

RCG – RBI2 & MBS Programme Project Document Number & Version: RCG RBI2 & MBS Version 1.7



Image Gebbies Valley - Motukarara - RCG 100th Site Live

Rural Connectivity Group – RBI2 and MBS Programme

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1 PURPOSE

This plan defines the Health and Safety principles, processes, procedures, systems, tools, and templates implemented on work performed by RCG and its Civil Build Contractors and their Sub-contractors, for the RBI2 & MBS Programme.

The purpose of this document is to define and ensure there is collective understanding of, and agreement to, the minimum health & safety requirements for RCG to manage health & safety risks associated with the activities of the RBI2 & MBS Project, including all personnel working from the RCG office. In addition, the Project Safety Management Plan serves as a point in time baseline from which formal changes can be discussed, agreed, and made.

This plan has been developed to:

- support the RCG team in completing the requirements of the RBI2 & MBS Programme and Network Infrastructure Agreement (referred to in this Plan as the NIPA) it has entered into with CIP; and
- meet the requirements of Crown Infrastructure Partners (CIP and RCG)

2 SCOPE AND STRUCTURE

2.1 Scope of this Plan

RCG will ensure that the Project HSEQ Management Plan reflects the needs and expectations of interested parties in relation to health and safety, environmental quality risks and identifies who is in the best position to manage those risks. A copy of the Plan will be located on RCG website for reference.

RCG will ensure that at all times in respect of the Design and Build of each Grant Funded Tower and the provision of the O&M Services and the Services provided by it under the NIPA, RCG's employees and subcontractors, Civil Build Contractors and their Sub-contractors, as well as all other workers (future maintenance, co-locate partners, WISP activity, network service data readers) comply with this Project Safety Management Plan.

2.2 Safety in Design

Safety in design within RCG is aimed at preventing injuries and disease eg Mycoplasma Bovis, Kauri Die Back etc, by considering hazards as early as possible in the planning and design process. Safety in Design must be considered at all stages of the design process in order to maximise the potential to eliminate risk and/or reduce the risk profile. Refer to the RCG Network Infrastructure Design Guide 2018 in RCG SharePoint *https://rcgnz.sharepoint.com/Sites/hsdocs/Policy%20Roles%20%20Responsibility/Forms/AllItems.asp* x



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2.1.1 The Main Activities in this Project are.

Design and build phase.

ACTIVITY	ACCOUNTABLE	METHOD	RESPONSIBLE
1. Community relations	Communications consultant	 Air / Vehicle transport to/from community and stakeholder meetings Site visits and site surveys Meetings in private residences, Marae, Community Halls as required 	Head of Communications, Head of Site Acquisition
2.Cellsite Development Surveys	Program Manager Geotech survey engineer	 Site evaluation visit to confirm suitability, including Drone use. Assess access track suitability and scoping of further track development if required. Terrain/obstruction details and line of site for radio link access Preparation of initial access and hazard notes. Power route requirements survey 4x4 vehicle, quad bike, tractor, or helicopter access. Air / Vehicle transport to/from site surveys 	Head of Site Acquisition, RF Engineers, Property Developers, Landowners, Power companies, Civil Build Contractor Program Managers, Geotech surveyor
3. Power install and connections	Program Manager /Acquisition Manager	 Receipt of site hazard information Mark out and service checks Trenching / Excavation and removal of earth. Installation of power cable Connection to supply source. Retail Meter Installation Make power connection safe and secure site. Compliance with RMA and Heritage NZ conditions 	Power companies (Lines and Retail), landowner, Civil Build Contractor Project Manager, RCG Power Delivery Manager.
3.Civil construction	Civil Build Contractor	Excavation and removal of earth.Construction of concrete formwork.	RCG Program Manager, Civil Build Contractor Project Managers



ACTIVITY	ACCOUNTABLE	METHOD	RESPONSIBLE
		 Trenching for power and comms services Concrete placement Use of power tools and machinery. Reinforcing steel placement, cutting, and bending tools Air powered hammer/drilling tools for ground anchor installation. Compliance with RMA and Heritage NZ conditions Site fencing installation, and lockable gates Installation of signage Use of Helicopters and cranes (including Hiab) 	(Downer, Ventia, Connect8 and other authorised contractor) and sub- contractors
4 Tower/Pole transport and Installation	Civil Build Contractor/ Logistics provider	 Installation with mobile crane, gin pole rig or helicopter, winches Installation manual available once Vendor selected. Riggers working at height. Heavy transport and mobile crane/to load/off load and transport tower to site. Pole hole excavation by hand or mechanical means Pole installation as above Power line installation using winch, helicopter. Transformer installation using mobile crane. Linemen working at height 	Crane operator and rigger/dogman, Civil Build Contractor Project Managers
5. Antenna and Radio equipment installation and commissioning, faults, and pro-active maintenance, including future Backhaul TX connectivity work/equipment installation	Technical Installation Contractor	 Riggers working at height. Lifting using winches and hand haul lines Commissioning (switching on/off procedures) 	Rigger/dogman, Civil Build Contractor Project Managers, Backhaul Service Provider Project Manager (future work), RCG Engineers, RF and Transmission Managers.
6.Access track development	Civil Build Contractor	 Earth moving machinery. Heavy Vehicles Spreading of metal / grading 	Head of Site Acquisition, RCG Program Manager, Design and Planning, Landowner



ACTIVITY	ACCOUNTABLE	METHOD	RESPONSIBLE
7. Land re-instatement	Civil Build Contractor	 Removal of excess spoil and all types of waste Removal of site construction plant and equipment Reseed grass, if required 	Civil Build Contractor



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2.1.2 Key persons

RCG Management Team





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ROLE	CONTACT DETAILS		
1. Customer - CIP	Graham Mitchell , CEO, CIP, PWC Building, Quay St Auckland, graham.mitchell@crownfibre.govt.nz – for incident escalation.		
	Steve Inglis, Project Manager, CIP, PWC Building, Quay St Auckland, steve.inglis@crownfibre.govt.nz		
	Danny Lochery, H&S Specialist, IMPAC for CIP, PWC Building, Quay Street Auckland – 021 297 6125 danny.lochery@crowninfrastructure.govt.nz		
	John Proctor, Chief Executive Officer, 111 Franklin Road, Auckland City, john.proctor@thercg.nz - 0274941962		
2. RCG	Paul Hallowes, Head of Delivery - 0276555899		
	Paul.nallowes@thercg.nz		
	Barry.samu@thercg.nz		
	Ventia – Danielle Bacon, Project Manager, 0225690529		
	Danielle.Bacon@thercg.nz		
3. Civil Build Contractors	Connect8 – Andy Wurr, Project Manager, 021618903		
	Andy.Wurr@connect8.co.nz		
	Downer NZ – Stephen Clack, Programme Manager, 021341828,		
	stephen.clack @downer.co.nz		
	As pre-qualified and engaged under Civil Build Contractors (build work)		
4. Sub-Contractor/s	As pre-qualified and engaged by RCG under VF Gateway process (pre- and post-build)		

Key Project Persons - Contact Details:



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Work plan and project schedule

Task Name	Start	Finish
RBI2 & MBS Programme Implementation Plan		
RBI2 Contract term	Thu 21/09/17	21/09/27
RCG establishment	Fri 8/09/17	11/12/17
Procurement RFP	Mon 25/09/17	09/07/18
MOCN Proof of Concept (POC)	Mon 11/09/17	23/02/18
Site Acquisition	Mon 9/10/17	01/12/21
Site Build	Mon 22/01/18	31/12/22
RBI2 Programme (\$100m)	Dec 2018	31/12/2022
MBS Programme (\$50m)	Dec 2018	31/12/2022
RBI2 & MBS Expansion (\$115m)	2019	31/12/2023

Contract Specific Health & Safety Requirements as per NIPA

- Monitor health and safety and undertake regular health and safety audits and site inspections in accordance with the Health and Safety Management Plan.
- Provide reports to CIP on any health and safety notifiable incident, notifiable event, emergency, or incident.
- Provide monthly Health and Safety Reports to CIP by the 10th Business Day of the month.
- Civil Build Contractors to provide monthly Health and Safety Reports to RCG by the 5th Business Day of the month.
- Ensure any subcontractors have appropriate arrangements in place to comply with all relevant health and safety law and supervise subcontractors' compliance with the safe work method statements RCG has obtained from them.



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2.3 Plan Structure

Contract Management Framework





Health and Safety Plan Structure

The RCG Project Safety Management Plan has been developed to comply with:

- all legislative requirements affecting the RBI2 & MBS Programme (including post-build activities); and
- conditions of approval for the RBI2 & MBS Programme.

The RCG Safety Management Plan comprises two components:

- 1. The Project Safety Management Plan (this document) which:
 - provides background information and strategic and broad Health and Safety management considerations for the RBI2 & MBS Programme and NIPA,
 - describes how to apply the Management System in order to control the identified contract risks; and
- 2. A series of Civil Build Contractor site specific safety management plans, which may be site or job specific and which aim to identify Health and Safety constraints and risks, provide corresponding controls and measures to manage those constraints and risks. These are to be provided to RCG and filed on the RCG SharePoint.



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3 RBI2 PROGRAMME DESCRIPTION

3.1 General Description and Scope of Works

The New Zealand Government has decided to implement two new grant funded programmes for improving rural connectivity. The first grant funded programme is to extend the Rural Broadband Initiative (RBI2) to provide high-speed broadband to the greatest number of End Users in Rural Broadband Regions that the Grant Funding can achieve and support the achievement of similar access to high-speed broadband by End Users across all Rural Broadband Regions (the RBI2 Objective). The second grant funded programme is to improve the availability of mobile services in as many Mobile Black Spot (MBS) Zones as possible, given the Grant Funding, to support safety on state highways and to enhance visitor experiences at key tourist destinations (MBS Objective).

CIP, a Crown-owned investment company, manages the Crown's investment in the two new grant funded programmes. On 27 October 2016, CIP issued a request for proposals (the RFP), inviting potential partners to submit proposals to obtain grant funding to invest in the build and operation of infrastructure to achieve the RBI2 Objective and the MBS Objective. RCG, together with the MNOs, were a successful consortium respondent under the RFP. CIP, RCG and the 3 MNOs (Spark, Vodafone and 2Degrees) have entered into a Network Infrastructure Procurement Agreement (NIPA) pursuant to which RCG will undertake a RBI2 and MBS network build project (the RBI2 and MBS Programme).

3.2 Site Layout

Sites vary from short duration site acquisition / pre-build activities for small 1 to 3 person teams through to large duration (multi-week) sites involving larger crews doing civil works (earthwork and foundations) and tower and infrastructure installation, which includes multiple items of plant and equipment. Site set ups will always involve relevant risk planning from SAQ/Pre-build risk assessment to build pre-start risk assessments and use of SWMS / JSA, Permits and generic or site-specific Traffic Management Plans (TMP's). Civil Build Contractors will provide Site Specific Safety Plans to RCG for review and approval prior to build work commencing.



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4 OBJECTIVES AND TARGETS

As an initial guide, the following Health and Safety Objectives and Targets may be applied to this contract to support implementation of:

RCG Health and Safety Policy

At RCG our Philosophy is:

- All work-related injuries and work-related ill-health can be prevented through education, risk identification and control.
- We all have an important role to play in ensuring the highest standards of health safety & wellbeing.
- Our people ensure health, safety and wellbeing is considered in everything we do.
- Agreed critical risk controls are closely monitored for effectiveness, understanding and implementation.
- All leader's role model the right behaviours and implement safe work practices.

RCG is committed to empowering workers through a culture of health, safety, and wellbeing (HSW) best practice by:

- Providing appropriate training, equipment and resources for each person and job.
- Creating and maintaining a safe and healthy work environment.
- Managing reporting and investigation of incidents and near misses.
- Assisting and advising our people to identify hazards and risks and manage effective controls.
- Effective consultation with partners, contractors and suppliers as complementary Person Conducting a Business or Undertaking.
- Effective consultation with our workers on HSW.
- Ensuring health and safety information is provided to our all our workers, contractors, suppliers, and visitors.
- Continuously improving by setting and reporting on measurable health and safety objectives and targets.
- Ensuring awareness of and compliance with the health and safety legislation and our policies/procedures.

This policy sets out our commitment to maintaining the health and safety of our employees, our stakeholders and everyone affected by our operations.

Roles and Responsibilities

Rural Connectivity Group (RCG)

- Responsible for overseeing the implementation of appropriate systems to manage health, safety, and wellbeing in the RBI 2 & Expansion Project.
- To ensure health, safety and wellbeing is an integral part of the business and is actively supported through management leadership and commitment.
- Ensuring compliance to the NZ HSWA 2015, and applicable regulations.
- Demonstrate commitment to the highest standards of HSW.

RCG's Chief Executive Officer and Leadership team have responsibility for:

- Implementation of the Health, Safety and Wellbeing policy, in their areas of responsibility.
- Ensuring that RCG has an appropriate safety management plan to ensure the health, safety and wellbeing of all employees, partners, contractors, MNO's, and others affected by our operations.
- Promoting collaboration and cooperation within the company and with partners and our community.
- Demonstrate commitment to the highest standards of HSW by doing safety tours, being curious, and ensuring proactive reporting and a positive safety culture.
- Monitor incident reporting, and provide consultation on policies, procedures and other HSW-related company documents and processes.



Objectives and	Targets as agreed by	RCG Leadership and	H&S Governance	Group and then	reviewed on an
annual basis:					

Focus Area Objective		Target	Who	How measured
Legal Compliance	 Undertake the RBI2 & MBS Programme and NIPA in accordance with applicable codes and standards. Ensure the site safety management plan or job specific risk assessments are available to all workers to ensure their safety and the safety of others and enable them to plan the best way to conduct their work safely. 	 No improvement notices or fines. Acceptable compliance with agreed codes and standards. 100% attendance at induction training. 	RCG: Head of Design & Head of Delivery, Employee Health and Safety Manager Civil Build Project Managers	Monthly report
Monitoring	 Complete site-specific audits in accordance with the project safety management plan. 	 100% of planned audits, inspections, observations, and verification activities. All incidents are investigated by the Service Contractor site manager in partnership with RCG as per the relevant incident management process for the contract. % of Leadership Safety Walk and Talk, and Worksite Inspections on Sub- Contractors, including corrective actions, and feedback to RCG. 	RCG Project Leadership and Health and Safety Manager, Civil Build Contractor Project Managers,	I-Auditor reports, Contractor audit reports



Focus Area	Objective	Target	Who	How measured
Reporting	 Promote a positive reporting culture by ensuring: working practices effectively control risks by ensuring agreed risk controls are effective. positive attitudes towards risk management and compliance with control processes, and learning from incidents, near misses and performance indicators. all near misses and incidents are entered into I-Auditor Incident Notification and actions are closed by due dates. 	 All managers and Leadership Team members of the H&S committee perform Leadership Safety Walk and Talk monthly and Worksite Inspections of at least two annually Any actions arising from incidents are closed within 30 days. 	Head of Design & Head of Delivery, Health and Safety Manager	Monthly report, I- Auditor, Ad hoc reports
Planning	RCG and Contractor workers are provided with regular and up-to-date information on Health and Safety risks for the duration of the contract. Communication, Consultation and Collaboration.	 Contract project safety and environmental management plan H&S Risk Register is completed prior to executing the contract. Safe Work Method Statements (SWMS / JSA) and training material is developed from and aligns to the H&S Risk Register. Health and Safety risks are communicated to the workforce via induction training, daily pre-start meetings and toolbox talks. Review the content of this Project Safety Management Plan every 12 months or after any incident where a recommended action requires a review. 	Health and Safety Manager RCG Program Manager Civil Build Contractor Project Managers	Monthly report, records of audit and observation assessment reviews



Focus Area	Objective	Target	Who	How measured
Consultation	RCG Representative and Service Contractor are regularly consulted on matters that affect their health and safety, and/or the environment in which they work.	 Attendance in pre- start meetings/job starts (daily). Attendance in toolbox meetings (weekly). Attendance at RCG team meetings (monthly). 	Head of Design & Head of Delivery Civil Build Contractor Project Managers	Meeting records
Training	RCG and Service Contractor workers are provided with training to enable them to undertake work safely to minimise risk to their wellbeing, and the environment. All RCG and Contractor workers undertake the contract specific induction.	 100% attendance in site specific inductions. 	Health and Safety Manager, Civil Build Contractors/S ERCO, and Site Manager	Training, induction and prestart Register available to any visitor on request, copies of certificates, cards, and permits available on request.



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Process lead and lag performance indicators are included in the following table.

КРІ	Measure	Target
Leadership Safety Walk and Talk (SWT) completed	SWT's recorded in I-Auditor and a minimum of one Leadership SWT	The following roles complete SWT's:
	performed monthly. (when doing office and site visits)	RCG Management & Leadership Team
		RCG H&S Committee
Worksite Inspections	Worksite Inspections are recorded in I- Auditor.	The following roles complete Worksite Inspections:
	2 workplace inspection per week (on average (8 per month))	RCG Management & Leadership Team
		RCG Health and Safety Manager and Quality Manager
		External Partners
		Civil Build Contractor Management
Plant & Equipment Inspections	P&E Inspections are completed by Civil Build Contractors as per Civil Build	The following roles complete P&E Inspections:
	Contractor Procedures and recorded. Copies available on request by RCG. Daily. Weekly and/or monthly	Civil Build Contractor P&E Operators
		The following roles
Toolbox Meetings	Toolbox meetings held on site utilising I- Auditor or similar applications with all Civil Build Contractor and sub-contractors (and	complete Toolbox Meetings:
	activities, H&S issues and events, and progress.	Civil Build Contractor and/or Sub-contractor employees
	Minutes kept and copies available on request by RCG. Toolbox held at the end of each week	



КРІ	Measure	Target
H&S Incident Notifications	H&S Incident Notifications are recorded in I-Auditor or similar application.	The following roles complete H&S Incident Notifications:
	There are 5 event types that can be recorded.	Civil Build Contractor
	1. Opportunity for Improvement	incident notifications at build sites.
	2. Incident - Hazard	All RCG employees for
	3. Incident - Near Miss/No Harm	incident notifications in the Office or during the
	4. Incident - Damage	conduct of RCG work.
	5. Incident – Injury or death	
Notifiable events (Injuries and Incidents)	Events recorded in I-Auditor or similar application.	No deaths or injuries. Notifiable events reported to the CIP (phone call and email) immediately at the event occurring, followed by an Investigation Report within 10 days after the Event. Notification to the RCG Health and Safety Manager and RCG Chief
Pre-start Risk Assessment Survey (build work)	Pre-start & job start Risk Assessment Surveys are recorded by Civil Build Contractor and recorded in I-Auditor or similar application. Daily, prior to work commencing.	The following roles complete Pre-start Risk Assessment surveys: Civil Build Contractor management and all site workers, RCG workers who conduct site visits.
SWMS (Safe Work Method Statements) / JSA (Job Safety Analysis)	SWMS / JSA are high risk activity / task documents and are provided by Civil Build Contractors /SERCO's Project Manager to RCG H&S Manager for review and acceptance, 2 weeks prior to FC site activity or build date.	To be reviewed and accepted by RCG H&S Manager within 2 days of receipt if compliant or when they meet the required standard.



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Contract Specific Requirements

 Key contract specific safety objectives, additional to those listed above will be identified by Civil Build Contractors in their Contractor Safety Management Plans.

As part of their health and safety obligations and expectations under this RCG Project Safety Management

Plan and legislative requirements, each Civil Build Contractor is expected to:

- Provide a Site-Specific Safety Plan for each site activity (survey/build/upgrade etc), to the RCG Site Project Manager and/or Health and Safety Manager, prior to access, including a Risk Register, at least 2 weeks before scheduled commencement of site works.
- Ensure no work commences on site without acceptance of the SWMS / JSA by the RCG Health and Safety Manager.
- Liaise with Power company and ensure that all information relating to site access and site hazards, have been provided by RCG prior to site survey.
- Ensure that power to build site is installed and connected, as per build design.
- Ensure that any Sub-contractors who are required, are pre-qualified by Civil Build Contractor system, engaged and monitored.
- Provision of SWMS / JSA for all activities, to RCG Health and Safety Manager for review and acceptance, prior to work
- · Requesting and management of Permits for High-Risk activities on site
- Provide any records of monitoring, training, meetings or site inspections and audits upon request.
- Provide monthly Health and Safety Performance Reports as per this Plan, and NIPA, within 5 business days of new month.
- Report any incidents to RCG immediately as per this Plan



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5 ROLES AND RESPONSIBILITIES

5.1 Project Safety Management Plan Resources and Responsibilities

In accordance with legislation and RCG policies, standards, and procedures, all RCG workers (i.e., all individuals working for RCG as: employees, Civil Build Contractors, and subcontractors) will be held accountable for the discharge of their respective Health and Safety responsibilities.

The responsibilities for all RCG workers and visitors are listed in the sub-sections below:

5.1.1 PCBU Roles and Duties

Overlapping **Persons Conducting a Business or Undertaking** (PCBU) duties between the Crown Infrastructure Partnership (CIP), RCG and Civil Build Contractors will be identified and addressed by Contractor Governance Forums, based on contract elements e.g., Monthly reporting KPI's etc.

RCG will work with CIP in fulfilling our primary duty of care.

When working with other PCBU's (Civil Build Contractors and/or Sub-contractors), RCG will work together with them to communicate, consult, cooperate, and coordinate activities to meet our joint health and safety responsibilities to workers and others, as far as is reasonably practicable.

Risks will be identified by means of a Risk Register for the RBI2 & MBS Programme and NIPA, and onsite activities will be assessed and controlled by both Contractor and Sub-contractors using on-site tools or mobile devices as described in the Plan.

Reasonable monitoring will be conducted on site between the Civil Build Contractor and Sub-contractors, to ensure health and safety risk management is maintained.

Additional roles and responsibilities are described in the section below.

5.1.2 All RCG Office and Site Workers

All RCG Office and Site workers (irrespective of position) will:

- present for work fit for duty.
- undertake a Welcome to RCG RBI2 & MBS Induction
- comply with RCG and/or Civil Build Contractor site rules.
- comply with any Civil Build Contractor Site Specific Safety Management Plan and with the RCG Project Safety Management Plan (this document), including all safe work method statements (SWMS / JSA)
- ensure full compliance with instruction and training provided by RCG.
- correctly use and maintain all personal protective equipment (PPE)
- work in a safe manner without risk to themselves, others, or the environment.
- report any faulty plant or equipment to their supervisor/ foreman immediately.
- immediately stop, and report, any workplace activity (including that of other persons) which presents an immediate risk to safety, property, or the environment
- participate in pre-start meetings, toolbox meetings and health, safety and environmental training as required.
- where possible, take immediate steps to control identified hazards in the workplace.
- report all incidents, near misses and hazards to their RCG Team Leaders immediately



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- comply with emergency and evacuation procedures.
- participate in incident investigations, risk assessments, site inspections and audits as required by RCG
- ensure that all relevant licences and permits are completed and available prior to starting work.

5.1.3 Chief Executive Officer

The Chief Executive Officer will:

- maintain overall responsibility for managing health and safety on the contract.
- Review and monitor the health, safety and wellbeing of all employees, contractors and visitors working out
 of the RCG office at 111 Franklin Road.
- Ensure appropriate health and safety inductions are being carried out.
- Ensure all emergency and evacuation procedures are appropriate and adhered to.
- Where applicable acquire and communicate health and safety information to all RCG Office personnel.
- Ensure all health and safety incidents are reported and investigated as required.
- provide regular feedback to and support the health and safety commitment of the Health and Safety Committee and workers under their supervision and control.
- ensure health and safety is a consistent agenda item at all workgroup meetings for the RBI2 & MBS Programme
- ensure all RCG workers within their area(s) of control receive appropriate induction and training to perform their work in a safe, legal, and competent manner including any site-specific inductions.
- ensure health and safety responsibilities and accountabilities have been defined and communicated to contractors engaged within their area(s) of control.
- ensure the Contract H&S Risk Register is established, reviewed, and maintained.
- review contract SWMS / JSAs for adequacy and approve/ reject the supplied SWMS / JSA prior to use on site.
- regularly monitor health and safety performance and compliance
- participate as required in consultative forums pertaining to health and safety management.
- be part of the planning and design stages of work.
- promote the prompt and accurate reporting and investigation of incidents, near misses, and hazards and ensure corrective actions are implemented in a timely manner and as required by RCG procedures and any client specific requirements.
- review the initial H&S job (or design where applicable) risk evaluation at contract commencement.
- ensure any identified hazardous substances and/ or dangerous goods are managed.
- ensure the Project Safety Management Plan is reviewed, maintained and any changes communicated to site personnel over the life of the contract.
- assist injured workers to return to their pre-injury duties, through injury management in consultation with the Health and Safety Manager, as soon as practicable after a work-related injury.

5.1.4 Head of Delivery

Head of Delivery will:

, review and approve Site Acquisition information, prior to design and build.



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- monitoring purchase and delivery of plant, equipment, and materials to check that they comply with health & safety specifications.
- provide regular feedback to and support the health and safety commitment of the RCG workers under their supervision and control.
- ensure all RCG workers and contractors within their area(s) of control have appropriate training to perform their work in a safe, legal and competent manner including any site-specific inductions.
- initiate health and safety processes within their area of control
- Assist in the planning and design stages of build activities.

5.1.5 Procurement and Commercial Manager

The Procurement and Commercial Manager will:

- where applicable, acquire and communicate health and safety information to all Power Companies and Civil Build Contractors, including future work providers.
- ensure health and safety responsibilities and accountabilities have been defined and communicated to Civil Build Contractors engaged within their area(s) of control.
- assist in the review and approval of Civil Build Contractors safety management documentation, where required.
- monitoring purchase and delivery of plant, equipment, and materials to check that they comply with health & safety specifications; and
- obtain appropriate health & safety information from suppliers of plant, equipment, and materials.
- Assist in ensuring equipment and plant provided is fit for purpose and appropriately maintained.

5.1.6 H&S Manager

The H&S Manager will:

- be responsible for the day-to-day implementation of, and compliance with, the Project Safety Management Plan
- ensure work is done according to legislative and regulatory requirements.
- provide technical advice and support to the Chief Executive Officer, Head of Design and Head of Delivery and also the Procurement and Commercial Manager in the establishment of health and safety objectives, targets and strategies for the RBI2 & MBS Programme
- facilitate the reporting of RBI2 & MBS Programme and NIPA health and safety performance, including trend analysis of lag and lead indicators.
- provide technical advice and support to the RCG workers and Civil Build Contractors in the identification
 of workplace hazards, and assessment and control of associated risks, and
- provide technical advice and support to develop and maintain the H&S Risk Register and SWMS / JSAs, including purchasing decisions and plant modifications.
- provide advice on health and safety management to all workers.
- always insist on sound health and safety practices
- monitor and communicate legislative changes and best practice initiatives to management and all workers.
- advise on RBI2 & MBS Programme compliance with legislation and the Project Safety Management Plan



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- establish and implement internal health and safety auditing programs for the contract, including the development of subsequent action plans to address identified deficiencies.
- assist the Chief Executive Officer in the identification, development and implementation of health and safety training programs for RCG contract workers and management.
- monitor, facilitate and lead (when required) the incident reporting and investigation process, including ICAM investigations for serious incidents; and
- assist in evaluating the effectiveness of the Project Safety Management Plan.
- monitor the Civil Build Contractors compliance with site specific safety management plans.
- review and approve/accept all Civil Build Contractors safety management documentation.
- where applicable acquire and communicate health & safety information to all personnel.
- complete risk assessments and implement appropriate risk controls.
- monitor and review risk controls to determine effectiveness of such controls in eliminating/minimising risks identified.
- develop and implement project monitoring schedules and compliance testing plans.
- report and investigate all safety illness/injury and incidents.
- implement corrective actions.
- allocate project-specific safety tasks when necessary.
- assist in preparation of relevant SWMS / JSAs for contract work activities.
- ensure all RCG workers and contractors are aware of the requirements of, and comply with, SWMS / JSAs applicable to their work.
- provide assistance to the Chief Executive Officer to ensure the Training Needs Analysis (TNA) for RCG workers is completed (see section 7 Training and Competency)
- lead by example and promote sound health, safety, and environment practices at every opportunity.
- promote the prompt and accurate reporting and investigation of incidents, near misses and hazards.

5.1.7 Civil Build Contractors (build work (including TI))

Civil Build Contractors and their subcontractors will (in addition to the responsibilities of all RCG workers):

- ensure compliance with relevant legislation, standards, and codes of practice.
- ensure that all of their employees are inducted to the RCG RBI2 & MBS Programme before starting work on site and comply with the site rules and terms of the relevant Subcontract Agreement.
- ensure that all their plant and equipment used on site is fit for purpose and appropriately maintained.
- ensure that all responsibilities and accountabilities defined by RCG and identified in this Project Safety Management Plan are complied with.
- ensure the Training Needs Analysis (TNA) is completed for all contractor and sub-contractor employees (see section 7 Training and Competency Management)
- obtain appropriate health & safety information from suppliers of plant, equipment, and materials.
- ensure equipment and plant provided is fit for purpose and appropriately maintained.
- initiate health and safety processes within their area(s) of control, including toolbox meetings, inspections, and the identification, assessment, and control of risks.
- ensure all personnel on site are inducted on to the site and or contract and are aware of site hazards, controls, and aspects of the Project Safety Management Plan, and/or Site-Specific Safety Management



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Plans applicable to their work on site. All PCBU's present at the site must make each other aware of the hazards that they bring to the site.

5.1.8 Other Contractors – Power Companies (Lines and Retail), WISP activity, Co-locates, Network Suppliers, Fault and Pro-active maintenance, future works)

Other Contractors and their subcontractors will:

- ensure compliance with relevant legislation, standards, and codes of practice.
- ensure that site access information has been provided e.g., site information and site hazards.
- ensure that all their plant and equipment used on site is fit for purpose and appropriately maintained.
- ensure that all responsibilities and accountabilities defined by RCG and identified in this Project Safety Management Plan are complied with.
- ensure the site is left undamaged and any damage is repaired to the satisfaction of the landowner.
- ensure that any damage or faults is reported to Asset owner prior to completion of activity.



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6 HSE RISK MANAGEMENT OVERVIEW

6.1 HSE Risk Management Framework

Risk management refers to a coordinated set of activities and methods i.e., practices, policies, and procedures, that are applied to identify workplace hazards, assess associated risks, determine appropriate control measures and monitor and review the hazard/risk management process for efficacy in providing a safe and healthy workplace.

RCG will, in conjunction with the Civil Build Contractors, ensure that all health and safety risks for this RBI2 & MBS Programme are identified and managed through effective controls and effective elimination and/or minimisation strategies.

RCG will cover generic H&S risks related to administration activities at the RCG office, and the Civil Build Contractors (Ventia, Connect8 and Downer NZ and other authorised contractors) will implement processes to identify, assess and control high risks on site through their own management systems for Risk Management. RCG project management will be advised of activities and tasks where contractors and sub-contractors are exposed to high risk, and Safe Work Method Statements (SWMS / JSA) provided for review and approval prior to work. Civil Build Contractors will also be responsible for the issuing and managing the Permits to Work on site.

The detail of this HSE Risk Management Framework is set out in two foundational documents:

- Risk Management, and
- Permit to Work

6.2 Risk Management Process

The associated process has five steps which are cyclical in nature, as follows:





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Prior to travelling to an RCG site or RCG site candidate, all **RCG Site Acquisition** employees and service providers/contractors must consider the relevant known health and safety hazards/risk issues and appropriate control measures to eliminate or mitigate the risk. Therefore, they must first complete the **Site Visit H&S Assessment Checklist**, example below.

Potential H&S risk issue	Suggested Control Measures (For third party service providers – please provide relevant company policy or process	Applicable Yes/No	Comments
Driving/fatigue	Allow for sufficient rest breaks, ie every 2 hours/consider shared driving,	Yes	Sufficient breaks taken whilst driving
Lone work	Ensure calling regime with office at regular intervals or alternate form of communication and safety devices.	Yes	Contacted office (where possible) before and after site visit
Vehicle breakdown	Ensure call out process for mechanical breakdown in place. Ensure vehicles regularly serviced	Yes	Use of rental companies who provide 4x4 vehicles and breakdown callout services.
Rural terrain	Ensure appropriate vehicle (4x4) in use and driver has appropriate skills and training for the terrain in all weather conditions.	Yes	As above, 4x4 taken to all site visits. NZQA US 17978 completed March 2018.
Animals and Stock	Ensure care taken when working near or approaching farm stock, dogs etc	Yes	Followed LO's instructions regarding stock
Mycoplasma bovis	Ensure all precautions adhered to if notices are in place on farm (refer to fact sheet)	No	No signs – asked owner prior to visit if applicable
Kauri Die back	Ensure all precautions are followed if visiting a sensitive area (refer to fact sheet)	No	As above
Use of Quad bikes on farms	Ensure only trained and competent personnel operate an ATV or quad bike. Never get on the back of a quad bike unless you and the driver are familiar with Worksafe NZ Fact sheet on safe carrying of passengers on a quad bike.	Yes	Familiar with fact sheet. Site was walked to (and from).
Personal Protective Equipment	Equipment Ensure high vis vest where appropriate (ie road corridor) and sturdy closed toe footwear worn. Hard hats as required with overhead work.	Yes	High vis, eye protection, safety footwear hearing protection, hard hat.
Threatening behaviour/ violence	Do not engage in conversation with hostile members of the public if at all possible	No	Move to safe area, leave the site if needed. Call emergency services for help.
Use of Helicopter	Confirm compliance with all safety aspects of Helicopter use.	Yes	Approved CCA permit, SWMS
Adverse weather conditions	Ensure that workers are dressed appropriately for the conditions.	Yes	Wet weather and hot weather



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Other	Please add any additional hazards noted during site visit.		
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All identified hazards/risk issues will be added to the Site Candidate sheet or Site Survey report and returned to the RCG Contact to be included in the site folder and Nexsysone, for future reference.

During the Build stage, and for certain activities undertaken by Civil Build Contractors and sub-contractors, Civil Build Contractors may conduct a more in-depth risk assessment to ensure that all risks / hazards associated with the activity are identified, assessed, and managed.

Documents that may be obtained/developed are:

- Safe Work Method Statement (SWMS / JSA) for High Risk Construction Work; and
- Safe Work Procedures or Risk Assessments for all other identified activities.

The RCG Site Project Manager will ensure that where applicable for the work task, the Civil Build Contractor has developed a SWMS / JSA ensuring health & safety hazards and their control measures are identified.

The RCG Health and Safety Manager will review the SWMS / JSA to ensure that the necessary risks control measures are included.

NOTE: If the SWMS / JSA or Safe Work Procedure has a residual risk level assessed above "high", then the SWMS / JSA or Safe Work Procedure needs to be signed off in writing by the RCG Health and Safety Manager.

Process Step		Activities	Associated Documents	
1.	Hazard Identification and Risk Assessment	Develop a comprehensive register of the hazards and health and safety risks involved in specific work- streams.	RCG Risk Register	
		Low risk and contract wide controls are included in the RCG RBI2 & MBS Induction, which all workers must attend before starting work. <i>Refer to section</i>	Civil Build Hazard Board Refer also to: RCG RBI2 & MBS Induction	
		The Contract Risk Register is saved in the RCG Risk Register		
		At this stage, also identify the SWMS / JSA's which will be required and where Permit to Work will be employed to control high-risk tasks.		
2.	Control planning based on Risk Assessment	Methodology is written, and includes hazard identification, risk assessment and planning of controls associated with each step.	Safe Work Method Statement (SWMS / JSA),	
3.	Implementation of planned controls	The planned methodology or controls, mitigations and assignment of responsibility is communicated to all those on site (ie Supervisors/ Foremen/ Lone	Pre-Start Risk Assessment app (I- Auditor)	
		Workers, Workers), who sign on to the Pre-Start Risk Assessment.	Downer Survey, Beams, Vault etc.	
		Site-specific risks are reviewed before starting work and recorded using the Pre-start or Job-start Risk Assessment record in I-Auditor or similar application.		
4.	Monitoring of work	 Worksites are monitored by Managers, Team Leaders and HSE Managers / Advisors to ensure that the planned methodology: has been implemented, and is effective and controls all risks 	<i>I-Auditor</i> and associated checklists Refer also to:	



	Process Step	Activities	Associated Documents
			Section 12 – Evaluation, Monitoring and Review
5.	Review of hazards and controls	The effectiveness of the risk management process is regularly reviewed and the HSE Risk Register and SWMS / JSA are updated as required.	



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				С	onsequer	ices	
		People	No treatment injury.	Minor injury or First Aid Treatment.	Off-site medical treatment injury.	Serious injury -hospital admission.	Death or life threatening injuries.
		Assets	Less than \$1000.00	Less than \$10,000	Less than \$25,000	Less than \$100,000	More than \$100,000
Environment		No impact on or off site. Contained	Minor impact on site only. Contained	Moderate on site & minor off site impact	Moderate off- site impact - Short term remediation	Major on & off- site impact. Long term remediation	
Regulatory		No action or response on notifications	Verbal warning	Improvement notice, Written warning	Infringement or prohibition notice	Prosecution or Enforcement order	
		Trivial	Minor	Moderate	Major	Extreme	
						-	
			1	2	3	4	5
	Α	Almost Certain	1 Moderate 8	2 High 16	3 High 18	4 Extreme 23	5 Extreme 25
po	A B	Almost Certain Likely	1 Moderate 8 Moderate 7	2 High 16 Moderate 10	3 High 18 High 17	4 Extreme 23 High 20	5 Extreme 25 Extreme 24
elihood	A B C	Almost Certain Likely Possible	1 Moderate 8 Moderate 7 Low 3	2 High 16 Moderate 10 Moderate 9	3 High 18 High 17 Moderate 12	4 Extreme 23 High 20 High 19	5 Extreme 25 Extreme 24 High 22
Likelihood	A B C D	Almost Certain Likely Possible Unlikely	1 Moderate 8 Moderate 7 Low 3 Low 2	2 High 16 Moderate 10 Moderate 9 Low 5	3 High 18 High 17 Moderate 12 Moderate 11	4 Extreme 23 High 20 High 19 Moderate 14	5 Extreme 25 Extreme 24 High 22 High 21

Response action based on risk level

Raw Risk Rating	Risk Acceptability	Risk Controls
Low	Acceptable	Accept but monitor to ensure current controls are effective.
Moderate	Tolerable	Review to confirm that the risk level is reduced to as low as reasonably practical. Undertake the activity but monitor controls implemented.
High	Not Acceptable	Controls will need to be implemented to reduce the risk to as low as reasonably practicable before the activity is undertaken.
Extreme	Not Acceptable	Consider alternatives to doing the activity. Robust controls will need to be in place before the activity is undertaken to reduce the risk to as low as reasonably practicable. Rigorous monitoring required whilst activity is undertaken to ensure the suitability of the controls.



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6.3 Permit to work.

6.3.1 Permit to Work Tasks

The tasks which are subject to Permit to Work for RCG are identified in the contract Risk Register. The table below summarises the different Permit to Work types which will be used:

Standard	Relevant Permit to Work form	PTW
Isolation of Energy Sources	Isolation Permit	\boxtimes
Hot Work	Hot Work Permit	\boxtimes
Working at Height	Work at Height Permit	\boxtimes
Digging / Excavation	Digging Permit	\boxtimes
Electrical Safety	Close Approach Permit from Utility Owner	\boxtimes
Permit to Work (for other risks)	eg Lift Plan Cranes and Hiab	\boxtimes
Helicopter Operations	CAA authorisation	\boxtimes
Drone Operations	CAA authorisation (where applicable)	\boxtimes

Contract Specific Requirements

 Any task or client specific permits must be preferably noted on the design and any planning information and then noted on Pre-Start Risk Assessment form. Examples could include Corridor Access Request (CAR's) and corresponding Work Access Permits (WAP's), Close Approach Consents (CAC's), and KiwiRail permits.

Permit Coordination Area

Permits will be retained on site by the Civil Build Project Manager and must be checked at the daily Pre-Start Risk Assessment meeting to ensure any necessary permits required for work to be conducted that day are on site and still current and valid. If any permits are not on site and are expired or invalid, then **that work cannot proceed.**

Register	Location	Maintained By
Authorised Permit Issuers and Receivers Register	Local office – paper copy	Civil Build Contractor Project Manager
Site Permit Register	Site – paper copies	Civil Build Contractor Project Manager



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6.4 High Risk Management

RCG have identified High Risks that may be present in this project and will vary depending on the job and on the environment. Common high risks typically associated with activities by contractors and sub-contractors are listed below and as part of the site activities, Civil Build Contractors will provide SWMS / JSA's and High Risks will be assessed and added to any design or Hazard Identification.

Hazard Name	Common Hazard Description	Control Document/Standard
Electrical Work	RCG High Risk Standard for Electrical work has been developed to support RCG Contractors in the planning and mobilisation of RCG contracted works involving electrical works including testing, electrical installations, and equipment	RCG HSW_Contractor_HighRiskStandard_St01 _ElectricalWork_Version01 7.12.2017.docx
Work at Height	RCG High Risk Standard for Work at Heights aims to define minimum RCG and legal requirements for the elimination or, where this is not practicable, the minimisation of, risk to persons when Contractors are undertaking work at heights and this precondition forms a part of their RCG agreed Contract Conditions.	RCG_HSW_Contractor_HighRiskStandard _St02_WorkAtHeights_Version01_7.12.20 17.docx
Road Risk	RCG High Risk Standard for Road risk aims to define minimum RCG and legal requirements for the elimination or, where this is not practicable, the minimisation of, risk to persons when Contractors are undertaking the movement of vehicles on roads and this precondition forms a part of their RCG agreed Contract Conditions.	RCG_HSW_Contractor_HighRiskStandard _St03_RoadRisk_Version01_07.12.2017
Fatigue	RCG High Risk Standard for Fatigue in the Workplace aims to define minimum RCG and legal requirements for the elimination or, where this is not practicable, the minimisation of, risk to persons when Contractors are undertaking work activities that may expose persons to fatigue in the workplace, and this precondition forms part of their RCG agreed Contract Conditions.	RCG_HSW_Contractor_HighRiskStandard _St04_Fatique in Workplace_Version01_7.12.2017
Lone Worker	RCG High Risk Standard for Lone Worker aims to define minimum RCG and legal requirements for the elimination or, where this is not practicable, the minimisation of, risk to persons when Contractors are undertaking a work activity that is carried out in isolation from other workers and/or in remote locations without close supervision, and this precondition forms a part of their RCG agreed Contract Conditions.	RCG_HSW_Contractor_HighRiskStandard _St05_LoneWorker_Version01_7.12.2017
Electromagnetic Energy (EME)	RCG High Risk Standard for Electromagnetic Energy (EME) aims to define minimum RCG and legal requirements for the elimination or, where this is not practicable, the minimisation of, risk to persons when Contractors are undertaking work that involves or exposes them to EME, and this precondition forms a part of their RCG agreed Contract Conditions.	RCG_HSW_Contractor_HighRiskStandard _St06_EME_Version01_7.12.2017
Asbestos	RCG High Risk Standard for Asbestos aims to define minimum RCG and legal requirements for the elimination or, where this is not practicable, the minimisation of, risk to persons when Contractors are undertaking work with and/or near asbestos, and this precondition forms a part of their RCG agreed Contract Conditions.	RCG_HSW_Contractor_HighRiskStandard _St07_Asbestos_Version01_7.12.2017
Night Work	RCG High Risk Standard for Night Work aims to define minimum RCG and legal requirements for the elimination or, where this is not practicable, the minimisation of, risk to persons when Contractors are undertaking a work activity that is carried out at night, and this precondition forms a part of their RCG agreed Contract Conditions.	RCG_HSW_Contractor_HighRiskStandard _St08_Nightwork_Version01_7.12.2017
Crane lift	RCG High Risk Standard for Crane lift aims to define minimum RCG and legal requirements for the elimination, or where this is not practicable, the minimisation of risk to persons when Contractors are undertaking work with cranes and other lifting	RCG_HSW_Contractor_HighRiskStandard _St09_CraneLift_Version01_7.12.2017



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	equipment, and this precondition forms a part of their RCG agreed Contract Conditions.	
Underground Cabling	RCG High Risk Standard for underground cabling aims to define the RCG and legal requirements for the elimination, or where this is not practicable, the minimisation of risk to persons working around underground cabling, and this precondition forms part of their RCG agreed Contract Conditions.	Under review
Helicopter Operation	RCG High Risk Standard for Helicopter use aims to define minimum RCG and legal requirements for the elimination, or where this is not practicable, the minimisation of risk to persons when Contractors are undertaking work using Helicopters for lift operations. This precondition forms a part of their RCG agreed Contract Conditions.	Under review

Copies of SWMS / JSA relevant to Civil Build Contractors or activities must be held on site and Nexsysone for ease of reference.

6.5 Plant and Equipment Arrangements

6.5.1 Plant and Equipment Selection

RCG and/or Civil Build Contractors teams will either have existing plant and equipment available as part of their team capability or for specific contracts or jobs may request the hire or lease of specialist plant and equipment.

RCG plant and equipment requests should always be approved by the Head of Delivery.

Plant and equipment suitability will be determined with assistance from the RCG Program Manager and Civil Build Contractor Project Managers, and be selected considering the cost, the operating environment, the site and any operators training or certification requirements.

Health & safety risk assessment begins during the design or procurement/contracting stage.

Key Procurement activities include:

- Include OHS in contract documents.
- Select safe service provider.
- Approve project OHS management plan.
- Review method statements, and other plans

Technical data and other information should be examined prior to any decision to purchase. Purchase orders should stipulate the health and safety requirements (e.g., reference the necessary AS/NZS Standards), or those required by applicable legislation where necessary.

Design guidelines:

RCG will provide RCG Network Infrastructure Design Guide for the deployment of towers in rural communities, which will align with industry best practice. RCG deploy a variety of structures to suit each environment (fit for purpose).

6.5.2 Inspection and Maintenance

It will be the responsibility of the Civil Build Contractor Project Managers or Site Managers on site to:

- maintain the plant in good working order.
- ensure daily pre-start inspections are completed.



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- ensure all maintenance and repairs are carried out promptly.
- halt operation of the plant or equipment if it is deemed unsafe until required repairs or replacement are completed.
- ensure that only competent or, if required, qualified operators operate the plant or equipment.
- Ensure that current certification is in place (cranes, mobile elevated work platforms etc)
- Ensure crane operators, riggers and dogman and other key personnel have the current appropriate certification.

Any unsuitable, faulty or out of specification plant and equipment will be removed from service until repaired or replaced using a tag out system to clearly identify the plant and equipment and to if possible, disable the plant or equipment to prevent use until it is replaced or repaired.

6.6 Hazardous Substances and Dangerous Goods Arrangements

As a result of recent changes to legislation the Civil Build Contractor Project Manager will maintain the existing, or implement the requirements for Hazardous Substances Management at a site level, in accordance with the Regulations and with their organisations policy and procedures for Hazardous Substances Management.

The ten key factors that need to be considered at RBI2 & MBS sites are:

- 1. There should be a Site-Specific Hazardous Substances Register, recording the maximum quantities of all substances held on the site, their hazard classification(s) and where they are stored.
- If trigger quantities are exceeded (eg >50L petrol or >100kg of LPG), Location Test Certificates are required which specify the maximum quantity to be held on this site and that limit must not be breached. For Diesel, when stored in a bulk storage tank of more than 5,000 litres, a Stationary container compliance certificate is required.
- 3. Safety Data Sheets (SDSs) must be readily available for all substances held and be < 5 years old.
- 4. Workers must understand the **hazardous properties** of the substances they handle and how to protect themselves and the environment. For example, Class 6.7 means potential carcinogen.
- 5. Oxy-Acetylene welding sets must have **flash-back arrestors** on both the fuel and oxygen lines. These must be inspected weekly, tested annually, and replaced every 5 years. Hoses must also be checked.
- 6. **LPG cylinders** must be re-tested or replaced every 10 years (the test date is stamped on the neck ring).
- 7. Hazardous substances must be kept in suitable, **labelled containers** (showing the name of the substance and its hazardous properties). Keep the lids on to prevent fumes escaping.
- 8. Hazardous substances should be stored on shelving made of **impervious material** (eg metal or plastic resistant to the substance), with bunds under liquids able to contain spills or leaks.
- 9. Where flammable substances are stored, there should either be no power supply, or the power supply must be **intrinsically safe**.
- 10. **Hazchem signage** is required at the entrance to yards and buildings/ stores where hazardous substances are stored above trigger quantities (and placarding of vehicles carrying substances).

Zinc-Bromide Module (ZBM2, (3kW/10kWh) – Redflow DC flowing electrolyte battery

Redflow's ZBM2 is a fully DC modular flow battery with in-built intelligence. With appropriate ancillary circuitry, multiple ZBM2s can be connected together in parallel and series arrays.

The ZBM2 is ideally suited to deep cycling and long cycle life energy storage applications requiring multiple hours of discharge on a daily basis. It can operate to 100%, or partial depths of discharge without a reduction in operating life.

The ZBM2 battery consists of:



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- ZBM2 flow battery (including electrolyte)
- Module Management System (MMS)
- Sensor Analog Loom
- Power Cables



The Redflow ZBM2 is a flowing electrolyte battery containing approximately 100L (26gal) of water-based zincbromide electrolyte. The ZBM2 electrolyte is an aqueous (water-based) solution of zinc bromide salt usually including additional supporting salts and complexing agents.

The electrochemical process of charging a ZBM2 battery alters the electrolyte. Zinc ions are plated out as metallic zinc, and bromide ions become linked with the complexing agents in the electrolyte to form a separate dense Bromine Complex phase. Electrolyte is yellow to orange in colour, while the Bromine Complex phase is dark red (Figure 1). This complex phase has a higher density and readily separates (sinks) from the aqueous electrolyte phase and can be described as "oil-like".



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Figure 1: Yellow electrolyte phase and denser dark red bromine complex phase

U.N. NUMBER: 3264 U.N.

DANGEROUS GOODS CLASS: 8 Corrosive liquid N.O.S. (contains Zinc Bromide, polybromide oil)



For further information regarding the Redflow ZBM2, flowing electrolyte battery, it is necessary and important that all workers involved in handling, transporting, installation, electrical connections, servicing and electrolyte refill, ongoing maintenance, read and understand the **Redflow ZBM2 Installation and Operation Manual v2**, including attached Appendices and Safety Data Sheet, prior to use of this battery system.

6.7 Affected Neighbours Management Arrangements

RCG and Civil Build Contractor teams are to be reminded frequently about the need to consider residents and members of the public when performing their work. Where required or appropriate, these reminders are in the form of:

- Temporary Traffic Management Plans which may specify certain conditions to ensure the safety of pedestrians and road users.
- Job planning Pre-Start Risk Assessments where particular community needs (eg. schools, shopping centres etc) are discussed and disruption minimisation considered.
- Site security sites to be enclosed (fenced with locked gates) where in proximity to the public, or where there is a risk of vandalism.



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6.8 Subcontractor and Supply Chain Arrangements

The selection of RCG sub-contractors such as Power Companies (Lines and Retail) will be engaged and prequalified through the Vodafone Gateway system and processes. The selected sub-contractors must be accredited for the work they will be doing. This selection and approval process ensure that all RCG subcontractors comply with all RCG HSE requirements.

Civil Build Contractors may engage and pre-qualify their own Sub-contractors using their own Sub-Contractor management System and Procedures.

6.8.1 Engagement

Once accredited, the RCG Program Manager will organise a kick-off meeting with Civil Build Contractors engaged on the RBI2 & MBS Programme. In the kick-off meeting the RCG Project Manager will discuss with the contractor the minimum safety requirements for the work and will request the contractor to provide the necessary Health & safety documentation for the RBI2 & MBS programme (e.g., Contractor Project Health & safety Management Plan, SWMS / JSA etc).

For pre-build activity by the RCG Sub-contractor (Power companies), the Civil Build Contractor will review the documentation supplied by the Power company, such as Site-Specific Safety Plan and SWMS/JSA if engaged by the Civil Build Contractor. Otherwise, the RCG Health and Safety Manager will review the documents.

RCG Program Manager, and/or RCG H&S Manager, will review the documentation supplied by the Civil Build Contractor using the following checklists:

- Health & safety management plan review checklist (SMP Assessment Tool)
- SWMS / JSA Checklist.

Other relevant documentation will be reviewed for adequacy and to ensure that it meets RCG minimum requirements.

6.8.2 Induction

All subcontractors and suppliers coming onto the sites must be inducted to the site specific or out of the ordinary hazards that should be communicated along with sanitary, hygiene, medical, access and egress risks and facilities. The inductions should be carried out by the Civil Build Contractor Project Manager, or their representative.

Records of completed site specific inductions are to be maintained by the Civil Build Contractor Project Manager / Site Manager at each site and provided to RCG upon request.

6.8.3 Supervision and Monitoring

The RCG Health and Safety Manager will ensure that the Civil Build Contractor's activities are monitored in accordance with RCG Project Safety Management Plan and RBI2 & MBS Programme Audit Framework.

Subcontractors will be managed by Civil Build Contractor Project Managers / Site Managers. The RCG Health and Safety Managers need to ensure regular supervision, evaluation and monitoring by:

- Safety Leadership Walk and Talks
- Worksite Inspections



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- Audit of Daily Pre-Start Risk Assessments or Hazard ID sheets, Work Permits, competencies and other training status, HSE compliance.
- Ensuring Civil Build Contractors and subcontractors attend weekly Toolbox meetings.
- Ensure that Senior Officers and Leadership Team are attending Civil Build Contractor and/or subcontractor daily pre-start risk assessment meetings as frequently as possible.

RCG Civil Build Contractors will be required to submit on a monthly basis a Health & Safety Performance Report. A copy of the report must be sent monthly to RCG Health and Safety Manager via the CIP Health and Safety monthly performance report in the RCG SharePoint site and will be reviewed at project governance meetings held for each of the Civil Build Contractors monthly.

6.8.4 Review

The health and safety performance review of Civil Build Contractors and their subcontractors is being performed by RCG. The Civil Build Contractors are responsible for the reporting and performance review of their Subcontractors. This will occur on a monthly basis and issues identified and corrective actions will be formally reported in the monthly report.

A consolidated monthly report will be submitted to CIP by RCG as part of NIPA requirements.

6.8.5 Handover

At completion of works, the Civil Build Contractor will provide RCG with the necessary documentation for product / service provided. This documentation might include but not be limited to:

- compliance certificates (e.g. electrical, fall arrest, etc);
- risk assessments;
- Permit to Work issued for High-Risk activities
- Records of weekly Toolbox meetings
- operation & maintenance manual and schedules;
- safety in design report; and
- any residual risk associated with the product / service will be recorded and relevant stakeholders notified.



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6.9 **Operational Control**

6.9.1 Design control

Safety in design within RCG is aimed at preventing injuries and disease by considering hazards as early as possible in the planning and design process. Safety in Design must be considered at all stages of the design process in order to maximise the potential to eliminate risk and/or reduce the risk profile. Refer to the RCG Network Infrastructure Design Guide 2018.

6.9.2 Authorities and permits.

Project work agreement/authority

Describe any requirement and arrangements to be made for work agreement with customer or site owners.

Work permits.

Describe the process for requesting, receiving, and returning work permit and the activities that require them. Include council permits or traffic management permits etc.

6.9.3 Security and Site access control

Site Access control

Current site access process is via the RCG Program Manager. The Civil Build Contractor Project Manager must follow process described in the RCG Site Deployment Project Manager OSH Overview document on the RCG SharePoint

https://rcgnz.sharepoint.com/Sites/hsdocs/Procurement%20%20Contractor%20Management/Forms/AI Iltems.aspx.

6.9.4 Interface arrangements

Where applicable.

Describe interface arrangements, Interface arrangement should consider such parties as Farm Owners/Landowners/Building Owners/managers and principal contractors etc.

6.9.5 Site-Specific Safety Management Plans

For all sites and prior to work commencing, RCG will review the Civil Build Contractor's site-specific safety plan. RCG will require site specific management plans to be developed in line with approved Civil Build Contractor management procedure.



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7 TRAINING AND COMPETENCY MANAGEMENT

7.1 RCG RBI2 & MBS Induction

Pre-requisites for attendance at any work stream and/or site-specific induction is:

- for RCG employees, they must have completed the general RCG Office induction
- for Civil Build Contractor subcontractors, the Subcontractor must be "Approved" through the Civil Build Contractor pre-qualification process.
- For RCG sub-contractors who are "Approved" through the Vodafone (non-build and/or future works) Gateway pre-qualification process
- The Civil Build Contractor Project Manager is responsible for ensuring that all site workers receive the RCG RBI2 & MBS Induction and then any Civil Build Contractor site specific induction. Typical topics covered in an RCG RBI2 & MBS Induction are likely to be:
 - Description of contract work
 - RCG and Contractor site rules
 - Minimum PPE requirements
 - Incident management and reporting
 - Hazard identification and management
 - Review of SWMS/JSA
 - Permits and controls.

Programme or contract specific inductions are recorded on registers that are then filed in contract files. Refer to:

RCG RBI2 & MBS Induction

7.2 Training and Competency Needs

RCG requires that a database be maintained of all RCG employees detailing individual training and certification requirements for the roles they perform including any safety specific training. Civil Build Contractors are to maintain, and provide information on request, records of training and competency of their contractor employees and pre-qualified sub-contractors working on the project. Civil Build Contractor are to ensure that their workers and sub-contractor workers have the prescribed levels of industry or competency training for high-risk activities based on legislative, codes of practice, best practice guidelines and Civil Build Contractor standards.

Training needs are identified using a combination of WorkSafe ACOPS, Best Practice Guides, RCG and/or Civil Build Contractor Standards, SWMS / JSA's, client specific requirements and general role and plant or equipment competency requirements. It is the responsibility of the RCG health and safety manager to ensure that all RCG team members have the required training and competencies and to ensure evidence of this is available either on site or readily accessible.

7.2.1 Safety Induction

RCG Managers are to ensure that all workers have the skills, knowledge and training required to carry out their work in a safe manner.

For the RCG office – it is mandatory that all new employees are taking through the HSW Office Induction package. This will either be undertaken by their direct manager or delegated to the Office Manager, People



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Manager or Health and Safety Manager. Confirmation of training carried out will be maintained in the RCG H&S Sharepoint site.

For all site work – the relevant RCG or Civil Build Contractor Project Manager must ensure that all workers have been inducted into the site safety procedures, including but not limited to site welfare facilities, hazard and incident reporting, safe work procedures, emergency response procedures and training and competency requirements. This includes requirements for core competencies of all workers for undertaking high risk tasks associated with the RBI2 & MBS Programme, and any requirement for certification in specialised trades. Identify the process to verify that everyone engaged in hazardous processes is appropriately licensed and competent. Training should ensure awareness of CIP & RCG's health & safety policies, relevant procedures, and the requirements of applicable legislation. This section should provide details of the arrangements and persons responsible for making project personnel and contractors aware of the above requirements.

7.2.2 Competency, certification, and awareness

It is a requirement, when performing a task or operation that requires a licence - the licence is valid, current, and available for inspection upon request. A copy of required licences is to be kept in project folders. Examples of licences are working at height, drone operation, use of cranes, confined space, electrical, first aid, plumbing, builders, motor vehicle etc. Details of training and licensing are required to be included in the induction register.

RCG and Civil Build Partner health & safety training & competency arrangements are defined and documented in:

- RCG workers training records will be stored in the relevant Health and Safety folder in SharePoint.
- Civil Build Contractors and sub-contractor training records to be maintained by Civil Build Contractor and provided to RCG on request.

Refer to:

Training Needs Matrix



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8 INCIDENT REPORTING AND MANAGEMENT

8.1 Incident Management Requirements

All hazards, work related injuries/illness and incidents are to be reported, recorded, and investigated in compliance with legal, RCG and CIP requirements. This process will assist in the management of risk within the workplace and assist in the prevention of further incidents.

8.1.1 Incident Reporting and Investigation

The reporting and investigation of incidents is essential to understanding the causes and therefore preventing the occurrence of similar events, therefore the RCG and Civil Build Contractors shall ensure:

- 1.1. That all necessary systems are in place to report, record and investigate all incidents including product failures.
- 1.2. Where a serious incident occurs that has the potential to directly impact RCG/CIP or any RCG related activity, this must be reported in accordance with the RCG/CIP Reporting process.
- 1.3. That the Civil Build Contractor co-operates with and supports RCG in the investigation of all serious incidents; and
- 1.4. That all details related to incidents and investigations are shared with RCG (and the Civil Build Contractor acknowledges these may be shared with the RCG/CIP)

Refer to:

RCG Incident Report Form

8.1.2 Incidents

All incidents, including **Medium +** or High-Potential Near Misses must be reported to the RCG CEO ASAP by phone, and then followed up with an email. The escalation of the reporting of serious incidents must adhere to the CIP Protocol for Escalation of Serious Incidents. All notifiable incidents to WorkSafe NZ as described by the Worksafe schedule must be reported in line with the listed requirements.

A detailed investigation report outlining relevant corrective actions must be supplied within a suitable time frame, depending on the severity and complexity of the incident, but not more than 10 days after the incident. The close out of the corrective actions will be monitored via the RCG HSW Committee.

Where Significant and/ or High-Potential incidents occurs (**Medium +**), and/or when WorkSafe advises that they wish to investigate the incident, both RCG and Civil Build Contractor/s will advise their legal teams and invoke joint legal privilege on any materials, photos, statements, records, and documents (amongst others) as part of a joint collaborative investigation between RCG and Civil Build Contractor HSE staff.

Neither legal party will disclose information without the involvement and sharing of this information with the other legal party.

Where appropriate, both parties will participate in a Shared Learning process, following a Significant Incident.

RCG will collaborate with the Civil Build Contractors to share materials relevant to the Incident. These could include Safety Alerts, outcomes of investigation root cause analysis and corrective/preventative actions.



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<u>Stage</u>	<u>Responsible</u>	Action	<u>Records</u>
 Initial Response 0 to 1 hours 	Site / Civil Build Contractor Project Manager RCG H&S Manager	 Assess the situation and respond to treat injuries, contain damage, and prevent further harm. Call emergency services and the RCG H&S manager as required, and relevant Civil Build Contractor team For Notifiable Injuries or Incidents, preserve the scene, take statements, and take photos to aid with investigation Notify and consult RCG CEO immediately. Consider need for further action (e.g., drug and 	Witness statements and photographs
		 alcohol test, contacting family, etc) For potentially Notifiable Events, ensure the worksite is shut down. For Medium + incidents and above, notify RCG Leadership and CIP management 	
2. Reporting 0 to 2 days	All workers	 Report all incidents as soon as practicable verbally or phone, followed by formal notification on RCG I-Auditor (if possible) 	RCG Incident Notification – I-Auditor
	Civil Build Contractor Project Manager	 Assess actual and potential consequence to classify incident Provide immediate verbal notification. Notify Civil Build Contractor Leadership and HSE Complete RCG Incident Notification on I-Auditor (only if not completed already by worker) For injuries to employees requiring medical assessment and/or treatment, initiate Injury Management process (see section 8.1.3, below) 	RCG Incident Notification – I-Auditor Civil Build Contractor Incident Report
	RCG Health and Safety Manager	 Consult with RCG CEO before notification to WorkSafe NZ or any other regulator. 	WorkSafe NZ Notification form
3. Investigate Incidents 0 to 10 days	Civil Build Contractor Project Manager / RCG H&S Manager	 For Category Medium +, undertake investigation using the Civil Build Contractor Investigation form Provide copy of Investigation report to RCG CEO and also relevant CIP Project / HSE Manager 	Investigation form
	RCG H&S Manager	 Provide input to investigation and ensure corrective / preventive actions are appropriate and closed out within agreed timeframe 	
4. Follow up and Share Learnings	RCG H&S Manager	 Ensure that corrective actions are taken within allocated time. Ensure that Learnings are discussed at Toolbox meetings and/or prepare Zero Harm Alert Learnings shared with Contractors 	

8.1.3 Injuries

All offices/sites where RCG workers, including RCG Sub-contractors, Civil Build Contractors and/or subcontractors, are located will have access to first aid facilities and trained first aiders where possible. The location of the nearest medical facility must be noted in H&S site plans and induction information. The Civil Build Contractor Project Manager is responsible for ensuring that all workplace incidents/injuries are managed appropriately and notified to the relevant people and organisations.



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8.1.4 Emergencies

Details of emergency procedures for the work location are to be available prior to workers accessing the location, including candidate sites, construction sites and offices. Key contact personnel names and numbers must be made available. Emergency response plans, relevant to the size and nature of potential emergency situations must be developed for all workplaces.

Refer to:

Incident Reporting and Investigation

Incident Severity Rating Chart

			Consequences				
People		No treatment injury.	Minor injury or First Aid Treatment.	Off-site medical treatment injury.	Serious injury -hospital admission.	Death or life- threatening injuries.	
Assets		Assets	Less than \$1000.00	Less than \$10,000	Less than \$25,000	Less than \$100,000	More than \$100,000
Environment		No impact on or off site. Contained	Minor impact on site only. Contained	Moderate on site & minor off-site impact	Moderate off- site impact - Short term remediation	Major on & off- site impact. Long term remediation	
Regulatory			No action or response on notifications	Verbal warning	Improvement notice, Written warning	Infringement or prohibition notice	Prosecution or Enforcement order
		Trivial	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
	Α	Almost Certain	Moderate 8	High 16	High 18	Extreme 23	Extreme 25
Likelihood	в	Likely	Moderate 7	Moderate 10	High 17	High 20	Extreme 24
	С	Possible	Low 3	Moderate 9	Moderate 12	High 19	High 22
	D	Unlikely	Low 2	Low 5	Moderate 11	Moderate 14	High 21
	Е	Rare	Low 1	Low 4	Low 6	Moderate 13	Moderate 15

Response action based on risk level.



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Raw Risk Rating	Risk Acceptability	Risk Controls
Low	Acceptable	Accept but monitor to ensure current controls are effective. No action or documentary evidence required. Cost effective solutions could be considered. Monitoring would guarantee that controls are maintained.
Moderate	Tolerable	Review to confirm that the risk level is reduced to as low as reasonably practical. Undertake the activity but monitor controls implemented. Where a moderate risk is associated with extremely harmful consequences, an additional evaluation may be necessary to establish the probability of harm more precisely to determine the controls necessary. Document and follow up.
High	Not Acceptable	The work should not be started or continued before risk reduction. Considerable resources may be allocated to reduce risk. Document and follow up. Controls will need to be implemented to reduce the risk to as low as reasonably practicable before the activity is undertaken.
Extreme	Not Acceptable	Consider alternatives to doing the activity. Robust controls will need to be in place before the activity is undertaken to reduce the risk to as low as reasonably practicable. Rigorous monitoring required whilst activity is undertaken to ensure the suitability of the controls.

9 FITNESS FOR WORK

9. Fitness for Work

9.1 Impairment Management



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9.1.1 Drug and Alcohol Procedures

RCG does not currently have a documented Drug and Alcohol Policy and Procedure but requires Civil Build Contractors to ensure that they apply their own Drug and Alcohol Procedure, if established and agreed in that organisation. These should ensure that at a minimum:

- Post-incident testing is carried out on individuals or team members as soon as possible after an incident has occurred to determine if drug or alcohol use was a contributing factor. All relevant members of a team materially involved in the activity, should be tested not just those immediately involved in the incident.
- "Just cause" testing should be carried out if there are reasonable grounds that someone may be under the influence.
- Any worker who fails a post incident or reasonable grounds test, will be removed from site, and may be restricted from returning to this project.

All site workers (RCG employees, RCG Sub-contractors, Civil Build Contractors, and subcontractors:

• Prior to undertaking any work, the worker must tell their supervisor or manager about any prescription or over the counter medication they are taking which may affect their ability to work safely.

9.1.2 Fatigue Management

RCG and Civil Build Contractor Project Managers are responsible for monitoring the fatigue and hours or work of their team members. Special consideration should be given to extended hours of work, night-work, after-hours callouts, and extended periods performing repetitive and or strenuous work especially under difficult environmental conditions. Work in excess of 13 hours per shift or 60 hours per week must receive prior written approval from the RCG H&S Manager. Things to consider before requesting approval should be:

- Work environment and work activity
- Whether working alone or as part of a team
- Requirements to drive vehicles before, during and after the work i.e., driving home after work.
- Operating plant and equipment
- Frequency of breaks including food and water.
- Mandatory stand-down period if rest break of 10 hours not achieved between shift.



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10 COMMUNICATION AND CONSULTATION

10.1 Consultation arrangements and issue resolution

The RCG Health, Safety and Wellbeing Committee (HSWC) broad objectives are to:

- Provide a forum for discussion on all matters pertaining to, or relevant to the overall safety of RCG's workplaces and operations.
- Endorse RCG's H&S policies and management system, and encourage compliance with policy, procedures, and relevant legislation.
- Provide guidance on the identification of potential H&S hazards, determine associated risks, and prioritize corrective actions.
- Provide guidance to Workplace/Project management on H&S issues, or on issues that relate to the implementation of RCG's H&S policies and procedures as they are brought to the committee's attention.
- Review work-related incidents including injuries, work caused illnesses and dangerous events that occur throughout the business.
- Assist in the resolution of health and safety disputes/escalations.
- Assist in the formation of task-specific sub-committees where appropriate.
- Ensure that specialist resources/consultants are sought for expertise and advice on H&S risks as required.

10.2 SITE COMMUNICATION REQUIREMENTS

Meeting	Record	REQUIRED ATTENDEES		
Project Kick-off	Safety plans and procedures	RCG Program Manager- Site Build/Civil Build Contractor		
Project Governance	Safety notices	RCG Program Manager- Site Build /Civil Build Contractor		
Meeting	Incident reports			
	Hazards			
	Safety issues			
	Changes to safety requirements and organisational policies			
Toolbox Talks	Project and site safety rules	Civil Build Contractor Project Manager		
	Hazards/SWMS / JSA's			
	Emergency procedures and emergency contact details			
	Key personnel			
	Safety notices Incident reports			
	Safety training requirements			
Inductions	Project and site safety rules	Civil Build Contractor		
	Emergency procedures and emergency contact details, Hazards	Project Manager / all site workers		



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11EMERGENCY MANAGEMENT

11.1 **RBI2 Programme Emergency Management**

As part of daily Pre-start Risk Assessment meeting, site teams are required to discuss Emergency Management plans and to list evacuation points and the location of the nearest medical facilities on their site Hazard Board and/or Pre-Start Risk Assessment sheet.

In addition, SWMS / JSA specific to work activities will list any emergency plans to be followed. For example, the Excavation SWMS / JSA details the procedures to follow in the case of an underground service strike.

11.2 Site Specific Emergency Contact Details

The table below list contact details that should be considered when completing any job planning and pre-start meetings. Information will be contained in site specific safety plans, as required.

Emergency Contact Numbers				
Description	Telephone			
Ambulance	111			
Fire	111			
Police	111			
Nearest Medical Centre (Name/ Address)	Phone Number			
National Poisons Centre	0800 764 766 (0800 POISON)			
Electricity Emergencies (Utility owner)	Phone Number			
Gas Emergencies (Utility owner)	Phone Number			
Water or Wastewater Emergencies (Local Council)	Phone Number			
Pollution Hotline (Regional Council)	Phone Number			
RCG – Health and Safety Manager (24hr)	0274389999			
RCG – Office Hours	0274389999			
Civil Build Contractor Site / Project Manager				
CIP Project Manager				
RCG Local HSE Advisor				



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12 EVALUATION, MONITORING AND REVIEW

12.1 General

RCG Inspection & Auditing requirements are defined and documented in:

Refer to NIPA & RCG adopted Audit Procedure and

The frequency and extent of inspection and audit activities and tools will be based on a risk management approach based on the following criteria:

- level of risk that the activity presents to RCG workers;
- type of activity (e.g. high risk construction work);
- legal requirements;
- risks involved with the activity;
- size / volume of work; and
- customer specific or NIPA contractually applicable requirements.

12.2 Monitoring

12.2.1 Safety observation

Leadership Safety Walk and Talks may be carried out by any person going to site and will be documented using I-Auditor. It will include discussions had with workers on site and any outcomes, recommendations, suggestions etc to improve safety on site.

12.3 Safety audit

As per 6.8.3 – to be developed include a schedule for safety compliance audits to be undertaken and identify the people responsible for undertaking such audits.

Type of Audit	Responsible	Frequency (dependent on risk complexity and civil provider performance)
Safety Audit	RCG Management	2 per month (each Leadership Team Manager 2 per year)
Focus – PSMP (Project Safety Management Plan) or Contractor SSSP (Site Specific Safety Plan) and SWMS / JSA	Civil Build Contractor Project Manager	2 each per month
	H&S Manager	6 per month
Worksite Inspection	RCG Management	1 per month
Focus – site (I-Auditor)	Civil Build Contractor Project Manager	1 per week (every site)



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The Civil Build Contractor Project Manager may delegate this, but the audit must be documented (either by hard copy or use of I-Auditor) and sent to the RCG office. The main aim is to audit against the supplied SWMS / JSA and/or current Contractor Site Specific Safety Plan to ensure that correct procedures are being followed and that the workers are trained and competent for the task.

12.4 **Review**

12.4.1 Review of this document

The plan should be reviewed when there is a significant change in project scope, schedule, work method or relevant statutory requirements. Otherwise, this plan shall be reviewed on an annual basis.

12.4.2 Post-completion review of safety issues.

All health and safety reported incidents, hazards and near misses will be reviewed by the RCG HSW Committee with the aim for all corrective actions to be closed out within a reasonably practical time frame.

Any lessons learnt will be shared with the relevant businesses, including stakeholders and suppliers.

12.5 **Corrective action**

Major non-conformances, involving immediate danger to the health and safety of workers, shall be addressed immediately and RCG management notified. Major non-conformances in this regard shall be highlighted in the inspection and/or audit report.

Where immediate rectification of a major non-conformance cannot be actioned and workers are exposed to danger to human life, works will be suspended, and/or the workers will be relocated, until work can be safety resumed. Where such action is undertaken, this shall be recorded and escalated to the responsible RCG Manager.

All inspection and/or audit reports shall be reviewed by the responsible RCG Project Manager in consultation with the relevant Civil Build Contractor Project Manager to ensure the corrective actions are appropriate and have been addressed in a timely manner. Where the corrective action(s) fail to deliver the required standards, the responsible manager will be notified, and a resubmission requested.

12.6 Reporting

NIPA = Network Infrastructure Procurement Agreement, Reporting Requirements

- (a) Reports required to be delivered monthly, are to be provided to CIP by the 10th Business Day of the month, other than in the case of injuries notified to WorkSafe New Zealand.
- (b) RCG must notify CIP of any injuries notified to WorkSafe New Zealand, and the results of any investigations undertaken (including interim investigations), as soon as reasonably practicable after the Company has notified WorkSafe New Zealand.
- (c) RCG must report against its health and safety obligations, including reporting the following information for each reporting period for the Company and each of the Company's Civil Build Contractors (and Subcontractors):
 - (i) number of hours worked.



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- (ii) Company health and safety incidents and events, classified into:
 - safety critical events.
 - Serious Harm incidents.
 - medical treatment incidents.
 - Total Recordable Incidents (TRI).
 - first-aid incidents; and
 - Near-miss incidents.
- (iii) the number of health and safety interactions that took place during the relevant reporting period, including safety observations, inspections, and audits, with the results of any audits or investigations to be made available to CIP on request, (the Health and Safety Report).

The information to be included in RCG's Health and Safety Report is to be presented on both a monthly basis and on a rolling 12-month period basis.

13 VERSION CONTROL

13.1 Revision Status

REV	DATE	AUTHOR	REVISION DETAIL	REVIEWED BY	APPROVED BY
1	2/8/2017	Max Riley Vodafone	Draft		
1.1	29/10/2017	Max Riley	Updated for current RCG activities	Mike Parker	Chris Dyhrberg
1.2	6/12/2017	Max Riley	Updated for current RCG activities	Max Riley	
1.3	11/12/2017	MR/DL	Review		
1.4	12/04/2018	JW/AB	Review	Jennifer Woodside	Andrew Button
1.5	19/06/2018	JW	Updated for current RCG activities	Jennifer Woodside	
1.6	27/03/2019	SVW	Updated for current RCG activities	Shaun van Wyngaard	Andrew Button
1.7	October 2020	BS	Updated for current RCG activities	Barry Samu	John Proctor