

REGISTER

RESTRICTED ITEM REGISTER

WHAT

This Register specifies items that have been identified as posing an increased health and safety risk.

WHY

To ensure awareness of items that are not to be brought on to or routinely used on Fletcher Construction sites. A secondary aim is to promote the identification of alternative lower risk items.

WHO

Responsible managers must ensure that Restricted Items are not used on Fletcher Construction worksites, or client worksites by Fletcher Construction personnel, without the appropriate approved Risk Assessment in place. Responsible managers must implement a system to ensure any item[s] on this Register that must be on site are controlled, including securing the items when not authorised for use.

WHEN

Where the use of a Restricted Item is considered necessary (i.e. there is no safe alternative identified), a task specific Risk Assessment is to be undertaken, and approval formally given by way of the Risk Assessment review and sign-off by Project (Major Projects or Buildings) or Region/Island Manager (Higgins, Brian Perry Civil or South Pacific) prior to the item being issued for use.

HOW

The Risk Assessment Process involves:

1. A Hazard/Risk Assessment being conducted involving the persons who seek to use the Restricted Item, and their immediate Manager/Supervisor /Foreman, to further consider alternatives for completing the task,
2. A Job Safety Environmental Analysis (JSEA) developed from the Hazard/Risk Assessment,
3. If elimination of the task, or substitution of equipment with a suitable alternative is still not deemed a realistic option, and appropriate work practices and controls have been identified, the JSEA is submitted for approval to the most senior Fletcher Construction Region/Island or Project Manager,
4. Use of the item may only commence after the JSEA has been approved and issued under strict control conditions, that must include, but not be limited to:
 - The Restricted Item may only be used by the person[s] to whom the JSEA has been issued,
 - The person[s] to whom the JSEA is issued must be identified as competent to utilise the equipment, i.e. Verification of Competency (VOC) is evidenced as having been achieved within the preceding 12-month period, and

- Upon completion of the task, the equipment is to be returned to the Fletcher Construction Supervisor, the JSEA Approver has been notified the task has been completed and the JSEA is retained with the day's Pre-start & Hazard/Risk Control documentation.
- The **Supervisor in charge of the site and task** is responsible for issuing and returning of the restricted item and ensures it always remains under its control and secure when it is not in use.
- The JSEA requires sign off by the most **senior Fletcher Construction Region/Island or Project Manager**. The JSEA must be issued to a verified trained and competent team member for a period of specific task duration, or one week, whichever is the lesser.
- Should you require clarification of this Process in seeking to use a Restricted Item, please contact your Manager or Health and Safety Advisor before proceeding to use any Restricted Items.

Ref#	Reference Image	Restricted Item	Justification	Alternatives for Consideration	Additional Controls Required for Approved Use
1		Cardan Shaft Brakes also known as: • Driveshaft brake • Transmission brake	• Known fatalities across the industry due to this type of park break failure • Due to wear, the park brake control valve can inadvertently release and allow the parked truck to run away. • NZTA requirements Cardan shaft park brakes Waka Kotahi NZ Transport Agency (nzta.govt.nz)	• Trucks fitted with hand brakes that comply with the NZTA heavy vehicle brake rule 32015. • Nissan Trucks that have been fitted with a replacement, approved, aftermarket hand brake that complies with the NZTA heavy vehicle brake rule 32015	• Before being allowed to operate on a Fletcher site, all vehicles (including contractors) with cardan shaft parking brake systems must: • Be identified with cardan shaft decals displayed. • Be inspected, and provide evidence that NZTA Form 4085D has been completed • A copy of the NZTA 4085D form must be carried in the vehicle at all times • Carry and use wheel chocks when parked and/or left unattended; and • Drivers must be taken through the https://www.worksafe.govt.nz/about-us/news-and-media/driveshaft-parking-brake-failures-in-commercial-and-industrial-vehicles/ • Cardan shaft inspections and the NZTA Form 4085D must be

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					completed every six months (during COF).
2		Step, straight and extension ladders are only to be used to access and egress areas at height (not to be worked from unless managed by a Permit to Work).	- Known fatalities due to falls from ladders - Life changing serious injuries - Instability when standing on top two steps	- Podium/platform ladders - MEWP - Scaffold (mobile, fixed)	- Short-duration tasks in an environment that podium ladders cannot be used (<5 minutes) - Ladder not to exceed 4:1 ratio - Ladder secured (top/bottom or by person)
3		- Powder Actuated Tool - High and low velocity	Known to be a high-risk tool that has the potential to cause serious injury.	Makita GN 900 Gas Framing Nailer 50-90mm 	Review Worksafe guidance include and include controls listed in JSEA.

Ref#	Reference Image	Restricted Item	Justification	Alternatives for Consideration	Additional Controls Required for Approved Use
4		Scaffold - Internal ladder Hatch's (Note: this restriction does not apply to mobile scaffolds)	- Known fall from height risk around internal ladder access openings. - Hatches are required to be physically closed after each use by the individual to provide fall from height protection. - Multiple situations where safer alternatives are available.	- Separate stairs bay. - Separate ladder access bays and gates. (Competent Scaffold companies will be able to advise on best alternatives for your situation)	- Hatches or equivalent should only be used as a last resort where no other access is possible and are required (i.e. access into tank or room where space is restricted). - The risk of falling must be communicated to all people using the scaffold and ensure they are aware of the need to close the hatch after each use.

Document History and Status

Revision	Status	Prepared by	Date	Revision Description
A	First Draft			1 st Draft for review
B	Second Draft			2 nd draft for review
C	Third Draft			3 rd draft for review
01	Final			Issued for Use
02	Final			2 nd revision comments

Document Approval

Approvals					
Revision	Action	Name	Position	Date	Signature
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