

Installing Portacabins onto Private Property at Edgecumbe – MBIE/WDC Protocol ONLY

Checklist for WDC Liveable Homes Project Team

Property Address _____

Date: _____

The following outlines a general guideline process to assist in the installation of MBIE provided portacabins onto private properties in Edgecumbe. Any specific H&S matters that may arise on a specific property need to be documented and addressed. The checklist boxes are for WDC.

Procedure

1. *Householder registers with MBIE Temporary Accommodation Service (0508 754 163)*

- Completes Registration
- Registration assessed and eligibility for assistance confirmed
- If eligible, household accommodation needs assessed and accommodation options provided
- If option for consideration is a portacabin on own site, then:
 - MBIE send request to Whakatāne District Council (Liveable Homes Project Team) for site assessment

2. *Site assessment (WDC Liveable Homes Rep)*

• Determine current status of site and buildings work (i.e. silt removal, asbestos testing, construction site etc.)		
• Determine suitability of location on site and site access requirements, separation distance from other buildings and ability of separate building work from cabin		
• Determine access to power, water, sewer, stormwater services		
• If site not suitable then advise MBIE TAS outlining and documenting reason		
• If site suitable <ul style="list-style-type: none"> ○ Ensure photographs of site are taken and stored in WDC system ○ Advise MBIE TAS ○ Prepare Site Plan ○ Prepare H&S hazard assessment (trees, powerlines etc.) and road access safety and footpath closure requirements identified ○ Prepare safety plan 		

3. Prior to Install of Portacabins (WDC Liveable Homes Rep)

• Receive confirmation from MBIE that cabin is available and tenant agrees to conditions, then		
• Receive email and phone advice from delivery contractor of delivery date and time		
• Agree and site specific safety issues with contractor		
• Mark location of cabin and orientation of cabin with dazzle on site		
• Make arrangements for service connections and gas supply		
• Ensure that primary contractor in charge of site is notified		
• Ensure asbestos clearance certificate for building has been issued		
• Ensure that the site outside of the building has been cleared of asbestos (refer WDC Recovery Office advice notice)		

4. Portacabin Installation (WDC Liveable Homes)

• Conduct brief pre start meeting with delivery contractor to agree SSSP		
• Ensure worksite safety plan followed, ensure primary contractor work site procedures are followed		
• Ensure appropriate road access and footpath closure is in force with appropriate signage and barriers during delivery and installation, if required		
• Ensure worksite has only approved portacabin installers onsite		
• Ensure that services are identified and certified tradespersons undertake connections (e.g. electrical, plumbing)		
• Take measurements for construction of steps (access)		
• Electrician to provide to Horizons certification requirement. This ensures that if power is livened at the street either the house is electrically safe or that it is locked at the powerbox. The portacabin would then need to be wired or plugged in at the appropriate safe location.		

5. Property Manager issues use advice to residents (MBIE/Property Manager)

- Silt – general public health notice advisory
- Site works safety
- Asbestos procedure if found on site at any time
- Ventilation and heating requirements
- Any site issues from primary site contractor

6. Portacabins Removal (WDC)

• Receive notification from MBIE for removal		
• Ensure photographs are taken prior to removal and immediately after removal and stored on WDC system		
• Certified Trades to disconnect services and reinstate and tidy		
• Site safety assessed		
• Ensure road and footpath safety processes signage and barriers are in place, if required		
• Ensure only approved removers and supervisors are onsite for removal process		