

Site Review Summary Letter

Address reviewed: 13 Marina View, Paremata, Porirua, New Zealand

Review date: 17th October 2025

Reviewer name: Allan Dittmer

Reviewer company: HazardCo Services

The intention of this review is to take "a snapshot in time" by providing feedback on what is being done well on site at that moment in time, and to provide recommendations on what could be improved to ensure you are operating as close as possible to industry good practice. We also point out critical risks that could cause harm to any person now or in the future.

Industry good practice has been deemed (by WorkSafe) as a view "of what safe looks like so far as reasonably practicable". Information on what is 'good practice' can be found on WorkSafe's website in the form of Codes of Practice, Good Practice Guidelines, Quick Guides or Fact Sheets. Where we feel it is necessary, we have included links to WorkSafe material within this summary letter for you to review.

Our site review asks 20 main questions and looks at a maximum of 139 good practice health and safety risk controls. The HazardCo Advisory Team has quality-reviewed the findings of this site review and has provided the following feedback.

Findings:

Total number of relevant questions for work being undertaken today: **16/20**

Critical Risks

Please note that critical risks must be actioned as a priority. Critical risks present the highest level of risk for an incident to occur; if left uncontrolled, they are likely to result in harm or illness. These must be appropriately controlled in order for the Good Practice Rating below to be achieved:

Question number	Critical Actions required	Comments/Recommendations
Hazardous Substances	Hazardous substances storage, signage, handling or disposal requires improvement as per HAZ Sub Regs. A hazardous substances inventory or register detailing all substances held or in use on site is required. Safety Data Sheets (SDS) should be readily accessible for all hazardous substances held or in use on site.	No hazardous substances inventory available onsite. No SDS sheets or information available for the workers to reference.
Power Tools	Appropriate PPE should be used for the power tool/equipment, including hearing protection, dust and eye protection.	All but one worker were observed to be using PPE as required. Just one worker was not wearing eye protection while using the nail gun. Otherwise, good practice was observed.
Airborne Contaminants	Dust generated by power tools (e.g. skill saws, drop saws) should be controlled at the source using bags or extraction systems. Dry sweeping should be avoided and vacuums or similar should be used for clean up.	One dropsaw was observed in use without vacuum extraction for dust control. A discussion was held with the worker at the time and they will correct this. We also covered using vacuums instead of dry sweeping.

Fall Protection & Overhead Risks	Tools, materials and equipment should be secured from falling onto workers below the work area when working overhead. Appropriate fall protection that reduces the risk of harm is needed for this work, e.g. guarded work platform, scaffold, MEWP, platform ladder, or fall restraint.	Internal fall nets are in place. However, scaffolding is required before anyone can work on the roof. This has been mentioned to the workers, and we will be addressing why this wasn't done at the next toolbox meeting.
Scaffolding or Proprietary Edge Protection	Scaffold over 5M to the platform must be installed by a competent person (holds a Certificate of Competency (CoC)) and must be notified to WorkSafe due to the risk of falling 5M or more whilst erecting or dismantling the scaffold.	There must be scaffolding installed; workers were informed that they cannot work on the roof framing without edge protection.

Areas for Improvement Against Good Practice

The following areas were identified as areas that could be improved to meet industry good practice:

Question number	Actions required	Comments/Recommendations
Work Site Safety Review	Suitable fencing or a barricade in place to secure the site and protect the public with vehicle access and egress controlled.	The site needs to be secured against unauthorised access.
Hazard Identification and Risk Management	Appropriate risk management documents/records available for all workers, contractors and visitors (e.g. showing evidence of risk management on site such as SSSP, TA's Risk Assessments, Site Reviews, Toolbox Meetings etc).	Some workers found to be carrying out work not inline with their TA. This was addressed at the time and will be discussed at the next toolbox talk.
Electrical Hazards	Electrical equipment should be tested and tagged 3 monthly by a competent person.	Equipment onsite looks to be in good condition however the SSSP states that all equipment must be tested and tagged.
Collaboration & Understanding of Risk	Open and timely communication across all levels of the workplace could be improved to ensure all (Contractors and Workers) work together to help identify and then control risks e.g. prestart meetings, toolbox meetings etc.	There were some risks identified in this site review which raise the question of why the workers and subbies did not raise them. We will work on this.

Reviewer Comments

During the review, the reviewer has made the following additional comments and observations:

- All workers onsite are currently trained in first aid. The emergency response kit is available and stocked.
- All workers were scanned into the site, which means the records of their induction have been stored automatically. All workers were verified as competent for their roles.
- Site housekeeping in a good state. Well done.
- Observed the builders using wheelbarrows for carting bulky tools instead of carrying them manually. Team lifts are happening as needed.
- Hygiene facilities fit for purpose, and site rules are to recover at home if unwell.
- Workers and subbies who are facing risks have been spoken with. All are in agreement to not carry out that work again until these risks are controlled.

Good Practice Rating

129 Good Practice behaviours and risk controls have been identified, out of a possible score of **139**, resulting in an overall workplace Good Practice Rating of:

92.8%

The percentages are calculated as follows. *However, please note that critical risks must be actioned in order for this score to be achieved:*

95-100% - Performing at an optimal level during this snapshot in time.

90-94.9% - Requires attention, please review the comments/recommendations.

85-89.9% - Requires immediate attention, please action comments/recommendations.

<85% - Your health and safety systems require further development.

This is the first review documented for this site location. No previous site review is available for comparison.

Industry good practice was found to be followed in all other areas on-site, and all recommended documentation was present.

If you need any assistance with this report, or more information, please feel free to contact us at any time on 0800 555 339.