

Safety Fencing of Worksites

Purpose

The purpose of this procedure is set minimum standards for temporary safety fencing on all Wellington Water construction sites (includes maintenance work). It will ensure, as far as is reasonably practical, that a consistent approach is adopted and that the activities conducted within the worksite are isolated from members of the public.

Risk Addressed

This minimum standard addresses the risk that members of the public will inadvertently walk onto Wellington Water construction sites and injure themselves.

Scope

This procedure applies to all Wellington Water construction worksites, attended and unattended. This procedure applies to internal work units, contractors and subcontractors.

Responsibilities

Contractor (includes internal teams)

The Contractor (Capex Project) must:

- Prepare a safety fence layout plan for each worksite, which meets the requirements of the Policy.
- Incorporate the safety fence arrangement in the Site-specific Health and Safety Management Plan and submit the plan to an Engineer or competent person for approval.
Competency is classified as an individual that has a minimum of 5 years' experience in 3 waters, civil or engineering type work, a trade level qualification in engineering, plumbing or building or a Level 3 or higher reticulation or civil works qualification.
- Incorporate the safety fence arrangement in the Traffic Management Plan and obtain approval as required in the Code of Practice for Temporary Traffic Management (CoPTTM).
- Install the safety fence in accordance with the accepted plan.
- Ensure the safety fence meets or exceeds the requirements of Section B6 of CoPTTM, and is at least 1.8m high for unattended worksites which contain open excavations.
- Maintain the safety fence for the duration of the works.
- Conduct self-audits to ensure the ongoing effectiveness of the fencing layout.
- Report all self-audit results to Wellington Water
- Rectify any non-compliances immediately and report them to Wellington Water.

- Submit an Incident Report to the Engineer detailing any non-conformances (a member of the public entering the worksite without documented authorisation is considered to be a non-conformance).
- Provide ongoing feedback to Wellington Water regarding potential improvements to this procedure.

The Contractor (Reactive maintenance activities) must:

- Prepare a safety fence layout plan for each worksite, which meets the requirements of the Policy.
- Incorporate the safety fence arrangement in the Control Risk Plan and submit the plan to a competent person for approval.

Competency is classified as an individual that has a minimum of 5 years' experience in 3 waters, civil or engineering type work, a trade level qualification in engineering, plumbing or building or a Level 3 or higher reticulation or civil works qualification.

- Incorporate the safety fence arrangement in the Traffic Management Plan and obtain approval as required in the Code of Practice for Temporary Traffic Management (CoPTTM).
- Install the safety fence in accordance with the accepted plan.
- Ensure the safety fence meets or exceeds the requirements of Section B6 of CoPTTM, and is at least 1.8m high for unattended worksites which contain open excavations.
- Maintain the safety fence for the duration of the works.
- Review the ongoing effectiveness of the fencing layout.
- Rectify any non-compliances immediately and report them to Wellington Water.

Engineer to the Contract (Capex Project)

The Engineer must:

- Review the Contractor's Site-specific Health and Safety Management Plan and confirm compliance with requirements for Temporary Safety Fencing of Construction Worksites as set out in this procedure. (Refer to Wellington Water controlled document "Contractor Site Specific Health and Safety Plan – Checklist").
- Provide feedback to the Contractor to ensure any non-compliance(s) identified in the Site-Specific Health and Safety Management Plan is rectified and the plan is resubmitted for review and acceptance.
- Accept the compliant Site-specific Health and Safety Management Plan
- Incorporate the site fencing layout into site Health and Safety audits. The frequency of these audits will be (at minimum) in compliance with the requirements set out in Wellington Water Health and Safety Management documentation.
- Instruct the Contractor to immediately rectify any non-compliance(s) noted during site visits or audits.

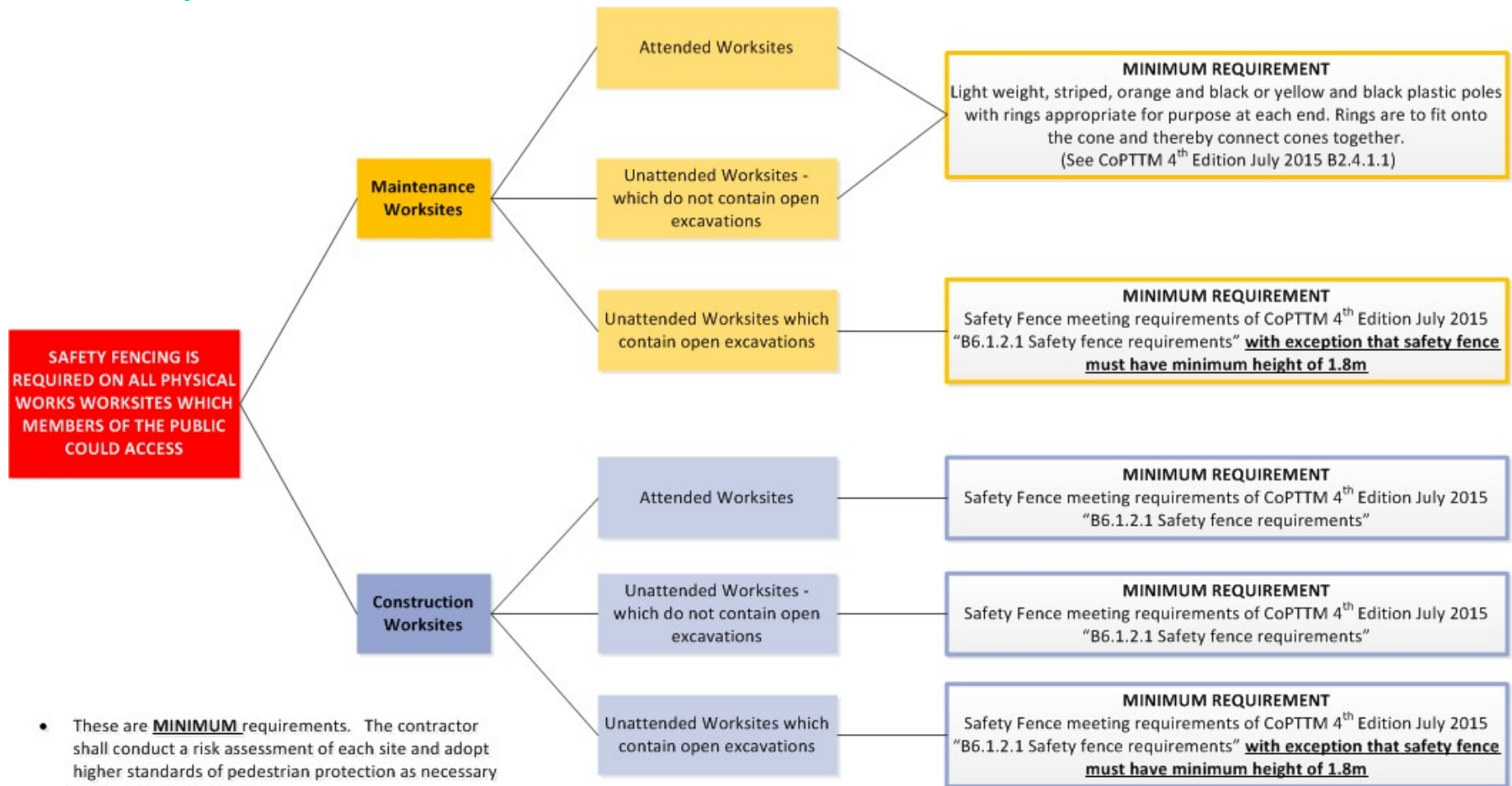
- Provide an incident report to Wellington Water detailing any non-compliance with this procedure.

Wellington Water (as Principal's Representative) – Capex Project

Wellington Water must:

- Conduct periodic audits on attended and unattended worksites •
Instruct the Contractor to rectify any non-compliance immediately.
- Maintain records of all monitoring and auditing results.
- Circulate lessons learned and incorporate these into regular procedure reviews.

Minimum requirements



- These are **MINIMUM** requirements. The contractor shall conduct a risk assessment of each site and adopt higher standards of pedestrian protection as necessary to keep pedestrians safe
- Safety Fences shall be designed to withstand expected loadings including win loadings
- Traffic control shall be in accordance with the requirements of CoPTTM

Safety Fence Requirements

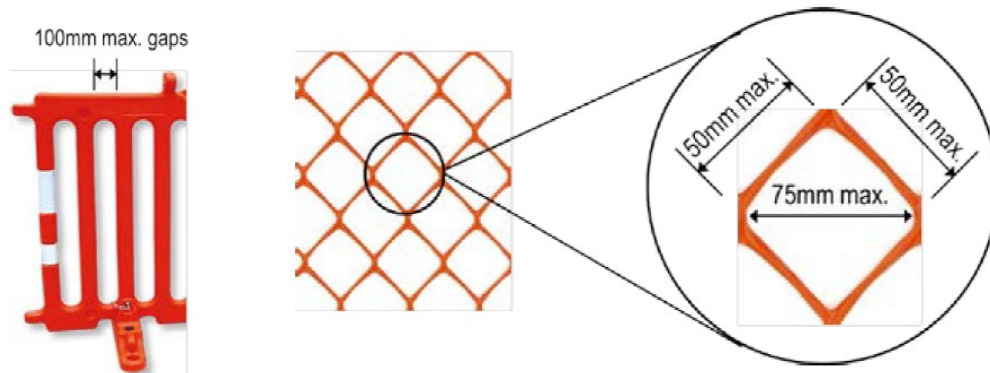
Safety fences (B6.1.2) must:

- have a secure supportive top and bottom rail
- have the top rail located a minimum of **1m** above ground level
- have the bottom rail located a maximum of 100mm above ground level
- be continuous around the hazard
- be clipped or joined together, if in sections, to form a continuous fence surrounding the hazard
- have top and bottom rails that terminate with a vertical post
- have a child proof in-fill or solid panels that are difficult to climb and are fluorescent orange or alternating white, and fluorescent orange in colour • remain upright and stable under all expected worksite conditions
- be free of sharp objects.



Child proof in-fill (B6.1.2)

Where vertical members are used they must be no greater than 100mm apart. Where netting mesh is used, the diagonal gap in the mesh must be no greater than 75mm, which is achieved by a 50mm x 50mm mesh as shown below.



Safety Fences – to be used for all unattended open



excavations Records

- have the top rail located a minimum of 1.8m above ground level (**WWL requirement**)
- incorporate an anti-climb welded mesh infill

Records must be maintained of all site audits.

Related Documents

<u>Document number</u>	Title
	Wellington Water Health and Safety Policy
	Contractor Site Specific Health and Safety Plan – Checklist
	Risk Control Plan

Reference Documents

<u>Document name</u>	Entity	Location
Code of Practice for Temporary Traffic Management (CoPTTM), 4th edition	NZTA	https://www.nzta.govt.nz/roadsand-rail/highways-informationportal/technical-disciplines/copttm/

Definitions and Terms

<u>Word or Phrase</u>	Definition
CoPPTM	Code of Practice for Temporary Traffic Management published by the NZ Transport Agency – 4th Edition July 2015
WWL	Wellington Water Ltd