

## HIGH RISK WORK – COMPETENCY REFERENCE

This is a non-exhaustive list of work types you may be undertaking as a contractor:

HOT WORK	
Minimum competencies	<ul style="list-style-type: none"> <li>• Only workers with appropriate levels of competence and skill should be welding</li> <li>• NZS 4711: 1984. qualification tests for metal-arc welders</li> <li>• AS/NZS 1554 series. covers: welding of steel structures</li> <li>• AS 1796–Certification of welders and welding supervisors</li> <li>• Welders should not use equipment for which they are not certified</li> <li>• Welders should be trained in the use of fire extinguishers and hot work permits</li> </ul>
Key points/tips	<ul style="list-style-type: none"> <li>• Appropriate and approved PPE:               <ul style="list-style-type: none"> <li>– Welding helmet, eye protection, flameproof overalls, gloves and apron (note: a welding helmet does not protect against fumes)</li> </ul> </li> <li>• Respiratory protection</li> <li>• Approval to work</li> <li>• Fire extinguisher and first aid kit</li> <li>• Emergency procedures and plan onsite</li> </ul>
Reference	<p>NZS 4781:1973 Code of practice for safety in welding and cutting AS 2865</p> <p>Hot work. Refer to WorkSafe NZ Guidelines on: hot work on tanks and Drums. health and safety</p>

ELEVATED WORK PLATFORMS	
Minimum competencies	<p>All personnel involved with elevated work platforms (EWPs) shall have the appropriate training for the equipment being used:</p> <ul style="list-style-type: none"> <li>• Unit standard 23966: describe the types of elevating work platforms and legislative requirements for their use (pre- requisite).</li> </ul> <p>As required:</p> <ul style="list-style-type: none"> <li>• Unit standard 23960: scissor lift</li> <li>• Unit standard 23961: truck mounted lift</li> <li>• Unit standard 23962: self-propelled boom lift</li> <li>• Unit standard 23963: trailer mounted lift</li> <li>• Unit standard 23964: vertical lift</li> </ul> <p>All scaffolding is to be erected by a suitably qualified person, and shall have a current scaffold safe or similar ticket affixed to the scaffold, which is signed off by a suitably qualified person each seven days.</p>
Key points/tips	<ul style="list-style-type: none"> <li>• Use of all types of EWPs will require harnesses and suitable training in their use</li> <li>• Assessing sloping ground/instability</li> <li>• Suitable PPE</li> <li>• Machinery limitation</li> <li>• Safe working loads</li> <li>• Moving EWPs</li> <li>• Effects of environment</li> <li>• Overhead power lines</li> <li>• Emergency procedures and plan onsite</li> </ul> <p>Note – EWPs will require harnesses and suitable training in their use (refer to working at heights training below)</p>
Reference	<p>AS/NZS 1418.10 - Cranes, hoists and winches - Part 10: Mobile elevating work platforms AS/NZS 1891.4 - Industrial fall-arrest systems and devices</p> <p>Refer to WorkSafe NZ Programmes</p>

## CONFINED SPACE WORK

Minimum competencies	<p>All personnel involved with confined space entry works shall have attended a training course to comply with AS/NZS 2865-2009 and have achieved the NZQA unit standards:</p> <ul style="list-style-type: none"> <li>• Unit standard 17599: plan a confined space entry, and</li> <li>• Unit standard 18426: demonstrate knowledge of confined spaces, and</li> <li>• Unit standard 25510: Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely</li> </ul>
Key points/tips	<ul style="list-style-type: none"> <li>• Tools, plant and equipment are inspected and certified for use.</li> <li>• Personal protective equipment required by all persons entering the confined space</li> <li>• Ventilation equipment to be used</li> <li>• Lighting inside confined space</li> <li>• Barriers/shields and signage requirements</li> <li>• Internal to external communication methods</li> <li>• Rescue equipment to be maintained onsite</li> <li>• Emergency procedures and plan onsite</li> </ul>
Reference	AS 2865: 2009 safe working in a confined space Refer to WorkSafe NZ programmes

## EXCAVATIONS AND TRENCHING

Minimum competencies	All work involving excavations must comply with the requirements of legislation.
Key points/tips	<ul style="list-style-type: none"> <li>• Notifiable works</li> <li>• Shoring</li> <li>• Planning/investigations</li> <li>• Materials and loads above the excavations</li> <li>• Safe access and egress</li> <li>• Working space/adequate lighting</li> <li>• Emergency procedures and plan onsite</li> </ul>
Reference	Refer to the WorkSafe NZ Approved Code of Practice for safety in excavation and shafts. For foundations refer to particular Hazardous Work Notification form on Worksafe NZ website

## CRANE WORKS

Minimum competencies	<p>All persons operating or working with a crane must hold the following applicable unit standards as a minimum qualification and preferably hold the relevant national certificate in crane operation:</p> <p>Refer to Table 4.1: minimum unit standard requirements i.e.</p> <ul style="list-style-type: none"> <li>• Unit standards 3789; 3795 mobile crane operation</li> <li>• Unit standards 3789; 3794 tower crane operation</li> <li>• Unit standards 3789; 20208 self-erecting tower crane operation</li> </ul>
Key points/tips	<ul style="list-style-type: none"> <li>• Training and supervision</li> <li>• Controls</li> <li>• Safe access and egress</li> <li>• Load handling/guarding</li> <li>• Radio controlled equipment</li> <li>• Electrical protection</li> <li>• Overhead electric power lines</li> <li>• Emergency procedures and plan onsite</li> </ul>
Reference	AS/NZS 2550.1 Cranes, Hoists and Winches; Approved Code of Practice for Cranes; Crane Safety Manual Crane Association of New Zealand. Refer to WorkSafe NZ Code of Practice for Cranes.

## WORKING AT HEIGHTS

Minimum competencies	<p>All personnel involved with using fall arrest systems shall have achieved competency in:</p> <ul style="list-style-type: none"> <li>• Unit standard 15757: use, install and disestablish proprietary fall arrest systems when working at height Note – Ladders/work platforms must be to the approved NZ standard and in good condition</li> </ul>
Key points/tips	<ul style="list-style-type: none"> <li>• Notifiable works</li> <li>• Certified harness/fall arrest systems</li> <li>• MEWP's/scaffold/ladderwork</li> <li>• Working above or the side of power lines</li> <li>• Overhead crane/lifting operations</li> <li>• Access and egress</li> <li>• Emergency procedures and plan onsite</li> </ul>
Reference	WorkSafe NZ Best Practice Guideline for Working at Height

## SCAFFOLDING

Minimum competencies	<p>All personnel involved with erecting, dismantling, altering and the inspection of scaffolding and equipment shall have achieved competency in the following minimum standards:</p> <ul style="list-style-type: none"> <li>• Unit standard 1352: National certificate in scaffolding (elementary)</li> <li>• Unit standard 1463: National certificate in intermediate scaffolding</li> <li>• Unit standard 1771: National certificate in suspended scaffolding</li> </ul> <p>The holder of this qualification has the basic mathematical, first aid, safety, technical and people skills to plan, erect and dismantle proprietary suspended scaffolding structures as part of a suspended scaffolding team. They can also lead people in order to achieve an objective.</p>
Key points/tips	<ul style="list-style-type: none"> <li>• Notifiable works</li> <li>• Erect, altered and dismantled safely and efficiently</li> <li>• Physics, mechanics and mathematics</li> <li>• General site plans</li> <li>• Design drawing and specifications</li> <li>• Visual inspect equipment for faults</li> <li>• Physical fit for manual handling</li> <li>• Work safely and confident in heights</li> <li>• Emergency procedures and plan onsite</li> </ul>
Reference	All scaffolds should comply with the Scaffolding, Access & Rigging New Zealand (SARNZ) Best Practice Programmes for Scaffolding in New Zealand or equivalent programmes, or a higher standard.

## WORK REQUIRING LOCKOUT PROCEDURES TO BE USED

Minimum competencies	Isolation or lockout devices are safety devices that are connected to a machines control or power source. They prevent machines being started. Such devices improve the safety of your workplace.
Key points/tips	<ul style="list-style-type: none"> <li>• Good communication between workers (so everyone in a work area knows where each person is) is vital</li> <li>• Everyone working on or around the machine must have personally locked out the machine</li> </ul>
Reference	Refer to WorkSafe NZ Best Practice Guidelines for the Safe Use of Machinery

## HIGH VOLTAGE WORK

Minimum competencies	Only workers with appropriate levels of qualifications and comply with the standards. Follow the industry standard for safe working practices for high voltage work
Key points/tips	<ul style="list-style-type: none"> <li>• Wear appropriate personal protective equipment (PPE) i.e. insulated boots, insulated gloves, long pants</li> <li>• Metal jewellery that can accidentally contact a circuit should be removed</li> <li>• Emergency procedures and plan onsite</li> </ul>
Reference	<p>Comply with the standards:</p> <ul style="list-style-type: none"> <li>• AS/NZS 3012</li> <li>• Electricity (Safety) Regulations 2010 / Electricity Regulations 1997</li> </ul>

## POWDER-ACTUATED, HAND-HELD FASTENING TOOL

Minimum competencies	Only certified operators can use these tools. Follow the industry standard for safe working practices for High voltage
Key points/tips	<ul style="list-style-type: none"> <li>Wear PPE that includes the correctly rated hearing protection and safety glasses</li> </ul>
Reference	Comply with the standards: <ul style="list-style-type: none"> <li>AS/NZS 3012</li> <li>Electricity (Safety) Regulations 2010 / Electricity Regulations 1997</li> </ul>

## ASBESTOS

Minimum competencies	Certified asbestos remover (approved by WorkSafe NZ)
Key points/tips	<ul style="list-style-type: none"> <li>Isolate affected area. No one allowed in or out without authorization</li> <li>Asbestos is harmful in its airborne state</li> <li>Decontaminate any affected clothing by washing separately to any other contact authorised removal agent for advice and removal</li> </ul>
Reference	WorkSafe NZ – Asbestos

## HAZARDOUS CHEMICALS

Minimum competencies	Dependent on quantities and classification of chemical: <ul style="list-style-type: none"> <li>approved handler</li> <li>test location certificate</li> <li>refer to safety data sheet (SDS)</li> <li>use of spill kits</li> <li>use of PPE</li> </ul>
Key points/tips	<ul style="list-style-type: none"> <li>Personnel must be competent to handle chemicals</li> <li>Refer to up-to-date (less than five years old) safety data sheet. This must be readily available</li> <li>Ensure that correct PPE is being worn</li> <li>Have a spill kit on stand-by if required</li> <li>Consider ventilation</li> <li>Remove ignition sources if flammable</li> </ul>
Reference	WorkSafe NZ – Approved Code of Practice (ACOP) or the Management of Substances Hazardous to Health in the Place of Work Environmental Protection Authority Website – <a href="http://www.epa.govt.nz">www.epa.govt.nz</a> Hazardous Substances Regulations 2017 -1 <sup>st</sup> December (New)

## TRAFFIC

Minimum competencies	Depending on the type of traffic management required, current qualification as an approved STMS is required
Key points/tips	<ul style="list-style-type: none"> <li>STMS or traffic controller managing traffic management</li> <li>Signage and cones</li> <li>Pedestrians and push bikes</li> <li>Alternate routes</li> </ul>
Reference	NZ Transport Agency (NZTA) – Code of Practice for Temporary Traffic Management (COPTTM)