

Capacity

PROGRAMME MANAGEMENT TEAM

APPENDIX E-PRE SITE OCCUPATION MINIMUM REQUIREMENTS

Any queries should be directed to:

Petja Albrecht
Project Manager
Ph: (04) 910 3810
Fax: (04) 910 3801

□ INTENTION

These instructions are intended as a guide to contractors as to the minimum requirements that apply for pre-site occupation. The contractor or subcontractor may not occupy a site before providing the following requirements in writing to the satisfaction of the **Project Manager**.

□ SIGNAGE

Capacity requires a minimum of two signs on all sites. The signs are to be of the size set in the standards, see Appendix A. The wording of the signs must be approved by the Capacity's **Project Manager**

□ GENERIC HEALTH AND SAFETY DOCUMENTATION

An audit of the Contractors Generic Health and Safety Documentation will be carried out prior to acceptance of a contract. The document will be audited to ensure its compliance with the Health and Safety in Employment Act 1992 and the associated Guidelines and Regulations.

□ SITE SPECIFIC HEALTH AND SAFETY DOCUMENT

Sample site-specific health and safety plan is given in Appendix E1

Capacity takes its Health and Safety responsibility as contract principal very seriously.

To maintain a safe working environment it is essential that contractors implement their health and safety policies and procedures on site. The contractors Site-specific Health and Safety Document is an important part of this implementation. As a minimum requirement the following should be included in a Site Specific Health and Safety Document.

Front Cover

- Name and code of the contract
- | | |
|---|---|
| eg. Wellington City Council
Capacity | Clients name and contact personnel
Ph: 499 4444
Ph: 910 3800

Barry Scott, Senior Project Manager Ph: 910 3831 , Mobile: 027 688 1917
Petja Albrecht, Project Manager, Ph: 910 3810 , Mobile: 027 686 3031

Kevin Bell, Clerk of Works, Mobile: 027 274 7800
Kevin Brown, Clerk of Works, Mobile: 0274 808 956
Bob Gibson, Clerk of Works, Mobile: 027 285 6040
Pierre Francois Mobile: 0274 544 416 |
|---|---|
- Name of Contractor and contact personnel
- Name of Site Safety Manager and contact details
- Emergency Phone numbers.
eg. Emergency Services, Ph: 111
Poisons And Hazardous Chemicals Ph: **(03) 474 0999**
etc.

How to use This Document

- Who should use it
eg. all employees, subcontractors, suppliers, clients staff, site visitors, all persons on site etc
- What other documents should be read with this document
eg. Generic Health and Safety Plan, Health and Safety Employment Act 1992, OSH approved Codes of practices, Transit New Zealands Working on the Roads Guidelines etc.
- When the document Should be used
eg. Site induction for all staff, visitors, inspections, toolbox meetings, etc.
- Powers and Responsibilities of people on site
eg. Project Manager, Safety Officer, Employees, Visitors etc.
- Required Equipment on site and location of equipment
eg. Personal Protective equipment to be worn, first aid kit, hygiene, cell phone/RT, site-specific health and safety document, accident register, etc.

Procedures

- Emergency Procedures: What to do if an accident occurs.
 - Call for help
 - Call emergency services
 - Victims to be removed from area if in danger.
 - Victims given first aid
 - Isolate scene of accident- do not disturb scene except to prevent further harm to persons or property.
 - Notify incident to Client
 - Report to OSH within 24 hours
 - Obtain written reports from witnesses and take photographs
 - Record in Accident Register
 - Formal Written Report to OSH within 7 days.
- Minor Accidents/Near Miss Procedures
- Hazard Identification and Mitigation procedures
ie. How are new hazards identified on site and how are these hazards mitigated (eliminate, isolate minimise, all practical steps etc)
- Specialist Procedures
eg. Confined Spaces Entry Procedure

Identified Hazards and Mitigation

- List of hazards identified and appropriate controls to be implemented. (Ensure that the process of eliminate, isolate, minimise and all practical steps are take)

Notification

Include copies of:

- Form sent to OSH for notified activities (eg excavation deeper than 1.5 metres)
- Letter sent to residents to notify them of the work
- Road Works Notice

Forms

Include examples of forms to be used:

- New Hazard Identification and Mitigation Form
- OSH Hazardous Work Notification Form
- Accident/Near Miss Record Form
- Site Induction Form
- Confined Space Entry Permit

TRAFFIC MANAGEMENT PLAN

When working on the roads or areas of pedestrian access a traffic management plan is required. The plan shall be developed to meet the requirements of the Transit New Zealand Code of Practice for Temporary Traffic Management. The plan which details cone lay out, signs etc. must be approved in writing by the **Project Manager** before occupation of the site.

COMMUNICATION PLAN

Sample communication plan is given in Appendix E2

Nothing in writing shall be given to the public or the media without approval from the site team. The public affected by the works planned in the contract are to be kept well informed. A communications plan is to be discussed and agreed on with Capacity and may be added to throughout the duration of the contract. For most projects this will involve a letter drop to residents in the area. The letter is to detail:

- Date of site occupation
- Length of site occupation
- Type of work involved
- Contractors contact details
- Likely effects on the residents eg. no parking etc.

The letters should be delivered at least three days before work start.

PROGRAM OF WORKS

The contractor is to provide a detailed work programme preferably in MS Project electronic format. A start date and finish date that are consistent with the contract documents are essential.

INSURANCES (SCHEDULE 7)

Schedule 7 in the Contract document is to be completed and approved by the Programme Management Team or designer before occupation of the site.

BOND

If a bond is required by the contract this must be received and certified by the **Project Manager** before occupation of the site.

RISK ASSESMENT

The designer will have completed a Site Risk Management Hazard Identification Form. This document details the potential risks associated with the project in the following areas:

- Environmental
- Financial, Business or Property Damage
- Customer Credibility and Reputation

The contractor is to provide written detail of how these risks are to be mitigated and or controlled.

APPENDIX E 1- SAMPLE SITE SPECIFIC SAFETY PLAN

<p style="text-align: center;">SITE SPECIFIC HEALTH AND SAFETY PLAN</p> <p style="text-align: center;">FOR CLERMONT TCE SEWER & SW RENEWAL WORKS</p>
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Principal: Wellington City Council
Telephone: 04 499 4444

Project Management: Capacity, 75, The Esplanade, Petone
Telephone: 04 910 3800

Contractor: Wellington Pipelines Ltd
Telephone: 04 475 555

Contract Name: Clermont Terrace Sewer & SW Renewal

Contract Location: 51-60, Clermont Terrace, Lambton

Contract Ref: WCC Contract No. D/1018

Site Safety Supervisor: Peter Wilkinson, 0274 801 236

Capacity Project Manager: Tony Martin 027 226 9192

Capacity Clerk of Works: Bob Gibson 027 285 6040
Kevin Bell 027 274 7800
Kevin Brown 027 480 8956
Pierre Francois 027 454 4416

Construction Period: 17 January to 28 February 2005

Health & Safety Plan Circulation to: Site – all staff
Capacity Project Manager & Clerk of Works

EMERGENCY SITE PROCEDURES & CONTACTS

ALL EMERGENCIES DIAL 111

- Contractor's Project Manager Mr Smith, 0274 555 555, 04 22233
- Site Safety Supervisor Mr Brown, 0274 666 777
- First Aid Officer Mr White, 0274 777 888
- First Aid Cabinets are situated: Site Office/Site trucks
- Fire Extinguishers are situated: Site office/Site truck
- Closest Hospital Address: Riddiford Street, Newtown
- Local Power Authority: United Networks- 0800 496 498
- Chemical Spill: 0800 496 734
- Local Gas Authority: United Networks 0800 496 497
- High Pressure gas Authority Gas busters 0800 555 666
- Department of Labour (OSH) 04 385 7771

EMERGENCY SITE PROCEDURES & CONTACTS

Emergency Procedures

1. Dial 111 for:

- Fire
- Ambulance
- Police

2. Tell the operator what service you require

3. Wait until the service answers

4. Give them details about the:

Type of emergency (accident, fire, explosion etc.)

Address of the construction site and area of emergency

- **Site Location: 56-65, Clement Terrace, Lambton**

5. Make Sure someone waits and gives direction

6. Notify management and Capacity Project Manager/Clerk of Works

- Capacity Project Manager- Tony Martin 027 555 666
- Capacity Clerk of Works- Bob Gibson 0272 235 678

PROJECT DESCRIPTION AND SITE HAZARDS & MITIGATION PLAN

1. Introduction

This site-specific Health & Safety Plan is a supplement to the ABC Contractors Ltd "Health and Safety Plan for drainage construction and general contracting works", Issue No 4 dated 11 September 2003. The Issue 4, 11 September 2003 Health and Safety Plan is hereinafter referred to as "the Main Plan".

The Main Plan contains all the health and safety information applicable to most construction works carried out by ABC Contractors Ltd. The scope of the Main Plan is such that it covers the Clermont Terrace contract without the need for significant additional material.

2. The Clermont Terrace Project

The Clermont Terrace project involves the renewal of approximately 100 metres of sewer and stormwater mains along a walkway between Clermont Terrace at the top and Wesley road at the bottom. Renewal works extend into the road carriageway at each end for connection to existing manholes. The walkway will be closed to the public for the duration of the construction works.

The new sewer main will be a 160 mm HDPE line and the new stormwater main will be 375 mm RCRRJ pipe for the lower 30 metres, then 300 mm RCRRJ pipe for the remainder. Numerous manholes of 600 and 900 mm diameter for both sewer and stormwater mains will be installed in the walkway.

The depths of the new mains are modest – typically around 1 metres or less to invert, with the occasional deeper section. The two new mains will run parallel and may be installed in a common trench for some of the length.

Construction work in the walkway will be severely restricted by the narrow width (typically around 2 – 2.5 metres) and moving excavated material out and imported material in will involve much small plant traffic up and down the walkway.

3. Site-Specific Hazards

- 3.1 While the walkway will be closed to the public for the duration of the works, unauthorised access on to the walkway may occur and unauthorised persons may find themselves in the path of construction machinery. A watch must be kept at all times for such unauthorised access.
- 3.2 Four properties have entrances on to the walkway. All of these entrances are secondary entrances and other means of accessing properties from public roads are available. Occupiers of these properties will be approached for agreement for them not to use the walkway entrances, but unexpected access could still occur.

- 3.3 The property at 2 Clermont Tce is a crèche and small children and their caregivers will be in the area and on the road during drop-off and pick-up periods. During hours when the crèche is operating, children will be kept within the crèche site. Particular care with vehicle and plant movements on or near Clermont Terrace will be required during drop-off and pick-up periods to maintain safety of the public.
- 3.4 As noted earlier, construction works will involve numerous movements up and down the walkway with construction plant. The walkway gradient is typically between 1 in 5 and 1 in 7, but a steeper section will exist at the top (where there are steps presently) and also at local stockpile areas. Extreme care will need to be taken at steep sections particularly to avoid any risk of plant overturning, particularly when loaded. Plant such as bobcats and the like will need to be operated fully in accordance with safe procedures for such terrain.
- 3.5 At Clermont Terrace, excavated material will be loaded onto trucks for disposal. While loading arrangements have yet to be established in detail, loading will have to be carried out on the road and plant movements will be required across the footpath (which will be open to the public) and on the road carriageway (which will be narrow and constricted by site sheds, container, etc). As the loader operator will have difficulty seeing people or traffic on Clermont Terrace when he reverses up the walkway, a staff member will be on duty at such times to direct pedestrians, traffic and plant.
- 3.6 Other hazards that may be anticipated at the site are included already in the generic Hazard Identification and Control Schedule. These hazards are of the type normally expected in construction work of this type.

The Hazard Identification and Control Schedule for this project is attached, including both generic and site specific hazards and control actions.

Signed:

.....
Peter Wilkinson,
Safety Supervisor & Manager
ABC Contractors Ltd

Sample Only

Date: 17 January 2005

ATTACHMENTS

- **Hazard identification & control sheet**
- **OSH notifications for notified activities**
- **Roadwork notice**

APPENDIX E 2- COMMUNICATION/MARKETING PLAN

The purpose of this brief is to have all the relevant information in place so everyone helping with communications, marketing, design and advertising can be fully informed. If you are consulting do not complete this form. Refer to the [Consultation and Communications Plan Template](#).

Project Details

Project Name	The Crescent Stormwater Proposal		
Contact People	Joanna Gillanders (Town Belt & Reserves Curator)		
Completed by	Grant Evans	Date completed	
BU/Team	Parks & Gardens	Phone	x3977
Fax		Email	grant.evans@wcc.govt.nz
What is the timeframe of this project?	from	February 2005	to May 2005
Business objective	What objective in your business plan will this project achieve? eg increase revenue		
	To fulfil operational management duties as land owner of the Wellington Town Belt.		

Background

This is the most important section of the brief.

Provide information about the project and why you are doing it.

Include description, research, history, etc. Outline any lessons learned from other campaigns/projects.

A report was presented by Council officers to the District Plan and Reserves Management Subcommittee on 20 August 2004. This report requested the Subcommittee's approval as land owner for a stormwater pipe easement to pass through Town Belt. This stormwater pipe will serve residents of The Crescent, Roseneath. The pipe will run through Town Belt from the top of The Crescent down to Oriental Parade, in an east-west orientation.

At present residents of The Crescent adjacent to Town Belt discharge their stormwater into Town Belt via soak pits or direct discharge. Residents of The Crescent on the opposite side of the road discharge their stormwater via kerb and channel that leads down to adjoining Maida Vale Rd.

Three stormwater discharge options were initially considered by Capacity and Wellington City Council. These options involved; individual pump stations or soak pits being installed for each property along The Crescent; and the proposed stormwater pipe through Town Belt. The stormwater pipe (requiring an easement) was determined the most feasible option. There is also an existing sewer pipe that will be upgraded at the same time as the stormwater pipe being installed.

The Subcommittee granted land owner approval to the easement proposal subject to Council obtaining the approval of the Minister of Conservation (as per Section 121 of the Reserves Act 1977). The Subcommittee waived the need for public consultation under Section 48 of the Reserves Act 1977. However public notification is still required under the Town Belt Management Plan. Part One (p15) of the Plan states public notification is required for decisions relating to easements across Town Belt.

The Minister of Conservation's consent has been given to this proposal and Iwi have been consulted.

In order to install the proposed stormwater pipe and upgrade the existing sewer pipe, a section of the Southern Walkway will need to be closed whilst the work is being conducted. The proposed start date for this work is early February 2005 and is expected to take approximately 12 weeks.

Public notification is needed to effectively inform residents of the proposed work and the need to close a section of the Southern Walkway.

Risks

Outline any risks you can foresee that might affect this project. How do you intend to mitigate these risks?
eg lack of funding, work delays, lobby groups, holidays, conflicting messages or events.

Risk	Mitigation
Ineffective public notification.	Advertise in local community paper and the Dominion Post (?), send letters to local residents and Associations, including the Friends of the Town Belt and the Wellington Tenth Trust.
Public opposition.	Explain in detail the reasons why alternative options could not be entertained.
Public see the easement as an indication that any easement can be easily considered across Town Belt.	Explain the Town Belt is only used for utility purposes when all other alternatives have been exhausted.
Public try to access the closed section of the Southern Walkway.	Clear warning signs to be erected in addition to warning tape. An alternate route will also be in place.

Objectives

What are your marketing/communications objectives? How will you measure them?
 Do you want this project to create awareness, sell x number of tickets, change people's behaviour?

Objective	Measure
To effectively notify the public about the easement proposal and the proposed temporary closure of a section of the Southern Walkway.	Receive queries or complaints from the public.

Target Audience

Identify and describe your most important audience.

What do you know about them? Do the same for any secondary audiences.

What are the characteristics of your audience? **eg** age, gender, occupation, iwi, internal audiences, where they live, interests, lifestyle, special audiences (migrants, Maori, Pacific Island, youth, other ethnicities, refugees, disability groups)

Local residents
 Friends of the Town Belt
 Wellington Tenth Trust
 Roseneath Residents Association
 Wider community
 City Councillors

Sample Only

How big is your audience?

eg Wellington population is 160 000, all ratepayers equal 66 000.

Approximately 30 house-holds and the local community.

Perception

What perceptions does the audience have? List any research or anecdotal information.

eg These people are health conscious and want to keep fit. They don't swim in winter because they think it is too cold so they prefer to play indoor sport.

Alterations to the Town Belt are not generally desired if they do not contribute to recreational values. However utilities are often seen as necessary requirements and generally not opposed if all other options have been reasonably considered and exhausted.

The section of Southern Walkway to be closed is a key link between Oriental Parade and Mt Vic. A temporary alternate route will need to be created.

Key Messages

What is the most important message that people need to know about your project (your single minded proposition)? **eg** The new stormwater system will triple stormwater capacity in the city.

There are no other viable alternatives to this proposal (as detailed in the Subcommittee report presented on 20 August 2004). The stormwater pipe for which the easement is required is a necessary utility for the residents of The Crescent. The upgrade of the existing sewer pipe is also necessary, as it is in poor condition.

As the stormwater pipe (and existing sewer line) run alongside the Southern Walkway, part of this track will be closed during construction. An alternative route will be clearly marked out for the duration of the work.

What are the three or four other key messages that will make your campaign a success?

Different audiences may need different messages. **Include** any incentives you are offering people to become involved.

Stormwater discharged directly into or onto land causes land subsidence and undermining of vegetation. Increasing residential development along The Crescent will significantly contribute to this problem. This situation is not acceptable to Council and must be controlled where-ever possible. In this instance, it can be best managed by way of the new stormwater pipe.

Mandatory Information

Provide mandatory information to be included in the communications and promotional material.

eg ways to get more information (ph: 499 4444, website: Wellington.govt.nz), comments from mayor on press releases, APW and other logos.

Reason for new stormwater pipe and sewer pipe upgrade
Maps and signs showing alternative Southern Walkway route
Council officer contact details
APW logo

Sample Only

Seasonality/Timing

Outline any seasonal or regional considerations. **eg** When is the ideal time to run the project? How long should it last? Are there any timing restrictions that need to be taken into consideration? Are there any other events running at the same time?

Public notification should occur as soon as possible to effectively notify the community of what is proposed.

Strategies

Outline ways to ensure communications for the project are effective.

Consider: What approach to take (high/low profile), partnerships with other units or external groups, how to use existing relationships, how to use existing customer information, sponsorships and any ideas you have about the look, tone and style.

Letter drop to local residents

Send letters to Roseneath Residents Association, Friends of the Town Belt and the Wellington Tenth Trust
 Advertise in local community paper and the Dominion Post (?)

Outline ideas you have considered and discarded and why.

Suggested Tools / Tactics

What specific tools do you consider are appropriate to meet your objectives and reach your target audience?

- | | | |
|--|---|--|
| <input type="checkbox"/> Adshel ¹ | <input type="checkbox"/> Council staff briefings | <input type="checkbox"/> Open day |
| Advertising – newspaper: ¹ | <input type="checkbox"/> Direct marketing | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Display front of paper | <input type="checkbox"/> E-Fax | <input type="checkbox"/> Public meetings |
| <input checked="" type="checkbox"/> Public notices classifieds | <input type="checkbox"/> Email | <input type="checkbox"/> School visits/school packs |
| Advertising – other media: ¹ | <input type="checkbox"/> Flyers | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Magazine | Forums: ³ | <input type="checkbox"/> Texting |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Ethnic | <input type="checkbox"/> Website/Internet ⁵ |
| <input type="checkbox"/> Television | <input type="checkbox"/> Disability | |
| <input type="checkbox"/> APW newspaper ² | <input type="checkbox"/> Pacific Island | |
| <input type="checkbox"/> Banners/flags | <input type="checkbox"/> Hui ⁴ | |
| <input type="checkbox"/> Billboards | <input type="checkbox"/> Intranet (internal) | |
| <input type="checkbox"/> Brochures | <input checked="" type="checkbox"/> Letters | |
| <input type="checkbox"/> City Brief | <input type="checkbox"/> Live interviews | |
| <input type="checkbox"/> Council Daily | <input checked="" type="checkbox"/> Mailbox drops | |
| <input type="checkbox"/> Council publications | <input type="checkbox"/> Mayor/CE radio interviews ² | |
| eg | <input type="checkbox"/> Media releases | |

¹ Clemenger must be involved in the planning of these tools

² Needs to be organised through External Communications

³ Contact Community Services for advice

⁴ Contact Treaty Relations for advice

⁵ Web Centre must be involved at the beginning of the planning process

Other _____

Distribution

Outline how you are going to distribute the finished product.		
Tool	Quantity	Distribution Method
Letter to affected parties	50	Letter drop and post
Public notice	2	Local community paper and the Dominion Post (?)
Signs	4	Erect on site
List and attach any existing material that must/could be utilised. eg samples, size, colour, concepts, photographs.		

Resources

Outline the financial resources for this project. Give a total budget and then how you intend to spend this (creative, advertising, printing, distribution, installation. Remember to separate design and advertising placement costs.

Other Plans (Attach as required)
List any further planning documents you have or plan to have.
Project Plan (The Crescent TB Easement- Project Plan.doc)

Action Plan

Outline what needs to be done, who will do it and when. You will need to start planning six weeks ahead. The more information you provide in the brief the more chance you have of completing communications for the project in the timeframe. Below are tasks you need to consider in your action plan.

Date	Action	Responsibility		
12 June05	This Communication Plan finalised and signed off	PM & EC		
13 June05	Project Plan drafted	PM		
14 June05	Project Plan finalised and signed off	PM		
15 June05	Alternate Southern Walkway route determined	PM		
16 June05	Map showing temporary Southern Walkway route produced	PM		
17 June05	Letters to affected parties drafted	PM		
18 June05	Letters to affected parties signed off	PM		
19 June05	Letters to affected parties sent and letter drop completed	PR		
20 June05	Public notice drafted	EC		
21 June05	Public notice sent to local paper and Dominion Post	EC		
22 June05	Public notice advertised in local paper and Dominion Post	-		
23 June05	Signs approved by Ex Comms	EC		
24 June05	Signs made-up by Sign & Display	Sign & Display		
25 June05	Signs erected	PR		
26 June05	Work commenced	Contractor		
27 June05	Work finished	Contractor		
28 June05	De-brief amongst Council officers completed	All		
KEY	PM – Project Manager	EC – External Communications	MKTG – Marketing	PR – Park Ranger
Is everyone mentioned in the attached Action Plan aware of their responsibilities/deadlines? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Sign-off

Business Unit Manager	Signed	Date
Marketing	Signed	Date
External Communications	Signed	Date