Te waihanga i tētahi SSSP

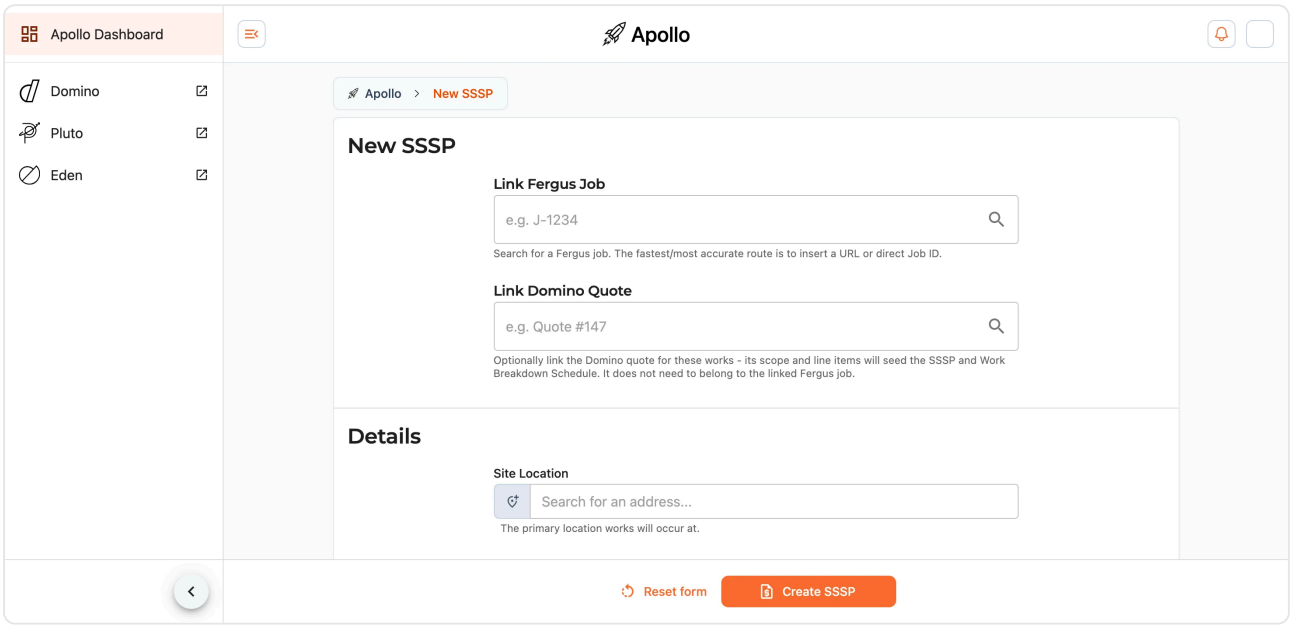
EST. 6 MINUTE READING TIME

Kia mōhio mai: I whakamāoritia aunoatia tēnei whārangi mai i te reo Ingarihi taketake, koia tonu te putanga whaimana. Pānuitia ki te reo Ingarihi

Tģmatahia he SSSP hłu mā te pātene **Waihanga Hłu** i te papatohu, haere tika atu rānei ki:

- https://eden.samconsulting.co.nz/apollo/new

Ka hangaia he SSSP mai i tētahi puka poto me te hłkai ka whāngaihia e koe ki roto. Whakamłhiotia a *Apollo* mł te wāhi mahi me ngā tāngata e whai wāhi ana, hoatu te hłkai mahi ki a ia, ā, māna e whakatakoto he tauira mł ngā tšraru, ngā kaupare, te tātaritanga mahi, me te hłtaka mahi hei whakatikatika māu. Ka tiakina aunoatia tł ahunga whakamua i a koe e mahi ana - tae atu ki te wiki kotahi - kia taea ai e koe te mawehe atu me te hoki mai ki te whakaoti ā muri atu.



Te tģmata i tētahi SSSP hłu mā te hono i tētahi mahi Fergus.

Me Tģmata ki Hea

Ka tuwhera te puka me ētahi huarahi tere e rua hei whakatł i te SSSP mai i ngā mahi kua oti kē i a koe:

- **Honoa he mahi Fergus** - rapua te mahi ā, ka tł mai a *Apollo* i ngā mea kua młhiotia kētia e ia, tae atu ki te wāhitau o te wāhi mahi me ngā kłnae katoa kua whakapiria atu ki reira.
- **Honoa he tštohu utu Domino** - rapua he tštohu utu (hei tauira `Quote #147`) ā, mā tłna hłkai me łna tšemi rārangi e whakatł te SSSP me te Work Breakdown Structure (te hanganga wāwāhi mahi).

Mehemea ka hiahia kē koe ki te tģmata mai i te kore, kłwhiria **Tāuruhia ngā taipitopito ā-ringa**, tukua tłtika atu rānei he tuhinga hłkai ki runga i te whārangi hei tģmata mai i tētahi kłnae.

Ngā Taipitopito

Ka hopukina e te wāhanga **Ngā Taipitopito** ngā kłrero matua o te mahere:

- **Wāhi Pae Mahi** - te wāhitau e mahia ai te mahi. Mā te hono i tētahi mahi Fergus tēnei e whakakī māu.
- **Wāhi Tari** - te tari e whakahaerehia ai te mahi, he mea kōwhiri mai i ngā wāhi o tō pakihi.

- **Ngā Kaiwhakamahi** - ngā tāngata whai kawenga mō tēnei mahi: te **Kaiwhakahaere Kaupapa**, te **Pōtiti Pae Mahi**, me te **Kaiwhakahaere Haumaru**, me tētahi nama waea whakapā mō ia tangata.
- **Ngā Rā** - te **Rā Tīmata** me te **Rā Whakaoti** kua whakamaheretia mō te mahi.

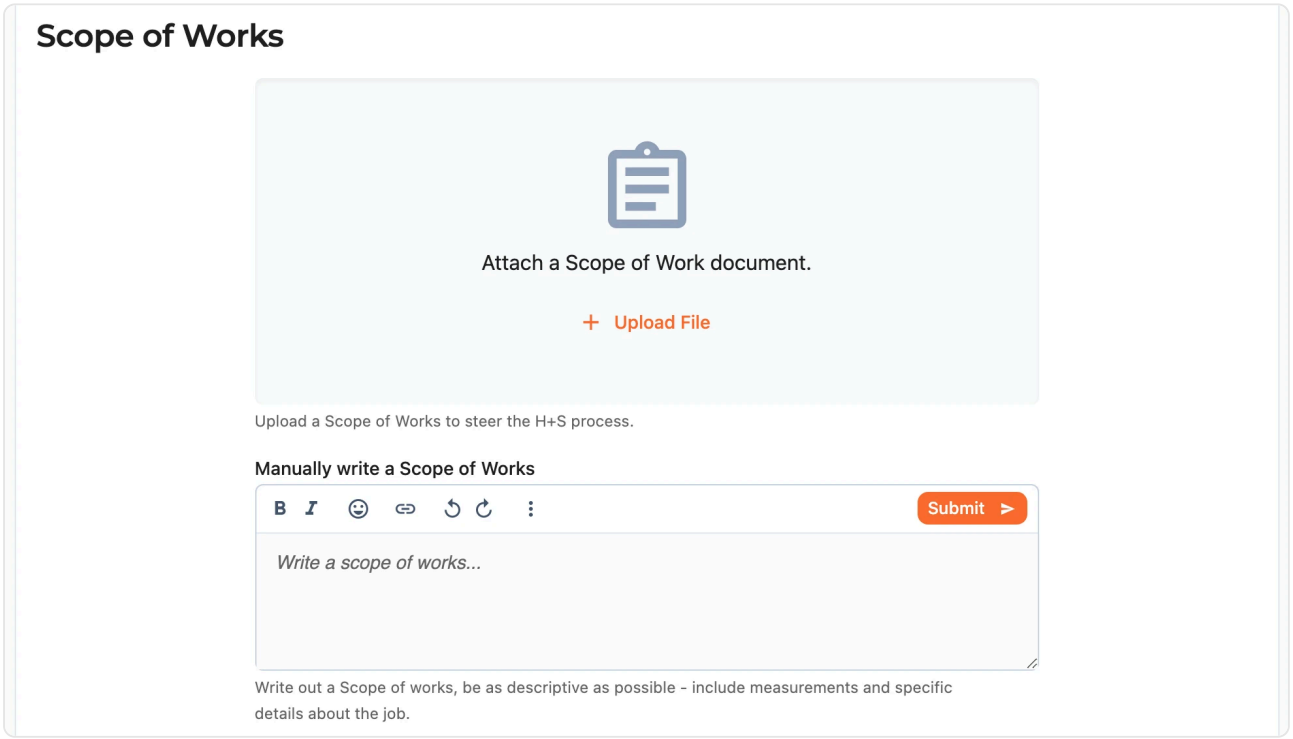
Ngā Hui

Whakaritea kia pēhea te auau o te whakahaere i ngā tikanga haumaru ki te pae mahi. He mea kōwhiri ia mea mai i tētahi rārangi, kaua kē he mea patopato, kia ōrite tonu ai ngā kupu kei te mahere ka tāia i ngā wā katoa:

- **Tirohanga Pae Mahi** - he tirohanga hauora me te haumaru ki te pae mahi katoa. `None`, `Just Once`, `Daily`, `Weekly`, `Fortnightly`, `Monthly`, or `As Needed`. E tūtohua ana kia kotahi anake te wā.
- **Toolbox Talks** (ngā kōrero pouaka taputapu) - he kōrero poto a te tira mō te haumaru ki te pae mahi. `None`, `Just Once`, `Daily`, `Weekly`, or `Fortnightly`. Ka tukuna he karere kuputuhi, he īmēra hoki ki te tira i runga i tēnei auau i waenga i te rā tīmata me te rā whakaoti; mō tētahi mahi kua whakaritea kia kotahi anake te wā, ka whakamaharatia rātou i ia wiki kia tuhia rā anō tētahi kōrero. Ko te tautuhinga taunoa he ia wiki mō ngā mahi e $30,000 te utu neke atu rānei, ā, he kotahi anake te wā mō ngā mahi iti iho i tēnā.
- **Tātari Mahi** - te arotake me te whakahou i te tātari mahi. `None`, `Just Once`, `Daily`, `Weekly`, `Fortnightly`, `Monthly`, or `As Needed`. E tūtohua ana kia kotahi anake te wā.

Te Whānuitanga o ngā Mahi

Koinei te mea e ārahi ana i te tukanga katoa. Tukua ngā tuhinga hei tūāpapa mō te mahere - he tuhinga whānuitanga mahi, he pūrongo kua tohua, he whakaahua rānei - ā, ka pānuitia e *Apollo* hei kimi i ngā tūraru, ngā mahi, me te hōtaka. Ka taea e koe te tō tika i ngā kōnae ki runga i te whārangi ka tuku ai, ā, ka whakaae a *Apollo* ki ngā whakaahua, ngā PDF, me ngā kōnae noa o Office, Pages, me OpenDocument.



Mēnā i honoa e koe tētahi mahi Fergus, ka taea hoki e koe te whakamahi i te **Auto-generate Scope of Works from Fergus Job** (whakaputa aunoa i te whānuitanga o ngā mahi mai i te mahi Fergus) hei hanga i te whānuitanga mai i ngā mea kei te mahi kē.

Tuhipoka: ka rere ki te papamuri te whakaputa whānuitanga mahi mai i tētahi mahi Fergus, ā, he torutoru meneti te roa.

Whirihoranga

Mā te wāhanga **Whirihoranga** e whakaatu ki a *Apollo* ngā mea hei whakaaroaro ina tuhi hukihuki ia i te mahere. Kua kā kē te **Whirihoranga Aunoa** i te taunoa, ā, ka tuku i te A.I. kia whakatau i ēnei tautuhinga mai i tō hōkai mahi, e tika ana tēnei mō te nuinga o ngā mahi.



Whakawetohia te **Whirihoranga Aunoa** ina hiahia koe ki te tautuhi ko koe anake:

- **Mahi Mōrearea, Rauemi Mōrearea rānei** - e whai wāhi ana te mahi ki ngā mahi tūpono nui ake pērā i ngā wāhi teitei, ngā wāhi kōpā, ngā rua keri, te mahi hiko, te mahi wera, te wāwāhi rānei.
- **Me Whai Papa Mōrearea** - ka whakaatuhia he papa mōrearea ki te pae mahi.
- **Āpepeto** - kei reira te āpepeto, e mahia ana rānei.
- **He Mahi Me Pānui** - me pānui te mahi ki a WorkSafe (hei tauira, he tūāpapa kei te 5m, ki runga ake rānei, he rua keri rānei kei te 1.5m, hōhonu ake rānei). Ina whakakāngia tēnei, ka taea e koe te tuhi i te **Tohutoro WorkSafe** (hei tauira `ON-abcd1234`).
- **Ka Nohoia te Rawa i te Wā o ngā Mahi** - ka noho ngā tāngata ki roto, ka whakamahi rānei i te rawa i te wā e mahia ana ngā mahi.
- **E Pā ana ngā Mahi ki te Hunga Kaumātua, Tamariki, Whakaraerae rānei** - me tino tiaki ngā tāngata kei te taha o te pae mahi.

Te Hanga i te SSSP

Ina rite koe, whakamahia te pae tiaki kei raro o te whārangi hei hanga i te SSSP, tautuhi anō rānei i te puka kia tīmata anō. Kātahi ka whakarite a *Apollo* i te Site Specific Safety Plan (Mahere Haumaru Tauwhāiti ki te Pae) me te Work Breakdown Structure (hanganga wāwāhi mahi) i te papamuri.

Tuhipoka: ka tae koe ki tētahi mata **SSSP is being prepared** (kei te whakaritea te SSSP) i te wā e mahia ana tēnei. I te nuinga o te wā he ruarua noa iho ngā meneti te roa, ā, ka taea e koe te mātaki i te kokenga, te hoki mai rānei ā muri ake - ka utaina anō te whārangi ki te kaihanga ina rite.