

INDICATIVE SITE VISIT HEALTH AND SAFETY PLAN (PCBU AS SITE ACCESS PROVIDER)

This Indicative Site Visit Health and Safety Plan has arisen because a site visit is to be undertaken by the Environment Court.

A person conducting a business or undertaking (PCBU) will, for the purpose of the site visit, provide or facilitate:

(Select as appropriate)

- ☐ entry on to, in to, over, above or under land or water that accommodates the site that is to be accessed, visited, observed or viewed by the Environment Court
- ☐ entry on to, in to, over, above or under land or water that accommodates a construction or remediation site or where construction or remediation work or similar is being undertaken
- ☐ entry on to, in to, over, above or under land or water that accommodates an agricultural, commercial, cultural, customary, farming, fishing, industrial, infrastructure, intelligence, manufacturing, military, research, residential, scientific, security, technological or weapons facility, operation, premises or undertaking, or any combination thereof, or any other type of facility, operation, premises or undertaking or any combination thereof
- ☐ entry on to, in to, over, above or under land or water where dangerous, harmful, hazardous or noxious items, materials or substances may be present or where potentially dangerous, harmful, hazardous or noxious items, materials or substances may be present
- ☐ entry on to, in to, over, above or under land or water where the presence of hazards would not reasonably be expected to be known by the Environment Court or Ministry of Justice
- ☐ entry on to, in to, over, above or under land or water where the risk management of hazards would reasonably be expected to be the responsibility of the PCBU
- ☐ OTHER: (specify) _____

PERSON CONDUCTION BUSINESS OR UNDERTAKING (PCBU)

Name of PCBU (as Site Access Provider): _____

Contact details (name): _____

(mobile): _____

(email): _____

Designated guide: _____

(mobile): _____

(email): _____

Will the PCBU also provide transportation to the site: Yes / No
(See separate Indicative Health and Safety Site Visit Plan (PCBU as Transportation Provider).

NATURE AND LOCATION OF SITE VISIT:

(Type of event) _____
for the Environment Court to see (a site/range of sites) at or within (area) _____

DATE OF SITE VISIT: ____/____/____

START TIME: _____ AM / PM

FINISH TIME: _____ AM / PM

(If finish time unknown, guide to contact _____ when the site access requirements have been fulfilled.)

DEPART FROM: _____

RETURN FROM: _____

(Attach itinerary.)

EVENT ORGANIZER CONTACT DETAILS

Event Organizer and mobile + email: _____

Environment Court Registry contact and mobile + email: _____

EVENT AND EMERGENCY CONTACTS

SITE CELL PHONE COVERAGE

Yes / No / Unknown

FIRST AID

First aid trained staff attending site visit: Yes / No / Unknown

Name and contact details of first aider (mobile and email): _____

Name and contact details of first aider (mobile and email): _____

Access to:	First aid kit (Yes / No / Unknown)	AED (defibrillator) (Yes / No / Unknown)
	Fire extinguisher (Yes / No / Unknown)	

See <https://aedlocations.co.nz/> for AED (defibrillator) locations.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

List of Personal Protective Equipment (**PPE**) required for the site visit:

- 1.
- 2.
- 3.
- 4.
- 5.

How the PPE may be obtained before the site visit if the PPE is not to be provided to the Ministry of Justice or the Environment Court by the PCBU or a third party before or during the site visit:

Information and instructions as to the proper use of PPE required for the site visit:

- Induction/health and safety briefing: Yes / No

induction/health and safety briefing details: _____

- Other: _____

STATUS OF AMENITIES, BUILDINGS, FACILITIES, OPERATIONS, PREMISES OR UNDERTAKINGS

Do the amenities, buildings, facilities, operations, premises or undertakings that will be accessed, visited, observed or viewed or which otherwise form part of the site the subject of the site visit have current certification under the Building Code (including as to fire safety), if applicable, and otherwise comply with all relevant legislation and legislative instruments: Yes / No / Unknown

SAMPLE

MANIFEST

Total number of site visit parties (including guide): _____

List of parties accessing, visiting, observing or viewing the site:

Name	Organization	Contact details (mobile)

OVERVIEW OF HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

Overview of health and safety management responsibilities	Before event	During event
<p>The Ministry of Justice (MoJ) and the PCBU have overlapping duties under the Health and Safety at Work Act 2015 so have a shared responsibility for this Site Visit Health and Safety Plan.</p>	<ul style="list-style-type: none"> • The PCBU has a current health and safety plan. • The PCBU has a good health and safety record. • This Site Visit Health and Safety Plan is created and approved by the MoJ and the PCBU. • A copy of this Site Visit Health and Safety Plan is to be provided to the Environment Court, the MoJ, the PCBU and the event organizer, all of whom shall be responsible for providing a copy to relevant personnel. • This Site Visit Health and Safety Plan is well understood and followed. • Individuals participating in the site visit are to wear suitable, closed-toe footwear, layered clothing (as appropriate), and carry with them any medications they need. 	<ul style="list-style-type: none"> • The PCBU/guide is to provide a briefing to the site visit party prior to entry on to, in to, over, above or under land or water that accommodates the site that is to be accessed, visited, observed or viewed by the Environment Court. • Each member of the site visit party is to follow the briefing from the PCBU/guide and follow all instructions of the PCBU/guide. • There is a clear communication plan and chain of command at the MoJ, the PCBU and the event organizer in the case of an incident. See table below — “Emergency Response (with chain of command)”.

<p>The Health and Safety at Work Act 2015 requires the PCBU (Site Access Provider) to take reasonably practicable steps to ensure the safety of staff, volunteers and participants.</p>	<ul style="list-style-type: none"> • The MoJ and the PCBU are to ensure that acceptable health and safety plans are in place prior to the site visit. 	<ul style="list-style-type: none"> • The PCBU is to ensure the guide is suitably qualified/certified. • The PCBU is to ensure that any Personal Protective Equipment (PPE) provided to the site visit party for the purpose of the site visit is of the required standard. • The PCBU is to ensure that all members of the site visit party have been provided with any PPE and have received instructions and understand how to use such PPE. • The PCBU is to ensure that all health and safety plans and required certifications pertaining to the site are in place. • The guide will be responsible for taking reasonably practicable steps to ensure the safety of themselves and the site visit party throughout the site visit. • Each member of the site visit party is responsible for strictly following all instructions of the guide. • The guide or one of the members of the site visit party has a current first aid certificate: Yes / No (see details on page 4 of this document). • A fire extinguisher is located at the site: Yes/No. • Incident reports are to be promptly completed and filed with both the PCBU, the MoJ and the event organizer as appropriate.
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<p>Worksafe must be notified if any Notifiable Event occurs during or leading up to the event.</p> <p>Examples of a Notifiable Event:</p> <ul style="list-style-type: none"> • Death • Notifiable illness or injury • Notifiable incident. 	<ul style="list-style-type: none"> • Ensure all persons involved understand the Site Visit Health and Safety Plan and their responsibility to complete incident reports. • Any Notifiable Event leading up to the site visit must be referred to the event organizer, the MoJ and the PCBU, who will confer and determine whether or not the site visit can proceed. 	<ul style="list-style-type: none"> • Subject to any applicable statutory, regulatory or other framework governing the site, the PCBU and the MoJ (and event organizer if applicable) will decide whether or not the site visit will continue. Otherwise, responsibility for determining whether or not the site visit will proceed will rest solely with the PCBU as necessary. • Complete any incident/near miss reports if required.
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HAZARD AND RISK MANAGEMENT

Key				
Unlikely		Possible		Very Likely
Hazard (and possible consequences)	Possible causes of hazard	Risk assessment	Proposed controls	Emergency procedures
Medical event (Maybe known or unknown)	<ul style="list-style-type: none"> Known and unknown medical conditions or events 	Possible	<ul style="list-style-type: none"> Individual to take medications as prescribed leading up to and during the site visit. Trained First Aiders onsite (see page 4 of this document). Any risks identified at induction/health and safety briefing. If guide considers risks are high, they can choose not to allow the individual to proceed with the site visit. 	<ul style="list-style-type: none"> Administer first aid as required. Abandon site visit if required. Call 111 and get individual to doctor or hospital.
Unsafe to access, visit, observe or view site due to weather conditions or visibility or unsafe to continue to access, visit, observe or view site due to weather conditions or visibility (Accident / incident)	<ul style="list-style-type: none"> Poor visibility Wind, rain Other adverse weather conditions Other conditions — eg, rising tide 	Possible	<ul style="list-style-type: none"> PCBU/guide to check short- and long-range weather forecasts before site visit. PCBU/guide to postpone site visit if unsuitable weather conditions or poor visibility forecast. PCBU/guide to abort site visit if weather conditions or visibility requires. PCBU/guide to carry a means of communication to raise any alarm in the event of an accident/incident — eg, mobile phone. 	<ul style="list-style-type: none"> Return to _____ Abort and find a safe haven if cannot get back to return point. Guide to notify PCBU of change, and PCBU to notify event organizer and the MoJ.

<p>Unsafe to access, visit, observe or view site due to event or incident at site giving rise to an actual or potential hazard whose possible consequences cannot be eliminated or adequately mitigated in time for the site visit to safely take place or unsafe to continue to access, visit, observe or view site due to event or incident at site giving rise to an actual or potential hazard whose possible consequences cannot be eliminated or adequately mitigated in time for the site visit to continue safely</p> <p>(Accident / incident)</p>	<ul style="list-style-type: none"> Known and unknown hazards 	Possible	<ul style="list-style-type: none"> PCBU/guide to postpone or abort the site visit as the circumstances require. PCBU/guide to carry a means of communication to raise any alarm in the event of an accident/incident – eg, mobile phone. 	<ul style="list-style-type: none"> ➤ Return to _____ ➤ Abort and find a safe haven if cannot get back to return point. ➤ Guide to notify PCBU of change, and PCBU to notify event organizer and the MoJ.
<p>Incidents and injuries sustained while accessing, visiting, observing or viewing site</p>	<ul style="list-style-type: none"> Site may be challenging or difficult to access, visit, observe or view 	Possible	<ul style="list-style-type: none"> Any PPE is to be distributed to the site visit parties before or during the site visit. PCBU/guide is to conduct an induction/health and safety briefing for site visit parties before or during 	<ul style="list-style-type: none"> ➤ First aid trained individuals to provide first aid. ➤ Seek medical treatment if condition warrants. ➤ Complete incident report.

(Cuts, bruises, sprains, strained muscles / tendons / ligaments)			<p>the site visit, including as to the use of any PPE.</p> <ul style="list-style-type: none"> • Always follow instructions of PCBU/guide. • PCBU/guide to carry a means of communication to raise any alarm in the event of an accident/incident – eg, mobile phone. 	
Site visit participant becomes lost	<ul style="list-style-type: none"> • Site visit participant may become lost through distraction or wandering off or by not being able to keep pace with other participants. 	Unlikely	<ul style="list-style-type: none"> • Participants to carry with them mobile phones together with the names and mobile phone contact details of the PCBU/guide/event organizer. • If there are many site visit participants, the PBCU may need to assign more than one guide to facilitate the site visit. • PCBU/guide to explain site boundaries to participants. • PCBU/guide to communicate to the participants clear guidelines for leaving the site visit party. 	<ul style="list-style-type: none"> ➤ PCBU/guide to attempt to contact, via mobile phone, the missing participant. ➤ Missing participant to attempt to contact, via mobile phone, PCBU/guide. ➤ Buddy system to be established by PCBU/guide to search for missing participant if considered safe to do so. ➤ Call 111 for assistance. ➤ Complete incident report.
Site visit participant is left behind	<ul style="list-style-type: none"> • Site visit participant is left behind following departure from site 	Unlikely	<ul style="list-style-type: none"> • Participants to carry with them mobile phones together with the names and mobile phone contact details of the PCBU/pilot/skipper/driver/event organizer. • A manifest, listing the site visit participants and their contact details, is to be created by the PCBU/MoJ before the site visit and provided to the 	<ul style="list-style-type: none"> ➤ PCBU/guide to attempt to contact, via mobile phone, the participant who has been left behind. ➤ Participant who has been left behind to attempt to contact, via mobile phone, the PCBU/guide. ➤ PCBU/guide to return to site, as soon as reasonably practicable and if weather

			<p>PCBU/pilot/skipper/driver/event organizer ahead of the site visit.</p> <ul style="list-style-type: none"> • PCBU/pilot/skipper/driver is to conduct a head count against the manifest before leaving for the site visit and before departing the site. 	<p>and visibility conditions permit, to collect the participant.</p> <ul style="list-style-type: none"> ➤ PCBU/guide to call 111 for assistance if required. ➤ Complete incident report.
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SAMPLE

EMERGENCY RESPONSE (with chain of command)

For a **major** event:

- Guide (as able to) will direct any emergency first response in-situ and contact PCBU
- PCBU will alert 111 emergency services, and then advise _____ on mobile _____
- Once _____ has been contacted, they are to notify Harry Johnson (Ministry of Justice) on 027 280 8149
- Harry Johnson to notify MoJ CEO/COO, Chief Environment Judge, MoJ Media
- **All communication with media will be managed by MoJ. No other staff may make any public statement.**

For a **minor incident or event**:

- Guide will deal with in-situ
- MoJ and event organizer(s) will be notified at an appropriate time
- Incident report to be completed after the event.

SITE MAP	Appendixes
Attached	<ul style="list-style-type: none">• PCBU - Health and Safety Plan, for site (REQUIRED)• PCBU – Operating Certificate (optional)• PCBU - Maintenance Status Records (optional)• PCBU - Insurance Details (optional)