

# Job Expectations and Objectives

## Apprentice Carpenter



### **Personal Appearance and Conduct**

- Ensure your own appearance is tidy.
- Conduct a helpful and polite manner with other staff, sub-trades and clients.
- Ensure steel-capped boots have no steel showing through or rips/tears.
- Ensure no smoking occurs on any CD Build worksites, employees must be offsite to smoke/vape (check with foreman where is appropriate if unsure)
- No swearing in front of the client, Project Managers, Insurers, Architects or Engineers.

### **Staff Work Hours and Breaks**

- Start times may vary in accordance with duties involved onsite, general site hours are from 8.00am to 5pm Monday to Thursday, and 8.00am to 4pm Friday.
- Take regular, rest breaks during the working day.
- Chris Donnelly Builders is legally obliged to allow a minimum of two paid 10-minute rest breaks and one unpaid 30-minute meal break if the work period is six to eight hours long.
- DO NOT skip breaks in order to leave early as this leads to increased fatigue which creates more hazards.
- Expectation for all Chris Donnelly Builders staff to be onsite at least 5 minutes before work to prepare.

### **Tool Requirements**

#### **- Hand Tools**

- Chisels
- Square
- Roofing Square
- Level
- Apron
- Hammer
- Punches
- String line
- Chalk line
- Ruler
- Spade
- Shovel

#### **- Power Tools ( To be built up by end of apprenticeship)**

- Circular Saw
- Nail Gun - Gas/Battery Type
- Battery Drill
- Battery Impact Driver
- Electric Planer

- Tech screwdriver bits (CD Builders to replace once worn out)
- **PPE**
- Safety Boots (CD Builders allowance of \$100 annually)

### **Record Keeping**

- Hours kept for each day and including a brief summary of tasks.

### **Health and Safety**

- Ensure you sign in and out of the site each time you arrive or exit site.
- Make sure you are fully aware of emergency assembly points and emergency procedures.
- You will make sure you ask for an induction for each site you work at
- You will ensure a High vis vest/clothing are worn at all times
- Correct PPE worn when required
- Assist Site managers to identify hazards, mitigate these immediately using the Eliminate, Isolate, Minimise management structure. Assist site managers with writing up all hazards on the hazard board.
- Ensure you are working to a Task analysis for the job you are completing.
- Take part in toolbox talks weekly, make a point to run these occasionally to support the site manager.
- Fill in the incident/accident register whenever you have an accident or near-miss.
- Ensure all CD Builders power tools you use and your own gear have up to date Tags.
- Assist site manager in completing the site inspection report occasionally. These can be done by any trained carpenter or apprentice at the site managers discretion.
- Read and understand the Health and Safety Policies and SSSP.

### **Key Expectations**

- Listen carefully and carry out duties given to you by your site Foreman
- Ask questions for anything you are not sure about.
- Work diligently and courteously to carry out the task.
- Let the Site manager know of any materials that are running in short supply so more can be ordered.
- Support the Site manager as much as you can.
- When required by your site manager there is an expectation in this company to help out as much as you can, be flexible, work later on occasion as deadlines may need to be met.

### **CD Builders preferential items to assist you getting pay rises, (courses are done at your own cost):**

- Assist Site Managers in Meeting Deadlines, work hard.
- Read all your theory notes, complete all worksheet exercises
- Put your name forward for Health and Safety Representative roles (for senior apprentices)
- Ask “what can I do to be more involved with Health and Safety” and get delegated some responsibility.
- Be solutions focused – Proactive not reactive.

- Get your NZ certificate in Carpentry
- Obtain some higher level Site Safe Training, Gold Card, Supervisor courses
- Obtain a current 2-day Comprehensive First Aid Course
- Obtain Wheel, Tracks and Rollers if this interests you
- Read more books with any aspect helpful to construction and people management:  
Leadership, Construction Techniques