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| C:\Users\shiree\documents\My Box Files\My Box Files\1. Clients\Clemenger\Worksafe\letter.jpg | Submission form |
| |  | | --- | | Submissions close:  **Friday, 8 December, 2017 at 5 pm**  Email this form to: [Guidance and Education Development](mailto:GuidanceandEducationDevelopment@Worksafe.govt.nz)  Subject line: Submission - Safe Work with Precast ConcreteGPG  OR send by post:  Submission - Safe Work with Precast Concrete GPG  Attention: Guidance and Education Development team  WorkSafe New Zealand  PO Box 165  WELLINGTON 6140 | | |

## SUBMISSION: SAFE WORK WITH PRECAST CONCRETE Good practice guidelines

Please use this submission form to comment on our draft guidelines. The form has space for you to:

* respond to questions about the guidelines
* comment on particular sections
* provide overall comments.

Thank you for taking the time to provide feedback.

**PLEASE PROVIDE DETAILS BELOW**

|  |  |
| --- | --- |
| Your name  If this is a joint response, include other people’s names too. |  |
| Are you submitting this:  (*Hover over box and click to ‘tick’. Tick only one box*.)  as an individual or individuals (not on behalf of an organisation)?  on behalf of a group, organisation, or business?  If yes, add group, organisation or business name. |  |
| Your postal address |  |
| Your telephone number, with area code |  |
| Email |  |

I wish to keep my contact details confidential

WorkSafe New Zealand will manage any personal information you supply in accordance with the *Privacy Act 1993*. If your response is made publicly available, your contact details will only be removed *if you have ticked the confidentiality box above*.

WorkSafe New Zealand may post your response on our website at [www.worksafe.govt.nz](http://www.worksafe.govt.nz). We may make your response available if answering a request under the *Official Information Act 1982*.

## Questions

Please:

* reply to the questions below
* provide additional feedback on the sections that are most relevant to you
* state your points clearly and back them up with reasons. Where possible, please include or refer to supporting evidence.

You do not need to answer all these questions, or limit your responses to these questions. There is space at the end of the form to provide general comments.

**EASE OF UNDERSTANDING**

1. Are the guidelines easy to read? Please consider the language used, as well as the overall structure and layout.

**Comment/suggestion:**

**COVERAGE**

1. Do the guidelines adequately cover how to keep workers safe when handling, transporting and erecting precast concrete? If no, please identify any additional points that should be covered, and explain why.

**Comment/suggestion:**

**TECHNICAL ACCURACY**

1. Is the technical information up-to-date and correct? If no, what changes do you recommend?

**Comment/suggestion:**

1. Has anything essential been missed out, or not covered in enough detail? If yes, please comment below.

**Comment/suggestion:**

**IMAGES**

1. Are the images (eg drawings) up-to-date and correct? If no, please explain.

**Comment/suggestion:**

1. Are there any essential images missing? If yes, please suggest what else could be included.

**Comment/suggestion:**

If you own any images (such as photos or diagrams) that WorkSafe could consider adapting or including (with your permission) in the new guidelines, please attach a copy to your submission.

**CHECKLISTS**

1. Are the checklists helpful?

**Comment/suggestion:**

1. Is there any information missing in particular checklists? If so, please identify the checklist/s and add your suggestions below.

**Comment/suggestion:**

**KEY HAZARDS**

Several sections list key hazards (what could go wrong and possible causes).

1. Have the most important hazards been identified?

**Comment/suggestion:**

1. Are there other hazards that should be included? If so, please identify these hazards and clearly specify which section they belong in.

**Comment/suggestion:**

**COMMENTS ON SPECIFIC SECTIONS**

Please add any additional comments or suggestions for specific sections below. State your points clearly and back them up with reasons. If you have only general comments, please skip to the last page.

For each comment or suggestion, please identify the relevant section (or sub-section) number and name. For example: Section 6.2 – Design Phases.

**Section number and name:**

**Comment/suggestion:**

**Section number and name:**

**Comment/suggestion:**

**Section number and name:**

**Comment/suggestion:**

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**Section number and name:**

**Comment/suggestion:**

**GENERAL COMMENTS\*[[1]](#footnote-1)**

(For example, any overall suggestions for how the guidelines could be improved).

Thank you for taking the time to provide feedback.

1. \* You are welcome to include further information with your submission. If you are sending your submission electronically and attaching a file, the file must be no more than 8Mb. We accept the following formats: Microsoft Word, Text, PDF, ZIP, JPEG. [↑](#footnote-ref-1)