



# Construction Clients' Protocols Best Practice Guide 1: Health & Safety

Written by clients for clients



# Health & Safety

Health & Safety is integral to the success of any project, from design and construction to subsequent operation maintenance and management of the property.

Early engagement of supply chain partners is critical to enabling good Health & Safety performance and minimising life cycle costs. Three key reasons prevail:

1. Good clients want their contractors and staff across the whole supply chain to be safe at work and be able to go home at night
2. There are legal duties that need to be complied with for good reason
3. There are business benefits to proactively manage risk ie projects completed on time, on budget and to a high quality

This guide aims to bring together some of the ideas and language surrounding health & safety in a simple, accessible form. We hope it will help to improve the all round understanding of current industry developments.

## What does Health & Safety include?

- All projects are scoped and have a hazard register which includes occupational health & safety key risks
- Your project aspires to being accident, incident and injury free
- Utilising information such as guidance material produced by the CCG, Site Safe New Zealand and the Department of Labour's Guideline "Contract Management"
- All professional and site staff are adequately trained to identify and manage hazards associated with the project ie Site Safe Passports and higher level Site Safe training
- Demonstrating compliance with the duties of a 'Principal' under Section 18 of the Health and Safety in Employment Act 1992 (HSE Act).

**"Clients, contractors and supply chain partners need to be committed to eliminating injuries, accidents and incidents from construction sites"**

## What are the benefits to you?

- Improved productivity and project results
- Minimisation of risk, and lost time due to injuries, accidents and incidents
- Enable a safe working environment for all site, contracting and project staff
- More productive workforce.



# How do you do it?

- Make sure that you have a risk and hazard register for your project
- Engage your contractors and supply chain partners in the identification of hazards associated with the project – so that you have a shared commitment to the well-being of site operatives
- Upskill your own competence as a construction client – understand your obligations to health, safety and risk management
- Ensure contractors and supply chain partners have adequate health & safety systems, training and policies are in place to meet company, project and employee requirements
- Site specific safety plans are developed and used by contractors and supply chain partners
- Your project should have a coordinated emergency plan, including access to medical and first aid support. Contractors on site must have similar arrangements aligned to the overall project emergency plan
- Ensure all site operatives have industry recognised accreditation such as Site Safe Passports, Supervisor Gold Cards, site plans and health & safety systems
- Understand what your obligations are under the Health and Safety in Employment Act
- Don't compromise health & safety for other project objectives.

## Supply chain partners should be challenged to demonstrate their:

- Relevant health & safety training is in place for all levels of operators and site personnel
- Evidence of health & safety policies and how these are put into practice eg benchmark audits for Construction Safety Charter Accredited companies, or ACC incentive scheme audits
- Health & safety systems in place including registers to enable effective management and monitoring of safety practices
- Task safety analysis for all work deemed significantly hazardous
- Effective Site Specific Safety Plans are developed and in use including such items as task safety analysis, hazard identification, and emergency procedures.

## When do you need to do it?

At the start of any project you should have a clear understanding of your responsibilities as a client to ensure high levels of health & safety are maintained during your project.

You should engage with your key contractors and others in the supply chain early in the decision making process to ensure a safe working environment is achieved and maintained during your project. This will enable you to manage these risks before any harm occurs and overall achieve safer sites and a more successful project.

## Take the following action:

- Assess all aspects of your project and identify the risks and hazards
- Ensure your contractors and others in the supply chain understand these risks and that they have adequate systems in place to manage the hazards
- Ensure all site contractors and others in the supply chain have adequate Site Specific Safety Plans that cover the risks and hazards identified in your project scope
- Make sure that you have the right policies, arrangements and on-site facilities in place
- Take time to upskill your own competence as a construction client
- Understand your responsibilities as a 'Principal' as outlined in Section 18, Health and Safety in Employment Act 1992 (HSE Act)
- Regularly monitor your project and ensure the health & safety arrangements to manage the risks and hazards are being implemented
- Provide regular feedback to your contractors and project team throughout the project.

## Measuring success

Measure the following attributes:

- Training
- Qualifications & Skills
- Site specific safety plans
- Employee involvement
- Staff Turnover
- Sickness Absence
- Health & safety management; evidence of safe practices in use
- Injury trends and incidents including LTIs, MTIs and TRIs
- Risk and hazards registers.

## Further advice & guidance

- Construction Clients' Group: [www.constructing.co.nz](http://www.constructing.co.nz)
- Site Safe New Zealand: [www.sitesafe.org.nz](http://www.sitesafe.org.nz)
- Department of Labour – Construction Sector Action Plan 2011–2013: [www.dol.govt.nz](http://www.dol.govt.nz)
- Accident Compensation Corporation – injury prevention: [www.acc.co.nz](http://www.acc.co.nz)
- Construction Clients' Group – United Kingdom: [www.constructingexcellence.org.uk](http://www.constructingexcellence.org.uk)
- Department of Building and Housing: [www.dbh.govt.nz](http://www.dbh.govt.nz)
- Building and Construction Sector Productivity Partnership: [www.buildingvalue.co.nz](http://www.buildingvalue.co.nz)

## Construction Clients' Action Plan

The Clients' Action Plan brings together the 6 key steps vital to you delivering construction projects on time, safely and to budget. They represent the principles which will enable clients to get better value from their construction projects and exceed existing industry best practice. This simple yet effective process should enable all stakeholders in the supply chain to collaborate more effectively in the adoption of this framework for action.

Further details can be found via the following websites:

- Construction Clients' Group ([www.constructing.co.nz](http://www.constructing.co.nz))
- Site Safe New Zealand ([www.sitesafe.org.nz](http://www.sitesafe.org.nz))
- Department of Labour ([www.dol.govt.nz](http://www.dol.govt.nz))

### About the Construction Clients' Group

The Construction Clients' Group (CCG) in New Zealand is a group dedicated to learning and sharing knowledge about building better, faster, safer and achieving better value for money from your construction procurement. The CCG supports both private and public sector customers of construction, as well as organisations throughout the delivery supply chain. CCG members recognise the need to work collaboratively to achieve the key objectives and represent a significant proportion of New Zealand construction clients. CCG supports all clients, regardless of their core business activity, by promoting best practice that will provide better value for their construction procurement and ultimately an improved built asset.

Of equal importance, alongside our best practice role, the CCG provides its members with a credible voice to key industry stakeholder groups and Government agencies.

As an organisation we:

- Are a voice for all construction clients and our members
- Provide opportunities for clients and supply chain companies to network and share best practice
- Provide regional events in Auckland, Wellington and Christchurch
- Influence government policy and industry improvement programmes
- Offers opportunities for training and development
- Publish guidance and disseminate best practice
- Further information can be found on the CCG website ([www.constructing.co.nz](http://www.constructing.co.nz)).

### About Site Safe New Zealand Inc

Site Safe is the construction industry's health & safety organisation, which promotes and advances a culture of safety in the industry. It is a not-for-profit incorporated society established in 1999 with an elected Board of Directors from the industry.

Site Safe works to achieve the best health & safety outcomes for the industry as a whole.

For further information visit our website at [www.sitesafe.org.nz](http://www.sitesafe.org.nz)

## The Action Plan

**Step 1:** Plan and prepare for the work (identify the risks and hazards)

**Step 2:** Pre-qualify the contractor(s) and secure agreement with contractors and supply chain partners on the project's risks and hazards

**Step 3:** Contractor selection and ensure contractor's risk management will meet the requirements from Step 1

**Step 4:** Measure performance on your project

**Step 5:** Check behaviours and performance on your project using internal and external audit/assessment benchmarking systems

**Step 6:** Analyse performance, provide feedback and identify/implement improvement actions