



SITE SAFE

Te Kaitiaki o Haumarū



SITE SAFE PASSPORT COURSES

Fifth edition, 31 August 2022



01

START WITH A FOUNDATION PASSPORT COURSE

02

RENEW WITH A PASSPORT PLUS COURSE

03

STEP UP TO ONE OF OUR ONE OR TWO-DAY COURSES

Here at Site Safe we are proud to be safe.
Each year, our Passport courses help more than
75,000 people to stay safe on site.

START HERE



FOUNDATION PASSPORT – OVERVIEW

If you're just starting out training with us then we recommend you begin with one of our Foundation Passports.

The Foundation Passport is available in three options:



Overview

Site Safe's Foundation Passport courses ensure everyone on site has a basic understanding of their health and safety responsibilities. These entry-level safety awareness courses introduce key topics, including how to keep yourself safe, understanding and controlling risk, basic technical hazards, and legal requirements. Influencing on site attitudes and behaviours is a strong focus, and learners gain skills to take the lead on health and safety issues.

Benefits of a Foundation Passport course

- › Create positive attitudes towards health and safety in the workplace
- › Learn how to keep safe on site
- › Gain site access with a Site Safety Card

Site Access with our Site Safety Cards

Many of New Zealand's major contractors have adopted the Site Safety Card/Passport as a standard of entry to their sites. Over 70,000 New Zealand construction workers a year attend a Passport course.

Adopting the Site Safety Card/Passport is one way an employer, person in charge of a business or undertaking (PCBU), or other client can work towards meeting their responsibility to ensure workers and contractors are not harmed while carrying out their work.

Learners can download a digital copy of their Site Safety Card from the app or Google play store by searching Site Safe NZ.





4 HRS IN-CLASS

4 HRS ONLINE AVAILABLE



FOUNDATION PASSPORT – BUILDING CONSTRUCTION

Who should attend this course?

Workers, contractors and managers in the residential, commercial and maintenance sector who have not completed a Site Safe Passport course before.

Introduction

This four-hour entry level course is designed to ensure everyone on-site understands their health and safety responsibilities.

The Foundation Passport - Building Construction introduces learners to:

- › Vital topics such as how to keep themselves health and safe.
- › Identify hazards and risks and apply the appropriate controls.
- › Understand their legal responsibilities.
- › Promote good mental health.

Course content:

- › Why is health and safety important?
- › Workers' part in health and safety
- › Getting ready to work
 - › Being physically and mentally fit before even getting to work
- › Know the site
 - › Site induction
 - › Site culture
 - › What a good site culture looks like
 - › Technical terms and jargon used on site
- › Know the law
 - › Fundamental topics about HSWA: what it is, and the roles and responsibilities of workers and employers (PCBU)

- › How can workers be harmed?
 - › Hazards and risks on site
- › What can workers do about it?
 - › Controls that can be used on site

The Foundation Passport – Building Construction provides an introduction to:

- › Identify the importance of being healthy and safe in a construction site/environment.
- › Identify rights and responsibilities and their employer's rights and responsibilities under the legislation in relation to their roles on the job.
 - › Outline what a healthy and safe work environment looks like.
 - › Identify expected behaviours on a construction site/environment.
- › Identify ways that workers can keep themselves physically and mentally healthy and safe.
 - › Identify the critical risks and common hazards present in a construction environment.
 - › Identify common controls that are used in a construction environment.

Course format

- › Competitive team quiz
- › Discussions
- › Videos
- › Puzzles and games

ASSESSMENT

IN-CLASS

What will I receive?



A Site Safety Card/
Passport
(valid for two years)



Four Licensed Building
Practitioner points
(learner to register)



A Site Safe Passport
Handbook



Two credits can count
towards the Health and
Safety in Construction
Programme

N.B ONLY ONE FOUNDATION PASSPORT COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME.
ONLINE COURSE CONTENT MAY VARY. CHECKOUT OUR WEBSITE FOR ONLINE COURSE DETAILS.



4 HRS IN-CLASS

4 HRS ONLINE AVAILABLE



FOUNDATION PASSPORT – CIVIL

Who should attend this course?

Workers, contractors and managers in the residential, commercial and maintenance sector who have not completed a Site Safe Passport course before.

Introduction

This four-hour entry level course is designed to ensure everyone on-site understands their health and safety responsibilities.

The Foundation Passport - Civil introduces learners to:

- › Vital topics such as how to keep themselves health and safe.
- › Identify hazards and risks and apply the appropriate controls.
- › Understand their legal responsibilities.
- › Promote good mental health.

Course content:

- › Why is health and safety important?
- › Workers' part in health and safety
- › Getting ready to work
 - › Being physically and mentally fit before even getting to work
- › Know the site
 - › Site induction
 - › Site culture
 - › What a good site culture looks like
 - › Technical terms and jargon used on site
- › Know the law
 - › Fundamental topics about HSWA: what it is, and the roles and responsibilities of workers and employers (PCBU)

- › How can workers be harmed?
 - › Hazards and risks on site
- › What can workers do about it?
 - › Controls that can be used on site

The Foundation Passport – Civil provides an introduction to:

- › Identify the importance of being healthy and safe in a construction site/environment.
- › Identify rights and responsibilities and their employer's rights and responsibilities under the legislation in relation to their roles on the job.
 - › Outline what a healthy and safe work environment looks like.
 - › Identify expected behaviours on a construction site/environment.
- › Identify ways that workers can keep themselves physically and mentally healthy and safe.
 - › Identify the critical risks and common hazards present in a construction environment.
 - › Identify common controls that are used in a construction environment.

Course format

- › Competitive team quiz
- › Discussions
- › Videos
- › Puzzles and games

ASSESSMENT

IN-CLASS

What will I receive?



A Site Safety Card/
Passport
(valid for two years)



Four Licensed Building
Practitioner points
(learner to register)



A Site Safe Passport
Handbook



Two credits can count
towards the Health and
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4 HRS IN-CLASS

4HRS ONLINE AVAILABLE



FOUNDATION PASSPORT – CONSULTANTS

Who should attend this course?

Architects, engineers, designers, consulting engineers, quantity surveyors, landscape architects, quality inspectors, temporary works designers, programmers, equipment suppliers, planners, scientists.

Introduction

A four-hour course that explores the roles and responsibilities of project consultants, and how they can keep themselves safe. Designed in conjunction with industry, this course is pitched at a level that recognises the knowledge and experience of the target group. The course looks at ways in which safety can maximise productivity and minimise whole-life project costs, delivering quality projects on time and within budget. This course also examines the topics of leadership in safety and safety by design. Developed by a diverse industry team, it is relevant for the wide range of project consultants working in New Zealand.

Aim

- › Encourage increased productivity
- › Minimise project costs
- › Improve health and safety awareness for yourself and others
- › Recognise the value of high-level health and safety performance

- › Understand the range of project safety roles and responsibilities
- › Know how to keep yourself safe on a project
- › Take a leadership role in influencing project safety

Course content

- › The business case for health and safety on projects
- › Safety responsibilities of the range of project consultants
- › Personal safety and how consultants can stay safe on projects
- › Recognising the impact consultants can have on health and safety over the lifecycle of a project

Course format

- › Interactive activities
- › Videos
- › Discussions
- › Planning

ASSESSMENT

IN-CLASS

What will I receive?



A Site Safety Card/
Passport (valid for two
years)



Four Licensed Building
Practitioner points
(learner to register)



A Site Safe Passport
Handbook



This course aligns with
elements 7, 9 and 10
of the Competence
Standard for IPENZ
members



20 points to the NZIA
CPD Programme
(learner to register)



Four approved hours for
NZIQS CPD
(learner to register)



Two credits can count
towards the Health and
Safety in Construction
Programme

N.B ONLY ONE FOUNDATION PASSPORT COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME.



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- 01 ——— START WITH A FOUNDATION PASSPORT COURSE
 - 02 ——— RENEW WITH A PASSPORT PLUS COURSE
 - 03 ——— STEP UP TO ONE OF OUR ONE OR TWO-DAY COURSES

Already completed a Passport Course? Renew using a Passport Plus course or a one or two-day course.

RENEW HERE



PASSPORT PLUS – OVERVIEW

Need to renew your Site Safety Card? Choose from one of our four cost-effective renewal options.



Passport Plus - Flexi

2HRS IN-CLASS
+ ONLINE MODULES

2HRS WEBINAR +
ONLINE MODULES

Combine in-class learning with access to online modules relevant to you. Or, combine webinar learning with access to online modules relevant to you.



Passport Plus - Height

4HRS IN-CLASS

Learn the basic information essential to working at height with this height awareness course.



Passport Plus - Worker Health

4HRS IN-CLASS

Learn the basics about chemicals, dust, noise, stress, fatigue, violence and bullying with this introductory health course.



Passport Plus - Tools and Plant

4HRS IN-CLASS

Learn how to stay safe around common tools and plant on this safety awareness course.



All of our Passport Plus courses will renew your Site Safety Card (Passport) for two years.



4 HRS IN-CLASS

2 HRS WEBINAR + ONLINE AVAILABLE



PASSPORT PLUS – FLEXI (ONLINE + CLASSROOM)

Who should attend this course?

Workers and anyone looking for a flexible, cost-effective option to renew Site Safety Card. This course will suit learners who want the freedom to study at their own pace, while still receiving in-class time with one of our expert health and safety advisors.

Introduction

Passport Plus – Flexi (Online + Classroom), combines the advantages of both online and in-class learning. With access to online modules and a two-hour in-class session, learners can select the topics most relevant to them, while still getting a solid grounding in how to stay safe on site. The Passport Plus – Flexi is designed to give learners the best of both worlds: choice, flexibility and in-class time with our expert health and safety advisors.

Benefits

- › Simple, cost-effective way to renew Site Safety Cards
- › Freedom to study online at your own pace at a time and location that suits you
- › Flexible, relevant, regularly updated information
- › A solid grounding in health and safety essentials

Course content

This course includes a two-hour in-class session and access to two online modules. Each module is interactive and engaging, featuring images, audio and quizzes. Learners select from a library of regularly updated topics - all they need is an email address and a computer or tablet with internet. Each user-friendly module takes approximately 20-30 minutes to complete and is designed so learners can work at their own pace.

Select any **two modules** from our library, which

currently includes:

- › Asbestos
- › Noise
- › Worker Basics
- › Manual Handling
- › Mobile Plant
- › Electrical Safety
- › Consultants: Legislation
- › Consultants: Influencing Safety

The two-hour in-class session introduces key health and safety principles, including:

- › The reasons to being safe
- › How role models influence the actions of other workers
- › How to make health and safety conversation positive
- › How health and safety culture and the mindset are shaped by role models and conversations
- › What actions to take to improve worker health and safety.

Online modules must be completed within 60 days of booking the course. Learners must complete the two online modules and the in-class session before receiving their Site Safety Card (Passport).

ASSESSMENT

IN-CLASS AND
ONLINE MODULES

What will I receive?



A Site Safety Card/
Passport
(valid for two years)



Four Licensed Building
Practitioner points
(learner to register)



Three credits can count
towards the Health and
Safety in Construction
Programme



Access to online modules

*The Site Safe Passport
Handbook and Learner Wallet
Card will be made available in
the classroom to pick-up.*

N.B ONLY ONE PASSPORT PLUS COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME. ONLINE COURSE CONTENT MAY VARY. ONLINE COURSE CONTENT MAY VARY. CHECKOUT OUR WEBSITE FOR ONLINE COURSE DETAILS.



4HRS IN-CLASS



PASSPORT PLUS – HEIGHT

Who should attend this course?

Anyone looking for a cost-effective option for renewing their Site Safety Card. This course is suitable for workers, contractors and managers who need to be aware of the risks of working at height. It's also suitable for those who are new to working at height and those who have already completed a Site Safe Foundation Passport level course.

Introduction

A four-hour safety behaviour course that builds on the height knowledge introduced in the entry-level Foundation Passport courses. Learners discover how to identify and control some of the key risks associated with working at height and develop an understanding that safety is the responsibility of everyone on site. Shaping health and safety through positive conversations is a key focus of this course.

Aim

- › Understand how keeping themselves and others safe is a major part of their role as a worker and/or employer.
- › Understand how their actions and inactions affect their lives and those around them.

Course content

Passport Plus – Height is divided into two parts, each part running for two hours.

Part One features a two-hour safety behaviour module including:

- › The reasons to being safe
- › How role models influence the actions of other workers
- › How to make health and safety conversation positive
- › How health and safety culture and the mindset are shaped by role models and conversations
- › What actions to take to improve worker health and safety.

Part Two features a two-hour technical module including:

- › The risk assessment process and hierarchy of controls (review from the Foundation Passport course)
- › How to identify hazards and safe use of:
 - › Mobile elevating work platforms.
 - › Scaffolds and edge protection.
 - › Safety nets and safety mesh.
- › How to identify the types and safe use of safety harness systems.
- › How to select, set-up and use a ladder safely.

Course format

- › Two-hour safety behaviour module
- › Two-hour height-specific module
- › Discussions
- › Videos

Please note there are no Unit Standards attached to the Passport Plus – Height course.

The course renews Site Safety Cards, but does not renew height and harness training.

ASSESSMENT

IN-CLASS

What will I receive?



A Site Safety Card/
Passport
(valid for two years)



Four Licensed Building
Practitioner points
(learner to register)



Three credits can count
towards the Health and
Safety in Construction
Programme

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Handbook and Learner Wallet
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4 HRS IN-CLASS



PASSPORT PLUS – WORKER HEALTH

Who should attend this course?

Anyone looking for a cost-effective option for renewing their Site Safety Card. This course is suitable for all workers, contractors and managers in the construction industry. It's also suitable for those who have already completed a Site Safe Foundation Passport level course.

Introduction

A four-hour safety behaviour course that builds on the health and environment knowledge introduced in the entry-level Foundation Passport courses. Learners get to discuss and identify some of the key risks associated with working in the construction industry. Learners will develop an understanding of health and safety controls which will help prevent the serious and sometimes long-term effect of these risks on their health. Shaping health and safety through positive conversations is a key focus of this course.

Aim

- › Understand how keeping themselves and others safe is a major part of their role as a worker and/or employer.
- › Understand how their actions and inactions affect their lives and those around them.

Course content

Passport Plus – Worker Health is divided into two parts, each part running for two hours.

Part One features a two-hour safety behaviour module including:

- › The reasons to being safe
- › How role models influence the actions of other workers
- › How to make health and safety conversation positive
- › How health and safety culture and the mindset are shaped by role models and conversations

- › What actions to take to improve worker health and safety.

Part Two features a two-hour worker health-specific module including:

- › The risk assessment process and hierarchy of controls (review from the Foundation Passport course)
- › How to identify hazards and safe practices for:
 - › Hazardous substances
 - › Noise
- › How to identify causes and ways to address:
 - › Stress and fatigue
 - › Fatigue
 - › Drugs and alcohol
 - › Workplace violence and bullying.
- › Wellbeing initiatives to keep themselves and others healthy and safe.

Course format

- › Two-hour safety behaviour module
- › Two-hour worker health specific module
- › Discussions
- › Videos

Please note that there are no Unit Standards attached to the Passport Plus – Worker Health course.

ASSESSMENT

IN-CLASS

What will I receive?



A Site Safety Card/
Passport
(valid for two years)



Four Licensed Building
Practitioner points
(learner to register)



Three credits can count
towards the Health and
Safety in Construction
Programme

*The Site Safe Passport
Handbook and Learner Wallet
Card will be made available in
the classroom to pick-up.*

N.B ONLY ONE PASSPORT PLUS COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME. ONLINE COURSE CONTENT MAY VARY.



4HRS IN-CLASS



PASSPORT PLUS – TOOLS AND PLANT

Who should attend this course?

Anyone looking for a cost-effective option for renewing their Site Safety Card. This course is suitable for all workers, contractors and managers who may need to be aware of the risks of working with tools and plant. It's also suitable for those who have already completed a Site Safe Foundation Passport level course.

Introduction

A four-hour safety behaviour course that builds on the tools and plant knowledge introduced in the entry-level Foundation Passport courses. Learners get to discuss and identify some of the key risks associated with tools and plant as well as appropriate controls to keep themselves and others safe. Shaping health and safety through positive conversations is a key focus of this course.

Aim

- › Understand how keeping themselves and others safe is a major part of their role as a worker and/or employer.
- › Understand how their actions and inactions affect their lives and those around them.

Course content

Passport Plus – Tools and Plant is divided into two parts, each part running for two hours.

Part One features a two-hour safety behaviour module including:

- › The reasons to being safe
- › How role models influence the actions of other workers
- › How to make health and safety conversation positive
- › How health and safety culture and the mindset are shaped by role models and conversations

- › What actions to take to improve worker health and safety.

Part Two features a two-hour technical module including:

- › The risk assessment process and hierarchy of controls (review from the Foundation Passport course)
- › How to identify hazards and controls involved when:
 - › Using various tools and equipment
 - › Working around mobile plant and machinery.
- › How to identify safe practices when guiding or spotting for mobile plant
- › To identify the importance of housekeeping.

Course format

- › Two-hour safety behaviour module
- › Two-hour height-specific module
- › Discussions
- › Animations

Please note that there are no Unit Standards attached to the Passport Plus – Tools and Plant course.

ASSESSMENT

IN-CLASS

What will I receive?



A Site Safety Card/
Passport
(valid for two years)



Four Licensed Building
Practitioner points
(learner to register)



Three credits can count
towards the Health and
Safety in Construction
Programme

*The Site Safe Passport
Handbook and Learner Wallet
Card will be made available in
the classroom to pick-up.*

N.B ONLY ONE PASSPORT PLUS COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME. ONLINE COURSE CONTENT MAY VARY.



STEP UP TO OUR ONE OR TWO-DAY COURSES

Choose the skills and learning that best suit you.

Site Safe has a range of one and two-day courses that can further expand your health and safety skills and knowledge. All the courses listed here will renew your Site Safety Card.

Every course you complete brings you a step closer to our NZQA recognised qualification, the Health and Safety in Construction programme. Completing the programme awards learners with the New Zealand Certificate in Workplace Health and Safety Practice (Level 3). To achieve the certificate, you simply need to complete a range of courses and workplace evidence to a total of 40 certificate credits.

1. Start with a Foundation Passport and Passport Plus course
2. Choose a learner pathway or create your own
3. Complete two of the three mandatory courses *
4. Submit your workplace evidence
5. Once you've completed 40 credits, you'll be eligible to receive the certificate and graduate

N.B ONLY ONE FOUNDATION PASSPORT AND PASSPORT PLUS COURSE CAN BE COUNTED TOWARDS YOUR FULL PROGRAMME



To achieve the programme, you will need to complete at least two of the three mandatory courses marked with an asterisk

Accident Investigation and Prevention

Gain the skills to effectively participate in any step in the accident and incident investigation process.

1 DAY ➤ 7 CERTIFICATE CREDITS

Health and Safety in Contracting

Understand your role and responsibility in influencing the contracting process from a Health and Safety perspective.

1 DAY ➤ 7 CERTIFICATE CREDITS

* Leadership in Safety

Lead an improved safety culture and implement effective health and safety systems.

1 DAY ➤ 7 CERTIFICATE CREDITS

* Risk Management

Unit Standard 30265

Designed to assist you in implementing and improving your company's risk management framework and processes.

1 DAY ➤ 8 CERTIFICATE CREDITS

Training and Supervising Workers

Examine the link between your workers' training needs, experience and competency.

1 DAY ➤ 7 CERTIFICATE CREDITS

Health and Safety Representative

Unit Standard 29315

Understand your legal responsibilities and gain skills in working with management as a Health and Safety Representative.

2 DAYS ➤ 9 CERTIFICATE CREDITS

First Aid Construction Safety

Unit Standard 6401 & 6402

In conjunction with St John, learn essential first aid skills for the construction industry.

1 DAY ➤ 2 CERTIFICATE CREDITS

Safety Harness Systems

Unit Standard 23229

The knowledge, skills and resources to work safely at height, and use personal safety harness equipment under supervision.

1 DAY ➤ 6 CERTIFICATE CREDITS

Registered Electrical Workers

Renew your Electrical Workers Registration Board (EWRB) practicing license and First Aid/ CPR.

1 DAY ➤ 4 CERTIFICATE CREDITS

* Site-Specific Safety Planning

Learn how to complete Site-Specific Safety Plans (SSSPs).

1 DAY ➤ 7 CERTIFICATE CREDITS

Advanced Safety Harness Systems

Unit Standard 23229 & 15757

A mix of theory-based and practical learning providing the skills to work safely at height; how to use personal safety harness equipment while working both in restraint and arrest.

2 DAYS ➤ 9 CERTIFICATE CREDITS

Supervisor

Unit Standard 21970

On-site leadership skills in construction health and safety.

2 DAYS ➤ 10 CERTIFICATE CREDITS

Other Providers: You can also credit Unit Standards achieved through other training providers towards your Site Safe programme. Site Safe will recognise up to 10 Unit Standard credits. For more information please refer to the Health and Safety in Construction Programme Handbook.



SITE SAFE

Te Kaitiaki o Haumaru

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