

1 Purpose

The aim of this document is to describe the implementation of the ConstructSafe Competency Assessment framework in order to raise the standard of health and safety across the whole of the construction industry.

This document outlines the benefits of ConstructSafe for Auckland Transport and their contractors, the necessary changes to documents, the communication strategy, stakeholder engagement and processes and the timeframe for the roll out.

2 Why Auckland Transport has chosen ConstructSafe

Introducing ConstructSafe as a Principal Requirement across all Auckland Transport construction projects will be beneficial not only for Auckland Transport and their employees, but contractors as well. By positively engaging your workforce in health and safety and making it an integral part of business, you are ensuring that all your staff keep themselves and others safe in the workplace. As a competency assessment, ConstructSafe ensures that you can have confidence in the health and safety knowledge of your staff on site, it also allows you to structure and target your learning and development with the feedback from your staff assessments. An easy to use app and website mean you can check the competency of anyone on site, so your staff can be confident of contractor ability and be able to demonstrate this capability for auditing purposes.

ConstructSafe and CHASNZ (Construction Health & Safety New Zealand) values are;

- **Develop** and nurture skillsets for our people and our contractors;
- **Achieve** higher standards of health and safety on site through ConstructSafe competency assessment and targeted training;
- **Collaborate** with CHASNZ, ConstructSafe and our contractors;
- **Serve** Auckland and the construction industry better by championing Clarity, Consistency, and Competency in Health and Safety.

Which aligns with Auckland Transport values which are:



2.1 Benefits of ConstructSafe

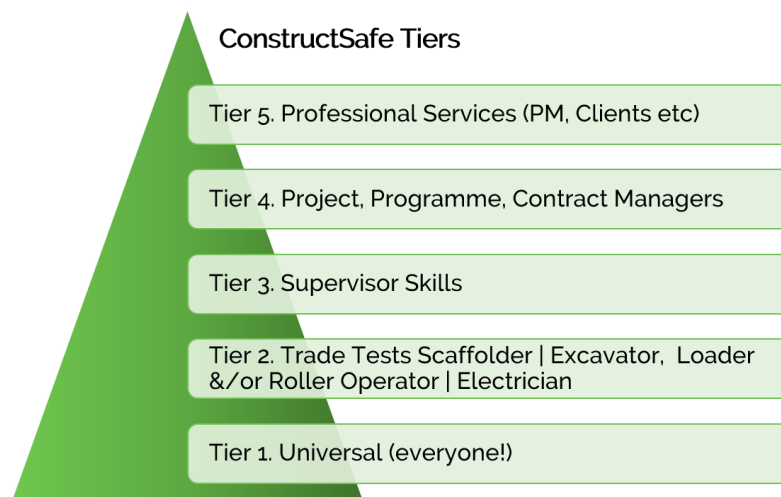
ConstructSafe is not just a competency scheme but also provides opportunity to further develop employees and identify those who have advanced skills. Other benefits of ConstructSafe are many fold and include:

- Standardised health and safety competency assessment
- Common, industry agreed framework moderated by the national CHASNZ body
- Allows clients and project managers to quickly and easily check the competency of any person on site, regardless of their employer (supporting your obligations to provide a safe and healthy workplace under current legislation)
- Identifies areas where your staff are strong, or require further targeted training. This enables you to tailor training and reduce unnecessary training costs

- Gives employers visibility of where training is needed, both at an individual and companywide level, and therefore to tailor your internal learning development plans to suit.
- It provides all of us with reassurance that those that are working on our sites are competent and safe to do so!

2.2 How is ConstructSafe assessed?

There are 5 tiers to the ConstructSafe Programme with opportunity to progress your people at all levels, from plant operators to project and contract managers. ConstructSafe has been designed by industry, for industry with information and resource being provided free of charge. This enables you to develop and target your own internal training programmes. There are 5 tiers to the ConstructSafe programme.



Tier 1 – Universal/Foundation

The Tier 1 Foundation Health & Safety assessment is delivered as an online test and consists of 50 questions that relate to basic health and safety and is designed for EVERYONE working on a construction site.

Tier 2 – Specialist Trades (currently available; plant operator and scaffolding) (Starting 1st May 2019 with a 6 month phase in)

Tier 2 is being developed with industry specialists to develop frameworks for assessment of critical risks and controls and what tasks people need to carry out to complete specialised jobs safely. Tier 2 tests are delivered in the same format as Tier 1, but there are also in-field assessments. Practical assessments are carried out as work is done onsite and assist to give a true picture of how work is done in-field. The results of the in-field verification assessments are uploaded to your online profile. Scaffolder, excavator and roller qualifications are now available with over 100 more specialised trade frameworks being developed.

Tier 3 - Supervisors

Tier 3 is for Supervisors of small teams in construction. These coal face leaders are the first point of contact for a worker when something isn't going to plan, so it is necessary for them to have the skills to respond effectively. They need to be able to either deal with positive health and safety outcomes "on site" or escalate it to their Manager. Supervisors are the most important people in effecting positive health and safety outcomes, so this assessment is designed to test Technical Health & Safety knowledge, skills in Leadership and Communication and knowledge of Competency Verification Standards to be able to assess the workforce

Tier 4 - Managers

The Tier 4 assessment is for Site Managers, Multi-site Managers and Site Superintendents in the construction industry. These key influencers are responsible for the health and safety of all workers and contractors working on a project. This assessment has been designed on the technical

information and knowledge required by Managers to lead safely and communication skills which enable them to influence others to be safe and deliver positive health and safety outcomes.

Tier 5 – Professionally Qualified Occupations

The Tier 5 assessment is for Professionally qualified people. These include: • Client Project, Contract and Programme Managers • Health & Safety Professionals • Engineers and Designers. These professionals that work in construction have influence early on in a project life-cycle, particularly in how construction is procured and how construction work is designed. They have specific responsibilities and accountabilities to provide a safe and healthy environment for the entire workforce, so need to be able to identify and eliminate health and safety risks at the outset of a project.

ConstructSafe is designed by industry, for industry, so you can be assured the tests, information and resources are relevant and current. The tests are able to be delivered on site or in office in under an hour, reducing impact to business and, by feeding back the areas where you are needing to focus on, you can tailor training to suit the needs of your workers.

You can learn more about ConstructSafe here (www.constructsafe.kiwi).

2.3 Who are CHASNZ?

CHASNZ is the governing body of the ConstructSafe programme. CHASNZ (Construction Health and Safety New Zealand) is an accredited charitable trust that has been developed to deliver a unified voice and to raise the standard of health and safety across the whole of the construction industry.

With a Board consisting of CEOs of major vertical and horizontal construction companies, private and public entities, governing bodies such as WorkSafe NZ, and union and training representation, CHASNZ has all aspects of construction in New Zealand covered. This will allow them to establish consistent, easy to engage, health and safety systems that are at the heart of business culture, such as ConstructSafe. It also ensures these standards and systems will be continuously reviewed and improvements made to the health and safety standards in the construction industry

CHASNZ also provide information and training resources free of charge to allow you to tailor your internal training to what best practice looks like.

3 Next Steps

To ensure smooth integration of ConstructSafe within Auckland Transport we will be engaging and working with various internal and external Contractors/Suppliers/Stakeholders/etc. This will be done by formal communication email through our procurement contact database.

Across all aspects of the project we will be engaging and working with the Auckland Transport Communications team to ensure the correct people are being contacted, within the branding and style guidelines. This will ensure all communications for both internal and external parties are streamlined.

The Procurement team are crucial to a smooth rollout and we will be working with them to ensure all documents that require amendments are identified and updated, as well as the correct new contracts used going forward. By working together and getting everyone up to speed we can future proof the project to ensure checking a company's ConstructSafe status becomes as expected as checking their insurance before on-boarding. As one of the first points of contact for new contracts, ensuring the Procurement team have an innate understanding of the requirements and value of ConstructSafe is crucial.

With Health and Safety being the heart of the ConstructSafe process we will be identifying our key people and getting them on board to be our champions and trusted people for those who may have questions. In the workshop we will also touch on the opportunities ConstructSafe presents to those in the Health and Safety field who would like to gain more qualifications and further their knowledge.

We will be releasing communications of the process, the changes being made, the testing requirements and time frames throughout the rollout.

External contractors will be required to adopt the ConstructSafe Framework, the new Tier 2 Assessment requirement and changes (if any) to their contracts as we continue to roll out the respective ConstructSafe Assessments up to Tier 5.

Once the initial roll out is complete we will work with the internal teams who this will be affected on an ad-hoc basis to assure they understand the requirements.

4 Strategic Plan

4.1 Immediate action

Meeting AT H&S Team - Go through all key documents that will be required to be updated. This includes contractor agreements, health and safety contracts and training. Also, to discuss any changes that may need to be made to both external and internal websites and process that need to be made to learning and development and induction processes. Identify the key teams that the changes will affect and the key people in these teams

Meeting with Procurement - Meet with nominated person from procurement to go through their onboarding process of contractors and the documents that will need to be updated and changed and how we will communicate this change to all existing affected contractors.

Meeting with Communications Meet with nominated person from the Communications team to discuss the communications plan for the rollout and how we will work together to send out the communications. We will also discuss the branding and styles to be used during the rollout.

4.2 Step 1

First General Communication - Communication that of the renewed ConstructSafe principal requirement to be finalised and sent to all internal staff as well as external Contractors/Suppliers/Stakeholders/etc. Material provided by CHASNZ and Auckland Transport. Key points to address are:

- What's in it for Auckland Transport?
- What CHASNZ is?
- What ConstructSafe is?
- Why ConstructSafe?
- How it will affect you?
- Future

4.3 Step 2

ELT Brief. – H&S to present the plan.

4.4 Step 3

External Contractors/Suppliers/Stakeholders/etc. Communication – Communication to external Contractors/Suppliers/Stakeholders/etc. to be released. This will cover ConstructSafe, CHASNZ, and the future of the programme. We will touch on why Auckland Transport has chosen ConstructSafe and the opportunities that will arise for contractors from such as the ability to demonstrate workers competence, opportunities to upskill workers and to save money by streamlining training based off the results.