**Start Up Plan (SUP) Check List**

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location/Description:   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor:   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Superintendent:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Working Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recommencement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Site start up plan

|  |  |  |
| --- | --- | --- |
| **Program Area** | **Checked Y/N or N/A** | **Comments** |
| All/Management | | |
| Does the SUP contain an approach to business continuity planning with focus on sufficient resourcing and maintaining of the workforce? e.g. expected low-level absenteeism |  |  |
| Does the SUP sufficiently address arrival of workforce/service providers and visitors to site taking into account any Transport and Travel restrictions that may exist under the current COVID-19 Alert level? |  |  |
| Does SUP provide a plan to train and induct the workforce to limit the spread of COVID-19, this includes subcontractors? |  |  |
| Has the SUP identified a COVD-19 responsible contact person(s) and advised to Waka Kotahi Project Manager |  |  |
| Other… (Please specify) |  |  |
| Design and Planning | | |
| Does the SUP anticipate any design, designation or consenting approvals that could cause further delay to a full remobilisation? |  |  |
| Does the SUP provide for sufficient and effective protection to MSQA resourcing to ensure appropriate quality management can take place? |  |  |
| Does the SUP consider any essential progress to be undertaken for property acquisitions that could potentially delay or hold up the works? |  |  |
| Does the SUP contain planning looking at different timeframes for remobilisation and different activities under different COVID-19 Alert levels? |  |  |
| Location, Linkages and Methodology | | |
| Does the SUP consider how the contractor will conduct an analysis of their supply chain and the market capacity and capability? |  |  |
| Does SUP consider how materials can be delivered safely and have material lead times been considered? |  |  |
| Have safe storage facilities been planned and what is the protocol for material acceptance? |  |  |
| Has the Contractor carried out a detailed task analysis and breakdown of all work activities across the site and how each of these will be performed under COVID-19 Alert level 3? |  |  |
| Can the workforce maintain the appropriate social distancing? e.g. SUP must consider accommodation, meals and operational requirements. |  |  |
| Has the SUP considered tasks where workers need to work closely with each other and provided a suitable management strategy? |  |  |
| Does the SUP consider how the workforce can be accommodated (if needed) on, to and from site safely and with efficiency? |  |  |
| Has the SUP provided sufficient detail and information on how the Contractor is going to comply with the minimum requirements of the “New Zealand COVID-19 Construction Protocols” requirements and agreed to comply and implement them? |  |  |
| Has the SUP identified how the community will be informed of a start-up and are there updated communication and engagement plans? |  |  |
| Has the SUP identified an appropriate response for managing and minimising the spread of any potentially COVID19 infected personnel? e.g. this may also include rostering teams/staff 2 weeks on/two weeks off to ensure business continuity is not compromised if a team has to be stood down. |  |  |
| Sustainable site | | |
| Does SUP have a plan on how new working operational procedures are going to or been developed to take into account new working conditions? |  |  |
| Has SUP allowance been made for covering site items such site accommodation e.g. site office, sheds, toilets washroom facilities etc. |  |  |
| Does the SUP provide for a means to keep these clean and in a condition conducive for the COVID 19 conditions? |  |  |
| Has the SUP considered the remobilisation of all utilities required or other precautions taken *e.g. power supply, water, telecommunications etc.*  The SUP needs to contain how utility service providers will be accommodated whilst on site in order to maintain safe working conditions and safeguard any other workforce. |  |  |
| Compliance with Industry guidelines | | |
| Does the SUP clearly identify measures and practices for managing each of the following:  • Before Arriving on site  • Site Entry  • Site Operations  • Leaving site  • Emergency Management |  |  |