Think Safety First

Critical Risk cards
Critical Risk cards

As part of our commitment to the Canterbury Rebuild Safety Charter, we must ensure all critical risks are identified, managed and mitigated.

Each of the following cards identifies a common site hazard and explains how to deal with it.

Each card has an image and basic information (tips) on the front; with more detailed information and instructions (toolbox talk) on the back.

The cards are a great tool to induct new employees, sub-contractors and authorised site visitors. Ensure they are available in vehicles, site offices and sign-in areas.

For more copies of these cards, or to find out how ACC can help keep your site and your staff safe, please contact us on 0800 844 657.

**Note:** The following information is intended as a guideline only. Many companies have their own specific site, equipment and/or procedural rules which must be adhered to.
The Canterbury Rebuild Safety Charter

We’ve signed up to keep you safe
The Canterbury Rebuild Safety Charter is a multi-agency initiative that aims to reduce serious harm, injuries and illness throughout the term of the commercial and residential rebuild.

Everyone who has signed up to the Charter commits to the following:

1. Our leaders demonstrate a visible commitment to health and safety.
2. We have systems in place to encourage and support worker engagement in health and safety.
3. All critical risk activities are identified, managed and mitigated.
4. We implement and monitor site-specific safety plans.
5. We have robust, proactive and accurate health and safety reporting.
6. All our workers receive health and safety training.
7. Everyone is made aware of hazards so they can look after themselves and keep others safe.
8. PPE is worn at all times by everyone. No exceptions. No excuses.
9. The safety of our people isn’t compromised by anyone under the influence of drugs, alcohol or fatigue.
10. We actively promote the health, safety and wellbeing of our people.

Find out more at www.safetycharter.org.nz
Everyone working in the construction industry is legally bound by a duty of care.

For **employees**, this means:

- you have a duty to keep yourself safe at work. This includes wearing the correct PPE
- you must ensure that you don’t harm anyone else as a result of something you did (or didn’t do).

The above also applies to people who are **self-employed**.

All **employers** have a duty to maintain the following:

- a safe working environment for their employees (this includes subcontractors under their control)
- a place to take breaks and wash up
- plant and equipment that is safe to use
- a process of identifying and managing hazards
- procedures for dealing with accidents or emergencies.

Find out more at [www.business.govt.nz/healthandsafetygroup](http://www.business.govt.nz/healthandsafetygroup)
Asbestos is a hidden killer and may be found in any building built prior to 1990.
If you suspect asbestos is present, STOP work. Secure the work area and inform your Site Manager immediately.

When undertaking any work in pre-1990 buildings, ensure the Head Contractor has had an asbestos inspection carried out.

Where asbestos may be hidden:
- cement cladding and roofing
- backing material for floor tiles; vinyl sheets, switchboards and power switches
- insulation board for thermal protection – often used around a fire place
- ceiling tiles; textured coated ceilings and sprayed on wall surfaces
- lagging used to insulate pipes, heaters and water cylinders
- spouting air-conditioning ducts.

If in doubt, treat the work site as if it is contaminated until the area has been tested by a qualified person and the result of testing known.


The removal of any asbestos requires the following:
- a qualified and approved removal person on site full time during removal
- a permit from WorkSafe NZ before any work can start
- specialist clothing and respiratory protective equipment
- in some case, monitoring of airborne particles
- specialised disposal of asbestos containing material.
Know how to identify confined spaces
Confined spaces are spaces that:
- are not intended for human occupancy
- have the potential to contain a dangerous atmosphere, a liquid or a substance that may engulf anyone in that space
- are large enough for a worker to enter, but have limited entries and exits.

To enter or work in a confined space you need:
- a permit to work
- appropriate training
- a means of testing the atmosphere inside that space
- a safe atmosphere, or if that is not achievable, appropriate respiratory equipment
- someone to ‘stand by’ while you are in that space
- a means of communicating with the stand-by person
- a method of rescue or retrieval if things go wrong.

Before you do anything, make sure there is a written rescue plan in place.
Tips

Demolition

Make sure you know the additional hazards that relate to demolition
Toolbox talk

Demolition

Demolition shares all of the hazards associated with construction, plus some hazards specific to the demolition process. There are a number of issues that need to be managed, such as:

- site security
- live services
- pre-demolition checks
- site and structural inspections
- hazardous materials (including asbestos)
- associated items such as tunnels, sumps, storage tanks, cellars
- stability of the structure being demolished.

A number of these issues can be managed using an appropriate Site Specific Safety Plan, while others will require specific processes to be controlled effectively.

More detailed information can be found in the Best Practice Guidelines for Demolition in New Zealand, which can be obtained from the Demolition and Asbestos Association.

Note: Demolition is a notifiable activity.

Find out more at www.demolition-asbestos.co.nz
Always check your leads and plugs before use
Using electricity in exposed areas can be dangerous:

- ensure all leads and portable electrical equipment are tested and tagged (3-monthly for construction sites)
- always use an R.C.D. or an approved commercial Lifeguard box
- keep leads away from water or sharp hazards – use lead hooks where possible
- don’t use damaged leads
- keep leads away from paths – others can trip on them
- turn power off at source when you’re done
- stay clear of overhead and underground cables
- if close to overhead lines, contact the network provider for a close proximity permit
- if there are no cable hooks on site, cables should be coiled when not in use
- the work area should be clear of combustible material and ventilated
- locate and identify buried services before you dig – contact your local power authority for assistance.

Service Provider’s Name and Telephone Number

Power .............................................................................................................................

Water ...........................................................................................................................

Sewer ...........................................................................................................................

Gas .............................................................................................................................

Telecom .....................................................................................................................
Environmental Issues

Know how to control and minimise your environmental impact

 Builders Pocket Guide
practical advice on managing worksites and the environment
Your worksite may require you to manage any environmental impacts and comply with the Resource Management Act (RMA), regional and/or local council rules and regulations.

Practical advice on managing worksites and the environment is available in the Builder’s Pocket Guide, which can be sourced from Environment Canterbury or online: www.bpg.co.nz
Know how to minimise, isolate and eliminate hazards
Toolbox talk

Excavations

- Only use equipment you have been trained on and are competent to use.
- Take five minutes at the start of the day to check and record the machine is safe and operational. Check open trenches are stable.
- Ensure you check and locate underground services and mark their location on the ground with fluorescent paint if necessary.
- Avoid being in the trench unless absolutely necessary.
- Work safely around overhead lines; always treat them as live.
- Isolate the work area using barriers, cones and tape.
- Use a ‘spotter’ and agree on what signals will be used. The operator must stop if the spotter goes out of eyesight.
- Know the machinery limitations; operate it only in accordance with manufacturer’s or hirer’s instructions.
- Batter or support the sides of trenches and excavations.
- When moving machinery between worksites, lower booms, plan the route and use a ‘spotter’.
- When stationary, apply brakes and/or wheel chocks.

Note: It is a notifyable activity when excavation is deeper than 1.5 metres or where the excavated face is over 5 metres and slope steeper than 1 metre out for every 2 up.
Gas, Pneumatic or Electric Nail Guns

Always point the tool away from yourself and anyone else.
Toolbox talk
Gas, Pneumatic or Electric Nail Guns

Only a person holding an appropriate and current certificate of competence is permitted to operate these tools.

- Inspect daily for any defects before using the nail gun.
- Check the safety mechanism is working.
- Clear people out of the area behind or underneath where you are firing.
- Wear eye and hearing protection as well as your normal PPE.
- Only use nails from the same manufacturer as the equipment.
- Never point the noisy end at yourself or anyone else.
- Remove the power pack when not in use.
- Always unload the nail gun before cleaning or packing up.

Your local equipment Sales Rep could be a good source of training.
Tips

Hearing Protection

Make sure you know how to use your hearing protection correctly.
There are many types of hearing protection on the market. Knowing what to use and how to use it correctly is vital.

- Always wear the correct class of hearing protection for the type of work you are doing.
- If you need to talk to someone, move away from the noise before removing your protection.
- Make sure you and anyone around you wears hearing protection any time you/they are around noise.
- Do not remove your hearing protection until you’re well away from noise, or until the noise has stopped.

Ensure your hearing protection is well-maintained.

Make sure your earmuffs are securely fitted BEFORE you put on your hat or beanie. Wearing a hat or beanie under your earmuffs breaks the seal and reduces the protection level.

**Jackhammer**
109dB*,
Class 5
Earmuffs

**Bulldozer**
99dB*
Class 3
Earmuffs

**Hand Saw**
85dB*, Class 1
Earplugs/Earmuffs

**Hammer on Nail**
104dB*
Class 4
Earmuffs

**Table Saw**
93dB*
Class 2
Earplugs/Earmuffs

**Normal Conversation**
60dB*, no hearing protection needed

* Based on 8 hour exposures
Know how to use your tools and equipment
Toolbox talk
Hot Work

Hot work is any work involving processes that have the potential to cause a fire or explosion (e.g. gas cutting, gas or electric welding, grinding or heat gun operations).

- Where possible, hot work processes should be eliminated.
- When hot work processes are necessary, isolate the hot work from any combustible material.
- If isolation is not possible, try to reduce the hazard by substituting another process that produces less heat.

Prior to beginning hot work:

- hot work can produce significant quantities of visible light, ultraviolet and infra-red, which can cause eye damage and burns. Minimise your risk by wearing a head shield, gauntlets and fire-retardant overalls
- many welding processes produce fumes. Ensure the area is ventilated and consider the use of respiratory protection
- check that there are no combustible materials nearby
- ensure you have a hot work permit and have completed a hazard analysis
- maintain a watch until any risk of combustion has passed
- ensure there is a fire extinguisher available.

**Be aware:** Fire from hot work can smoulder for several hours and spread, unnoticed, before breaking out into open flames. This means that by the time it’s visible, personnel may have already left for the day.
Put your ladder on level ground and secure top and bottom.
Ladders are for short duration tasks like access or egress – do not use them as a platform. Here are some things you can do to make using ladders safer:

- always check your ladder before you use it – never use a damaged ladder
- only commercial grade ladders are to be used on site
- rating stickers/labels must be visible and legible
- secure straight ladders at top and bottom and put it on level ground
- angle the ladder one metre out at the base for every four metres of height
- step ladders must have both stays locked in place.

For all ladders:

- keep the rungs clean and free of clutter
- don’t lean off to the side – keep your belt buckle between the ladder uprights
- never climb higher than the third rung from the top. If you have to go higher, then use an elevated work platform or scaffolding
- always check site specific rules regarding ladders – many sites do not permit the use of ladders and/or step ladders.
Lift heavy or awkward objects with someone else, rather than on your own
Lifting, carrying, pushing, pulling, twisting and reaching are hard on your body. To reduce your chance of injury:

- ‘warm up’ before you start heavy work – do a few quick stretches
- whenever possible, plan your job to avoid heavy lifting
- use other equipment like barrows, jacks or cranes if available
- store things at waist height so they are easier to move
- avoid lifting heavy items above your shoulders
- bend your knees if you have to lift something from below waist level
- keep the load close to your body
- when you’re moving things, make sure you have a clear path
- always go for a team lift ahead of a solo lift
- wear gloves for all manual handling activities
- make a few trips with a lighter load rather than trying to carry it all at once
- use handles where possible to reduce the force needed to handle a load.
Mobile / Elevated Work Platforms

Make sure you’re using the correct platform
Toolbox talk
Mobile / Elevated Work Platforms

Using the right platform is important. So is knowing how to use it.

- Only use an elevated work platform if you are trained and competent to do so.
- Check daily that the machine is safe and operational.
- Ensure the elevated work platform is on a solid, level surface.
- Ensure stabilisers and outriggers are fully extended.
- Work in a safe environment – watch for high winds, trees and overhead lines.
- Ensure the working load is below the limit for the platform.
- Ensure brakes and wheel chocks are used when parking.
- Ensure work zone is safe, isolated and identified by cones, red tape or an observer.
- Never move a platform until lowered.
- Take time to plan the route when moving.
- Use harnesses and hitch points as required by the manufacturer.
- When not in use, lower the machine, secure and store the keys in a safe place.
- Never exceed the safe working load.
- Do not use an elevated work platform as a crane.
If you’re working with noise, always use AS/NZ Standard approved hearing protection.
Noise-related damage is a big problem in the construction industry. Hearing loss is permanent – but preventable. Here’s how:

- if you can’t hear someone talk when you are 1-2m apart, you need hearing protection (and so do they)
- even short periods without wearing hearing protection will damage your hearing. For example, 5 minutes operating a circular saw will damage your hearing
- noise exposure is cumulative – 4 hours of noise at work plus 2 hours at a concert all adds up
- always make sure your hearing protection is in good condition
- make sure you know how to wear your hearing protection correctly
- we know it’s hard, but try to plan noisy activity so it doesn’t affect others, e.g. take yourself away from others on site or do it when there isn’t anyone else around
- noise levels that are dangerous to you are just as dangerous to anyone else in the area. If you must create noise and don’t have the option of moving or waiting until there is no one around, make sure that everyone’s hearing is also protected before you start.

Find out more at www.acc.co.nz/nihl
Permit to Work (Critical Tasks)

All high risk work requires a permit. Make sure you know when permits are required.
**Toolbox talk**  
**Permit to Work (Critical Tasks)**

The following items are either notifiable work or require a task analysis or permit to work prior to commencing the task:

<table>
<thead>
<tr>
<th>Task</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erection or modification of scaffolding above 5 metres</td>
<td>WorkSafe NZ</td>
</tr>
<tr>
<td>Confined spaces</td>
<td>WorkSafe NZ</td>
</tr>
<tr>
<td>Prescribed electrical work</td>
<td>WorkSafe NZ</td>
</tr>
<tr>
<td>Removal of friable asbestos</td>
<td>WorkSafe NZ</td>
</tr>
<tr>
<td>Excavation work</td>
<td>WorkSafe NZ</td>
</tr>
<tr>
<td></td>
<td>Approved Code of Practice</td>
</tr>
<tr>
<td></td>
<td>Excavations and Shafts</td>
</tr>
<tr>
<td></td>
<td>for Foundations</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.business.govt.nz">www.business.govt.nz</a></td>
</tr>
<tr>
<td>Hot work</td>
<td>Site Specific Safety Plan Self</td>
</tr>
<tr>
<td></td>
<td>Safety Inspection Point 9.1</td>
</tr>
<tr>
<td>Demolition</td>
<td>WorkSafe NZ</td>
</tr>
<tr>
<td>Powder operated tools</td>
<td>Site Specific Safety Plan Self</td>
</tr>
<tr>
<td></td>
<td>Safety Inspection Point 12.1 – 12.3</td>
</tr>
<tr>
<td></td>
<td>ACOP: Powder Actuated Handheld Fastening Tools.</td>
</tr>
<tr>
<td>Working at heights</td>
<td>Approved Guidelines for Working at Height</td>
</tr>
</tbody>
</table>
Tips

Personal Protective Equipment

PPE is worn at all times by everyone. No exceptions. No excuses.
The minimum PPE or Personal Protective Clothing (PPC) standard, which applies to all sites, all of the time, is:

- hard hat (includes residential projects unless specified)
- medium-impact safety glasses (includes residential projects unless specified)
- high visibility clothing
- safety footwear with toe protection.

Other PPE/PPC to be available on site when needed includes:

- face shield
- safety gloves
- hearing protection
- dust mask
- respirator
- chaps.

*High visibility clothing should comply with AS/NZS 4602.1. There are a number of hi-vis coloured tops and shirts on the market that are not compliant with the standard.
Tips

Powder Actuated Tools (PAT)

Always point the tool away from yourself or anyone else
Toolbox talk

Powder Actuated Tools (PAT)

Only persons holding an appropriate and current certificate of competence are permitted to operate these tools.

- Never underestimate the recoil power of these tools.
- All PATs must be certificated every 6 months by the manufacturer’s agent.
- Inspect daily, and immediately prior to use, for any defects.
- Only load the tool where it will be used, immediately prior to its use.
- Don’t fire where there may be combustible/explosive/flammable material or excessive heat.
- Display warning signage informing others that a PAT is being fired.
- Wear eye and hearing protection as well as your normal PPE.
- Clear people out of the area behind or underneath where you are firing.
- Shout out a warning ‘Firing now!’ 3 seconds before each shot.
- Never point the noisy end at yourself or anyone else.
- Always unload the PAT before cleaning or packing up.
- PATs and chargers must be stored in a secure place when not in use.
Scaffolding and Mobile Scaffolding

Make sure scaffolding and work platforms are erected by competent and certified staff.
Always erect a scaffold or work platform in accordance with their Best Practice Guide for Scaffolding in New Zealand.

- Only authorised personnel should be on scaffolding.
- Ensure ladders and gates are safe and secure.
- Handrails (between 900 and 1100mm high) and mid rails must be used.
- Wheels on mobile scaffolds must be locked and turned outwards for stability.
- Internal access must be provided and used on all scaffolds.
- Check regularly to ensure that scaffolding has not been altered and is still safe.
- Ensure scaffold tags are in place, signed and dated by a certified staff member.
- Make sure that scaffold stays within mobility loads and is not overloaded with other materials.
- Ensure that steps are removed when site is idle so that children can’t climb.
- Ensure edge protection is in place if working on roofs.

**Note:** The erection or dismantling of scaffolding (all kinds) from which any person may fall 5 metres or more must be notified to WorkSafe NZ before work commences.
Summon emergency services; ensure your own safety and take steps to prevent further harm.
Where serious harm occurs to any person as a result of work activities:

- summon emergency services – dial 111
- steps should be taken to prevent further harm to the injured person and/or anyone else in the immediate area
- while waiting for emergency services, first aid should be administered if it’s appropriate and safe to do so
- the scene of the harm should be ‘frozen’ until permission is given by an WorkSafe NZ employee to release the site
- WorkSafe NZ should be notified as soon as is reasonably possible after it’s occurrence or detection on 0800 20 90 20.

Notification should describe:

- what has happened;
- to whom; and
- where.

Set up your site so that it protects you and everyone else working in and around it.
All sites must be set up in a way that ensures the area is secure and safe for people working on site and for anyone in and around the immediate area.

As a minimum, sites should have:

- full fencing around the site
- a designated point of entry
- site signage, such as:
  - hazard board
  - PPE required
  - danger notices
- a visitor/contractor sign-in point
- fire fighting and first aid equipment
- emergency plan and procedures
- a designated emergency assembly point
- toilet and hand washing facilities
- waste management facilities
- shelter for meal breaks
- a designated place for material deliveries.
Keep your site clear and tidy
Keep work and access areas clear – remember, it’s not just how far you fall, but what you hit that can cause injury:

- step back 5 x 5 – take 5 steps back (only if it’s safe to do so); spend 5 minutes planning your job
- put tools away when you’re done
- tidy as you go
- poor weather = increased risk
- wear suitable footwear
- make sure your work area is well-lit
- look where you are walking
- keep deliveries and skips away from work areas and access points
- isolate, barricade or cover penetrations, excavations, open cavities, manholes and access hatches. Ensure they are clearly marked and identified
- don’t work on a roof without edge protection / fall prevention.
Tips

Tools and Equipment

Know how to use tools and equipment
Using the right tools and equipment for the job is important – so is knowing how to use them.

- Only use what you have been trained to use.
- Ensure electrical tools have a current test tag (3 monthly for construction).
- Check all power leads and guards are in good condition.
- Always use an RCD or an approved commercial Lifeguard box.
- Turn tools and equipment off at power source when done.
- Wear the right protective gear – eye and hearing protection, suitable footwear etc.
- Do not use anything that is worn or broken, instead report it / take it to someone so that it will get repaired.
- Put your gear away when you’re done and use a waste box to tidy up any scraps as you go.
- Mobile generators, compressors and petrol-powered tools must be well-maintained and in good condition. If in doubt, don’t use them – report them.
- Designated refuelling point / safe refuelling area to be identified.
- A fire extinguisher* must be available during refuelling.
- Fuel for mobile generators and petrol powered tools must be stored in approved containers only.
- If there are no cable hooks on site, cables should be coiled when not in use.
- The work area should be clear of combustible material and ventilated.

*Fire extinguishers should be tested annually.
Vehicles and Mobile Plant

Make sure drivers on site can see you
Keep clear access for vehicles coming on site:

- make sure someone is there to signal backing vehicles
- make eye contact with drivers so you know that they have seen you
- drivers should STOP when the spotter is not in view
- only operate plant you’re trained and competent to use
- stay visible to the operator while working near mobile plant and equipment – diggers, hiabs, concrete trucks etc
- ensure hi-vis clothing is reflective and zipped up when around vehicles/mobile plant
- always keep clear of the ‘swing area’ of mobile plant, cranes or excavators and the tipping area behind trucks
- draw up a site plan to help plan deliveries on site; try to avoid peak traffic when planning deliveries
- all contractor vehicles to be parked legally and not left obstructing paths, berms, access ways or road access to other properties.
Tips

Visitors

Know when visitors are on site and make sure they’re safe
When visitors come on site, restrict access so they are only in safe areas:

- go through a safety induction with them
- a Visitors’ Register should be available to ensure all visitors sign in and out
- make sure they know about any hazards
- all visitors must wear appropriate personal protective equipment
- have someone with them at all times
- prevent unauthorised access
- children under 16 are not permitted on site at any time
- anyone impaired by drugs or alcohol will be refused access to site
- animals are not permitted inside the work area
- site access to be properly secured outside of working hours:
  - remove keys from mobile plant and machinery
  - isolate power supply to machines
  - scaffolding/ladders to be made safe.
Verbal abuse and physical violence is never acceptable on site
Every effort should be made to limit any situation that may arise where a work area is isolated from the rest of the workplace. Wherever possible, provide some means of summoning assistance if required or try and have a second worker in the same area.

When faced with a potentially violent situation:

- try not to put yourself or others in harm’s way
- if threatened, try to summon assistance
- keep cool, don’t over react
- if possible, walk away. It’s not a sign of defeat – it’s the right thing to do
- report the incident as soon as possible to your supervisor and record in your ‘incident book’
- if you can do so without escalating the risk to yourself, obtain any witness details and try to photograph or record the aggressive person and their vehicle
- involve the Police if threats have been made or any actual harm or damage has occurred.
Heat Exposure

Protect yourself from the effects of heat. Wear sunscreen, drink plenty of water, take breaks and seek shade.
Heat Exposure

Working in hot temperatures for extended periods of time can lead to dehydration, heat exhaustion and heat stress. Your body can overheat because it is unable to cool itself through sweating.

Once you overheat, you’ll notice symptoms like:

- clammy or sweaty skin
- feeling weak or dizzy
- headaches
- darker coloured pee
- pounding or rapid pulse
- loss of balance, fainting.

You can limit your heat exposure by:

- drinking plenty of water throughout the day
- taking breaks or undertaking tasks in the shade whenever possible
- wearing sun-protective clothing – hat, sunglasses, breathable fabrics.

You are more susceptible to the effects of heat exhaustion and stress if you are:

- working in closed areas with limited air flow
- in confined spaces
- doing under floor, ceiling or roof work
- in cabs of mobile plant.

Age, build and any medical issues can also increase the impact of heat.

If heat stress or exhaustion is not dealt with, it can progress to heat stroke. This is severe and can result in death.
Getting 8 hours sleep a night will make your day safer
Fatigue is extreme tiredness and comes about after long periods of mental or physical exertion and lack of good, uninterrupted sleep.

The signs of fatigue include:

- feeling constantly tired
- lacking energy
- excessive yawning
- bad moods or headaches.

Fatigue reduces your ability to perform work safely and effectively. Under the Health & Safety Act, we all have a responsibility to manage fatigue.

**How you can minimise fatigue:**

- sleep! 8 hours is ideal – every night
- drink plenty of water throughout the day
- don’t skip your breaks
- get a life! Have things you look forward to outside of work – family, friends, sports, gigs, whatever it takes to switch off from work.

If you’re buggered, don’t bugger it up for everyone else. If you feel tired or exhausted - tell someone. We need to manage all risks on this site; we’re not going to judge or punish you for being honest.

Some questions:

- What are some of the signs of fatigue?
- Who’s responsible for preventing and managing the risk of fatigue?
- What can you do to combat fatigue?
There is no place for alcohol on this work site – that includes being hungover.
A large number of injuries on construction sites happen because people are impaired because of alcohol use.

It’s an important reminder for us all:

**There’s no place for alcohol on site.**

If you come to work hungover or under the influence of alcohol then you’re putting yourself at risk - and you’re putting your workmates at risk too. That’s not OK.

No one is saying you can’t unwind after work, but it doesn’t have to be about getting smashed to relax. If you’re having a few drinks after work during the week, do it in moderation. And if you do end up having too many, then don’t come to work the next morning. It’s as simple as that.

Look after your workmates and if you know they’ve been drinking or are hungover, have a quiet word with your site manager. It’s not about getting someone in trouble, it’s about preventing one of your workmates getting hurt.

**Here are some questions to have a think about:**

- How many times have you come to work still feeling the effects of the night before?
- When was the last time you had an alcohol-free day?
- Are your workmates turning up to work glassy-eyed or still smelling of alcohol?

If you want to make changes to your behaviour around alcohol, you can talk to a site manager about getting support. They’re here to help keep you and everyone else at work safe.

For more information on getting help for alcohol problems, go to www.alcoholdrughelp.org.nz – or scan the code on this page. You can also get free and confidential support from the alcohol and drug helpline on 0800 787 797 or text 234.