

HOSTED BY:



Horizon
Networks



**HORIZON NETWORKS
WHAKATANE, WAIKATO**

GIRLS WITH HI-VIS[®]

CONNEXIS

WEDNESDAY 3RD JUNE 2026 | 50 VALLEY ROAD, WHAKATANE, WAIKATO

Come along and experience the energy sector. Gain an understanding of the industry through presentation, then dive in and get some hands on experience through a series of activities designed to engage, motivate and encourage.



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



HEGTM
Horizon Energy Group

SITE SPECIFIC SAFETY PLAN

Project Name/Number: **GIRLS WITH HI VIS**

Site Address: **50 Valley Road Whakatane**

Date: **20 April 2026**

kia kotahi ai tātou
**STRONGER
AS ONE**

Table of Contents

1. PROJECT KEY CONTACTS AND SITE DETAILS.....	3
Co Host and Connexis Personnel.....	3
Schools Attending.....	3
HSEQ Specific Contacts.....	3
Designated Company Doctor (if applicable).....	3
2. PROJECT OBJECTIVE.....	4
3. SCOPE OF WORKS.....	4
4. INTRODUCTION.....	5
5. HORIZON ENERGY GROUP SAFETY RULES.....	5
5.1 HEG 10 Safety Rules.....	6
6. RESPONSIBILITES.....	6
7. SITE HAZARD AND RISK MANAGEMENT.....	7
7.1 Job Safety and Environmental Analysis (JSEA).....	7
7.2 Take 5.....	8
8. CONSULTATION AND COMMUNICATION.....	8
8.1 Site meetings and frequencies.....	8
8.2 Site inductions.....	9
9. SAFE WORK CONTROLS.....	9
9.1 Notification of Particular Hazardous Work.....	9
9.2 Critical Risk Management.....	9
9.3 Permit to Work.....	11
9.4 Emergency Preparedness.....	11
9.5 Personal Protective Equipment.....	11
10. INCIDENT MANAGEMENT.....	12
11. HEALTH AND SAFETY AUDITS AND INSPECTIONS.....	12
11.1 Worksafe Audits and Inspections.....	12
11.2 Monitoring Health and Safety Performance.....	12
12. CONTRACTOR MANAGEMENT.....	12
13. QUALITY CONSIDERATIONS.....	13
14. ENVIRONMENTAL CONSIDERATIONS.....	13
15. RISK MANAGEMENT.....	13
16. PROJECT RISK REGISTER.....	14
16. REVISION HISTORY.....	20

1. PROJECT KEY CONTACTS AND SITE DETAILS
Co Host and Connexis Personnel

Position	Name	Mobile	Email
Event Host	Annemarie Verster	0272546757	Annemarie.verster@horizonnetworks.nz
Co-Host	Connexis TBC		
Regional Manager	Brian Cannon	021860899	Brian.Cannon@horizonnetworks.nz
HSEQ BP	Angela Hunter	021725986	Angela.hunter@horizonnetworks.nz

Schools Attending

Position	Name	Mobile	Email
TBC			

HSEQ Specific Contacts

Position	Name	Mobile
Site Emergency Warden(s)	Angela Makela	021725986
	Trevor Forster	021593497
Emergency Assembly Point	At Front of Main Building Road Side	
Designated First Aider	All Staff are First Aid Trained	

Designated Company Doctor (if applicable)

Name	Address	Contact	Phone
WHK Hospital	Stewart Street	111	111

PROJECT OBJECTIVE

Project Name: GIRLS WITH HI VIS

Site Address: 50 Valley Road Whakatane

SCOPE OF WORKS

An Introduction to Distribution Networks available careers for High School Students. This will involve different activities to be undertaken in the Valley Road Depot led by our Trained and Competent Staff.

INTRODUCTION

This Site-Specific Safety Plan (SSSP) defines the minimum standards acceptable on the project described above. As part of a committed safety culture everyone involved in the project is expected to strive to exceed minimum safety standards at all times.

To this end Horizon Networks Ltd is committed to best industry health and safety practices. It subscribes to the vision of the Horizon Energy Group: 'Act Safe, Work Safe, Live Safe', as displayed in the Group's values and championed through their behaviours. Underpinning the objectives, the following principles drive and demonstrate success:

- We know, manage, and understand our risk.
- Being injury free is a lifestyle at work and at home.
- We communicate even though there may not be bad news.
- We do the right thing even though nobody is watching, and
- We all participate to make a difference.

There are several other PCBUs with activities adjacent or within the construction sites, that are impacted by construction activities. These include:

- Utility service providers.
- Neighbouring building owners and occupiers.

The Contractor will provide Horizon Networks with construction/task plans that have the potential to impact on the assets and operations of these other PCBUs. These plans will set out any health and safety risks and requirements.

Horizon Networks will negotiate with these other PCBUs to determine conditions of work required by these other PCBUs. These conditions will then be communicated to the Contractor to be included into integrated construction plans.

The Contractor will inform Horizon Networks of any issues that arise from the requirements of other PCBUs so that Horizon Networks can engage in further discussion to modify these conditions, to ensure that the project's risks to workers and others, are reduced as far as is reasonably practicable.



SITE SPECIFIC SAFETY PLAN GIRLS WITH HI VIS

HORIZON ENERGY GROUP SAFETY RULES

At Horizon Networks (HEG), we are committed to maintaining a safe and healthy workplace to ensure that our employees, subcontractors, public and other persons in or in the vicinity of the workplace such that we understand the risks, hazards, and controls before we commence any work and remain free from injury.

To achieve this goal, we make safety a priority on all our sites and require active participation by everyone to adequately plan the work we are always carrying out and act safely at all times.

The rules serve as a very real reminder of the types of activity that, if not carried out with the utmost of attention to safety, can result in serious injury or loss of life. It is for this reason we expect all managers, employees, and subcontractors across all HEG operations to apply these rules to all areas of their work.

5.1 HEG 10 Safety Rules

1. We will always wear Company and task specific personal protective equipment on site and on the job.
2. All circuits and systems will be treated as live until proven dead.
3. Enter a confined space only if trained and permitted.
4. If a task cannot be carried out safely, we will always STOP until it can be done without harm to anyone.
5. We will operate vehicles that are fit for purpose, driven to the conditions and road rules followed.
6. We will only use plant, equipment and tools that are certified, tested and fit for purpose.
7. We will only undertake work for which we are inducted, trained, competent and adequately supervised.
8. We will protect ourselves and others against falls when working at height.
9. Report all hazards, unsafe acts, near misses and incidents immediately to your supervisor, and
10. We will work free of impairment by the effects of drugs, alcohol or fatigue and physically fit for the job.

At HEG we are all empowered to make decisions that will create a safe workplace, even if it means stopping an activity to make the situation safe.

RESPONSIBILITIES

Line Managers and Supervisors are responsible for implementing the HEG Health and Safety Policy, Systems and Procedures to ensure the workplace under their control is safe and without risk to health and to ensure the behaviours of their people are compatible with these objectives. All workers controlling a workplace have a responsibility to:

- Promote and co-ordinate Health & Safety as per this SSSP and Health and Safety at Work Act (HSWA), HSWA Regulations, Codes of Practice, and good practice guidelines.
- Take all reasonably practicable steps to maintain a safe workplace.
- To ensure that operations run safely and efficiently whilst maintaining production.
- To be a leader and team player, encouraging teamwork.
- To train and supervise workers when necessary.
- To liaise with client representatives.
- Hold relevant units/licenses for the task being undertaken.
- To attend Health and Safety meetings or training seminars when necessary.
- Carry out site inspections, audits, and safe behaviours observations.
- To stop any work, if it disregards this SSSP or conflicts with relevant legislation/ACOPs/safe work practices or places persons/equipment/property in an unsafe predicament/potential harm, and
- Ensure that no action or inaction causes or has the potential to cause a workplace incident.

Workers are responsible for:

- Carrying out work in a way that does not adversely affect their own health and safety and that of other workers or visitors.
- Compliance with all health and safety rules including the use of tools and personal protective equipment.
- Reporting all accidents, incidents, near misses, and hazards they identify.

SITE HAZARD AND RISK MANAGEMENT

It is the responsibility of the Project Manager to inspect the site prior to starting the contract and identify all of the potential risks that our staff and contractors may be exposed to. This will form the initial risk register which will be used as part of our staff and contractor induction process.

Ongoing project risk identification will occur on a monthly basis (or more regularly if required). Any new hazards identified will be added to the site Risk Register (see Section 14) and communicated to workers. After a critical event the risk management and controls associated with the event must be reviewed as part of the accident management and reporting procedures and the risk register updated.

For details of HEG risk management refer to document *HS.22-001.GP: Risk management Procedure*. This procedure details the process for identifying and assessing and recording company Health and Safety risks. A copy of this procedure is available upon request.

The table below is the HEG Risk Matrix that is used for risk assessment and is incorporated in the project risk register and all day-to-day site risk management procedures.

		Severity →				
		Minor	Moderate	Serious	Major	Catastrophic
Likelihood ↓		No injury expected or has the potential of injury	First aid injury	Medical treatment – may cause major injury	Notifiable injury, serious injury, could result in a serious injury	Fatality or serious injury with potential of death, permanent disability
	Frequent	Experience or available data strongly suggests event may occur	Moderate 5	Moderate 10	High 15	Very High 20
Likely	Experience or available data suggests that a similar hazard has caused a comparable event	Low 4	Moderate 8	High 12	Very High 16	Very High 20
Possible	Might occur at some time but not supported by data	Low 3	Moderate 6	Moderate 9	High 12	High 15
Unlikely	Improbable under normal conditions	Low 2	Low 4	Moderate 6	Moderate 8	Moderate 10
Rare	Unforeseeable or may occur in exceptional circumstances	Low 1	Low 2	Low 3	Low 4	Moderate 5

HEG Risk Matrix -Health and Safety

Apart from the identification of potential site hazards and risks entered into the Site Risk Register as described above regular risk assessments are to be undertaken by workers. These are:

7.1 Job Safety and Environmental Analysis (JSEA)

The JSEA process enables the identification of potential hazards and control measures at the task level by the persons carrying out the work. By using a JSEA workers:

- Break a job or task down into logical steps
- Identify all the hazards involved within each single job step
- Select appropriate control measures to eliminate, reduce or mitigate each hazard

- Assign who is responsible for executing the control measures and ensure that each step is carried out appropriately
- Facilitate improved communication about safety.
- Potentially identify tasks which can be improved by changing the method, reducing hazards, or utilising better control measures.

7.2 Take 5

The Take 5 procedure is a safety tool purposely designed for workers to identify health and safety hazards before starting any work in worksites. Contractors and workers can quickly mitigate exposure to hazards and other health risks when they conduct health and safety checks with this straightforward Take 5 procedure. The Take 5 safety procedure is a simple and effective method of ensuring safety awareness in the workplace. A Take 5 template is available for HEG workers via the ecoPortal safety management system.

This five-step process that requires workers to:

1. Stop-Look (think about all the potential risks associated with the task about to be performed).
2. Think through the jobs (Identify the job procedure and identify the associated hazards)
3. Identify the risk (The risks are assessed by the overall risk rating (score) using the matrix picture above. Consider the associated damage and threats.
4. Control and Communicate (Implement preventive measures to eliminate or reduce the likelihood of occurrence and ensure all workers are briefed on the risks and associated control measures)
5. Do the job safely and monitor (This helps in proper mitigation of the likelihood of damages or injuries in the worksite)

The Take 5 procedure is used when:

- There is no JSEA for new jobs or tasks
- The JSEA has missing sections or steps
- Conditions change in the workplace
- There is a need to assess the job risks and evaluate the work condition prior
- Required by the worksite rules

CONSULTATION AND COMMUNICATION

Appropriate on-site communications will be established with worksite personnel to ensure the dissemination all information pertaining to safety requirements is accomplished appropriately. This will include the notification of risks brought onto site or created during the course of the work. This may be done through the use of site hazard and risk noticeboards and/or as part of regular site safety meetings and toolbox talks.

8.1 Site meetings and frequencies

Various H&S meetings will be held for all on-site personnel including contractors. These meetings will be held at the frequencies listed shown in the table below. Health and Safety issues are discussed at each meeting and recorded accordingly. All workers are encouraged to raise their concerns regarding hazards/risks and safety issues identified on site at these meetings. Relevant safety alerts will be discussed at these meetings.

Toolbox Talks	✓	Pre-Start Planning Meetings	✓	Other H&S Meetings	✓	Co-ordination Meetings	✓	Safety Improvement Groups Meetings	✓
Weekly		Daily		Monthly		As Required		Monthly	

8.2 Site inductions

HEG will ensure that of its employees and contractors will go through a site-specific induction as required by the Client. No one will be permitted to work on site until they have been inducted.

SAFE WORK CONTROLS

9.1 Notification of Particular Hazardous Work

The Health and Safety in Employment Regulations 1995 require employers as well as the person who controls a place of work to provide at least 24 hours' notice to WorkSafe of particularly hazardous work. Where Particular Hazardous Work is to be carried out the Project Manager or Contract Manager (or delegated person) will make this notification ensuring that a copy is attached to the Project File and noted on the daily risk assessment.

Application to Worksafe can be found with this link: [Notify WorkSafe | WorkSafe](#)
 Select Yes "do you know which notification you need?"
 Select "Report particular hazardous work" and fill in the appropriate details.

9.2 Critical Risk Management

HEG has identified risks that have by their nature have can cause serious damage and/or result in a worker fatality should controls fail. As part of HEG Critical Risk Management process preventative controls have been identified for each Critical Risk. These controls are to put in place wherever possible should the Critical Risk be part of the work being undertaken. An overview of HEG's Critical Risks is as follows:

1. Working at Height

When working at height there is a risk of falling and/or falling objects that could harm workers. HEG workers must comply with the Worksafe "Guideline for Working at Height" and HEG Safe Work Procedure (SWP) Procedure HS.31-124.GP Working at Height Management Procedure when working from height.

2. Hazardous Substances

Good hazardous substance management protects workers and the environment. HEG assess the environmental and health impacts and provide guidance for the safe use hazardous substances. Compliance with HS.16-189.GP Hazardous Substance Management, HS.16-156.GP Asbestos Safety, and HS.16-181.GP Hazardous Atmospheres is mandatory for all HEG workers. Relevant Safety Data Sheets will be required to be available on site.

3. Confined Spaces

Confined spaces are dangerous because of the physical entry/exit restrictions and the risk of unsafe atmospheric conditions. HEG SWP HS.16-112.GP Confined Space sets out the minimum requirements for working in a confined space. A confined space permit is required and is also available for HEG workers to use when required.

4. Working with and around Mobile Plant

The operation of mobile plant presents many risks including such risks as physical contact with moving parts, being struck or crushed, and property damage. Mobile plant includes the operation of forklifts, mobile elevated work platforms (MEWP), excavators and trenchers, and truck mounted cranes. The SWP documents HS.31-121.GP Mobile Plant, HS.16-067.GP MEWP, HS.16-230.GP Forklifts set out the requirements for safe operation of the various mobile plant.

5. Electrical Work

The risk of injury from electricity is strongly linked to where and how it is used therefore it is essential that any electrical work is undertaken in compliance with all relevant rules and regulations. Energised electrical work may be permitted if absolutely necessary but requires specific procedures to be in place. All HEG workers must adhere to HS.31-137.GP General Electrical Safety Procedure.

6. Working in and around Traffic

Traffic in and around a worksite can pose significant health and safety risks. If traffic is uncontrolled or not appropriately planned, it may collide with a person, structure, object or other vehicle or machine. To provide protection for workers a site traffic management plan is required. When not provided by the Client a plan will be developed incorporating the requirements of HS.31-126.GP Temporary Traffic Management Procedure. When the contract works involves working in a road reserve compliance with the Code of Practice for Temporary Traffic Management.

7. Trenching and Excavations

Trenching and excavation work has the potential to expose workers to the risk of injury from cave-ins and collapses, falls and falling objects, and hazardous atmospheres. There may also be a risk of striking utility lines both overhead and underground. HEG workers must comply with the Worksafe “Good Practice Guidelines Excavation Safety” and HEG SWP Procedure HS.31-120.GP Excavation and Trenching Safety Procedure.

8. Remote or Isolated Working

Remote or isolated work is work that separates someone from other people and can make it harder to get help such as rescue, medical assistance, and emergency services. This can be due to location, time, or the nature of the work being done. HEG workers must comply with HS.25-019.GP Working Alone, Remotely, or Isolated.

9. Safe Driving

Driving involves risk. Safe drivers can reduce and manage their risk when driving by making good decisions and taking responsibility for their behaviour. HEG actively encourages safe driver behaviours and attitudes and remind workers of their responsibility to respect the road rules. HEG workers must comply with HS.00-009.GP Vehicle Use and Safe Driving Policy.

10. Fatigue and Stress

Working longer hours doesn't necessarily mean increased productivity. In fact, the increased stress of work environments that promote constant hard work can lead to fatigue, poor decision making, workplace mistakes, and anxiety. Fatigue is known to increase the risk of injuries or other accidents

in the workplace. HEG together with workers work together to reduce the risk and impact of fatigue and stress. HEG workers must comply with HS.40-003.GP Fatigue and Stress Management – Group Requirement.

The application of these requirements occurs in Construction Plans and Job Safety and Environmental Analyses (JSEAs). This detailed planning is the responsibility of HEG, and it has appropriate processes and expertise to develop these plans. The Contractor needs to validate that these more detailed documents adequately address agreed processes and standards. To ensure that HEG can efficiently develop these plans, while also enabling the Contractor to validate these documents, HEG will invite the contractor to observe or participate in a sample of JSEA's and any other safety assessments during their preparation. The extent of participation/observation will be determined by factors such as whether this is a new construction activity and the extent to which it includes activities with critical risks.

9.3 Permit to Work

A permit to work (PTW) is a formal means of communication for all parties involved in the management, supervision, and actual carrying out of specific activities. On a HEG worksite a PTW will be used where required for the following works:

- Hot Work
- Work at height
- Permit to Dig
- Confined Space Entry
- Electrical works

9.4 Emergency Preparedness

Successfully responding to, and recovering from an emergency requires a predetermined plan, appropriate emergency equipment, and training to prepare for the most likely emergency events. There will be a site-specific emergency plan prepared and implemented as appropriate to ensure the safety and care of all people on site. The most senior person on-site and the Health and Safety Team at the time of an emergency or disaster will coordinate the response until relieved/assisted by Project Manager or recognised emergency service provider. Rapid decision-making and prioritisation are often necessary in an emergency. Those managing the response locally are empowered to make quick decisions when required. Potential emergencies related to the sites works/hazards must also be planned for by the relevant works manager, such as vehicle roll-over, height rescue or trench collapse rescue. These will either be recorded as part of the daily risk assessments or in HEG's SWPs.

9.5 Personal Protective Equipment

Mandatory PPE must always be worn in the construction site work area. HEG site management will provide, maintain, and enforce the appropriate use of personal protective equipment (PPE). Any reduction or change to the minimum requirements will require approval of the Client.

The minimum PPE requirements are:

- Long pants and long-sleeved tops
 - Approved hard hats
 - Approved safety footwear
 - High visibility vests or garments that include compliant hi-vis
 - Protective eyewear (face shields may be required for certain activities)
 - Safety gloves appropriate to the task
 - Hearing protection to be worn as required
-

- Respiratory protection as required
- Personal height safety equipment

10. INCIDENT MANAGEMENT

It is important that all incidents are reported so steps can be taken to control risk and prevent further similar reoccurrence. Those immediately in the area must take appropriate action, e.g., notify Project Management, Client (as required), lodge report in ecoPortal, control risks, and administer first-aid or contact emergency services as necessary.

All accidents, incidents and near misses will be reported immediately to site management. Accident and Investigation Reports will be copied to the site management and the client/head contractor as soon as is practicable. All investigations will be initiated within 24 hours of the incident. HEG operates its Incident Management through ecoPortal, and workers can report any incidents directly from the site.

HEG's Site Manager will oversee investigations of all site incidents and is responsible for ensuring that all people necessary to bring the matter to a satisfactory conclusion take part in the investigation. When appropriate Health, Safety & Quality team members will assist

11. HEALTH AND SAFETY AUDITS AND INSPECTIONS

11.1 Worksafe Audits and Inspections

The Health and Safety at Work Act allows Worksafe to undertake audits and safety inspections on any construction site. Therefore, Worksafe has the right to audit and inspect HEG worksites at any time.

11.2 Monitoring Health and Safety Performance

There will be three processes for monitoring health and safety performance, demonstrating the commitment of managers to health and safety, and assuring that health and safety performance is achieving agreed standards and expectations.

1. Monitoring day-to-day operational performance will occur through inspections and observations based on specific checklists and carried out by persons that are qualified to assess the effectiveness of critical risk controls. These observations are recorded in HEG Health and Safety Management system – ecoPortal and are available for inspection by the Client.
2. Visible management commitment will be demonstrated by managers visiting worksites to observe and learn, and to engage with supervisors and workers.
3. Assurance will be achieved through independent audits of health and safety management processes and through assessment of the adequacy of critical risk controls.

12. CONTRACTOR MANAGEMENT

Any Supplier, Contractor, Subcontractor, Sole Trader, or Self-Employed person that is engaged to carry out work for HEG has a primary duty of care and ensure all workers take reasonable care of their own health and safety and others working in their work area. They also need to comply with any reasonable instruction that is given by the Client, to allow the Client to comply with the Act or regulations.

The HEG contractor management requirements include:



- Contractors must provide HEG evidence that they have an acceptable Health and Safety Management System in place.
- Contractor workers must complete the Client's site induction prior to starting work.
- Contractor workers must sign in to site every day that they are on site.
- Contractors must participate in the Client's review of Health and Safety Performance, against the agreed standards and activities, at the end of the contract or other defined timeframes.

13. QUALITY CONSIDERATIONS

HEG implements quality procedures to ensure work produced is safe, reliable, economical, and durable. These quality procedures are designed to create a framework for ensuring that construction projects are completed as expected.

Should the client require a Project Specific Quality Assurance Plan this will be provided separately.

14. ENVIRONMENTAL CONSIDERATIONS

Based on the requirements of Section 88 of the Resource Management Act (RMA) and the framework set out in the Fourth Schedule of the RMA, any actual and potential environmental effects associated with the proposed works are addressed in a site-specific Environmental Management Plan. However, appropriate steps are to be taken to care for and protect the environment during the works as set out in this plan. Both HEG site managers and workers will ensure no adverse effects to neighbouring properties, community and sensitive receiving environments resulting from any activities onsite throughout the duration of the works.

15. RISK MANAGEMENT

Prior to the commencement of the work, we will demonstrate to the satisfaction of the Client that HEG has performed a detailed Health and Safety hazard and risk assessment of the contracted work to be undertaken.

To this end HEG has created and will keep updated a detailed Risk Register – see following section - that is relevant to the contracted work scope. The risk register identifies risks, preventative controls & mitigation controls.

16. PROJECT RISK REGISTER

WORKING AT HEIGHT			
POTENTIAL HAZARD / RISK	INITIAL RISK	CONTROL METHODS	RESIDUAL RISK
Working on MEWPs	Very High 20	• Ensure operators are fully inducted into operating and safety procedures of the specific equipment used and are qualified to operate the MEWP. The minimum qualification is a silver card or MEWP unit standards.	Moderate 10
		• Ensure ground conditions are stable and free of debris	
		• Ensure area clear of obstructions before any maneuvers commence, lower boom/cage before maneuver commences	
		• A harness must be worn when working in a cherry picker	
		• Ensure MEWP has been inspected prior to use and logbook signed	
DRUGS, ALCOHOL, and FATIGUE			
Physical or mental (including substance abuse & mental wellbeing). Intoxication impairment. Poor judgement.	High 15	<ul style="list-style-type: none"> • Drug & Alcohol policy and testing program in place (post incident and just cause testing). Random testing in safety sensitive areas. • Workers removed from site when suspected of being under the influence. • Health monitoring. • Strictly enforce a zero-tolerance policy for drugs and alcohol Education Management support. External support services available. 	Moderate 10

Fatigue	High 15	<ul style="list-style-type: none"> • Tasks must be designed so that extremes of physical and mental exertion are avoided, and people are stimulated by, and enjoy, their work. Balance effort and rest to allow enough breaks for recuperation. • Eliminate or reduce workplace stressors, e.g., environmental factors such as noise; violence and excessive working hours 	Moderate 10
MANUAL HANDLING			
Over exertion or incorrect lifting technique. Repetitive work, poor posture	Very High 16	<ul style="list-style-type: none"> • All cutting and abrasive equipment to be fitted with machine guards, handle. All plant and equipment suitably guarded against crushing, running nips, entrapment. • Plant and equipment to be stacked and stored on suitable dunnage. • Suitable gloves used when handling hazardous, sharp, or abrasive materials. • Where practicable use mechanical lifting aids e.g., hoist, sack cart, trolley • Use correct lifting techniques. Personnel to warm and stretch body parts prior to commencing any form of lifting • Clear access/walkways throughout site • Ensure wearing of jewelry is kept to a minimum, and removed during high-risk activities where entanglement may occur • Use of two people (or more) lifting teams where practical 	Moderate 8
NOISE			
Potential for inherent noise emissions from construction activities for site personnel and others working within proximity of proposed works and operations.	Very High 16	<ul style="list-style-type: none"> • Isolate noisy working areas from others and ensure ear protection signs are placed within. • Hearing protection to be available and worn if noise levels likely to exceed 85dBA, i.e., if voices have to be raised to conduct a normal conversation. • Radios not permitted on site • Use alternate equipment with lower noise output levels • Designate areas for cutting materials etc. Place bunting around any noisy operations to reduce excessive noise 	Moderate 8

VEHICLE USE			
Unlicensed drivers, falling asleep, Insecure loads Not wearing seat belts, Alcohol being consumed, Using cell phones.	Very High 20	• Operate vehicles in accordance with Company Motor Vehicle Policy	Moderate 8
		• Vehicles are regularly maintained, Warranted and/or Certified	
		• All drivers and passengers are to wear seat belts	
		• Pre-start check of vehicles before use (weekly checks conducted for site vehicles)	
		• Trained / competent / licensed drivers or operators only	
		• Mesh screens/shelving/partitions to be installed in vans to aid in securing plant / equipment and materials during transit	
		• Drivers fit to drive, free from alcohol & drug impairment	
Driving on site	Very High 16	<ul style="list-style-type: none"> • Observe speed limit on site. Park only in designated areas • Drive with vehicle lights/hazard lights or flashing beacon on. 	Moderate 8
Incident with member of the public, complaint due to poor driving	Very High 16	<ul style="list-style-type: none"> • Apply the principles of safe driving e.g., drive at correct speed for conditions, don't drive beyond your capabilities, observe road rules and restrictions, be courteous to other road users. 	Moderate 8
MOBILE PLANT			
Being struck by vehicle, Vehicle vs vehicle, Poor maintenance, roll over, contact with other services	Very High 20	• Competent operators only to operate specialist equipment and licensed as required e.g., forklifts, MEWP. Where specific speed restrictions apply to plant, the plant is not to exceed those or the site restriction.	Moderate 5
		• No work within 4m of overhead lines without approval (close approach permit)	
		• Audio reverse warning systems installed in mobile plant where applicable	
		• Where possible segregate worker from machinery, place barriers, cordon off designated safe work zone. Discuss at Toolbox meetings (inform others)	
		• Vehicles maintained in good condition- conduct prestart checks.	

PORTABLE POWER TOOLS			
Struck by flying debris, Electrocutation, Missing guards, noise. Untrained operators, Carbon monoxide, Incorrect use, faulty tools	High 12	• Equipment to be used in accordance with manufacturers guidelines	Moderate 6
		• Pre check equipment before use to ensure it is fit for purpose. Defective equipment to tagged out of service and removed from site for repair or disposal	
		• When using an angle grinder ensure discs are rated for the grinder used i.e. RPM, correct size.	
		• All electrical items to be tested and tagged	
		• Required PPE to be worn for equipment used. Safety eye wear (glasses, shield), hard hats, safety footwear, hi viz, gloves etc.	
		• Trained/competent operators only, unless under the direct supervision by a competent person for the purposes of training or instruction.	
		• Guards fitted and in good working order	
		• Use of protective devices (RCD)	
		• Use tools with 2 hands and ensure secondary handle fitted	
SLIPS, TRIPS, OR FALLS			
Falls on same level, falls to surfaces below, Access to work areas, climbing on and off plant, Windy conditions, Falling objects, untidy work area, slippery surfaces, uneven surfaces	Moderate 9	• Cordon off hazardous areas e.g., hoarding, barrier tape, fencing	Moderate 6
		• Wipe up all spills	
		• Place warning signage as required identifying the hazards.	
		• Follow safe operating procedures for use of ladders, MEWP, scaffold, working at heights etc.	
		• Tidy workplace, maintain good housekeeping practices.	
		• Use guardrails e.g., scaffold, fixed rails, where there is a potential for falls, handrails when on stairs	
		• Keep main walkways clear of obstructions, e.g., cables, packaging	

ELECTRICAL WORK			
Defective power tools	Very High 20	<ul style="list-style-type: none"> All electrical equipment will under 3 monthly electrical testing and be tagged. All equipment must be checked for faults or exposed wires prior to every use 	Moderate 10
HOT WORK			
Operator can be burnt when undertaking hot work or using gas torch.	High 12	<ul style="list-style-type: none"> Welding gloves are to be worn when carrying out welding Appropriate long sleeves and trousers must be worn when carrying out hot work Personnel carrying out the task are to be fully trained Full PPE to be worn, weld mask, fire retardant overalls, welding gloves 	Moderate 6
Serious burns/injury from exploding gas	High 12	<ul style="list-style-type: none"> Flash back arrestors are fitted to oxy-fuel systems Check lines for damage and gas leaks 	Moderate 6
Fire can be caused by carrying out hot work	High 12	<ul style="list-style-type: none"> Hot work permit to be issued Fire extinguisher must be in proximity of hot work Remove all flammable materials and sources of ignition prior to carrying out hot work Welding blankets and fire extinguishers to be in place Area to be screened to ensure personnel adjacent to area are not exposed to operations, signage to be in place Fire watch to be instated on completion of work 	Moderate 6
ENVIRONMENTAL ASPECTS and IMPACTS			
Fuel or oil spills and/or leaks	Moderate 9	<ul style="list-style-type: none"> Store hazardous materials in banded areas or appropriate storage container. Storage containers to be clearly labelled Spill procedure developed and implemented Spill kits available at designated areas on site Equipment and vehicles will be checked before arriving on site. Any equipment or vehicles showing signs of a leak will not be allowed on site 	Moderate 6

		<ul style="list-style-type: none"> • Re-fuel >10m away from any drainage or watercourse 	
Dust	Moderate 9	<ul style="list-style-type: none"> • Keep surfaces of structures clean with regular sweeping • Dampening surfaces on site to immobilise contaminants 	Moderate 6
POTENTIAL HAZARD / RISK	INITIAL RISK	CONTROL METHODS	RESIDUAL RISK
Noise nuisance	Moderate 9	<ul style="list-style-type: none"> • Ensure members of the public are advised by letter drop where there is a potential for noise nuisance • Monitor noise levels at boundary and ensure they do not exceed noise level standards • Where appropriate, install acoustic screens to minimise nuisance 	Moderate 6

16. REVISION HISTORY

REVISION	PUBLISH DATE	DESCRIPTION OF CHANGE
3.0	18/7/2022	Full document review
4.0	27/10/2023	Full document review

SSSP REVIEW RECORD

Acknowledgement

Horizon Networks Host

Annemarie Verster

Annemarie Verster Training & Compliance Coordinator
Name Position


Signed

01/05/2026
Date

Connexis

Name

Position

Signed

Date

Notes