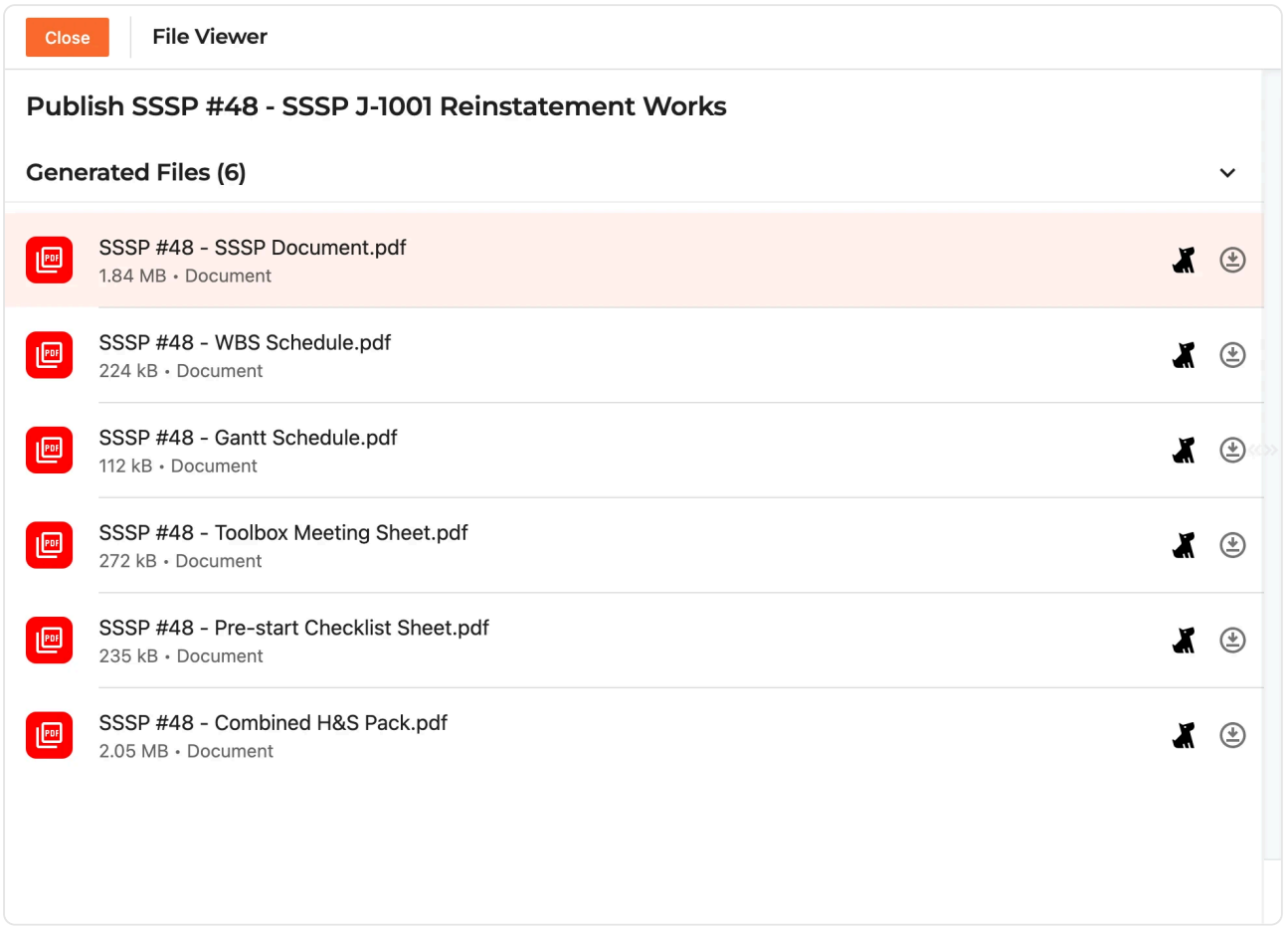
Te Whakaputa

EST. 5 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

Kia rite ana te mahere, ka hurihia e *Apollo* hei huinga tuhinga kua oti ka taea e koe te hoatu ki ngā kaimahi, ki te kiritaki, ki a WorkSafe rānei. Whakamahia te **Publish SSSP** i te hiku o te kaihanga hei whakaputa i aua tuhinga.



Ngā tuhinga kua whakaputaina, kua rite hei arokite me te tikiake.

E iwa ngā tuhinga ka whakaputaina e *Apollo* mai i te mahere kotahi:

- **Site Safety Brief** (Whakarāpopoto Haumaru Pae) - he kōrero poto mā ngā kaimahi e kotahi ki te rua whārangi te roa: ngā tūraru matua o te mahi i runga i te reo mārama, ngā taipitopito ohotata, me te rārangi arowhai a te kaitirotiro mahi mō te tīmatanga o te mahi. Hei uhi hoki tēnei kei mua o te pōkai whakakotahi.
- **SSSP Document** (Tuhinga SSSP) - te Mahere Haumaru Motuhake mō te Pae (Site Specific Safety Plan) whānui, tae atu ki te whakangungu me te matatau o ngā tāngata me ngā kaikirimana iti i runga i te mahi.
- **WBS Schedule** (Hōtaka WBS) - te Work Breakdown Structure (Wāwāhitanga Mahi) hei hōtaka ā-tuhituhi.
- **Gantt Schedule** (Hōtaka Gantt) - taua hōtaka tonu kua whakatakotoria ki runga i tētahi rārangi wā.
- **Toolbox Meeting Sheet** (Puka Hui Pouaka Taputapu) - te rārangi take mō ngā kōrerorero pouaka taputapu i te pae mahi.
- **Pre-start Checklist Sheet** (Puka Rārangi Arowhai i Mua i te Tīmata) - ngā arowhai ka mahia e ngā kaimahi i mua i te tīmata.

- **Site Induction & Sign-in Register** (Rēhita Whakataki Pae me te Waitohu) - te puka hei whakataki i te tangata, ā, ka waitohu rātou. Ka kohia ngā taipitopito ohotata, ngā whakatūpato o te pae, ngā tūraru matua o te mahi, te PPE me ngā ture o te pae ki te whārangi kotahi, ā, ka whai mai he rēhita hei tuhi mā ia tangata ka uru mai ki te pae i tōna ingoa, tōna kamupene, tōna umanga, me ōna wā tomo mai, wā puta atu hoki.
- **Pūrongo Pānga Taiao** - ngā tukunga haurehu kati mahana me ngā rerenga rawa o ngā mahi e whakapaetia ana, i tuhia mō te hunga nā rātou aua mahi i tono.
- **Combined H&S Pack** (Pōkai Hauora me te Haumaru Whakakotahi) - ngā tuhinga haumaru me ngā tuhinga hōtaka kua kohia ki roto i te pōkai kotahi.

Tīpakohia tētahi tuhinga hei arokite, ā, whakamahia te pātene tikiake (⬇) i tōna rārangi hei tiaki ki tō pūrere. Ko te **Combined H&S Pack** te mea hei whiriwhiri ina hiahia koe ki te tuku i ngā mea katoa i te wā kotahi. Kua waihotia rawatia te **Pūrongo Pānga Taiao** ki waho o taua pōkai - ka tukuna tēnei ki tētahi kaipānui kē mō tētahi take kē, nō reira ka haere motuhake ia.

Ngā puka a Morgan Project Services

Mō ngā mahi e whakahaerehia ana e Morgan Project Services, e rua ngā puka ake a MPS hei whakakī, hei whakahoki hoki: ko tā rātou **SSSP Checklist** (Rārangi Arowhai SSSP) me tā rātou **Preliminary Works Programme** (Hōtaka Mahi Tuatahi). Whakakāngia te **Morgan Project Services forms** - e wātea ana i te whārangi SSSP Hou tonu ina hanga koe i te mahere, ā, i muri mai hoki i te wāhanga Whirihoranga o te kaihanga - ā, mā te whakaputa e whakaputa mai ngā mea e rua, kua oti kē te whakakī - kua whakautua te rārangi arowhai mai i te mahere, ā, kua hainatia mō te taha ki te kamupene, ā, kei te hōtaka mahi tō Work Breakdown Structure kua whakarāpopotongia ki ōna tohupae taumata teitei. Ka tāngia ki runga i te pane reta ake a MPS, kaua ki tōu, kua rite tonu hei tuku atu, ā, pērā i te Pūrongo Pānga Taiao, ka haere motuhake ki waho o te pōkai.

Ko te pane kerēme o te rārangi arowhai - te kaiinihua, tā rātou nama kerēme me te kaiwhakarite ngaronga (loss adjuster) - ka whakakīia mai i te pae **Claim details** i runga ake i te wāhanga Whirihoranga, ā, mā te **Pull from Fergus** aua taipitopito e pānui mai i te mahi māu.

Aratau Putanga

Ka taea te whakaputa i ngā tuhinga i raro i tētahi o ā mātou waitohu. E whakaatu ana te **Output Mode** i te waitohu e whakamahia ana i tēnei wā - ko **Duncan & Taylor** i te taunoa - ā, ka taea e koe te huri ki a **Garth**, ki a **Flooring Design** rānei kia mau ai ngā tuhinga kua oti i te pane reta tika.

Te tuku ki Fergus

Mēnā i tīmatahia te SSSP mai i tētahi mahi Fergus, he mahi **Send to Fergus** anō tā ia tuhinga e whakakōnae tika ana ki te mahi i roto i Fergus, kia noho tahi ai ngā pepa ki te taha o ngā mea katoa mō taua mahi.

Te whakaputa anō

Mēnā ka whakarerekētia e koe te mahere i muri i te whakaputanga, whakamahia te **Regenerate** hei waihanga anō i ngā tuhinga mai i te putanga hou rawa. Kia pērā rawa rā anō koe, ka pupuri a *Apollo* i te huinga kua oti kē te hanga kia tere ai te huaki.

Tuhipoka: whakaputa anō i ngā wā katoa i muri i te whakatika i te mahere, kia ōrite ai ngā tuhinga ka tohatohaina e koe ki ngā mea kei roto i te builder (kaihanga). Mēnā kāore tētahi tuhinga e puta mai, tāmatahia ka whakamātau anō, whakapā atu rānei ki support@samconsulting.co.nz.