



Hawkins Minimum Health and Safety Standards for Contractors

FORM HS 1.2C/7
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www.hawkins.co.nz







1. Introduction

This document sets out the minimum Health, Safety and Environmental (HSE) requirements for Contractors working for Hawkins. Other project specific documentation or instructions may set higher standards, in which case these will take precedence over this document.

2. Legal and other requirements

Your company must comply with relevant Health & Safety and Environmental laws and regulations applicable to the work being carried out. In addition, you are required to follow Client and Hawkins HSE requirements, as set out in the Contract and project specific Health, Safety & Environmental Plan.

3. Downer Alcohol and Other Drugs Policy and Procedure

Hawkins is a Downer NZ business. Downer's Drug and Alcohol Policy and Procedures will be implemented on the project. Refer to:

- **DG-ZH-PO083 – Alcohol and Other Drugs Policy**
- **DN-ZH-PR083 – Drug and Alcohol Procedure**

The documents are available upon request from Hawkins. Testing may include pre-commencement, random, post-incident and/or reasonable cause. If your workers are asked to take a test, then they will be requested to sign their consent.

Should they refuse testing or return a 'non-negative' test result they will be stood down from site. Re-entry to Hawkins projects will be at the discretion of Hawkins. Further testing costs or rehabilitation costs are the responsibility of the Contractor.

In the event of accident and/or property damage where the person is tested as 'non-negative', Hawkins reserves the right to claim costs from the Contractor and may allow their insurers to take recovery action on the individual.

In addition to the above, crane crew working on a Hawkins site for a period of 1 week or longer will be required to provide pre-commencement test for the presence of alcohol and drugs prior to starting. The testing is to be undertaken by an accredited provider to a recognised testing standard. Test results should be no older than 31 days. Tests result must be 0 ug/L for breath alcohol and a negative result from a urine test for those illicit drug types as detailed in AS/NZS 4308:2008. Further to this the project team may require alcohol and drug surveillance testing to be undertaken on a regular basis by crane operations teams throughout the time on site. The frequency of testing will be discussed by the project team.

4. Hawkins Contractor Safety Planning Requirements

4.1. Prequalification

All Contractors who are engaged directly by Hawkins are required to be prequalified. Hawkins preferred prequalification tool is SiteWise. SiteWise grades a Contractor's health and safety capability and makes the information available in a database that can be viewed by Hawkins. A score of 75% or more is required under SiteWise for this to be accepted. Alternate prequalification / certifications that will be accepted for prequalification include PREQUAL, ISNet, or as accepted under CHASNZ's Totika scheme. Limited exemptions apply for 'low value-low risk' work– check with your Hawkins representative if you think this applies to you.

We also encourage you to prequalify your subcontractors. Further information on SiteWise can be found at <https://sitewise.co.nz/>

4.2. Site Specific Safety Plan

Contractors are required provide a Site-Specific Safety Plan (SSSP) prior to commencing the work they have been contracted to undertake. The SSSP must include the following:

- SSSP Checklist (including a description of Contractor's scope of work).
- Contractor Safety Kick-off Meeting (completed and signed-off).
- WorkSafe Particular Hazardous Work Notification.
- Emergency Plan / Procedure for Hazardous Work.
- HSE Risk Register detailing the relevant risks, their controls and person/s responsible to manage each risk.
- Training and Competency Register for all workers, (including any subcontractor or labour hire workers contracted to you). The register must include as a minimum their name, role, qualifications (including expiry dates) and number of years of relevant experience. Hawkins may require you to provide copies of the certification for high risk works such as plant operation, electrical, and drainage.
- Hazardous Substances Register, including current Safety Data Sheets (SDSs).
- Plant and Equipment Register and Certifications.
- Task Analysis (TAs), Job Safety Analysis (JSAs) or Safe Work Method Statements (SWMS) for tasks where there is a high risk to personnel, property, or the environment.
- Daily Pre-Start Meetings.

- Weekly Toolbox Meetings.
- Safety Inspections.
- Incident / Accident / Near Miss Register, Investigations, and other Records.

A Site Safe SSSP template can be downloaded for free from <https://www.sitesafe.org.nz/products-and-services/sssp/kowhai-yellow-site-specific-safety-plan-sssp>

Additionally, Site Safe run training courses in completing these plans.

4.3. Site Access

You must ensure your workers including your own employees, subcontractors and any labour hire staff are inducted onto your own safety requirements prior to them commencing work. Induction records must be included within your SSSP folder. Your visitors must also be inducted and escorted. Workers will be able to complete the first section of their induction prior to coming to site by viewing the Hawkins induction video and completing the **'Site Safety Induction – Checklist Part A'** questionnaire following this.

You can access the video ad Site Safety Induction Checklist Part A: <https://safetyathawkins.co.nz/hawkins-full-site-induction>

Please speak to a member of Hawkins Site management who can provide you with additional details.

All workers must also complete a Hawkins Site Specific induction and hold as a minimum a current Site Safe Foundation passport. We will accept proof of course bookings when existing cards expire, or where there is a current recognised overseas equivalent at the discretion of the Site Manager. Workers are not permitted onto the Hawkins site without having had a Hawkins site specific induction. A visitor pass may be acceptable for non-high risk works where workers will be escorted by a fully inducted worker for short term works.

Alternate New Zealand based training / certification schemes such as "Construct Safe" for civil construction type works may be accepted on a case-by-case basis by Hawkins management.

4.4. Supervision

All Contractors must provide on site adequate supervision for their workers, labour hire staff, and subcontractors. The staff responsible for supervision of the works must be appropriately trained and experienced for the work that is being performed.





Hawkins requires supervisors to hold a suitable HSE qualification. The construction industry recognises the following Site Safe courses as suitable: 'Leadership in Safety' or 'SSSP' 1-day Passports, 'Supervisor' 2-day Passport and the NZQA Certificate in Workplace Health and Safety Practice.

See www.sitesafe.org.nz for further details.

In addition, at least one of your site workers on our site must hold a current workplace First Aid certificate. The suitably trained First Aider must be identified in your SSSP.

4.5. HSE Communication & Consultation

Contractors must provide reasonable opportunities for their workers to be involved in health and safety, including the opportunity to raise HSE concerns or issues.

Your company is required to allow for:

- supervisors to attend a weekly Contractor co-ordination meeting,
- a daily Pre-Start / Crew Briefing meeting with your workers,
- all workers to attend a regular Hawkins Safety Toolbox meeting (normally weekly), and
- upon reasonable request by Hawkins, workers attend site-wide meetings on specific HSE topics
- There may be a requirement to have representatives attend health and safety forums

The names of any formally appointed Health and Safety Representatives (HSRs) are to be recorded in your SSSP.

All workers on a Hawkins site have the right to stop work when they consider it unsafe to continue. This right must be communicated and understood by workers. In the event that a worker refuses to do a task based on a safety issue or concern, the Contractor must stop the task and notify the Hawkins Project Lead verbally without delay. This is to be followed up with written details of what actions were taken to remedy the situation.

4.6. Inspections and Plant Checks

Plant must be fit for use before arrival on site. A plant and equipment register must be maintained, and records of inspections undertaken of the service, cleaning and maintenance of plant and equipment. Logbooks and daily pre-inspection checklists must be completed. Plant and equipment must not be operated if a safety critical item is missing or broken. All other repairs must be undertaken in a timely manner. The register should include equipment such as harnesses and mobile scaffolds.

4.7. Incident Reporting and Investigation

All accidents and incidents must be reported verbally to Hawkins as soon as practically possible and on the same working day after the incident. Notification of accidents, incidents or unsafe observations can be made to a Hawkins person or in writing, or via electronic notification. You must also maintain your own incident register and carry out your Company's own investigations. Copies of your investigations are to be provided to Hawkins within seven (7) working days.

In the event of a serious accident that is notifiable to Worksafe NZ, the scene must be frozen – nothing is to be moved or touched until released by a Worksafe NZ Inspector or the Police – unless it is necessary to do so to prevent further injury or damage. **The decision to notify WorkSafe is to be made in consultation with Hawkins Project Lead.**

4.8. Alternate Duties

It is the Contractor's responsibility to provide rehabilitation for their injured workers, including subcontractors. To that end Hawkins requires that Contractors establish alternative duties for their workers whenever there is opportunity to do so. After an accident requiring medical treatment, the Contractor must work with Hawkins and the Injured Person to provide suitable Alternate or Light Work where this is possible.

All reasonable efforts are to be made by the Contractor (and their subcontractors) to avoid Lost Time caused by minor injuries, which most companies would have provided Alternate Duties or Light work for.

5. Hawkins HSE Safe Working Requirements

5.1. Banned & Restricted items, Cardinal Rules and Environmental Principles

Hawkins maintains a 'Banned Items' and a 'Restricted Items' Register, Cardinal Rules, and Environmental Principles. Contractors must abide by these restrictions and site rules, Hawkins reserves the right to remove any Banned or Restricted Items or anyone not observing the Cardinal Rules or Environmental Principles on the project site. Some restricted items will require a 'Restricted Items Work Permit' (RIWP) to be issued prior to their use and these items are available on the Hawkins website.

5.2. Permit to Work

Contractors must comply with any Permit to Work (PTW) requirements for the site. These include:

- Hot Works and following fire watch requirements
- Confined Spaces*
- Ground Disturbance (Underground Services)
- Lift Plans and associated crane components and equipment
- Restricted Items Work Permit (RIWP)
- Working at height (harness)
- Other Project specific PTW e.g. Electrical Isolations

Your Company must adequately supervise, in person, any works being carried out under a PTW system.

All contractors working under Hawkins PTW System must complete Permit Receiver Training prior to permitted works commencing

*NZQA Unit Standards 17599, 18426 and 25510 are required to be held by those Supervising a confined space entry.

5.3. Working at Height

5.3.1. Scaffolds

- All scaffolding above 5 metres must be erected by a qualified scaffolder as per WorkSafe's Scaffolding in New Zealand Good Practice Guidelines.

- Any changes required to a scaffold for any work that you are completing should be discussed with the Hawkins Project Lead.
- All scaffolds, including mobile scaffolds, must be erected by a competent person and tagged as safe.

5.3.2. MEWPs

- All workers using MEWPs must be trained and competent in their use.
- Hawkins recommends NZQA Unit standard training as the best way to demonstrate competence for MEWPs.
- Most MEWPs require harnesses and suitable training in their use. Unit standard 23229 is recognised as the appropriate Unit Standard.

5.3.3. Rope and technical access

- Rope and technical access are specialised tasks and must be carried out by suitably trained personnel.
- It is to be expected that a suitably qualified Contractor assessing the task will instigate the correct level of supervision required for the tasks required.

5.3.4. Harness

- Fall prevention methods such as guard rails are to be used in preference over fall arrest or fall restraint systems
- Workers using fall arrest systems must hold Unit standard 15757 "Employ fall arrest systems on building and construction sites".



- All workers who wish to use harness systems in restraint situations must be trained to Unit Standard 23229 “Use safety harness when working at height” and be directly supervised by those who hold Unit Standard 15757.

5.3.5. Penetrations

- Any floor penetrations >200mm must be secured with a mechanically fixed cover suitable for its intended purpose.
- Vertical penetrations such as lift openings must be suitably barricaded. Lift doors are to be fitted with their permanent doors as early as possible.
- In all cases penetrations need to be clearly identified and detailed on a Penetration Register.
- To remove any penetration cover, approval must be obtained from the Hawkins Site Management Team using a TA / JSA / SWMS and permit.



Penetration protection and signage.

5.3.6. Ladders

- Ladders could be used primarily as a means of access or egress from a work area or, in the case of A-frame ladders, for short term work only. A Restricted Items Work Permit (RIWP) must be obtained for using a A-frame (non-platform) ladder.
- Access equipment that provides more effective fall protection should always be used unless not reasonably practicable. This means the use of stair towers, mobile platform, podium towers or platform ladders.
- 2 & 3-step ladders, as well as ladder platform brackets are banned on Hawkins sites.

5.3.7. Dropped objects

- Where there is a risk of falling objects (for example tools or materials falling from a height) that could strike workers or members of the public, suitable measures are to be used to eliminate or reduce the risk. E.g., catch platforms, secured using tool tethers, exclusion zones/ drop zones, overhead gantry walkways, etc.

5.4. Temporary Works

- Temporary works that have the potential to cause harm through collapse or other failure mechanism must be designed and inspected before being placed into service by an appropriately qualified person.
- Ongoing inspections may also be required until the works are permanently incorporated or removed, whichever is the case.
- The degrees of scrutiny / professional services to progress will be aligned to the potential severity of a failure as per the requirements under the various codes of practice.

5.4.1. Falsework

In determining what information to consult and how to approach falsework design, no single document provides all the answers. Sources of information for scaffolders and design engineers include:

- The manufacturer/designer loadings and proven test information (proprietary systems).
- Grade, quality and test results of scaffolding equipment (tube, clip, fittings).
- Temporary Works Procedural Control – Good Practice Guideline TWfNZ GPG01:19
- BS 5975:2019 - Code of practice for temporary works procedures and the permissible stress design of falsework
- BS EN 12812: 2008 Falsework - performance requirements and general design.
- AS/NZS 1170 parts 0 - 3 and NZS 1170.5.
- Concrete New Zealand - guidelines and documents.
- HERA (Heavy Engineering Research Association) publications on structural steel capacity, connections, loadings and use. Structural steel is used as, and/or in conjunction with, manufactured falsework equipment.
- HERA publication, guide to practical aspects of composite floor system design and construction, including concrete placement. This includes information on controlling deflection of pumped concrete in composite floor systems.
- AS 3828 Guidelines for the erection of building steelwork.
- AS 3610 Formwork for concrete.

5.4.2. Pre-cast concrete, steel frames and larger incorporated elements

- All temporary propping and/or supporting structures must be designed by a competent person and peer reviewed by a chartered engineer.
- Copies of lifting plans, design of structures and subsequent peer review must be submitted to Hawkins sufficiently in advance of the works proceeding.
- All mechanical fixings must be installed as per manufacturer's instructions and torqued to specified ratings.
- Post installation, a documented inspection must be completed by a chartered engineer or their nominated representative and findings submitted to Hawkins in line with that prior agreed process.
- Prior to the removal of temporary propping and/or supporting structures, written confirmation must be obtained by a chartered engineer or their nominated representative and submitted to Hawkins.

5.4.3. Barriers and Hoardings

The diagram below shows the barrier and hoarding preferences to be used on site.

Our primary choices include

- Solid ply hoardings
- Mesh fencing with/without scrim
- Water-filled barriers and/or
- Crow barriers and post/mesh fencing


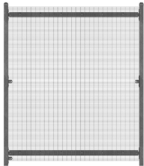
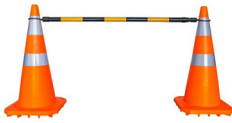




5.5. Traffic Management

- Work that alters the normal operating conditions of any part of a road corridor will require a suitable Traffic Management Plan (TMP) approved by the Local Authority.
- TMPs are to be developed by suitably trained persons and comply with all Council / NZTA requirements.
- All Contractors carrying out Traffic Management must have current training to the appropriate level of competency for the task and the level of traffic management required. This includes TMO – Traffic Management Operative and STMS – Site Traffic Management Specialist.
- Copies of all Road Controlling Authority (RCA) inspections must be provided to Hawkins within 24 hours of their receipt.

5.6. Mobile Plant and Equipment including inspections

- All workers operating mobile plant and equipment shall have the appropriate competency, and where required, holds relevant class of driver licence and relevant driver's license endorsement:
 - HT (Heavy Truck) with WTR (Wheels, Tracks, Rollers) endorsements
 - F (Forklift)
- A working beacon, rear vision mirrors will be required for all plant, which must be in operation during movements. Reversing alarms are required for trucks, and seatbelt worn if fitted.

SELECTION GUIDANCE FOR BARRIERS

<p>Solid ply hoarding</p> 	<p>Mesh fencing with / without scrim</p> 	<p>Cones and barriers (buzzy bee / tiger tail)</p> 		
<p>Water-filled barriers (can also be fitted with fence sections)</p> 	<p>Crowd barriers and post/mesh fencing</p> 	<p>Flag on rope</p> 		<p>Danger tape</p> 
<p>Primary choice</p>		<p>Secondary choice</p>		<p>Last choice</p>

- Plant fitted with the correct level of Operator Protective Structure (refer **Approved Code of Practice** for Operator Protective Structures on Self-propelled Mobile Mechanical Plant).
- Work performed in the inspection, servicing, cleaning and maintenance of the plant and equipment shall be performed by competent persons.

5.7. Cranes

- Crane operators trained to the requirements set out in Part 4 of the **Approved Code of Practice for Cranes**.
- Crane Dogman must hold Unit Standard 3789 “Sling Regular loads and communicate during crane operations” as a minimum.
- Clash agreements must be established where multiple cranes are being used and available from Crane Association of New Zealand.
- Refer **Section 3 Downer Alcohol and Other Drugs Policy and Procedure** requirement for screening evidence for Crane Crew.
- Refer to **Hawkins Guide to Lifting with Tower Cranes** for crane operation requirements on Hawkins sites. This is available on request.

5.8. Lifting Equipment

- All lifting equipment used on a Hawkins site must comply with the requirements outlined in WorkSafe’s ‘Approved Code of Practice for Load-Lifting Rigging’.
- All slings, chains, hooks, and winches must identify the Safe Working Load (SWL / WLL).
- Open hooks (without a safety latch) should not be used.
- Lifting Equipment must be entered on a register and copies of current certifications must be provided to the Project Team prior the use of lifting equipment on a Hawkins site.

5.9. Hazardous Substances

All Contractors bringing hazardous substances to site will prepare a Hazardous Substances Inventory - including the substance’s name, quantities used on site, storage locations and specific PPE requirements. Site Safe have a free downloadable template <https://www.sitesafe.org.nz/products-and-services/sssp/kowhai-yellow-site-specific-safety-plan-sssp>

- No hazardous substance is permitted to be stored in a Hawkins container without the written approval of the Hawkins Project Team.
- A manufacturer’s safety data sheet (SDS) is to be kept in the area where hazardous substances are being used. SDSs are to be no older than 5 years.

- All hazardous substances must be used and stored according to manufacturer guidelines.
- Hazardous substances containers, bottles, etc. must be always labelled with their contents and a contact number for the Contractor’s representative (legible).



Restrained gas cylinders in secure storage area with signage.

- Gas cylinders are not to be stored in site containers, unless they have been properly designed for this purpose i.e., ventilated. Empty bottles not to be stored on site. Gas cylinders to be stored upright and secured properly.
- All workers who come into contact with infectious substances, including wastewater, must have had the appropriate inoculations (e.g., Tetanus and Hepatitis A).
- Asbestos controls must be in accordance with Health and Safety at Work (Asbestos) Regulations 2016.
- Workers must be provided with the correct PPE for the substance used and be trained in its use and care.
- All refuelling and maintenance must be carried out in an approved area on site. The operator must have the the correct PPE and controls to manage the substance including emergency response equipment such as spill kits and fire extinguisher.

5.10. Dust and fume control

- Work that creates dust or fumes must have adequate controls to protect other workers and the environment, including:
 - Vacuums and attachments for cutting fibre cement
 - Wet cut or vacuum extraction and containment for concrete cutting and grinding
 - Damping down during demolition work
 - Effective dust extraction / control on all other tools e.g. circular saws
 - Effective fume extraction e.g. Local Exhaust Ventilation
 - Appropriate PPE (P2 masks, respirators etc)

If workers are using a respirator they should have annual fit testing.

5.11. Electrical Safety, including RCDs

- All electrical work is to be carried out by workers with the appropriate electrical registrations and in accordance with relevant standards, regulations and codes of practice
- All electrical equipment and RCDs must be tested and tagged every 3 months and checked daily prior to use.
- If an RCD trips, it is a sign of a fault and a check on the system must be carried out by a competent person before using it again. Defective units must be locked out/tagged out and not used until repaired.
- Electrical extension cords connected to power tools must be connected to an RCD.
- Portable generators must be fitted with an RCD unit.
- Domestic type extension cords and plugs are not permitted on Hawkins construction sites.
- Electrical leads are to be kept clear of access ways and protected from moving plant and equipment and elevated to avoid contact with ground water
- A Restricted Items Work Permit (RIWP) must first be obtained for using an electric handheld concrete vibrator.

NOTE: Each Contractor will be responsible for arranging to have their portable and semi-portable electrical equipment inspected, tested and tagged. The Contractors will also be responsible for payment of the costs associated with the inspection, testing and tagging of their portable and semi-portable electrical equipment.

5.12. Construction Tools and Equipment

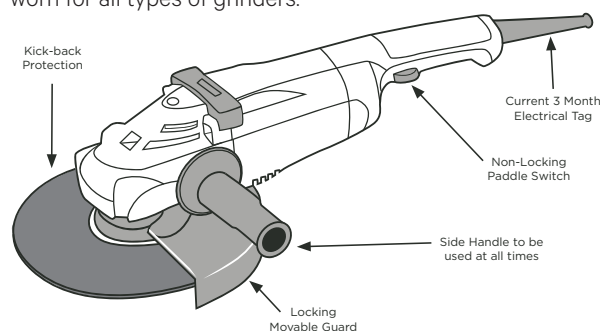
- Only low velocity indirect piston operated Powder Actuated Tools (PAT) are allowed. A Restricted Items Work Permit (RIWP) must first be obtained. The use of Ramset J20 powder actuated tools on Hawkins sites is prohibited.
- Contractors using chainsaws must ensure their workers are trained and details recorded in the Contractor's training and competency register. A Restricted Items Work Permit (RIWP) must first be obtained.
- Due to the risk of explosion when welding and/or gas cutting operations, the use of flashback arrestors is required. These must be fitted to both the gauges and handset ends of the equipment and inspected annually.



Oxyacetylene gas sets must have flash back arrestors on both ends.

5.13. Angle Grinders

- The following minimum safety requirements are required on all handheld grinders used for grinding or cutting:
 - Fail safe switches ('deadman')
 - Guard
 - Side handles
 - The correct wheel/disc for the material to be cut or ground (size and speed)
- Hawkins restricts the site use of 180mm (7") and 230mm (9") handheld angle grinders to those who can provide proof of training and have obtained the necessary Hawkins authorisation through a 'Restricted Items Work Permit' (RIWP).
- A high-impact face shield and safety glasses must be worn for all types of grinders.



Minimum safety requirements for handheld grinders

5.14. Environmental and Sustainability

- A spill contingency plan and spill kit are to be provided where there is a risk of fuels, oils etc. entering the stormwater drain
- All paint waste, cement, grout etc must be contained onsite or taken back to the Contractor's yard for proper disposal
- Waste must be removed each day from the work area and disposed of appropriately.
- It is the responsibility of the Contractor to properly dispose of hazardous substances and containers, unless otherwise agreed by Hawkins Site Management.
- Hawkins promotes the separation of wastes where recycling bins are provided on site. Mandatory requirements may apply for some projects e.g., Green Star buildings.

5.15. Excavations and Underground Services

- All excavation work must comply with the Good Practice Guideline "Excavation Safety" (July 2016), Worksafe New Zealand and Temporary Works Procedural Control – Good Practice Guideline TWfNZ GPG01:19

HAWKINS Minimum PPE



Head Protection

Chin straps mandatory where fitted and for anyone working at heights or windy conditions



Eye Protection



Hearing Protection

Worn as required



High Visibility Clothing/Vest



Hand Protection

Carried at all times, worn as required



Protective Footwear

Lace up safety boots or steelcap gumboots

Long sleeves and long trousers are required to be worn at all times.



- Should work on or near underground services be required (excavations, piling or foundation work, driving waratahs), the identification and marking of all services must be completed prior to work commencing.
- Ground Disturbance more than 300mm below the surface, require all contractors to complete a Permit to Work.

5.16. Hawkins PPE requirements

- The minimum Personal Protective Equipment (PPE) required on Hawkins projects is:
 - Head Protection (chin straps mandatory where fitted and for anyone working at heights or windy conditions)
 - Eye Protection
 - High Visibility Clothing/Vest
 - Long sleeves and long trousers (required to be worn at all times)
 - Hearing Protection (to be worn as required)
 - Hand Protection (to be carried at all times and worn as required)
 - Protective Footwear (lace up safety boots or steelcap gumboots)

This has been illustrated in the graphic above.

- Only approved hard hat liners such as merino beanie skull caps are permitted to be worn under a hard hat in mandatory hard hat operational areas
- Other PPE may be required and must be worn as required by the task. This may include:
 - Climbing type helmets for façade and industrial ropes works,
 - Chin straps are mandatory when working at height or in windy conditions.
 - Hearing defenders,
 - Full face shield,
 - Respiratory Protective Equipment (RPE).
- PPE/RPE meets recognised industrial standard for its use. Check with Hawkins HSE Advisor if unsure.
- Hawkins reserves the right to supply and then back charge for PPE if it is not supplied or is non-compliant.
- In operational areas long sleeves and long trousers are required. These must be suitable for the work type and weather conditions.



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