt it is to be reported immediately. No hot work or live electrical work without proving area gas free.
Waikato Arts Museum Hamilton Museum	General		Chemical	3 x 3 = 9	Bait stations are laid for eradication of pests. Bait deposited on surfaces as a paste	Treat deposits of paste as bait and do not touch. Wash hands thoroughly.
Property Location	Zone/Area	Type of Work	Hazard Description	Assessment Probability X	Hazard Description (Long)	Recommended Control - Contractor

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			(Short)	Severity		
Waikato Arts Museum	Plant room	Access	Ladder	3x3=9	Access to plant room by ladder as per design care is required when climbing or taking equipment up	Contractors and staff to ensure they hold on to rail during climbing or descending ladder
Waikato Arts Museum	Plant room	Access to ladder	Fall, trip or slip	3x3=9	Access to steel ladder behind plant item No:5 difficult due to limited space as one required to climb over ducting to access	Take care when accessing ladder and if moving equipment plan process prior to starting task
Artpost	Roof (Upper)	All	Fall, trip or slip	3 x 3 = 9	Roof is galvanized iron, conventional slope. Roof is partially surrounded by substantial parapet (street front and half of sides).	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Artpost	Roof (Lower)	All	Fall, trip or slip	3 x 3 = 9	Lower roof is galvanized iron gable style roof. Side against building is safe but side away from building and ends have substantial fall potential. No edge protection provided.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Artpost	Roof (Upper)	Access to roof	Fall, trip or slip	3 x 3 = 9	No installed access to upper roof is provided. A practice has been to go from a window onto the lower roof with a ladder and use the ladder to access the upper roof. The practice has been described as dangerous.	Use EPV for access Refer to GSG-EI rule G 709
Artpost	Lift Well	Maintenance of Sump Pump	Contact Injury	2 x 3 = 6	Sump pump for building is in base of lift well.	Before any access to lift well sump the lift shall be isolated and locked.
Artpost	Basement	All	Ventilation	2 x 3 = 6	Building has substantial basement requiring removal of a wall panel for access. Light fitted. Area is clean and dry. Building services enter through the basement.	Wear good footwear and have adequate lighting. Plan for work in restricted space. When person inside a person outside is to periodically monitor them.
Artpost	Room on lower level		Chemical	2 x 2 = 4	Room used by printers. Smell of printing ink.	Ensure ventilation is effective. Identify location of inks before doing any hot work.
Minogue Park	Roof	All	Fall, trip or slip	3 x 3 = 9	Building is single storey. Roof is coloursteel, gentle slope. Good access from the ground is available on three sides. There are skylights fitted in the roof.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Porritt Stadium	Roof	All	Fall, trip or slip	3 x 3 = 9	Roof is gently sloped, but is very high off the ground and has no edge protection.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Porritt Stadium	Roof	Access to roof	Fall, trip or slip	3 x 3 = 9	No installed access to roof.	Use of EPV is preferred. Ladder could be used. Refer to GSG-EI rule G 709
Porritt Stadium	Ceiling	Lights maintenance	Fall, trip or slip	3 x 3 = 9	Lights on ceiling which illuminate public seating are high off the ground. The tiered seating does not provide a platform to use a ladder etc from.	Specific plan required before any work is carried out on lights at rear. EPV can be used for lights at front. Refer to GSG-EI rule G 709.
City Leisure Centre	Roof (Upper)	All	Fall, trip or slip	3 x 3 = 9	Roof is conventional longrun single apex style. No edge protection. Very high off ground.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
City Leisure Centre	Roof (Upper)	Access to roof	Fall, trip or slip	3 x 3 = 9	Access has been gained by temporary ladder from lower roof.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
City Leisure Centre	Stadium Ceiling	Lights maintenance	Fall, trip or slip	3 x 3 = 9	Stadium ceiling lights are high.	EPV required for access to lights. (Floor is strong enough) Refer to GSG-EI rule G 709.

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City Leisure Centre	Heater Shed	All	Energy	3 x 3 = 9	Gas fired hot water heater is fitted in 'lean-to' type shed on outside wall of building. Electrical fittings are not intrinsically safe. Ventilation is not good.	Gasfitting to be by registered person only. Any gas leak to be reported. No hot work or live electrical work without proving area gas free.
Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Frankton Railway Hall	Roof	All	Fall, trip or slip	3 x 3 = 9	Building is combination of single and double storey. Roof is corrugated iron. Rear roof is steep.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Frankton Railway Hall	Piles & under floor	All	Contact Injury	2 x 3 = 6	Timbers have borer.	Consider effect of borer when determining load carrying capacity of timbers
Frankton Railway Hall	Walls (Front)	Painting	Chemical	2 x 3 = 6	Building is old with painted weatherboard. It is highly likely that layers of lead based paint are still present.	Assume paint layers are lead based. Follow GSG-EI rules 806 & 807.
Frankton Railway Hall	Walls (Rear)	Painting	Asbestos	2 x 3 = 6	Rear wall cladding is fibrolite.	All work which involves dust creation shall be controlled as for asbestos work. See GSG-EI rule 402
Old St Pauls Hall	Roof	All	Fall, trip or slip	3 x 3 = 9	Hall is standard construction. Roof is corrugated iron. Roof is 40 degree slope.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Celebrating Age	Roof	All	Fall, trip or slip	2 x 3 = 6	Roof is flat galvanized iron. There is a parapet around the edge. There are skylights fitted into the roof.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Celebrating Age	Ceiling Space	All	Collapse	3 x 3 = 9	Ceiling space is very restricted. Only small persons can enter it. Rescue of a person would be very difficult.	Avoid access if possible. If not use small person, and limit their range of movement.
Water Treatment Plant	General	All	Chemical	3 x 3 = 9	A significant quantity of chemical is used and stored on site. In particular approx 2000kg of Chlorine is on site.	Be familiar with emergency evacuation procedure and respond immediately if evacuation called.
Water Treatment Plant	General	All	Chemical	3 x 3 = 9	A significant quantity of chemical is used and stored on site. In particular approx 2000kg of Chlorine is on site.	Ensure site induction is received.
Water Treatment Plant	Roof	All	Fall, trip or slip	2 x 3 = 6	Roofs are painted steel. Roofs require EPV or similar for access. No edge protection. Roofs are multi apex with small slope.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Water Treatment Plant	Walls (Low Lift Building)	All	Asbestos	2 x 3 = 6	Wall cladding is fibrolite	All work which involves dust creation shall be controlled as for asbestos work. See GSG-EI rule 402
Waste Water Treatment Plant	General	All		2 x 3 = 6	A major process plant with controlled access. All work by building maintenance contractors is carried out accompanied by HCC staff.	Report to reception. Follow instructions of HCC staff. Be familiar with emergency evacuation procedure and stay with staff person.
Hamilton Park Cemetery – Chapel	Roof	All	Fall, trip or slip	3 x 3 = 9	Roof is high with steep slope, typical of a church. No edge protection.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Crematorium	Roof	All	Fall, trip or slip	3 x 3 = 9	Roof is coloursteel, high with steep slope, and some edge protection & moderate sloped areas.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Crematorium	Engine Room	All	Energy/Heat	3 x 3 = 9	There are two gas fired crematorium chambers located in the centre of the room.	Contractors to avoid times when cremator is working, unless necessary.

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Hamilton East Cemetery	Office & Workshop	All	Chemical	2 x 3 = 6	Chemicals are stored in locked workshop.	Containers of chemicals to be handled carefully if necessary. Report any spills and ensure they are cleaned up.
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Central Library	Roof	All	Fall, trip or slip	3 x 3 = 9	Library is 3 storey building. Roof is in several levels. Top level is near flat and lower level is gentle slope. It is galvanized steel. Upper roof edges unprotected, lower roof has lip edge of varying height. Air conditioning cooling towers are situated on the lower roof. There is evidence of taggers accessing the roof, probably from adjacent buildings. Unused cooling tower framework is badly deteriorated and unsafe to climb on.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing. Keep off unused cooling tower. Work on and around in-service cooling tower requires fall restraint.
Central Library	Skylight	All	Fall, trip or slip	3 x 3 = 9	Skylight in ceiling above escalator has no obvious means of being able to clean the inside. It is large and installed directly above an escalator.	Erect scaffold for access
Central Library	Street Frontage	Window cleaning	Fall, trip or slip	3 x 3 = 9	Windows on three levels.	Ensure safe positioning for window cleaning. Use EPV and/or long pole as appropriate.
Central Library	Basement	All	Fall, trip or slip	2 x 3 = 6	Basement is unused, and has an extensive array of services. The services may or may not be used. Electrical systems installed including emergency generator. It could not be determined if the basement belongs to the Library.	Any access to be notified to person able to monitor presence. Treat all services as live until proven otherwise.
Glasshouses	Roof	All	Fall, trip or slip	3 x 3 = 9	Roofs and walls are glass. Some glasshouses have fitted rail along apex for travelling ladder, others do not.	For access to roof glass on houses with no rail, use system with equivalent safety to using rail and travelling ladder. This may require an EPV.
Municipal Building (Main)	Roof	All	Fall, trip or slip	3 x 4 = 12	Building is 10 stories high. Main roof is flat with low parapet protection at the edges. There is a glass wall fitted several metres from the edge which provides good protection. Above the main roof are two services towers. These roofs are flat but unprotected.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Municipal Building (Main)	Roof	Access to roof	Fall, trip or slip	3 x 4 = 12	Access to tower roofs is via installed ladder. This ladder has high bottom rung. To open the top hatch door requires free hands, but no means are provided for freeing hands while the door is opened.	Use step block at bottom and use attached climbing, or use temporary ladder at correct angle of slope.
Municipal Building (Main)	Windows	Cleaning	Fall, trip or slip	2 x 3 = 6	Each floor has good ledging for window cleaning, as well as a substantial rail on outside edge.	Use fall protection equipment at all times when on outside of building in line with exterior cleaning safety report March 07.
Municipal Building (Main)	Plant Room (10 th floor)	All	Energy	2 x 3 = 6	Plant room contains variety of plant items. Included are two gas fired hot water heaters. No intrinsically safe electrical equipment is fitted and no gas detection system. Emergency gas shut off valve is operated by cable with fusible links.	All gasfitting to be by registered gasfitter. No work on or in close proximity to gas lines. No hot work or live electrical work without proving area gas free. If gas is smelt it is to be reported immediately.
Municipal Building (Main)	General	All	Chemical	2 x 3 = 6	Rat bait stations distributed around building.	Assume bait is for rats and do not touch. Wash hands thoroughly if touched.

Hamilton City Council, Property Management Unit: Hazard Register

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Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Municipal Building	Roof	All	Fall, trip or slip	3 x 3 = 9	Roof between main building and council chambers is flat coloursteel with parapet edge. Octagonal roof over mayor's office is sloping with no edge protection. Routine access is from main building stairwell via door onto roof.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Municipal Buildings	General	All	Public		Please note these building have a large amount of public visiting daily and all staff areas one needs to barricade off work zones with suitable visible barriers	Use suitable barriers and if possible isolate public and staff access through work zone
Duke St Workshops	Roof – Employment Initiatives to Parks & Gardens	All	Fall, trip or slip	2 x 3 = 6	Roofs are flat to gently sloped. They are all coloursteel.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Duke St Workshops Civil Defense	Roof	All	Fall, trip or slip	2 x 3 = 6	Roof is sloped, and coloursteel. Some skylights fitted.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Duke St Workshops	Windows – Employment Initiatives to Parks & Gardens	Window cleaning, wall painting etc	Fall, trip or slip	2 x 3 = 6	Central two storey section of the building has a 'wide' ledge at mid height (3.5 mtr above ground). This could be used to clean windows, paint walls etc from. The edge has no fall protection.	All window cleaning to be done from ground level, or fall protection used. For painting scaffold, ladder or EPV etc to be used.
Duke St Workshops	Employment Initiatives/Parks & gardens	All	Contact Injury	2 x 3 = 6	Mezzanine floors have been erected throughout this building. A lot of loose materials, drums etc are stored on the mezzanine floors, and in cages. There is significant combustible material, and loose material which may fall. There is also a lack of head height.	Suitable footwear at all times. Check for loose material before working. Before doing any hot work check for and remove any combustible material and have fire extinguisher available.
Duke St Workshops	Employment Initiatives/Parks & gardens	Electrical	Energy	3 x 3 = 9	Mezzanine floors have been erected throughout this building. These now provide easy access to electrical cables which were previously out of reach.	All electrical work to be carried out only by suitably qualified persons. Ensure cables are firmly supported and secured in accordance with Codes. Check existing cables for damage when working with or near them.
Duke St Workshops	Parks & Gardens workshop	All	Combustible material	3 x 3 = 9	Workshops have significant quantity of combustible material, empty containers, etc stored in them. These create a fire hazard.	All hot work to be carefully controlled. Fire extinguisher to be available. Combustible material to be moved if necessary.
Duke Street Depot	Dangerous Goods Store	All	Combustible material	3 x 3 = 9	Dangerous goods store have significant quantities of combustible materials, empty containers stored in them. These create a fire hazard.	All hot work to be carefully controlled. Fire extinguisher to be available. Combustible material to be moved if hot work undertaken.
Hamilton Zoo	Roof (Main Bldg)	All	Fall, trip or slip	2 x 3 = 6	Roof is conventional single storey 14orrugated. Different patterns on each side. North side has areas of plastic sheeting over entrance, lean-to behind toilets and skylights over the toilets.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.

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Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Hamilton Zoo	Roof (Keepers and Ground Staff shed)	All	Fall, trip or slip	2 x 3 = 6	Conventional 15orrugated iron roof. Sheets of plastic fitted for skylights.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Hamilton Zoo	Roofs (General)	All	Fall, trip or slip	2 x 3 = 6	Low level roofs in different states of repair.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Hamilton Zoo	Free Flight Enclosure	All	Fall, trip or slip	2 x 3 = 6	Roof' of the enclosure is netting supported on chains. Some areas are rusting but unlikely to be dangerous.	Specific procedure required before any work on the netting. Must include person attached at all times.
Hamilton Zoo	Free Flight Enclosure Pergola Roof	All	Fall, trip or slip	2 x 3 = 6	Pergola roof is plastic	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Hamilton Zoo	Keepers and Ground Staff Shed	All	Fire	2 x 3 = 6	A keeper shed has significant storage of dry wood chips. These are a hazard for fire and explosion. Electrical circuits in storage room are conventional and old.	Any electrical work and any hot work requires wood chips to be dampened or removed. Fire extinguisher to be available. All electrical work to be thoroughly tested.
Seddon Park	Light Towers	Lights maintenance	Fall, trip or slip	3 x 4 = 12	Four lighting towers. Access is via locked internal ladder, then external ladder with no surround.	Develop safety plan in conjunction with Events management. Written procedure currently being developed May 2007. Liaise with staff on procedure prior to commencing work.
Seddon Park	Light Towers	Lights maintenance	Falling objects	3x3=9	While working on towers high risk of items falling onto anyone below	Cordon off area below light towers to ensure no access during maintenance work
Seddon Park	Light Towers	Lights maintenance	Falling objects	3x3=9	To develop final inspection and signoff that all items are secure and all tools are removed at completion of tasks. Some tool and equipment check sheet to monitor all tools and equipment either removed or loosened to be reinstated	PMU to ensure contractors complete final inspection and produce documented signoff assuring that site is safe. Check sheet to used when working on towers
Seddon Park Pavilion	Roof	All	Fall, trip or slip	3 x 4 = 12	Roof is very high, of varying pitch, and no edge protection. Access is via windows in top room.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Seddon Park Pavilion	Windows	Window cleaning, painting, maintenance	Fall, trip or slip	3 x 4 = 12	Windows are high up slope outwards.	All window cleaning to be done from ground level, or fall protection used. Ese EPV and/or long pole as appropriate.
Waikato Stadium	Light Towers	Lights maintenance	Fall, trip or slip	3 x 4 = 12	Four lighting towers. Access is via locked internal ladder.	Develop safety plan in conjunction with Events management. Written procedure currently being developed May 2007. Liaise with staff on procedure prior to commencing work.
Waikato Stadium	Outside Admin Office	All	Chemical	2 x 3 = 6	Rat bait stations distributed around Stadium.	Assume bait is for rats and do not touch. Wash hands thoroughly if touched.
Waikato Stadium	Plant Room (5 th floor)	All	Contact Injury	2 x 3 = 6	Low overhead structures/beams/machinery/head hazard. Raised lip in doorways to step over.	Ensure extra care is taken observing headspace and floor obstacles. Ensure light is turned on.

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Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Waikato Stadium	Players area Level 1	Wet vacuum	Energy	3 x 4 = 12	Electrical hazard from use of wet vacuum on rubber matting.	Contractor to ensure that portable RCD switches are used when removing water.
Waikato Stadium	Lifts	Cleaning/Maintenance	Energy	2 x 3 = 6	Lift to access five floors.	Ensure lifts are non-operational and cannot be switched on for maintenance/cleaning.
Waikato Stadium	Exterior walls	All	Energy, Fall trip or slip	3 x 4 = 12	External security lighting mounted very high. Building has vertical exterior for 5 floors.	EPV required for access to lights where possible. Refer to GSG-EI rule G 709. In other situations a specific plan is required before any work is carried out.
Waikato Stadium	Roof	All	Fall, trip or slip	3 x 4 = 12	Large portions of roof are a fabric/corrugated sail type structure incompatible with sustaining weight.	Any work on/above sail section of roof is prohibited.
Waikato Stadium	Roof	All	Fall, trip or slip	3 x 4 = 12	Roof is corrugated iron, conventional slope. The perimeter of the roof is unprotected.	Refer OSH Guidelines for the prevention of falls. There are many anchor points for fall arrest systems which must be worn at all times. Roof access to be authorized by Stadiums staff.
Waikato Stadium	Roof access	All	Fall, trip or slip	3 x 4 = 12	Roof of the Brian Perry roof is now restricted and locked to ensure no one access prior to been advise of significant hazard	All contractors access roof area are to provide a plan on how work is completed and anyone access roof is made aware of the hazards
Animal Care & Control Centre	Roof	All	Fall, trip or slip	3 x 3 = 9	Roof is 16orrugated iron in a curved profile. The perimeter of the roof is unprotected	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Animal Care & Control Centre	Kennel Floors & Pathways	All	Fall, trip or slip	2 x 3 = 6	A modern purpose built facility although designed with drainage in mind, can be extremely slippery if there is an excess of surface water.	Strong footwear to be worn and an awareness and cautious movement on wet floors.
Animal Care & Control Centre	Kennels & Dog runs	All	Contact Injury	3 x 3 = 9	Centre contains many dogs with potential for unanticipated 16orrugat.	Visitor procedures to ensure isolation of dogs in contractor areas. Don't touch any dogs.
SPCA Duke St	Roof	All	Fall, trip or slip	3 x 3 = 9	Roof is 16orrugated iron in a curved profile. The perimeter of the roof is unprotected	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
SPCA Duke St	Kennels and animal areas	All	Contact Injury	3 x 3 = 9	Centre contains many animals with potential for unanticipated 16orrugat.	Visitor procedures to ensure isolation of animals in contractor areas. Don't touch any animals.
Enderley Community Centre	Roof	All	Fall, trip or slip	2 x 3 = 6	Roof corrugated iron & very steep pitch in places, no edge protection. Other areas moderate slope.	EPV to be used for work on steep areas. Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing and GSG-EI rule G 709.
Enderley Community Centre	Gym	All	Fall, trip or slip	2 x 3 = 6	Ceiling is very high with hanging fluorescent lighting and unused heaters. Permanent ladder hooks are in place.	Ladders are not to be used. Use scaffolding or EPV. Refer GSG-EI rule G 709.
Fairfield Hall	Roof	All	Fall, trip or slip	2 x 3 = 6	Roof is 5mtrs high, corrugated iron with a moderate slope.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.

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Fairfield Hall	Groundsmans shed	All	Combustible material	3 x 3 = 9	Workshop contains petrol, empty containers, etc. These create a fire hazard.	All hot work to be carefully controlled. Fire extinguisher to be available. Combustible material to be moved if necessary.
Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Hamilton City Bowling Club	Roof	All	Fall, trip or slip	2 x 3 = 6	Single level building over 3mtrs high, with coloursteel roof of moderate pitch with some skylights.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Metro Judo Hall	Roof	All	Fall, trip or slip	2 x 3 = 6	Single level building with clay tile roof, in excess of 5mtrs in places, with reasonable pitch hip roof and some moderate sloping roof areas in coloursteel.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Ferrybank Basement Workshed (Museum)	All	All	Chemical/ Combustible material	2 x 3 = 6	Chemicals are present in workshop and petrol.	Containers of chemicals to be handled carefully if necessary. Report any spills and ensure they are cleaned up.
Hamilton Gardens (Green Barn)	Roof	All	Fall, trip or slip	2 x 3 = 6	Corrugated iron building with sloping roof in excess of 5 mtrs high in places.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Hamilton Gardens (Green Barn)	All	All	Chemical/ Combustible material	2 x 3 = 6	Chemicals are present in workshop and petrol. E.g. 17orrugated, cement, urea, paint.	Containers of chemicals to be handled carefully if necessary. Report any spills and ensure they are cleaned up.
Lake Domain Depot	Roof	All	Fall, trip or slip	2 x 3 = 6	Corrugated iron roof with sloping gabled roof in excess of 5 mtrs high in places with moderately sloping verandah across front of building.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Lake Domain Depot	All	All	Chemical/ Combustible material	2 x 3 = 6	Chemicals are present in workshop and petrol.	Containers of chemicals to be handled carefully if necessary. Report any spills and ensure they are cleaned up.
Memorial Park Workshed/Staff room	All	All	Chemical/ Combustible material	2 x 3 = 6	Chemicals are present in workshop and petrol.	Containers of chemicals to be handled carefully if necessary. Report any spills and ensure they are cleaned up.
Memorial Park Workshed/Staff room	Roof	All	Fall, trip or slip	2 x 3 = 6	Corrogated iron roof of reasonable pitch over 3 mtrs in height in places.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Transport Centre	Roof	All	Fall, trip or slip	2 x 3 = 6	Corrogated iron curved profile roof all over 3mtrs rising to two levels high at Northern end.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Transport Centre	Ceiling	Lights maintenance	Fall, trip or slip	2 x 3 = 6	Ceiling follows pitch of roof and as such is very high, over 3 mtrs at lowest point.	EPV to be used for any lighting/ceiling work. Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing and GSG-EI rule G 709.
Transport Centre	Windows	Cleaning	Fall, trip or slip	2 x 3 = 6	Windows extend from floor to ceiling and form entire walls in places.	EPV to be used for any window cleaning work above 3mtrs. Refer to GSG-EI rule G 709.

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Bank of New Zealand 354 Victoria St	Roof	Any	Fall, trip or slip	3 x 4 = 12	Roof is 4 levels high, with moderately sloping coloursteel and some areas of bitumen.	Follow safety rules on roof access door which required 18orrugated18on for roof access, 2 person team minimum and fall arrest system. Anchor points provided.
Bank of New Zealand 354 Victoria St	Top floor	Any	Contact Injury	3 x 4 = 12	Lift mechanism is isolated in a designated room. There are exposed moving parts of flywheels and lift cables. Other areas have low ducting.	Access room only when necessary. Ensure lifts are non-operational and cannot be switched on for maintenance/cleaning. Ensure lighting provided is switched on.
Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
Beggwiseman Building	Roof	Any	Fall, trip or slip	3 x 4 = 12	Building is old, 2 levels with verandah above 3mtrs from footpath.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Carter Holt Harvey	Roof	Any	Fall, trip or slip	3 x 4 = 12	Large Coloursteel Warehouse in excess of 5mtrs in height with moderate pitched gabled roof.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Allied Pickfords Iron Mountain	Roof	Any	Fall, trip or slip	3 x 4 = 12	Large Coloursteel Warehouse in excess of 5mtrs in height with moderate pitched gabled roof. Building used for storage & has large crates stacked to the ceiling.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing. To access internal lights move crates & use EPV. Refer to GSG-El rule G 709.
C I Munro	Roof	Any	Fall, trip or slip	3 x 4 = 12	Large Coloursteel Warehouse in excess of 5mtrs in height with moderate pitched gabled roof.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
National Bank 455 Te Rapa Road	Roof	Any	Fall, trip or slip	2 x 3 = 6	Roof is steeply sloping concrete tile hip design rising from over 3 mtrs at gutter level.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Chartwell, Dinsdale, St Andrews & Glenview Libraries	Roof	Any	Fall, trip or slip	2 x 3 = 6	Roofs are all single level under 5mtrs with very moderate slope excepting Glenview which has some steep sloping areas over 5mtrs at the apex.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Masters Ave Shops & Hillcrest Library	Roof	Any	Fall, trip or slip	2 x 3 = 6	Steep pitched coloursteel roof over 5 mtrs at apex with flat verandah over library entrance over 3mtrs above pavement.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Municipal Motor Camp	Amenities Block – Roof	Any	Fall, trip or slip/Contact Injury	2 x 3 = 9	Building is single level with decramastic hip roof altering to steep pitch in centre with 3 externally mounted gas water heaters.	Gasfitting to be by registered person only. Any gas leak to be reported. No hot work or live electrical work without proving area gas free. Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
ATC Dey St	All	Any	Fall, trip or slip/Energy	2 x 3 = 6	Hall is standard construction in rundown condition. Roof is corrugated iron with moderate slope, over 5 mtrs.	All work on the electrical system shall be carried out by a competent electrician. All cables should be assumed to be live. Any circuit marking should not be believed without test. Testing for safety and testing on completion need to be thorough. Refer Roofing Association of NZ, Guideline for Safe

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						Working at Height for Residential and Light Commercial Roofing.
Garden Terrace Café	Roof	Any	Fall, trip or slip	2 x 3 = 6	The building is single level with a coloursteel roof with steep pitch gabled centre section. Other areas are of moderate pitch.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
Refuse Transfer Station	Open slot in concourse	Any	Fall	3x2=6	Concern is mainly related to a child but the area is already a non children area but investigating barrier to isolate hazard, children are required to be kept in vehicles	Contractors to be careful when working in this area

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Refuse Transfer Station	Open pit	Any	Fall or trip	3x3=9	Open pit for dumping of rubbish in the past public have fallen into pit and hand rails have been install in some areas to assist people	Operation are required to have a person monitor when refuse centre in use some investigation into other options
Refuse Transfer Station	Vehicles	All	Being hit by vehicles	3x3=9	With multiple vehicles and with most reversing trailers etc to wards pit highly risky area to wall around	Operators to have a person monitor public and no general pedestrian activities allowed
<i>General (These hazards relate to a number of properties and are typical hazards that should be expected)</i>	Roofs (Commercial & Industrial)	All	Fall, trip or slip	3 x 3 = 9	All high roofs with unprotected edges present a significant hazard.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
General	Residential Properties	Electrical & gas	Energy	3 x 3 = 9	The electrical and/or gas systems in residential properties may have been interfered with by the residents. The integrity of the systems needs to be evaluated each time work is done on them.	Treat electricity and gas systems with care. Look for signs of interference. Ensure systems are inspected and tested at completion of work. Report any instances of interference.
General	Roofs (Residential & Light Commercial)	All	Fall, trip or slip	3 x 3 = 9	All roofs with unprotected edges present a significant hazard.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
General	Excavations	Plumbing, Gas, Electrical	Energy	3 x 3 = 9	Excavation work requires consideration of the location of underground services.	Refer to GSG-EI rule 904 and the OSH publication "Guide for Safety with Underground Services" 1994.
General	Walls (Painted)	Painting/Sanding	Dust	2 x 3 = 6	Due to the age of many of the buildings it is probable that many have coatings of lead based paint.	Evaluate paint coatings before sanding or scraping. Follow GSG-EI rules 806 and 807
General	Ceilings (Stippled)	Painting/Sanding	Asbestos	2 x 3 = 6	Ceilings which are stippled may contain asbestos.	Stippled ceilings to be treated as asbestos. Refer to GSG-EI rule G 402.
General	Public Toilets/Sports Block Changing rooms	All	Raw Sewage	3 x 3 = 9	All toilets have bacterial hazards associated with raw sewage.	Assume contamination and wear suitable PPE, particularly gloves. Wash hands and any exposed skin with soap after working. Plumbers are to be vaccinated for Hep A & B, Tetanus & Polio or provide a risk management plan.
General	Public Toilets/Sports Block Changing rooms	All	Chemical	2 x 3 = 6	Chemicals may be stored in toilet block service areas.	Containers of chemicals to be handled carefully if necessary. Report any spills and ensure they are cleaned up.
General	Public Toilets/Sports Block Changing rooms	All	Fall, trip or slip	2 x 3 = 6	Toilets & Change rooms, although often designed with drainage in mind, can be extremely slippery if there is an excess of surface water.	Strong footwear to be worn and an awareness and cautious movement on wet floors.

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Property Location	Zone/Area	Type of Work	Hazard Description (Short)	Assessment Probability X Severity	Hazard Description (Long)	Recommended Control - Contractor
General	Public Toilets/Sports Block Changing rooms	All work on roof	Fall, trip or slip	3 x 3 = 6	All roofs with unprotected edges present a significant hazard.	Refer Roofing Association of NZ, Guideline for Safe Working at Height for Residential and Light Commercial Roofing.
General	Ground surface	All	Fall, trip or slip	3 x 3 =9	In general due to uneven ground on many sites there is a need to be careful and wear suitable footwear	All contractors are to wear suitable footwear and inspect site prior to access
Public Toilets	Public toilets	All	Needles	3x2=6	Needles are some time left in public toilets which could cause infection or disease if contractor is scraped or impaled when working on these facilities	Check site for offensive items before doing tasks this may involve using a brush to remove items from behind pipe work etc also ensure area free of hazards before touching (also would be beneficial to wear gloves or suitable PPE gear
Garden Place Car Park	General	All	Vehicles	3x2=6	Vehicles moving through the building personal to follow normal traffic care when walking	Be careful when walking through vehicle access areas
Garden Place Car Park	General	All	Vehicles and pedestrian	2x2=4	If working in vehicle access ways one is at risk of being hit by moving vehicle	Ensure work zone is well identified and traffic have an identified alternative route pass work site, also in high risk areas work to be planned out of normal operation times
Garden Place Car Park	Ground surface	All	Fall, trip or slip	3x3=9	There are a selection of wheel stops and walking platforms which are trip hazards	Take extra care to identify these items when working or moving though car park floors
Garden Place Car Park	Ground Surfaces	All	Fall, trip or slip	3x3=9	During wet weather due to traffic movement there is often a lot of water making surfaces slippery	Take care when walking through the car park and wear suitable footwear

CONTRACTOR Health and Safety MANUAL

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1.0 **PURPOSE**

To ensure that site-specific hazards for which HCC is responsible, in relationship to the maintenance of HCC Buildings, are:

- identified, and
- managed effectively,

to prevent harm to contractors, HCC employees and the public and to promote a safe work environment.

2.0 **SCOPE**

This procedure applies to HCC employees.

3.0 **REFERENCES**

Health & Safety in Employment Act 1992
The Health & Safety in Employment Regulations 1995
Hamilton City Council Hazard Registers
Contractor Hazard Management Procedure

4.0 **RESPONSIBILITIES**

4.1 The Facilities Manager will:

- 4.1.1 Ensure that a hazard register is maintained for each site and building under their control.
- 4.1.2 Arrange for annual reviews and audit to be undertaken.
- 4.1.3 Ensure that contractors engaged by HCC are informed of existing hazards and are aware of the requirement related to the notification of new hazards and the Council's Hazard Management procedures.
- 4.1.4 Review the hazard register to ensure that hazards are recorded and effectively managed to minimise potential accidents.
- 4.1.5 Ensure that the appropriate training is undertaken for employees involved in hazard identification and assessment.
- 4.1.6 Ensure that all hazard notifications are appropriately actioned.
- 4.1.7 Review the controls applied to identified hazards to ensure that they have been implemented and remain effective.
- 4.1.8 Review the Accident/Near Hit Register to identify possible hazards.

5.0 **REQUIREMENTS**

- 5.1 A systematic approach is to be used to ensure that the following hazards are identified, assessed for risk and effective controls determined:
- Hazards specific to HCC buildings and sites.

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- Hazards specific to installed plant.
 - Hazards specific to operational processes.
- 5.2 A controlled programme will be used to identify hazards. This will include physical inspections of the work environment with the following elements:
- A formal hazard identification (annually)
- 5.3 Identified hazards will be documented in a Hazard Register. The register relates to the unit and will be maintained for all locations under the control of the HCC.
- 5.4 All identified hazards will be assessed accordingly to determine the type and nature of harm that could occur and the level of risk.
- In determining remedial control priorities, consideration shall be given to the situation, event or combination of circumstances that could give rise to the injury. This will be achieved through determining the consequences and likelihood.
- 5.5 Significant hazards shall be controlled by using one or a combination of the following methods:
- Elimination shall be the first preference for control, if practicable.
 - If the hazard cannot practicably be isolated then the risk shall be minimised.
 - A hazard can be isolated or minimised through the implementation of engineering controls which involve a structural change to the work environment, e.g. machine guarding, design change etc.
 - The introduction of administrative controls such as procedures, signage etc.
 - The provision of Personal Protective Equipment (PPE) that has been recommended to minimise risk to the hazard.
- 5.6 All newly identified hazards relating to HCC sites or buildings will require a Hazard Notification Form (Appendix D) to be completed and forwarded to the Asset Administrator for entry into the Hazard Register. Additionally all near hit/Accident Reports will be reviewed to determine whether a hazard exists. Hazards identified will also be entered into the Hazard Register and actioned in accordance with these procedures.
- 5.7 The Hazard Register will be reviewed as part of the planned Inspections to ensure that the controls identified are appropriate and have been implemented and that any new hazards are identified for inclusion in the register, assessed and have the appropriate control measures applied.
- 5.8 A formal hazard identification will be undertaken annually of all premises and sites to ensure that all hazards are identified, assessed and where necessary, have the appropriate controls implemented.

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5.9 An annual audit of the Hazard Management System will be undertaken to ensure that control measures have been implemented and that employees and contractors carry out tasks in accordance with the procedures and identified control methods.

The audit will include the following elements:

- Inspection of a random selection of register entries and supporting documentation.
- Review of contractor documentation, including hazard notification, accident/near hit reporting and tailgate meeting records.
- Review a sample number of contractor on site practices in relation to documented procedures.

5.10 The Contractor engaged by the HCC will be required to:

- Notify HCC of any further significant hazards identified at the HCC site or building.
- Meet all of the requirements contained within the Contractor Hazard Management Procedure.
- Apply the appropriate controls to any new or existing identified hazard.

5.11 All hazards notified by contractors in accordance with the Contractor Hazard Management Procedure shall be entered into the Hazard Register and the appropriate controls identified and implemented.

5.12 Where the identified hazard involves an exposure over a period of time, appropriate health monitoring of persons exposed to the hazard will be implemented. For example, hearing tests if an employee is exposed to noise as specified in the Health and Safety in Employment Regulations 1995.

5.13 Employees involved in hazard identification and assessment will receive appropriate training to ensure competence in this task.

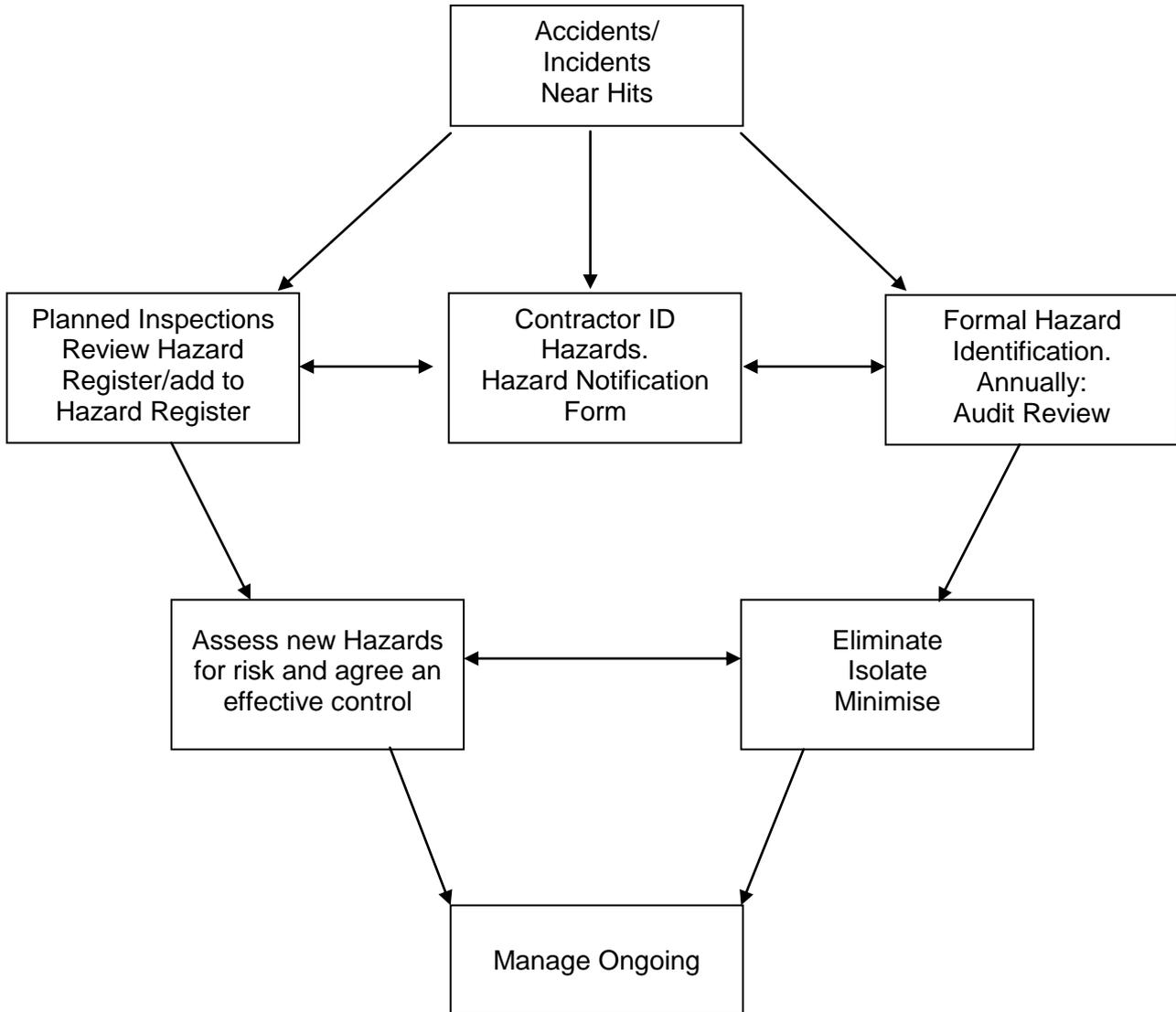
6.0 **RECORDS**

- Quarterly inspection reports
- Audit reports
- Annual review reports
- Records of training on hazard identification
- Hazard notifications
- Hazard Register
- Accident/Near Hit register

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Hazard Control Process



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Hamilton City Council utilise numerous Department of Labour reference documents, including Approved Codes of Practice, Guidelines, regulations and standards.

It is the contractor's responsibility to familiarise themselves with best practice requirements to conform with legislation, industry standards and associated reference documents.

The Department of Labour Workplace Health and Safety website www.osh.dol.govt.nz provides links to the above. Additional relevant publications are:

- Safety Manual - Electrical Industry Parts 1 and 2
- Guidelines for the Prevention of Falls
- Working at Height Safety Guide
- DoL Approved Codes of Practice
- Commercial Roofing (issued by the Roofing Association of NZ)
- Australian/New Zealand Standards

Other websites that provide information and resources for providing a safe workplace include:

- www.acc.co.nz
- www.nzta.govt.nz
- www.ermanz.govt.nz
- www.eea.govt.nz
- www.sitesafe.org.nz
- www.nzism.co.nz

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APPENDIX

- A** HCC Regulation Schedule for Contractors and Service Providers
- B** HCC Safety Meeting Checklist
- C** DoL [Hazard Identification form](#) (available online)
- D** DoL [Hazard Notification form](#) (available online)
- E** DoL [Notification of Particular Hazardous Work form](#) (available online)
- F** DoL [Accident Investigation form](#) (available online)
- G** DoL [Accident Notification form](#) (available online)
- H** HCC Safety and Wellbeing Policy

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Appendix A

Regulation Schedule for Contractors and Service Providers

All Hamilton City Council Service Providers and their own personnel are to adopt the Hamilton City Council Safety and Wellbeing Policy and Code of Practice, unless agreed that their own Health and Safety plan is better than, or at least equal to that of council. Where service providers have signed a council generated contract from one of the templates contained in the Procurement Manual they will be required to adhere to its principles.

Suppliers defined as low risk to council in financial terms and size of project, will sign the terms and conditions of a Purchase Order and this schedule. This Regulation Schedule allows the supplier to work on council premises, but does not supersede or invalidate the standard council terms and conditions.

1.0 GENERAL SAFETY RULES FOR SERVICE PROVIDERS

It is the responsibility of all service providers, and their personnel to:

- 1.1 Observe safety precautions, adopt a responsible attitude to their own safety and the safety of fellow workers and members of the public.
- 1.2 Observe all the specific safety rules and Standard Operating Procedures applicable to your particular area of work.
- 1.3 Adhere to all Local Body Bylaws, Policies and Government Acts, Regulations and Codes of Practice relating to safety and environmental standards.

2.0 STAFF SAFETY TRAINING

- 2.1 The service provider is to ensure that their personnel are adequately trained and assessed as competent in the safe and correct usage, handling and operation of plant, substances and equipment relevant to the task to which they are assigned. At no time are staff to be directed or expected to undertake any work activity which is detrimental to the safety, health or welfare of themselves or others involved in the work activity or work site.
- 2.2 The service provider is to ensure their staff, contractors and Hamilton City Council staff are fully aware of 'local site rules' e.g. smoking regulations, traffic restrictions and any potential hazards likely to arise in the vicinity of work carried out and if potential hazards cannot be isolated what procedure is to be used to minimise and monitor the hazard. Report all hazards immediately to the council Representative, also any unsafe working conditions and/or unsafe working practices that may cause injury to employees or damage equipment.
- 2.3 Service providers must advise the council Representative of any hazardous substances or any equipment intended to be brought onto the site. Any additional information such as product information sheets, emergency hazard control procedures must also be supplied on request by the Unit. The service provider will be familiar with Hamilton City Council emergency evacuation procedures and ensure all their staff are trained in the emergency procedures.

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2.4 A post work review shall be completed at closure of major contracts (refer Procurement Manual).

3.0 PROVISION OF SAFETY EQUIPMENT

3.1 The service provider at all times will exercise all necessary precautions for the safety of their personnel on the work site by providing the necessary protective clothing and equipment for their safety - i.e., earmuffs, safety glasses, safety boots, hard hats - i.e., as appropriate to the work being performed/workplace conditions.

3.2 The service provider will provide and maintain a first aid kit in all vehicles and at the work site. The contents must as a minimum meet the requirements of the Department of Labour First Aid Best Practice Guidelines.

4.0 ACCIDENT REPORTING

The service provider shall immediately notify the Hamilton City Council Representative of all accidents resulting in:

- a. Fatalities
- b. Lost time injuries to its employees,
- c. non-employee injuries (public),
- d. all damage to the environment (spills, emissions or discharge), and
- e. council property / equipment damage.

Service Providers are to notify Department of Labour Health and Safety and Hamilton City Council as soon as possible of any serious harm accident, (required under the HSE Act). Notification shall be followed by an interim written report as soon as possible and full written report within 7 days. Copies of all reports to be forwarded to Hamilton City Council Safety and Wellbeing Advisor within the above timeframes.

5.0 BREACHES OF CONTRACT

Where breaches of health and safety requirements have been identified by the Hamilton City Council Safety and Wellbeing Representative or Department of Labour Health and Safety, the principal will have the discretion to take appropriate action to protect personnel on site and may suspend the service provider, or any of their employees. If contracted, Hamilton City Council may rescind or cancel the contract totally. The service provider will meet any cost incurred by this action.

6.0 SUPPLIERS INDUCTION FORMS

Suppliers Induction forms are valid for the term specified, unless otherwise revoked or amended. Unit Manager's are to file originals of Suppliers Induction forms.

7.0 ANNUAL INDUCTION SEMINAR

For service providers who carry out work on site and have a Hamilton City Council generated contract, attendance of an induction seminar, to be organised on an annual basis by Hamilton City Council, is required.

8.0 AUDIT

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Hamilton City Council Safety and Wellbeing Policy or better is the standard required for working on Hamilton City Council sites. Site induction is necessary to review Hazard Management. Monitoring of work in progress is to be documented. Evaluation (post work review) should be carried out at the end of the project and documented. File contracts and forms in folder held with the Unit managing the project.

Safety and Wellbeing Advisor will do random audits on service providers.

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ACCEPTANCE OF TERMS

As signatory to this Hamilton City Council Agreement, I understand what is expected of me as a contractor/service provider and agree to comply with the Safety and Wellbeing Policy and Procedures of Hamilton City Council and supply all information as requested by Officers of the Hamilton City Council.

I further agree to advise all my subcontractors and personnel of their obligations to comply with this Health and Safety Regulation Schedule for Contractors and Services Providers and take responsibility for their compliance.

By accepting the agreement for providing a service to Hamilton City Council as described in the purchase order / works order from the Hamilton City Council, I agree to comply with the Contractor Health and Safety Manual, Safety and Wellbeing Policy and Regulation Schedule as a minimum requirement.

Name of Signatory:

Name of Organisation:

Position of Signatory:

Signature :

Date :

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APPENDIX B - SAFETY MEETING CHECKLIST

DATE: **CONTRACTOR:**

ITEM	QTY	DETAILS	ACTION TO BE TAKEN	BY WHOM/ WHEN
Accident Register				
Accident / Near Hit Reports				
Accident / Near Hit Investigations				
Serious Harm investigations				
New hazards identified				
New hazard controls				
Issues raised by staff				
Audit reports				
Other H&S issues?				

Use over page for additional space if required.

HCC

Representative:

.....

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APPENDIX D – Example of DoL form

Hazard notice

Given under section 46A of the Health and Safety in Employment Act 1992

To:
[name of the employer or representative of the employer]

I believe that there is a hazard in our place of work at:
[physical address or describe location of place of work]

This hazard is:
[describe hazard]

I suggest the steps that should be taken to deal with this hazard are:
[state details - it is optional whether to provide this information]

I confirm that: *[all these statements must apply before a hazard notice may be issued]*

- I believe on reasonable grounds that there is a hazard in our place of work.
- I have brought the hazard to your attention.
- I have discussed or attempted to discuss with you the steps for dealing with the hazard.

AND *[one of the following statements must apply - delete statements that do not apply]*

You refuse to discuss the hazard

or

You refuse to take steps to deal with the hazard

or

You and I do not agree on the steps that must be taken to deal with the hazard

or

You and I do not agree on the time within which the steps must be taken to deal with the hazard

or

I believe on reasonable grounds that you have failed to meet the requirements of section 6 of the Health and Safety in Employment Act 1992 in relation to the hazard within a time agreed during the discussion with me.

Signed Name Date

Trained health and safety representative

Notes for health and safety representative

- 1 You may issue a hazard notice only if you are a trained health and safety representative under the Health and Safety in Employment Act 1992. To be a trained health and safety representative you must have:
 - achieved a level of competence in health and safety practice specified by the Minister by notice in the *Gazette*; or
 - completed an appropriate course of training that has been approved under section 19G of the Health and Safety in Employment Act 1992.
- 2 You may (but do not have to) notify a health and safety inspector that you have issued this notice. If you do, you should ensure you provide your name and contact details to the inspector.

Notes for employer

- 3 This hazard notice sets out a description of a hazard that a trained health and safety representative believes exists in your place of work.
- 4 There is no penalty attached to this notice, however, it may serve as a prior warning for the purposes of an infringement notice issued by an inspector under section 56B of the Health and Safety in Employment Act 1992.

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APPENDIX E – Example of DoL form

Department of Labour
TE TAU MAHI



Health and Safety in Employment Regulations 1995 Notification of Particular Hazardous Work

Please mail or fax this form to the Department of Labour office as listed on the back of this form that is closest to the site where the work is to be carried out. Regulations 2 and 26 of the Health and Safety in Employment Regulations 1995 define notifiable work and set out who is responsible for making the notification. They are also quoted on the back of this form for your convenience. (If faxing this form, please return only the front page.)

Notification is hereby given under the Health and Safety in Employment Regulations 1995 in respect of the following work:

Nature of work (Tick appropriate box):

- | | |
|--|--|
| <input type="checkbox"/> Scaffolding (all kinds).
<input type="checkbox"/> Buildings and structures over 5 metres.
<input type="checkbox"/> Use of a lifting appliance.
<input type="checkbox"/> Trench, shaft, pit, etc.
<input type="checkbox"/> Drive or heading.
<input type="checkbox"/> Excavated face over 5 metres.
<input type="checkbox"/> Use of explosives.
<input type="checkbox"/> Work in, or breathing, compressed air or air substitute
<input type="checkbox"/> Restricted work involving asbestos.
<input type="checkbox"/> Demolition.
<input type="checkbox"/> Other: | <input type="checkbox"/> Felling trees for logging.
<input type="checkbox"/> Tree felling for commercial firewood.
<input type="checkbox"/> Tree felling in land clearance.
<input type="checkbox"/> Tree felling in maintenance of horticulture shelterbelts.
<input type="checkbox"/> Tree felling in maintenance of overhead power lines.
<input type="checkbox"/> Tree felling in arboriculture.
<input type="checkbox"/> Tree felling in silviculture.
<input type="checkbox"/> Tree felling for willow layering and other work in catchment areas.
<input type="checkbox"/> Tree felling involving wind throw. |
|--|--|

Address of worksite:

Main access road:

Location:

Contractor/ Self-employed:

Address:

Contact:

Phone: *Fax:*

Employer:

Address:

Contact:

Phone: *Fax:*

Certificate holder:

No.:

Phone: *Fax:*

(Please name certificate holder when notifying scaffolding, diving, asbestos or use of explosives.)

Brief description of work:

.....

Due date of commencement: / / *Estimated time to complete:*

Date: / / *Signed:*

(for employer)

DOH 10048

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APPENDIX F – Example of DoL form

Accident Investigation

Name of organisation: Branch/department:

PARTICULARS OF ACCIDENT			
Date of accident	Time	Location	Date reported
MTWTFSS			
THE INJURED PERSON			
Name		Address	
Age	Phone number		
Date of accident	Length of employment — at plant on job		
TYPE OF INJURY:			
<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scorch/abrasion	<input type="checkbox"/> Internal	
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn/scald	<input type="checkbox"/> Chemical reaction	
DAMAGED PROPERTY			
Property/material damaged		Nature of damage	
		Object/substance inflicting damage	
THE ACCIDENT			
Description			
Describe what happened (space overleaf for diagram — essential for all vehicle accidents)			
Analysis			
What were the causes of the accident?			
HOW BAD COULD IT HAVE BEEN?		WHAT IS THE CHANCE OF IT HAPPENING AGAIN?	
<input type="checkbox"/> Very serious <input type="checkbox"/> Serious <input type="checkbox"/> Minor		<input type="checkbox"/> Minor <input type="checkbox"/> Occasional <input type="checkbox"/> Rare	
Prevention			
What action has or will be taken to prevent a recurrence? Tick items already actioned			By whom
Use space overleaf if required			When
TREATMENT AND INVESTIGATION OF ACCIDENT			
Type of treatment given	Name of person giving first aid	Doctor/hospital	
Accident investigated by	Date	OSH advised YES / NO	Date

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APPENDIX G – Example of DoL form

Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992
For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1 Particulars of employer, self-employed person or principal:
(business name, postal address and telephone number)

2 The person reporting is:
 an employer a principal a self-employed person

3 Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4 Personal data of injured person:

Name

Residential address

Date of birth Sex (M/F)

5 Occupation or job title of injured person:
(employees and self-employed persons only)

6 The injured person is:
 an employee a contractor (self-employed person)
 self other

7 Period of employment of injured person:
(employees only)

1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8 Treatment of injury:

None First aid only
 Doctor but no hospitalisation Hospitalisation

9 Time and date of accident/ serious harm:

Time am/pm

Date Shift Day Afternoon Night

Hours worked since arrival at work
(employees and self-employed persons only)

10 Mechanism of accident/ serious harm:

fall, trip or slip hitting objects with part of the body
 sound or pressure being hit by moving objects
 body stressing heat, radiation or energy
 biological factors chemicals or other substances
 mental stress

11 Agency of accident/ serious harm:

machinery or (mainly) fixed plant
 mobile plant or transport
 powered equipment, tool, or appliance
 non-powered handtool, appliance, or equipment
 chemical or chemical product
 material or substance
 environmental exposure (e.g. dust, gas)
 animal, human or biological agency (other than bacteria or virus)
 bacteria or virus

12 Body part:

head neck trunk
 upper limb lower limb multiple locations
 systemic internal organs

13 Nature of injury or disease: fatal
(specify all)

fracture of spine puncture wound
 other fracture poisoning or toxic effects
 dislocation multiple injuries
 sprain or strain damage to artificial aid
 head injury disease, nervous system
 internal injury of trunk disease, musculoskeletal system
 amputation, including eye disease, skin
 open wound disease, digestive system
 superficial injury disease, infectious or parasitic
 bruising or crushing disease, respiratory system
 foreign body disease, circulatory system
 burns tumour (malignant or benign)
 nerves or spinal chord mental disorder

14 Where and how did the accident/serious harm happen?
(If not enough room attach separate sheet or sheets.)

15 If notification is from an employer:

(a) Has an investigation been carried out? yes no

(b) Was a significant hazard involved? yes no

Signature and date _____ / ____ / ____

Name and position
(capitals)

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APPENDIX H - HAMILTON CITY COUNCIL SAFETY AND WELLBEING POLICY

Management Policy **SAFETY AND WELLBEING POLICY** Hamilton City Council

Group:	Strategy	Date Approved:	June 2010
Sponsor:	HR Manager	Review Date:	June 2012
Approved by:	SMT	Number of Pages:	1

References

- Hamilton City Council Safety and Wellbeing Code of Practice
- Health and Safety in Employment Act
- All Safety and Wellbeing Policies referenced in the COP and Management Policies
- Safety and Wellbeing Charter

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- Policy

Purpose

Hamilton City Council senior management has committed to ensuring we have healthy people in a safe and productive workplace. Hamilton City Council is committed to the protection of its employees, visitors, contractors and the public from injury and illness by encouraging all staff to actively participate and contribute to an effective and proactive Safety and Wellbeing Management System that meets compliance to legislative requirements, codes of practice and applicable standards including the ISO9001:2000 Quality Management Standard and the Accident Compensation Corporation (ACC) Workplace Safety Management Programme (WSMP).

Scope

Management of Hamilton City Council shall provide the necessary resources and leadership to ensure that suitable facilities, equipment, training and information is provided so that all tasks can be performed in the safest manner possible. All practicable steps will be taken to prevent accidents and illness to staff, contractors and the general public. Continuous improvement of the Safety and Wellbeing Management System via consultative and participative processes with all staff and unions will be a primary objective for the Safety and Wellbeing Management System.

Policy

It is a requirement of the Hamilton City Council that all staff and contractors:

1. Practice safe work methods at all times to prevent injuries to themselves or others.
2. Use appropriate Personal Protection Equipment (PPE).
3. Report all accidents, incidents, near hits and discomfort in an accurate and timely manner.
4. Actively participate to identify and record hazards and to ensure controls for all hazards are effectively implemented.
5. Undertake appropriate training to ensure that they understand Safety and Wellbeing requirements and can perform all tasks safely.

In addition Hamilton City Council staff will:

6. (a) Actively participate in rehabilitation programmes where work related injuries and illness have occurred so that a safe and early return to work is facilitated.
- (b) Report any safety and wellbeing concerns immediately to management.

This copy is valid for this day 24/08/2010 only