SAFETY, HEALTH AND ENVIRONMENT

ENTERPRISE-WIDE SHE TEMPLATE

08-TEM-004-SHE

Site Specific SHE Plan Assessment

This checklist is a guide for the review of a Site-Specific SHE Plan (SSSHEP) before it is accepted by KiwiRail. This assessment shall be reviewed and approved by the following:

* The Project Manager responsible for the work within KiwiRail; and
* A Zero Harm representative

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| Business Unit: |  | Project: |  | | |
| Prepared by Author: |  | Signature: |  | Date |  |

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| **Assessment Criteria** | | **Yes** | **No** | **N/A** |
| **1** | **Overview** | | | |
| 1.1 | Client details included |  |  |  |
| 1.2 | Brief scope of works included |  |  |  |
| 1.3 | Special conditions of project described |  |  |  |
| **2** | **SHE Structure** |  |  |  |
| 2.1 | Organisational structure for the project |  |  |  |
| 2.2 | Key contacts for those involved in the project  i.e Project Manager, Project Supervisors, Client contact |  |  |  |
| 2.3 | Systems structure and system accreditations the document supports |  |  |  |
| **3** | **Access and Welfare** | | | |
| 3.1 | Process for sign in/out for workers and visitors |  |  |  |
| 3.2 | Welfare facility arrangements for the project |  |  |  |
| 3.3 | Protection arrangements described |  |  |  |
| **4** | **Training** |  |  |  |
| 4.1 | SHE induction arrangements for the project |  |  |  |
| 4.2 | Confirmation of Rail HSE Induction achievement if working in the rail corridor |  |  |  |
| 4.3 | Confirmation of Electrification Awareness competency if working in electrified areas |  |  |  |
| 4.4 | Training matrix included referencing training/competency, experience and qualifications for the specific work related to the project |  |  |  |
| **5** | **Environmental Management**  *(this may be developed separately from Site Specific SHE Plan)* | | | |
| 5.1 | Is any environmental consents/approval required for any of the activities undertake on this site? *Refer to consenting triggers checklist if you have not consulted with an RMA advisor.* |  |  |  |
| 5.2 | Have the potential environmental hazards on the site been identified and control measures defined? (e.g. including following but not limited to - waste, land disturbance, environmentally hazardous substances, noise, air quality, vibration, water ways and coastal areas etc.) |  |  |  |
| 5.3 | Is there an Environmental Management Plan required? |  |  |  |
| 5.4 | Waste management procedure for the project |  |  |  |
| **6** | **Risk Management** | | | |
| 6.1 | Notifiable works identified and evidence of notification to the regulator attached |  |  |  |
| 6.2 | High risk activities identified and corresponding documentation attached |  |  |  |
| 6.3 | KiwiRail Critical Risk activities identified and critical controls are in place |  |  |  |
| 6.4 | Notification receipt of notifiable work attached |  |  |  |
| 6.5 | Site Specific risk/hazard register included |  |  |  |
| 6.6 | Reference to PPE required in the rail corridor |  |  |  |
| 6.7 | Hazardous substance register included and relevant Safety Data Sheets attached |  |  |  |
| 6.8 | Risk management procedures for project |  |  |  |
| 6.9 | Verification that the correct Rail Medicals are in place for the activity |  |  |  |
| **7** | **Permits to Work** |  |  |  |
| 7.1 | Have the necessary Permits to Work for high risk activities been identified and copies attached? |  |  |  |
| **8** | **Verification** | | | |
| 8.1 | Details and frequency of safety inspections |  |  |  |
| 8.2 | Auditing/monitoring procedures |  |  |  |
| **9** | **Communication Procedures** | | | |
| 9.1 | Details and frequency of pre-start briefings, toolbox talks, safety briefings etc |  |  |  |
| **10** | **Emergency Preparedness** | | | |
| 10.1 | Potential likely emergency situations identified relevant to the site and plans in place |  |  |  |
| 10.2 | Emergency contact numbers included (Including Network Control) |  |  |  |
| 10.3 | First aid provision for the project |  |  |  |
| 10.4 | Nearest medical facilities identified |  |  |  |
| **11** | **Incident Management** | | | |
| 11.1 | Process for incident reporting, recording and investigating incidents |  |  |  |
| 11.2 | Process for escalating and reporting incidents to KiwiRail |  |  |  |
| 11.3 | Process for notification to Regulators for notifiable events |  |  |  |
| **12** | **Subcontractor Selection** | | | |
| 12.1 | Procedures for selection of subcontractors |  |  |  |
| 12.2 | List of subcontractors supplied |  |  |  |
| 12.3 | Subcontractor management procedure for project |  |  |  |
| **13** | **Traffic Management** | | | |
| 13.1 | Parking areas, site access determined |  |  |  |
| 13.2 | Approved Traffic Management Plans supplied |  |  |  |
| 13.3 | Materials and equipment storage areas identified |  |  |  |
| **14** | **Security** | | | |
| 14.1 | Procedure to control unauthorised access to site |  |  |  |

# Approval

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| --- | --- | --- | --- | --- | --- |
| KR Project Manager Approval: |  | Signature |  | Date |  |
| Zero Harm Representative Approval: |  | Signature |  | Date |  |