



Site Access Requirements

CHASNZ and industry; working together to achieve consistent site access standards and safer worksites for everyone



Knowing that people entering our worksites have been trained, as well as knowing their competency level is important and basic steps in carrying out an organisation's duties under the Health and Safety at Work Act.

This guideline has been written to assist all parties who manage, control, visit or work on construction sites.



INTRODUCTION

Construction sites have known significant hazards associated with them and the Act requires that organisations provide any information, training, instruction and/or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out.

The management or control (in whole or in part) of the workplace is often shared between the owner of the property, the principal contractor(s) and organisations performing specific tasks on site.

Those responsible under the Act for managing or controlling a construction worksite have a specific duty to control the means of entering and exiting the workspace.

Workers entering sites also have the duty to comply with the reasonable instructions of those controlling or managing the site.

Effective training and on job experience backed up by an objective assessment of a person's knowledge followed by appropriate levels of supervision is an important means for all parties carrying out these duties under the Act.

Under section 36 of the Health and Safety at Work Act 2015, organisations must ensure, so far as is reasonably practicable, the health and safety of:

- (a) workers who work for that organisation, while the workers are at work and;*
- (b) workers whose activities in carrying out the work are influenced or directed by the organisation while at work.*



1. Foundation Health and Safety Training

Foundation training is an important first step in ensuring that workers are aware of health and safety risks and how an effective health and safety management system, which includes their own involvement, should work.

Workers who are new to the New Zealand construction environment or who have never received structured training in this area are **strongly advised** to develop their understanding by undertaking foundation training in construction health and safety.

Those managing or controlling sites should understand what training has been undertaken by workers and that the training was of an appropriate standard.

Organisations may undertake to train their own workers to an acceptable industry standard or employ the services of professional training providers to meet this requirement.

Foundation health and safety training available publicly includes the Besafe Foundation Toolbox ConstructSafe Preparation course and the Site Safe Foundation Passport. Other training courses may be appropriate depending on the nature of work and site.

Key elements that organisations should look for in foundation health and safety training include:

- Basic principles and legal obligation of reporting health and safety related incidents, unsafe acts, behaviours, culture, and conditions
- The right to refuse to undertake work that is beyond worker competency and ability
- How to react to changing situations where a worker is at risk
- Recognising substances which may cause impaired judgement at work
- The duty of an employer to communicate risks and controls
- Workers' right to discuss safety concerns and improvements with their company health and safety representative
- Ability to stop work if the worker perceives new risk without controls
- Access, site security and housekeeping

Foundation training should also cover general awareness of the following hazards and controls typically found on construction sites:

- Drugs and Alcohol
- Emergencies
- Working in the sun
- Manual Handling
- Mobile plant
- Signage
- Traffic Management
- Utilities and services
- Hand/arm vibration
- Working at height
- Chemicals and hazardous substances
- Confined spaces

Ongoing refresher training should extend workers health and safety knowledge and cover emerging risks rather than cover the same content.

The purpose of foundation training is to provide a standard set of information to workers at all levels.

This training may be classroom based, on the job (supervised) or through the individual undertaking personal study. Organisations should ensure that the training given meets the needs of the worker.

2. Foundation Knowledge Assessment

It is essential for organisations that manage and control worksites, to have a view of the knowledge and competency of those working on site, creating a more competent workforce with the confidence in their capability to do their jobs safely.

The intention of foundation training is to transfer knowledge to the recipient. Assessing where their knowledge and understanding is will assist employers in remediating any gaps. This provides assurance that every worker onsite understands the same things, in order to carry out their jobs safely.

The ConstructSafe Foundation Knowledge Assessment was developed by industry for this purpose. In the same way that a drivers licence proves the competency of a driver, ConstructSafe can be thought of as a 'Health and Safety Drivers Licence'.

Candidates should have completed foundation health and safety training prior to taking the ConstructSafe assessment. Other forms of independent assessment or training may also be appropriate, depending on the nature of work and site.



The 50-question assessment requires the worker to demonstrate that they have the foundation health and safety knowledge as determined by industry. CHASNZ facilitates with industry in setting the assessment topics and questions.

Someone who achieves a score of 85% or more has retained an acceptable level of foundation health and safety knowledge to be considered to meet the standard.

Those meeting the foundation knowledge standard should not be required to repeat foundation health and safety training in the future.

An individual's assessment report is provided to both the worker and the employer identifying any gaps in knowledge.

Gaps could result from:

- ➔ A momentary lapse of memory
- ➔ A lack of understanding
- ➔ Language barriers
- ➔ Learning difficulties

Regardless of the cause or outcome, the report provides employers with the opportunity to support their workers by developing and implementing plans to address any gaps. Workers who understand where their knowledge gaps are have confidence that these are minor and should reassess as soon as possible.

Those with significant gaps may require more training and/or onsite experience over an agreed period of time. CHASNZ recommends a one to three month timeframe. Some may have underlying language and literacy requirements that may take longer to remedy.

It is important that the worker is supported by the employer in developing and providing a plan for addressing any knowledge gaps.

An individual with knowledge gaps identified from their assessment may require more direct supervision as a condition of working on site. If adequate supervision is not available or practical then site access should be restricted.

Site access should still be available for workers who have been assessed but are not achieving the knowledge assessment standard.

However the site controller should be informed and agree a plan for the individual, covering how they will develop the required knowledge, what supervision is appropriate and when reassessment should take place.

3. Site Specific Inductions

Although a worker may have been through foundation health and safety training and been assessed, this does not cover site specific orientation and knowledge about the site they will be working on.

All sites are unique, operate differently and may manifest risks in different ways. Workers need to participate in site orientation and be advised about site specific requirements for operating, as well as being made aware of how hazards and risks may present.

If a worker has completed foundation health and safety training and has the required minimum knowledge (as evidenced by a foundation assessment) then the site controller (and owner) should not be required to cover this Foundation information in their site specific induction.

Site specific inductions should build on this knowledge and focus on how this should be applied while on site.

Time and resource investment in inductions should be proportional to the risk environment on site. In safety critical environments consideration should be given to enhanced training to address specific hazard and risk profiles.



Site Specific Inductions should include the following:

- Workers welfare amenities, bathrooms, food and shelter
- Overview of the Site Specific Safety Plan (SSSP) for the site and or area that the worker will be operating in
- Traffic management plans and operating procedures
- Applicable standard operating procedures, policies and PPE requirements
- How to engage with specific health and safety management processes
- Non-standard signage
- Site specific emergency procedures including first aid, safe site egress and contact protocols with emergency services
- How the worker may engage with Health and Safety representatives on site
- Site layout and hazard identification
- Critical controls and any lifesaving rules that are applicable on site
- Consideration and support for (non-English speakers).

Site inductions should focus on risks and controls specific to the site or contract.

Site induction should not repeat information and content already communicated through Foundation Health and Safety Training.

4. Supervision Considerations

The site manager and controller must ensure that workers have a level of supervision appropriate to the tasks they are undertaking, the level of competency required, and the level of competency reached and demonstrated through assessment.

Some regulated trades have specific supervisory requirements, set out by the relevant body.

As a general guide, there are three types of supervision that should be considered. Direct, Indirect and Remote.

Direct Supervision

Direct supervision is working one on one with the person you are supervising. Typically, this type of supervision is for inexperienced workers when a complex or higher risk task is being undertaken.

Direct supervision requires direct contact with the person being supervised while they are completing tasks. This means you maintain visual contact or are within earshot of those you are supervising.

Direct supervision is appropriate when:

- The person has not shown a consistent ability to perform the task at the required standard
- The person being supervised is new to the task or is untrained
- There is a reasonable chance for unplanned events to arise that may be beyond the persons' current ability
- The person has not achieved 85% or more on the Foundation assessment
- The work is complex or contains variations to normal tasks

Indirect Supervision

Indirect supervision is the most common form of supervision. This requires face to face contact on a regular basis.

The supervisor must continue to provide direction, control and oversight of tasks although not necessarily always in proximity. The supervisor must be contactable for assistance and instruction when required.

Indirect supervision should be used when:

- The person being supervised has previously demonstrated that they have the knowledge required to undertake the task safely
- The person being supervised knows and has demonstrated an ability to seek clarity or assistance when needed.
- Training has been undertaken in the past.

Remote Supervision

Remote supervision may be used when a supervisor is working across more than one geographical area or site.

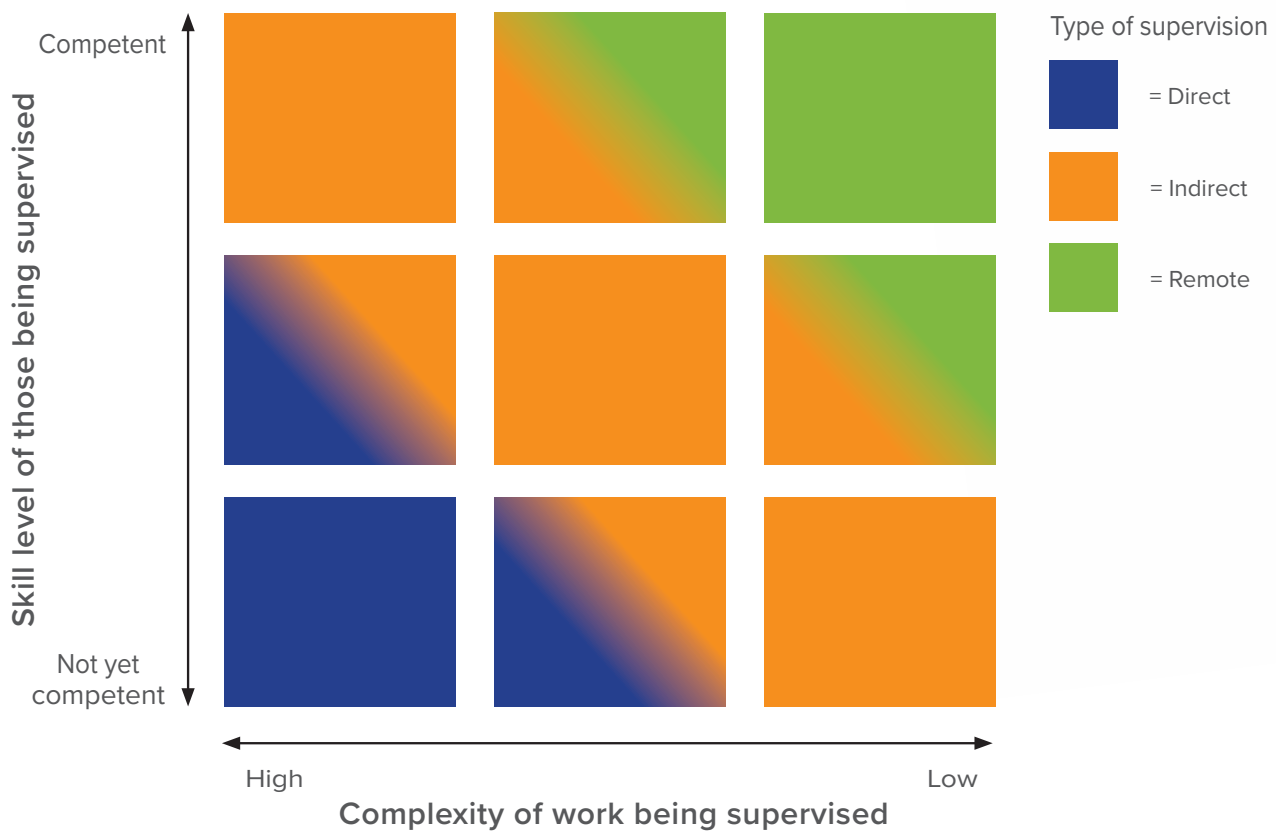
Remote supervision is appropriate where the following conditions are present:

- Those being supervised are skilled and knowledgeable and have demonstrated the ability to undertake certain tasks without constant control or oversight
- The supervisor has identified specific tasks when he or she is needed on site to provide direction, control or oversight
- Lines of communication are in place so that advice and assistance can be offered when required

Remember, circumstances may change during the completion of tasks. It may be necessary to reassess the level of supervision required if and when this occurs and to use direct or indirect supervision as appropriate.

How to establish the correct type of supervision based on site access requirements:

The below diagram provides a risk based view of how supervision requirements should be assessed by the supervisor.



Supervision is not “set and forget”. The level and type of supervision needs to be constantly reviewed and adjusted to ensure the right level and type of supervision is being provided for the work being carried out and for the person being supervised.



● All people in construction



● Receive foundation level of H&S training - either in house by employer or by attending a training course at an acceptable standard



● Undertake **ConstructSafe** or similar independent Foundation Knowledge Assessment



ACHIEVED

NOT ACHIEVED

● **Knowledge Gap Identified**
→ 1-3 month remediation plan



● **Site Specific Induction**



Access is permitted or,



Access is permitted only if appropriate direct supervision is practical and available



- If the person has been through foundation training and
- If the persons knowledge has been assessed
- If they have been inducted

Site Access Requirements

Frequently Asked Questions

Q: Why are we asking businesses to do more than what they are currently doing?

A: The number of significant incidents including fatalities and serious harm injuries in construction is not improving and a step change is needed in New Zealand to address the care for our workers in the construction industry.

Q: Our site currently only accepts the Site Safe Foundation Training – what does the guidance document mean for us going forward?

A: Workers should be asked to sit a ConstructSafe or similar independent assessment in addition to their foundation training.

Q: Is the Site Safe Foundation Training the only accepted form of foundation training?

A: Foundation health and safety training available publicly includes the Besafe Foundation Toolbox ConstructSafe Preparation course and the Site Safe Foundation Passport. Other training courses may be appropriate depending on the nature of work and site.

This can include internal training delivery for organisations that may want to train their own workers. CHASNZ will be working to define the acceptable universal standard for foundation training, so that other organisations may accredit their training to the standard.

Q: Our site currently only accepts ConstructSafe – what does the guidance document mean for us going forward?

A: Those meeting the foundation knowledge standard should not be required to repeat foundation health and safety training in the future.

Q: Should site specific inductions cover basic health and safety knowledge?

A: The intention is that once a worker has been through foundation health and safety training and been assessed then the site specific requirements should not cover basic health and safety knowledge – only additional knowledge specific to that site.

Q: Will this mean an increase in cost to businesses?

A: Site managers or controllers are not required to cover the Foundation Competency Framework in their site specific inductions, therefore saving time and effort.

Given the step change needed in health and safety in the construction industry, businesses are asked to invest in training, competency and supervision of their workers. It is acknowledged that there is a cost, however, this will be offset against the current burden of incident and injury rates.

Q: If you do not achieve the ConstructSafe standard, should you be allowed site access?

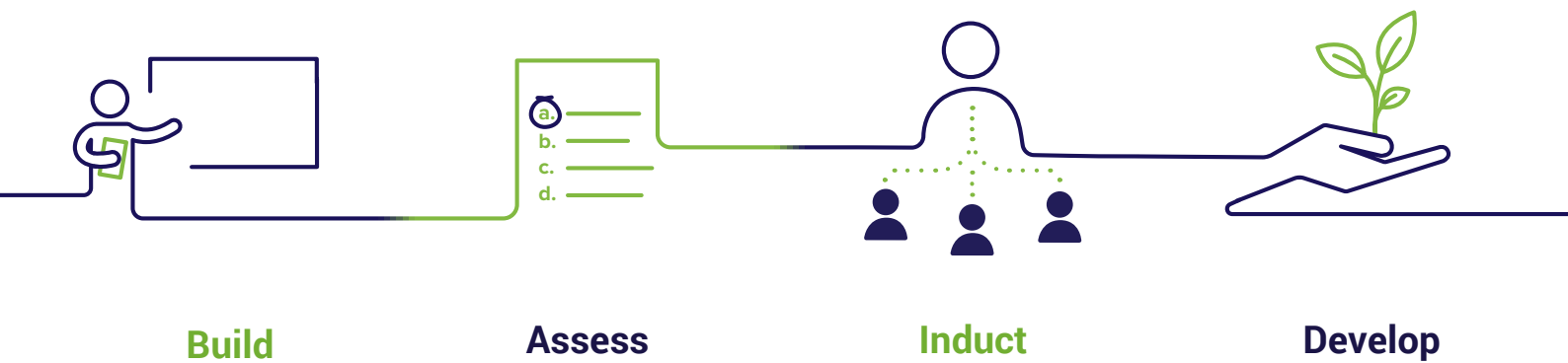
A: Yes, workers should be allowed on site, yet only with appropriate supervision and a development plan addressing their knowledge gaps. Only if no supervision is practical should a worker not be allowed on site.

If a worker has a small knowledge gap then a ConstructSafe reassessment is advised. Reassessment is free (Assessment Providers fee may vary). Those with more significant gaps may take some time to address.





CHASNZ, working together with industry through an extensive consultation process to produce this guidance document on site access requirements.



CHASNZ working to better connect the construction industry and to provide a unified approach between foundation training and foundation knowledge assessment, bringing consistency to site access requirements.



Build knowledge through reputable and consistent foundation health and safety training



Undertake assessments to determine the breadth and depth of knowledge



Take action to induct and supervise



Develop and grow capability and capacity