



Health and Safety checklist for external Project Managers

For Ministry-led construction projects

Project Managers (PMs) undertake an important role in school property projects on behalf of the Ministry. This checklist is for the guidance of PMs engaged in the delivery of school construction projects and project Delivery Managers where a PM is not engaged. It is also recommended for use on school-led projects.

The Health and Safety at Work Act 2015 creates duties for businesses (PCBUs) to ensure the health and safety of workers and others affected by the work. As a construction client the Ministry works with the parties involved in the project to ensure the work is undertaken safely and that any risks are well managed.

As the Ministry's agent, Project Managers may be required to oversee, and in some cases manage health and safety practices and performance, during the project.

Project managers need to familiarise themselves with health and safety legal requirements and the Ministry's policies and procedures including asbestos management. These can be found on the Ministry's website.

Note: The extent of PMs' responsibilities will be in accordance or in conjunction with the specifications in the project contract.

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| 1 | Design Stage | 1.1 Check that safety and design criteria has been applied in the design development and any specific risk areas and solutions identified.
<i>Reference: Health and Safety by Design – Good Practice Guidelines (WorkSafe NZ) August 2018</i> |
| 2 | Procurement | 2.1 Check that any known health and safety hazards and risks relating to the project and the site have been specified
2.2 Check that potential contractors have a functioning H&S system with evidence such policies, procedures, registers (eg hazards/risks, training/competency, hazardous substances) and site plans including emergency response arrangements
<i>Reference: AS/NZS 4801:2001 Management of occupational health and safety and ISO AS/NZS 45001:2018 Occupational health and safety management systems</i>
2.3 Check contractor prequalification accreditation or evidence against Ministry of Education criteria. More details are available on the Ministry of Education website. |
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3

Contractor Selection

- 3.1 Check that the selected contractor has been informed of any known H&S hazards and risks, or safety in design issues relating to the project or site.
- 3.2 Receive and review a site specific safety plan (SSSP) from the main contractor prior to commencement of the works. Check that the SSSP reflects the known hazards and risks relating to the project or site, and reflects Ministry health and safety procedures where required eg incident notification, asbestos management.

Reference: Site Specific Safety Plans Fact Sheet – Ministry of Education requirements

4

Project start-up phase

- 4.1 Consult with all PCBUs involved in the project (Ministry of Education Delivery Manager, main contractor, school, suppliers, and site engineer) to establish arrangements between the parties for communications, cooperation and coordination of health and safety activities during the project.

Reference: H&S at Work Act –consulting with other PCBUs

- 4.2 Convene or support pre start meetings to establish the health and safety arrangements for the duration of the project such as consultation and communication, incident reporting, emergency plan, site access arrangements – including site access plans (SAPS).

Reference: Project Pre-start consultation meeting checklist – Ministry

5

Construction Phase

- 5.1 Arrange or undertake site inspections during the work, relative to the level of risks and/or health and safety performance. These could include:
 - Work involving asbestos
 - Work activities that significantly impact on the school e.g. high noise, dust levels, hazardous substances and traffic movements
 - Scheduling of intrusive or high hazardous work as part of the project. E.g. movement of heavy equipment on the site
 - Type and number of incidents or complaints

A site visit checklist is available from the Ministry's Project Delivery Manager.

- 5.2 Establish incident reporting procedures with the main contractor. Receive, review and forward to Ministry of Education H&S Team (copy to Delivery Managers) incident reports from contractors and subcontractors engaged on the project. Serious harm requires immediate notification by phone and a report within 24 hours. All others within a week.
 - 5.3 Ensure health and safety matters are included on PCG or other project meeting agendas such as:
 - Scheduling works and potential impact e.g. asbestos removal (see item 6, Asbestos management)
 - Incident management and outcomes of investigations
 - Review health and safety developments including new hazards and risks identified, outcomes of site inspections and audits
 - Review and determine risk controls for effectiveness, timing, alignment to compliance standards, and outcomes of investigations, audits and inspections
 - Any other matters affecting H&S risks involving the project
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6

Asbestos management

- 6.1 Ensure that the Ministry's asbestos management processes are understood and followed during the project.

Where the work involves refurbishment or demolition on a Ministry-led or school-led project ensure the following:

- A refurbishment and demolition survey is completed prior to the ARCP and commencing work
- An Asbestos Removal Control Plan must be provided and reviewed by the Ministry of Education H&S Team prior to commencing work (for Ministry of Education led work only):
 - A licensed asbestos removalist is engaged
 - Worksafe is notified
 - School community and any person in the immediate vicinity ie, neighbouring property or groups who use school property such as community groups or clubs, are informed prior to undertaking the work
 - Air monitoring at the boundary is carried out during the work

Refer to the Ministry of Education website for more information.

- 6.2 That a clearance certificate from an independent assessor is provided at the completion of the works.

7

Project Completion

- 7.1 Ensure that all phases of the handover process include health and safety information and arrangements such as:

- Sites are clear of hazards and safe for reoccupation upon completion of works
 - Review health and safety outcomes, incidents and issues during the project
 - User information relating to safety in design and ongoing use of the structure is provided.
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