

# CONTRACTOR HAZARD LIST

Note: The information below details the hazards on this site and the control procedures that we expect contractors to follow. This information is repeated in multiple locations on site for your convenience. Remember, you are responsible for your own safety as well as the safety of the occupants of the building and the general public.

As a condition of employment on this site, you must induct yourself by reading this information fully and ensuring that all procedures are followed. Please ensure that all members of your working party (including any sub-contractors) are apprised of this information and follow the control procedures set down.

Should any accidents or near misses occur on site, you are required to advise the Building Manager ASAP.

Any additional hazards that you discover are also to be reported to the Building Manager ASAP.

**YOU MUST CARRY OUT YOUR OWN HAZARD ASSESSMENT PRIOR TO STARTING WORK AND PUT IN PLACE ALL NECESSARY CONTROLS.**

Hazard Type	Location	Control Procedure
Alcohol/Drugs Policy	General	No contractor or associated person is to access this site AT ANY TIME to do any work whatsoever while under the influence of alcohol or drugs.
Asbestos (where applicable)	General	<b>All work involving Asbestos Containing Material (ACM), where present, requires a pre-approved Safe Work Method Statement. All relevant Regulations to be followed.</b>
Atmospheric Conditions (where applicable)	Cooling Towers	Cooling towers are a biohazard area due to the likely presence of Legionella. The towers are routinely inspected and dosed to reduce this to safe levels. However, anyone likely to be working in the vicinity of the towers for long periods should supply and use the appropriate protective clothing (e.g. mask).
BMU (where applicable)	Roof / External Areas	Where a BMU is installed on site, contractors are to ensure that only adequately trained individuals operate this equipment. All operators are to contact the Building Manager prior to beginning work. All logbook procedures to be completed. A pre-approved Safe Work Method Statement is required. Contractors to provide harnesses of the correct type (full body) and take all responsibility for maintenance and staff training related to any such equipment.
Confined Spaces	General	Contractors carrying out work in confined spaces are legally required to follow the mandatory Confined Space procedures as specified by local regulations. <b>All necessary equipment and employee training / certification to be provided by the contractor.</b> Examples of confined spaces are: - Working inside air handling units when refrigerant is present. <b>A pre-approved Safe Work Method Statement for working inside air handling units with refrigeration to include isolation of the fan motor, ventilation of the AHU by removing access panels (or opening doors) and allowing it to ventilate fully before entering. Doors, where applicable, to be secured in the open position.</b> - Working in drainage pits deeper than 1.5 metres, sewage pits, large accessible diesel tanks. <b>A pre-approved Safe Work Method Statement for this work to include atmospheric testing and the required confined space entry procedures.</b> <b>- Accessible water tanks. No work allowed inside undrained tanks.</b>
Electrical	General	All electrical installations, plant and equipment are to be regarded as LIVE. Normal electrical hazards are present on site. Switchboards are only to be accessed by suitably qualified persons. Where switchboards are in publicly accessible areas (e.g. a carpark), they are to be kept locked. If unable to lock for any reason, then contact the Building Manager and advise. Electrical wiring, motors, etc. are only to be worked on by suitably qualified persons. Exposed electrical wiring is NOT to be left unattended under any circumstances. Electrical work to be carried out in public areas (e.g. tenancies, foyer, external areas) has to be controlled appropriately. Areas are to be cordoned off prior to work commencing and if there is any likelihood of children being present, the work is to be carried out after hours.
Emergency Procedures	General	Contractors are to familiarize themselves with the Fire Evacuation procedures for the building. Please locate one of the site evacuation notices and take the time to understand the evacuation paths from the building.
Falling	Roof Areas and Canopies	The roof areas and canopies on site have some places where there is little or no protection from falling. Any resulting fall would be fatal. Extreme care is required. Accordingly, in these locations, exclusion zones have been created within 2 metres of the roof / canopy edge. No access is allowed to these 2 metre exclusion zones <b>without a pre-approved Safe Work Method Statement detailing the fall prevention method and falling debris control measures to be used. This MUST be submitted to the Building Manager and approved prior to the work being undertaken.</b> Work within the 2 metre exclusion zones to follow a set procedure (e.g. temporary barriers, work positioning systems, lifelines, harnesses, etc.) to prevent falling. No new equipment to be mounted within the 2 metre exclusion zones. N.B. Brittle Roof procedures to be put in place for any work to be done on a roof or canopy where skylights, glazed roof areas, fibrolite or rusted metal roofing are present. Where access is required on or within 2 metres of a brittle roof area, a pre-approved Safe Work Method Statement is required. This is to include suitable fall prevention measures such as temporary covering, work positioning / fall arrest systems.
Floors / Accessways	General	The common area flooring is material that is susceptible to slipping when wet or dusty. If any liquid is spilt it must be cleaned up and the floor dried immediately. Where provided, roof walkways must be used.
Gas (where applicable)	Plant Rooms	Where there are gas installations on site, all areas to be checked for gas appliances prior to work being carried out. No naked flames in these areas. <b>All work on gas systems to be by qualified persons only.</b>
Hazardous Chemicals	General	Contractors are to take responsibility for the chemicals they introduce to site for the operation of equipment they maintain (e.g. air conditioning, cleaning, lift equipment if present on site, etc.) Contractors are to ensure the following: <ul style="list-style-type: none"> <li>All chemicals are to be identified and entered into their Chemical Register. This includes all solvents, fuels, oils, powders etc.</li> <li>MSDS Sheets to be sourced for each chemical.</li> <li>Procedures for storage, handling, use and disposal to be followed.</li> <li>Their staff to be adequately trained.</li> </ul> <b>In particular, cleaning chemicals, dosing chemicals, fuels and paint must be correctly stored. Chemicals are NOT to be left unattended in public areas.</b>
Housekeeping / Cleanliness	General	All areas are to be kept clean and tidy. This is to prevent vermin and to reduce the risk of fire. All material including paper, boxes, rags and old machine parts are to be removed from site at the completion of the work.
Ladders	General	Contractors may be required to use on-site fixed ladders in the course of your work. Fixed ladders are to be used for access only. They are NOT work platforms. Due care to be taken when carrying items up ladders. Where practicable, loads should be contained in a bag over the shoulder, rather than carried by hand. Heavier items need to be safely hauled up or lifted by mechanical means. Contractor-owned ladders such as stepladders and extension ladders are to be used in accordance with the NZ Code Of Practice. Ladders are to be used in the correct circumstances, be correctly maintained and staff adequately trained.
Lifts & Hoists (where applicable)	Lift Installations	Lift Machine rooms / Lift Shafts and Pits contain unguarded machinery and electrical equipment that is potentially very dangerous. Great care is required. Wherever possible, lift machinery is to be isolated prior to work occurring in the vicinity. Lift Machine rooms are to remain locked at all times. Work in lift shafts and pits is to be carried out in accordance with local legislation and the lift company's own safety procedures.
Machinery	General	All fixed machinery such as air conditioning units, pumps, fans etc. are potentially hazardous. All interlocks, guards, etc. to be kept operational at all times. Where you find unguarded machinery, this should be brought to the attention of the Building Manager for remedial action. Should it be necessary to remove a guard from a piece of machinery in order to service it, the guard must be replaced correctly on completion of the work.
Noise	Plant Rooms	<b>Hearing protection is required where noise levels are above 85dB.</b> Any plant rooms / areas on site that contain diesel engines (e.g. Fire Sprinkler Pump Room and Generator Room), chillers and compressors will be high noise hazard areas. Earmuffs of an appropriate grade to be worn in any areas where high noise hazards have been identified or are likely to be present.
Person With Control Of A Workplace	General	Contractors working on site are likely to be in a position of sole responsibility. As part of that responsibility, there is a duty of care to any sub-contractors a company hires. All contractor parties carrying out work on this site MUST have complying Health & Safety systems in place.
Protective Clothing & Equipment	General	Contractors must provide their own protective clothing and equipment as required, based on hazards identified (e.g. earmuffs, safety footwear, eye protection, harnesses). Contractors to take all responsibility for maintenance and staff training related to any such equipment.
Public Safety	General	All occupants and visitors to the building have an obligation to the general public, particularly any children in the vicinity. When carrying out any tasks, please ensure that public safety is carefully considered. In particular, any items that could fall into the street from upper floors, any extension leads or power tools left plugged in on the ground and any chemicals left within reach of anyone. <b>IF IN ANY DOUBT – YOU ARE REQUIRED TO STOP WORK ON THE GROUNDS OF SAFETY AND SEEK CLARIFICATION.</b>
Smoking	General	The whole site is designated 'No Smoking' for contractors. This includes common areas such as carparks, roofs and plant rooms.
Welding	General	When arc welding is to be carried out, every effort must be made to protect other persons from welding flash with the use of curtains, screens, etc. Any "hot work" is to involve discussion with the Building Manager as to suitable practices and in all cases an appropriate fire watch (separate person with extinguisher) is to be maintained.

Work On The Outside Of The Building	External Areas	Only suitably qualified and trained persons are to participate in high-level external maintenance tasks (e.g. cleaning of exterior windows.)
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