



Index

Section	Subject	Page
	Index	1-2
	Appendices Index	3
1	Health and Safety Policies	
	Commitment to Safety Management Practices	4-8
	Health & Safety Policy Statement	
2	Information for Employees	
	Key Roles Designated for Managing Health & Safety	9
	Information, Training and Supervision	10
	Environmental Planning	11
	Health and Safety Management Process	12
	OHS204 – Assignment of Duties	
	OHS205 – Organisation Structure	
3	Review Processes	
	Health & Safety Objectives and Management Plan	13-16
	OHS306 – H&S Event Tracking OHS307 – H&S Manual Document Change OHS308 – Workstation Assessment OHS309 – Record of Evacuation OHS310 – Emergency Evacuation Register OHS311 – Driving Licence Check OHS312 – Equipment Maintenance History OHS313 – Vehicle Maintenance Form OHS314 – H&S Committee Agenda Minutes Template OHS316 – Pre-Screening OHS317 – Stress Questionnaire OHS318 – Health Assessment	
4	Hazards	
	Hazards – What are they?	17



	Procedure for systematic identification of hazards	19-22
	Hazard Management Procedures	23-29
	Hazard Management Cycle	30
	Health Monitoring	31-38
	OHS415 – Hazard Identification Form OHS416 – H&S Site Check List OHS417 – Noise Levels OHS421 – New Hazard OHS422 – Quick Find it Fix it Form	
5	Hazardous Substances	
	Hazardous Substances	39-42



Section	Subject	Page
6	Personnel Protective Equipment	
	Procedures for Issue, Renewal and Maintenance of Personal Protective Equipment	43-44
	OHS618 – Personal Protective Equipment	
7	Inducting New Staff and Training	
	Procedures for Inducting and Training of Staff	45-53
	OHS719 – New Equipment Form OHS720 – Skills Matrix OHS721 – Training Attendance Record OHS722 – H&S Induction Program and Checklist	
8	Accident and Incident Reporting	
	Introduction and Objective	54
	Need for Accident Register and Procedures for Reporting, Recording and Investigating	55-63
	OHS824 – Record of Accident and Incident Form OHS825 – Accident and Incident Overview OHS826 – Accident and Incident Investigation Form	
9	Planning and Assignment of Duties	
	Health and Safety Committees. Functions and Procedures	64-67
10	Emergencies	
	General Emergencies and Types of Emergencies	68
	Emergency Officers Duties and Evacuation Procedures	69-76
	Potential Emergency Situations	76
	Post Critical Events and Processes	77-78
	Post Critical Event Flowchart	79
	OHS1029 – Call Out List for Emergency Plan	
11	Contractors	
	General and Induction of Contractors	80-84
11a	Duties of Persons in Control of the Workplace	



	Definition of Persons in Control of the Workplace and their Duties (PCBU)	85-88
	OHS1130 – Contractor Safety Induction OHS1131 – Contractor Induction Document OHS1132 – Health and Safety Information For Contractors Form OHS1133 – Contractors Acknowledgement of H&S Obligations OHS1134 – Contractors Performance Evaluation OHS1136 – Post Contract Overview	

Section	Subject	Page
12	Rehabilitation	
	Explanation, Introduction and Process for Rehabilitating an Employee Back In to The Workplace	89-92
	OHS1235 – Consent Form OHS1236 – Sample Letter to Doctor OHS1237 – Rehabilitation – Return to Work Plan	
13	Site Specific Safety Plans	
	Explanation, Introduction and Process for setting up and maintaining a Site Specific Safety Plan	93-95

Appendix - Index

Appendix 1	Health & Safety Terms and Definitions
Appendix 2	Health & Safety Forms List
Appendix 3	Records Register
Appendix 4	Hazard Register Forms List
Appendix 5	Health and Safety Objectives Management Plan
Appendix 6	Management Health and Safety Responsibilities
Appendix 7	Document (Manual) Control
Appendix 8	Specialist Advisors for Managing Specific Hazards
Appendix 9	Emergency Plan (Bound Booklet)



Appendix 10	Hazards Based Training Needs Analysis Plan
Appendix 11	Health & Safety Manager Induction Checklist
Appendix 12	Training Requirements
Appendix 13	Fire Extinguisher Facts
Appendix 14	Competency Register
Appendix 15	Computer Work Stations
Appendix 16	Accident Summary Register
Appendix 17	Visitors Register
Appendix 18	Employee Participation in Health and Safety
Appendix 19	Visitor Pass Procedure
Appendix 20	Staff Code of Conduct
Appendix 21	Stress Management
Appendix 22	Travel and Accommodation Policy
Appendix 23	Motor Vehicle Policy
Appendix 24	Eye Inspection and Glasses

1. HEALTH AND SAFETY POLICIES

Commitment to Safety Management Practices

Changing workplace culture is everyone's responsibility.

The Government can have an influence on workplace culture through various policy tools like ACC legislation and the Health and Safety at Work Act 2015. The Government thinks that at present there are not enough tools in place for the Government to persuade and require those employers who are not complying with the HSW Act to comply. The Government also thinks that the requirements for communication between employers and workers give only a passive role to workers and that this is unlikely to produce the best results. The objective of this Health and Safety Programme is to provide a practical system for understanding, managing and implementing the components required to comply with the Health & Safety at Work Act. The Company is committed to health and safety and will ensure, so far as is reasonably practicable, the health and safety of all our workers and other persons who may be put at risk from our work.



Following this process the annual improvement plan and associated objectives will be updated and re-issued.

Self-Assessment

Our Health and Safety Policy states as part of our H&S Process that each site undergo a self-assessed Health and Safety Audit on a regular basis to ensure all sites remain safe. These audits are completed as a minimum on a monthly basis.

8. Control of Health and Safety Documents (Document Control Process)

Our Health and Safety documents and information will be reviewed by the health and safety committee at their regular meetings. Changes will be made to the documents and information if the committee deems necessary. When creating, updating or altering health and safety documentation new documents are recorded with an issue date and version number, if appropriate. This is to track the health and safety Objectives and to ensure that everyone has the most current documents and information. It is the role of the health and safety manager or designated individual to ensure that if a document or information is updated or revoked that all workers are notified and receive the new documentation. Health and Safety documents are reviewed individually as the need for improvement or change arises. (See Appendix 5, if there is more than one H&S Manual, then Appendix 7 is also utilised). Records Register (Appendix 1, notes where records are located, the method of retention and the period for retention, along with the identification, Collection, Indexing, Filing, Storage, Maintenance and Disposal of records)

9. Availability of Health and Safety Information and Meetings

All office staff have access to all the health and safety information which is stored on the shared Drive. All site staff have regular meetings (Daily Toolbox Meetings on sites where required) to ensure that everyone is kept up to date with changing health and safety information.

Workers and contractors will be required to attend regular Health and Safety meetings where Health and Safety Issues will be discussed, and at the Daily Tool Box Meetings examples of these topics being discussed will cover: Activities being undertaken and the associated hazards, Incidents, Accidents and Near Misses.

If there is any significant change in our health and safety processes or documentation then a meeting will be called for all staff to attend. The Health and Safety Manager will maintain a workplace resource reference form and this will be held on the H&S Noticeboard.

These regular safety or toolbox meeting attended by all workers / subcontractors are documented, with the minutes including the meeting points, and a list of attendees.

Personal Protective Equipment, Plant and Equipment, Task Analysis Sign offs, Site Assessments, Emergency Plan, First Aid, Safe Operating Procedures, Responsibilities, Waste Management, Site Rules, After Hours Procedures, General Public, Movement around the Site, Hazardous Substances, Competency and Training Requirements, Inductions etc.

10. Corrective Actions & Management Review.

After each Management Review, the H&S Improvement Plan should be updated and agreement negotiated with the location or divisional Manager, to correct all the physical deficiencies and implement any other recommendations such as training and updating of procedures etc.

1.11. Worker Engagement and Communication



All relevant Health & Safety information will be displayed in all main work areas, lunchrooms and meeting rooms. Information will be on designated notice-boards, and changed and updated on a regular basis. Information will include Safety Meeting action minutes and regular Health & Safety Topics.

Appropriate communication will be established with all persons in our workplace to ensure all information regarding safety is passed on and that all workers have an opportunity to participate in all matters relating to safety.

As a Person Conducting a Business or Undertaking (PCBU) we will engage with our workers to help us:

- Identify hazards and assess risks;
- Make decisions about ways to Eliminate or Minimise risks;
- Make decisions about the adequacy of our health and safety facilities; and
- Decide on appropriate worker participation practices.

This will involve:

- Sharing information on health and safety with our workers;
- Allowing our workers to express their views, raise work health and safety issues and contribute to the decision making process;
- Taking into account the views of workers;
- Advising workers of the outcome of any discussions and decisions; and
- Involving any Health and Safety Reps in our discussions.

We will do this by:

- Inducting all workers to our job sites;
- Discussing job based hazards and risk controls with workers;
- Ensuring workers have an opportunity to participate in health and safety via Toolbox Meetings and by having (where applicable) health and safety representatives;
- Holding regular Health and Safety Meetings with management, workers and their representatives (as applicable);
- Agreeing (as a group) on any required actions and documenting these in our Toolbox Meetings Checklist; and
- Distributing/making Safety Meeting outcomes available to all workers.

1.12. Injury Management Policy

The management of this company will support the safe and early return to work of injured workers. As an employer we take all practicable steps to assist injured workers in vocational rehabilitation, where the worker is able to return to the same job.

Good business reasons for having effective injury management systems include:

- Holding on to workers
- Reducing lost work time due to injury
- Avoiding costs of recruitment and training
- Reducing compensation costs associated with long-term disability.
- Providing and maintaining adequate facilities for the welfare of our workers.

1.13. Appropriate medical treatment and management

When a worker reports an injury they should seek appropriate medical treatment and management – first aid on-site and / or a visit to a GP or A&E. The injury must be reported to their appropriate manager as soon as possible. If the worker does see a doctor they must tell their manager how they got on. Such as:

1. The diagnosis of the injury or condition



2. The type of treatment prescribed (e.g. physiotherapy, medication)
3. Advice on work tasks and hours, activities and pain relief.

The worker, Managers and the Health and Safety Manager should discuss the treatment provider's plan and implications for the workplace. The Manager may need to consider work options such as modified work tasks, graded return to work, and a worksite assessment.

1.14. Record the injury and complete an investigation

Ensure the incident/injury register is updated when a worker reports an injury.

Complete an investigation to identify hazards and contributing factors. Identify possible actions that could be taken to prevent similar injuries or medical conditions occurring again.

1.15. Maintain contact with the worker and discuss return to work options

When a worker has been prescribed time off work, someone needs to be assigned to keep in contact with the worker. It is important to discuss:

1. Worker concerns about job security and demands awaiting their return Workplace issues and changes
2. Different methods of return
3. Issues of getting to and from work



2. INFORMATION FOR EMPLOYEES (Workers)

KEY ROLES DESIGNATED FOR MANAGING HEALTH & SAFETY

Role	Responsibility
Director	Operational for ensuring the health and safety performance of company
Health and Safety Manager	Manage the H&S System. Produce monthly written reports summarizing: Accidents by root cause, incidents and near misses and training provided to staff. Regular reporting to the Board. Attend bi-monthly H&S Committee Meetings.
H&S Committee Chairperson	Provide external guidance and watchdog on the processes and adherence to them Chair the bi-monthly H&S Committee Meetings.
H&S Committee Secretary	Attend bi-monthly H&S Committee Meeting and take minutes. Send copy of minutes to appropriate managers. Update the "H&S Event Tracking Sheet" the day before the H&S and provide a copy to all attendees.
Managers and Supervisors	Manage the day-to-day H&S Compliance of their area within organisation allocated to them. i.e. staff induction, monthly audits, accident reporting and investigation, hazard identification routine and non-routine activities, evacuation management and contractor induction. Copy all relevant paperwork to H&S Committee Members and Health and Safety Manager. Check H&S Notice boards for their location. Managers/Supervisors participate in regular safety meetings or toolbox meetings in which the workers also attend, their job titles are noted in the minutes.
Health & Safety Committee Members	Attend bi-monthly H&S Committee Meetings. Be a watchdog for H&S for the area within organisation allocated to them; inductions, monthly audits, accident management, hazard management, evacuations. Complete "H&S Event Tracking Sheet" for their area within organisation allocated to them 2 days prior to H&S Committee Meeting – give to H&S Committee Secretary. Periodically Check H&S Notice boards for allocated locations.
Fire/Evacuation Wardens	Coordination of evacuation procedures. Fire Safety Inspections. Make recommendations to improve effectiveness of evacuations
First Aiders	Attend refresher training as required. Administer first aid as required. Maintain first aid supplies and register.



Accident Investigators	To investigate accidents, incidents and near misses to determine cause, whether a significant hazard was involved and recommend corrective actions. Discuss findings with Managers and report findings to the Health and Safety Manager.
-------------------------------	---

Information, Training and Supervision

- We will ensure all workers are sufficiently competent to do their work safely or are supervised by a competent person.
- We will ensure that all contractors are sufficiently competent and hold all the relevant qualifications for the work they are engaged to carry out.
- We will ensure workers receive adequate and readily understandable information, training, instruction and supervision relevant to the work they are doing (e.g. working at height, confined space entry etc).
- Inexperienced workers will be supervised at all times until they are deemed competent to carry out work unsupervised.
- Workers will also be trained in the safe use of equipment, including the use and maintenance of Personal Protective Equipment (PPE).
- We will maintain a record of worker training in our Training Plan and Register and ensure it is updated regularly.
- Supervisors will complete Internal and External training to ensure they are competent in health and safety management.
- The Hazard Register will be used at regular intervals to refresh workers on the workplace hazards and the required risk controls.
- Worker training needs will be discussed at Toolbox Meetings and training scheduled as part of our ongoing up skilling programme.
- Training needs will be documented in the Toolbox Meeting Checklist and in individual Training Plan and Registers.
- Any event (accidents, incidents or near miss) where a lack of adequate training has been identified as a factor contributing to the event, will be raised and discussed at a health and safety Toolbox Meeting.



1. Understanding of Responsibilities

Demonstrate knowledge of Health & Safety responsibilities.

2. Performance against Responsibilities

Be effective in carrying out responsibilities.
Ensure health & safety standards are met.

3. Accident /Incident Management

Ensure timely and accurate reporting and recording of accidents and/or incidents.
Ensure accidents and incidents are investigated.

4. Hazard Management

Ensure hazards are identified, assessed, controlled and monitored.
Ensure staff are told of significant hazards they may be exposed to and the controls in place to prevent harm.

5. Emergency Management

Ensure workers know what to do in an emergency.

6. Contractor/Visitor Management

Contractor safety performance is assessed and monitored.

7. Safety Communications

Regular safety communications with workers. E.g. emails, phone calls, noticeboards and meetings.
Know where and when to find information and specialist advice.

8. Training & Supervision

Ensure training needs assessed and appropriate training delivered.
Ensure new staff are supervised until deemed competent to work unsupervised.

9. Leadership & Objectives

Set example, walk the talk, set objectives.

10. Safe Housekeeping/Inspections

Encourage tidy workplace and regular hazard inspections.
Ensure plant preventative maintenance is actioned.

11. Safety Committee Contribution

Encourage worker participation in health & safety matters and use the safety committee as a resource.

12. Overall Safety Management

Demonstrate commitment to health & safety

13. Environmental Planning



The company recognizes the danger to the environment that hazardous substances, chemicals and some waste that refurbishment work can pose.

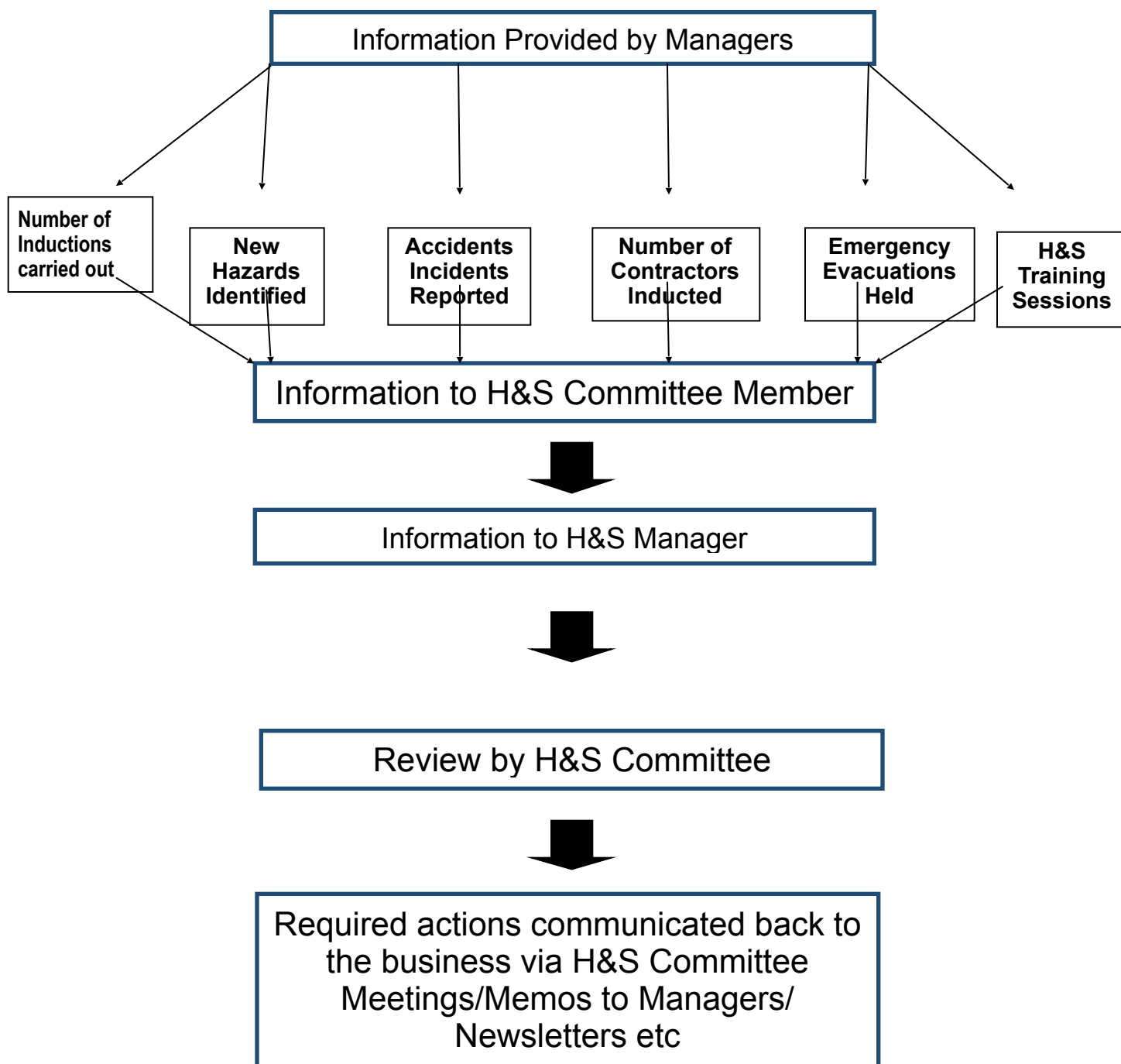
We will pursue all endeavors to ensure that no activity or action or inaction of their work will result in environmental damage or pollution.

Spill procedures will be in place and all hazardous substances and wastes will be removed in an appropriate manner. Chemicals will be used, stored and dispensed in an environmentally friendly manner, in line with the information given on the Material Safety Data Sheet.

Workers will be trained in environmental procedures which will include induction. Training will be recorded and retraining will occur on a 6-12 monthly basis or as required. Contractors will be questioned regarding their environmental policies and procedures prior to a contract being agreed to.



Health and Safety Management Process





Safety Performance Reviews (KPI's) are updated according to make sure the objectives are assigned, met and sign off within the agreed time-lines.

These objectives are listed below:

- To have no serious harm injuries
- To have no lost time from an injury in or from the workplace
- To report all near misses
- Regular review of health and safety processes to ensure the current remains relevant and effective

These objectives are set to be achieved within a 12 month time frame.

Construction Site Monitoring and review

We will ensure all workers are meeting the required standards of health and safety by conducting regular (e.g. weekly, fortnightly or monthly) Site Assessments and health and safety Toolbox Meetings. The supervisor or worker in control of the workplace is responsible for conducting Site Assessments and Toolbox Meetings. Site Assessment findings will be discussed with all workers at our regular Toolbox Meetings held at the workplace. Completed Site Assessment Checklists and Toolbox Meeting Checklists will be submitted to the principal for review at Monthly Health and Safety Meetings. A Monthly Health and Safety Meeting will be held to review our health and safety practices and performance. We will discuss findings from Site Assessments, Toolbox Meetings, any recorded accidents and incidents (events) and general health and safety matters. General health and safety matters will include reviewing existing hazards, worker training needs, PPE requirements, health monitoring, hazardous substances, plant and equipment other regulatory requirements and the sign off of annual objectives. Meetings will include participation and representation from all areas of the organisation, including workers, supervisors and management. All representatives are expected to participate.

3.3 Management Plan

Measurement of Outcomes

Accident and injury registers will be kept on each site and submitted monthly to be recorded and assessed within the office.

Meeting minutes will be made and recorded for each of the Health and Safety Committee meetings. Outcomes from each meeting will be relayed out to affected parties and kept for the annual review of the health and safety processes.

Quarterly progress or review meetings will be held to track the progress against Annual Management Objectives and Annual Program.

Review - These objectives are to be assessed and reviewed annually to replace completed objectives and ensure that they are relevant to the direction of the company and its workers.



Responsibility - It is the responsibility of all workers and visitors to avoid and identify all accidents and incidents that may cause harm to themselves or others. It is the responsibility of our company to provide a safe and healthy workplace for all workers and visitors. Relevant PPE will be provided to all workers. The review of health and safety processes will be undertaken by the health and safety committee. This annual review will also be accompanied by regular meetings to assess and rectify current performance.

3.4 Resource Allocation

Our company will provide hazard identification and display resources to minimise the possibility of injury within the workplace. First Aid kits will be provided in multiple locations at each site.

A designated meeting room or space will be provided for the regular meetings held by the Health and Safety Committee. This space will be booked for 60 – 90 minutes without interruption.

3.5 Stress and Fatigue

Stress and tiredness can also be a major factor in relation to any working role, this can not only be managed via open communication between the worker and their supervisor or line manager but also by making sure that they are taking regular breaks (holidays) from work. See an effective way of managing this can be by completing an analysis as a company of all outstanding holidays at any one time, company- wide. This should be done six monthly as a minimum and any individual that has a substantial amount of untaken annual leave should then arrange to take holiday.

3.6 Purchasing Procedures

It is the company's responsibility to provide Health and Safety equipment and to effectively resource to prevent harm to people. These resources could be actual equipment or training or could also include the modification of existing equipment to raise the bar Health and Safety wise and by making informed purchasing decisions reduce the risks of injury or possible near misses.



DIRECTORS Makes provision for improving H&S Systems and Processes in operating budgets, including cost of H&S related expenditures.
Items include: human resources, training and auditing as well as equipment upgrades.

HEALTH AND SAFETY MANAGER: Obtains Health & Safety information, including Material Safety Data sheets from suppliers, specifies Health & Safety requirements with purchase requisitions; ensures procured items meet relevant Health & Safety specifications. Also ensures all products/services meet Health & Safety standards or specifications.
NB: where H&S budgets are set annually, additional requirements and procurements are made on a case by case basis.

RESULT: as per Health and Policy Statement under the "Management Responsibilities for Health and Safety" by purchasing the correct H&S equipment and by having a purchasing procedure more facets of H&S procurements are covered and promote a safer working environment.



4. HAZARDS

4.1. Hazards – What are they?

A hazard is any activity, circumstance, event, process, occurrence, situation or substance that can cause harm.

We carry out activities, reviews of our processes, practices and procedures and we develop these to mitigate the risk and try to prevent our existing and any new workers from incurring an injury from hazards or prevent them from posing hazards to other workers, visitors or contractors.

Importantly we must identify the type of hazard we are dealing with and how this hazard may cause us harm either now or in the future, we may be dealing with a:

“Significant hazard” (definition) means a hazard that is an actual or potential cause or source of:

- (a) Serious harm; or
- (b) Harm, more than trivial, the severity of whose effects depend on the extent or frequency of exposure to the hazard; or
- (c) Harm that usually is not easily detectable, until a significant time after exposure to the hazard.
- (d) Near miss (see definition Appendix 1)

Ways we may go about dealing with hazards and adopting systems for assessing and evaluating are as follows:

Objective: an active method that systematically identifies assesses and manages the actual and potential hazards in the workplace, over which the employer has authority or influence.

The Health and Safety at Work Act 2015 is very specific about the system that must be used to determine controls for hazards.

- ELIMINATE
- ISOLATE
- MINIMISE
- MONITOR
- REVIEW

Elimination must be the first option considered for a hazard control:

- Remove the hazard totally (e.g. dispose of unwanted chemicals and substances).



- Design out a hazard – remove the hazard totally by design or modification (e.g. get rid of hazardous electrical leads crossing over access-ways by installing hot points at more suitable locations).
- Suitable for a non-hazardous alternative (e.g. substitute a toxic substance with a non-toxic alternative – use citric based detergents instead of ammonia or chlorine based).

If it is not practicable to eliminate a hazard, then you have to consider **isolating** the hazard as a control:

- Guard to prevent access (e.g. protection against hands getting into mechanisms that can crush or amputate or cut).
- Lock out/tag out systems for electrical plant and equipment.

Lock Out/Tag Out System

All work that effects or interferes with the supply or potential supply of gas, electricity or water shall be carried out under a Lock Out/ Tag Out system. This system shall consist of a physical lock being placed at the point of isolation with an identification tag with the name and number of the qualified person completing the isolation. Lock Out/ Tag Out systems must not be removed or reinstated by any person other than the person who installed them.

If it is not practical to eliminate or isolate a hazard, then and only then, can **minimization** be considered as a control:

- Procedures – standard operating procedures, instructions
- Systems – work permits, contractor selection process, staff performance appraisals etc.
- Training/competency assessment
- Personal protective equipment – Hi-Vis vests/jackets, safety footwear, gloves, safety glasses, etc
- Signage – warning signs, restricted access signs/keys.
- Safety equipment – residual current devices etc.
- Emergency plans.
- Occupational health monitoring.
- Inspections and checks.
- Audit and certifications.

In summary following are examples of hazards which may be found in our workplace:

Environmental Hazards: These are hazards such as noise, dust, temperature, lighting etc.

Equipment Hazards: Hazards that relate to plant and equipment in the workplace e.g. Knives

Physical Hazards: Hazards that can cause injury such as slips, cuts, burns, falling etc. e.g. Stairs

Chemical Hazards: Fumes, gases, aerosols, corrosives, solvents, poisons.

Biological Hazards: Infection, allergies etc.

Psycho-social Hazards: Some of the less physical hazards not necessarily recognisable such as stress, fatigue, drugs, alcohol, personality problems, boredom, long term effects of shift work.

Ergonomic Hazards: These are hazards that effect the body such as manual handling (not lifting things correctly which can lead to back problems), posture, occupational overuse syndrome (OOS & RSI).

Hazards may be previously existing, new, or potential

When identifying hazards consideration will be given to accident/incident records which provide an insight to causes of harm in the past.



4.2. Procedure for systematic identification of hazards

Along with identifying hazards within our buildings, hazard identification is used for routine and non-routine activities within our organisation.

The hazard identification methodologies we will use are:

- Hazard Identification by Risk Area: Divide workplace into risk areas and list everything that could cause harm.
- Hazard Identification by Task: Look at the tasks people carry out and the hazards involved in each step
- Hazard Identification by Occupation: Look at hazards associated with specific occupations

Hazard identification is also required whenever there are changes in operations, services, products, additions, alterations or changes to plant, equipment or process is planned and/or introduced. Once a hazard is identified, and appropriate temporary or permanent controls decided, the Coordinators will update the appropriate hazard registers. This data will come from several sources:

- Staff Hazard Reporting Forms OHS415
- Monthly Site Checks/Audits OHS416
- Accident and Incident reports and investigations OHS824-826

4.3. Hazard Identification (including recording)

With the assistance of workers and management, the Health and Safety Officer will identify and record hazards in the hazard management plan using the following mechanisms:

- Monthly workplace inspection forms
- Blank Hazard Management plans.
 - 1) Allows workers to independently bring attention to hazards.
 - 2) Collated periodically by Health and Safety Manager.
- Regular Health and Safety Committee meetings to incorporate Management and Workers.
- Dealing with a hazard “there and then”, where deemed appropriate. Workers and/or managers can advise the Health and Safety Manager of a hazard that they have identified and controlled informally.
- Accident Investigator following investigation of a workplace accident or near miss, thus linking the accident register with hazard management plan.

To enable all hazards to be identified in a positive manner and not accepted by default of familiarity, it should be noted that hazards include not only task factors e.g. awkward posture, but also system factors e.g. work organization, and culture factors e.g. conflicting safety and production goals.

4.4. Review of Procedures

The methodology for hazard identification and recording will be reviewed annually by the Health and Safety Manager.



Assessment of Hazards for Significance A significant hazard is a hazard that is an actual or potential cause or source of:-

- Serious harm; or
- Harm - the severity of which may depend on how often or how long a person is exposed to the hazard. E.g. OOS; or
- Harm that cannot be detected until a significant time after exposure. E.g. Noise

4.5. Procedure for Developing Appropriate Controls for Significant Hazards

Hazards that are assessed as "significant" present such a degree of risk that the Health and Safety at Work Act 2015 requires a formal approach in dealing with them. The primary aim is the **elimination** of significant hazards if practicable.

Once the significant hazards in the workplace have been identified, it is necessary to decide which of the three steps of elimination, isolation or minimisation is to be used to control each hazard.

Deciding on control options

For each of the identified significant hazards the following questions must be asked in order:

1. Can the hazard be eliminated?

This may involve removing or substituting the hazard or hazardous work practice from the workplace. If so, list the steps to achieve this.

If the hazard cannot be eliminated, why not?

2. Can the hazard be isolated from exposure to workers?

This may involve isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work areas. It could be done by marking off hazardous areas, or installing screens or barriers. If so, what steps are needed or, if not, then why not?

3. What will be done to minimise the likelihood of harm from the hazard?

Appropriate steps to minimise include:

- Introducing work practices that reduce the risk.
- Limit the amount of time a person is exposed to a particular hazard
- What equipment and clothing are needed to protect workers from the harm?
- How will workers' exposure to the hazard and their health in relation to the exposure be monitored?

The "all practicable steps" standard requires that the employer should choose the control that most reduces workers' exposure to the hazard.

Sources of reference when developing control measures include Codes of Practice, OSH guidelines and publications, industry standards, internet search engines and health & safety consultants.



4.6. Controlling hazards not determined to be significant.

Sections of the Worksafe NZ Act do not impose a hierarchy of controls (Eliminate, Isolate, Minimise) for hazards other than those determined to be significant. However, employers are still required to take all practicable steps to control such hazards under the general duties and duty to ensure the health & safety of workers sections may be applicable.

4.7. Hazard Review and Monitoring Timetable

After hazard control has been put in place we must monitor the hazard in the short term. Once short term monitoring is complete we must maintain a formal procedure to ensure that regular workplace self-inspections are carried out. It is the responsibility of the Health and Safety Manager to make sure these checks (a minimum of monthly) are carried out, it is not necessarily the Health and Safety Manager who is charged to carry these out as staff participation and training is encouraged. Supervisors will be responsible as well as the correctly trained workers. The Annual Health and Safety Program has the OHS416 Monthly Site Checklist time-lined monthly as a requirement to be carried out as well as the individual responsible for completing the hazard review and reporting back any deficiencies. The Health and Safety Manager will be charged with making sure that the inspection/audit is carried out within the correct time-line.

It is important that controls are determined and implemented are followed up and/or are reviewed to ensure that they are effective. Accident and incident data, and inspections may contribute to determining if controls that are in place are suitable. The Hazard Registers must be reviewed on a regular basis as a number of factors can influence the nature of hazards and the controls in place.

Advancements in the knowledge or nature of hazards and their potential to cause injury or illness.

Improvements to control methods for hazards i.e. new or improved technology

Changes or additions to legislation including legal precedents set through prosecutions.

Changes to work environment and personnel

Further information can be obtained on hazard management from Worksafe NZ including management of specific hazards at www.business.govt.nz/worksafe

The hazard register sets the hazard monitoring and review timetable for each specific hazard. It is the responsibility of the H&S Committee members to ensure that reviews are carried out annually for their designated area within organisation allocated to them.

Hazard reviews will focus on the effectiveness of control measures, to determine whether chosen control measures have been implemented as planned and whether there are any new problems introduced. If there are corrective actions required following a workplace inspection or site audit then these must be tracked to verify completion within the assigned timeframe, ensuring they are closed out.

4.8. New Hazards

With the introduction of any new or modified equipment, materials, services or work processes into the workplace, the most appropriate trainer (he or she who has the appropriate leadership, knowledge, experience and communication skills as determined by the supervisor) will identify and record hazards in the "hazard



management plan “. The trainer will ensure that all relevant information is obtained from the suppliers/importers; they will instruct the trainee in the correct process by doing-showing the desired process and then observing that the trainee can do the task safely without harming themselves or others in the workplace.

This information will be noted on the “New Equipment Form”

4.9. Hazard Assessment

Following identification of a hazard the Manager, Accident Investigator or Trainer must assess whether or not the hazards are significant. According to the health and safety in employment legislation, a significant hazard is one which causes (or could cause) serious harm, which is defined as:

- 1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function, respiratory disease, cancer, dermatological disease, communicable disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.*
- 2. Amputation of body part.*
- 3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.*
- 4. Loss of consciousness from lack of oxygen.*
- 5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.*
- 6. Any harm that causes the person harmed to be hospitalized for a period of 48 hours or more commencing within 7 days of the harms occurrence. OSS (Occupational Overuse Syndrome) is a special case for consideration.*

Thus, the assessment process is simply the classification in the hazard management plan of hazards using this definition of serious harm.



Hazard Management Procedures

General

Following identification and assessment, the Health and Safety Manager must put a plan in place (with external assistance where required) to develop controls, based on the eliminate-isolate-minimize hierarchy and possibly using information provided by workers in the identification stage, for all hazards. These controls must specify:

- 1) The “action proposed” and what the control is.
- 2) The “accountabilities:” and who is responsible for implementing the control.
- 3) The “frequency of monitoring” and by what date the control is to be implemented and how often the controls effectiveness will be monitored. These controls are also entered in the hazard management plan.

Radiation

UV radiation

Microwaves

Vibration

Mobile equipment operators

Hand tools

Environment

Pollutants

Spills

Water levels (too high/too low)

Incorrect disposal

Lighting

Going from a brightly lit environment to a dark

Temporary lighting not being adequate enough

Ergonomic

Repetitious movements

Weights

Postures

Work patterns

Environmental (heat/cold)

Construction

The following hazards are usually present or have the potential to occur at some stage during construction work:

- Visitors and contractors
- Trips and slips
- Electricity
- Ladders
- Plant & Equipment
- Power and Hand Tools



- Scaffolding
- Excavations
- Falls from Heights
- Stacked/Stored and Loose Materials – see below
- Hazardous Substances
- Overhead Work
- Moving Vehicles
- Noise – see below
- Manual Handling
- Biological Hazards
- Airborne Contaminants – see below
- Lone Workers
- Young/Inexperienced Workers
- Drugs and Alcohol

These hazards and others are listed in the SSSP.

Noise – Construction only

Where noise presents a hazard in the workplace we will ensure work is carried out in accordance with the Approved Code of Practice for the Management of Noise in the Workplace. Regardless of whether hearing protection is being worn, we will ensure that no worker is exposed to noise above the following levels:

- Eight hour equivalent continuous A-weighted sound pressure level of *%dB; and
- Peak sound pressure level of 140dB.

All staff will be issued with AS/NZ 1270-2002 Class 5 hearing protection for any work that exceeds noise levels of 85 decibels. Workers will get the option between ear muffs & ear plugs of a Class 5 level.

Where appropriate we will implement health monitoring of workers exposed to continuous or peak noise levels.

Dust & Airborne Particles – Construction only

Where exposure to dust and airborne particles presents a hazard in the workplace, we will ensure the workplace is monitored in accordance with WorkSafe NZ's fact sheet (April 2004), which outlines the following steps to be taken:

- Dust control methods are developed and used;
- Respiratory protection is provided;
- Air monitoring of the workplace is undertaken regularly;
- Workers are trained on the hazards associated with the work they are undertaking;
- Workers are trained on the correct use and maintenance of PPE provided; and
- Warning signs are put in place as required.

Loose Materials – Construction only

As required by workplace Regulations, where a worker could become entrapped or engulfed by materials e.g. excavations etc, we will provide a suitable and fit for purpose safety harness attached to a securely fastened lifeline. We will also ensure a suitably trained and competent worker is stationed to immediately rescue any worker who becomes trapped or engulfed.



- make sure appliance not used too close to stored hazardous chemicals
- electrical fixtures, cables and switches to be located in areas protected from wetness, moisture or physical and mechanical damage
- they are fitted with guards where practical

Faulty equipment identified during inspections or at other times is to be sent for repair immediately. Dismantled electrical equipment presents a far greater risk of shock and contact by workers is to be avoided.

FIRE HAZARD

Electricity can ignite a fire in a flammable environment by producing a spark or overheating cables or equipment. Plugs and Sockets are readily loaded. It is company policy that plug boards or adaptors, which can increase the number of appliances used from one, are fitted with RCD's. This is to ensure that circuits can't be overloaded and prevent a fire hazard.

HIGH RISK WORK – CONSTRUCTION

ELECTRICAL WORK

A qualified and registered electrician, with a current practicing licence, must carry out all prescribed electrical work as outlined in AS/NZS 3000-2007 Electrical Installations. All electrical work carried out must have a certificate of compliance provided by the electrician on completion.

GAS INSTALLATIONS

A qualified and registered gas fitter, with a current practicing licence, must carry out all installation work as outlined in AS/NZS 5601;2013 Gas Installations. All installation work carried out must have a certificate of compliance provided by the gas fitter upon completion.

WORKING AT HEIGHT

All work at height will be carried out in accordance with the best practice guidelines for Working at Height in New Zealand. All workers using harnesses at height will be trained in the safe use of a harness for fall protection when working at height Unit Standard (US) 23229 and all supervisors will be trained to US15757. If a Mobile Elevating Work Platform (MEWP) is required, then all work will be carried out in accordance with the best practice guidelines for MEWPs. Any worker required to operate a MEWP will be trained to the relevant US for the type of MEWP as outlined in the guidelines.

CONFINED SPACES

All work carried out in a confined space as defined by AS/NZS 2865:2001 Safe Working in a Confined Space, must be carried out in accordance with the standard. All workers undertaking work in a confined space will be trained to US 17599 & US 18426. All confined space work will be completed under a Permit to Work System

PERMIT TO WORK SYSTEMS

A Permit to Work must be issued by the person in charge of the workplace if the work being carried out requires it e.g. confined space entry, hot works etc.

There is a Permit to Work Form in our Site Specific Safety Plans.

MECHANICAL HAZARDS



Entanglement

Where clothing, hair, fingers or limbs can be caught between moving or stationary parts.

Impact

Where parts, like a belt driven arm is whipped over (an injury more likely to be sustained by a Contractor working on your premises) Sometimes these are not even slowed down when coming into contact with a part of the body.

Piercing or cutting

Sufficient in pressure to sever an arm or hand without overloading the equipment in any way.

Contact

Where a cut, abrasion or burn can be suffered.

Ejection

When some weakness occurs and causes pieces of metal to fly off at speed.

Trapping

When moving parts close onto, or into, fixed parts and trap the unwary.

NON MECHANICAL HAZARDS

People

Loose clothing, long hair, rings, watches, overalls, bracelets, earrings - all can be entangled.

Emissions of harmful substances

Dust, fumes, gases, liquids, vapours

Electrical hazards

AC DC or static can cause harm

Biological hazards

Damp conditions can grow algae or undesirable fungus

Vibration

Can cause “white finger” and can insidious harm, particularly if there is exposure over long periods. It can reduce the body’s efficiency. Low frequencies are more likely to cause this.

Ergonomics

Where people have to bend, twist or carry things unnecessarily or are the wrong height for where they are working, reaching too high for shelving etc.

HAZARD REGISTER



Our Hazard Register (including access to forms/checklists) will be held in the workplace and used as a reference document. This will be regularly reviewed at our Monthly Health and Safety Meetings and new hazards added once identified.

SAFEGUARDS

The law states there must be secure guarding, or protection from any dangerous part of equipment to ensure the operator is prevented from coming into contact with that part.

Manufacturers are required to produce equipment with safety guards fitted. Workers sometimes remove them which multiplies the exposure to injury considerably. It also puts other people, other than the operator at risk, and while this used to be unfair, it is now an offence with extremely heavy penalties after a successful prosecution.

Some of the older equipment relies on simple metal guards, but modern equipment have sophisticated protection procedures. Whichever equipment is in the place for work, the safety features are there for a purpose and are to be left in place.

REPAIRS

Because there are increased risks of injury when equipment is dis-mantled, there is need for extra awareness and control. Adding to the danger is the fact that most repairs and maintenance are carried out when the equipment has broken down and so there is a sense of urgency to get things operational as quickly as possible.

The real losses that occur because of breakdown are considerable. Usually these costs are difficult to monitor and so breakdowns are measured by the cost of repairs only, but the effects are more far reaching. So it makes sense to plan to minimize the risks of injury, because there will be a tendency to cut corners in order to get up and running quickly.

There will be two situations in the event of equipment breakdown. Either the repairs can be attended to in house or a contractor will be employed. In both cases it will pay to plan in advance what to do.

Consider the following steps: (in some cases only some of this list will apply)

1. Arrange warning signs (i.e. isolation of equipment signs)
2. Management to organize purchase of signage
3. Ensure workers are aware of the non-use of equipment until the repair is completed
4. Will the work require a permit?
5. Is the "repairer" qualified?
6. If power is involved it must be turned off and an isolation tag put in place
7. Inspect the area and identify any hazards
8. Provide protective clothing and equipment if necessary
9. Inspect everything before starting up again

Safe Plant and Equipment



We will ensure that all plant and equipment supplied to and used by workers is of the required standard and is in good working order with all safety mechanisms and guards intact. Where required, plant and equipment will have a Standard Operating Procedure (SOP) or manufacturers' instructions containing information on its safe operation and maintenance. If any plant or equipment is not in safe working order, it will be removed from service and repaired by a competent person before any further use. All plant and equipment will be recorded in the Plant and Equipment Register. It will be regularly checked using an appropriate checklist and maintained to a schedule. This document will be held in our office and regularly updated. It is the responsibility of the H&S Manager or Coordinator in control of the workplace to ensure the Plant and Equipment Register is kept up to date. Workers will be made aware of their obligation (during induction) to regularly inspect plant and equipment and to immediately stop work and report to their supervisor, if any damage or fault poses a risk of death, injury or illness. All operators will be both trained and competent to use plant and equipment or supervised by someone who is trained and competent. Suitable training will be recorded on workers' individual Training Plan Registers. Plant and equipment will be raised as an agenda item and discussed at our Monthly Health and Safety Meetings.

Vehicles and Forklifts

Before driving any vehicle/forklifts the driver/operator must be licensed. If you consider the vehicle is unsafe to drive, report to management and it will be checked out by an authorized mechanic. Any accidents should be reported to management so that the vehicle can be made safe. It is the responsibility of every driver/operator to carry out checks internally and externally to ensure the vehicle is in safe working condition. Regular checks of tyres and wheels, spare wheel, tow bar and any other attachments should be carried out.

All WOF and COF or Gas Certifications and registrations will be kept up to date, as well as routine servicing will be recorded. Drivers/Operators must not drive if they have taken alcohol, drugs or certain medications and must report the same to their Manager.

Workers are not permitted to drive or operate vehicle or equipment if they are fatigued.

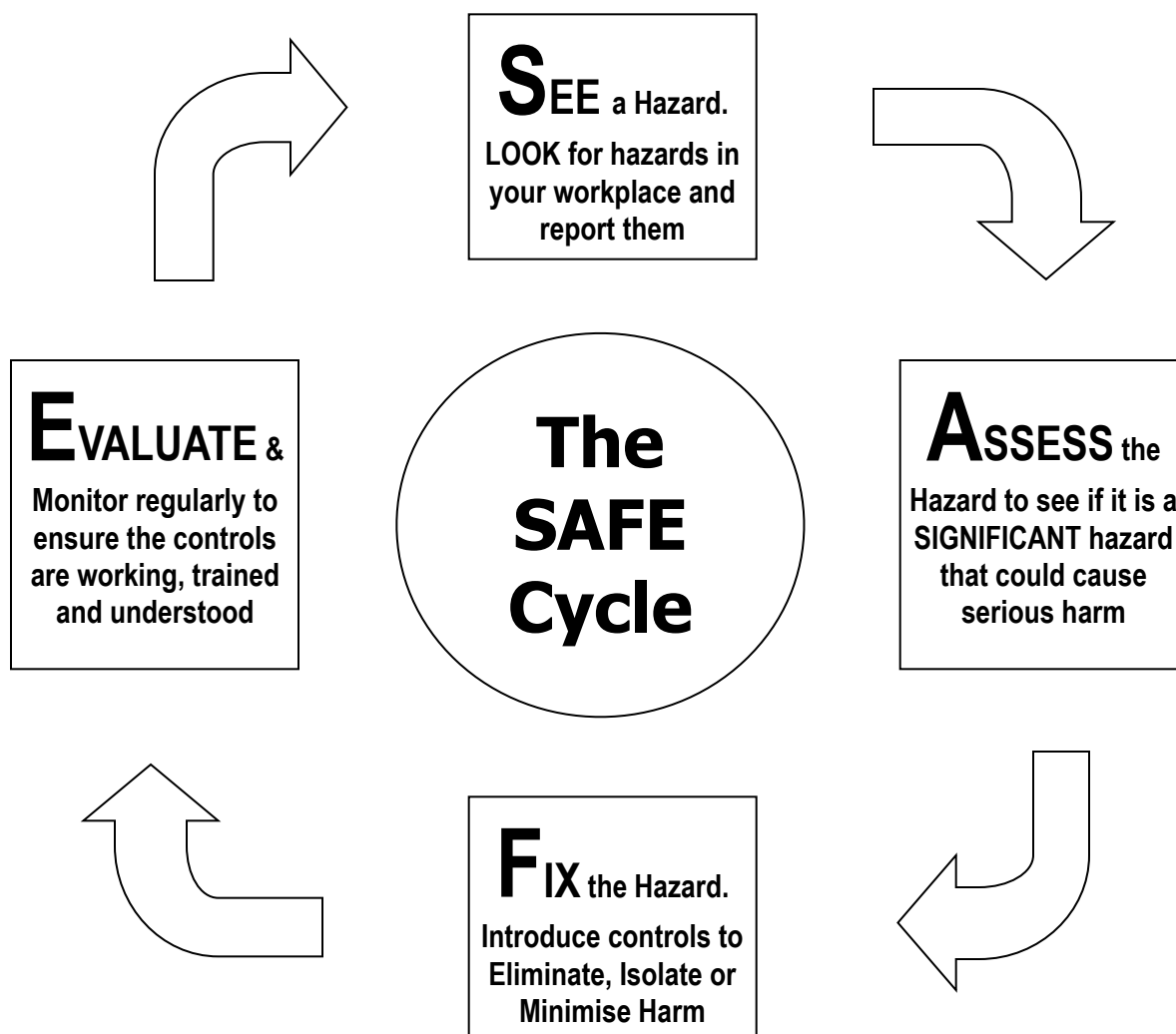
All operators must be familiar with safe load securing and regulations and it is the duty of management to ensure this knowledge is recent and enforced.

Special training courses are available and will be provided where necessary. Any road or equipment accident causing injury must be reported to the police within 24 hours and to the Manager immediately.

Workers are expected to acknowledge that equipment/plant/vehicles are another tool used in the course of work and must be used in a safe way and within the rules, to avoid the risk of injury to themselves and others.



HAZARD MANAGEMENT CYCLE



Health Monitoring



As required by the HSW Regulations, where there is the risk of a specific illness through exposure to hazards and these cannot be eliminated, we will minimise these risks by monitoring the health of our workers.

4.10. Process for Pre-Employment Screening (Baseline Health Monitoring)

Prior to employment the employing manager will ascertain from applicants if they have any pre-existing conditions that may present an unreasonable risk of harm to the applicant - or to others - arising out of the duties or exposure to hazards of the job. Although it is not currently identified as being an issue, if necessary pre-employment health screening that is related to particular hazards will be conducted e.g. audiometry testing.

The question should be put in the following terms as recommended by the Human Rights Commission.

'Have you had an injury or medical condition caused by gradual process, disease, or infection - for example, hearing loss, repetitive strain injuries, agricultural sensitivity, dust induced asthma, visual impairment - which the tasks of this job may aggravate or contribute to?'

If a medical examination is required to assess specific job related abilities (e.g., an eyesight test), this should be restricted to short-listed candidates.

This would then be a condition of employment. The company would then have a record of any existing conditions a new worker may have, so that these deficiencies are not aggravated by hazards the new worker may be exposed to in the course of their work.

All details of baseline monitoring will be made available to the worker and must remain confidential. The health monitoring will be completed by a suitably qualified practitioner or technician.

4.11. Process for Monitoring Workers' Health

If the Company employs staff that may be working in any of the following areas, it is recommended that before they commence work, and then at regular intervals, testing by approved health professionals be carried out. This will give a base line record to determine whether workers have any impairment or identifiable pre-conditions before commencing work (this could counter any later claim for work related compensation).

Exposure to hazards that may have a direct effect on health and where PPE is a requirement, there may be a requirement to monitor periodically the effectiveness of the equipment and controls. Health monitoring will also be conducted in the situation of a critical event occurring e.g. significant noise being experienced by the worker. The company will seek the worker's permission to monitor. Expert advice will be sought on the frequency and method of ongoing monitoring. This will be arranged by the Health and Safety Manager. Overall results of the monitoring will be given to the company who will notify workers in the area monitored.

We will monitor for, OOS, respiratory issues, stress & fatigue, noise induced hearing loss, and other long term illnesses such as asbestos and silica dust related cancers developed in the workplace. The H&S Committee will ensure this happens through the Managers.

The Managers should monitor workers for symptoms of continuing pain or discomfort on a regular basis. This is part of the duty to monitor and intervene with appropriate work load strategies or treatment to prevent gradual process injuries such as OOS/RSI etc.



4.12. Possible Risks to Workers' Health

Over a period of time, recording will identify whether any condition is appearing to worsen which may indicate or require a change in work practice, job rotation, precautionary measures, treatment etc.

- high noise levels
- regular use of computers (vision)
- regular use of chemicals
- regular use of hazardous substances
- regular use of biological agents

If monitoring is carried out (and the employer may require it to be done), then the worker must consent and the results of the monitoring must also be made available to the worker. If workers are monitored as a group they must be given their individual results or a group result, but no information that identifies the result of any other worker.

If a sub optimal result is found in any of the testing programme, the supervisor or Health and Safety Officer will, in consultation with the affected worker, inform OSH of this occurrence and then take the appropriate steps to safeguard the worker's ongoing health needs. This action may include isolation from the hazard or provision of safety equipment that will eliminate the problem.

Noise and previous exposure to in a prior role within another company may also be something that needs to be monitored, the most important thing to check is that the person is able to hear any audible alarm in the case of an emergency evacuation

Stress and tiredness can also be a major factor in relation to any working role, this can not only be managed via open communication between the worker and their supervisor or line manager but also by making sure that they are taking regular breaks (holidays) from work. See an effective way of managing this can be by completing an analysis as a company of all outstanding holidays at any one time, company- wide. This should be done six monthly as a minimum and any individual that has a substantial amount of untaken annual leave should then arrange to take holiday.

How to Assess the Risks to a Worker

- Identify workplace hazards requiring monitoring.
- Decide upon the appropriate monitoring method and strategy for the hazard, e.g. how, where, and for how long monitoring should be carried out.
- Carry out direct or indirect monitoring, e.g. blood samples for lead, dust samples for silica, lighting levels in an office.
- Compare results obtained against recognized standards, and interpret them to assess the extent of the control measures required.
- Take action to manage the place of work by implementing the correct control strategies.
- Repeat monitoring at appropriate intervals, or after process modification, to ensure controls are effective and compare against baseline results.



4.13 Monitoring and Surveillance Records

Record all monitoring results for future reference. Personal health records must be kept in secure facility to protect confidentiality.

Seek the informed consent of each worker before personal monitoring of their health. As with any medical record, unless a worker gives specific permission for such results to be made available to the employer, the results of personal health monitoring are confidential between that person and the provider carrying out the test.

The only personal health monitoring results to which an employer would otherwise have access would be group results with personal identities removed.

Employers are required to inform workers of the results of any workplace environmental or individual health monitoring whilst protecting the privacy of those monitored.

4.14 Administration staff and their Main Activities

It is just as important to monitor staff with lower risk activities as part of their normal working day. It is however harder in relation to the hazards they are exposed to don't seem as extreme but can be equally harmful especially over long periods of exposure if not recognized and avoided.

Firstly it is important to find out the history of the staff members employment and any previous hazards they may have been exposed to. By getting a potential staff member to complete a Pre-Employment Health Screening Form and existing staff to complete a Health Screening Form this will highlight any areas that may require further discussion or action. The completed forms will be held in secure facility to protect confidentiality. These forms will be completed annually, unless the worker has a pre-existing condition that dictates management of an illness or injury or ailment.

Work Stations – it is very important that the individual is comfortably seated with correct posture, especially those spending a lot of time in front of VDU's. There is a Work Station Assessment form that can be completed by each individual and this is a very basic prompt for the worker to address and consider the following:

WORK STATION DESIGN	ENVIRONMENT
Keyboard. Monitor. Mouse. Desk. Chair. OOS	Light. Glare. Noise. Temperature.

By concentrating on the above points then the worker is decreasing their chances of stress and fatigue to joints, muscle aches and pains and migraines.

It would be encouraged to do a re-check on this once a year as a minimum or if the office location changes.

There is also a fun on line tool that can be utilized on the Habit at Work Website, www.habitatwork.co.nz this not only serves to question each of the above points but goes more in depth with the prompts and ways to make an individual consider and respond to questions featured.



This provides a great forum to also increase the individuals understanding as to how their desk, chair and general positioning should be to ensure that they are set up in the best possible way, there is a percentage scoring result at the end of the “quiz” and the opportunity to print out a certificate recording the individuals’ results.

The worker then forwards this to the Health and Safety manager who will review it and discuss any possible improvements and changes required to the workers work station based on any conclusions gained from both the discussion and the quiz results. Any improvements and changes deemed necessary should be recorded and a time line agreed for the changes to be made, once addressed and signed off the documentation should be filed.

A staff member will be designated to learn the principles of OOS prevention and will conduct internal training sessions and monitoring for pain and discomfort ongoing.

4.15 Exit Testing Overview

It is important to gain an overview of the worker’s state of health at the time of departure from employment by measuring any possible exposure to physical, chemical or biological agents while carrying out their duties.

Exit Testing Process

1. The Director or Operations Manager will forward copy of all staff resignation letters to the Health and Safety Manager
2. The Health and Safety Manager will then determine using the Company Hazard Task Register if the departing worker has been exposed to a significant hazard
3. If appropriate then the Health and Safety Manager will arrange a health screen at the companies’ expense and will follow the process as per Post Critical Event Health Testing.

4.16. Sub-Optimal Results. Monitoring and Management

A report on all results will be provided to the Health and Safety Manager for further action and to ensure and Worksafe NZ and ACC compliance needs are met. The action may be a referral to a Specialist or simply to a Medical Practitioner. Consideration of the workers’ medical and vocational needs will also be met. These results are discussed with the person (i.e. worker undergoing the testing) at the time of testing. The health monitoring provider has protocols for management of any abnormalities or further assessments required.

Any sub-optimal test results will activate a complete review and assessment of the hazard concerned, the individual’s exposure, interaction and management of the hazard and its current control measures.

When there is a sub optimal result from worker monitoring, consideration and consultation must follow:



STEP ONE:	CONSIDERATION
STEP TWO:	DISCUSSION
STEP THREE:	REHABILITATION

Considerations to the worker's medical and vocational needs are to form part of the documented program. The discussion process is to follow the worker Rehabilitation Program.

Sub-optimal results will be reviewed at safety meetings (confidentiality will be maintained) and discussed with workers and Health and Safety Representatives. If necessary, the health and safety plan, hazard register and their controls will be reviewed.

Any sub-optimal results will also be fed back into hazard management, results that are sub-optimal indicate that hazard management/controls may not be managed correctly or appropriately for health conditions to be suffering. It is important that hazard management is also reviewed should these sub-optimal health monitoring results occur.

4.17. Noise in the Workplace

The Health and safety in Employment Act makes it mandatory for employers to have in place a procedure to measure noise considered to present a health hazard.

"Unwanted sound" in industry is how noise is described, and excessive noise is a health hazard. Deafness is generally irreversible, and even partial hearing loss can seriously affect someone's ability to communicate. It can also effect balance, and this, combined with difficulty in communications, can make it difficult to continue in employment, and lessen enjoyment of life. So the real costs are very significant.

Where there is significant noise in the workplace, there is now a wide range of hearing protection aids available. The aids offer excellent protection against loss of hearing.

The employer will be responsible for having the noise hazard identified, assessed and controlled. If one of the controlling measures is providing ear muffs, and the worker is made aware of them, and is instructed to wear them while working in the area which is presenting a noise hazard, then the worker is bound by law to wear them. The worker risks prosecution, and having a claim on ACC turned down because they refused to take "every reasonably practical step" to prevent the accident (damage) from happening, should they fail to wear the protection provided. The worker also risks dismissal.

If adequate hearing protection is not provided, or if the employer fails to train workers in safe procedures, then that employer risks prosecution and being responsible for an ACC claim for the worker. The Courts are ordering employers to pay substantial amounts of a fine to the worker.

Noise is measured on a scale, which uses the decibel. It is a universally accepted unit of measure. Industry uses the "A" scale of readings, so sound levels are given an abbreviation.



If adequate hearing protection is not provided or if the employer fails to train workers in safe procedures, then that employer risks prosecution and being responsible for an ACC claim for the worker. The Courts are ordering employers to pay substantial amounts of a fine to the worker.

Noise is measured on a scale, which uses the decibel. It is a universally accepted unit of measure.

Industry uses the "A" scale of readings, so sound levels are given as an abbreviation such as "dB(A)". A gentle wind rustling leaves would generate say, 22 dB(A) and a jet aircraft taking off 140 dB(A). The following scale is presented for people not wearing protection and states maximum time limits one could be exposed without suffering permanent hearing loss. The scale assumes constant sound – with no fluctuations.

MAXIMUM TIME EXPOSURE TO SOUND PER DAY BEFORE PERMANENT LOSS OF HEARING OCCURS:

dB(A)	Max Exposure Time per Day
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	8 minutes
106	4 minutes
109	2 minutes
112	1 minute

Where noise is identified as being above 85 decibels, the company will follow the legislation whereby annual noise measurements will be done (with an appropriately trained person and calibrated equipment). Noise measurements will also be done on any new equipment.

The legislation also required that in a work environment where the noise exceeds 85 decibels, workers and other persons must be provided with hearing protection the company will also ensure that this occurs.

The following lists ways noise can be controlled:

- o Replace noisy plant with quiet machines.
- o Isolate the source of the noise. Build baffles and enclose the source
- o Avoid reflection of the noise off walls, window and barriers by moving equipment if possible.
- o Heavy rubber or synthetic mounts can reduce resonance and vibration.
- o Place all noisy equipment in one area and control that area.
- o Provide earplugs and earmuffs and supervise workers in their use. Record the instructions in writing and get workers to sign the Training Attendance Form. Where possible, workers should be given the choice of what type of hearing protection they would like to wear, be it muffs or plugs. The form for the issued of Personal Protective Equipment (PPE) should be completed when ear muffs are issued.
- o Erect signs in the areas requiring controlling – "Hearing Protection Required".



HEARING PROTECTION DEVICES

Hearing protection devices are graded according to their efficiency in protecting hearing, and more sophisticated equipment is necessary as the decibels a person is exposed to increases.

The following information is offered as a guide.

HEARING PROTECTION GRADE dB(A)	Length of time (8 hour)	PROTECTION (APPROVED)
1.	86-91	Earplugs/Earmuffs
2.	92-97	Earplugs/Earmuffs
3.	98-103	Earmuffs
4.	104-110	Earmuffs
5.	110-115	Earmuffs

A preventative maintenance program can also be implemented to provide for the regular and planned maintenance of plant and equipment.

There are audiometer tests (or hearing tests) available with approved technicians, which check if there has been any hearing loss suffered by a person. Such tests provide the opportunity to detect early signs of problems and enables more vigilant measures to be taken to prevent further damage.

It is prudent for employers to include such tests in their induction process of new workers. This ensures employers at least have a defence if they are accused of causing damage they have not in fact, caused. It does of course, work in reverse as well, in that if the worker presents to the employer with excellent hearing, it will pay to have best practices and prevention measures in place or face the consequences.

One test that is recommended, to ascertain whether to call in a noise expert to measure your noise levels, is to hold a conversation under normal operating conditions, from one metre away from the other person. If you can hear what is being said without the need for shouting, there is ***probably***, not much risk of harm.

If the conversation is made difficult by the noise of the machine, there is a risk of harm. There is a requirement then, to call in an expert to completed noise measuring.

4.18 Solar Radiation

These guidelines have been prepared jointly by the Health and Technical Services section of the Occupational Safety and Worksafe NZ and the Cancer Society of New Zealand Incorporated.

The impetus for guidance on skin cancer prevention is provided by the current high incidence of skin cancer, particularly Melanoma, in New Zealand and concerns about possible increases in UV Radiation.

Short term exposure to the sun can result in sunburn and injuries to the eye. The effects of sunburn include reddening of the skin, blistering, swelling and later peeling of the skin. The symptoms of eye damage from acute UV radiation exposure include painful sensation in the eyes, excessive blinking and tears, the sensation of a foreign body in the eyes, difficulty to look at strong lights and swelling of the eyes. Permanent damage is unlikely. Prolonged exposure to UV radiation is a well-established cause of skin cancer. Even on cloudy days the UV level



5. HAZARDOUS SUBSTANCES

The legislation is extensive and the various Acts include/cover:

- Health and Safety in Employment
- Resource Management Act
- Trade Waste Bylaws
- Toxic Substances Act/Regulations
- Dangerous Goods Act
- Hazardous Substances and New Organisms Act
- Building Act
- Electricity Act

Hazardous substances can be one or more, of noxious, toxic, poisonous, carcinogenic, contaminative, radioactive, flammable, explosive, fungicidal, corrosive, bactericidal, insecticidal, asphyxiant or irritant, which may give rise to:

- Fire
- Harm to health when in contact with the body
- Environmental harm

The forms of chemical exposure may be:

Mist	Smoke	Fumes
Vapour	Dusts	Solids
Gas	Aerosol	Liquids

5.1. Hazardous Substance Spills

Small leaks and Spills

1. Notify your Fire Warden and First Aider, then immediately isolate the area and evacuate the staff and if possible identify the substance and determine the source.
2. Check the Material Safety Data Sheet for the substance and follow the spillage instructions.
3. If a Material Safety Data Sheet is not available or you are not sure of how to handle the situation call the Fire Service on 111 and tell them there is a leak/spillage, giving the address and location of the spill or leak.



Large leaks and Spills

1. Notify your warden, first aider and manager and immediately evacuate everyone.
2. Ring the Fire Service on 111 and tell them there is a leak/spillage, giving the address and location of the spill or leak.
3. If possible, give them the name of the substance. The Fire Service will make the area safe and contain the problem.

5.2. Action Plan

The company will use a “Hazardous Substances Register” and will complete this record by doing the following: (ensure workers are trained in all of the points listed)

1. Provide an up to date inventory of chemicals on site, using the Hazardous Substance Register.
2. Ensure all chemicals are labelled in a legible manner.
3. Obtain a full report on the dangers and remedies from suppliers (known as “Material Safety Data Sheet, or MSDS).
4. Plan for a chemical emergency (ensure MSDS’s are readily available and the information contained within is assessed regarding the implications in an emergency situation, spill procedures are in place with all necessary equipment and workers are trained, signs are in place regarding the classification and hazardous nature of the chemical /substance.
5. Ensure correct storage.
6. Classify all hazardous substances.
7. Ensure incompatible chemicals are stored correctly.
8. Ensure appropriate protective equipment is available and issued.
9. Ensure safe handling procedures are implemented.

5.3. Material Safety Data Sheets

In with our environmental policy, we will endeavour to minimize the use of any hazardous substances. Where we are able to obtain complete Material Safety Data Sheets (MSDS) from manufacturers or suppliers of hazardous substances we will keep these in a safe, clean place close to where the chemicals are used. They will be checked periodically by the Manager to ensure they are legible and in good condition. Any MSDS’ that are older than 5 years will be replaced with a recent version.

We are to ensure each worker has access to a copy of the Hazardous Substances Register, and access to the Material Safety Data Sheet for each chemical.

The Material Safety Data Sheets give clear instructions of actions to take if chemicals or hazardous substances are involved in an accident.



Should the need arise to purchase a new hazardous substance, the company will ensure the Material Safety Data Sheet (MSDS) is also received. The Hazardous Substance Register and the relevant MSDS will be filled in.

Chemicals can enter the body via a number of routes:

Through the skin/eyes/ears
Swallowed
Inhaled

For this reason where required Personal Protective Equipment will be provided and training must be supplied.

5.4. How to Classify Hazardous Substances

The following classifications represent the most common causes of Hazardous Substances. When entering Hazardous Substances onto the Hazardous Register, the substance must be classified according to the following classes. On the sheet, it will be more useful to record the wording of the classification, rather than the numbering. (e.g L= Liquid)

There are many different classes of Hazardous Substances

Class 1: Explosives

Class 2: Gases. Flammable. Inert, non-flammable. Poisonous. Self Reactive.

Class 3: Flammable Liquids. Highly Flammable. Flammable. Fuel Oil

Class 4: Flammable Solids. Substances spontaneously combustible. Substances flammable by reaction with water. Self Reactive.

Class 5: Oxidising substances and organic peroxides. Oxidising agents. Organic peroxides

Class 6: Poisonous (toxic) and infectious substances

Class 7: Radioactive materials

Class 8: Corrosives

Class 9: Miscellaneous dangerous to the environment.

As required by workplace regulations we will ensure that when using hazardous substances, no action or inaction by our workers causes an adverse effect to the environment or any harm to any person coming into contact with that substance. We will ensure that correct and safe use, handling storage and transportation of hazardous substances. Where required our workers will have the correct training and handling licences (approved handler certificate, dangerous goods licence endorsements etc). All hazardous substances held in our workplace will be recorded by type and quantify on our Hazardous Substance Register.

We will ensure that the appropriate Material Safety Data Sheets (MSDS) are held on site and are readily available in the event of an emergency. We will also ensure that the required safety warning signage is displayed. Hazardous substances will be raised at our regular Toolbox Meetings and discussed at our Monthly Health and



Safety Meetings. We, however, use a limited amount of Hazardous Substances throughout our locations so we are classifying ours in a more simplistic manner.

Below are classifications we use on our Hazardous Substance Register.

CG = Compressed Gas	S = Solid	G = Granule
L = Liquid	P = Powder	C = Crystal

5.5. Procedure for Obtaining Specialist Advice for Managing Specific Hazards

Where internal staff do not have the training or competency to manage specific hazards such as noise monitoring, hazardous substance management, ergonomic assessments etc. then specialist advice will be obtained.

Please refer to Appendix 8 – Specialist Advisors for Managing Specific Hazards for the companies we currently utilise as external suppliers.



6. PERSONNEL PROTECTIVE EQUIPMENT

6.1. Procedures for the Issue, Renewal and Maintenance of Protective Clothing and Equipment in Relation to Significant Hazards

Protective clothing and equipment is broadly defined to include much more than personal clothing and equipment, but also such other equipment as stair rails, covers, damping, filtration and dust collection systems, shields, screens, etc.

- Appropriate protective clothing and equipment will be issued to minimise harm to workers where indicated in significant hazard control instructions.
- All issues of protective clothing and equipment will be made subject to an assessment of its fitness for the purpose.
- All issues will also be subject to the provision of clear instructions on 'how to use' and 'how to maintain' and 'why' it is being issued.

We will ensure the PPE provided to our workers is:

- Suitable considering the nature of the work and any hazards;
- A suitable size and fit and reasonably comfortable for our workers;
- Compatible with other PPE;
- Maintained, stored and repaired so that it continues to be effective (e.g. clean, hygienic and in good working order);
- Used or worn by workers; and
- Provided along with information, training, supervision, and instruction on the proper use, storage and maintenance of our PPE.

Renewals will be made on an as required basis to ensure availability and quality of protection.

Personal protective equipment should only be used to minimise exposure to hazards as a last resort, and be used only in circumstances where other methods of control are not practicable. Specific PPE requirements for machinery, tasks and the handling of substances are identified in Standard Operating Procedures (SOP's), manufacturer's instructions, Material Safety Data Sheets (MSDS)/ the Hazard Register. We will ensure that contract workers (other PCBU's) supply suitable PPE appropriate for the job they are undertaking and make sure it is used and maintained correctly.



There may be times when it is used to increase protection and in addition to other methods. Consideration should be given to the individual needs of each worker. For example, workers with disabilities may require additional protective clothing and equipment for use at work.

So, some tasks do require workers to wear Personal Protective Equipment (PPE). All PPE used by the company conforms to the highest quality as published by NZ Standards.

If PPE is worn in the correct manner, as you have been shown, it will perform well and last for a considerable time. If you misuse your PPE, it may fail sooner than it should and may also lead to you not being properly protected and becoming ill or injured. Similarly, worn out PPE will equally not protect you as intended.

Any worn or damaged PPE must be repaired or replaced immediately.

Many injuries have occurred when worn out or damaged PPE failed to protect the victim.

Obviously no PPE can protect you if you are either not wearing it, or wearing it in an improper manner.

6.2 When must you wear PPE.

You must **always** wear the PPE in the prescribed manner and follow all procedures as laid out in your H&S manual.

Your supervisor will explain specific requirements. Contractors must also wear the correct PPE whilst working on our premises. Their typical PPE could include: Safety Footwear, Overalls, Safety Glasses, Earmuffs. If you see any breaches of these requirements, take action, you may save someone from serious injury.

PPE should be a “no brainer” for personal safety and that of others, however, if specific equipment is unavailable or unnecessarily restrictive in completing the task, it will be discussed with your Manager and if the risk can be mitigated with an alternative method the work may commence after notes have been taken/ recorded reflecting the temporary change and the reasoning behind it.

6.3 Safety and Personal Protective Equipment Register

Item	Issued to	Replacement Due
-------------	------------------	------------------------



7.

INDUCTING NEW STAFF AND TRAINING

All workers will receive ongoing safety training and information relevant to their tasks. We, as a company are required to keep a record of any training provided when the work involves a risk to health & safety.

Current legislation holds employers responsible for health and safety within the workplace. This company is committed to putting in place a series of procedures to identify and control any hazards, and carry out emergency procedures as efficiently as we possibly can. This will be achieved through the writing of a series of procedures designed to prevent possible hazardous conditions, and through the training of workers in correct procedures.

There will be ongoing training, rewriting and assessment of procedures, and workers are asked to observe the procedures they will be trained in, look at the surroundings, and bring to the attention of Supervisors and Management anything considered to be a hazard, or a potential hazard. This company asks workers for their help in suggesting ways in which the environment which they work in can be improved, such as heat exposure, dust exposure and noise. Workers' positive contribution is very important to this process and its success in making a safer work place.

NB: Changes to Health and Safety Policy/Procedures

If minor changes are made to the Health and Safety Policies and Procedures that are used, workers will be notified. The changes made will be outlined and it may be required that workers initial the form to be used to show that they have read and understood these changes.

The attention to health and safety is in everyone's best interest, and everyone's attitude is important to the success of this exercise.

Any failure to follow procedures or shortcuts by workers will be viewed very seriously by management, and we have no intention of allowing any individual to put a fellow worker at risk, or to jeopardize this Company by not following correct procedures.

The law now states workers are required to take all reasonable steps to avoid an accident. If workers do not take all reasonable steps and an accident occurs, Worksafe NZ can prosecute them. Also if a Worksafe NZ inspection indicates failure to comply, under the Health and Safety in Employment Act (1992) a prosecution may happen even though there has been no accident.

7.1. General Principles

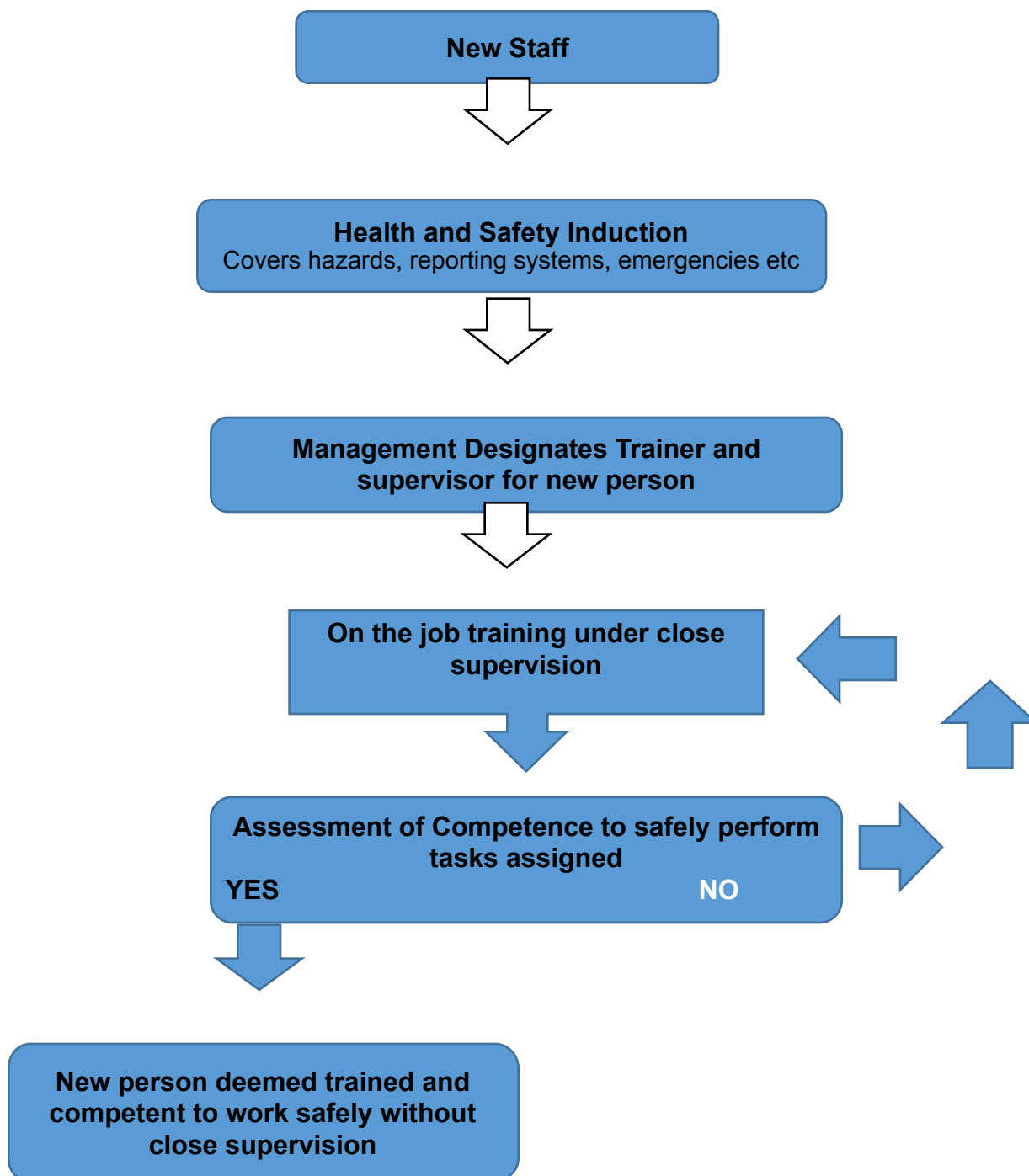
Satisfactory safety and health levels are achieved when a number of closely related principles have been applied at national, enterprise and work site levels.

These principles include compliance with laws and regulations, a clearly defined policy which identifies the nature and severity of the risks associated with operations and the allocation of responsibility to those persons employed at the levels of management, supervision and execution. It is recognized that enterprises vary considerably in terms of size, scope, economic stability and culture.

These differences should not however serve as justification for diluting the application of those general principles essential to the promotion of working conditions, which prevent or reduce the risk of injury or ill health.



Health and Safety Induction Process Chart





- Actively support and participate in the company's efforts to provide a safe and healthy workplace.
- Wear appropriate Personal Protective Equipment (PPE) in a correct manner and store, clean and maintain it as instructed to do so.

7.5. Health & Safety Inductions

Comprehensive training inductions are provided to all workers within the first few days of employment. Induction training will be facilitated by the worker's Manager or the Health and Safety Manager at each location.

Workers new to the job must undergo training that will prevent them incurring an injury from hazards or prevent them from posing hazards to other workers, visitors or contractors.

The following areas will be covered in the Employee (Worker) induction process and each topic has further comprehensive instructions and information recorded in this Health and Safety Manual and Induction Booklet as part of our companies' ongoing vigilance to creating a healthy and safe working environment and culture.

The induction will cover:

1. Why Do You Need a Health & Safety Induction?
2. Health & Safety Policy.
3. Alcohol/Drugs/Non-smoking
4. Employer Responsibilities
5. Workers Responsibilities
6. Worker Management Consultation process
7. Visitors/Contractors
8. Emergency Procedures.
9. Incident, Injury and Near Miss Reporting.
10. Hazard Identification & Reporting.
11. Management and Staff Health & Safety Responsibilities.
12. Staff Participation in Health & Safety.
13. Health & Safety Roles.
14. Personal Protective Equipment
15. First Aid/ACC Claims and Work Injury Management.
16. Health & Safety Questionnaire.

At completion of the induction the worker is required to sign the induction document. The Health and Safety manager or workers Line Manager is responsible for ensuring the worker receives a Health and Safety induction prior to commencing work.

Where high risks are present, supervision of the worker is required until the worker is competent to deal with the hazard. In this case either the Line Manager/Supervisor will be responsible for the supervision of the new worker and this may take form in some instances of a "buddy system". Forums and Safety meetings will also form an informal format for safety training. Records will also be kept of these trainings/meetings. Meetings may also include Consultants presenting training on related Health and Safety issues.

A post contract Health and Safety meeting will be held at the completion of the contract to review the Health and safety performance on the contract. Emphasis will be on how any problems can be avoided in future and the



effectiveness of both contractor and principal Health and safety management systems as they relate to the contract.

Each site Supervisor will be responsible for managing workers on how to manage job-based safety in their workplace. For safety procedures such as the following:

- Work Preparation
- Job Induction
- Visitor Induction
- Client Induction
- Hazard Identification and Risk Management
- Task Analysis
- Workplace Reviews
- Toolbox Meetings
- Site Security

7.5.1. Work Preparation and Job Induction (Task Analysis)

A Task Analysis (TA) is a task specific hazard identification and risk management process used for managing high risk hazards relevant to a specific task or a workers trade. In order to make the process systematic it is typically divided into three sections;

1. Job steps or tasks
2. Hazards for each step
3. Controls for each hazard.

High risk hazards include but are not limited to:

- Working at height;
- Working in confined or restricted spaces;
- Excavations;
- Ladder use; and
- Use of lifting equipment.

A TA may be required in addition to the overall hazard Identification process described previously.

When applicable, we will use the task analysis method to identify hazards relevant to the job we are undertaking.

Hazards identified will be documented as a diary entry, on the Task Analysis form or on a specific Task Analysis Checklist or as a diary entry.

The workplace supervisor or worker in control will consult with other workers present and ensure a TA is completed for any high-risk work, prior to the start of the high-risk work.

Once completed, the TA will be discussed with all the workers involved and where appropriate, workers will sign off the TA prior to starting the job. The Site Hazard Board will be updated.



Documentation of worker's skills and abilities may be recorded on the skills training matrix.

Training needs are analysed for specific tasks the individual is required to undertake as part of their role. There may be certain in-depth or external training requiring certification and workers will not be permitted to perform these tasks until training has commenced.

The following principles/grading are adhered and recorded on the Skills Matrix 1-6 grades dependant on the appropriate experience and on the Competency Register adopting the Site Safe nationally recognised LULU competence evaluation.

- Correct and full supervision is essential for safe on the job training
- Only appropriately experienced persons can supervise and provide on the job training
- Where specific training is required (e.g. operation of hazardous or specialised equipment) only persons deemed competent to train others may provide training. See section 7.9 Internal Trainers

7.8. Reminders for Training

There may be a number of external certified training courses that are completed such as First Aid, Site Safe, Driving Licence and others relating to our companies' activities. Reminders for these training certificates, licences are handled by the Health and Safety Manager with administration support in some instances from Human Resources.

7.9. Employee (Worker) Understanding of Health & Safety Information and Training

To ensure understanding, a questionnaire and sign off document will be required for all health & safety related training including inductions.

7.10. Internal Trainers and External Trainers

Internal Trainers

Training is with a qualified internal trainer and also one that the Directors have deemed as appropriate to train others. This trainer will be appointed given their experience, qualifications and skills as determined by the Skills Matrix and Competency Register. If the Manager/Supervisor is deemed as the Health and Safety Trainer, this will be considered sufficient experience and as appropriate as a trainer.

So it is acceptable that an individual can train if they:

- Hold a licence or certification for the particular vehicle or equipment
- Have appropriate prior learning or specific industry experience
- Have had supervision undertaken by experienced personnel who have been nominated by management

External Trainers

Any external training that is completed by staff (e.g. Site Safe, First Aid) is to be conducted by a suitably qualified person, deemed appropriate to conduct training by investigation by the Health and Safety Manager or by written evidence of being an NZQA trainer.

The selection criteria for external trainers should take into account:

- Qualifications
- Skills
- Experience (this can at times be the most important)



- Location, cost and accessibility of the trainer
- The trainers familiarity with the workplace

7.11. Supervision

New workers, and those undergoing on the job training, shall be supervised until they are competent to carry out their tasks safely.

Managers will ensure these workers have had a health & safety induction and will monitor their workloads and how they are coping for the first few months.

7.12. Access to Information

We provide staff with a list of relevant health & safety information available at work and how to access it i.e. Induction Booklet/Noticeboards.

7.13. New Equipment

There is a process for consultation with relevant health and safety internal personnel (and external providers where required) in the purchase or implementation of new or modified equipment, material, services or processes.

1. Should there be a requirement for the acquisition of new equipment the decision maker is the Health and Safety Manager or occasionally the Directors, where necessary the acquisition or changes will be discussed from a Health and Safety aspect with the Health and Safety Committee. The following points will be discussed:
 - a) Are the guards, emergency stopping devices all adequate, working and to an acceptable safety level
 - b) Are there noise reducers, mufflers, housings and adequate protectors in place. Would there be any Health and Safety risks that could arise if this equipment was purchased or modified?
 - c) Is there safety information available?
2. If the above points have been discussed and any concerns addressed and the acquisition or in the case of modifications being agreed then a record of points will be kept on file along with a report going to the Managers who will be conducting any staff training deemed appropriate.

Should there be a new machine/equipment or process introduced onto the premises, the following protocol will be followed. The Manager to ensure that correct training is obtained from the manufacturer (or importer).

The new trainees will be shown the task by the accredited person, then be asked to perform the task. An assessment will be made as to whether this person is capable of handling the equipment without causing harm to themselves or others in the workplace. This form is to be completed by all workers using this new equipment or process.

7.14. Standard Operating Procedures (SOP's) and Manufacturer's Instructions

We will ensure that all major machinery operated or any high-risk work, including maintenance work, has a Standard Operating Procedure (SOP), Manufacturers' Instructions or both. These will document how to manage risks to health and safety that relate to the work being done.



We will also ensure, that any high-risk work or vehicle operation that involves mobile workers working away from the main workplace, also has an SOP or similar.

The SOP or manufacturers' instructions will contain information on the safe operation of machinery, its maintenance, the required risk controls such as guarding and PPE, any worker training or supervision requirements and any operator safety rules.

The SOP or Manufacturers' instructions, will be used as part of our induction of new workers, discussed with all workers involved in the task or machine use and signed off by the Manager as part of workplace training, prior to the commencement of any work.

Hazards relating to specific machinery or high-risk work that not already listed in the Hazard Register, will be discussed at our Health and Safety Meetings and then added to the Register.

EXAMPLE ONLY

Hazard Based Training Needs Analysis & Plan

Hazard / Subject	Training for	Detail of Training	Trainer	When
Induction and Training Recording process	Managers	Induction Training Checklist Ongoing Training Accident/Incident/Hazard Reporting Monthly Audit and communication	Internal and External Providers	
H&S Management Training	Co-ordinators	H&S Law, processes, systems, documentation, OOS	Internal and External Providers	
Health & Safety Management System Overview	All Staff	Health and Safety at Work Act 2015 H&S System and Process Hazard and Accident Reporting	Managers	
Fire Warden Training	All Fire Wardens	The evacuation point and procedure	Internal/Periodic External Providers	



8. ACCIDENT AND INCIDENT REPORTING

8.1. Introduction

The purpose of the Accident and Incident Reporting Section is to explain the company policy on what accidents or incidents are to be reported, and to whom they are to be reported. This section will also set out what the accident investigator has to do, and how they are to do it.

The procedure will be fully explained to all workers, and reference can be made to this manual so all workers know what is requirement in the event of an incident or accident.

The latest Health and Safety at Work Act 2015 requires that an employer must keep a register of all incidents and accidents. Those accidents that fall within the description of serious harm must also be reported to the Occupational Safety and Health Service of Worksafe NZ and in addition to this, where there are electrical accidents and accidents involving gas, these must also be reported to the Ministry of Commerce.

Accident theory and research supports that need to report all accidents. It suggests, among other things that on average there are about 30 small accidents for every major one. It follows logically that unless you get on top of and eliminate small accidents then you will never be able to reduce the likelihood of more serious ones.

Note: Under the Health and Safety at Work Act 2015 “accident” and “harm” are defined broadly and include circumstances which lead to a person suffering chronic long term damage to health. See definitions.

8.2. Objective

To develop and implement an accident recording, reporting and investigation system to ensure:

- (a) All incidents/accidents or near misses that harmed, or might have harmed, any worker at work, or any person in a place of work controlled by the employer and every occurrence of serious harm, are recorded, investigated, and remedial action is taken; and
- (b) All instances of serious harm are reported to Worksafe NZ as required by the Health & Safety in Employment Act.

Why Report and Investigate Accidents?

The reporting and investigation of accidents is an effective method to help prevent a recurrence, and to determine if hazards have been identified and/or controls are effective.

In addition, the reporting of accidents (including near misses) leads to the elimination or control of many situations or activities that also affect production and quality of work.

Accident theory and research backs up the need to report all accidents. It suggests, among other things that on average there are about 30 small accidents for every major one. It follows logically that unless you get on top of and eliminate small accidents then you will never be able to reduce the likelihood of more serious ones.



Current loss control theory has also expanded the definition of accidents to cover property damage and accidents with no visible injury or damage. The rationale is that if you wish to effectively reduce serious accidents, you must expand your base of control to cover minor injuries, property damage accidents and near misses.

The direct relationship between them indicate it is unwise to direct our total effort at the relatively few events resulting in serious or disabling injuries, when there are accidents occurring that give an earlier indication of the possibility of harm. Above all else, remember that prevention is better than cure.

8.3. The Need for a Register

For the above reasons, the Health and Safety at Work Act 2015 requires every employer to maintain a register of accidents and serious harm in a prescribed form.

The Act defines accidents as incidents that either:

- (a) Resulted in harm to any worker at work, or at a workplace controlled by an employer; or
- (b) Might have resulted in harm.

As well as recording accidents and injuries in the register, employers must investigate these to determine whether they were caused by, or arose from, a significant hazard.

8.4. Serious Harm Accidents

In the event of a serious harm accident Worksafe NZ is to be notified (by phone to the nearest branch) as soon as possible. Only the Health and Safety Manager is authorised to notify and communicate with Worksafe NZ on serious harm matters.

The scene of an accident resulting in serious harm must not be disturbed, unless authorised by a Worksafe NZ inspector, or to save life, prevent further harm or damage to property, or relieve the suffering of any person. Details of the accident will be recorded on the Worksafe NZ Serious Harm forms in the accident register and filed with Worksafe NZ within seven days or earlier if possible. An internal accident investigation should be undertaken as soon as possible. All staff are required to co-operate with Worksafe NZ in their investigation of the accident.

8.5. Definition of Serious Harm Overview

Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

Poisoning	Dermatological disease	Chemical or hot metal burn of eye
Crushing	Communicable disease	Vision impairment



Laceration	Musculoskeletal disease	Penetrating wound of eye
Bone Fracture	Neurological disease	Illness from infected material
Cancer	Respiratory disease	Noise induced hearing loss

8.6. Definition of Serious Harm

Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

- Respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

8.7. Role and Responsibilities

Reporting of Accidents – Site Manager.

Investigation of Accidents – Health and Safety Manager plus the Health and Safety Manager (external assistance where required)

Reporting of Serious Harm to Worksafe NZ– Health and Safety Manager.

8.8. Review of Procedures

The accident and incident procedures will be reviewed annually by the management team. Procedures will be reviewed by the Health and Safety Manager on an ongoing basis for continuous improvement.

8.9. Accident/Incident/Near Miss Data Trends Analysis



Accident/Incident data will be evaluated periodically by the Health and Safety Manager to determine if any trends or patterns are emerging. The evaluation findings will be reported to the management team and workers. These findings will also be discussed at Health and safety meetings and if senior management are not present they will be forwarded the minutes of the meetings as well as any methods or prevention and corrective action discussed and agreed to attempt to prevent recurrence.

Corrective actions, if not already actioned, will be implemented where necessary. A detailed historical report to be completed every month by the Health and Safety Manager.

8.10. Accident/Incident Investigations

All accidents and incidents (including near miss events) are to be investigated by the appropriate Manager to determine cause, contributing factors, if a known significant hazard was involved and corrective actions to prevent a recurrence. Early reports of gradual process injuries, whether not someone was harmed, should be investigated.

Investigations are to be undertaken, where possible, within 24 - 48 hours of the event (depending on severity) and findings made available to management and workers.

Some useful hints:

To be able to obtain useful information, witnesses must first be convinced that the purpose of the investigation is not to lay personal blame. It is important to get this message across. The investigation is to determine what were the contributing factors, root causes and hazards involved so that corrective actions can be taken to prevent a recurrence and avoid harm in future.

Ask open ended questions: **WHO? WHAT? WHEN? WHERE? HOW? WHY?**

Take photographs or make sketches wherever appropriate. If in doubt, obtain advice from external advisors.

The Accident Investigator (external if required) **Manager** (internal) will investigate any accident or near miss reported and enter it into the Accident Register, and report accidents or significance immediately to the Health and Safety Manager. The Accident Investigator/Manager will ask, and record who has seen what. It is important for all workers and management to remember that accident investigation is not a witch hunt or fault finding exercise. It is to prevent recurrence of a situation.

If the accident is a minor or a near miss, an investigation report will be completed (if it is deemed necessary to prevent recurrence) together with an action report detailing what steps must be taken to fix the situation or stop it re-occurring, by whom, and by what date. Copies of the investigation are to be given to the Health and Safety Manager. The incident should be discussed at safety meetings, of which the majority of staff will be present.

If the accident is serious, then the Manager must be advised immediately, along with the Health and Safety Manager. The Accident Investigator or Manager will complete a formal Investigation Report Form. A copy is to be given to the Health and Safety Manager and filed.



The Accident Investigator or Manager will ask the injured person and those who witnessed that accident what happened. If the accident is serious harm the Accident Investigator will inspect the appropriate equipment/situation and complete an investigation report setting out actions needed to be taken and if necessary, notify the appropriate body to advise on any action required, to ensure avoiding recurrence of such an incident. It will need to be remembered there is usually more than one cause of any accident, and it is usually a persons 'act' or behaviour rather than the condition of equipment/machinery etc that contributes more to an accident (e.g. was the person involved instructed in correct procedures – did they really understand the dangers etc?)

The Accident Investigator and Health and Safety Manager will be responsible for ensuring all corrective actions have been implemented.

The Accident Investigator or Health and Safety Manager will be responsible for certifying the completion of the report.

Annually, the Health and Safety Manager will produce an analysis of trends in the accident register.

This analysis will be attached to the inside cover of accident register, and reported to H&S Committee and management. This regular feedback will form part of the key performance indicators collated when reviewing profitability, back costing and procedural reviews.

Following an accident where a significant hazard has been identified or significant harm has occurred then, this information must be listed with controls in the current Hazard Register immediately by the Health and Safety Manager.

8.12. Accident Reporting and Recording

All accidents, incidents or workplace illnesses (including near miss events that may have harmed someone and gradual process injuries) are to be reported immediately. The Health and Safety Manager will ensure the incident is recorded using incident form OHS824, 825, or 826, assess whether the accident/illness constitutes serious harm and if Worksafe NZ needs to be involved.

All witnesses to accidents and incidents are required to make a statement which will be attached to the investigation report.

8.13. Internal Reporting and Recording

Our company requires that all accidents/incidents and near misses be reporting to management, regardless of how trivial they may appear.

The accident/incident must be reported immediately (or as soon as possible), to the Health and Safety Manager.

The Health and Safety Manager is responsible for co-ordinating and dealing with each case.

The Accident Investigator or Health and Safety Manager will classify the accident/incident:

- (a) The reported accident/incident will be classified as to whether it is work related or not.
- (b) A further classification will fall into one of the following categories:
 - (i) A Serious Harm accident/loss. (Something classified as serious harm under the legal definition) or \$5000 property or equipment damage)
 - (ii) A Minor Accident/loss or \$5000 property or equipment damage)
 - (iii) Incident or *near miss* – an incident which under slightly different circumstances has the potential to result in and accident



8.13. External Reporting and Recording

Near misses, incidents and minor accidents are dealt with internally. No external reports are required. Where injury has been classified as causing serious harm, external reporting procedures are to be completed together with the relevant internal reporting procedures.

The legal requirements are as follows:

An accident that causes Serious Harm (see definition of Serious Harm below) MUST be phoned to the nearest branch of Worksafe NZ by a Supervisory person within the company. The written report (on the Worksafe NZ prescribed form) is to be completed and forwarded to the nearest branch of Worksafe NZ within 7 days of the accident. Occupational Overuse Syndrome (OOS) is to be notified in this same manner.

Guidelines

While it is straightforward in most cases to see whether an accident falls within the definition of serious harm, this is not always the case. Wherever there is any doubt, the Worksafe NZ service will be contacted for advice.

Serious Harm Injuries

Will be reported to Worksafe NZ using the prescribed Worksafe NZ "Serious Harm Form". The report is to be completed by the Accident Investigator or Health and Safety Manager and submitted to Worksafe NZ within 4 days of the accident happening or it can be faxed immediately.

Serious Harm

Serious harm is described as:

- 1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function, respiratory disease, cancer, dermatological disease, communicable disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.*
- 2. Amputation of body part.*
- 3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.*
- 4. Loss of consciousness from lack of oxygen.*
- 5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.*
- 6. Any harm that causes the person harmed to be hospitalized for a period of 48 hours or more commencing within 7 days of the harms occurrence. OSS (Occupational Overuse Syndrome) is a special case for consideration.*

The area and/or equipment/machinery must be cordoned off. This will need to be in place until a Worksafe NZ Inspector has permitted its' removal. For this reason it is best to contact Worksafe NZ immediately by telephone when an incident/near miss/accident occurs.

The Accident Investigator/Manager or Health and Safety Manager will contact Worksafe NZ and verbally advise of the accident as soon as possible after the accident happens.



The Accident Investigator/Manager or Health and Safety Manager will complete the Worksafe NZ report forms and within 4 days (or immediately from the date of the accident, will forward the report by fax and post. Accident Investigator/Manager or Health and Safety Manager will arrange a meeting with a Worksafe NZ Inspector and assist that Inspector with their enquiries.

The Accident Investigator/Manager or Health and Safety Manager will obtain a copy of the Worksafe NZ report.

The Accident Investigator/Manager or Health and Safety Manager will combine the findings of the Worksafe NZ report with the accident investigation and notify the Health and Safety Manager what action is to be taken to control the hazard, to either eliminate, isolate or minimise the hazard.

The Accident Investigator/Manager or Health and Safety Manager will ensure that the Action report has been implemented.

The incident will be discussed at the earliest opportunity with other workers to advise of contributing factors to the event, any changes to the work place/procedures, changes to inspection and hazard register, outcome of any Worksafe NZ prosecution or improvement notice. Feedback on the investigation will be supplied as well as progress of the injured worker.

Step 1 – Gather the Information from:



Physical Evidence

Photographs
Sketches
Plant and equipment
Specimens and materials

Witnesses

Explain the purpose of the investigation
Put them at ease – do not place blame
Listen
Ask open ended questions
Ask for recommendations
Obtain a written statement

Documentation

Training records
Hazard registers and task analysis
Maintenance and inspections records
MSDS
Accident reports

Step 2 - Analyse the Information



- Find the primary cause – the safety system failure.
- Find the secondary cause – the unsafe actions or conditions.
- Ask at least five “why’s” – a series of why questions until you come to a conclusion where no more questions can be asked.

Step 3 – Recommend Corrective Action

- Identify actions
- Assign responsibility
- Set target dates
- Communicate results

Step 4 - Implement and Follow-up

- Ensure the actions are in place
- Ensure they are controlling hazards
- Make adjustments if necessary

8.14. Corrective Actions

Any deficiencies identified during an accident investigation will be presented by the Health and Safety Manager as a corrective action recommendation.

All corrective action proposals will be risk assessed and feed back into hazard management process.

Once approved, corrective actions will be implemented by way of notification to workers (memo/notice board), training if required and entered into the hazard register.

8.15. What is Chronic Harm/Gradual Process?

This means occurrences of harm such as occupational overuse syndrome (OOS), noise induced hearing loss, and the effects of chemical exposure, if there is evidence of a casual link between the harm and exposure to an occupational hazard.

When did it occur?

Determining the date such an accident occurs will be difficult, given that the harm will usually have developed over a period of time. The most appropriate approach is to record, investigate and, if required, notify the accident, as soon as information is available about the harm and its probable occupational link.

It might seem to be a nuisance having to record all the minor accidents and incidents, but it is worth it, because everyone needs to be aware of any uncontrolled hazards or any trends that show up. Then and only then can something be done to avoid future harm. Without these records, an on-going problem can keep happening and serious harm to someone could occur.

8.16. Reasons why Employees may not Report Accidents, Incidents or Near Misses



- Fear of discipline – Drawing attention to oneself
- Concern for their reputation – Labelled as accident prone
- Fear/Dislike of Medical Treatment
- Desire to avoid interruption to work
- Dislike of “Red Tape” – seems too much trouble
- Concern for attitudes of others – are you reporting on or “telling on” someone else?
- Lack of understanding of the importance – Especially if nothing seems to happen after reporting.

These issues can be overcome by emphasising the positive value of accident reporting and ensuring that the exercise does not become focused on fault finding and blame allocation.

The Investigation Report will help to identify why the accident/incident occurred, and the relevant hazards involved. This information will be passed on to workers, together with the plan for controlling those hazards, as outlined in the procedure of Hazard Identification and Control.

With the co-operation of all workers this will help to create a safer working environment, and prevent an accident or incident from happening.

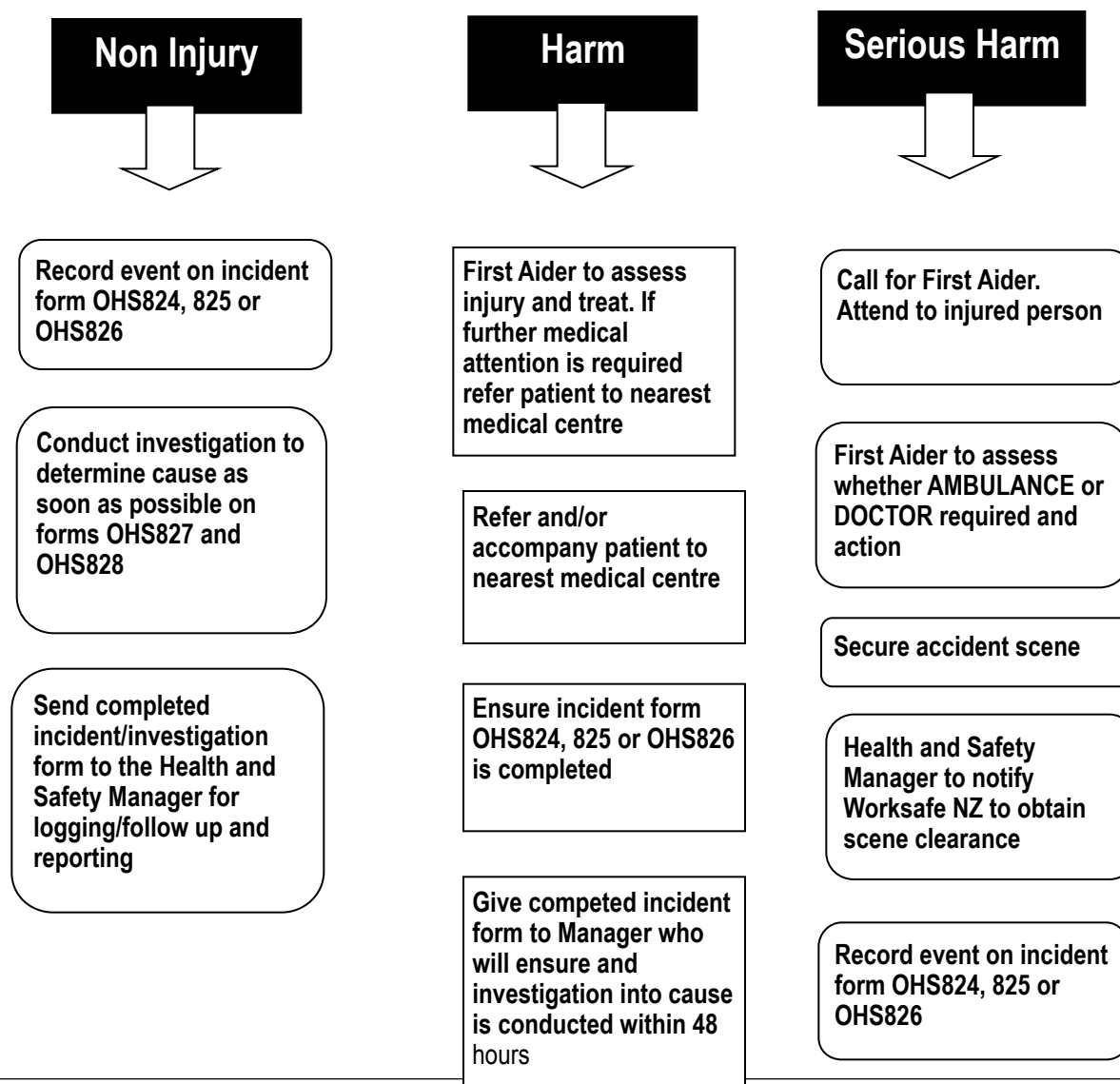
8.17. Electrical Accidents and Accidents involving Gas

If these require medical attention or cause a fire, they are to be reported to Worksafe NZ (0800 030 040).

The report is to be completed by the Accident Investigator and submitted within 48 hours.



INCIDENT MANAGEMENT PROCESS





Give completed investigation form and supporting information (photos) to the Health and Safety Manager within 48 hours of the incident for logging and follow up.

Health and Safety Manager to facilitate immediate full scale team investigation and liaison with Worksafe NZ. Written notification to Worksafe NZ within 7 days

9. PLANNING AND ASSIGNMENT OF DUTIES

The company supports and encourages workers to participate actively in health & safety management.

In order to provide 'reasonable opportunities' for workers to participate in health & safety issues, management has assessed the practical aspects of our scope of operations and risks and recommend the following participation scheme as most appropriate.

To ensure worker involvement we have formalised a Health & Safety Committee to provide a transparent forum for management and staff volunteers to regularly consult on health and safety issues in the workplace and maintain health & safety initiatives.

Health & Safety Committee Terms of Reference

9.1. Constituency

The committee consists of:

- The main H&S driver; the Health and Safety Manager
- H&S Chairperson – External/Internal
- H&S Committee

9.2 Setting up a Workplace Health & Safety Forum or Committee

The company supports and encourages to participate actively in health and safety management. There is no legal imperative in New Zealand to set up a Health & Safety Forum or Committee. However, it is considered to be a Health & Safety Best Practice to have a mechanism to encourage Employment Participation in Workplace Health & Safety Management.

A request for the establishment of an occupational health and safety committee, by a majority of the persons employed at a workplace, shall be forwarded by management, by the workers. Management should not wait for such a request but set up a H&S Committee as soon as possible.

The employer should, as soon as practical, arrange for the establishment of an occupation health and safety committee.



9.3 The Role of the Committee will be to:

“Assist Management to establish , maintain and evaluate the organizations occupational health and safety system in order to ensure that the workplace is, so far as practicable, safe and without risks to the health of workers”

9.4 Composition and size of committee

The composition and size of an occupational health and safety committee established at a workplace should be determined by agreement between the employer and the workers. The ideal number of members of an occupational health & Safety committee shall be 8 or such other number as agreed. In order to ensure effective representation for all persons employed at a workplace, the following factors in respect of the workplace are to be taken into account in determining the composition and size of an occupational health and safety committee:

- ∞ The operation of various shifts
- ∞ Number of departments or sub-units.
- ∞ Their geographical location.
- ∞ The variety of different occupations.
- ∞ The composition of the work force.
- ∞ The number and variety of the hazards present in the workplace.

The number of employers representatives on the safety committee, should not exceed the number of workers representatives. All Worker Representatives on a Health and Safety Committee should be employed at the workplace at which the committee is established.

9.5 Functions of Committee

The committee shall be the principal forum for joint consultation on, and the development of solutions to, worker safety and health in the work place. To discharge this responsibility, the committee is responsible for the following activities:

To investigate and develop recommendations on matters such as:

Health & Safety Policies and Procedures

Reports on accidents and potentially hazardous incidents

Suggestions from workforce and employer regarding Health & Safety

Reports on health & safety inspections and audits

Legislation, codes of practice, guidelines and standards relevant to our Operations

The work environment including workplace design and procedures

To carry out random or spot-check inspections of any reported unsafe condition at the workplace at any time, with the approval of employer.

To carry out investigations, with the Employers Representative, of Serious Harm Accidents or possible Hazardous Situations, brought to the attention of the committee.

Recommendations on the establishment, maintenance and monitoring of safety systems.

Proposals from employer on new or changed machines or work method.

In addition have input into:

Programs to reduce particular accidents in the workplace eg. Back Injury

Safety equipment and clothing

Hazardous substances or equipment in the workplace

Safety training programs

Worker health monitoring programs



Safety communications systems
Emergency response procedures
Information on health & safety issues in similar industries

9.6 Duties of Committee Members (Staff Committee)

Members of the committee shall be given specific assignments by the committee. They will also receive recommendations, reports and updates in Worksafe NZ legislation, hazard management and accident investigation. The committee will on occasions be chaired by an external person when required to give good leadership and objective direction.

9.7 Election of Chair and Convener

The worker's representatives on an occupational health and safety committee shall elect one of the representatives to be chairman and convener of the committee and thereafter as the occasion requires.

9.8 Election of worker's representatives / Workplace Safety Representative

We will provide reasonable opportunity for all workers to participate effectively in the process of improving health and safety in our workplace. When required, we will ensure that health and safety representatives are elected and made known to all workers and contractors. A workplace health and safety representative may be a dedicated health and safety person or worker, who is able to act on behalf of all workers, on matters of health and safety. We will ensure worker representatives are able to actively contribute to health and safety in our workplace by participating in regular health and safety meetings. Where required, health and safety representatives will be afforded the appropriate health and safety representative training.

Following a request for the establishment of an occupational health and safety committee, a meeting of the workers should be called, with a least 1 weeks' notice given to the workers and employer concerned. The method of electing workers representatives on an occupational health and safety committee shall be determined at the meeting and those representatives shall be elected at that meeting.

9.9 Appointment of Employers Representatives

The employer's representatives on an occupational health and safety committee shall be appointed by the employer as soon as practicable after the request for the establishment of the committee; and thereafter as the occasion requires. The employers representatives on an occupational health and safety committee shall include as far as practicable, a person with authority to implement preventative measures and otherwise act on behalf of the employer in matters associated with occupational health and safety.

9.10 Records and Meetings

The committee shall keep accurate records of all matters that come before it.

The committee shall meet every two months during working hours.

Special meetings, if required, may be called by the Chairperson.

A quorum shall consist of a majority of members.

(The committee may add any procedures it considers necessary for the meetings.)

9.11 Agendas and Minutes

A set agenda program will be followed to ensure all relevant items are addressed.

Minutes will be prepared as soon as possible after the meeting and sent to all members, senior management and Department Managers who will post the minutes where staff may read them.



9.12 Monthly Reports

Monthly reports to the H&S Committee, Board and Owners, the Health and Safety Manager will produce a report and forward it to the Directors.

The report will highlight the requirements of the committee and contents discussed along with points raised and actioned at the previous meeting and this information measured and reviewed against health & safety performance and objectives.

9.13 Employer Responsibilities

The employer has a responsibility to act in good faith and consult the committee on:

Any proposed workplace changes (e.g. plant, substances used, handled and stored, work conducted and work procedures)

Occupational health and safety practices, policies and procedures used and their changes.

9.14 Worker Responsibilities

Worker's have a responsibility to act in good faith and consult the committee for resolution of any health & safety issues that could be a cause of harm to themselves or others.

9.15 Expiry of Term of Office of Worker Representative

Upon the expiration of the term of office of a worker's representative on an occupational health and safety committee, an election to fill the vacant office shall be held.

Upon the expiration of the term of office of a worker's representative on an occupational health and safety committee, the chair and convener of the committee may, unless otherwise determined at a meeting of the persons employed at the workplace, appoint a person to vacate office for the balance of the predecessor's term of office.

Normally a worker's representative on an occupational health and safety committee shall hold office for a period of 2 years.

9.16 Vacancies on Committee

The H&S Committee should look to replace themselves every two years if practicable. Ideally, at least one "hands-on" person would also be on the Committee.

9.17 Vacation from Office of Committee Members

A member of an occupational health and safety committee ceases to be such a member if:

- The member resigns
- The member ceases to be employed at the workplace at which the committee is established,
- The member is removed from office:
- In the case of an employer's representative – by the employer:
- In the case of a worker's representative – at a meeting of the persons employed at that workplace.



10. EMERGENCIES

We have procedures to minimise harm in the event of emergency situations. All workers, during their health & safety induction, will be trained and informed on actions to take in an emergency and participate in ongoing emergency drills to ensure systems are known and followed. Evacuation drills will be held 6 monthly. We have an Emergency Preparedness Plan (Appendix 9) which outlines operational procedures, including an Emergency Call Out List. Location and identification of emergency equipment, First Aid Kits and Fire Exits are noted on the H&S Noticeboard and also covered off with workers prior to commencing work activities or if working at other sites.

Visitors and contractors must also be told of emergency procedures and be supervised by a trained staff member while on site.

10.1. General

The purpose for having Emergency Procedures in place is to ensure workers know what to do in an emergency. It is unlikely they will be fully prepared if any emergency should arise, so we will organise who will do what, and which actions to take, in the event of an emergency. The Health and Safety Act and the Building Act and regulations 1992 require us to have procedures in place, and the company will prepare and plan for the most likely emergencies to arise. The subject of emergencies is recognized as comprehensive, and everyone is asked to contribute any ideas and priorities they see as important. There will be reviews of the Emergency Procedures if there are changes in operation, and products or services which may warrant new potential emergencies situations.

Workers will be trained in all emergency and evacuation procedures, and there will be follow up drills twice yearly.

- These drills will be co-ordinated by the Emergency officer for the premises and the prescribed form will be used to record the events and following discussion and review.
- A list of all possible emergency contacts plus service phone numbers is kept on the Health and Safety Noticeboard and on the Call out List for the Emergency Plan.
- Workers are informed of their existence on induction and re-informed at their individual worker reviews.

10.1.1. Construction Site Emergency procedures

The Emergency Preparedness Plan (EPP) contains the following:

- General emergency procedures;
- Evacuation procedures;
- Emergency signal;



- Method of communication with all workers in an emergency;
- Important emergency contacts; and
- The location of the assembly area(s).

The EPP is available for our workers (and contractors). The EPP is also used for Fire Warden Training and subsequent refresher training.

The Supervisor or person in control of the workplace is responsible for ensuring that the EPP is kept up to date and that all workers (including contract workers) are familiar with its content, and is used for staged evacuations as well as during a real emergency evacuation.

All workers will be taken through the EPP as part of their workplace induction.

As a PCBU we will ensure we provide up to date first aid equipment at first aid stations and facilities for health and safety in our workplace.

We will also ensure an adequate number of workers are trained to administer first aid or that our workers have access to information highlighting where the nearest medical centre and hospital are located, as well as a list of emergency phone number, services and other useful information.

10.2. Types of Emergencies

Emergencies will fall into one of the following categories:

1. Serious injury/major medical emergency
2. Fire
3. Explosion
4. Electrical
5. Trench collapse
6. Flooding
7. Hazardous substance/chemical spill
8. Civil defence
9. Earthquake
10. Robbery
11. Lightning Strike
12. Other such as tsunami (tidal wave)

Contractors and Subcontractors will be required to attend regular safety meeting where Health and Safety Issues will be discussed, examples of these topics being: Activities being undertaken and the associated hazards, Incidents, Accidents and Near Misses (including environment), Personal Protective Equipment, Plant and Equipment, Task Analysis Sign offs, Site Assessments, Emergency Plans, First Aid, Safe Operating Procedures, Responsibilities, Waste Management, Site Rules, After Hours Procedure, General Public, Movement around the Site, Hazardous Substances, Competency and Training Requirements.

10.3. Emergency Officer

An emergency Officer will be appointed for our premises. This information will be recorded on a sign for all workers, visitors and contractors and sub-contractors to see. The induction of new workers and contractors will also include this information.



on site at all times. Part of our Emergency Plan addresses this as we tailor our Emergency Plan to suit our site. This information is passed on to all workers and new starters and discussed and refreshed during evacuation drills.

NOTE: The evacuation point is to be determined and communicated to everyone. Any new worker, contractor and visitor(s) will be informed of the procedures and assembly point upon arrival at the site. A weather proof sign is displayed at the assembly point.

Steps to take

- All workers must know the unique sound of the alarm and where alarms are situated. If an alarm is not available, workers will be informed of the procedures to raise awareness of emergency occurring
- Special provisions must be made for anyone hard of hearing. On the sound of the alarm the site must be evacuated. People must know how quickly they need to get out, dependent upon the materials in the work place and how quickly fumes generate. The NZ Fire Service can calculate this “time”.
- All people must walk not run by the most direct route to the nominated Assembly area.
- The Emergency Officer is responsible for the safe evacuation of all personnel.
- The Emergency Officer is to be assisted by the Safety Rep.
- The Safety Rep is to assume the responsibilities of the Emergency Officer, in the event that the Emergency Officer is unavailable.

The Emergency Officer must:

- Call the Emergency Services, Fire Brigade, Police, and Ambulance etc. Telephone numbers should be kept on the premises and be readily available.
- Check all workers have left their work area.
- Check that all areas of the site are clear, e.g. toilets, rooms, offices.
- Check for any injured workers.
- Check what dangerous conditions exist, e.g. flames near chemicals.
- Injured or trapped people may require assistance you are not able to provide so note their location and advise the Emergency Services when they arrive.
- Report to the Assembly area when the work area is clear.
- Carry out and complete a roll call at the Assembly area.
- List all people unaccounted for.
- Start inquiries of those workers unaccounted for.
- Contact First Aider to take control of treatment of workers.

Rescue attempts should only be made if the Emergency Officer believes:

1. It is safe for both the victim and rescuer,
2. There is a high risk of loss of life of the victim if a rescue is not performed,
3. There is imminent danger

Identify yourself and report to Emergency Services immediately on their arrival.

CIVIL DEFENCE



- Contain and repair source of flooding.

After the Emergency

- Advise workers/customers of developments as appropriate.
- Take steps to arrange repairs.
- Complete Injury/Accident report.
- With the Safety Rep, consider the overall management of the situation, review procedures, develop an action plan.
- Complete internal report.
- Advise Health and Safety Manager of action plan and changes to procedures.
-

ROBBERY

Steps to Take:

- Do not endanger yourself or your staff.
- Follow the procedures as per the training you received on how to respond and behave in the event of a robbery.

After the Robbery:

- Call the Emergency Services, Police (and Ambulance if required). Telephone numbers should be kept readily available.
- Secure the building and any areas that the robber/s may have come in contact with.
- Arrange treatment for workers/customers who may be injured in shock or distress.
- Check on the general welfare of workers/customers and report to the Health and Safety Manager.
- Make available a telephone for workers to contact family etc.
- Liaise with the Emergency Services.
- Advise workers of developments as appropriate.
- Emergency Services may retain some individuals to assist in their investigations.
- Consult with Health and Safety Manager in relation to continued business plan for day/evening etc
- Emergency Services will inform when given all clear for access to all areas of site again.
- Complete Injury/Accident report.
- With the Safety Rep, consider the overall management of the situation, review procedures, develop an action plan.
- Complete internal report.
- Advise Health and Safety Manager of action plan and changes to procedures.

TSUNAMI

Steps to take:

- After identifying a warning immediately head to higher ground. Higher is better and hills are better than buildings if you have time.
- If you are in the water hold on to some buoyant debris, a static object.
- Try to avoid getting crushed between debris by holding on to the back of an object.
- The water will retreat and try to drag you out to sea. Get out of the water as soon as you can.
- The waves may continue for over 24 hours.



After the Tsunami:

- Listen to the radio.
- Help and assist others.
- Avoid flood water.
- Avoid power lines.
- Text management your status and intentions.
- Disinfect anything that got wet.
- Dump any food contaminated by flood water.

HAZARDOUS SUBSTANCE SPILL

There may be companies adjacent to our premises where there is use of hazardous substances forms part of their operation.

(See Section Hazardous Substances)

OTHER EMERGENCIES

Consider any other emergencies that could occur and what precautionary steps may be needed. For example if you are located in a coastal situation there could be a risk of tsunami. There are still measures that could be taken to minimise risk to workers and to the business.

What is the status of our emergency planning?

Key Criteria (Minimum Standards)

- A written plan details all likely emergencies e.g. fire/evacuation, earthquake, chemical spill, injury, robbery etc.
- Procedures for all likely emergencies are in place and known by staff.
- Specific responsibilities have been allocated to staff, i.e. wardens for the evacuation of buildings, or incident
- Emergency plan ensures all people including visitors will be accounted for in the event of a response needing evacuation.
- All likely emergencies which may arise when workers are at work have been identified.
- Review your emergency plans annually or when the environments changes

POTENTIAL EMERGENCY SITUATIONS

EMERGENCY	PREPAREDNESS	HOW
-----------	--------------	-----



Fire	Fire extinguishers and hoses serviced and available Evacuation procedures in place/visible Floor warden refreshers annually Emergency contacts displayed Building evacuation trials conducted 6 monthly	Leased Premises – Annual Fire Safety inspections Owned Premises – Monthly Fire Safety inspections Noticeboards & signage Self- test six monthly Manager and/or External Consultant
Earthquake	Earthquake procedures in emergency plan Evacuation procedures in place/visible Floor warden refreshers six monthly Building evacuation trials conducted 6 monthly. Evacuation procedures when on sites	Noticeboards Noticeboards & signage Self- test six monthly Manager and/or External Consultant
Medical	Trained first aiders available First Aid Kit stocked and available Emergency contacts displayed Nearest medical facilities locations made known to all staff	First Aiders identified and on noticeboards Monthly workplace Inspection Noticeboards
Robbery	Training in how to behave and respond in a robbery Robbery Procedures in Emergency Plan	Manager or/External Consultant Emergency contacts displayed Noticeboard

10.6. First Aid

Where practical we will have at least one first aider. This qualified person(s) will be able to undertake first aid treatment of injured workers.

Where the injury requires more specialised treatment, such as with a Doctor, the First Aider will ensure that the worker is transported in an appropriate manner (vehicle or ambulance) to the nearest medical centre.

The Health and Safety Manager will make First Aid training arrangements. The First Aid box is to be kept clean, tidy and restocked and where possible located near a hand basin.

One person in a work group should be appointed to take charge of the facilities.

Any accident which renders a person incapable of working for 48 hours or more, must be notified to Worksafe NZ (See: Accident and Incident Reporting) and all work accidents must be recorded in the Accident Register.

First Aid Manual or booklet should be referred to for first aid procedures and a copy should be kept in all kits.

If any item of first aid treatment is used, or any work injury sustained, it must be entered in the Accident Register. If there is not a Qualified First Aider available on the premises at all times, the nearest medical centre needs to



have been identified and recorded. This information is posted in the workplace on the H&S Noticeboard to advise workers of who the qualified First Aiders are and location of the nearest medical centre.

10.7. Post Critical Event

In the event of a critical event such as a serious harm injury or major incident involving property damage it is important that there is a review and investigation with the main objective being to ascertain whether the following applies:

A potentially serious “near miss” event

OR

If there are any changes in work practices or systems (for example, changes to business operations, or the introduction of new equipment, or the way the processes are carried out).

It is important to identify a way of preventing further near misses occurring or in the instance of changes in work practices or systems to identify the hazards and areas of concern and make amendments where necessary to procedures as well as updating the hazard register.

10.8. Post Critical Event Process – following an actual event

Following a Critical Event such as a fire, medical emergency, civil defence emergency or other serious incident the Health and Safety Manager will convene a review of all relevant policies and procedures.

The review would normally be carried out by the Health and Safety Manager, however a suitably trained individual could carry this out. The target timeline for the review would be a minimum where practical of 72 hours after the event with all conclusion or required actions being reported to the Directors. The staff would subsequently be briefed at the next Health and Safety meeting as to results and the Hazard Register would be updated if required along with any amendments if relevant to the Health and safety Manual and processes.

The Accident/Incident form and Accident Investigation Form would be completed as well as addressing on a separate attachment the points listed below.

The individual reviewing would take into consideration the following points:

- the main contributing factors to the injury or incident
- whether current policies and procedures are sufficient to prevent or minimise a recurrence
- whether there is an adequate understanding of staff responsibilities following a critical event
- whether additional worker information or training is required.

Should the worker have been exposed to physical, chemical or biological agents following a critical event, the following actions should be taken:

1. The worker or workers' supervisor /manager will advise the Health and Safety Manager of the name of who has or may have been exposed.



2. On receipt of the information regarding exposure if the results are sub-optimal, the Health and Safety Manager will arrange a referral of the worker to an appropriate specialist.
 - a) the worker will be asked to give consent for the consultation with the Health specialist and release of the results to the Health and Safety Manager.
 - b) the advice of treating doctor or Health Specialist and the initial and subsequent consultation
3. will be paid for by the company. On becoming aware of a sub-optimal result the Health and Safety Manager will review the control of the task-related/work place hazard.

10.9. Post Critical Event Process – following change in work procedures or changes to Health and Safety Policy.

Should there be a change in work procedures or changes or amendments made to the company Health and Safety Policy then the following will occur.

The Health and Safety Manager will review the changes to see if there is subsequently any points that have an impact on hazards and hazard management. Should there be any relevant points or additional information, then staff will be subsequently briefed at the next Health and Safety meeting as to results and the Hazard Register would be updated if required along with any amendments if relevant to the Health and Safety Manual and processes.

The individual reviewing would take into consideration the following points:

- the changes and whether these changes could potentially cause any injury or incident that has not already been included in existing H&S documentation
- whether current procedures are sufficient to prevent or minimise this occurring
- whether there is an adequate understanding of staff responsibilities and that the current induction training procedure covers all aspects resulting from the change/s.
- whether additional worker information or training is required for existing staff

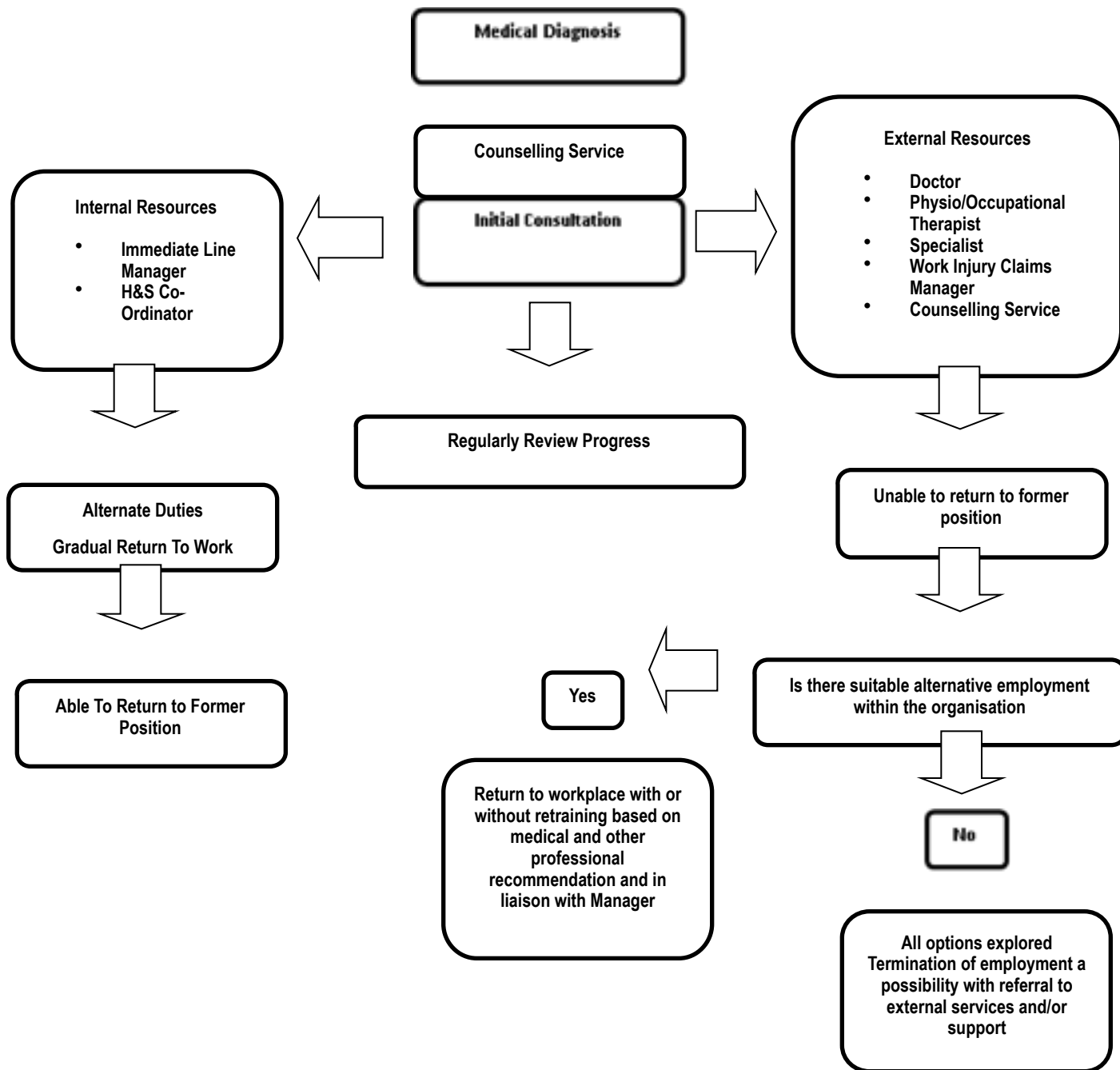
Following the changes to any documentation or processes the review of the changes from a potential critical event perspective should be carried out within 72 hours if these points have not already been reviewed as while the changes or amendments were being worked through. Any relevant forms would be amended and external advice sort if applicable from a Health and Safety Consultant.

Should any amendments or changes not have any effect on the current critical event procedures, documentation, policies then the Health and Safety Manager will record and report this to the Health and Safety Committee and Directors.

Definition of critical event:

A potentially serious 'near-miss'

POST CRITICAL EVENT FLOWCHART



11.

CONTRACTORS

11.1. General



Sections of the latest Health and Safety at Work Act 2015 specifically assigns responsibility to principals to take all reasonable steps to ensure that the contractors and/or sub-contractors, and their workers are not harmed while doing any work they are engaged to do.

We do not expect to contract out work, which would expose a contractor to any risk greater, or other, than the sort he would already be aware of within his trade. (The Electrician can reasonably expect a wire to be live.)

11.2. Induction of Contractors

We will ensure a safe and healthy workplace for Contractors/Subcontractors and their workers when on our premises. While it is acknowledged contractors are responsible for the training of their own workers, we will induct all Contractors, including providing them with a Safety Information Package. Together with the Contractor we will attend to certain procedures as set out in the Acknowledgement of Health and Safety Obligations Form on each occasion that the Contractor comes onto the company's premises to complete a job.

We will also compile a list of all Contractors that we use.

Induction Process:

We have created a process for inducting Contractors that come onto our premises. This process includes forwarding a letter to the Contractor. The letter will include information about what this Company has done with regard to Health, Safety and Environment Policies and Procedures, a questionnaire to find out what the Contractor has done regarding their own Health, Safety and Environment Policies and Procedures, arranging for the Contractor Induction to be completed and giving the Safety Information Package.

The Safety Package that we will give to our Contractors will contain:

1. List of Hazards specific to site.
2. Names of Workers qualified in First Aid.
3. Location of Fire Extinguishers, Fire Exits and First Aid Kits.
4. Evacuation procedures including Fire and Earthquake.
4. Assembly Area.
5. Details of No Access Areas.
6. Accident and Incident Reporting.
7. Names of our relevant safety personnel.
8. Location of Hazardous Chemicals.

11.3. Contractors Acknowledgement of Health and Safety Obligations Form:

Once a Contractor has been inducted there are further procedures to be completed when that Contractor returns to our premises to do work. We have created a Contractors Acknowledgement of Health and Safety Form, which sets out the procedures that must be followed. This Form must be completed together with the Hazard Identification of the work area and equipment prior to the Contractor commencing work.



11.4. Contractor Co-Ordinator

This person will be responsible for providing information to the contractor relating to the work the contractor is engaged to do, liaising with the contractor and completing other duties as set out below.

To be responsible for inducting the contractor/sub-contractor in our Health, Safety and Environmental policies and procedures and in particular.

Induction of Contractor (if the Contractor is going to be spending a significant amount of time on site, for example, a refurbishment)

Carrying out the procedures to induct the Contractor. These include:

- Letter to the Contractor
- Advising the Contractor what this Company has done about Health, Safety and Environmental issues
- Forwarding a questionnaire on Health and Safety to the Contractor for completion and return
- Conducting an induction with the Contractor and their staff
- Compiling the Contractor Safety Package and handing (or mailing) it to the Contractor

11.5. Contractors Undertaking

This relates to the procedures when a Contractor comes onto our premises to do a job.

- Check that the particular Contractor has been inducted.
- Advise the Contractor, and provide hard copy, of any of those things that they have been inducted in that have changed (i.e. changes to the contents of the Safety Package).
- Together with the Contractor, go through each state set out in the Contractor's Acknowledgement of Health and Safety Obligations Form.
- Together with the Contractor, carry out an on-site Hazard Identification Inspections for the work the contractor will be completing and equipment they will be using, and complete the Hazard Identification and Control form. Immediately implement appropriate methods of controlling any hazards identified (if any hazard is identified as significant, the Health and Safety Manager must be notified immediately), and before the Contractor's work starts.

The Contractor's Acknowledgement of Health and Safety Obligations Form together with the Hazard Identification Controls and actions to control any hazards must be filed.

11.6. Pre-Qualification of a Contractor

When deciding on a contractor, we have created a questionnaire based on the following checklist:

- Safety Policy
- Safety Procedures
- Safety Training
- Safety Records
- The type of safety records are kept by the contractor, e.g. The Contractors safety record for the last few years – Accident Investigation – Safety Awareness.

11.7. Sub-Contractors



We require that any Sub-Contractor(s) on our premises comply with the same procedures as set out above for Contractors. This will be done in conjunction with the Contractor who has hired the particular Sub-Contractors are to:

- Supply details of Sub-Contractors prior to commencement of any work by that Sub-Contractor, and
- Ensure the Induction of the Sub-Contractor is arranged and completed and completion of the Contractors Acknowledgement of Health and Safety Obligations Form.
- The Contractor must also provide the Sub-Contractor with details of their particular safety requirements, and provide evidence of this to our satisfaction.
- The Contractor clearly trains and describes the procedures for the control of the safety performance of Sub-Contractors.

11.8. Health and Safety Guidelines

Principals cannot contract out of their responsibilities. There are some areas which require consideration for inclusion in the contract.

Contracts will include reference to LEGISLATION, CODES OF PRACTICE AND GUIDELINES the Contractor should adhere to.

Contractors' procedures of worker training are to be specified. This is to include the procedures of induction of the Contractor's workers onto our site. The form or the procedure that the Contractor uses for this must be cited and included as part of the contract.

We reserve the right to supervise safety instruction on our sites.

Contractors will need to observe our rules on access areas, security procedures, permits and confidentiality.

11.9. Contractors Health and Safety Questionnaire (Examples below of what information is requested)

HEALTH AND SAFETY:

Do you have a Company Health and Safety Policy?

If so, please forward a copy.

Do you have a Company Environmental Policy?

If so, please forward a copy.

Please list the written Health and Safety procedures that you have in place:

Please advise the name of your Safety Representative (or personal in charge of Health and Safety for your Company).

Please advise the Health and Safety procedures that your workers have been trained in.

Please advise specifically whether your workers are training to carry out Hazard Identification Inspections, and if so list those workers that may come onto our site that have been trained.

With regard to your Company's Safety Record over the past three years, would you please advise the following:

- Number of Fatalities
- Number of Total Recorded injuries
- Accident or incidents on site
- Any cautioning or prosecution by enforcement authorities.
- Any accidents resulting in environmental damage.



11.10 Contractors Engaged to Work at the company Premises Overview

Workers are requested to be aware of the presence of contractors and that they will not be familiar with our emergency procedures as we are. Contractors are to have any potential hazards, known to workers, pointed out. Workers will be advised of the date, name of contractor and a brief description of the work to be carried out.

We have a systematic approach to ensure that contractors, subcontractors and their workers do not harm our workers, or themselves, while undertaking the work required by the contract. Every contractor, subcontractor and their staff engaged to work at our premises must complete a health & safety induction before work commences. This includes one off maintenance contractors.

11.11 On the job Control

While jobs are being completed, by the Contractor or sub-Contractor, we will inspect progress and act on any breaches of safety requirements (A failure to do so may be evidence that 'all practical steps' were not taken to ensure safety.)

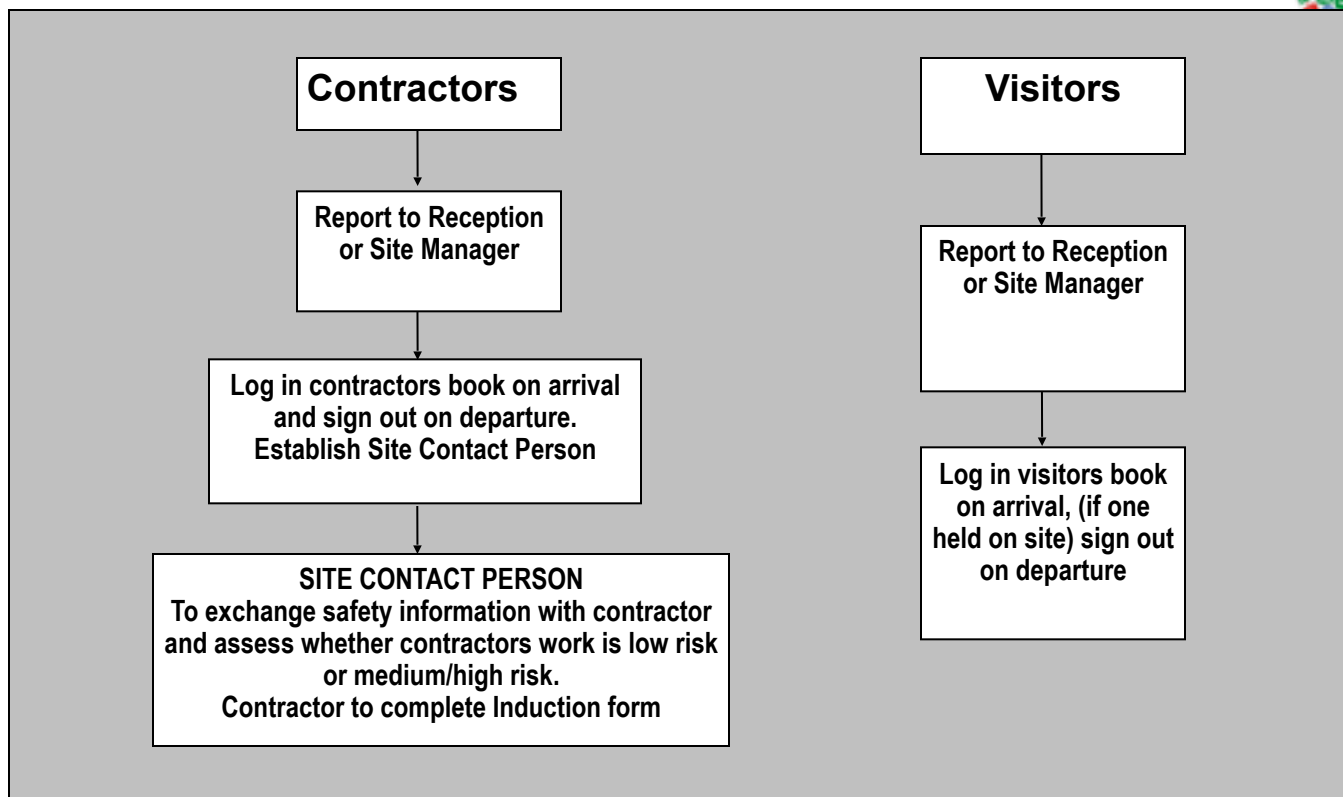
11.12 Contractors Responsibilities

The safety of contractors, sub-contractors and workers does not fall solely on the company. The contractor retains the duties, responsibilities and commitments of an employer, and workers must also take 'ever reasonably practicable step' not to cause themselves, or any other person, harm.

Contractors are under an obligation the, to acquire the necessary Health, Safety and Environmental information from the company, before work starts.

The induction ensures an exchange of safety information with the contractor before work commences. This enables the company contact person to assess the risk to staff, or the contractor, from the contractors work.

We may have visitors, suppliers, company representatives visit our Offices or Sites, the following is a guide:



11a.

Duties of Persons in Control of the Workplace



11a.1 General

The Act prescribes a range of duties on others who — although they may not be employers — have a role to play in the prevention of harm to workers and others in or about places of work. A Section of the Act describes the duties of "persons in control of a place of work" in relation to people in the vicinity, and to visitors. These duties are intended to meet the gap in coverage of the Health & Safety at work Act 2015 when an employer/ worker, contractor/principal relationship does not exist.

Definition of PCBU

A person who is not an owner, occupier or lessee would be in possession of a place if they have been given the right to use the place by the owner, occupier or lessee. For example, a construction contractor frequently takes possession of a construction site for the duration of the project. In most circumstances, however, a person working in a place does not take "possession" of the place. For example, a self-employed delivery driver does not take possession of the place where the vehicle/ truck is parked while it is being loaded or unloaded.

The extent of each of the respective duties is set out below.

- Duties to people in the vicinity of a place of work
- A person in control of a place of work must take all practicable steps to ensure that people in the immediate vicinity are not harmed by hazards arising from the place of work.
- In determining what steps are reasonable, consideration needs to be given to the significance of any hazards and the likelihood that people may enter the place of work — warning notices and barriers are not always needed.

A PCBU may also include a person who owns, leases, subleases or occupies a place of work, or who owns, leases or subleases plant or equipment used in a place of work.

The following is a summary of the main legal obligations contained in the Health & Safety at Work Act 2015. Definitions of relevant terms contained in the Act are also included:

PCBU Duties under the Act

Every Person Conducting a Business or Undertaking (PCBU) must comply with health and safety legislation.

Duty to ensure the safety of workers and others

As a PCBU you are required to ensure the safety of workers and others, so far as reasonably practicable. This includes workers who are employed or engaged by you, workers who are directed or influenced by you and any other person who enters your place of work or who is put at risk by your work.



To address your duties as a PCBU you must ensure you provide and maintain (as far as reasonably practicable):

- A work environment without risks to health and safety;
- Safe plant and structures;
- Safe systems of work;
- The safe use, handling and storage of substances;
- Adequate facilities for the welfare of workers;
- Any information, training, instruction or supervision that is necessary to protect all persons from risks relating to the work they are doing;
- Monitoring the health of your workers and the conditions at the workplace to prevent illness or injury; and
- You must also maintain any premises so that a worker occupying the premises is not exposed to risk.

Duty to provide training and supervision

PCBUs are also required to provide worker training and supervision. Workers must be competent to do their work, made aware of the potential hazards and expected risk controls. There must be a system for dealing with any emergencies that occur at work.

Duty to notify events

PCBUs must notify WorkSafe NZ of any Notifiable Events, which include a death, notifiable incidents and notifiable injury or illness.

Duty to preserve sites

PCBUs must take all reasonable steps to ensure that any site where a notifiable event occurs is not disturbed until authorised by an inspector.

Duty to engage workers

PCBUs are required to engage with workers on health and safety matters.



Right of workers to refuse work

Workers have the right to refuse to do work that could cause them harm.

General PCBU H&S obligations

PCBUs cannot contract out of health and safety obligations.

PCBUs must manage Risks to health and safety.

PCBUs must not levy workers.

PCBUs cannot transfer their obligation to another PCBU.

Duty to ensure workplace is safe

A PCBU with management or control of a workplace must also ensure that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace are without risks to the health and safety of any person.

Duty to consult with other duty holders

PCBUs who have a duty relating to the same matter (e.g. working on the same job) must, so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with all other PCBUs who have a duty in relation to the same matter.

Duty of Officers:

Officers' of a PCBU must exercise **due diligence** to ensure that the PCBU complies with its duties or obligations.

Due Diligence

To exercise due diligence, you must:

- Acquire and keep up to date knowledge of work health and safety matters;



- Gain an understanding of the nature of your operations and the hazards and risks associated with those operations;
- Ensure that when work is carried out, appropriate resources and processes are available for use (and are used) to eliminate or minimise risks to health and safety;
- Ensure appropriate processes are in place for receiving, considering and responding in a timely manner to information regarding incidents, hazards and risks;
- Ensure that processes are implemented for complying with any duty or obligation of a PCBU under the Act; and
- Verify (regularly check) that processes and resources have been provided and used.

A PCBU is responsible for taking all practicable steps to ensure people in the vicinity are not exposed to harm — regardless of the purpose for which they are in the vicinity. The extent of the duty to visitors depends on the purpose of the visit:

- **Where a visit brings some benefit to the occupier**

Broadly, where people are visiting for work-related reasons, pay to be there, or are present for the benefit of the occupier, the PCBU is responsible for taking all practicable steps to ensure they are not exposed to harm.

- **Other authorised visitors**

There is a duty to all authorised visitors not included in the above categories — to warn them of known significant, out-of-the-ordinary hazards in the place of work.

- **When there is no duty to visitors**

People visiting a place of work under any other circumstances are owed no duty under [section 16](#) by the occupier. This includes people visiting for the purpose of recreation or leisure.

PCBUs have no duty to trespassers.

11a.2 Duties of Workers, Contractors and Subcontractors

Duties to contractors and subcontractors

A PCBU must take all practicable steps to ensure that contractors and subcontractors engaged, and any workers of a contractor or subcontractor, are not harmed by hazards in or arising from the place of work.

Duties to customers and clients



A PCBU must take all reasonable practicable steps to ensure that customers and clients are not harmed by hazards in or arising from the place of work. Those who are owed the duty are people who:

- Have paid the person in control (either directly or indirectly) to be there or to carry out some activity in the place; or
- Are buying or inspecting goods for sale and from the sale of which the person in control would derive some gain or reward (either directly or indirectly).

If the PCBU does not receive any financial benefit from the visitor, then there is no duty under subsections within The Act. The only duty in such situations is the duty to warn of known, significant, out-of-the-ordinary, work-created hazards.

11a.3 Duties of Self-Employed

Most of the specific duties in the latest Worksafe NZ Act are to encourage employers to manage hazards and provide safe and healthy workplaces, although many of the specific duties do not apply to the self-employed. Sections of the Act do, however, create a general duty for the self-employed to maintain their own safety and health, and that of others who may be affected by their work. A Section of the Act requires that if you are self-employed, then you should take all practicable steps to ensure: **your own safety while at work; and that no action or inaction by you while at work causes harm to any other person.**



12. REHABILITATION

12.1. Explanatory Note

The purpose of the Rehabilitation Section is to explain the the company Policy when a worker is injured at work (or is ill as a result of work) and is unable to return initially to their usual job, due to the nature of their injury/illness. The aim of this section is to set out the processes and all the procedures for that worker to return to work at the earliest possible time, on lighter duties than they would otherwise do in their normal job.

Parts of this sections duties will be covered by the Site Managers and the collaborative outcome will cover off in all of the applicable areas below.

12.2. Introduction

The objective is to bring the injured, or sick worker back into the workforce as soon as appropriate for the worker . Workers are known to recover more quickly while they are at work doing meaningful work and it is known they suffer less stress, (eg. ACC will only pay 80% of earnings if the worker is off work) There is the opportunity with appropriate Rehabilitation duties for the worker to earn as much money as he/she was before the injury while recovering from an injury.

There are 5 stake holders in the Rehabilitation Plan:

- The injured worker
- The company
- The Doctor
- ACC
- Physiotherapists, Specialists etc.

12.3. Process

A Rehabilitation Co-ordinator will be appointed within the company.

The Rehabilitation Co-ordinator will take care to ensure the injured worker is not a risk of further injury or the alternative work offered detrimentally affects a healing process.

12.4. Rehabilitation Co-ordinator

The Rehabilitation Co-ordinator will communicate with the other stakeholders. With these bodies in mind, they will organize, plan and implement a programme of rehabilitation which will be characterized by the injury/illness, ability of the worker, and the type of work available, which would readily contribute to the recuperation of the worker, and the productivity of the business.



The Rehabilitation Co-ordinator will organize for the worker to see a Doctor for a certificate to put them back to work on rehabilitation duties. The Rehabilitation Co-ordinator will need to inform the Doctor of the rehabilitation/alternate/light duties available for the Doctor to support the return to work.

12.5. Information Collection and Release

The Co-ordinator will be required to obtain permission from the injured worker to collect and pass on confidential medical information. With the Privacy Act 1993 in mind the sample forms at the end of this section are to be used.

12.6. Rehabilitation Duties

It may be helpful to classify alternative jobs into the following three categories:

- a. Light Duties
- b. Minimum Physical
- c. Physical

The following lists some suggestions for alternative jobs in the various categories:

- a. Light Duties
- b. Check First Aid Equipment
- c. Check Fire Extinguishers (Current Status of Fitness)
- d. Cleaning signs
- e. Equipment Safety Checks
- f. Check warrants and registration of company vehicles
- g. Hazard Identification Procedures organisation / Updating
- h. Filing and Office duties (Banking)
- i. Quality Control Inspection
- j. Proofing Copy
- k. Cleaning
- l. Training
- m. Refresher course in safety procedures
- n. Morning teas
- o. Destroy old files

Advice will be sought from the appropriate people, such as a Doctor, to ascertain the restrictions to be imposed.

Minimum Physical

Maintenance

General Cleaning Duties

First Aid Course

Physical

Site Checks



12.7. Returning the Worker to a Rehabilitation Program

The Rehabilitation Co-ordinator will compile a file on the injured worker to record the rehabilitation. On the completion this information will be stored in the individuals' personal file.

The Rehabilitation process will take into account the individual needs, and there is a need to create opportunities to assist workers to continue to lead constructive, satisfying lives. These opportunities are to be designed in such a way as to assist in recovering, or acquiring skills that will help an injured worker work in a position or job, similar to that held, before the accident occurred.

Rehabilitation Co-ordinator to:

Set up a rehabilitation file for the worker including forms in this section.

Obtain a copy of the Doctors ACC Certificate.

Contact the ACC Case Manager at the ACC Branch Office who is administering the NZISM file.

Discuss with the Case Manager the ACC assessment:

- Is the worker fit for alternative work?
- Is the worker fit for usual work duties?
- Discuss the return to the workplace based rehabilitation plan
- Record the time off work
- Contact the injured worker
- Arrange for the worker to see a Doctor to get a clearance to return to Rehabilitation
- Sight Doctors 'fit for rehabilitation' certificate
- Implement rehabilitation plan
- Monitor rehabilitation plan
- Sight the Doctor 'fit for return' to usual duties certificate
- Sign off the programme when the Worker returns to usual duties
- Communicate and discuss the rehabilitation plan with the ACC Case Manager at all times. The Case Manager may also wish to come to the site to discuss the program with the worker and their Manager/ Rehabilitation Co-ordinator.

THE PRIVACY ACT 1993 & THE HEALTH INFORMATION PRIVACY CODE 1994

To assist in obtaining the full benefits workers may be entitled to, *for a workplace injury/illness*

Certain information is required. The information will include biographical and health related information, earnings, accident information and compensation payments.

A worker is under no legal obligation to pass this information to an employer and it is illegal for an employer to obtain it without the worker's consent. Workers are asked to sign the accompanying form.

While management will obtain as much information as possible, from the worker directly, it may be necessary to inquire of other people such as Doctors or medical record keepers. Without this information it will be impossible to assess entitlement to payments, or to assess the best possible alternative work for the worker in the company rehabilitation plan. This could mean the worker might miss out on payments they are in fact entitled to.

It will at times, be necessary for the Company to release information about the worker in order to ascertain what assistance they are entitled to and **their consent is required for that to occur.**



The above refers only to claim under ACC. The Information Privacy Principles of the Privacy Act and the Health Information Privacy Code 1994, ensures the worker interests are looked after by binding an employer to the following:

1. The least amount of personal information must be collected to meet the needs.
2. The individual has to know of, and consent to the collection of the information.
3. The information is kept secure.
4. Workers have access to the information and can correct any information that has been collected.
5. The information is only used for the purpose it was collected.
6. There are limits on what information an employer can release.

Any concerns a worker has on this matter can be discussed with the Rehabilitation Co-ordinator. If there are still concerns after these discussions, or if a worker feels that their employer is not handling the information collected correctly, they have the right of complaint to The Privacy Commissioner, P O Box 466, Auckland 1 (Ph: 0800 803 909).



13. SITE SPECIFIC SAFETY PLANS

13.1. Explanatory Note

A Site Specific Safety Plan (SSSP) is a safety document created prior to the start of a major construction project. A series of job specific questions are asked and once completed a SSSP document is produced containing the following:

- a) Contact details for the main contractor and site supervisor;
- b) Description of the job;
- c) Description of the site or place of work;
- d) The workplace safety representative;
- e) Hazard management including a list of hazards likely to be encountered in the work place and the recommended risk controls that should be in place to manage the listed hazards;
- f) Any notifiable works for the job; (see point 13.4)
- g) Safety training requirements;
- h) The minimum PPE required for the job;
- i) Hazardous substances;
- j) Accident (event) reporting procedures;
- k) Communication and safety awareness requirements;
- l) Safety reviews;
- m) Emergency plan;
- n) Subcontractors and visitors;
- o) Plant and equipment;
- p) Any additional requirements; and
- q) A list of forms and checklists attached (including Task Analysis documents).



13.2. Responsibilities

A SSSP is usually created for major building projects or when requested by a main client.

The Health and Safety Manager/co-ordinator or Site Supervisor is responsible for completing and printing the SSSP, attaching additional documents such as the Emergency Plan, Training Registers, Task Analysis etc and signing off the document. The SSSP as a completed document is to be held on the job site.

13.3. Application and Use

The SSSP held on site will be discussed during the site induction process. This process will assist workers on how to manage job-based safety in their workplace. The following items must be covered and signed off where required;

1. Work Preparation
2. Job Induction
3. Visitor Induction
4. Client Induction
5. Hazard Identification and Risk Management
6. Task Analysis
7. Workplace Reviews
8. Toolbox Meetings
9. Site Security

13.4. Notification of Hazardous Work

The requirement to notify WorkSafe NZ is defined in the Health & Safety Regulations.

Where hazardous work is to be carried out by our company, WorkSafe NZ will be informed in writing at least 24 hours prior to commencement of such work.

Notification is completed online, via WorkSafe NZ website at the following address; www.business.govt.nz/worksafe/notifications-forms

The SSSP process (when required) also ensures that any hazardous work is identified during the hazard identification process and a SSSP is produced. The SSSP lists any hazardous work that is required to be notified to WorkSafe NZ.



If WorkSafe NZ is notified using their online process, an electronic confirmation will be received and a copy of this notification will be kept for our records. A copy of this confirmation will also be added to our Site Specific Safety Plan (when applicable).

A copy of any completed Notification of Hazardous Work Forms will be held in the workplace for the duration of the job.

If engaged in hazardous work, all workers involved will be competent to perform the work and, where applicable, will be holders of an appropriate qualification.