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# HIGGINS



HIGGINS  
PALMERSTON NORTH, CENTRAL

# GIRLS WITH HI-VIS<sup>®</sup>

CONNEXIS

THURSDAY 18<sup>TH</sup> JUNE 2026 | 124 KEITH STREET, KELVIN GROVE,  
PALMERSTON NORTH

Come along to this introduction to Higgins. Filled with activities, interactive stations all showcasing civil construction and the civil industry.



SCAN TO FIND OUT MORE!

## REQUIRED GEAR:

- Long pants
- Long sleeves
- Closed in shoes (no Crocs)
- Hair ties.



**CONNEXIS**  
INFRASTRUCTURE TRAINING

QUESTIONS? GET IN TOUCH WITH US  
gwhv@connexis.org.nz

# JSEA Template

Document Number: D02.23

Project Number & Name:

JSEA Number:

## 1 Job Safety Environmental Analysis Overview

<b>Task or Activity</b>	Girls in HiVis		
<b>Work location</b>	124 Keith Street, Higgins Manawatu	<b>Revision number</b>	
<b>Brief description of task/work activity</b>	College students getting construction experience. Use of excavator, assembling traffic equipment and exploring other mobile plant	<b>Associated docs</b> e.g. Work plan number and ITP, Erosion & Sediment Control Plan etc.	NIL
<b>Responsible supervisor(s)</b>	Juana West	<b>JSEA prepared by</b>	Ilse-Marie Iding
		<b>Date</b>	June 2026
<b>Date of event</b>	TBC June 2026	<b>JSEA Valid to (Date)</b>	June 2026

## 2 Personnel Consulted on Development of JSEA

It is a legal and Project requirement to consult and co-ordinate with other persons. Consultation on this JSEA is required with employees, subcontractors and suppliers. Persons preparing JSEAs should have experience in the types of task being conducted in order to fully understand the risks and required controls.



Fletcher			Contractors		
Name	Position	Signature	Name	Company	Signature

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## 3 Minimum Personal Protective Clothing Required for Task

The PPE/PPC below will NOT be listed in the JSEA as it is **Mandatory** for all tasks.

 Hi-vis vest, hard hat, covered toe shoes	 Ankle to Wrist Cover
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## 4 Additional Personal Protective Clothing for Task

The PPE/PPC below will be required for specific work activities only and these will be listed in the JSEA for each step as required.

 Ear Protection	 Eye Protection	 Hand Protection	 Protective clothing	 Dust mask	 Fall Protection	 Face Protection
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## 5 Life Saving Rules

All workers (including contractors and labour hire) that work on this Project are subject to the following Life Saving Rules. The required behaviours associated with each Life Saving Rule will be followed and enforced for all tasks and work areas where the rule could be applied.

 We never work unprotected at height.	We always carry out activities at height with either: <ul style="list-style-type: none"><li>• Compliant edge protection in place; or</li><li>• A fall arrest or fall restraint system in place.</li></ul>	 We never walk or work in a live traffic lane.	We always carry out activities clear of the lateral and longitudinal safety zones. We always carry out activities in the road corridor under the protection of an RCA approved work area protected by cones, barriers or a truck mounted attenuator
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 <p>We always isolate, lockout and test before working on plant and equipment.</p>	<p>. We always ensure that all actual and potential energy sources being identified, isolated, locked and tested to confirm zero energy state before we carry out any repairs or maintenance on fixed or mobile plant and equipment.</p>	 <p>We always locate and expose utilities before using mechanical digging.</p>	<p>We always use the method and frequency stated on the Permit to Work to pot hole to positively locate and identify the type and depth of the service before using mechanical excavation methods where sub-surface utility services are marked, known or indicated to be in the work area.</p>
 <p>We never enter or work beside an unprotected excavation.</p>	<p>We always enter an excavation greater than 1.5m deep (or shallower if defined by site) with:</p> <ul style="list-style-type: none"> <li>Confirmation from Supervisor of compliant shoring, benching or battering in place.</li> </ul> <p>We always enter an excavation when:</p> <ul style="list-style-type: none"> <li>Spoil, materials, plant and equipment are being stored or operated greater than 1m away from the edge of the excavation; and</li> <li>Spoil is placed and stored on the lower side of the excavation (where the excavation is not on flat ground).</li> </ul> <p>We always work beside an open excavation with:</p> <ul style="list-style-type: none"> <li>Compliant edge protection being in place that can take the weight of a falling worker.</li> </ul>	 <p>We always obey exclusion zones.</p>	<p>Where mobile plant and heavy vehicles are operational:</p> <ul style="list-style-type: none"> <li>We always stay clear of the fatal zone within a People Mobile Plant Interface Zone; and</li> <li>We always use the approach zone, gain the operators attention and ensure the machine is isolated before approaching an operational machine in a People Mobile Plant Interface Zone; and</li> <li>We always stay clear of a Plant Only Zone.</li> </ul> <p>We must obtain utility owner consent in ALL instances where:</p> <ul style="list-style-type: none"> <li>Working or carrying out tasks associated with working within 4m of an overhead power line including:             <ul style="list-style-type: none"> <li>loading, unloading and storing plant or materials; and</li> <li>transporting plant and materials; and</li> <li>parking of work or private vehicles</li> </ul> </li> <li>Digging within 5m of a power pole or stay wire.</li> </ul>
 <p>We always work free from the influence of drugs and alcohol.</p>	<p>We always come to work and carry out work related activities when we know we are free from the effects of drugs and alcohol (including prescription medications) that have the potential to result in impairment.</p>	 <p>We never drive or operate while using a handheld mobile phone or without wearing a seatbelt, where fitted.</p>	<p>We always make and take mobile phone calls hands free when driving any vehicle or operating any item of mobile plant.</p> <p>We always wear a seatbelt, where fitted, when the vehicle or machine is operational or moving.</p>
 <p>We always keep ourselves and others clear of suspended loads.</p>	<p>Where a load is being lifted, suspended or placed using a lifting device:</p> <ul style="list-style-type: none"> <li>We always ensure the load is contained and secured prior to lifting; and</li> <li>We always check that people are clear of the area underneath the intended lift path of the load; and</li> <li>We always keep ourselves clear of the area directly below the suspended load.</li> </ul>		

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## Risk Matrix (To be used to determine Un-controlled Risk and Residual Risk)

			Insignificant	Minor	Moderate	Major	Catastrophic
			<b>PEOPLE</b> <ul style="list-style-type: none"> <li>No treatment.</li> <li>Pain &amp; Discomfort</li> </ul> <b>ENVIRONMENT</b> <ul style="list-style-type: none"> <li>On/Off Site release contained in controls</li> </ul>	<b>PEOPLE</b> <ul style="list-style-type: none"> <li>First aid treatment</li> </ul> <b>ENVIRONMENT</b> <ul style="list-style-type: none"> <li>On/Off Site release cleaned up with internal resources</li> </ul>	<b>PEOPLE</b> <ul style="list-style-type: none"> <li>Medical Treatment (MTI).</li> <li>Lost Time Injury (LTI)</li> </ul> <b>ENVIRONMENT</b> <ul style="list-style-type: none"> <li>On/Off Site release cleaned up with specialist assistance</li> <li>Damage to items of ecological or culture significance</li> </ul>	<b>PEOPLE</b> <ul style="list-style-type: none"> <li>FB Serious injury</li> </ul> <b>ENVIRONMENT</b> <ul style="list-style-type: none"> <li>On/Off Site release with Major short term negative effects</li> <li>Major Damage to items of ecological or culture significance</li> </ul>	<b>PEOPLE</b> <ul style="list-style-type: none"> <li>Fatality(s)</li> </ul> <b>ENVIRONMENT</b> <ul style="list-style-type: none"> <li>Toxic release on/off site with detrimental long term effects</li> </ul>
LIKELIHOOD	Almost certain	Is expected to occur in most circumstances, occurs every month	Medium (8)	High (13)	Very High (20)	Very High (23)	Very High (25)
	Likely	Will probably occur in most circumstances, occurs every 3 months	Low (6)	Medium (11)	High (17)	Very High (21)	Very High (24)
	Possible	Might occur at some time, every year	Low (4)	Medium (9)	High (12)	Very High (18)	Very High (22)
	Unlikely	Could occur at some time, known to happen in industry	Low (2)	Low (5)	Medium (10)	High (15)	Very High (19)
	Rare	May occur only in exceptional circumstances, no known experience	Low (1)	Low (3)	Low (7)	High (14)	High (16)

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## Task/Activity Breakdown

<b>STEPS OF THE TASK</b> Break into logical sections of work	<b>POTENTIAL RISKS</b> What could go wrong at each step? What if?	<b>UN-CONTROLLED RISK</b> 1 – 25	<b>CONTROLS</b> How do we mitigate the risk? Follow the Hierarchy of Control – Eliminate (E), Isolate / Substitute (I/S), Engineering Control (EC), Administrative (A), PPE/PPC.	<b>RESIDUAL RISK</b> 1 – 25	<b>WHO WILL DO IT?</b> Be specific use names /titles e.g. 'foreman'
Work at yard	Vehicle movement affected.	8	Section off the student area to ensure vehicles can enter and exit the yard safely. Limit movement occurring in the yard. Ensure workers are aware of students.	2	Glen Flint
Students in an active working yard.	Struck by mobile plant Slips trips falls	11	Safety briefing to occur before the session occurs. All activities to take place within coned off designated area. VMP to be created Depot to be aware of event and limit yard movement. Experienced Higgins employees to be available throughout the day to give supervision and support. Each school to provide an out of class plan. Have appropriate ratio of student to teachers. Ensure students are supervised if required to walk out of designated area. Ensure yard is tidy and there are no chemicals, slip hazards, rubbish.	9	Miranda Conway Juana West Jacqueline Prince
Students using excavator	Struck by mobile plant Loss of control	23	Ensure a safety briefing occurs before each activity. One student on the machine at a time with all other students behind a physical barrier to ensure plant operating exclusion zone is maintained. Higgins experienced operator to supervise each student on the excavator. Basic excavator operations only. Small machine only. Machine to have ESTOP incase machine loses control Low revs – tracking to be isolated Ensure HiVis, hard hat are worn at all time.	15	Higgins Operator

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Setting up traffic equipment	Strains and sprains Slips, trips and falls	11	Ensure a safety briefing occurs before each activity. Ensure students only pick up 1 cone at a time. No running. Only lift what within your abilities. Higgins traffic employee supervising the task.	9	

## Emergency Response (for more details refer the site or task specific emergency response plan)

Assembly / Muster point	Electrical building – directly opposite Higgins entrance
Emergency signal	Alarm
Chief Warden	Juana West
First Aiders	Miranda Conway
First Aid Kit Location	Ops Room & Kitchen Higgins Vehicles
Extinguisher Location	Excavator & Fire Sprinkler System
Spill Kit Location	In yard
Other	

## JSEA Approvals and Required Actions – For all JSEA residual risks **the highest rated** residual risk requires the following **FINAL** approval, sign-off and action.


Very High	<b>DO NOT PROCEED.</b> Requires immediate attention. Introduce further high-level controls to lower the risk level. <b>Project Manager Approval &amp; Sign Off</b> before proceeding.
High	<b>Review before commencing work.</b> Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working. <b>Construction Manager Approval and sign-off</b> before proceeding.
Medium	<b>Maintain control measures.</b> Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.

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<b>Low</b>	<b>Record and monitor.</b> Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.
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## Final Approval

<b>Approver Name:</b>	Juana West	<b>Approver Position:</b>	EHSQ Mgr
<b>Signature</b>		<b>Date:</b>	13/02/2026





- Wear your seatbelt
- Strictly no smoking
- No cellphone use

- Visitors are to sign in at Reception.
- Visitors may only move about the depot areas when escorted by Higgins staff.
- The use of cell phones while driving is prohibited.
- Any accident, incident, near miss or hazard identified must be immediately reported to Higgins Depot staff.

# HIGGINS®

## HIGGINS PALMERSTON NORTH DEPOT SITE ACCESS AND SAFETY

### SITE KEY

- OFFICES/WORKSHOP
- RECEPTION/SIGN IN OPERATIONS
- BITUMEN SPILL PAD
- ACCESS WALKWAY
- DRAIN POINT
- WORKSHOP NO PARKING
- MACHINERY YARD **NO ENTRY - AUTHORISED VEHICLES & PERSONNEL ONLY**

### SAFETY KEY

- FIRST AID STATION
- AED DEFIBRILLATOR
- SHOWER STATION
- ASSEMBLY POINT
- TOILETS
- FIRE EXTINGUISHER
- SPILL KIT
- HAZARDOUS SUBSTANCES
- NDM
- DISABLED PARKING

### ! EMERGENCY SIGNAL

- You will be notified of an emergency by an air horn alarm (horn is in the EHS office) and you also be informed by the staff in the yard.
- Higgins staff will also inform persons of any emergency, and if required assist them to the assembly areas.

### ASSEMBLY POINT

- Portacom city assembly point is in the smoking area by the fence line near the big tree. Workshop assembly area is directly outside the workshop by the fenceline.

### MINIMUM PPE ON SITE

- Long sleeves
- Long pants
- Day glow
- Steel cap boots
- Gloves (to be carried)
- Safety glasses.

### + FIRST AID

- A First Aid kit is in the Administration office and a defibrillator (AED) unit is in the covered lunch area.
- Trained first aiders are on site. Please notify staff if you require first aid.