



# Dunedin New Zealand Riding for the Disabled

| CONTRACTOR HEALTH & SAFETY PLAN MONITORING   |  |
|--|--|
| Group Contract Manager to complete   |  |
| Contractor Company Name  | Joe's Construction   |
| Job Location   | ABC Building, level 2  |
| Job Description  | Build divider wall for new office  |
| Contractor's Employee in Charge of Job   | Joe Brown 0274333444   |
| Job Hazards and their Risk   | Noise – drills, saws, hammering construction activity<br>Electrical wires and Computer cabling<br>All hazards are regarded as significant  |
| Control Measures agreed to be Implemented  | Doors to remain shut to help isolate noise. Cutting to be completed in workshop as much as possible. Earmuffs worn by all staff when in operation.<br>Guard and trained saw operator<br>Electrician will isolate room. RCD's and tagged electrical cords and equipment will be utilised<br>Computer technician will identify all cables.<br>Keep access ways/exits clear at all times. |
| Work permits Required  | Issued by Contractor   |
| WorkSafe notifications required  | No   |
| Inspection/ Audit schedule (if applicable)   | Weekly construction safety inspection will be completed  |
| Incident reporting procedure   | All incidents reported to foreman (Joe Brown), who will forward onto Group Contract Manager.   |
| General and safety facilities to be provided for job                                     | Access to toilets and kitchen facilities.<br>First aid kit on job site.  |
| Emergency Procedure (alarm, assembly area, emergency equipment, wardens, first aid, etc) | Utilise building emergency procedure, alarm and assembly area.<br>Joe is warden and first aider.   |
| Communication with Staff and Contractors   | Weekly meetings with hazards, incidents and housekeeping as standard agenda items.   |

| Group Contract Manager to complete - Communication and Monitoring |   |
|---|---|
| Name  | Fred Bloggs, Maintenance Manager for XX group RDA |
| Date  | Notes   |
| 1 July 2022   | Job started, all in order                         |
| 3 July 2022   | Next spot check due                               |
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