



SUMMIT SCAFFOLDING LTD HEALTH & SAFETY MANUAL

Prepared by



HEALTH AND SAFETY MANUAL FOR: Summit Scaffolding Ltd

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Section	Title
01	Health and Safety Policy

Company Health and Safety Policy Statement

As a PCBU (Person Conducting a Business or Undertaking) that manages or controls a workplace, we will ensure, so far as is reasonably practicable, 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.

Examples of this commitment are that we:

1. Will comply with appropriate legislation, regulations and codes of practice.
2. Have and will maintain a systematic process for the management of health and safety in relation to our workplace.
3. Acknowledge that management has the ultimate responsibilities for health and safety in the workplace.
4. Will ensure that specific Health and Safety roles are designated at Senior Management level and measured against in conjunction with other business objectives.
5. Will ensure that workers understand their obligation to maintain his/her own safety and the safety of others in the workplace.
6. Will engage with workers (including appropriate unions and nominated employee representatives) in terms of risk and hazard management and the creation of interest and enthusiasm in safety.
7. Will provide appropriate plant, machinery and tools to ensure safe practices and these items will be appropriately maintained.
8. Will train staff in safe work practices in all aspects of their role – including safety inductions and Hazard minimisation.
9. Will report all appropriate notifiable injuries, illnesses and incidents as soon as possible to the regulator.
10. Are committed to supporting the safe and early return to work of injured employees.
11. Will proactively strive to continuously improve the health and safety of our workers by using tools such as managing against annual Health and Safety objectives, graphing root causes and internal annual audits.
12. Will ensure that the Health and Safety system is reviewed by Senior Management and the Health and Safety Committee annually.

Signature:

Name: Bruce Pickerill

Title: Director

Company: Summit Scaffolding Ltd

Date: 19 July 2017

John Scott

Director

THIS POLICY IS TO BE REVIEWED EVERY TWO YEARS

work safe
ADVISORY SERVICES

Section	Title
02	Health and Safety Introduction

1. "PCBU's"

A PCBU is a 'person conducting a business or an undertaking'. It is a broad concept used throughout the Health and Safety at Work Act 2015 (HSWA) to describe all types of modern working arrangements, which we commonly refer to as 'businesses'. Most NZ businesses, whether large corporates, sole traders, or self-employed, are classed as PCBUs. The difference between a business and an undertaking is:

- Businesses are usually conducted with a view to making a profit and have a degree of organisation, system and continuity.
- Undertakings will have elements of organisation, systems, and possible continuity, but are usually not profit-making or commercial in nature.

2. Company "Officers"

Under the Health and Safety at Work Act 2015 s18, in a PCBU company, an "Officer" is:

- a) Any person occupying the position of a director of the company by whatever name called.
- b) Includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business.

Officers will take all Reasonably Practicable steps to ensure that the organisation complies with its "Due Diligence" obligations.

3. "Due Diligence"

Officers must exercise due diligence to ensure PCBUs comply with their duties and obligations under the Health and Safety at Work Act 2015 s44.

To be deemed as compliant, an organisation must meet all six of the tests below.

- a) Acquire and keep up to date knowledge of Health and Safety matters
- b) Gain an understanding of the nature, hazards and risk associated with the operation
- c) Provide and use appropriate resources and processes to reduce Health and Safety risk
- d) Monitor information on incidents, hazards and risks and respond in a timely way to that information
- e) Ensure work Health and Safety and legal compliance
- f) Be able to verify that they use these resources and processes

This Health and Safety Manual is written in order of the points above for ease of reference and proof of compliance.

4. "Worker"

Under the Health and Safety at Work Act 2015 s19, in a PCBU company, the term "worker" includes:

- employees
- contractors and their staff
- sub-contractors and their staff
- outworkers, trainees and apprentices
- students on work experience

Volunteers are considered to be "workers" if they work in any capacity for a PCBU:

- with the knowledge or consent of the PCBU; and
- on an ongoing and regular basis; and
- that is an integral part of the business or undertaking; but does not include a volunteer who:
 - participates in a fund-raising activity
 - assists with sports or recreation for an education institute, sports club or recreation club;
 - assisting with activities for an educational institute outside the premises of the educational institution;
 - provides care for another person in the volunteer's home

Section	Title
03	Health and Safety Knowledge

Knowledge Requirements

The organisation appreciates that without appropriate and effective training, the workplace will be a much less safe one. The table below shows what training will be undertaken to meet our obligations of taking *reasonably practicable* steps:

Training Type	Which Staff	Frequency
Health & Safety Management Knowledge: Compliance Accident investigation	Health & Safety Manager Person(s) tasked with the role of managing workplace Health & Safety (e.g., Health & Safety Representative)	At least 2 days every 12 months - e.g. training in the issuing of Provisional Improvement Notices
Induction and Re-Induction	All workers	When joining the company then annually
Hazard Register	All workers	When joining the company then every four months
Manual Handling	Staff who manually move items as a regular part of their employment	Every 12 months
Fire/Emergency Warden	Designated Wardens	Every 12 months
Forklift Operator	Staff who operate forklifts	Every 36 months
First Aid	"First Aiders" - One first aider to be on duty at all times and locations where the business usually carries out activity	Every 24 months (Refresher)
Driver (all vehicle types)	Staff who drive a motor vehicle as a major part of their employment - A practical driving assessment	Every 24 months; and on a change of vehicle type
Gantry Crane Operator	Staff who operate overhead gantry cranes	Every 24 months

***The Company identifies that there may be other training requirements not on this list**

The Company needs to keep a record of all training for investigation purposes.

To assist with managing the above training, the form HS1 can be used. Due to the on-going nature of entries on this form, it is likely that this will be maintained electronically.

For any in-house training that occurs, the Training Attendance Register (HS2) can be used for formal record keeping.

Form	Title	
HS1	On-Going Management of Health & Safety Knowledge – Training Record	

Training	Names of Relevant Staff	Next Training Due	Training Completed	Next Training Due	Training Completed	Next Training Due	Training Completed	Next Training Due	Training Completed
Health & Safety Management Knowledge									
Induction and Re-Induction									
Hazard Register									
Manual Handling									
Fire/Emergency Warden									
Forklift Operator									
First Aid									
Driver Re-assessment									
OOS/GPI									

Form	Title
HS2	Training Attendance Register

Training Course:			
Brief Description of the Course:			
Trainer:		Date:	

Names (printed in BLOCK letters) and signatures of those who attended this Course:

Name	Signature	Name	Signature

Section	Title
03	Induction and Re-Induction

Every year, every “worker” will need to read the 3 pages below and complete the questionnaire at the end. This form will be checked and then filed as proof of Health and Safety compliance.

1. Why do we need health and safety induction?

As a PCBU, we have an obligation to our workers to take all Reasonably Practicable steps to ensure that they are safe at work.

To help meet this obligation, we have implemented this induction program to provide you with core knowledge of health and safety factors and responsibilities in the workplace.

2. Health & Safety Policy

As a PCBU (Person Conducting a Business or Undertaking) that manages or controls a workplace, we will ensure, so far as is reasonably practicable, 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.

Examples of this commitment are that we:

1. Will comply with appropriate **legislation**, regulations and codes of practice.
2. Have and will maintain a **systematic process** for the management of health and safety in relation to our workplace.
3. Acknowledge that **management** has the ultimate responsibilities for health and safety in the workplace.
4. Will ensure that specific Health and Safety roles are designated at Senior Management level and measured against in conjunction with other business objectives.
5. Will ensure that **workers** understand their obligation to maintain his/her own safety and the safety of others in the workplace.
6. Will **engage** with workers (including appropriate unions and nominated employee representatives) in terms of risk and hazard management and the creation of interest and enthusiasm in safety.
7. Will provide appropriate **plant, machinery and tools** to ensure safe practices and these items will be appropriately maintained.
8. Will **train** staff in safe work practices in all aspects of their role – including safety inductions and Hazard minimisation.
9. Will **report** all appropriate notifiable injuries, illnesses and incidents as soon as possible to the regulator.
10. Are committed to supporting the safe and early return to work of injured employees.
11. Will proactively strive to continuously improve the Health and Safety of our workers by using tools such as managing against annual Health and Safety objectives, graphing root causes and internal annual audits.
12. Will ensure that the Health and Safety system is reviewed by Senior Management and the Health and Safety Committee annually.

3. Emergency Procedures

Prior to an evacuation learn the locations of alarm points and exits. Be aware of any emergency procedures relating to your area such as chemical spills and potential accidents and what to do in each scenario.

If you discover a fire, raise the alarm and then vacate the premises immediately. Ensure the fire brigade is called by dialling 111. State clearly the name, address of the building and nature of the emergency (e.g. Fire) and report to your Evacuation Warden/Supervisor.

Assemble at the marked evacuation point unless instructed otherwise by Warden.

Only attempt to extinguish a fire if you have been trained, it is safe to do so and you have an escape route behind you.

A trial evacuation drill will be held every 6 months to test procedures in case of fire or other emergencies. The company has trained personnel to deal with relevant emergencies. This information is available through the Health and Safety Noticeboard.

4. Accident & Injury Reporting

All accidents or workplace illnesses are to be reported immediately to your supervisor or manager who will ensure the event is recorded on the appropriate register of accidents. Usually an investigation into the cause of the accident will follow. The General Manager (or equivalent) will assess whether the accident/illness constitutes a Notifiable Accident, which requires notification to WorkSafe NZ before work can recommence. As a worker you will need to:

- Report every injury or illness no matter how minor
- Report any aches, pains or stress symptoms
- Report any near hits or dangerous occurrences you witness

Note – “Notifiable Incidents” also need to be reported to WorkSafe NZ

5. Hazard Identification and Risk Management

A hazard is anything at work that is an actual or potential cause of harm. A risk is the likelihood that the hazard will result in harm. Hazards we know about are recorded in the **Hazard Register** along with how each risk is managed and controlled to minimise harm. You are required to familiarise yourself with the Hazard Register and acknowledge understanding of safe procedures recommended. New Hazards need to be reported on the Hazard and Near Hit Identification form (HS3). An incident (also referred to as Near Misses or Near Hits) is an event that occurred that could have resulted in harm. These need to be reported on the same form (HS3) as Hazards.

A copy of the Hazard Register is available to you at all times in the workplace.

We keep the Hazard Register active and current by:

- Regular Workplace Safety Inspections
- Regular Health & Safety meetings
- Hazard Identifications
- Incident Investigation reports

Reporting Hazards

Workers must report any hazards, near hits, or unsafe practices or conditions immediately to your health and safety representative, supervisor or manager who will ensure reports are logged on the company hazard report forms and that the appropriate action is taken.

6. Management & Staff Health & Safety

Health & Safety is Everyone's Responsibility

Management have the main responsibility for ensuring your Health & Safety at work.

Core responsibilities include:

- To provide safe buildings, facilities, equipment and work methods
- To systematically identify and manage hazards and risk
- To record, report and investigate incidents and injuries
- To provide training, information and supervision to protect workers health & safety
- To implement and maintain a Health & Safety management system with the participation of workers – including staff, volunteers and contractors

Workers also have duties prescribed under the Health & Safety at Work Act (s46). These duties are:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, as far as the work is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with the Health and Safety at Work Act 2015 or regulations; and
- Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

These duties also include:

1. Actively contribute to hazard identification and risk management
2. Participate in health and safety training
3. Report injuries promptly and accurately
4. Adopt safe work practices
5. Encourage others to do the same
6. Participate in return to work programmes

7. Worker Participation in Health & Safety

All workers have the opportunity to be fully involved and consulted on Health & Safety issues.

We have a health & safety committee that meets on a regular basis. Completed Hazard Identification forms will be presented at these meetings. If you have any issues concerning your health & safety you can report it on the Hazard Identification form and hand it to your health and safety representative or manager.

8. ACC Claims and Work Injury Management

If you have an injury (at work or out of work) and you need treatment, follow this procedure:

- Tell your supervisor or manager.
- If the injury happened at home and affects work, a hazard form (HS3) needs to be filled out.
- If at work ensure the injury is recorded on an accident form (HS4).
- Go to a registered medical doctor (We may nominate the doctor).
- Put your name and details of the accident on an ACC45 form in the waiting room.
- When the doctor completes the ACC45, keep your copy. You will need it if you need to make a claim later.
- Ensure the doctor gives you a medical certificate for your employer if you need time off work.

Form	Title
HS14	Health & Safety Induction Questionnaire

This is an 'open book' assessment to confirm that you have understood the Health & Safety induction training and you know how to access information.

1. What is a hazard and what is a risk?	
2. Where can you find information about hazards and risks that you could be exposed to?	
3. How do you report hazards or near hits that you see at work?	
4. On leaving the building in the event of an evacuation, where do you assemble?	
5. Which accidents or incidents should be reported? - Circle one	Only where injury occurred Only if serious All accidents or near hits
6. Name two hazards in your work place	1. 2.
7. Where is the Hazard Register kept?	
8. Name two Health & Safety duties of workers	1. 2.
9. Who is your Health & Safety Representative?	
10. What additional Health & Safety training do you need for your area?	

Your Name:		Date:	
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Section	Title
04	Health and Safety – Hazard / Risk Management

Prevention

Our goal is to prevent people being hurt. We need to proactively identify what could hurt people in advance and manage the risks to prevent harm occurring.

Hazards, Risks and Near Hits need to be formally identified, investigated and documented. These investigation forms will be discussed at Health and Safety meetings to ensure that everyone agrees that the actions taken represent Reasonably Practicable steps in preventing harm to workers.

Hazard/Risk Register

Identified hazards are investigated with the aim of eliminating the hazard. Where this cannot be done, controls are put in place to minimise the risks involved.

If a hazard cannot be eliminated, a plan should be put in place to minimise the risks. Details of this hazard and the mitigation strategies must be recorded on the Hazard Register Form (HS5).

Hazard Registers must be reviewed at least annually – and workers re-trained every 4 months.

Culture

The only way to manage Health and Safety well in an organisation is to develop a positive Health and Safety Culture. Everyone needs to care about the welfare of other workers in the organisation, as well as themselves.

Worker engagement and participation will be solicited in a novel and interesting ways where possible.

Notifiable Injury/Illness and Notifiable Incidents (S23 and S24 of Health and Safety at Work Act)

Notifiable Accidents and Reportable Incidents will be reported asap via phone or via the appropriate form. After a critical event, the Health and Safety system will be reviewed by Senior Management and the Health and Safety Committee. For a full definition see WorkSafe NZ website (www.worksafe.govt.nz.)

Notifiable Accidents	Notifiable Incidents
Amputation Serious head injury/eye injury/burn/laceration Loss of bodily function A spinal injury An injury that would usually require immediate hospital treatment Exposure to a substance that would usually require medical treatment with 48 hours A serious infection – e.g. zoonosis	An unplanned or uncontrolled incident in relation to a workplace that exposes a person to a serious Health and Safety risk: An escape, a spillage, or a leakage of a substance An implosion, explosion or fire An escape of gas or steam An escape of a pressurised substance An electric shock The fall or release from a height The collapse, overturning, failure or malfunction of plant The collapse (or partial collapse) of a structure Inrush of water, mud or gas in a tunnel or excavation The interruption of the main system of ventilation in a tunnel

Form	Title	Ver
HS3	Hazard and Near Hit Identification and Investigation	4

Location of Hazard or Near Hit	
Form Completed By	
Date	

What is the Hazard or Near Hit?

Rate the Hazard

Risk:

What is the chance or likelihood of someone being harmed if they come near the Hazard?				
1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Only in rare circumstances	Person is unlikely to be harmed	Possible chance of harm	Very likely someone will be hurt	Harm will occur in all circumstances

Severity:

How bad would the harm or injury be?				
1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
No injuries	First Aid treatment for injury	Treatment required at medical centre	Extensive injuries, most likely Emergency Services required	Death

RISK	Likelihood of the event occurring	5	5	10	15	20	25
		4	4	8	12	16	20
		3	3	6	9	12	15
		2	2	4	6	8	10
		1	1	2	3	4	5
		0	1	2	3	4	5
		Damage that will result if the event occurs					

SEVERITY

Risk

1-5	Low	Team or Supervisor can manage by routine procedures
6-9	Moderate	Department manager must specify and be responsible for solution
10-14	High	Senior management attention required within 24 hours
15-25	Extreme	Immediate action required - Officer to be notified

The Rating that I give this hazard is (Risk x Severity = Hazard Rating) _____

What do you think should be done about it?

HS3	Hazard and Near Hit Identification and Investigation
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Management Follow-up

Manager, what rating would you give the hazard?

In order to take all Reasonably Practicable steps, how can we:

Eliminate or Substitute the Hazard? (Throw away, Fix, Repair or Replace)	
Implement an Engineering or Administrative Control? (Put in isolation store, use barriers or cones)	
Change Behaviour or provide more PPE to prevent injury? (Use PPE, make Hazard signs, training)	

Action Taken: What controls have been implemented to manage this Hazard?	Control:	Date implemented:
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Does the Hazard Register need to be updated to include this?

Yes / No

Names of Senior Managers who have been notified of this Hazard

.....

Name, Signature and Date of Departmental Manager:	
Name, Signature and Date of Health and Safety Representative:	

Form	Title
HS4	Accident Reporting and Investigation

Date of Accident:	
Exact Location:	
Time of Day:	
People Involved:	
Detail of Accident	
Name of Injured person	
What Injury Occurred? (Where on body?)	
Details of Witnesses	
Action taken after the injury was discovered	
What could have been done better?	

Name of Person completing this Form:		Date:	
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Management Follow-up

<p>What was real root cause? E.g. not following process, flaw in process, insufficient training, insufficient PPE etc</p> <p>Provide a sketch if appropriate</p>	
<p>What was the impact of the accident?</p> <p>e.g. loss of employee time – what costs?</p> <p>Damage to property – what costs?</p> <p>Damage to materials?</p>	
<p>Recommended Action to prevent re-occurrence</p>	
<p>Remedial Action Actually Taken</p>	
<p>Name and Signature of Investigator</p> <p>Date</p>	
<p>Name and Signature of main Health and Safety Driver</p> <p>Date</p>	

Ensure that full details of this accident are discussed at the next Health and Safety Committee Meeting and recorded

Form	Title
HS5	Hazard Register

All staff members are to be refreshed in their hazards and risk mitigations every 4 months. This should act as a review with eliminated hazards removed and new hazards identified and added.

Hazard and Location	Potential Harm to Workers	Risk/Severity Rating *	Control Action to Manage Risk	Hazard Owner
Manual Handling carrying material	Soft tissue damage – back and neck strain due to lifting and carrying material on to and around sites.	4x2=8	<input checked="" type="checkbox"/> Documents placed in box files to make them easier to carry <input checked="" type="checkbox"/> Staff are trained in the hazard and manual handling principles	
Being struck by driven machinery on client sites or at the office / yard	Any up to and including death if hit by a moving forklift or truck	3x5=15	<input checked="" type="checkbox"/> Staff should be inducted when working on a new site <input checked="" type="checkbox"/> Staff must constantly be on the lookout for this hazard <input checked="" type="checkbox"/> Staff must wear PPE (high viz and where necessary steel caps) to reduce likelihood and severity	
Malfunction of truck or trailer	Minor or Serious harm to driver or members of the public due to minor or severe malfunction of machinery	3x5=15	- Complete a daily "Start Up and Shut-down" Checklist	

* All hazards should have a Hazard Identification form (HS3) completed prior to being added to the Hazard Register

** The Hazard Register must be reviewed at least annually – and details recorded in the Health and Safety Minutes

Section	Title
05	Health and Safety – Provision of Resources and Processes

Part of taking all Reasonably Practicable steps, is to ensure that all processes and resources are provided to ensure that health and safety obligations can be met. Examples include:

- Ensuring the safety of contractors by having a process to train them
- By providing manual handling training for staff to be safe from manual handling strains

Health and Safety Roles

Health and Safety Manager / Driver

- Has a passion for ensuring that staff members are safe in their roles and actions.
- Ensures that the organisation attains compliance with legislation
- Is capable of managing the administrative side of Health and Safety
- Should be a detail-focused, motivated person with leadership skills
- Drives the annual review of Health and Safety Policies / documentation and the Hazard Register
- Annual review of statistics see Section 6 in this manual for details

Emergency Wardens

- Will undertake training as required to ensure that they are capable of pro-actively leading emergency evacuations and ensuring the safety of others
- Must continuously be on the look-out for issues that are ignition sources and evacuations – e.g. blocked exits or new combustible materials coming to site
- Effectively carry out their evacuation duties (e.g. sweeps) and report to the head fire warden

First Aiders

- Will undertake training every two years to ensure that their knowledge is current
- Will ensure they keep up to date on relevant First Aid techniques
- Passionate about helping others and do not mind the sight of blood
- Keen to work with investigators to ensure that accidents are investigated to reduce the likelihood of re-occurrence

Health and Safety Team / Representatives

- The Health and Safety Team will usually consist of one person from every department or work group
- Appointment should be by a voting system every two years
- Work with the departmental managers and main Health and Safety Driver to ensure Health and Safety compliance within the business
- Proactively work to engage the other people on site to make the workplace more safe

External Consultants

To keep up with developments in Health and Safety and to provide an external perspective, this organisation will select an external Health and Safety consulting company. This organisation must have a proven track record in this space and be able to get to know our business by providing effective consulting and training assistance.

Our current Health and Safety consultant is: Work Safe Advisory Services Ltd - www.wsas.co.nz

Under Section 20 of the Worker Engagement, Participation, and Representation Regulation 2016, PCBU's must maintain a list of HSR's and other health and safety team members and have this list readily available. Please complete form HS6 and display accordingly.

Form	Title
HS6	Health and Safety Team – Notice Board Communication

Please allow us to introduce you to your Health and Safety Support Team

Date:	
Main Health and Safety Driver / Manager	
Evacuation Warden Team	
First Aiders	
Health and Safety Team (if appropriate)	
This Notice to be reviewed on (date):	

Form	Title
HS15	Induction Process – Visitors, Contractors/Sub Contractors

All visitors, contractors and sub-contractors must be inducted annually – or each time they come to site, to ensure that they are following their legislative requirements and completing safe and healthy work whilst on the organisation's sites. Various levels of Inductions may be required depending on the extent of the work being conducted and the frequency of visit to the site.

Any work requiring a contractual agreement must be tenanted for appropriately with the inclusion of a Health and Safety policy exchange. The contractor/sub-contractors must read our Induction Process (HS15) and our Contractors Health and Safety Obligations (HS20) and sign to ensure they understand.

Where necessary the principal will be involved in a Task Risk Analysis or an Event Risk Analysis and Task Assessment (HS16 or HS17) prior to work being carried out by contractors/sub-contractors. This process will then be monitored and audited once the work is complete.

- I have read the Company's Hazard Register and understand the minimising strategies
- I am aware that the evacuation point is at: **Grass are outside yard gate.**
- If I bring onto site any hazards, I will advise the Company so they can conduct a Risk Analysis
- If I identify any hazards whilst on site I will notify the Company so they can manage and document the hazard accordingly.

Name	Signature	Date

Form	Title
HS20	Contractor's Health & Safety Obligations

All contractors are required to read the principal's Health and Safety obligations as set out below and initial the lower right corner of the first page, and sign where indicated on the second page of two copies of this form. The contractor is to retain one copy and the principal (the contractee) will retain one copy on file.

All contractors to _____ (the principal) are required to:

- 1 Report to reception on (each) site or to the appropriate contact person on site, and sign the visitor register each day prior to commencement of any work and on completion of work each day prior to leaving the site.
- 2 Observe and comply with the restriction that all buildings are designated No Smoking areas.
- 3 Under no circumstances operate or make adjustments to any on-site plant or equipment without authorisation from the principal's appropriate manager.
- 4 Refrain from entering designated "Staff Only" areas not relevant to the work being carried out without authorisation from the principal's Health & Safety Manager or delegated site manager.
- 5 Report all incidents/accidents/near hits including all hazardous spills/discharges, to the principal's Health & Safety Manager or delegated site manager as soon as possible.
- 6 Provide first aid facilities for their employees and subcontractors unless agreed otherwise with the principal.
- 7 Adhere to any/all health and safety requirements of the principal.
- 8 Nominate an on-site representative who will responsible and accountable for health and safety and environmental pollution in areas under their control.
- 9 Maintain compliance with all relevant legislation that pertains to the services/products being provided to the principal.
- 10 Understand their obligations under the relevant health and safety legislation and other regulations, and ensure that all their employees and subcontractors are informed of the same, and that no person is permitted to work without being so informed.
- 11 Carry out a systematic identification of hazards likely to be encountered and develop controls to manage the risks for all those identified.
- 12 Conduct a risk assessment of the work being carried out and advise the principal's management immediately of any new hazard/risk created during the contract and doing what is reasonably practicable to avoid harm being caused to any person as a result of such hazards and risks.

- 13 Have a health and safety management system in place that ensures their compliance with the relevant health and safety legislation in connection with the work being undertaken and make this available to the principal for inspection on request.
- 14 Provide safety protection appropriate to their trade, industry, or profession, follow safe work practices and not take unnecessary risks.
- 15 Provide the principal with a copy of their health and safety policy and procedures that pertain to the work being undertaken as required.
- 16 Ensure that their workers have been adequately trained and have adequate knowledge and experience of the kind of work, plant or substances that they are required to use. Electrical appliances shall have been tested in accordance with AS/NZS 3760:2001.
- 17 Unless otherwise agreed, it is the responsibility of the contractor to ensure that all building permits, approvals and legal authorities have been met prior to the commencement of any work.
- 18 Good housekeeping standards are to be observed through the period of the contracted work, both at the work site and in and around any temporary buildings; the work site shall be kept tidy with escape exits and other access ways clear of any obstructions; and any spillage shall be contained and cleaned up in a tidy manner.
- 19 The use of language and/or gestures that may be of an objectionable nature towards the principal's employees, visitors or other contactors on the principal's sites will not be tolerated.
- 20 The principal or the principal's Health & Safety Manager reserves the right to stop work where the above requirements are not met or where health and safety concerns are not adequately addressed.

The contractor to complete and sign

I/we have read and understood the obligations listed above and agree to abide by them.

Signed (Contractor's and signature)

Company Name

Date


Form	Title	
HS16	Task Risk Analysis Form	



Date:	Location:
Task to be Undertaken or Area to be considered:	

What are the Hazards?	Who might be harmed and how?	What are you doing already?	Current Risk / Severity	Can you do anything else to control this hazard?	Revised Risk / Severity After Mitigation	Action by who?	Action by when?	Completed on?

Worker: (Name and Signature)	Health and Safety Representative: (Name and Signature)	Principal: (Name and Signature)
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Form	Title		
HS17	Event Risk Analysis and Task Assessment Form (4 pages)		

Event Description:	Date:
Assessment Team:	

Area To Consider	What are the Hazards?	Who might be harmed and how?	What are you doing already?	Current Risk / Severity	Can you do anything else to control this hazard?	Revised Risk / Severity After Mitigation
Workers						
Other People						
Property						

Area To Consider	What are the Hazards?	Who might be harmed and how?	What are you doing already?	Current Risk / Severity	Can you do anything else to control this hazard?	Revised Risk / Severity After Mitigation
Image / Brand						
Environment						
Legislative Requirements						

Actioned By:	Person Responsible	Stakeholder 1	Stakeholder 2	Senior Manager Signoff
Signature:				
Name:				
Date:				

Risk Severity / Matrix

Legend

RISK

- 1 = Rare
- 2 = Unlikely
- 3 = Possible
- 4 = Likely
- 5 = Almost Certain

Legend

SEVERITY

- 1 = Insignificant
- 2 = Minor
- 3 = Moderate
- 4 = Major
- 5 = Catastrophic

RISK
Likelihood of the event occurring

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Severity

Damage that will result if the event occurs

OUTCOME

- 1 ⇨ 5 Low Risk
- 15 ⇨ 25 Extreme Risk

- 6 ⇨ 9 Moderate Risk
- 10 ⇨ 12 High Risk

Risk Mitigation Implementation Plan



Mitigation Strategy	Date Required	Person Responsible	Date Completed

Section	Title
05	Emergency Evacuation Process

Emergency Evacuations will be held every six months – on every permanent site of our organisation. If staff members routinely work outside usual business hours, and miss the standard evacuation, an additional evacuation(s) will take place.

The Emergency Evacuation Records will be kept on HS7.

Primary Evacuation Point	Grass are outside yard gate
Secondary Evacuation Point	As Directed by Emergency Services (Fire, Police)

Evacuation (Fire) Wardens will undertake training every 12 months.

We use a standard “sweeper” system where assigned sweepers clear their designated area(s) and report to the Head Evacuation Warden.

Where necessary the company will complete and maintain a Fire Evacuation Scheme with the New Zealand Fire Service.

A record of evacuations must be maintained on form HS7.

Standard Emergency Procedures

Emergency	Usual Action to be Undertaken
Fire	Ensure your safety first Raise the alarm Fight the fire if you are trained and it is safe to do so Exit the building and meet at the appropriate Evacuation Point
Chemical Spill	Ensure your safety first Raise the alarm Contain that spill if you are trained and it is safe to do so Exit the building and meet at the appropriate Evacuation Point
Gas Leak	Ensure your safety first Raise the alarm Turn off the gas if you are trained and it is safe to do so Exit the building and meet at the appropriate Evacuation Point
Earthquake	As a rule of thumb, if you are in, stay in.... If you are out, stay outside Stay away from items that could fall on you If you are stuck in a building, create a space between the wall and floor by trying to bridge with an item such as a table “DROP – COVER – HOLD”

Form	Title	
HS7	Emergency Evacuation Record	

Site and Location	
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Date	Time Taken	Head Evacuation Warden	Comments

Section	Title
05	Rehabilitation and Return to Work

It is in the interests of all parties for injured persons to be helped back to work as quickly as safely possible:

Party	Purpose
Injured Person	Morale and sense of self-worth tends to be higher when someone feels a useful member of society. Even if the person only works part time, it is better for them to get back to work and feel part of a team again.
The Business	Having an injured person back to work as soon as possible, means that the employee retains more knowledge and should fit back in with the team quicker. They may learn new skills if they are back on light duties. Having a person back early may reduce the business's future ACC Levi's.
ACC / The Crown	ACC / IRD / Work and Income pay people when they are unable to work. Even if the person is working part time, the government pays them less not just in the short term but in the long term.
Society	An injured and non-working person tends not to be a pro-active member of society. They might be less active and contributory to their family and society in general.

We will work with ACC and the worker to get them back to work ASAP. If light duties are available for that person, they will certainly be considered, as would subsidising equipment if it meant that that person could get back to work faster.

As every situation is different, when an injured person needs to be re-integrated into the workforce, a meeting will be held with the injured person, the person's manager and ACC. The goal of this meeting is to create a formal plan showing milestones to bring the person back to work full time as quickly as possible – without interfering with recovery.

Section	Title
05	Safe Driving Policy

Aim

The aim of this Policy is to reduce at-fault crash costs and injuries by promoting a safe driving culture within our Company.

Policies

We are committed to meeting our obligations under the Health and Safety at Work Act 2015 (HSWA), this Safe Driving Policy assists in meeting those obligations.

A vehicle is considered a place of work and workers who are mobile are covered by the HSWA.

There are also specific requirements under the Land Transport Act, for example, the Chain of Responsibility requirements mean that anyone who causes or influences a driver to exceed speed limits or maximum gross weight limits or to work outside of their work time or log book requirements can be fined. Company directors can also be fined the same penalty as the Company.

Work-related road safety applies to anyone who drives as part of their work, irrespective of vehicle ownership or type (including motorcycles).

Managers must do what is reasonably practicable to ensure that our workers are safe from harm while they are working. In this situation "reasonably practicable" includes having processes for ensuring that any vehicle used for work purposes (including any private vehicle) is:

- roadworthy and warranted,
- adequately and appropriately insured, and
- is loaded and used only within its specified capability

For example, a vehicle should not be inappropriately loaded so a driver's vision is impaired, or cargo could shift and harm the driver.

Managers must also ensure that all workers are trained and supervised so that they're able to perform their work duties safely. This would mean ensuring that workers who are required to use a vehicle:

- have the appropriate classes of a current Driver Licence;
- are able to drive effectively, for example, they are not suffering from fatigue or any other factor;
- comply with driving hours restrictions for heavy vehicles;
- comply with the conditions of their driving licence, e.g. the wearing of glasses;
- have adequate time in which to complete assignments; and
- are physically capable of undertaking assignments

A register containing details of worker Driver Licences is to be maintained. Consideration may also be given to participating in the Driver Check service or the Transport Organisation Online (TORO) service operated by the New Zealand Transport Agency (NZTA) that enable transport operators to maintain a register of drivers in their employment. Certain transport organisations are required by law to maintain such a register.

The Company does not pay traffic fines or infringement fees on behalf of workers for any traffic offences (including parking fines) when driving on Company business. Payment remains the responsibility of the offending driver.

Work Sites

When working around motor vehicles (and items of plant and equipment) we must correctly demonstrate the safe methods of operating vehicles, plant and associated equipment. Managers and supervisors must set the example to workers by ensuring they and all staff members wear the applicable safety dress and equipment, which may include wearing of:

- High visibility vest, safety helmet and gloves during forklift operator training on client and our sites.
- High visibility vest and (where required by the site manager/operator) safety helmet during driver training or assessment around vehicles and plant on client and our sites.
- High visibility vest, and where required other items of personal protective equipment (e.g. safety helmet safety glasses, gloves and items specific to sites such as aprons, hair covers etc) during workplace or other site visits.

In some situations, such as during forklift operation, swinglift or sidelifter operations, and/or truck loading and unloading, the training work area is also to be marked out/cordoned off with safety cones.

Associated Procedures

When driving motor vehicles, all our employees are expected to:

- Be aware of, and obey all road traffic laws
- Heed all advisory speed signs
- Maintain a stopping distance (space gap) of at least three seconds at all times from the vehicle travelling ahead
- Complete a vehicle POWER (petrol, oil, water, electrics, rubber/tyre) check at least weekly
- Maintain Company vehicles in a neat, clean, tidy and properly fuelled condition at all times
- Maintain vehicles in a roadworthy and safe condition
- Hold the correct class/endorsement of Driver Licence for the vehicle being driven
- Wear a seat belt at all times
- Refrain from smoking in Company vehicles at all times
- Refrain from consuming food whilst the vehicle is in motion
- Use only approved hands free mobile telephone equipment whilst in the vehicle
- Demonstrate courtesy and patience towards other road users at all times
- Record and report details of all motor vehicle accidents/crashes whether deemed to be at fault (as the driver) or not

Footnote

This is a generic policy only – Companies with a significant use of motor vehicles (such as a fleet operator) in the conduct of their business will need to develop a more comprehensive Safe Driving Policy. Guidance is provided on the New Zealand Transport Authority website:

www.nzta.govt.nz/resources/your-safe-driving-policy/

Section	Title
05	No Smoking Policy

Policy

This Company Health and Safety Policy briefly outlines our Company policy regarding smoking in the workplace, i.e.:

- Smoking is not permitted in Company buildings or Company vehicles under any circumstances; and
- Smokers are to be instructed to place butts in a designated container and not in any general rubbish bin.

On 3 December 2003, an amendment to the Smoke-free Environments Act 1990 was passed. The amendment (the Smoke-free Environments Amendment Act 2003), required, among other things that other workplaces became smokefree indoors from 10 December 2004 – including offices, factories, warehouses, work canteens and ‘smoko’ rooms, and company motor vehicles.

The legislation also requires that PCBUs must do what is “reasonably practicable” to ensure that no person smokes at any time in an internal area. This includes cafeterias, corridors, lifts, stairwells, toilets, workrooms and other internal areas associated with the workplace.

The purpose of this Policy is to provide further explanation to our no smoking policy for a smoke free workplace.

This policy applies equally to all persons in our Company workplaces, whether they are employees, contractors or visitors. Management and supervisors are responsible for ensuring that these Policies are summarised in the induction health and safety briefings to all workers.

Additional Policy Statements

To protect and enhance our indoor air quality and to contribute to the health and well-being of all workers, all workplaces (which include all vehicles whether owned, leased or rented) shall be entirely smoke free. Additionally, the use of all tobacco products, including chewing tobacco, is banned from all Company workplaces, except as designated in this Policy.

Smoking is prohibited in all of the enclosed areas within Company workplaces, without exception. This includes common work areas, the training facilities and classrooms (whether indoor or outdoor), conference and meeting rooms, private offices, hallways, lunchrooms, stairs, restrooms, employer owned, leased or rented vehicles, and all other enclosed facilities.

Designated smoking area in our Company permanent sites will be specified by Senior Management in a separate memorandum to all workers and will take account of these general principles:

- No one may smoke along any pathway or walkway leading to or from designated smoking areas;
- nor may workers smoke elsewhere such as grassed areas and parking lots where visible to the public

When smoking outside, smokers must be aware of the effect of the wind direction and smoke drift, particularly if an entry door is open nearby, or there are non-smokers in close proximity.

Additionally, workers may smoke in their personal vehicles on Company property, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking workers are subjected to smoke that they must walk through to reach their vehicle or any other destination on the Company premises.

While the Company may make areas available to smokers, it does not have legal responsibility to do so; nor does the Company accept any liability for illnesses or disease which may affect persons using those areas. Workers who choose to use these smoking areas do so entirely at their own risk.

No additional breaks from work are allowed to any employee who smokes. Workers who wish to smoke may do so at the standard morning tea, lunch and afternoon tea breaks only. This aspect of this Policy addresses the anecdotal view that workers who smoke are less productive, and ensures equality amongst all our workers.

Smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all workers and our visiting partners and customers.

To ensure that smokers are not a poor advertisement for the Company, smokers who are presenting themselves to groups of staff, clients or making client visits must take every care to ensure that they do not smell of cigarette smoke, as many find that odour offensive. Complaints from other parties that a worker smelt of cigarette smoke will be taken very seriously and may lead to disciplinary action.

Human Resources Matters

The Company (Board of Directors and Management Team) takes note that:

- the Human Rights Commission has confirmed the position that it is acceptable to discriminate against smokers when employing staff;
- the Employment Court has held that recreational drug use (such as smoking) is not a disability for the purposes of the Human Rights Act.; and
- policies to advertise and hire non-smoking applicants for a job will be found to be legal and not discriminatory

Failure to comply with any of the components of this Policy will result in disciplinary action that can lead up to and include employment termination.

Giving Up Smoking

Workers who are smokers are encouraged to seek assistance from such organisations as The Quit Group (a charitable trust set up to run quit smoking programmes in New Zealand, including the national free telephone support Quitline) and the Cancer Society (who work with social services to support and encourage people to quit smoking).

All workers are encouraged to offer understanding and support to any worker giving up the smoking habit.

Section	Title
05	Workplace Harassment

Policy

All workers are entitled to respectful treatment in their workplaces. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behaviour of all kinds and harassment because of age, disability, marital status, race or colour, national origin, religion, sex, sexual orientation or gender identity.

This Policy is intended to ensure that all workers are treated with dignity, courtesy and respect and able to work in an environment which is free from harassment.

Harassment (including bullying) by any employee, client, contractor, customers or trainee in a Company workplace (including when working at a client site) will not be tolerated. It is unacceptable and breaches this policy. Incidents of harassment can be reported verbally or in writing (such as by Memo or email).

Legislation

The Health and Safety at Work Act 2015 defines a place of work as anywhere that a worker is doing work, whether on our own premises or not; this includes motor vehicles. The Act requires PCBU's to create a safe and secure working environment for their workers, and do what is reasonably practicable to manage hazards and avoid exposing workers to unnecessary risk of physical injury or psychological harm.

The Human Rights Act, Section 62, states that it is unlawful for any person to be sexually harassed, either through a request for some sort of sexual activity with an implied or overt threat of detrimental treatment, or promise of preferential treatment; or through sexual behaviour that is unwelcome or offensive to the recipient, and is either repeated or so significant that the person experiences some form of detriment in their employment.

Section 63 of that Act explains that it is also unlawful for anyone to use any behaviour that expresses hostility against, or brings into contempt or ridicules someone on the basis of their race, colour, national or ethnic origins, in such a way that is offensive to the person, and is either repeated or so significant that it has a detrimental effect on their employment.

The Workplace

Harassment is a form of discrimination and is unlawful under the Human Rights Act 1993. We promote our Company as a place of work, which is free from harassment and other discriminatory or offensive behaviours.

Harassment is any behaviour which is unwelcome, uninvited and unreciprocated, and which a reasonable person, having regard to all circumstances, would anticipate as being offensive, humiliating, intimidating or adversely affects the employee's ability to perform their duties. It relates to behaviours that occur in the place of work affecting employees and non-employees (including customers, contractors or visitors to the workplace) or outside at any work related environments (such as a conference, a business trip, a Company function or client function). However, behaviour which occurs outside any work related environment may also be considered harassment, if it has consequences which adversely affect the employee's ability to perform their job. Harassment may involve a single act or repeated act(s) and maybe the result of behaviour which is not intended to offend or harm.

Harassment may also be related to gender, marital status, religious or ethical belief, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation, involvement in the activities of an employee organisation or involves the improper use of power in a way that causes another person to be humiliated, manipulated, or disadvantaged.

Harassment takes many forms. These can range from direct forms such as abuse, bullying, threats, name-calling and sexual advances, to less direct forms such as the creation of a hostile work environment without any direct action toward a person. Direct threats do not have to be made against an individual for harassment to have occurred.

Examples of harassment in the workplace include but are not limited to:

- lewd or racist comments/jokes;
- taunting/name-calling;
- unwelcome practical jokes;
- threatening someone;
- offensive language;
- the display or presence of offensive material;
- pinching, ogling/staring, or massaging someone; and
- displaying offensive screen savers, email jokes or viewing inappropriate websites

Sexual harassment is a specific form of harassment. It is defined as unwelcome, uninvited and unreciprocated behaviour of a sexual nature which makes the person feel humiliated, intimidated or offended. It can arise from lewd comments/jokes, boasting about sexual performance, touching, uninvited kisses or embraces, displays of sexually graphic material (including posters/pictures/calendars/magazines/videos), repeated invitations to go out socially after prior refusal, sexually explicit conversations or offensive phone calls, letters and email.

For example, to indicate some sort of sexual relationship with an implied effect as to the outcome of a favoured work relationship would clearly be a serious incident of sexual harassment.

Sexual harassment does not include behaviour based on mutual attraction, friendship and respect.

Racial harassment occurs when another person directly or indirectly shows hostility, ridicule or contempt based on the worker's race, colour or ethnic or national origins through language, visual material or physical behaviour that the worker finds hurtful or offensive. This behaviour is of such a nature, or is repeated so often, that it has a negative effect on the worker's employment, job performance or job satisfaction.

Bullying, although it is not unlawful under the Human Rights Act, can contribute to either a personal grievance or a discrimination case.

The effects of harassment and bullying include:

- Increased absenteeism due to anxiety, panic attacks, fear, depression, stress and ill-health
- Unaddressed stress can often lead to errors at work, injury, fatigue, illness and disease
- Reduced performance and productivity caused by isolation, breakdown in work relationships, distraction, and low morale
- Unhappy, unmotivated employees
- Increased employee turnover
- Increased management time spent investigating and dealing with complaints
- Unhealthy workplace culture and ongoing conflicts
- Industrial action
- Damaged reputation
- Expensive litigation procedures and negative publicity

Investigation

Investigations into allegations of harassment will be treated very seriously and conducted in a sensitive manner, and to the extent that it is practicable, will remain confidential. An investigation may require conferring with all parties. If the case is proven, the person(s) responsible (if an employee) will be disciplined; this may be treated as serious misconduct and may lead to dismissal.

The Managing Director encourages harassment complaints to be settled internally. Formal complaints of Harassment can be directed to a Company Director, senior management, the Human Rights Commission or the Department of Labour. The Protected Disclosures Act 2000 allows people to make disclosures to appropriate authorities about serious wrongdoing without needing to fear victimisation.

When an internal formal complaint is lodged it will be dealt with as follows:

- The Managing Director will either conduct the investigation or arrange for a person, mutually acceptable to both the complainant and the alleged offender, to conduct the investigation.
- The complainant will be advised that a full investigation will be made, confidentially, promptly, and impartially and in a manner that preserves the dignity and respect of the parties.
- The alleged offender will be advised as soon as possible of the exact nature of the complaint and be given an opportunity to give their version of events. (The alleged offender is entitled to know the name of the complainant.)
- Both parties will be given an opportunity to have a representative present as a witness/ advocate.
- The Managing Director will maintain a fair and impartial investigation and appeal process. This process will be culturally appropriate and adequate records will be kept.

To complete an effective investigation the following may occur:

- Current and possibly ex-employees and other persons may be interviewed.
- One or both parties (if employees) may be suspended with pay during the investigation.

The complainant may contact the Human Rights Commission (discrimination as per the Human Rights Act 1993) or the Department Of Labour (where it impacts on the Employment relationship it can be notified as a "personal grievance" as per the Employment Relations Act 2000) directly who can then initiate an investigation.

Section	Title
06	Health and Safety – Monitoring of Incidents, Hazards and Risk

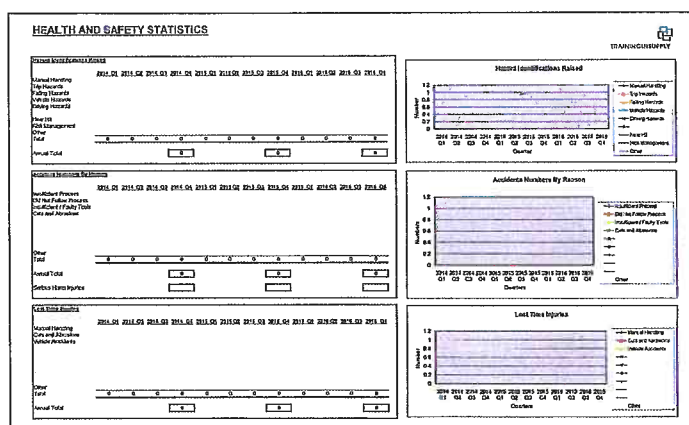
The underlying ethos is one of prevention of harm to any worker.

Information must be taken from Hazards, Near Hits and Accidents and then acted upon to drive improvements to prevent harm.

Statistics

Each quarter, the following statistics shall be graphed using form HS8. Comparison should assist with Root Cause Analysis. Additional action plans shall be drawn from these statistics.

1. Hazard IDs (including Near Hits) by reason
2. Accidents by reason
3. LTIs (Lost Time Injuries) for the business by reason



Risk Assessments

When a risk is discovered, a Task Analysis Form HS16 shall be completed. This will allow the Risk to be evaluated, scored, investigated then eliminated and/or minimised.

If work is undertaken on the sites of clients, and therefore they are being controlled by their Health and Safety system, Hazard Identifications are not automatically undertaken prior to the commencement of work, however if specific issues arise, they should be dealt with via the client's hazard process – to encourage them to make a correction. Where this occurs, a copy of the client's completed Hazard Identification Form should be sent to our Head Office for further investigation.

Section	Title
07	Health and Safety – Ensuring Legal Compliance

This Health and Safety system has many tools included to ensure legal compliance:

- Hazard and Near Hit Identification, Risk Management and Evaluation Forms
- Accident Reporting and Investigation Form
- Hazard Register
- Training Requirements (including Inductions) and Training Record
- Observations
- Health and Safety Meeting Template
- Statistics
- Emergency Evacuations
- Health and Safety Representation

To ensure that the above tools are used – and used correctly, an auditing process ensures long-term compliance and sustainability.

Section	Title
08	Health and Safety – Verification that the system is being used

Observations

Observation WALKs are referred to as Safe WALKs and are used to audit tasks and standard operating procedures. Helping to meet our requirements under our due diligence obligations.

“Observations” should be completed a minimum of quarterly (ideally weekly) to ensure that:

- individuals are performing their tasks as prescribed by process
- processes are continuously improved

Observations follow the “WALK” principle:

- **WATCH** the person to see how they are performing the task
- **ASK** questions of the person to check their understanding of the process and to solicit improvement ideas
- **LISTEN** to their comments and suggestions and probe them to understand them
- **KNOWLEDGE** transfer to ensure that both parties understand the real situation

Observation records should be discussed with the departmental manager after the event and improvement ideas refined, and if appropriate, implemented.

Observation forms (Form HS9 – see the following pages) should be tabled at the next Health and Safety Meeting for discussion and action.

Site Walks

Regular documented walks around the workplace checking controls for known hazards/risks and identifying any new hazards/risks significantly affect workers health and safety. It demonstrates that the company is being proactive and allows the company to benchmark its results each month and introduce KPI's. A simple template can be found on the following pages (HS12), which where necessary will need to be customised to department or site.

Health and Safety Meeting Agenda / Minutes

It is vital that all relevant topics are discussed and documented on a regular basis but at least every three months. Meetings should be more frequent if deemed reasonably practicable to do so. A Minutes template is provided in the following pages (HS10). Minutes should be detailed and made readily available to all workers. A copy of the minutes should be sent to senior management for consultation and review.

Annual Audit

Each year, a full Audit should be undertaken to ensure that the system is continuously improving and is being used correctly. A Health and Safety Annual Audit form (HS11) is also provided in the following pages and should be completed by the Health and Safety Manager of the organisation and tabled at the next Health and Safety Meeting for discussion and action. Every two years it is advised that an audit of the system is completed by an external consultant to further our knowledge and provide external contribution.

Form	Title
HS9	Observation Form

Date:	
Exact Location:	
Time of Day:	
People Involved:	
<u>WATCH</u> Detail of task observed	
<u>ASK</u> Questions asked by Observer	
<u>LISTEN</u> Answers given by person being observed	
<u>KNOWLEDGE</u> What did Observer learn? What did person being observed learn?	

<u>Actions Taken</u>	
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Signatures:		
	Observer	Manager

Form	Title
HS12	Monthly Checklist Audit

Location	Hazard	Result
Office	Evacuation routes are clear Workstations are set up well Cabling – safe and out of the way Fire Extinguisher was tested within the last year and is assessable Are all lights working Are stairs, decking and handrails safe i.e. not slippery, even surfaces, no nails protruding All door mats are lying flat i.e not curled so as someone might trip Are all heating devices free from any obstructions?	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No
Workroom	Does the office have PPE gear for use on site?	Yes / No Yes / No
Shop	Evacuation routes are clear Workstations appear to be well set up Cabling – safe and out of the way Fire Extinguisher was tested within the last year and is assessable	Yes / No Yes / No Yes / No Yes / No
Lunchroom	Cash register area clear No product stored in an unsafe manner	Yes / No Yes / No Yes / No
Warehouse	First Aid kit stocked Lunchroom clear of hazards H&S Noticeboard up to date and correct Daily forklift checks are being performed Machinery was being driven safely? Stock is stored in the racking in a safe manner Manual handling appears to be carried out safely Fire Exit is clear from obstruction Fire Extinguisher was tested within the last year and is assessable Container Storage area looks to be safe and well managed Rack is intact and undamaged PPE is available and being used in the warehouse Are stairs, decking and handrails safe i.e. not slippery, even surfaces, no nails protruding	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No

Form	Title
HS12	Monthly Checklist Audit

Additional Areas / Focus Points

Comments / Actions:

Signature of Auditor:		Date:	
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Form	Title
HS10	Health and Safety Meeting Agenda and Meeting Minutes

This template can be used as a pathway for the effective management of Health & Safety within the business

Meeting Date:		Those in Attendance:	
Location of Meeting:		Apologies:	

Actions	Comments	Action: What/Who
<u>Inductions</u> <input checked="" type="checkbox"/> Are we up to date? <input checked="" type="checkbox"/> How can we improve?		
<u>Training</u> <input checked="" type="checkbox"/> Are we up to date? <input checked="" type="checkbox"/> What more is required?		
<u>WALK Observations</u> <input checked="" type="checkbox"/> Are we up to date? <input checked="" type="checkbox"/> Matter(s) Arising?		

Actions	Comments	Action: What/Who
<u>Hazard Identifications and Near Hits</u> <input checked="" type="checkbox"/> Are we receiving them? <input checked="" type="checkbox"/> The Hazard Register must be reviewed annually	<p>Were any Notifiable Incidents Reported?</p> <p>The next Hazard Register review date is:</p>	
<u>Accidents</u> Review each one:	<p>Were any Notifiable Accidents / Illnesses Reported?</p>	
<u>Purchases</u> Any purchases that may affect health and safety need to be investigated and reported back to this meeting for review		
<u>Standard Operating Procedures</u> <input checked="" type="checkbox"/> Are we up to date? <input checked="" type="checkbox"/> What more is required?		

Actions	Comments	Action: What/Who
<u>Contractor Management</u> Who has been inducted since the last meeting? Any improvement suggestions bought up by contractors?		
<u>Worker Medical Checks</u> What roles need pre and post-employment medical checks?		
<u>Emergency Evacuations and Procedures</u> <input checked="" type="checkbox"/> Up to date at each venue/site		
<u>Annual Audit</u> Review each non-conformance:		
<u>Annual Objectives</u> Where do we want to be in one year time e.g. greater staff engagement – set plans and manage to the timeframes		

Actions	Comments	Action: What/Who
<u>PCBU Consultation</u> If more than one PCBU has a duty in relation to the same matter, they need to consult, co-operate and co-ordinate activities		
<u>Other Health and Safety Issues</u> General Business: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		
Date and Venue of Next Meeting:		

Form	Title
HS11	Health and Safety Annual Audit

Company Name:	Contact Person / People:
Auditor:	Date of Audit:

Section One - Administration

Notes and Recommendations

a.	Does the company have a written Health and Safety procedural manual? Was it updated in the last 24 months?	
b.	Is the Health and Safety Policy current, signed and on the wall for all to see?	

Section Two - Compliance

Notes and Recommendations

A	<u>Health and Safety Meetings</u> Are Health and Safety meetings occurring at least every two months? Are both management and workers represented? Are minutes taken? Are minutes available for worker review?	
b	<u>Inductions</u> Is there an effective Induction process that covers H&S? Do workers sign to say that they understand the company's Health and Safety policies and will abide by them? Is there a system for on-going induction refresher training?	

C	<p><u>Hazard and Near Hit Identification</u></p> <p>Is there a current Hazard Register easily available to all workers – e.g. via a central notice board?</p> <p>Have all workers been trained in the hazards and risk in their workplace and what to do to minimise these?</p> <p>Is there a system for hazard register refresher training?</p> <p>Is there a formal system for hazard reporting in the organisation?</p> <p>Is it accessible to workers?</p> <p>If a worker identifies a hazard, would they usually be advised of the outcome of the investigation?</p> <p>Are work areas audited every month to look for changes to known hazards and any new hazards that may have occurred?</p> <p>Does the organisation understand its obligations in relation to Notifiable Incident?</p> <p>Are Near Hits identified and managed?</p> <p>Are Near Hits adequately investigated?</p>	
D	<p><u>Accidents</u></p> <p>Is there a formal process for the reporting of Accidents?</p> <p>Is it used?</p> <p>Are Accidents adequately investigated?</p> <p>Does the organisation understand its obligations in relation to Notifiable Injury?</p>	
e	<p><u>Emergency Evacuations</u></p> <p>Is there a formal emergency evacuation point?</p> <p>Are workers aware of the emergency evacuation process</p> <p>Are Evacuation Warden appointed and trained?</p> <p>Are trial evacuations performed every 6 months or less?</p>	

f.	<p><u>WALKS</u></p> <p>Are selected workers periodically watched and asked how they feel that their job is going from a Health and Safety perspective?</p> <p>What happens with this information?</p>	
g	<p><u>Training</u></p> <p>Are Health and Safety Training records in place?</p> <p>Are hazards (other than those already covered) trained and re-trained as appropriate? For example:</p> <ul style="list-style-type: none"> - Forklift - First Aid - Manual Handling - Confined Spaces - Dangerous Goods 	
h.	<p><u>Contractor Management</u></p> <p>Are records available to prove that contractors are inducted to ensure that; not only do Contractors not get hurt, but they also do not bring unknown hazards onto the site and expose workers to risk?</p> <p>With what frequency are Contractors re-inducted?</p>	

Section Three – Continuous Improvement

Notes and Recommendations

a.	Is there a general feeling the management consider Health and Safety to be important in the business?	
b.	Is there a continuous improvement culture within the business in relation to Health and Safety – i.e. we don't want to just stay as we are but to keep getting better?	

Form	<div style="display: flex; justify-content: space-between;"> <div> HS8 </div> <div> Title HEALTH AND SAFETY STATISTICS </div> </div>	
	WORK SAFE <small>ADVISORY SERVICES</small>	

Hazard/Incidents Identifications Raised																			
	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2019 Q1	2019 Q2	2019 Q3	2019 Q4							
Manual Handling	4	4	4	3	1	2	3	1	3	4	5	4							
Tripping Hazards	3	4	2	2	2	2	1	2	1	3	1	2							
Falling Hazards	0	1	6	1	0	0	0	0	1	0	0	0							
Vehicle Hazards	6	5	4	3	2	0	0	0	0	0	1	0							
Driving Hazards	1	1	1	0	2	0	1	0	0	0	0	1							
Near Hit																			
Risk Management																			
Other																			
Total	14	15	17	9	7	4	5	4	7	6	6	7							
Annual Total	55				20				28										

Accident Numbers By Reason																			
	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2019 Q1	2019 Q2	2019 Q3	2019 Q4							
Insufficient Process																			
Did Not Follow Process																			
Insufficient / Faulty Tools																			
Cuts and Abrasions																			
Other																			
Total	0	0	0	0	0	0	0	0	0	0	0	0							
Annual Total	0				0				0										
Serious Harm Injuries																			

Lost Time Injuries																			
	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2019 Q1	2019 Q2	2019 Q3	2019 Q4							
Manual Handling																			
Cuts and Abrasions																			
Vehicle Accidents																			
Other																			
Total	0	0	0	0	0	0	0	0	0	0	0	0							
Annual Total	0				0				0										

