
SUMMIT SCAFFOLDING LIMITED



Health and Safety Handbook

Health and Safety Handbook Contents

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THIS HANDBOOK IS TO BE
AVAILABLE AT RECEPTION OR
THE SITE OFFICE FOR
CONTRACTORS, VISITORS,
TEMPORARY AND SEASONAL
STAFF TO READ AND SIGN UP

**PERMANENT STAFF WILL REFER
TO AND USE OUR MAIN SYSTEM**

Hazards and Safety Rules

For temporary and seasonal staff at our site

Please refer to our list of hazards and safety rules.

For Contractors and Visitors to our site

The member of staff escorting you will warn of any specific hazards and safety rules that need to be observed.

Special significant hazards that visitors and contractors need to be aware of

Health and Safety Policy

(To be displayed on the wall at Reception)

OUR ORGANISATION IS COMMITTED TO THE PROTECTION OF ITS EMPLOYEES AND OTHERS FROM ACCIDENTAL INJURY AND WE WILL PROMOTE OCCUPATIONAL SAFETY, HEALTH AND WELFARE

OUR DIRECTORS AND OUR EXECUTIVE WILL:

1. Appoint a **SAFETY MANAGER** to be responsible for Safety and Health.
2. Promote **EMPLOYEE PARTICIPATION** and regularly consult with the Safety Representatives or Safety Committee.
3. Have **APPROPRIATE POLICIES** for safety planning and business objectives; staff selection and training; safety representative selection and training.
4. Ensure **PROVISION OF RESOURCES** to make it possible for policies to be achieved effectively and efficiently.
5. Comply with all **LEGISLATIVE REQUIREMENTS** Regs, Standards, COP.
6. Ensure that safety **SYSTEMS, PROCEDURES AND DOCUMENTS** are reviewed periodically and are monitored for effectiveness.
7. Have a goal of **CONTINUAL QUALITY IMPROVEMENT**.
8. We will require **ACCURATE REPORTING AND RECORDING**.

ALL MANAGERS WILL BE PERSONALLY ACCOUNTABLE:

- 1) For the health and safety **PERFORMANCE CRITERIA** for work areas over which they have control, and to have **GOALS OR TARGETS** for each Department or area.
- 2) Managers will ensure their continued **MANAGEMENT COMPETENCE** in Health and Safety. They will have a **PERFORMANCE REVIEW** annually.

ALL MANAGERS AND STAFF WILL HAVE INDIVIDUAL RESPONSIBILITY FOR HEALTH AND SAFETY AND WILL:

- 1) Promote Health and Safety, and maintain a safe workplace, safe equipment and proper materials.
- 2) Establish and insist upon safe methods and safe practices at all times, and to ensure employee participation at all levels.
- 3) Ensure that Safety Representatives are selected and trained to help monitor conformance to safety standards.
- 4) Ensure that all employees and contractors understand and accept their responsibility to promote a safe and healthy workplace.
- 5) Agree to go for **ZERO WORKPLACE ACCIDENTS**, and have a policy of **CONTINUAL QUALITY IMPROVEMENT** for performance.

Name: _____

Signature: _____

Site Safety Rules

(To be available at Reception)

As guidelines to the adoption of safe working practices, the following are safety rules which must be followed by staff and visitors to our site.

- ⌋ All visitors must have authorisation to enter any area where public is excluded.
- ⌋ Where required or designated, approved safety equipment must be used.
- ⌋ All areas must be kept clear and free of hazards.
- ⌋ Machinery must not be operated without guards or with damaged guards.
- ⌋ Safety devices must not be tampered with.
- ⌋ Inspect equipment for safety and hazards before use.
- ⌋ Be aware of moving hazards such as vehicles and mobile plant.
- ⌋ Keep clear of moving machinery or equipment at all times.
- ⌋ Motorised plant being maintained should be locked out and danger tagged.
- ⌋ Follow recommended procedures for handling hazardous materials.
- ⌋ Keep aisles, exits, driveways and fire-extinguisher accesses clear.
- ⌋ Before entering any area observe safety signs and rules.
- ⌋ Apply appropriate safe lifting practices - manual or with equipment.
- ⌋ Report all unsafe acts or imminent dangers to the safety committee.
- ⌋ Report all accidents and incidents including near misses.
- ⌋ Before starting any new project job, look for and discuss safety issues.
- ⌋ Plant and equipment must only be operated by suitably skilled persons.
- ⌋ For customer site work - observe safety rules at customer's job sites.
- ⌋ Be fully aware of evacuation and emergency procedures.
- ⌋ Maintain an appropriate standard of housekeeping and general hygiene.
- ⌋ Vehicles may only be driven by qualified and authorised personnel.

Name: _____

Signature: _____

DIRECTOR

Specific Safety Rules
(Copy of this section may be associated with Industrial Agreement as Code of Conduct)

When working for our organisation you must observe our stated policies on health and safety, and comply with all safety rules. All personnel must follow our safety procedures, plant operating manuals and instructions, both verbal and written.

Safety shall be an essential element of everything that you do and must not be compromised for increased output. The Health and Safety Manual will be used as a guide for health and safety in our workplace.

The Health and Safety Officer through the immediate supervisor, has the authority to recommend stopping the work process if there is an immediate danger to life or health and to liaise with workers over hazards and their responsibilities in the working environment.

Use of safety equipment, including personal protection as prescribed for the task at hand is mandatory.

Before starting any new type of job, full consideration will be given to all matters of safety associated with the work to be undertaken. A Job Safety Check sheet should be used for this purpose.

Before using any new plant or equipment a hazard analysis must be completed to identify any potential hazards.

“Skylarking” is not allowed as it often distracts fellow workers and can easily result in injury. Aggressive behaviour will not be tolerated as it can lead to accidents.

All hand tools and portable power tools must be kept in a serviceable and sound condition and stored away when not in use. Any tools owned by staff must be maintained in a safe condition at all times.

Observe all safety signs posted in our building/s and at job sites. They are for your protection and will inform you both of safety equipment requirements and hazards that you may encounter.

Alcoholic liquor and/or unauthorised drugs must not be brought onto or consumed on any site without management approval. Any employee reporting for work under the influence of either drugs or alcohol will not be allowed to commence work. Failure to comply with this rule will lead to disciplinary action.

Every employee must report a hazardous situation as soon as practicable and may need to cease work activity when that work is considered to be dangerous or likely to cause harm or damage.

All staff must be familiar with the procedures for stopping all items of equipment and machinery, in the event of an incident with that item or of a general emergency.

Rules of Conduct

Staff must follow the rules of our Code of Conduct.

SERIOUS MISCONDUCT

You may be instantly dismissed in the event of Serious Misconduct.

LESS SERIOUS MISCONDUCT

In the case of less serious misconduct staff will be given a verbal warning which will be recorded on file. The second instance will be a final written warning. The third instance will be dismissal. The list in our Code of Conduct will not be exhaustive.

Accident Reporting

Report all accidents, injuries, incidents, near misses and damage immediately to your Safety Officer or Manager.

Minor injury or incidents - Report to your Safety Officer or Manager any injury that required treatment however slight. Details will be recorded in the injury register.

Major injury or damage - Obtain help from a qualified First Aider and, if required, summon outside help. Do not attempt to move a seriously injured person unless they are in danger of further injury. Comfort and give assurance to the victim. Administer rescue breathing only if capable of doing so and only when qualified help is not readily available. The Safety Officer or Manager must record all relevant facts and details on the appropriate forms whenever a major accident or damage to property occurs.

Safety Goals for Departments

Every Department shall have safety goals for each year. The goals will include:

- going for a goal of zero workplace accidents in the department
- ensuring that all staff are properly in trained safety issues
- Safety Representative selected and trained
- regular audits are carried out

Contractors and Suppliers Working on Site

All Contractors and Suppliers working on site:

- shall accept liability under Section 16 of the Health and Safety in Employment Act 1992 for their activities on site, and
- shall be responsible for the safety of their staff while on site, and
- shall be accountable if their staff do any harm to any other person.

Personal Protective Clothing & Equipment

The organisation may issue personal protective clothing and equipment (PPE) - according to job requirements (or alternatively may provide an allowance). Employees must wear such clothing and use such equipment in the correct manner at all times.

Requirements with respect to clothing and equipment are: -

1. **Safety Footwear** - suitable protective footwear must be worn where employees could sustain injuries to their feet if the footwear were not worn.
2. **Safety glasses**, goggles, and face shields/visors must be worn in designated eye hazard areas. For example, tasks that involve hazardous liquids, drilling, chiselling, grinding, welding, gas cutting, power wire brushing, and power sawing or cleaning with compressed air require eye protection. Staff working in the immediate vicinity of these processes must also wear eye protection.
3. **Ear protection** must be worn at all times in designated areas and in places where noise levels exceed accepted standards. Earplugs are suitable for general background noise, but earmuffs must be worn whenever there is a concentration of sound eg. Hammering, sawing, nibbling, sanding and grinding - particularly in enclosed spaces.
4. **Safety Helmets** must be worn on construction sites and in designated "hard hat areas". Safety harnesses or safety belts will be worn when necessary.
5. **Other Safety Equipment** such as respirators, dust masks, knee pads, special gloves, safety belts, special clothing etc to be worn when required by Manager.
6. **Overalls or other approved protective clothing** must be worn in designated working environments. Sun hats or suitable head protection may be required where staff need to work in the sun for prolonged periods. Day-glow jerkins will be used for any roading, rail or forestry work.
7. **Loose fitting clothing** should not be worn near moving machinery. Personal jewellery such as rings, wristwatches, bracelets and necklaces also represent a potential hazard around machinery. Long hair must be suitably tied or secured.
8. **Safety equipment must not be abused**, neglected, or carelessly discarded. This could include items such as:
 - ear muffs and plugs
 - suitable gloves
 - suitable protective footwear
 - glasses and goggles or face shields
 - overalls and aprons or jerkins
 - respirators and dust masks
 - safety hats and safety belts

Housekeeping and Hygiene Standards

An appropriately high standard of housekeeping and general hygiene shall be set and maintained in all work areas, this includes: -

Surplus Tools and materials must not be allowed to accumulate in work areas.

Waste Material and rubbish should be cleared regularly from floors and other flat surfaces.

Surplus (off-cut) material that is useable, must be placed in racks, bins or returned to the store.

Power Tools that will not be used again the same day must be returned to the storage area.

Power leads, welding leads and gas, and air hoses must be coiled and hung on racks when not in use.

Workbenches and surrounding floor areas are to be tidied and swept daily.

Refuse and rubbish, eg. Drink cans, food wrapping etc must be discarded into bins.

Ablution and cafeteria facilities must be kept in a sanitary and hygienic condition at all times.

Walkways, stairways and other access and egress points must be kept clear at all times.

Loose tools and materials must not be left lying on any working platform, scaffold, stairway, or above ground on any surface, where they may be dislodged on to workers below.

Oil drips and spillage must be removed from the floor immediately.

Offices must be kept clean and tidy.

Electrical fittings that are faulty must be reported immediately.

Vehicles

All vehicles owned or operated by our organisation are deemed to be a place of work and must be driven carefully and safely.

Warrants of Fitness, Licences and Certificates must be displayed.

Maintenance must be undertaken at regular intervals.

Defective vehicles must not be driven. Report any defects to Manager.

Careless driving will be considered a serious breach of house rules.

Only qualified and authorised drivers may operate our vehicles.

Registrable Plant or Vehicles

e.g. VEHICLES, FORKHOISTS, MOBILE PLANT AND GANTRIES OR HOISTS

TYPE OF VEHICLES/PLANT	LICENCE TYPE OR EXPIRY DATE	STAFF THAT ARE APPROVED

REGISTER OF MEASURING AND TESTING EQUIPMENT				
DESCRIPTION OF SPECIAL EQUIPMENT E.G. METERS	EQUIP NO	FREQUENCY FOR TEST	DATE LAST TESTED	SIGNATURE

Registrable Work and Qualifications		
<p>THIS INCLUDES ALL WORK REQUIRING CERTIFICATES OF COMPETENCE SUCH AS DIVER, CONSTRUCTION BLASTER, POWDER ACTUATED TOOL OPERATOR, SCAFFOLDER.</p> <p>ALSO CRANE OPERATOR, HEAVY HAULAGE PILOT, CHEMICAL SPRAYING, FORESTRY LOGGING AND ALSO NOTIFIABLE WORK SUCH AS ASBESTOS WORK, CONSTRUCTION WORK AT HEIGHTS, DEEP EXCAVATION, CONFINED SPACE WORK NEEDING OXYGEN</p>		
TYPE OF SPECIALISED WORK	QUALIFICATIONS OR CERTIFICATION	STAFF THAT ARE APPROVED

Planning Policies and Business Objectives

OUR ORGANISATION IS COMMITTED TO THE PROVISION OF ADEQUATE RESOURCES TO IMPLEMENT, MAINTAIN AND IMPROVE SAFETY SYSTEMS AND QUALITY STANDARDS.

THE RESOURCES WILL INCLUDE PERSONNEL, TECHNOLOGY, METHODOLOGY, MATERIALS, FINANCE AND MACHINERY

OUR ORGANISATION WILL PLAN TO:

- 1) **APPOINT SUFFICIENT CAPABLE MANAGERS and STAFF RESPONSIBLE TO COMPLETE REQUIREMENTS ON TIME TO A SAFE STANDARD.**
- 2) **ALLOCATE PERSONNEL, TECHNOLOGY, METHODOLOGY, MATERIALS, FINANCE AND MACHINERY RESOURCES RELATING TO THE OBJECTIVES TO BE ACCOMPLISHED.**
- 3) **ESTABLISH TIMETABLES AND ACCOUNTABILITIES TO ENSURE THAT OBJECTIVES ARE SPECIFIC, FOCUSED AND UNDERSTOOD.**
- 4) **HAVE MONITORING, AND ANNUAL EVALUATION OF THE OBJECTIVES AND GOALS SPECIFIED AND CONTINUE TO IMPROVE THE PROCESSES.**

Name: _____

Signature: _____

Emergency Procedures

IN THE CASE OF SERIOUS INJURY:

- Keep calm - so that you can help.
- Advise your Supervisor or ask someone else to do so.
- Telephone for an ambulance on 111.
- Clearly describe your location and the nature of the injury.
- **DO NOT** move the casualty unless the person is in danger of further injury - further movement may aggravate the injury.
- Stop any serious bleeding.
- Monitor and maintain: **A**irways. **B**reathing. **C**irculation.

IN THE CASE OF ELECTRIC SHOCK:

- Turn the power source off.
- To assist the casualty if the power cannot be turned off, use heavy insulating **dry** gloves, or something made of rubber, **dry** cloth or wood to free the casualty.
- Start resuscitation immediately if breathing is not evident.
- Leave equipment as is.
- Attach an "Equipment Unsafe" tag to the power source isolating switch.
- Notify your Supervisor immediately.

IN THE CASE OF EXPLOSION:

- If small and damage is minimal, ensure no fire can start and report to the Manager.
- For a large explosion - phone emergency service, minimise risk of fire.
- Locate and attend to victims.
- Assemble remaining staff for roll call.

IN THE CASE OF CHEMICAL EXPOSURE: (REFER TO MSD)

- For splashes with acids or alkaline, wash off immediately with copious amount of cold water.
- For swallowed fluids - do not induce vomiting but seek medical attention immediately.

- NATIONAL POISONS INFORMATION CENTRE:
 - **Dunedin (03) 474 7000 if urgent;**
 - **Dunedin (03) 479 1200 during working hours.**

- NATIONAL RADIATION LABORATORY
 - **Dunedin (03) 366 5059**

IN THE CASE OF GASES AND FUMES:

- Ventilate the area immediately and keep exposure to a minimum.
- Wear goggles and respirator.
- Extinguish cigarettes and open flames.

IN THE CASE OF BURNS:

- If still burning, roll the victim in a blanket or dampen with a fine low pressure water spray.
- Continue for about 10 minutes to relieve heat.

IN THE EVENT OF STRUCTURAL COLLAPSE OR CRUSHING:

- Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
- Call emergency services.
- Do not attempt to move the victim until medical assistance is available, unless the victim is in grave danger from further crushing.
- Keep the victim calm and comfortable.

IN THE EVENT OF VEHICLE COLLISION:

- If the incident is minor, an exchange of names, addresses and vehicle details must be made and reported to the Manager or the Safety Officer.
- For a major incident involving injury or death, it must be reported to NZ Police and OSH within 24 hours and be recorded in the Accident Register.
- Call emergency services.
- Do not move victims unless fire is a possibility.
- Keep victims calm, warm and comfortable.
- If fuel is spilt or toxic, inflammable or explosive substances are present:
 - Report to emergency services immediately.
 - Close the road or isolate the area.
 - Initiate evacuation (for LPG within a 400 m radius).
 - Extinguish cigarettes and open flames.
 - Disconnect batteries (if possible) on damaged vehicles.
 - Do not take unnecessary risks.

IN THE CASE OF AIRCRAFT CRASH

- Ascertain injuries and likelihood of fire.
- Get all personnel clear of aircraft.
- Ensure that all staff evacuate to a safe place.
- Notify NZ Fire Service and St Johns.

IN THE CASE OF BOMB THREAT:

- Any parcel or object that staff is not able to clearly identify must be reported to Management immediately.
- DO NOT touch or move the object.
- Clear the area of the building or site.

IN THE CASE OF ARMED HOLDUP:

- DO NOT argue with the offender.
- DO EXACTLY as the offender demands.
- Try and get an accurate description of the offender and vehicle.
- Report to management and NZ Police as soon as possible.

IN THE CASE OF EARTHQUAKE:

- Stay indoors. Shelter under doorways or desks. If outside - stay clear of buildings and electrical wires.
- Follow instructions. Your Warden or Safety Officer is responsible.
- Stay away from glass windows. Do not use lifts (if installed). Avoid using telephone.
- Evacuation of staff - to take place only once tremors have subsided, and upon instructions of Wardens (or Safety Officers).
- Rescue squad members (if appointed) are to assemble at rescue centre.
- Controller (Head Warden) will make decisions.

IN THE CASE OF FIRE:

- Sound the alarm.
- Dial 111 and call out the Fire Service.
- All staff to evacuate to the assembly areas (muster stations).
- Fire wardens will attempt to extinguish the fire.
- All fire wardens to complete a thorough search of their area.
- Fire wardens check personnel at muster stations and report to Head Warden.

IN THE CASE OF SEVERE STORM

- Beware of fallen electrical lines, flying glass or other hazardous objects.
- Follow the instructions of your Manager.

IN THE CASE OF SNOW FALL

- If at home, contact the office before leaving for work.
- If on the road take extra precautions and avoid high country routes.
- If at work, follow the instructions of your Manager.

IN THE EVENT OF FLOODING:

- Where possible prepare in advance of flooding.
- Move animals and vehicles to high ground.
- Ensure that chemicals and dangerous substances are above flood level.
- Where necessary arrange for emergency generator and switch off mains.
- Ensure that sufficient drinking water is available in advance.
- If necessary retire to high ground or roof of building.

IN THE EVENT OF TRENCH COLLAPSE:

- Call emergency services.
- Start hand excavation to locate the victim. Use prodders carefully to assist.
- Keep all dewatering plant in operation.
- Avoid using mechanical equipment in the same trench.
- If a machine must be used, excavate a new trench alongside the cave in, then hand shovel loose material across into the new trench.
- Do not shift the victim when uncovered, clear their face, keep them warm and comfortable.
- Take precautions to prevent further collapse.

IN THE EVENT OF LANDSLIP:

- Evacuate the area as quickly as possible.
- Call emergency services if personnel caught in landslip.
- Attempt rescue of personnel caught in landslip if it is safe to do so.
- Do not return to the area until inspections completed and all clear given.

All injuries, property damage or near miss incidents must be reported immediately to your Supervisor, Safety Officer or Manager. Treatment must be sought for all injuries, no matter how minor. Where damage or serious harm has been caused, nothing relating to the accident scene is to be disturbed without the express approval of the Manager, except for the purpose of preserving life or relieving suffering.

Emergency procedures should be tested at appropriate intervals such as annually.
Fire evacuation procedures should be tested 6 monthly.

Testing of Emergency Procedures			
Procedures type	Date of next test	Date completed	Signature

TEMPORARY AND SEASONAL STAFF ACKNOWLEDGEMENT

I hereby acknowledge that I have read (or otherwise have had fully explained), understand, and will abide by, the rules and procedures of the Health and Safety Handbook adopted by the organisation.

WHERE SPECIFIC TRAINING IN SAFETY PROCEDURES IS GIVEN TO TEMPORARY OR SEASONAL STAFF

I also acknowledge that I have been adequately trained in the appropriate safety procedures for the equipment and activities involved.

Date	Name	Signature

CONTRACTORS AND OTHER VISITORS ACKNOWLEDGEMENT

I hereby acknowledge that I have read (or otherwise have had fully explained), understand, and will abide by, the rules and procedures of the Health and Safety Handbook adopted by the organisation.

I also acknowledge that I have been adequately trained in the appropriate safety procedures for the equipment and activities involved.

Date	Name	Signature