SPECIALISED
CONTRACTING SOLUTIONS

PLASTERING | PAINTING | SURFACE FINISHING

QUALITY
PEOPLE
LASTING
COMMUNITIES



HEALTH & SAFETY

SYSTEM PROCEDURES

COMPLETE HEALTH & SAFETY SYSTEM | SAFER PEOPLE | STRONGER COMMUNITIES

Our commitment to health, safety and wellbeing is fundamental to everything we do. We create safe workplaces, protect our people, our clients and the communities we work in, and deliver high quality plastering, painting and surface finishing services for a better New Zealand.

PLAN WELL | WORK TOGETHER | KEEP PEOPLE SAFE | BUILD BETTER

01 OUR PEOPLE

02 OUR WORK

03 OUR ENVIRONMENT

04 OUR COMMUNITIES

VERSION 1.0 | SEPTEMBER 2026
CONTROLLED DOCUMENT

SPECIALISED
CONTRACTING SOLUTIONS
PLASTERING | PAINTING | SURFACE FINISHING

BUILDING
SAFER SPACES
FOR GENERATIONS

S	SCS CONTROLLED DOCUMENT SCS COMPLETE - SYSTEM GAP CLOSEOUT & PROCEDURES	SITE DOCUMENT

SiteWise-ready procedures, assurance framework and implementation controls

DOCUMENT NO.	REVISION	OWNER	STATUS
SCS-HS-COMP-001	Rev 1.0 · September 2026	Specialised Contracting Solutions Limited	Controlled master / implementation record

01	SYSTEM SECTION Purpose & System Position

This pack closes the implementation and evidence gaps identified after review of the existing SCS Company Health & Safety Manual, JSEA library, SSSP/JSEA field system, prequalification pack, hazard boards and subcontractor agreement. It is designed to sit behind SCS-HS-MAN-001 as the operational procedure layer and to generate genuine evidence from live work.

Do not backdate evidence. Blank templates demonstrate system design; completed, dated and signed records demonstrate implementation. Where SCS is newly established, reporting periods must reflect the actual operating period.

EXISTING SCS DOCUMENTS RETAINED - NOT DUPLICATED	
SYSTEM ELEMENT	**EXISTING DOCUMENT / STATUS**
Company H&S Management System	SCS-HS-MAN-001 - high-level company manual already built.
Task risk management	SCS JSEA Library / individual high-level JSEAs already built.
Project planning	SCS SSSP framework and site-specific packs already in use / built.
Contract interface	Subcontractor Agreement & Main Contractor Sign-Off already built.
Occupied-property communication	A3 hazard / resident / emergency boards already built.
Prequalification	SCS Contractor Prequalification H&S Capability Pack and readiness checklist already built.

MISSING / GAP ITEMS BUILT IN THIS ISSUE	
GAP	**NEW CONTROLLED OUTPUT**
Standalone SiteWise procedures	Sections 02-11 of this pack.
Live registers	SCS-HS-REG-001 workbook - 18 controlled registers and dashboard.
Assurance evidence forms	SCS-HS-FRM-001 pack - audit, inspection, contractor, drill, training, PPE, plant, health and consultation forms.
Small works / maintenance planning	SCS-HS-SSSP-SW-001 condensed high-control SSSP pack.
Management review & objectives	Included procedure + dedicated review and objective tracker form.
Document review evidence	Document register, revision history and annual review workflow.

02	SYSTEM SECTION Worker Engagement, Consultation & Participation

Procedure code: SCS-HS-PRO-001 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Engage workers when identifying hazards, assessing risks, deciding controls, facilities, training, emergency arrangements, monitoring and changes that may affect health or safety.
- ☐ Use prestarts, toolbox meetings, direct consultation, incident investigations, inspections and change reviews as normal participation channels.
- ☐ Workers may stop or refuse unsafe work where a serious risk exists. No adverse treatment is permitted for raising a genuine H&S concern.
- ☐ Record material issues, owner, due date and close-out. Feed unresolved issues into the Corrective Action Register.
- ☐ Where HSR/HSC arrangements apply or are requested, manage them consistently with HSWA worker participation requirements.

MINIMUM EVIDENCE GENERATED

Prestart/toolbox records, worker consultation notes, issues/actions, HSR/HSC records where applicable.

03	SYSTEM SECTION Risk Management, Critical Controls & Change

Procedure code: SCS-HS-PRO-002 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Identify hazards before work and whenever scope, site, plant, products, people, weather, occupants or interfaces change.
- ☐ Eliminate risk so far as reasonably practicable; otherwise minimise using substitution/isolation/engineering before administrative controls and PPE.
- ☐ Use JSEA/SSSP controls for task and project risk. Critical controls require positive verification before exposure.
- ☐ Stop work when a critical control is absent, defeated, unsuitable or not understood. Resume only after review, consultation and authorisation.
- ☐ Document material changes in the change-to-work section of the JSEA/SSSP and brief affected workers and PCBUs.

MINIMUM EVIDENCE GENERATED

SSSP/JSEA, risk register, critical-control checks, change review and worker re-brief.

04	SYSTEM SECTION Training, Competency & Authorisation

Procedure code: SCS-HS-PRO-003 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Define role/task competency requirements before allocation. Verify licences, certificates, experience and site-specific understanding.
- ☐ Do not treat attendance at training as automatic competency. Supervisors may require practical verification, observation or restricted duties.
- ☐ Track issue and expiry dates in the Training & Competency Register; set review action before expiry.
- ☐ Authorise higher-risk plant/tasks only where training and practical competency are current and suitable.
- ☐ Keep copies or references to evidence and record any restrictions, supervision requirements or refresher actions.

MINIMUM EVIDENCE GENERATED

Training register, certificates/licences, competency verification, authorisation/restriction records.

05	SYSTEM SECTION Emergency Management, Rescue & Testing

Procedure code: SCS-HS-PRO-004 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Every workplace/site must have a written emergency plan proportionate to the work and risks, including evacuation, emergency service notification, medical assistance and communication.
- ☐ For work requiring rescue capability, prepare a site/task-specific rescue method before exposure and confirm equipment, rescuers, access and communications.
- ☐ Brief emergency arrangements at induction/prestart and after material change.
- ☐ Test emergency procedures at least annually and whenever practical after significant change; a desktop scenario may be appropriate where a full drill is not reasonably practicable.
- ☐ Record the test, participants, findings, actions, owner and close-out in the Emergency Drill Register.

MINIMUM EVIDENCE GENERATED

Site emergency/rescue plan, briefing record, annual test/drill record and corrective actions.

06	SYSTEM SECTION Incident, Near Miss & Notifiable Event Management

Procedure code: SCS-HS-PRO-005 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Report injuries, illnesses, near misses, property/environmental events and serious control failures promptly to supervision.
- ☐ Provide first aid/111 support and make the area safe without creating a second casualty.
- ☐ Assess whether the event is notifiable. Notify WorkSafe as required and preserve the site of a notifiable event except for permitted reasons such as saving life or making the site safe.
- ☐ Investigate proportionately: establish what happened, immediate and underlying contributing factors, failed/absent controls, and actions to prevent recurrence.
- ☐ Track corrective actions to verified close-out and communicate relevant learning to workers and affected PCBUs.

MINIMUM EVIDENCE GENERATED

Incident report, event register, notifiable assessment/notification record, investigation, action close-out.

07	SYSTEM SECTION Hazardous Substances, Exposure & Health Monitoring

Procedure code: SCS-HS-PRO-006 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Maintain an up-to-date hazardous substances inventory for workplaces SCS manages/controls and current SDS for each hazardous substance.

- ☐ Approve products before use where possible, considering safer substitution, ventilation/extraction, storage, spill/fire controls, PPE/RPE and waste.
- ☐ Assess health risks from dust, silica, lead, solvents/coatings, noise, vibration and other exposures relevant to SCS work.
- ☐ Where exposure or health monitoring is required or reasonably indicated, use competent occupational health/hygiene providers and keep health information confidential.
- ☐ Do not record medical results in the general register. Record only monitoring status, provider, dates, restrictions/action status and secure record location.

MINIMUM EVIDENCE GENERATED

Inventory/SDS index, product approval, exposure assessment, RPE/health monitoring status, secure provider records.

08	SYSTEM SECTION Contractor & Subcontractor Management

Procedure code: SCS-HS-PRO-007 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Prequalify contractors/subcontractors to a level proportionate to risk, checking legal identity, insurance, H&S systems, competency/licences, plant, hazardous substances and relevant performance.
- ☐ Before work, agree scope, interfaces, site rules, SSSP/JSEA expectations, emergency arrangements and which PCBU is best placed to control shared risks.
- ☐ PCBUs must consult, cooperate and coordinate; no agreement transfers or contracts out of statutory duties.
- ☐ Monitor physical work with a documented field inspection, not only paperwork review. Escalate serious failures and stop work where critical controls fail.
- ☐ Complete a post-work review for material/high-risk engagements and record approval status/restrictions for future work.

MINIMUM EVIDENCE GENERATED

Prequalification, signed interface agreement, induction, physical work monitoring inspection, post-work review.

09	SYSTEM SECTION Plant, Equipment, Vehicles & PPE

Procedure code: SCS-HS-PRO-008 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Keep an asset/register record for company-controlled plant/equipment/vehicles used for work, including identification, inspections, maintenance, defects and next due dates.
- ☐ Pre-use checks must identify defects before operation. Defective safety-critical equipment is isolated/tagged out until repaired and verified.
- ☐ Only competent/authorised persons may operate equipment requiring specific competence or authorisation.
- ☐ PPE is selected from the risk assessment after higher-order controls; issue, inspection, replacement and specialist requirements such as RPE fit testing are recorded where applicable.
- ☐ Vehicle use includes licence verification, WOF/registration where applicable, load security, reversing/site interface controls and fatigue/impairment expectations.

MINIMUM EVIDENCE GENERATED

Plant/vehicle/PPE registers, pre-use/inspection/service records, defect isolation and authorisation records.

10	SYSTEM SECTION Inspection, Audit & Corrective Action

Procedure code: SCS-HS-PRO-009 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Supervisors complete site/critical-control inspections proportionate to risk; management completes periodic system/workplace audits.
- ☐ Findings are graded as critical, major, minor or improvement. Critical control failure requires immediate exposure stop and escalation.
- ☐ Every action has an owner, due date, status and evidence of close-out. High/critical actions require effectiveness verification.
- ☐ Trend repeat findings, overdue actions and critical-control failures in management review.
- ☐ Do not close actions solely because a document was updated; verify the change is implemented in practice.

MINIMUM EVIDENCE GENERATED

Inspection/audit forms, corrective action register, close-out evidence and effectiveness verification.

11	SYSTEM SECTION Management Review, Objectives & Continual Improvement

Procedure code: SCS-HS-PRO-010 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Management reviews the H&S system at least annually and also after serious events, major operational change, legal/guidance change or significant audit findings.
- ☐ Review incidents/near misses, worker feedback, critical controls, training expiry, health/exposure monitoring, contractors, inspections/audits, emergency tests, objectives and outstanding actions.
- ☐ Set measurable H&S objectives with owner, measure, target, due date and evidence source.

- ☐ Record decisions, resources approved and actions. Verify actions at the next review.
- ☐ For a new company, the first review establishes baseline metrics rather than inventing historical trends.

MINIMUM EVIDENCE GENERATED
Management review minutes, objective/KPI tracker, approved resources and follow-up actions.

12	SYSTEM SECTION Document Control & Records

Procedure code: SCS-HS-PRO-011 | Owner: SCS Management | Applies to: SCS workers, contractors and relevant PCBUs.

- ☐ Every controlled H&S document has a title, document number, owner, revision, issue/review date and approval status.
- ☐ Only current approved versions are used. Superseded versions are archived and clearly marked to prevent unintended use.
- ☐ Review key policies/procedures within the interval required by the system or earlier after material change. SiteWise submissions should use current evidence within its stated evidence age requirements.
- ☐ Protect personal/health information and restrict access to confidential records.
- ☐ Retain completed field records as evidence; do not overwrite signed/closed records without an auditable revision trail.

MINIMUM EVIDENCE GENERATED
Master document register, revision history, approval signatures, review dates, archive record.

13	SYSTEM SECTION SiteWise Evidence Alignment

This pack is designed to support, not guarantee, any external assessment result. SiteWise is evidence-based: blank procedures and templates must be supported by genuine completed records from the period SCS has operated.

SITEWISE EVIDENCE AREA	SCS SOURCE / EVIDENCE TO ATTACH
Insurance	Current certificates of currency.
H&S management	Officer-signed H&S policy + reviewed procedures in this pack / company manual.
Worker involvement	Recent prestart/toolbox/consultation record.
Incidents	Incident/near miss register plus completed investigation/corrective action example where applicable.
Subcontractors	Completed contractor prequalification + completed physical-work monitoring inspection where contractors are used.
Training/competency	Current register + certificates/cards + competency verification.
Risk	Master/site risk register + JSEA/SSSP + change review + critical-control verification.
Inspections	Completed workplace/site inspection showing findings communicated and closed.
Health monitoring	Provider evidence and schedule where occupational health risk assessment indicates monitoring.
Hazardous substances	Current inventory + SDS + training/storage/emergency controls.
Review	Internal audit + management review + objectives/improvement actions.

14	SYSTEM SECTION Authoritative Reference Register

SOURCE	URL
Health and Safety at Work Act 2015	https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
WorkSafe - General risk and workplace management	https://www.worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/general-risk-and-workplace-management-part-1/
WorkSafe - Workplace emergency plans	https://www.worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/emergency-plans/
WorkSafe - PCBUs working together	https://www.worksafe.govt.nz/managing-health-and-safety/getting-

SITEWISE EVIDENCE AREA	SCS SOURCE / EVIDENCE TO ATTACH
	started/understanding-the-law/overlapping-duties/pcbus-working-together-advice-when-contracting/
WorkSafe - Hazardous substances inventory	https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/inventory/
WorkSafe - Safety data sheets	https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/safety-data-sheets/
SiteWise - Assessment Help	https://sitewise.co.nz/assessment-help/contractor-nz-help/

Review note: legislation, regulations, client requirements and external prequalification criteria can change. Confirm current requirements before major tender, annual review or SiteWise/Tōtika submission.