



**Manukau Quarries Ltd**  
**885 Witford-Maraetai Road**  
**Beachlands 2018**  
**P:09 263 0220**  
**M:0279 37 37 37**  
**www.manukauquarries.co.nz**

## HEALTH & SAFETY SITE INDUCTION CHECKLIST

<b>Job/Project:</b>	<b>Manukau Quarries LP</b>
<b>Location:</b>	<b>885 Whitford-Maraetai Road, Beachlands 2018</b>
<b>Start/Duration:</b>	
<b>Contractor:</b>	
<b>Date of Induction:</b>	
<b>Reporting Manager:</b>	

Manukau Quarries LP is responsible for ensuring contractors and sub-contractors work in a safe and healthy manner and are neither harmed nor cause harm to others while working on Manukau Quarries LP premises. The following points are to be covered, as appropriate, during the On-Site Induction process:

Existing hazards and the control measures in place relevant to the job or work area (e.g. see list overleaf).	
Introduced hazards (e.g. machinery, cabling, electrical equipment, scaffolding, ladders etc) that the contractor will be bringing on site, or creating as a result of the nature of the work.	
Evacuation and Emergency Procedures, including emergency contacts.	
Procedures for reporting and investigating accidents and incidents.	
Availability of adequate First Aid & Fire Equipment.	
Personal Protective Equipment – use and maintenance.	
The Contractor's Health & Safety documents are currently approved by Manukau Quarries LP's Health & Safety Coordinator.	
Contractor's responsibilities ie safety precautions/safety plan, suitably qualified and trained staff for the job, compliance with relevant statutes, regulations, codes of practice, NZ standards and local by-laws.	
Confirmation that from time to time during the course of the work Manukau Quarries LP may conduct safety inspections / observations.	

I \_\_\_\_\_ [Contractor/Sub-Contractor's name] have participated in the Manukau Quarries LP Site Induction. I understand the Health & Safety requirements and responsibilities and agree to abide with them on behalf of \_\_\_\_\_ [company name].

Signed \_\_\_\_\_  
 (Contractor/Sub-Contractor)

Signed \_\_\_\_\_  
 (Manukau Quarries LP Inductor/  
 Job Manager)

Date \_\_\_\_\_



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**SOME OF THE IDENTIFIED POTENTIAL HAZARDS  
ARE AS FOLLOWS:**

<b>POTENTIAL HAZARD</b>	<b>Y/N</b>	<b>POTENTIAL HAZARD</b>	<b>Y/N</b>
Adjustable props		Power and or percussion tools	
Aerosols, fumes and gases		Practical jokes and horseplay	
Air discharge of dust		Radioactivity	
Chemicals		Scaffolding, platforms and swinging stages, cherry-pickers, hydraulic hoists	
Compressed air plant and hoses		Stacking and storage	
Electrical equipment, leads and wiring		Surfaces (walking and working)	
Excavations and trenches		Underground services	
Falls, slips and trips		Vehicle movement / roadways / pedestrians	
Fire and other emergencies		Ventilation	
Guard rails		Vibration	
Inadequate lighting		Waste disposal	
Lack of warning notices		Welding and gas cutting	
Lifting gear and equipment		Wet surfaces	
Moving plan		Working at heights	
Noise		Welding and gas cutting	
Details of other specific hazards. Hazards in specific situations will be advised by the Job Manager:			