

INDUCTION



WELCOME TO 131 WRIGHTS ROAD

EVEN IF YOU VISIT WITH US REGULARLY

PLEASE ENSURE YOU REVIEW & UNDERSTAND THIS SAFETY BRIEFING AS EACH SITE IS UNIQUE IN THEIR OWN WAY

CHECK LIST

✓ Your company has a hardcopy of your SSSP on site and you have read, understood and signed onto it?

If not – please MCL site Foreman

✓ You have/will make yourself familiar with MCL site foreman on arrival to site & continue to check in daily to review hazards & risks on site.

✓ You understand the importance of housekeeping and maintaining a tidy site.

All works conducted by yourself will not create unnecessary housekeeping risks to you or others on this site

✓ You will **only** use/operate plant & equipment you are trained to use

✓ You agree to wear the Personal Protection (PPE) as specified & that is task specific when required

✓ You will see MCL site foreman if you are conducting any hot works on site

You will need to complete a hot works permit and obtain authorisation prior to commencement of the works

✓ You have reviewed the below:

- Site Amenities
- Safety equipment
- Site Access & Exit
- Emergency Procedures
- Safety information

✓ You have reviewed site hazards including identification & control

- Site Hazards (Register)
- How to identify & eliminate or minimize hazards likely to be created or encountered
- The process of notification of new hazards (*both introduced and identified*)
- You have reviewed and agree to follow the expected conduct and rules

✓ You have reviewed MCL's procedure & instructions on reporting accidents, incidents & Near misses

✓ You will notify the MCL site foreman of any impairment incapacity, handicap or disability that could affect your performance of duties, or has potential to put yourself or others at risk.
- (including special treatment, medication etc)

✓ You acknowledge you have reviewed and understand all items on this site induction and I am aware of my responsibilities & conditions of continuing obligations.

✓ I agree to sign in AND out via the QR code on site.

✓ You will see MCL site foreman if you are conducting any hot works on site.
You will need to complete a hot works permit and obtain authorisation prior to commencement of the works.

✓ You have reviewed MCL's procedure & instructions on reporting accidents, incidents & Near misses

✓ You acknowledge you have reviewed and understand all items on this site induction, and I am aware of my responsibilities & conditions of continuing obligations

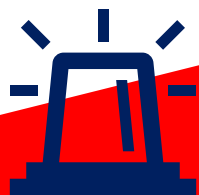
✓ I agree to sign in AND out via the QR code on site

**IF YOU HAVE ANY QUESTIONS ABOUT THIS INDUCTION,
PLEASE CONTACT OUR OFFICE
ON 03 423 1904**

EMERGENCY EVACUATION PLAN

In the case of emergency requiring evacuation of the project, either:

FIRE, EARTHQUAKE, SERIOUS ACCIDENT, STRUCTURAL COLLAPSE, TSUNAMI, EXPLOSION, AVIATION, INCIDENT, HAZARDOUS SPILL OR PRACTICE EVACUATION



The following warning will sound:

**3 BLASTS ON AIR HORN /
VEHICLE HORN**

If this warning sounds, **SHUT DOWN** all plant and equipment. All personnel on the project are to proceed **IMMEDIATELY** by the **SAFEST IDENTIFIABLE ROUTE** to the **SAFE ASSEMBLY POINT**

FIRST AID KIT & FIRE EXTINGUISHER ARE LOCATED IN TOWER and/or CONTAINER + MCL VEHICLE



DIAL 111 for:

FIRE, AMBULANCE, POLICE, GAS, & CHEMICAL SPILLS

EMERGENCY TELEPHONE NUMBERS:

CHRISTCHURCH HOSPITAL 03 364 0270

WORKSAFE NZ 0800 030 040

CANTERBURY POLLUTION HOTLINE 0800 765 588

POISON CENTRE 0800 764 766

POWER (ORION) 03 363 9898

POWER (MAIN POWER) 0508 60 78 80

MCL H&S Consultant – Dean Uren 021 433 268

Morel Construction Ltd – Office 03 423 1904

FOREMAN + 1st AIDER – Marty McGuinness 021 224 0966



When calling 111, READ THE FOLLOWING TO THE DISPATCHER:

We have an emergency at...
We need help from Ambulance/Fire...
Directions to the emergency are...
131 Wrights Road
Our phone number is... 021 224 0966
The medical problem seems to be...

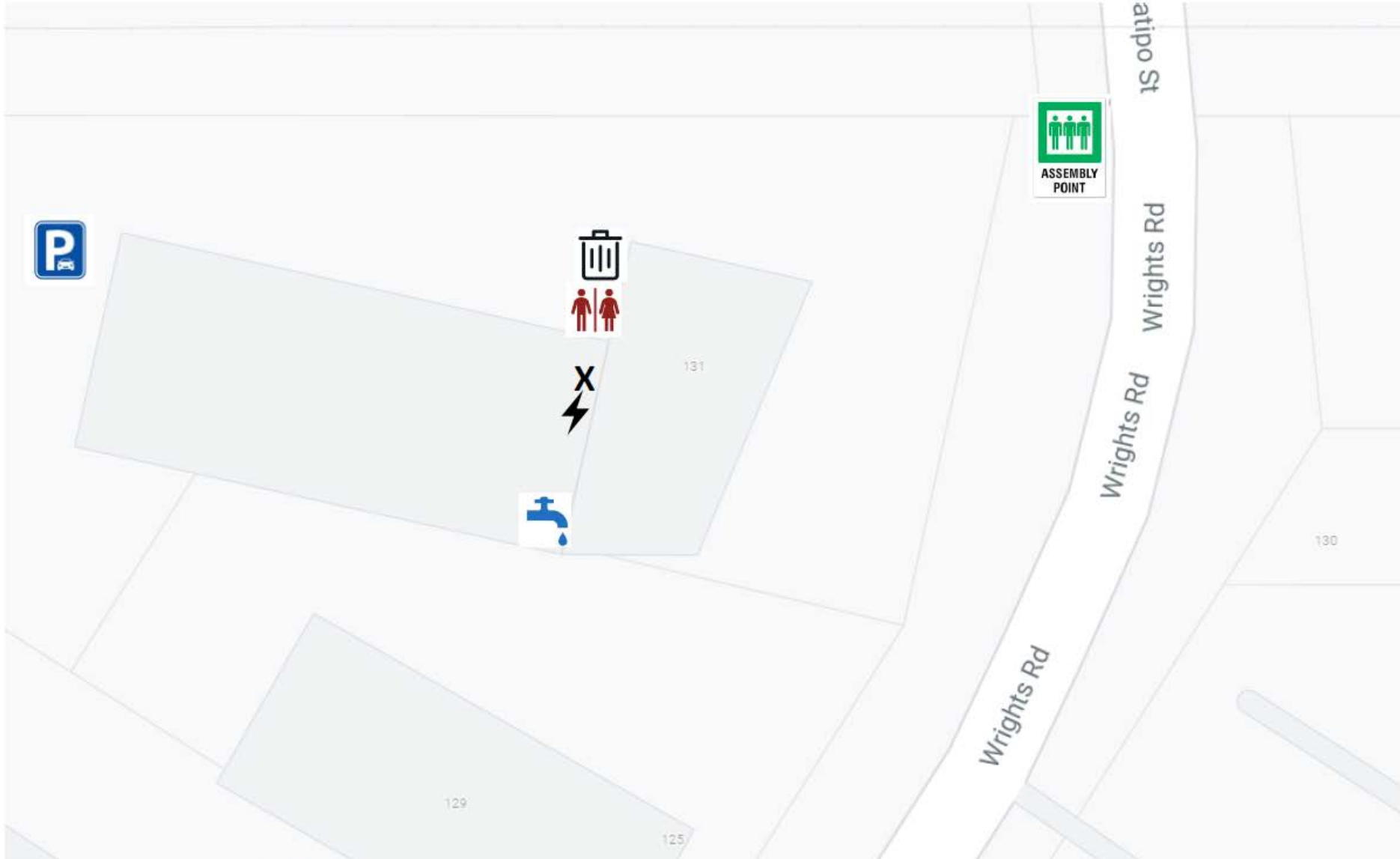
Send someone outside to meet the emergency services.
And **REMAIN** there, so **ALL** personnel can be **ACCOUNTED FOR**
DO NOT RETURN to the project until the Foreman has given the **OFFICIAL CLEARANCE**

EMERGENCY CARE FACILITIES ARE LOCATED AT:

Madras St 24-hour Clinic – 03 365 7777 - 401 Madras Street, Christchurch Central City

MAP TO EMERGENCY

131 Wrights Road



X = Site tower   

SAFETY INFORMATION

INCIDENTS:

To report all Incidents, Accidents and Near Misses scan the QR on site located in the container or site tower.

If you need help locating the QR, please see any Morel staff on site or call our office on 03 423 1904.



DOCUMENTS:

To view documents relevant to the project please refer to the red folder located on site in the container or site tower, alternatively call the office on 03 423 1904 and request them to be sent to you and/or your company.

Documents available are below:

- **H&S docs**
 - Daily Pre-starts
 - MSDS sheets
 - Task Analysis (TAs)
- **Drawings**
 - Site Drawings
 - Specifications
 - Other design docs

INSPECTIONS:

To complete or view the Daily Pre-Start please see the site Forman or call the office on 03 423 1904

– a copy is emailed to our office each day

PHOTOS:

All photos can be sent to Morel via email or text:

p. 021 737 078

e. admin@morelconstruction.co.nz

please include the details of the photos, including what site they relate to


HAZARD AND RISK REGISTER

The Hazard and Risk Register is used by the contractor and relates to site or job-specific hazards only. It does not replace a company's overarching Health and Safety Hazard Register. This document relates to any activities, procedures, processes or equipment that a contractor brings to the site, or is working on. To successfully complete this register, you must also use the Risk Assessment Matrix and Hierarchy of Controls

Consider the severity of injury/illness

RISK ASSESSMENT MATRIX	Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
	Catastrophic (e.g. fatal)	Moderate	Moderate	High	Critical
Major (e.g. permanent disability)	Low	Moderate	Moderate	High	Critical
Moderate (e.g. Hospitalisation/Short or Long-term Disability)	Low	Moderate	Moderate	Moderate	High
Minor (e.g. First Aid)	Very Low	Low	Moderate	Moderate	Moderate
Superficial (e.g. No Treatment Required)	Very Low	Very Low	Low	Low	Moderate

HIERARCHY OF CONTROLS

	Most Effective	ELIMINATE:		
		1.	Eliminate the hazard – remove it completely from your workplace	<i>If this isn't reasonably practicable, then...</i>
		MINIMISE:		
		2.	Substitute the hazard – with a safer alternative	<i>If this isn't reasonably practicable, then...</i>
		3.	Isolate the hazard – as much as possible away from the workers	<i>If this isn't reasonably practicable, then...</i>
		4.	Use engineering controls – adapt tools or equipment to reduce the risk	<i>If this isn't reasonably practicable, then...</i>
	5.	Use administrative controls – change work practices and organisation	<i>If this isn't reasonably practicable, then...</i>	
Least Effective	6.	Use personal protective equipment (PPE) – this is the last option after you have considered all the other options for your workplace		

Identified hazard or harm	What is the initial risk assessment? (refer risk assessment matrix)	Level of Control (refer hierarchy of controls table)	Controls	What is the residual risk assessment? (use risk assessment matrix)	Comment
Working with Cement	High	Minimise	<ul style="list-style-type: none"> • Ensure no cement is allowed to enter storm water of sewer drains – install proper environmental protection measures and dispose of correctly. • Store securely and in a dry place (off the ground) • Use PPE – Gloves (impervious, abrasion and alkali resistant gloves), barrier clothing, barrier cream, protective eyewear, face protection particulate mask (P1) • Avoid contact with skin and eyes and wash off with soap immediately if contact occurs • Use only outdoors or in a well-ventilated area, do not breathe dust • Always have the correct MSDS available 	Low	
Chemicals			Refer to Hazardous Substances / Materials		
Crane & Rigging			Refer to Load Lifting and Rigging		
Dust and Airborne Materials	High	Minimise	<ul style="list-style-type: none"> • Leave the dusty environment • Where practicable, seal area to limit dust contamination of the site • Identify type of dust (e.g. any asbestos, moulds etc.), if it is dangerous, reassess risk and controls • Wet down area • Wear suitable PPE: respiratory protection or dust mask, eye protection, protective clothing, gloves. • Ventilate 	Low	
Electricity	Critical	Minimise	<ul style="list-style-type: none"> • A Residual Current Device (RCD), Isolating Transformer or Earth Leakage Circuit Breaker (ELCB) must be used at all times • Ensure mains power or plant and equipment is isolated or decommissioned as required, prior to work starting 	Moderate	

			<ul style="list-style-type: none"> • Lock out and tag out as required • Identify all electricity prior to commencing work – physically check the site • Use only tagged and tested equipment (3 monthly as per ASNZS 3012) • Only trained and competent personnel to use electrical equipment and power tools • Check leads for damage before use and do not use damaged or suspect equipment • Keep a safe working distance from power sources • Ensure any power supply has been installed, isolated or decommissioned correctly by a registered electrician • Keep leads away from access ways, water, places they may be crushed or run over and avoid excessive bending • Do not use domestic rated electrical items, RCD's, multi-boxes etc. • Apply for a close approach permit where within 4m of power lines and keep a safe distance 		
Elevating Work Platforms			Refer to Mobile Elevated Work Platforms.		
Falling Debris / Objects	High	Minimise	<p>Do not store items at height wherever possible (e.g. tools not to be placed on dwangs, roofs etc.)</p> <ul style="list-style-type: none"> • Carry out work at ground level where possible, rather than at height • Physically isolate areas below work at height – use barriers, fences etc. Clear persons from the area. • Ensure correct edge protection is in place to prevent falling objects (e.g. kickboards, infill panels etc.) • Identify at risk areas and demarcate or isolate “no-go” zones and enforce • Wear PPE – Hard hats and safety boots • Stabilize objects which may fall if this can be done safely 	Low	
Fire / Flammable Products	Critical	Minimise	<p>Substitute for a safer product where practicable</p> <ul style="list-style-type: none"> • Ensure correct storage and Identification • Fire extinguisher and MSDS on standby • Emergency procedure in place • Workers not to smoke on site • Ensure area is well ventilated and any danger of sparks or excessive heat etc. is eliminated before use of flammable products (e.g. grinding, heaters etc.) • Emergency Drills are carried out every 6 months 	Moderate	

			<ul style="list-style-type: none"> • Sites are kept clean and tidy and rubbish is disposed of correctly • Machinery is kept in good working order and inspected regularly 		
Flying Debris	High	Minimise	<p>Where there is the likelihood of flying debris physically isolate the area with fencing, barriers, walls</p> <ul style="list-style-type: none"> • Where there is the likelihood of flying debris, clear the area of people where practicable, demarcate • Wear PPE suitable to control the risk – Hard hats, Protective eyewear, Face shields, Safety footwear 	Moderate	
Fumes	High	Minimise	<p>Remove yourself from areas with fumes</p> <ul style="list-style-type: none"> • Turn off machinery when not in use • Isolate areas with fumes, using physical barriers where possible • Ensure adequate ventilation • Install warning signage • Use an appropriate respirator 	Moderate	
Hand Tools (non-powered)	High	Minimise	<p>Store all tools in a secure location when not in use</p> <ul style="list-style-type: none"> • Only trained and competent users • Keep all hand tools clean and well maintained • Inspect tools periodically and remove any defective tools from service • Keep clear of sharp or moving parts • When using knives or cutters, cut away from yourself, keep blades sharp, dispose of used blades and sheath the blade and store safely when not in use 	Low	
Hazardous Substances / materials (solvents, cleaning solutions, scid washes, concrete etching acid, waterproofing compounds, sealants, adhesives,	High	Minimise	<ul style="list-style-type: none"> • Substitute hazardous substances for safer options where possible • Remove hazardous substances from site when not required, do not store these on site if possible • Isolate areas to prevent unauthorised access to hazardous substances as required • Ensure substances are kept in the correct containers and are correctly labelled • Material Safety Data Sheets (MSDS) are to be kept on site at all time with hazardous substances. This is the responsibility of the worker bringing the hazardous items onto the site. • All recommendations in the MSDS, and controls in Task Analysis, must be observed • Wear PPE as recommended in the MSDS and TA <p>Only trained and competent workers are to handle hazardous substances, or if in training, those workers must be directly supervised by and trained and competent person</p> <ul style="list-style-type: none"> • Erect warning signage as required 	Moderate	

cement and treated timbers)					
Hiab		Minimise	<ul style="list-style-type: none"> Refer to Load Lifting and Rigging 		
Impairment / Influence of drugs, alcohol, or fatigue	Critical	Eliminate	<p>Any workers who appear to be impaired will be sent home</p> <ul style="list-style-type: none"> Alcohol and drugs are strictly prohibited on all sites All workers must arrive fit and ready to work Workers must understand the potential effects of impairment 	Moderate	
Ladder Use	Critical	Minimise	<p>Ladders are for access only and not to be used as working platforms. Where a working platform is required, consider alternative options e.g. MEWPs and TWPs such as scaffolding towers or podiums.</p> <ul style="list-style-type: none"> Ladder work must be of "short duration" i.e. minutes, not hours Only commercial grade ladders, compliant with AS/NZS 1892 standard and with a minimum load rating of 120-150 kg are permitted Inspect the condition of the ladder prior to use and only use if in good condition: Structurally sound, free of defects (no missing / broken rungs, split stiles etc.), rubber feet in good order, stays operational, Install ladder and 4:1 angle Install ladder on a firm, flat surface and secure the ladder top and bottom. Ladder to extend 1 m above working platform Face the ladder, maintain 3 points of contact at all times, keep your hands free for climbing - do not carry things in your hands Never over-reach, keep your belt buckle between the stiles at all times. <p>Reposition the ladder rather than reaching</p> <ul style="list-style-type: none"> DO NOT work off the top two steps of any ladder The person and any tools or materials they are taking up should not exceed the highest safe working load stated on the ladder 	Moderate	
Load Lifting and Rigging (Cranes, Hiabs etc.)	High	Minimise	<ul style="list-style-type: none"> Load lifting operations to be suspended in adverse weather conditions The area below the lifting operation must be cordoned off and no person is permitted underneath the load Loads must be adequately physically secured to ensure they do not fall from truck during unloading 	Moderate	

			<ul style="list-style-type: none"> • Load-lifting operations must be supported by a detailed task analysis / lifting plan • Plan and ensure a flat set down area which is of an adequate size and strength for the load • All lifting operations must be carried out in accordance with Approved Code of Practice for Cranes WorkSafe NZ 2009 and Approved Code of Practice for Load lifting & Rigging WorkSafe NZ 2012 • All tilt-slab operations must be carried out in accordance with Approved Code of Practice for the Safe Handling, Transportation and Erection of Precast Concrete WorkSafe NZ 2002 • Only adequately trained and certified workers may rig loads, perform lifting operations or act as dogmen • Vehicle to be loaded / unloaded must be positioned on stable, level ground • Lift operator to be constantly aware of work area & personnel within proximity of the lift. All personnel to exercise situational awareness at all times and workers not involved with the lifting operation must keep clear of the lift area • All personnel involved in the lift must meet minimum PPE standards of safety footwear, hard hats & hi-vis • All lifting equipment to be kept in safe operational order and maintained to manufacturer specifications • All lifting gear to be inspected and certified by “approved” tester annually. • All lifting gear to be inspected & checked prior to each use and unsafe gear is not to be used • Lift operator must not lift loads over personnel or traffic • Use taglines to swing loads • Stay clear of stationary objects against which you could be pinned by a swinging load • Ensure all workers understand signals and forms of communication • Where normal traffic will be impeded (vehicles or pedestrians) by loading/unloading operations, a Traffic Management Plan must be in place and approved by Council and executed by suitable trained and competent personnel 		
Manual Handling	Moderate	Minimise	<ul style="list-style-type: none"> • Use mechanical lifting means where practicable instead of manual handling Moderate • Set up work area to minimise awkward movements • Use of correct lifting techniques. Feet shoulder width apart and flat on the floor. Squat do not bend or twist. Turn feet to destination as you lift. • Use more than one person for heavy or awkward loads • Take rest breaks as required 		

			<ul style="list-style-type: none"> • Keep muscles warm where practicable (e.g. wear thermals in very cold weather) • Keep work areas/walking paths clear • Wear PPE: safety footwear at all times and heavy-duty gloves and long sleeves if required 		
Mobile Elevating Work Platforms (MEWP) – E.g. Cherry pickers, scissor lifts, tele-handlers, knuckle boom lifts, forklifts etc.	High	Minimise	<ul style="list-style-type: none"> • Isolate the area around the MEWP with fencing where practicable, or cones, barriers, tapes, bunting etc. • Ensure the EWP cannot be struck by other vehicles • Choose the most appropriate MEWP for the intended task • MEWP to be strictly operated in accordance with manufacturer specifications / manuals which must be available on site with the machine • Do not work alone in an MEWP • Only trained, competent and authorized operators may operate an MEWP • All operations must comply with Approved Code of Practice for Power Operated Elevating Work Platform WorkSafe NZ 1995 and Best Practice Guidelines for Mobile Elevating Work Platforms WorkSafe NZ 2014 • Check that inspection certificate is current – if not, don't use the MEWP • Complete daily pre-operation checks and record this in the daily logbook • Never exceed the safe working load – DO NOT use as a crane • Setup with stabilizers fully extended on level ground, and brake applied • Ensure 4m clearance from power lines. Remain in the bucket if contact with live power wires occurs. • Only travel if the machine route is firm and level • Be alert for possible strike hazards caused by boom swing area • Use parking brake and brake lock • Do not over-reach or climb out of the platform • Most MEWP's require the users to wear a harness. Harnesses must be used in accordance with section 3.3 of the Best Practice Guidelines for Mobile Elevating Work Platforms WorkSafe NZ 2014 <p>Refer to Harness Use in this register</p>	Low	
Nails in Waste Timber	High	Eliminate	<ul style="list-style-type: none"> • Remove all nails from waste timber 	Low	
Open Floor Penetrations	Critical	Minimise	<ul style="list-style-type: none"> • Cover open floor penetrations with strong material (e.g. construction ply, scaffold planks) and secure covering • Isolate the open penetration with guardrails (top rail and mid-rail) and kickboards. 	Low	

(E.g. for sub floor work, stairwells etc.)			<ul style="list-style-type: none"> • Cover the opening with safety netting, installed by a trained and competent installer • Where none of the above are practicable, visually identify the opening with bunting flags, hazard tape, barriers and note on the hazard board, erect clear warning signage 		
Power Tools	High	Minimise	<ul style="list-style-type: none"> • All guards and other safety devices must be operable and kept in-situ • Wear all required PPE including protective footwear and eye and hearing protection – consider the risks / harm. Do not wear loose clothing or jewellery which can be caught in moving parts • Operate equipment in accordance with manufacturer instructions and keep maintained to manufacturer specifications by a competent person • Use the correct tool for the job. Don't use tool for a purpose for which it was not intended. • Ensure fittings such as blades, bits, cutters etc. are correct for the task and the tool (e.g. size, RPM rating etc.) • Keep proper footing and balance at all times. Do not use from ladders. • Never carry tool by cord or yank it to disconnect from receptacle. • Secure work. Use clamps or a vice to hold work. It's safer than using your hand and it frees both hands to operate tool. • Keep tools sharp and clean. Follow instructions for lubricating and changing accessories. Inspect tool and cords periodically. Have all worn, broken, or lost parts replaced immediately by an authorized service centre. Keep handles dry, clean, and free of oil and grease. • Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, cutters, and etc. Remove parts such as drill bits when not in use • Avoid unintentional starting. Do not carry a plugged-in tool with finger on switch. Be sure switch is off when plugging in. Keep hands, body, and clothing clear of blades, bits, cutters, etc. when plugging in. • Extension leads, cords and hoses must NOT be placed where they will be a "Tripping Hazard" or damaged by equipment or materials. • Take breaks / rest as required, especially with vibrating tools 	Low	
Repetitive Physical Tasks	Moderate	Minimise	<ul style="list-style-type: none"> • Take breaks where possible to relax muscle groups between repetitive tasks • When doing repetitive tasks, rotate users between different tasks where practicable 	Moderate	
Untidy work area, spills, waste and	High	Minimise	<ul style="list-style-type: none"> • Remove waste regularly and where practicable, store items off site • Keep work areas/walking paths clear of waste and materials 	Moderate	

materials stored on site			<ul style="list-style-type: none"> • Clean and tidy as much as practicable while working and have a more thorough clean up at the end of each day • Spills must be cleaned up immediately • Store materials and equipment in one designated area (or as few as is practicable), isolate • Run any electrical leads safely so they do not create a trip hazard • Ensure waste management solutions are available (e.g. skip, flex-bin etc.) • Maintain good housekeeping at all times 		
Weather Conditions (Adverse)	Moderate	Minimise	<ul style="list-style-type: none"> • If adverse weather conditions exacerbate work which is ordinarily hazardous to unacceptably high levels of hazard, work is to be suspended until safe • Materials are left physically secured or weighted down, waste is disposed of / removed • Work indoors • Monitor weather changes when exposed, and react accordingly • Scaffolding must be inspected after a storm • Be alert for snow, frost and due exacerbating slip hazards – wear non-slip Footwear 	Low	
Working Outside	Moderate	Minimise	<ul style="list-style-type: none"> • Ensure there is plenty of drinking water available • Wear a hat and wear clothing that will allow you to cool down. • Cover up with long clothing and/or use sun block of suitable rating and apply regularly • Wear sunglasses <p>Refer to Weather Conditions</p>	Low	
Working at Height	Critical	Minimise	<ul style="list-style-type: none"> • Eliminate the requirement to work on the roof where practicable • Edge protection must be provided where there is the risk of a fall from or through the structure of a roof • Perimeter or edge protection (scaffold or guard rail) shall be installed on all the exposed edges of a roof which includes the perimeter of buildings, • The hierarchy of control should be used to establish the most appropriate controls. All fall hazards must be adequately controlled prior to work at height. <p>Check for voids and gaps in protection and rectify</p> <ul style="list-style-type: none"> • Users of all fall protection systems must understand them and be competent to assess their adequacy. If in doubt, seek expert advice. Get the supplier/installer to inspect and certify fall protection before use if you are concerned • Appropriate rescue procedures (i.e. how to rescue a worker from safety nets or get them down from scaffolding) must be put in place for height work and procedures must be communicated to and understood by all workers 	Moderate	

- | | | | | |
|--|--|--|--|--|
| | | <ul style="list-style-type: none">• Instructions, rules and guidelines provided by the suppliers and/or installers of fall protection must be observed• Detailed Task Analysis is required for all work at height• Total restraint and work positioning systems must be attached to rated anchors which are tagged and recertified annually• Where proprietary edge protection is used, it must comply with AS/NZS 4994 Temporary Edge Protection• Timber guard-railing must comply with the WorkSafe NZ Good Practice Guidelines for Scaffolding in NZ Nov 2016• Regardless of type, edge protection must be installed by a competent person and should be inspected daily prior to use• Ensure a safe means of access to the roof (e.g. safe ladder installed and used correctly, temporary stairs etc.) | | |
|--|--|--|--|--|

IDENTIFICATION OF HAZARDS AND RISK CONTROLS POLICY

Morel Construction are required to have in place an effective program for the identification of hazards, assessment of risk and effective controls in place which meets the requirements of the Health and Safety at Work Act 2015.

DEFINITIONS

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and includes:

- A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
- Without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

HAZARD IDENTIFICATION

The following hazards should be considered:

- Mechanical: e.g. being caught in or by machinery or equipment, tools.
- Kinetic: Being struck or striking something on same level (e.g. hit by vehicle)
- Falls: Fall from heights, being hit by falling objects.
- Electrical: Electric shock/fire.
- Chemical: Vapour, mist, gases, dust, fumes, smoke, solvents, acids, pesticides, metals, paints, resins, wastes, spray, by-products, aerosols, flammability, explosives, corrosives, alkalis.
- Temperature: Extremes of heat or cold, local or whole body. (e.g. hot objects/cold weather).
- Noise: (e.g. Power tools)
- Vibration: Can be whole body (e.g. mobile plant) or local (e.g. power tools)
- Biological: Fungi, bacteria, mites, yeasts, enzymes, infected material, viruses, body fluids, blood.
- Psychosocial: This includes stress, fatigue, drugs and alcohol, work patterns.
- Environmental: This includes heat, temperature, light, distractions, dust, and air-movement.
- Hazardous to the Environment: This includes anything which can pollute the air, land, water, or enjoyment of the environment (e.g. nuisance noise or dust).

Morel Construction require all workers to identify the hazards before doing any job or task. This may include a routine, or non-routine task. The hazards must be identified particularly when:

- There is a new project or contracted works.
- New materials/substances, services or work processes are used.
- New, modified or hired equipment is used.
- Processes/practices are to be modified.
- There are changes which may have modified known hazards or risks.

RISK CONTROL

All Morel Construction sites use a Red Folder + QR codes located on site to document how risks are to be managed on site. Both these options house a Site Specific Risk Register which identifies and documents the specific risks for the site and the works to be conducted.

Sub-Contractors may in addition have their own Risk or Hazard Register, however they must add any new hazards or risks not yet identified on site into Morel Construction's Site-Specific Risk Register.

Where the hazard is recorded in the Risk Register as the potential for 'Major' or above severity, the controls must be adhered to where practicable.

Where all the controls cannot be implemented in their entirety or the hazard is not listed in the register, the hazard, risk assessment and controls to be used must be documented (e.g. in a Task Analysis or similar) and signed by those involved and a copy provided to Morel Construction for consideration and inclusion to the Risk Register where applicable.

The Risk Register and/or Task Analysis (TA) where applicable must be available to all workers who are involved in the task.

Where significant changes to the Risk Register are required (e.g. inclusion of a new risk or addition/removal of significant controls), this must be documented in the Pre-Start and on the hazard board.

Risk Controls

The control hierarchy of preferentially trying to eliminate a risk, if not possible then to minimise it. The agreed controls must be implemented to be effective. If the hazard or risk cannot be eliminated, there will generally be some form of ongoing minimisation procedures to control the risk to an acceptable level.

Minimising the risk should include consideration and application of where applicable:

- Substitution for a safer alternative.
- Isolation, e.g. physical barriers/guards.
- Engineering controls, e.g. interlock guards, safe by position controls.
- Administrative controls, e.g. training, procedures.
- Personal Protective Equipment, e.g. hard hat, hi-vis, safety footwear, gloves.

All risks must be controlled to the highest extent practicable once they have been identified. If a risk is scored as Catastrophic, discontinuing the operation until additional controls are implemented to reduce the risk should be considered as an option.

Risk Review

If a hazard has a 'Major' or 'Catastrophic' rating, the controls must be reviewed no less than 6 monthly and further controls considered to reduce the risk to as low as reasonably practicable.

CONSIDER THE LIKELIHOOD OF A HAZARDOUS EVENT OCCURING

CONSIDER THE SEVERITY OF INJURY/ILLNESS	RISK ASSESSMENT MATRIX	Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
	Catastrophic <i>(e.g. fatal)</i>	Moderate	Moderate	High	Critical	Critical
	Major <i>(e.g. Permanent Disability)</i>	Low	Moderate	Moderate	High	Critical
	Moderate <i>(e.g. Hospitalisation/ short- or long-term disability)</i>	Low	Moderate	Moderate	Moderate	High
	Minor <i>(e.g. First Aid)</i>	Very Low	Low	Moderate	Moderate	Moderate
	Superficial <i>(e.g. No treatment Required)</i>	Very Low	Very Low	Low	Low	Moderate

HAZARD IDENTIFICATION

You are obliged to report any possible unidentified hazards to Morel's site management.

By reporting unidentified hazards, we can ensure the **hazard board** is updated
and
introduce further control methods to eliminate or minimize the hazard.

MCL EXPECTED CONDUCT & RULES ON ALL SITES

HAZARD IDENTIFICATION

You are obliged to report any possible unidentified hazards to your immediate manager to ensure the Hazard Board is updated.

HAZARD REGISTERS: SITES

All Morel Construction work sites have Site Specific Safety Plans (SSSP) in place with current Hazard Registers

- this can be found in on our website, for a link to this text 021 737 078
- or a hard copy in the red folder on site.

YARD/OFFICE

- this can be found on the shelf in the yard by the door to the kitchen.

AND MSDS:

An electronic version can be found at <https://www.morelconstruction.co.nz/msds>

ACCIDENTS, INCIDENTS AND NEAR MISSES

All accidents, incidents and near misses shall be reported to site management. reporting must take place:

- via <https://www.morelconstruction.co.nz/hns>
- or, the accident, incident and near miss form the red folder on site
 - *the report must be filled in by the individual involved.*

An investigation shall be carried out by management if required to do so.

ALCOHOL, DRUGS, and ILLEGAL SUBSTANCES POLICY

All of the following are prohibited activities and will be viewed upon as serious misconduct, involvement in such activities would lead to removal from site and the use of the disciplinary process.

- The use of drugs, alcohol, or illegal substances while at your place of work
- Reporting for work under the influence of drugs, alcohol or illegal substances
- Selling or receiving of any drugs, alcohol, or illegal substances while at work or on work premises

STOP WORK AUTHORITY

We actively promote a stop work authority where there is unsafe work conditions or practices.

All persons on site have the authority to stop work if they believe the working environment or conditions have become inherently more dangerous.

Please assist MCL Foreman who may issue a formal direction for work to cease where it is unsafe.

Work will not recommence until corrective actions have been implemented to deem the workplace or activity safe.

RADIOS/MP3 PLAYER POLICY

- The volume of radios on all work sites must be kept to a reasonable level.
- MP3/Personal Music Players/Head Phones must not be worn working, the dangers of not being aware of your surroundings while listening to a personal music player poses too much risk to yourself and others on site.

SMOKING

All Morel Construction have a designated smoking area.

- There is NO smoking in company vehicles or plant, no smoking around any flammable liquid, gas, plant, offices, or storage unit facilities.
- Please be considerate and smoke in the designated areas only and if a bin is not supplied, clean up your butts.

PLANT AND EQUIPMENT (P&E) PROCEDURE

- Damaged plant or equipment must be tagged out with the red tag system as soon as they are deemed damage or fault is identified – see MCL staff for tag.
- Never wilfully damage, destroy or steal any property.
- Use safe start up and shut down procedures.
- Only trained competent employees to operate equipment, safe start up and shut procedures to be followed at all times
- Check all P&E before using.
- Follow standard operating systems (S.O.P)
- Use only what you are trained to operate.

LEAVING SITE

Ensure you sign out before leaving and let the MCL Foreman know, this is essential in the case of an emergency.

CONDUCT

- Never engage in any verbal abuse or disorderly conduct with any MCL staff, subcontractors, suppliers or visitors within the organisation
- Always abide by the law
- Be always courteous

GENERAL RULES

- Wear and use PPE as required
- Never alter any safety devices
- Machinery must not be operated without guards or damaged guards
- Inspect equipment for Safety Hazards before use
- Report any hazards immediately
- Maintain eye contact with operators of plant and machinery at all times when in close proximity
- Follow recommended procedures for handling hazardous materials
- Apply appropriate safe lifting practices
- Plant and equipment must only be operated by suitably skilled persons
- If any machinery is damaged it is not to be used
- Report all unsafe acts or imminent dangers to your Site Foreman
- Report all accidents and incidents, including new misses

Any breach of the above and you will be asked to leave site immediately and your employer will be contacted.