



# Operate Safe Training Guidelines

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## Training Framework

InfraTrain New Zealand is the Government recognized Standard Setting Body for the civil infrastructure industries and is responsible for setting competency training standards, making arrangements for training delivery, and providing support and guidance to companies and trainees.

The Operate Safe training framework was designed by industry representatives nominated by Roothing New Zealand on behalf of the self-governance body - Operate Safe.

The training structure is hierarchical and becomes more complex, and more applied, as a person moves up through the card system from Red to Gold levels.

Companies can elect to undertake training for their staff according to the level of risk and the type of work an employee does. This is because a supervisor in one company may not do the same work, or have the same responsibilities as a supervisor working for another company. However, Roothing New Zealand had put out a guideline document that gives general guidance on the type of people who should undertake a particular programme.

## Card Framework

The Operate Safe card structure has four levels. The card levels are Red, Bronze, Silver and Gold. These levels are presently called Induction, Operations, Supervisory and Management levels respectively.

The training is intended to provide employees with a minimum acceptable standard of generic health, safety and environmental training to keep them reasonably safe in their standard working environment. Specialist work activities will require additional specific training aligned to the work activity.

The training within each card programme has been designed and is aligned to the following job roles:

<b><i>Operate Safe Card Level</i></b>	<b><i>Job Role</i></b>
Red Card	New and temporary employees (less than 3 months)  People who will not be moving onto the Bronze or higher card programmes.
Bronze Card 20 credit Limited Credit Programme (LCP)	Targeted at 70 percent of the industry who work on their own, lead small work teams, or operate machinery

Silver Card Level 3 National Certificate – 54 credits	Targeted at ‘operational management’ level – supervisors, engineers, site managers, contract managers
Gold Card Content and structure have not yet been finalized.	Targeted at ‘planning and organisational’ level – H&S managers, safety coordinators, directors with responsibility for H&S

## Bi-annual Update Courses

Irrespective of what stage in the card scheme has been achieved, a two yearly Health and Safety (H&S) update course will be required by all employees, including those renewing their Red Card.

This H&S update course will be tailored for on-site delivery, and will be based on current areas of concern for H&S and injury prevention within the wider civil industry.

## Red (Induction) Card – Entry Level

### *What training is involved?*

The red induction card is the minimum entry level card under Operate Safe. It will be issued by Operate Safe to all employees who have successfully completed the following training programmes:

- generic company induction
- site or task specific induction
- Accredited induction awareness course (Site Safe Civil Passport)

The induction programmes under the red card are not unit standards based and no formal NZQA qualification is gained on completing the overall programme.

While the three programmes should be considered as an integrated package to be applied at the same time, in reality, the first two (2) listed induction programmes of generic company and site, or task specific training, are typically performed when an employee starts employment and before they start work on a worksite.

The Operate Safe accredited awareness course is typically started and completed after a suitable period of employment (determined by the employer).

It can be seen from the above paragraph that there is a transition period of 3-4 months between when the employee first starts employment, is inducted by the company; attends and completes an accredited induction awareness course, and when the Red induction card is issued. *This transition period under current self regulation policy is 3 months from employee start date to*

when the employee has completed the accredited induction awareness course. Employers should manage the employee's induction training to meet this transition period.

Employers should note that during this transition period the employee is still exposed to substantial risk and should be closely supervised in the work that they perform.

Red Cards will need to be renewed every two years for some industry personnel, but the following employees will be exempt from renewing:

1. Those already holding Bronze cards or currently working towards Bronze card status;
2. Employees of ACC Tertiary accredited companies, who carry out their own in-house H&S training, comprising of at least 10 hours training per year.

Non Tertiary Accredited status companies which have Red card holders will need to manage their Site Safe awareness induction refresher training to keep the card current.

## Bronze Card

### *What training is involved?*

Before signing into any training for the Bronze card, the employee must have completed the Red card requirements.

The training for the Bronze card entails completing 20 unit standard credits as follows:

### **Bronze Card - Compulsory and Electives**

#### **Compulsory**

ID	Title	Level	Credits
17327	Communicate on civil construction sites	2	3
20868	Demonstrate knowledge of emergency response in the civil infrastructure industry	3	4
	<b>Total</b>		<b>7</b>

#### **Elective A One of the following unit standards is required**

ID	Title	Level	Credits
17602	Apply hazard identification and risk assessment procedures in the workplace	3	4
20870	Describe protection of health, safety and environment in the civil infrastructure industry.	3	7
	<b>Total</b>		<b>Max 7 Min 4</b>

**Elective B Minimum Total (with Elective 17602 = 9 credits)**  
**Minimum Total (with Elective 20870 = 6 credits)**

20873	Demonstrate knowledge of health, safety, and environmental legislation at civil infrastructure sites	2	5
6401	Provide first aid	2	1
6402	Provide resuscitation level 2	1	1
20867	Respond to fire incidents at a civil infrastructure worksite	3	4
6400	Manage first aid in emergency situations	3	2
20866	Work safely with others in the civil infrastructure industry	3	5
20869	Demonstrate knowledge of notifiable works and permits	3	2
20874	Demonstrate knowledge of health and fitness	3	4
6479	Locate and identify services on civil construction sites	3	4
20878	Assist with temporary traffic management for low volume and Level 1 roads	2	1
20877	Working safely under TTM	2	1
	<b>Minimum Total (with Elective 17602)</b>		<b>9</b>
	<b>Minimum Total (with Elective 20870)</b>		<b>6</b>

***Completing the training requirements***

Training for the Bronze card may be undertaken through accredited polytechnic providers (currently NZIHT or Tai Poutini polytechnics) or through InfraTrain NZ using an on-job format for most unit standards.

Costs and methods of delivery may be obtained from the above mentioned organisations.

**Silver Card**

***What training is involved?***

Before completing the Silver card, the employee must have completed the Bronze card. The Silver card entails the completion of the National Certificate in Civil Infrastructure Health, Safety, and Environment (Operations) (Level 3).

The Bronze card unit standards are, in most cases, a sub-set of the Silver card requirements.

The following table lists the unit standards which make up the above national certificate:

## Compulsory

All the standards listed below are required.

Id	Title	Level	Credit
17327	Communicate on civil construction sites	2	3
20866	Work safely with others in the civil infrastructure industry	3	5
20867	Respond to fire incidents at a civil infrastructure worksite	3	4
20868	Demonstrate knowledge of emergency response in the civil infrastructure industry	3	4
20869	Demonstrate knowledge of notifiable works and permits in the civil infrastructure industry	3	2
20870	Describe protection of health, safety and environment in the civil infrastructure industry	3	7
20873	Demonstrate knowledge of health, safety, and environmental legislation at civil infrastructure sites	2	5
20874	Demonstrate knowledge of health and fitness for civil infrastructure personnel	3	5
20877	Demonstrate knowledge of working safely at sites under temporary traffic management	2	1
6401	Provide first aid	2	1
6402	Provide resuscitation level 2	1	1

## Elective

A minimum of 16 credits is required from the following standards, at least 13 of which must be at level 3 or above.

Id	Title	Level	Credit
3271	Suppress fire with hand extinguishers and fixed hose reels	2	1
6479	Locate and identify services on civil construction sites	3	4
20875	Demonstrate knowledge of slinging, lifting, and placing with an excavator or loader	3	5
5627	Operate as a Traffic Controller (TC) for low volume and Level 1 roads	3	4
5629	Assist with temporary traffic management site closure for Level 2 and 3 roads	2	2
20878	Assist with temporary traffic management for low volume and Level 1 roads	2	1
6400	Manage first aid in emergency situations	3	2
17596	Demonstrate knowledge of Safety Observer responsibilities in the workplace	3	8

Id	Title	Level	Credit
18426	Demonstrate knowledge of hazards associated with confined space	3	4
20198	Identify the roles and responsibilities of the health and safety representative in the workplace	4	8
20645	Describe the requirements of the HSNO Act 1996 relevant to approved handlers	3	3
3466	Apply risk reduction techniques while driving	3	4

### Transition and Credit Arrangements

Candidates for this qualification may claim exemptions from standards as specified below.

Credit for	Exempt from
6451	20869
5627	20878

### ***Completing the training requirements***

Training for the Bronze card may be undertaken through accredited polytechnic providers (currently NZIHT or Tai Poutini polytechnics) or through InfraTrain NZ using an on-job format for most unit standards.

Costs and methods of delivery may be obtained from the above mentioned organisations.

## **Gold Card**

The Gold card requirements have not been finalised. More details on this will come out from Roading New Zealand in due course.

## **Applying For the Cards**

The official Notification Form — obtained from the Download Resources section of [www.operatesafe.org.nz](http://www.operatesafe.org.nz) — is to be used by companies to notify Operate Safe that training is complete.

The Notification Form for initial induction training is to be completed with employer and employee names, company address, employee date of birth, the date that accredited induction awareness training was completed; and be signed by a company representative who is authorised to sign the Notification Form to verify that training has taken place.

On receiving the Notification Form, signed by an authorized company representative, Operate Safe will accept that all necessary training and update courses have been completed.

The form may be used for a single person or multiple employees who have completed the induction training requirements.

The Notification Form can be submitted to Operate Safe by email to [membership@operatesafe.org.nz](mailto:membership@operatesafe.org.nz) or fax 04 471 1185 or mailed to Operate Safe, PO Box 12-412, Wellington.

## **Card Costs**

The cost of the initial induction Red card is \$35.00 including GST. The card cost includes card printing, employee letter, envelope and stamps, but the cost does not include the cost to attend and complete an accredited training course.

Re-issue cost for lost, updated or upgraded cards will be \$12.50 including GST.

## **Card Payments**

Card payment is to be made and processed prior to any cards being issued. Payment can be made by cheque or through other InfraTrain approved means.

## **Card Management**

Operate Safe manages card issuing and maintenance, card revenue collection and employee record keeping.

## **Card Issuing**

Cards will be issued approximately 15 working days from when Operate Safe has verified that an employee has completed all the card training requirements and payment has been made. The card will be issued to the employee and sent to the company's postal address.

## **Photos for Cards**

Employee photos are embedded on all cards issued. Employee photos are to be submitted for all new card applications. A separate electronic photo is required for each employee and be of good quality.

The photo should be saved in JPEG format and be approximately 640x480 pixels in size.

Photos should be individually named in the following format *firstname.lastname.jpeg*

## Card Enquiries

Card enquiries can be made to Operate Safe on 04 471 1183.

### Typical Questions and Answers

<b>Question 1.</b>	<b>How long before I get the card(s) issued once payment is made?</b>
Answer	The time frame for card issue once payment is complete is 15 working days, but this depends on whether all the underlying requirements have been satisfied.
<b>Question 2.</b>	<b>When does the card expire?</b>
Answer	The Red card will expire 2 years from when the underlying Site Safe course was completed, except for Tertiary accredited organizations where the card doesn't expire as Tertiary accredited organizations have ongoing awareness training. However, Tertiary Accredited organizations will need to inform InfraTrain that their Tertiary status is current.  Bronze level and higher cards have no expiry date.
<b>Question 3.</b>	<b>Do I have to get a new Red card when a renewable programme expires?</b>
Answer	For non Tertiary accredited organizations yes, however companies must manage their own training for renewable components and it is up to the company to keep them current and then make application to InfraTrain for a re-issue.  For Tertiary accredited organizations no, but they have to inform InfraTrain that their Tertiary accreditation status is current.
<b>Question 4.</b>	<b>What is InfraTrain?</b>
Answer	InfraTrain is a Government recognised industry training organisation responsible for setting industry training standards in accordance with the industries it represents. It has been contracted by Operate Safe to set industry training standards.
<b>Question 5.</b>	<b>What is Operate Safe?</b>
Answer	Operate Safe is a body set up by Roadng New Zealand to administer self governance. Operate Safe issues cards and maintains card records, collects card revenue, and performs all administration duties for self governance.
<b>Question 6.</b>	<b>How will I know when an underlying programme is about to expire?</b>
Answer	The company must manage this process and keep up-to-date records of when people attend and complete programmes.

<b>Question 7.</b>	<b>What cards are applicable to what employees?</b>
Answer	The cards have a generic target employee group. The competencies outlined in each card programme have been designed by Operate safe to cater for typical job roles within industry. However, the exact job roles and responsibilities of employees have a bearing on the appropriate training programme that should be conducted. Thus employers arrange training for their employees to the level of risk, and the work an employee does to meet the H, S and E legislation. Roothing New Zealand has put out some guidelines on this.
<b>Question 8.</b>	<b>What is self governance?</b>
Answer	Self governance is a Roothing New Zealand initiative to increase awareness of health, safety and environmental issues, enhance the safety record within industry and to increase standards within industry.
<b>Question 9.</b>	<b>Can employees go straight into any card level?</b>
Answer	People will not be able to sign into a higher level card programme unless they have completed the Induction and sub card programmes.
<b>Question 10.</b>	<b>How long do the programmes take to complete?</b>
Answer	<p>This depends on the amount of training being performed, whether the unit standard training can be provided by providers, work demands, and the ability of the person to become competent.</p> <p>The programme time for the induction card is not too long. The company and site specific induction training would take about 1-2 days to complete, and the Operate Safe accredited induction awareness course is about 1 day. The full induction programme, under current policy, should be completed within 3 months.</p> <p>The Limited Credit Programmes take about 6 months and the National Certificate Programmes takes about 1 year to complete.</p>
<b>Question 11.</b>	<b>How do the Operate Safe Health, Safety and Environmental programmes fit with other qualifications within InfraTrain's coverage?</b>
Answer	<p>The Self Governance core health, safety and environment programmes are designed to be stand alone programmes and be applicable across many industries.</p> <p>Technical national certificates will have some cross crediting arrangements for people who undertake bronze card or higher programmes.</p>
<b>Question 12.</b>	<b>What happens when an employee changes company?</b>
Answer	For card holders when an employee changes companies the card will have to be renewed when the employee starts work

	for the new company. This is because the induction being performed by the new company will be different to that undertaken by the previous company. The time frame between jobs may also be a substantial period.
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<b>Question 13.</b>	<b>Do I have to notify Operate Safe that an employee has left the company?</b>
Answer	Notifying Operate Safe that an employee has left the company is not required but is a good idea to keep company records up to date. Periodically, Operate Safe will send information out to companies on all employees held within the self governance database. Companies can review this information and notify Operate Safe of corrections.
<b>Question 14.</b>	<b>What do I do when an employee loses their card?</b>
Answer	The employee should notify his/her employer as soon as possible. The employer should then contact Operate Safe and request a re-issue of the card. There will be a cost for re-issue of \$12.50 for each card.

<b>Question 15.</b>	<b>What happens about part time or temporary employees?</b>
Answer	<p>Part time employee who will be with the company for longer than 3 months should go through the full induction Red card programme.</p> <p>Temporary employees who work for 2 months or less should go through the company and site specific induction programmes, and be closely supervised.</p>
<b>Question 16.</b>	<b>What about consultants going onto jobs. Do they have to have self regulation cards?</b>
Answer	Consultants going onto work sites should have the induction Red card level. If not, they should be continuously supervised by a competent person while they are on the worksite.
<b>Question 17.</b>	<b>Which companies or organizations do the training?</b>
Answer	<p>Presently InfraTrain, and NZIHT and Tai Poutini polytechnics are gearing up to deliver the Bronze and Silver programmes.</p> <p>NZIHT and Tai Poutini polytechnics have a combination of delivery methods and you should contact them regarding the training offered.</p> <p>InfraTrain is also developing on-job learning notes and assessment tools for most unit standards involved in the programme, but for some unit standards the training will need to be undertaken through a provider i.e. first aid.</p>