

A health and safety induction



For the
homeowner

S O U T H E R N
R E S P O N S E

Urupare ki te Tonga



Your induction

Welcome to your health and safety induction. We are committed to ensuring high standards of health and safety in the workplace, and this extends to ensuring your wellbeing when visiting the construction site. Visiting your property to check on progress is exciting, but it's important that you stay safe at all times. Your Arrow Project Manager will guide you through the initial induction process, and your builder will be your point of contact for site visits. Please let them know if you have any questions or concerns.

Our principles

The health and safety of everyone visiting and working on your home is of primary importance. This includes our people, contractors, visitors and yourselves as homeowners.

The following principles describe the attitude we require of our people and others involved:

- We do not compromise on safety
- As individuals, we recognise our responsibilities to health and safety and respect the empowerment to uphold these
- Safety awareness is a full-time attitude, not a form filling exercise for our people and contractors
- Compliance with our health and safety policy and induction criteria is imperative.



Site rules during construction

The work on your home will soon begin, so it's important to understand that whilst your home is in the construction phase, we need you to comply with all safety requirements.

Here are the site rules:

1. Our accredited building contractor is responsible for the site (your home) while construction is taking place. This means that you may only visit with the express permission of the building contractor
2. You must be inducted to site by the building contractor, in the same way as any other visitor before access is granted. Once you're on site, you'll need to remain supervised by the building contractor for your safety
3. We require you to have the correct Personal Protective Equipment (PPE) when visiting
4. A hazard board is located at the entrance to all sites, and we require all visitors to read the hazard board before entering the site. If you have any questions regarding hazards, please speak with the building contractor
5. You are not permitted to approve any other contractors to carry out works while your building contractor is primarily responsible for the site
6. You'll need to report any accidents and near misses that you encounter while visiting the site to the building contractor
7. No children (under 15) or pets are allowed on site, due to possible dangers
8. Drugs and alcohol are banned on site, while smoking inside is not permitted.

Hazard Management/HSE Act 1992 (Health and Safety Employment Act 1992)



A hazard is anything that may harm you or anyone working on site. It is important that every hazard is reported immediately (even if you fix it, or someone else does). This will help us to ensure that it doesn't happen again.

There are some obligations which your contractor has to you, and vice versa. These will be explained by your Project Manager.

Personal Protective Equipment (PPE)

We have minimum PPE requirements for all sites, which include:

- Appropriate safety footwear must be worn at all times, such as steel capped boots, closed toe sturdy shoes or boots. Open toed or inadequate footwear (such as jandals or sneakers) is considered inappropriate for site
- High visibility vests
- Hardhats (please note, it is not safe to wear a beanie underneath the hardhat).

Other PPE such as ear protection, safety glasses, sunscreen and hats are as required by the building contractor. Please talk to your Project Manager about what is provided and what you'll need to bring.

Emergency procedures

If the site needs to be evacuated for an emergency of any kind while you're visiting, you must follow the directions of the main contractor.

The main contractor must have an emergency plan in place and explain it to you before the first visit.

Practical Completion (PC)

You need to wait until you've been formally notified that Practical Completion has been issued under the contract and the local authority has made their final inspection before you can move back in to your property. Occupying the house before this time may have an impact on your insurance availability, as Contracts Work insurance (which covers the construction period) will have ended. This also has health and safety implications and could impact on your building contractor's ability to finish the project on time.

Contact

Southern Response and Arrow International view health and safety with the utmost importance, so if you have any concerns while you are on site, please notify your builder or your Arrow Project Manager.

Thank you for taking the time to go through the induction with us. We wish you well for a successful project.

Date:

Homeowner
signature:

Arrow International
Representative:

PO Box 9052, Tower Junction, Christchurch 8149
PO Box 97-365, Manukau, Auckland 2241

P: 0800 501 525 E: claims@southernresponse.co.nz
www.southernresponse.co.nz

Southern Response is the government-owned company responsible for settling claims by AMI policyholders for Canterbury earthquake damage which occurred before 5 April 2012 (the date AMI was sold to IAG).

Disclaimer: The information and related material is intended as a guide only, and does not constitute legal advice, nor should it be used for actual construction. The content does not represent complete information, and is intended as supplementary information only. Although we have made every effort to ensure that the information and any related material was correct at the time of printing, due to the nature of the content it may be necessary to change, update or correct at any time and without notice.