






Health, Safety and Wellbeing Engagement Guidelines

Vision		
People first, every time		
Behaviours		
Look after yourself, look after your mates	Plan and prepare together	Speak up and do the right thing

Objectives of the on-site discussion
<p>The purpose of the on-site conversation is to understand the health, safety, and wellbeing risks faced by workers. Are the sufficient controls in place and are they effective?</p> <p>Aim to create an open and collaborative experience where the visitor and host share engagements to improve the health, safety, and wellbeing of our people on site and members of the public impacted by the site.</p> <p>You may have engage about the culture, the wellbeing of the workers on site, and how risks are managed.</p> <p>Please provide a summary of your visit afterward by either sending a copy to Safe@wellingtonwater.co.nz or submit directly to Q-Pulse https://qpulse.wellingtonwater.co.nz/Reporting/Form/Index/17</p>

Site Visit Behaviours	
What to do 	<p>Visitors</p> <ul style="list-style-type: none"> • Confirm an appointment date and time with the Project Manager • Make contact with the site Project Manager to introduce yourself • Take time to familiarise yourself with the job <p>Hosts</p> <ul style="list-style-type: none"> • Ensure the workers are able to discuss with SLT and Board members • Do make sure the timing is appropriate and make non-mandatory visitors aware if you have had too many interruptions that week • Enable your site staff to do inductions • Have paperwork ready and available
What to take 	<ul style="list-style-type: none"> • Construct Safe Card • All required PPE
On Site 	<p>Visitors</p> <ul style="list-style-type: none"> • Follow the instructions of your host • Say hello and introduce yourself • Inform the team of the purpose of the on-site discussion • Ask questions and engage with staff if it is safe to do so • Be friendly and behave in a non-threatening and non-hierarchical way • If something is unsafe, address the issue immediately <p>Hosts</p>



	<ul style="list-style-type: none"> • Be open to a fresh set of eyes on your site • Encourage your staff to engage with the visitors if it is safe to do so
Before you Go 	<ul style="list-style-type: none"> • Make sure you share all engagements (good and bad) before you leave – no surprises
Back at the Office 	<ul style="list-style-type: none"> • Write up your engagements in QPulse • Remember to record the good things • If you are unsure of what is right, talk to the Health and Safety team

Engagements on site

If you are carrying out a compliance audit, complete your audit in the appropriate form.

For health and safety engagements by non-technical staff and board members, the following is a guide in what to look out for:

General Engagements

Induction	<ul style="list-style-type: none"> • You are escorted to a safe place and given an overview of the risks on site
PPE	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) is being worn and is in good condition
Public Safety	<ul style="list-style-type: none"> • The hazard board is obvious and readable • Pedestrians are excluded from the site by barriers or fences
Site	<ul style="list-style-type: none"> • The site is tidy, with equipment out of the way • Any places where a fall or trip is possible is highlighted or barricaded • There is nothing stored above head height that could fall
People	<ul style="list-style-type: none"> • Staff are happy to talk to you about health, safety, and <u>wellbeing</u> • They are going about their business in a confident and competent fashion

WWL Critical Risks

Service Strikes	<ul style="list-style-type: none"> • Talk to staff about the process for identifying services and how successful the process was • Overhead power lines are identified and marked if tall vehicles are being used
Mobile Plant and Equipment	<ul style="list-style-type: none"> • Vehicles are being driven at a low speed • Machinery such as diggers and cranes have a clear zone to exclude people
Traffic Management	<ul style="list-style-type: none"> • If the site is on a road, there is traffic management in place and road users are complying with it • The barricades between the site and the road are appropriate for the road (e.g. heavy barricades for high speed areas)
Fixed Plant and Equipment	<ul style="list-style-type: none"> • Equipment is in good condition • Staff are protected from moving parts and are using PPE
Trenching and Excavations	<ul style="list-style-type: none"> • There are visual or physical barriers between you and the trench that are appropriate for the depth • The sides of the trench are reinforced
Working at Heights	<ul style="list-style-type: none"> • There are safe and stable working platforms and restraints in use

Chemicals	<ul style="list-style-type: none">• Containers are sitting in troughs or bunds to collect spills
Confined Spaces	<ul style="list-style-type: none">• Staff have confined space training
Fatigue	<ul style="list-style-type: none">• Realistic expectations are be placed on workers (work load and work shifts)• Staff confirm fatigue is being managed appropriately.