



CONSTRUCTION  
SAFETY COUNCIL  
HEALTH & SAFETY IS WORTH THE EFFORT

## TMC Ltd now offer ConstructSafe tests

### Cost

The test fee is \$129 + GST per person. This includes your ConstructSafe ID card and also includes one re-sit immediately following if you fail your first attempt.

### Run at our venue, or yours

Up to 10 attendees at a time can undertake the test at our venue (14 Harrow St, Dunedin).

We can also come to you, provided you have a room and wireless internet connection available that meet the minimum ConstructSafe requirements. Minimum attendee numbers may also be required for this option.

### Test information

Each attendee must bring ONE of the following ID types (otherwise no test can be provided)

- NZ Driver licence
- NZ Fire arms licence
- Passport
- If you do not have the above ID, you must advise us of this at the time of booking

Average duration is approximately 45-60 minutes, but candidates may take as little or as much time as they need. The duration depends on factors such as literacy skills, level of knowledge, confidence and ability to use the technology.

ID cards are sent to TMC Ltd by ConstructSafe withn 14 days of the test. These will then be forwarded on to the postal address provided at the time of booking so please allow up to 21 days to receive your card.

### Register your company with ConstructSafe

We recommend that you register your company details with ConstructSafe as this will ensure that you automatically receive a copy of the test results for all your workers. It also provides more information about the test and material. Sign up here: <http://www.constructsafe.kiwi/SignUp/Companysignup.html>

### Learn more

To learn more about ConstructSafe read the below FAQs or visit [www.constructsafe.kiwi](http://www.constructsafe.kiwi).

ENQUIRE FOR TEST TIMES AND DATES NOW

[train@TrafficManagementLtd.co.nz](mailto:train@TrafficManagementLtd.co.nz)

03 474 5341

# Frequently Asked Questions

Category	Question	Answer
General	Does ConstructSafe replace the Site Safe Passport?	No. A Site Safe passport is evidence of training. ConstructSafe independently verifies competency so it complements training.
General	What is ConstructSafe?	ConstructSafe is an independent system for testing the health and safety competency of people working in the construction industry.
General	Is the ConstructSafe scheme mandatory?	Not yet, however you will begin to notice more work sites mandating that those working on site must hold a ConstructSafe card. While this is not a legal requirement, it is expected that this practice will become norm across the construction industry.
General	Who recognises ConstructSafe?	All member organisations of the Construction Safety Council recognise the scheme. Currently Auckland Transport and the New Zealand Transport Agency have indicated that they will adopt the scheme from the 4th April 2016. A number of other organisations are expected to follow this trend.
Card	Do I have to have a ConstructSafe card?	Yes, if you want to work on a site where the scheme has been adopted.
General	What does competency mean?	Competency is the accumulation of different types of skills, knowledge, aptitude, training and experience. To be highly competent you don't necessarily need all of these elements, but you should have an accumulation of most.
Test	Is the online test difficult for someone that has no computer skills?	No, the test is suitable for people with any level of computer skill. There will always be a test supervisor on hand to help you with the technology.
Test	Does the test support those with limited literacy skills?	Yes, the test is designed to support those with difficulties with literacy. In addition to written information, there is audio available that talks candidates through the questions. The test supervisor can also help candidates to understand the questions.
Test	Can people study for test?	Yes, it is expected that most people will have some level of health and safety training prior to taking the test.
Test	What type of questions will people be asked?	There is a mix of 'point and click' and multiple choice questions. The questions are designed to test candidate's knowledge and understand candidate behaviour in certain scenarios.
General	Where can I get more information about ConstructSafe?	<a href="http://www.constructionsafetycouncil.co.nz">www.constructionsafetycouncil.co.nz</a>
Card	How long does it take to get a card?	On successful completion of a test, a card will be posted to the candidate's test centre within 14 days. It is the responsibility of the test centre to issue cards to candidates.
Card	Will my card expire?	Yes. Periodically the version of the test will change (as the risk profile of the construction industry changes and as decided by the Construction Safety Council). Once a version change has been applied, candidates on the previous version will be notified and given six months to take the new version of the test. After six months of a version change, all cards bearing the old version number will expire.
General	Are third parties who do vegetation control, rubbish collection, Traffic Management etc. required to hold a ConstructSafe Card?	Yes anyone entering or carrying out an activity on State Highways.

30 January 2017

## To Whom It May Concern

### ConstructSafe Tier 1 – Foundation Health and Safety Competence Putting Competency into the Heart of Construction

*From the 1<sup>st</sup> of July 2017 the NZ Transport Agency mandates the minimum Entry requirement of ConstructSafe Tier1: Foundation Health and Safety Competence (or alternative approved independent competency assessment scheme aligned to ConstructSafe) for entry across all contracts/work sites on State Highways. This requirement relates to both NZ Transport Agency sites and third party work sites on State Highways such as utilities, maintenance related to local council activities, construction works, and events.*

*The Transport Agency has adopted the ConstructSafe testing scheme as a principal's requirement. This was advised to industry via the NZTA Highways Information Portal in June 2016 via Technical Advice Note TAN #16-05. This can be found under Section 3 at:*

*<https://www.nzta.govt.nz/resources/16-11-state-highway-contractor-health-and-safety/>  
Also see attached.*

*Workers entering any State Highway worksite who have not attained ConstructSafe Tier 1 will not be authorised to enter, or alternatively must be supervised at all times while on site by a ConstructSafe Tier 1 competent person.*

*We recognise that everyone – clients, employers and workers – need to be confident that those working on site are competent and safe to do so.*

*By implementing ConstructSafe we are introducing a consistent and transparent way to independently check the competency of any worker, trade specialist, supervisor, or manager on site, regardless of their employer. It provides everyone with reassurance that those working on site are competent and safe.*

#### **Key messages are:**

- *ConstructSafe provides a consistent and transparent way to independently check the competency of any person on site, regardless of their employer.*
  - *It provides reassurance that those that are working on site are competent and safe to do so.*
- *ConstructSafe is not a training course; it helps us to ensure that training programmes meet the needs of our industry.*
- *The objective of ConstructSafe is to be the national standard for health and safety competency in the construction industry.*
- *ConstructSafe was developed by industry, for industry.*

- *The ConstructSafe scheme is delivered through the Construction Safety Council, New Zealand's lead body in health and safety for the construction industry.*
- *The scheme is an online test that assesses health and safety competency of those who work on site.*
- *The Construction Safety Council has mobile test centre that will travel to your site or place of work and carry out testing.*

**Please forward this information to relevant Agents and Contractors.**

*We look forward to future engagement and discussion at our regular Liaison meetings.*

*Please do not hesitate to contact our Zero Harm Team if you have any concerns or wish to discuss this further at [zeroharm@nzta.govt.nz](mailto:zeroharm@nzta.govt.nz)*

*Yours faithfully*

*Jude Ward  
Corridor Manager*

*For general information about the NZ Construction safety Council contact:*

*[www.constructionsafetycouncil.co.nz](http://www.constructionsafetycouncil.co.nz)*

*For information about ConstructSafe Qualifications go to:*

*<http://www.constructionsafetycouncil.co.nz/constructsafe.html>*

**See attached FAQ on following page.**



**FAQ's**

<b>Category</b>	<b>Question</b>	<b>Answer</b>
<i>General</i>	<i>Does ConstructSafe replace the Site Safe Passport?</i>	<i>No. A Site Safe passport is evidence of training. ConstructSafe independently verifies competency so it complements training.</i>
<i>Test</i>	<i>How long does the test take?</i>	<i>The average time is 30 minutes; candidates can take from 20 to 40 minutes. The time depends on a number of factors such as literacy skills, level of knowledge, confidence and ability to use the technology.</i>
<i>General</i>	<i>What is ConstructSafe?</i>	<i>ConstructSafe is an independent system for testing the health and safety competency of people working in the construction industry.</i>
<i>Test</i>	<i>How is the test delivered?</i>	<i>The test is delivered online through ConstructSafe accredited test centres. Your own employer may be a test centre or you can find a public test centre at <a href="http://www.constructionsafetycouncil.co.nz">www.constructionsafetycouncil.co.nz</a>.</i>
<i>General</i>	<i>Who owns ConstructSafe?</i>	<i>ConstructSafe is owned by the construction industry through the Construction Safety Council.</i>
<i>General</i>	<i>Is the ConstructSafe scheme mandatory?</i>	<i>Not yet, however you will begin to notice more work sites mandating that those working on site must hold a ConstructSafe card. While this is not a legal requirement, it is expected that this practice will become norm across the construction industry.</i>
<i>General</i>	<i>Who recognises ConstructSafe?</i>	<i>All member organisations of the Construction Safety Council recognise the scheme. Currently Auckland Transport and the New Zealand Transport Agency have indicated that they will adopt the scheme from the 4th April 2016. A number of other organisations are expected to follow this trend.</i>
<i>Card</i>	<i>Do I have to have a ConstructSafe card?</i>	<i>Yes, if you want to work on a site where the scheme has been adopted.</i>
<i>Card</i>	<i>Where can I get a card from?</i>	<i>You can sit a test at any ConstructSafe Accredited test centre. Your own employer may have their own test centre or you can find a public test centre at <a href="http://ConstructionSafetyCouncil.co.nz">ConstructionSafetyCouncil.co.nz</a></i>
<i>Test</i>	<i>Why is there a \$100 charge for the test?</i>	<i>The test fee of \$60 covers the costs of administering the scheme. The Construction Safety Council will re-invest any surplus into initiatives that directly benefit small to medium sized business in the construction industry. The additional dollars are charged by the Test Centre.</i>
<i>Test</i>	<i>Who pays for the test?</i>	<i>It depends. Some employers will cover the cost, while others expect employees to cover the cost.</i>
<i>Test</i>	<i>Who decides on the test questions?</i>	<i>The ConstructSafe project team developed the initial content based on a risk profile of the industry. The Construction Safety Council will periodically monitor the construction industry health and safety risk profile and add/update the question bank as the industry risk profile changes.</i>

General	What does competency mean?	Competency is the accumulation of different types of skills, knowledge, aptitude, training and experience. To be highly competent you don't necessarily need all of these elements, but you should have an accumulation of most.
Test	What language is the test in?	English
Card	I've got a similar card from overseas; can I get it transferred to a ConstructSafe card?	No
Test	Is the online test difficult for someone that has no computer skills?	No, the test is suitable for people with any level of computer skill. There will always be a test supervisor on hand to help you with the technology.
Test	Does the test support those with limited literacy skills?	Yes, the test is designed to support those with difficulties with literacy. In addition to written information, there is audio available that talks candidates through the questions. The test supervisor can also help candidates to understand the questions.
Test	Can people study for test?	Yes, it is expected that most people will have some level of health and safety training prior to taking the test.
Test	What type of questions will people be asked?	There is a mix of 'point and click' and multiple choice questions. The questions are designed to test candidate's knowledge and understand candidate behaviour in certain scenarios.
General	Can training programmes be tailored to meet ConstructSafe requirements?	Yes, the competency framework is available at <a href="http://www.constructionsafetycouncil.co.nz">www.constructionsafetycouncil.co.nz</a> . This framework provides the subject areas covered in the test and expected knowledge, behaviour, and skills that are needed to be successful.
General	Where can I get more information about ConstructSafe?	<a href="http://www.constructionsafetycouncil.co.nz">www.constructionsafetycouncil.co.nz</a>
Card	How long does it take to get a card?	On successful completion of a test, a card will be posted to the candidate's test centre within 14 days. It is the responsibility of the test centre to issue cards to candidates.
Card	Will my card expire?	Yes. Periodically the version of the test will change (as the risk profile of the construction industry changes and as decided by the Construction Safety Council). Once a version change has been applied, candidates on the previous version will be notified and given six months to take the new version of the test. After six months of a version change, all cards bearing the old version number will expire.
Test	Where are the testing centres located?	Some employers and training providers have registered their own test centres. If your employer does not have a test centre, you can find a public test centre at <a href="http://www.constructionsafetycouncil.co.nz">www.constructionsafetycouncil.co.nz</a>
General	Are third parties who do vegetation control, rubbish collection, Traffic Management etc. required to hold a ConstructSafe Card?	Yes anyone entering or carrying out an activity on State Highways.

# Technical Advice Note #16-11 Safe Highway Contractor health and safety

See Section 3

<https://www.nzta.govt.nz/resources/16-11-state-highway-contractor-health-and-safety/>

Published: 16 June 2016 | Category: Technical advice note | Audiences: Road controlling authorities, Road traffic engineers & consultants, Roading contractors

## 1. Zero Harm online reporting tool

## 2. Safety in Design minimum standard for road projects

## 3. Constructsafe

The ConstructSafe competency assessment scheme provides the construction industry with a framework for individuals to prove health and safety competence. It allows sites to reduce the potential for untrained or inexperienced workers from creating hazardous situations for themselves or others. It helps raise the health and safety standards and creates a safer and more competent New Zealand workforce.

The Transport Agency has adopted the ConstructSafe competency testing scheme as a principal's requirement. Should a supplier wish to advance an alternative that provides the same levels of assurance, the Transport Agency may be prepared to accept such a system. However, the preference is a universal adoption of ConstructSafe. There will be a 12 month implementation period starting from 1 July 2016. Once the implementation period is over all state highway projects/work sites will be expected to have set a minimum entry requirement of ConstructSafe Tier 1 (Foundation Health and Safety Competence) for all workers entering the site. Workers entering the site who have not attained Tier 1 competency will not be authorised to enter the site or must be supervised at all times.

The Construction Safety Council website has the details [www.constructionsafetycouncil.co.nz](http://www.constructionsafetycouncil.co.nz) (external link) regarding finding or becoming a test centre.

### Implementation:

From 1 July 2016 the NZ Transport Agency has adopted the ConstructSafe competency testing scheme as a principal's requirement. A 12-month implementation period commences from this date to allow organisations time to plan and deliver ConstructSafe competency testing to their workers.

From 1 July 2017 the NZ Transport Agency mandates the minimum requirement of ConstructSafe Tier 1 for entry across all contracts/work sites.

These clauses have been updated in the current physical works and professional services contract proforma (March 2016 issue).

For any contracts currently out to tender or currently underway, a Notice to Tenderer or Notice to Contractor as appropriate, shall be issued to incorporate the following clause within the contract. Claims for variation to contract will be based on average reported numbers of personnel entered into the Zero Harm Reporting Portal for 1 December 2016 – 31 May 2016 inclusive.

### Contract wording:

*State highway construction contract proforma manual (SM031)* <http://nzta.govt.nz/resources/state-highwayconstruction-contract-proforma-manual/index.html>

**SM031 Appendix A - Traditional Contracts, A6 Project Specification, section 6**

**SM031 Appendix B - Design and Construct, B3A Principal's Requirements, section 1.10**

**SM031 Appendix E - Minor Works, E1 Minor Works / Direct Appointment, section 9.3**

**SM031 Appendix H - ECI, H2 Principal's Requirements, section 4.4**

x.x.x All Transport Agency projects/work sites have a minimum entry requirement of ConstructSafe Tier 1 (or alternative approved independent competency assessment scheme aligned to ConstructSafe) for all workers entering the site. The Contractor's workers shall complete and obtain Construct Safe Tier 1 (Foundation Health and Safety Competence) by 1 July 2017. Workers entering the site who have not attained ConstructSafe Tier 1 are not authorised to enter the site or must be supervised at all times while on site.

*State highway maintenance contract proforma manual (SM032)* <http://nzta.govt.nz/resources/state-highwaymaintenance-contract-proforma-manual/maintenance-contract-proforma.html>

**SM032 Volume 4 - Maintenance Specification, Section 4 Contract Plan, 4.1 Health and Safety Management Plan**

x.x.x All Transport Agency projects/work sites have a minimum entry requirement of ConstructSafe Tier 1 (or alternative approved independent competency assessment scheme aligned to ConstructSafe) for all workers entering the site. The Contractor's workers shall complete and obtain Construct Safe Tier 1 (Foundation Health and Safety Competence) by 1 July 2017. Workers entering the site who have not attained ConstructSafe Tier 1 are not authorised to enter the site or must be supervised at all times while on site.

*State highway professional services contract proforma manual (SM030)*

<http://nzta.govt.nz/resources/statehighway-professional-services-contract-proforma-manual/>

**SM030 Section D - Contract Scope, Section 4 Contract Management, 4.7 General requirements**

4.7.14 Health & Safety in Employment Compliance All Transport Agency projects/work sites have a minimum entry requirement of ConstructSafe Tier 1 (or alternative approved independent competency assessment scheme aligned to ConstructSafe) for all workers entering the site. The Consultant's workers shall complete and obtain Construct Safe Tier 1 (Foundation Health and Safety Competence) by 1 July 2017. Workers entering the site who have not attained ConstructSafe Tier 1 are not authorised to enter the site or must be supervised at all times while on site.

#### **Further information**

Contact the NZ Transport Agency Zero Harm team at [zeroharm@nzta.govt.nz](mailto:zeroharm@nzta.govt.nz).



Kevin Reid