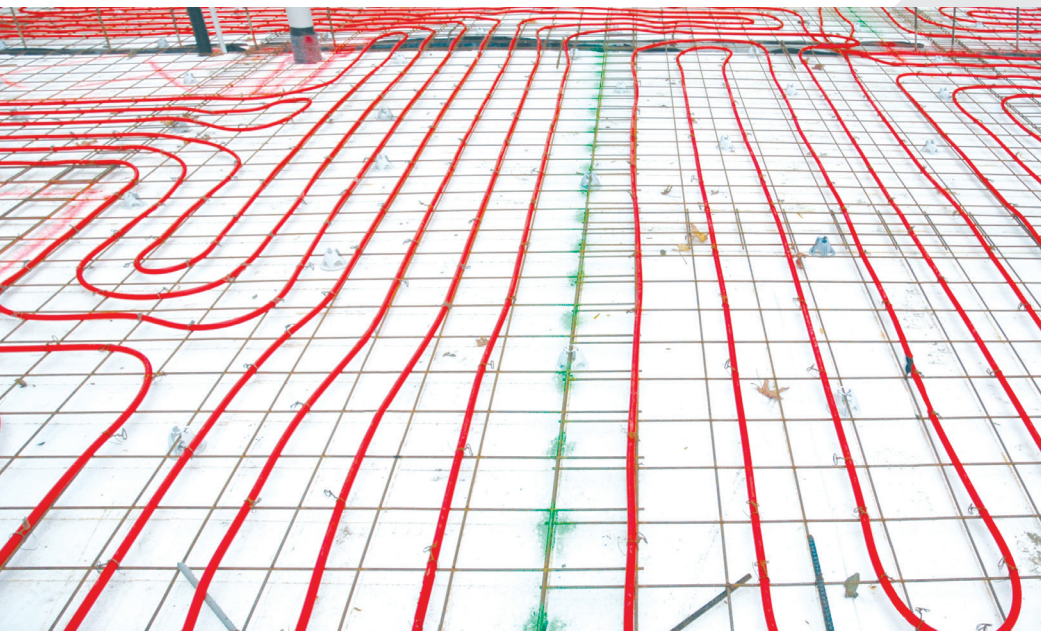


# builder'smate



## INDUSTRY NEWS

### Hazardous substances

New regulations covering hazardous substances came into force on 1 December 2017. They aim to reduce harm in work-related activities. Hazardous substances such as fuels, solvents, adhesives and so on are common on construction sites.

Worksites need to keep an inventory of the hazardous substances present. You can find more information at [www.worksafe.govt.nz](http://www.worksafe.govt.nz). There is guidance around storing goods safely and preparing for emergencies. An online Hazardous Substances Toolbox helps businesses comply with their responsibilities.

### 2017 Apprentice of the Year

Vincent Hubbard from Hamilton has been named Registered Master Builders CARTERS 2017 Apprentice of the Year. Second place went to Jack Clifford from Napier and third place to Logan Alderson from Manurewa.

### Seminar – keeping water out

The latest BRANZ seminar looks at the rules and principles for designing, detailing and installing waterproofing to basements, bathrooms and decks. It runs from late November and into February 2018. Find more at [branz.arlo.co/find-a-course](http://branz.arlo.co/find-a-course)

## ON THE RECORD

Not keeping good site records can lead to hours of expensive arguments and even threats of court action or loss of an LBP licence. Here's how to avoid the stress, keep everyone sweet and keep your money in your pocket.

It is common for contractors to be called back by a client with questions about the work they've done. How many coats of paint were used, and what was the brand? Or can the builder fix up a crack or dent in a bench?

Answering is easy if you've kept good site records with photographs and a site diary. That dent in a bench? You may be able to show the bench was fine at handover if you have the photographs to prove it.

Smartphones or digital cameras can record where framing and in-wall services are while they are still visible. They can show how a job was done, the materials used and the condition at handover. There are plenty of apps you can use to save and organise the images.

Use a smartphone or camera to record:

- reinforcing layouts and in-slab pipework
- bracing fixing >



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## HAMMER 'N' NAILS



- the position of in-wall services
- the location/depth of service trenches
- drains installed behind retaining walls
- materials delivered damaged
- the results of bad weather or vandalism.

Use a site diary to record:

- phone calls and verbal instructions from the client, designer, building inspector or engineer – record date, time and what was said
- when additional drawings were delivered to site
- important verbal instructions you gave to staff or subcontractors, with date, time and person spoken to
- contract variations by project manager, designer or client
- material deliveries, including condition – keep delivery dockets
- if incorrect or substandard materials are delivered, keep a note of when the supplier was notified and when the materials were replaced

- work progress and quality checks
- site safety issues [there are very specific requirements around recording site accidents – see [www.worksafe.govt.nz](http://www.worksafe.govt.nz)]
- moisture content readings of timber or concrete
- problems encountered – incomplete drawings, high winds/heavy rain
- site visitors
- inspections – who was there, what was inspected and the outcome.

At the end of the day, you'll then be able to answer any questions thrown at you. The information will be useful to the building owner and future builders doing alterations – which could be you!

### LBP's and records

Licensed building practitioners (LBP's) not providing appropriate records is a common

complaint made to the Building Practitioners Board. By law, LBP's working on restricted building work must complete a record of work and provide it to the building owner and the territorial authority.

You identify what restricted work you have carried out or supervised, even if you didn't do all of it. You can download a record of work form and fill it in on a computer, but you will need to print it out before you can sign and date it.

LBP's also need good site records where on-the-job work forms part of skills maintenance requirements. Examples include:

- being introduced to a new system or product or way of working
- receiving on-the-job training from someone more experienced
- doing a job that is new to you, such as fixing claddings in the extra-high wind zone.

## LBP guidance for supervision

In August 2017, MBIE issued a practice note on supervision for LBP's.

Under the Building Act, an LBP with the appropriate licence can supervise restricted building work (RBW). By letting licensed people supervise unlicensed people, unlicensed workers learn skills on the job and the industry has more people building.

But supervising workers requires different skills from actually doing the work directly.

The practice note gives some key considerations such as:

- the type/complexity of work supervised [risky details require more oversight]
- the experience of people being supervised [low-skilled people typically require more direct supervision]
- the supervisor's understanding of the individual's skills [someone you know to be competent at a task may require less supervision]
- the geographic spread of the work being supervised [time on site is essential – there are limits to remote supervision].

Coming back to site records, LBP's must accurately complete a record of work or certificate of work for work that was supervised. If a combination of actual work and supervision was carried out, that should be explained. A record of work will be held on council files for the life of the building it applies to.

You can find the practice note here: [www.lbp.govt.nz/lbp/im-an-lbp/practice-notes/](http://www.lbp.govt.nz/lbp/im-an-lbp/practice-notes/)



**WORKSAFE**  
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## Mouthpiece

Asbestos exposure remains the number one workplace killer in New Zealand. Each year, around 170 New Zealanders die from asbestos-related diseases, such as mesothelioma and lung cancer.

In 2016, new regulations introduced a raft of measures to improve the practices of people working in and around asbestos, designed to reduce the number of people exposed to airborne asbestos fibres.

For tradies, the Health and Safety at Work Act 2015 and the asbestos regulations require that you are trained with the skills to identify and safely handle asbestos. There is a range of readily available asbestos awareness courses across the country. They take a few hours and should be eligible for evidence of continued professional development. Do your research to ensure that the course you choose provides enough detail for your circumstances.

The regulations also introduce a requirement that a full asbestos survey is done before doing refurbishment and demolition work – if the structure was constructed or installed before 1

January 2000 or when asbestos has previously been identified. This survey should be invasive and is likely to require that, for example, wall coverings are removed or carpet pulled up to see what lurks beneath.

In thinking about whether a job is maintenance or refurbishment, ask yourself what is the primary purpose of the work to be carried out. Minor maintenance is upkeep, while refurbishment is more about improvements. For example, fixing a broken cabinet would not be considered refurbishment. However, if you are ripping the cabinetry out to put in a new kitchen, this would be considered refurbishment.

**WorkSafe New Zealand**

# DUST EXTRACTION DEVICES

Dust isn't just a nuisance on building sites – it can be a real health hazard. Breathing in wood dust or silica dust (from working on concrete or masonry) over prolonged periods can cause shortness of breath, coughing and even serious lung disease.

Dangerous particles that are too small to be seen can hang in the air for hours after the work that made them has finished. Not surprisingly, there is a legal duty for employers to prevent or adequately manage employee exposure to dangers such as dust.

Wearing the appropriate mask is crucial, but reducing and controlling the dust on site is just as important.

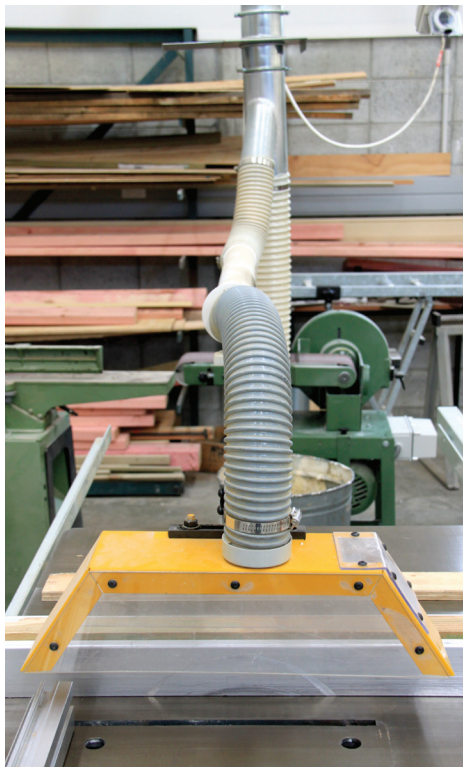
If you're in the market for power tools, look for ones with dust extraction systems.

On-tool extraction catches the dust as it is produced. The most basic forms have a disposable bag that can be directly attached to a sander or other power tool.

More effective are the local exhaust ventilation systems. These have a hood on the tool and tubing that carries the dust to a purpose-designed vacuum device that looks a bit like a household vacuum cleaner. Some manufacturers design entire systems that fit together. The hood should be designed for the tool and be as close as possible to the work surface. There are systems claimed to collect 90% of the dust.

Exhaust ventilation systems usually have filters in the vacuum part. Where filters are available for low, medium or high hazards, use at least a medium-hazard filter for silica or wood dusts. [Low-level filters are adequate for lower-risk dusts such as gypsum from plasterboard.]

The system must have enough suction to deal with the level of dust produced. Follow the manufacturer's instructions for use and maintenance. Use the correct disposable bags and empty the unit regularly, sealing the bags before disposal. Don't try to recycle disposable bags. Make sure you always have spares available.



Some power tools – especially saws – use a water suppression system to stop dust becoming airborne. Ensure that there will be enough water supplied for the whole time the work is being done.

Portable air scrubbers/air cleaners are also available. These suck in dusty air, filter it and send out clean air. Some rental firms hire them out.

Erecting dust barriers to enclose a room where work is very dusty is good practice. It is a no-brainer where you are doing renovations while the rest of the house is still occupied.

# build

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## ADVISORY HELPLINES

For the building and construction industry:

**0800 80 80 85**

For the homeowner and public enquiries:

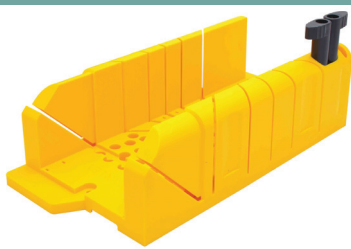
**0900 5 90 90**

Calls cost \$1.99 per minute plus GST

[branz.nz](http://branz.nz)

# Competition

Here is a tool



What is it?

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## A Milwaukee Multi Tool Kit worth \$399

The M12 12 v multi-function tool allows you to quickly finish jobs on wood, metal or plastic. Variable speed, professional performance.

The prize is provided courtesy of The ToolShed.

All you need to do is tell us the name of the mystery tool at the top of the page.

Email your answer to [buildersmate@branz.co.nz](mailto:buildersmate@branz.co.nz). Put "December Competition" in the subject line. The message should include your answer, your name, postal address and phone number. One entry per entrant please.

Don't forget to tell us where you picked up your copy of **Builder's Mate**! The winner will be the first correct entry drawn at 9 am on Friday 13 January 2018. Details will be posted on the BRANZ Ltd website ([www.branz.nz](http://www.branz.nz)) and in the next edition of **Builder's Mate** due out on 1 February 2018.



The winner of the **Builder's Mate 86** competition was Wayne Wilson of Papamoa. The mystery tool was a DeWalt brushcutter worth \$699.

### Terms and conditions:

Entry is open to all New Zealand residents except employees and immediate families of BRANZ and The ToolShed shops. The competition will close at 9 am on Friday 13 January 2018. The prize is not transferable for cash. The judge's decision is final. No correspondence will be entered into.

## + BUILDERS' APPS



In this series, we introduce some great apps and tools for your smartphone. The apps can be found in the iPhone store and/or the Android store. If you know any you'd like to recommend, email us the details at [buildersmate@branz.co.nz](mailto:buildersmate@branz.co.nz).



### DROPBOX

Dropbox is a cloud storage and file-sharing service. It gives you access to your files from nearly anywhere. It can integrate with a lot of other apps.



### RANKERS CAMPING NZ

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Standards referred to can be purchased from Standards New Zealand. Tel: 0800 782 632 or [www.standards.co.nz](http://www.standards.co.nz).

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