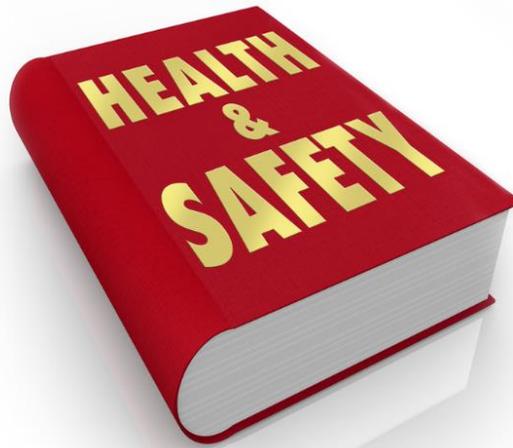




**Health & Safety**

**Handbook**





## Contents

2015 Health & Safety Reform .....	2
SECTION 1: INTRODUCTION .....	6
SECTION 2: HEALTH AND SAFETY POLICY .....	7
SECTION 3: EMPLOYEE TRAINING, RULES AND PROCEDURES .....	8
SECTION 4: EMERGENCY PLANS .....	10

## Appendices

Fire Emergency Evacuation.....	12
Schedule of Hazards .....	13
Employee Acknowledgement.....	29
Accident and Incident Investigation Report .....	30
Hazardous or Hot Work Permit .....	32
In An Emergency.....	34
Notice of Record of Accident / Serious Harm.....	35
Self-Safety Inspection Checklist.....	36
Task Analysis Form .....	38
Toolbox Safety Meeting Minutes .....	44
Accident / Incident Register .....	45
Hazard Register.....	46
Hazardous Substances - Dangerous Goods register .....	48
Training Register.....	49
Health and Safety Reform Bill Update .....	50

## 2015 Health & Safety Reform



### Background: Worksafe NZ

Too many workers are dying, being badly injured or becoming ill in our workplaces. New Zealand's health and safety record is terrible – twice as bad as Australia and we're even further behind the UK. Everyone has the right to come home from work healthy and safe. It's time to make our workplaces safer and WorkSafe - the Government's health and safety regulator- is leading the way.

We're working with businesses and workers to change behaviour and attitudes in the workplace and the boardroom. We're responding to workers' and businesses' call for clearer, more accessible standards and guidance so no-one's in doubt about their duty.

WorkSafe will hold those who breach the law to account. We will act as a clear, firm and proportionate regulator, targeting risk where it lies while helping those willing to comply.

### Highlights of Act and responsibilities.

#### Employers' responsibilities

Employers are responsible for making sure the work done for them is safe and healthy.

To achieve this they are expected to:

- systematically identify hazards
- systematically manage those hazards
- manage hazards by either eliminating them, isolating them, or minimising them, in that order of preference
- provide suitable protective clothing and equipment to staff
- provide safety information to staff
- provide training or supervision so that work is done safely
- monitor the health of employees to ensure that their work is not having a detrimental effect on their health
- provide opportunities for their staff to contribute to all those things.

#### Hazard identification and management

To keep a workplace safe and healthy, employers should make sure there are no hazards to which employees and others in the workplace could be exposed. Employers should look for hazards in advance, as part of their risk management and work planning, so that potential hazards are anticipated and prevented.

In all of this employers should get the benefit of their employees' knowledge by talking to them and/or their representatives in good faith about the best way to do things.

Employers have to put in place an effective system for identifying existing and emerging (new) hazards.

Methods of hazard identification include:

- Physical inspections of the workplace, equipment, and work practices;
- Analysis of tasks and how they are carried out by employees in the workplace;
- Analysis of processes carried out in the workplace;
- Analysis of previous 'near miss' incidents.

Employers should then also have an effective system for responding to and managing the hazards that they identify.

How the employer responds to and manages a particular hazard will depend on the circumstances.

The preferred response is to eliminate the hazard; that is, change things so that the hazard no longer exists.

If this can't reasonably be done, the next response should be to **isolate** the hazard; that is, put in place a process or mechanism that keeps employees away from the hazard.

If this can't reasonably be done, then the hazard must be **minimised**; that is, do what can reasonably be done to lessen the likelihood of harm being caused by the hazard and to protect employees. This might include:

- providing employees with suitable protective clothing or equipment;
- monitoring employees' exposure to the hazard; and
- with their informed consent, monitoring employees' health in relation to the hazard.

### Providing information

Employees need the right information about how to do their work safely in order to ensure their own health and safety and that of others around them.

The Act promotes health and safety by requiring employers to provide information to employees about:

- hazards in the workplace
- hazards that may arise from the type of work that the employee is doing
- the steps to be taken to minimise the likelihood that the employee or any other person will be harmed by those hazards
- where to find safety clothing and equipment
- how to deal with any emergencies that arise.

Information must be provided in a way that is suitable for the employees - for example, by being in a variety of languages, and in easily understood language or form, e.g., use of diagrams may help. It must also be readily available to employees, so they can access it whenever they need it.

To ensure that health and safety representatives can carry out their role effectively, the Act also requires employers to ensure that representatives have ready access to information about health and safety systems and issues in the place of work.

### Training and supervision

One aspect of ensuring that employees can carry out work safely is making sure that employees have adequate knowledge, experience and training to carry out the tasks they do safely. Under the Act, employers must do everything that is reasonably practicable to make sure that all employees who do work either:

- have knowledge and experience of relevant similar workplaces, work, equipment, or substances;
- or
- are supervised by a person who has that knowledge or experience.

In addition, employers must make sure that employees are adequately trained in using the types of objects, substances and protective clothing and equipment that the employees are or may be required to work with.

## Involving employees in health and safety matters

Good health and safety management goes hand in hand with good employment relationships. A healthy and safe workplace results from good faith communication and co-operation between employers and employees about health and safety matters.

Good faith requires being open, honest, and understanding that all involved have a legitimate interest in a safe and healthy workplace.

Employees who carry out work are well placed to advise employers about actual or potential hazards that arise in the course of that work and suggest how their employer could manage those hazards. By working together and communicating about these issues, employers and employees will get the best health and safety outcomes in their workplace.

To assist in the achievement of excellence in health and safety management:

- **all** employers are required under the Act to provide reasonable opportunities for the employees to participate effectively in processes for improving health and safety at work.

## Employees

Employees can expect their employer to provide a healthy and safe workplace. However, employees also have a part to play in making sure they stay healthy and safe.

The Act reflects that everyone has a role in health and safety by:

- placing various duties on employers to ensure the health and safety of employees
- placing duties on employees to ensure their own health and safety
- ensuring employees have an opportunity to have input into health and safety at work
- giving employee health and safety representatives a special role in promoting health and safety

## General duties of employees

Everybody at work has a part to play in ensuring that work is done in a healthy and safe way. While employers have duties to ensure a safe working environment for employees, employees also have a role in ensuring their own health and safety, and that of people around them.

The Act places a duty on employees to take those steps that are reasonably practicable to:

- ensure their own health and safety; and
- ensure that nothing they do harms any other person.

**Flowing from this general responsibility, employees have specific responsibilities to:**

- take all practicable steps to use protective equipment and to wear protective clothing provided by the employer or by the employee him or herself
- not undertake work which is unsafe or which involves unsafe practices
- make unsafe work situations safe or, if they cannot, inform their supervisor or manager
- know about and follow their workplace's health and safety practices and procedures, including reporting of work-related accidents, illnesses and injuries, and hazards
- co-operate with the monitoring of workplace hazards and employees' health
- comply with any improvement and prohibition notices issued for their workplace.

## Employee's right to refuse to do dangerous work

Employers have a series of duties to make sure that employees' work will not harm their health and safety. Employees also have a duty to keep themselves safe.

The Act confirms the right of employees to refuse to do work if they think it is likely to seriously harm them.

If an employee refuses to do work on this ground, the first step is to try and discuss the problem with the employer. If the problem isn't resolved, and the employee still reasonably believes the work is likely to harm him or her, then the employee can continue to refuse to do the work. If the problem becomes more of a relationship issue than a health and safety issue the mediation services of DoL can help.

If the employee's work is inherently dangerous, such as firefighting, then the employee may refuse to work only if the danger of harm has become greater than what it usually is.

Employees who refuse to work on these grounds must still do any other work that is part of their job that the employer asks them to do.

## What employees can expect from employers

Employers have a number of duties under the Act to keep employees safe and healthy. These include:

- identifying hazards that arise at work
- eliminating those hazards, or if this isn't possible, managing them to make sure they don't hurt employees
- providing employees with information to enable them to work safely
- making sure that employees have the right knowledge, experience and supervision to work safely
- giving employees the opportunity to have an input into health and safety either informally or through an employee participation system.



## SECTION 1: INTRODUCTION

This Handbook is to be read by all employees. Please sign **Form 1** as an acknowledgement that you have read and understood the handbook.

Note the contents of this handbook and take care, so that we achieve a safe and healthy place of work.

The details in the Handbook are the sections from our Health and Safety Manual that employees need to be advised of.

See your manager if you wish to read the manual



## SECTION 2: HEALTH AND SAFETY POLICY

The Company is committed to the protection of our employees, contractors, other persons and property from accidental injury or damage from work carried out by, and on behalf of, the business. We adopt health, safety and welfare as fundamental business objectives.

In meeting this commitment, we will comply with all legislative requirements and take all practicable steps to ensure that the business provides a safe work environment by:

- ▶ Ensuring employees and contractors understand and accept their responsibility to promote a safe and healthy workplace.
- ▶ Promoting employee involvement in all aspects of health and safety.
- ▶ Providing a safe venue, safe equipment and proper materials.
- ▶ Establishing safe work methods and insisting that they are practiced at all times.
- ▶ Providing supervision and training.
- ▶ Having procedures in place to deal with emergencies.

**Signature:**



## **SECTION 3: EMPLOYEE TRAINING, RULES AND PROCEDURES**

### **3.1 Introduction**

These rules relate to safety procedures and rules of conduct and apply to all employees. The Health and Safety in Employment Act 1992 imposes duties on employers and we wish to keep people safe at work. They are to be adhered to at all times. Failure to comply with these requirements is regarded as serious misconduct which may result in disciplinary action, formal warnings, and termination of employment. Many of these rules or procedures are as required by the Act.

### **3.2 Induction/orientation**

Employees shall read the Health and Safety Manual or the Handbook and sign off when they have done so by completing **Form 1**, Employee Acknowledgement. In this way employees will be aware of the hazards (risks) identified in our workplace.

The manager or a safety officer shall show employees the physical layout of the land, buildings, where emergency exits are, where the hazards are, what safety equipment is to be used, what machinery they are not to use until trained etc.

The manager shall ensure that every employee has been given, in such a form and manner that is easily understood, information about emergency procedures, hazards on site and where protective clothing is kept.

### **3.3 Training and supervision**

- ▶ Unless under the direct supervision of an experienced operator, employees may not, where there is a risk of harm to themselves or others, use any plant or equipment, or use any chemical or substance, unless they have been trained in the safe use of the item.
- ▶ The status of an employee in respect of whether they are trained to do specific hazardous tasks can be documented using Form 8, Employee Training and Status on Hazardous Tasks, or Form 9, Hazardous Task - Employee Status. All training provided should be documented.
- ▶ Training will include the use of protective clothing and safety equipment, the physical location of the Material Safety Data Sheets and of the first aid cabinet(s). To assist in staff training, hazardous tasks shall, when appropriate, be documented on a "Safety Procedure Sheet".
- ▶ Employees are to always follow the correct procedures when doing hazardous tasks.
- ▶ If employees are not sure, they should report to their manager or safety officer.

### **3.4 Hazardous materials or substances**

- ▶ There is a central file with safety information on the chemicals or substances that may cause harm to those using them.
- ▶ Copies of this information are to be readily available, so that they can be referred to, before hazardous substances are used.
- ▶ Before using substances see your manager, if the information is not available, or if you have any concerns.

### **3.5 Location of medical supplies**

Appropriately stocked first aid cabinets or kits will be located where they are readily available. If you are not sure where they are located ask your manager or safety officer.

### **3.6 Employee involvement**

- ▶ Employees are encouraged to be involved in our Health & Safety System.
- ▶ Your ideas or recommendations are welcomed.

### **3.7 Employees' duties and procedures**

#### **General duty of employees**

Take all practical steps to ensure that you are safe at work and that you do not harm other people. If something is not safe you are to take appropriate action.

Section 19 of the Health and Safety in Employment Act 1992 states:

"Duties of Employees - every employee shall take all practicable steps to ensure:

- a) the employee's safety while at work.
- b) that no action or inaction of the employee while at work causes harm to any other person".

#### **Report dangers**

So that we can eliminate if practicable, or otherwise isolate or minimise, all significant hazards, report to your safety officer or the person in charge immediately, every hazard or safety problem that you notice. However if you can make things safer first, do so, so that you comply with the Act by ensuring others are not harmed.

#### **Report accidents, injuries and incidents**

Every accident or incident where someone was or could have been injured (a near miss) must be reported as soon as possible by those involved.

If you received an injury while at work, it must be reported immediately to your manager or safety officer. The accident will be recorded on the form for "Record of Accident/Serious Harm" or on Form 5, Minor Accident or Near Miss Report.

If a work injury is not reported on the day the injury occurs it may not be accepted as a work related injury, which could affect your right to ACC compensation.

For serious harm accidents, the accident scene must not be interfered with until authorised by an inspector from Occupational Safety and Health, Department of Labour (OSH), unless absolutely necessary to save property, life etc.

#### **Contractors and visitors**

Watch out for contractors and visitors and keep them safe. They may not be aware of the hazards that exist on our site.

**IF YOU ARE UNCERTAIN ABOUT ANYTHING  
DO NOT PROCEED - ASK**

## SECTION 4: EMERGENCY PLANS

### 4.1 Introduction

The purpose of an emergency plan is to provide a system for emergencies that may occur. Fire, storm, earthquake, gas leak, chemical spillage, structure collapse, explosion or an accident can cause an emergency situation.

### 4.2 General procedures

- ▶ Vacate danger area immediately.
- ▶ Assess the situation, without endangering your life.
- ▶ Isolate, disconnect or contain danger.
- ▶ Person in charge to ensure all personnel are clear of the danger area.
- ▶ Provide first aid to injured personnel.
- ▶ The accident scene is not to be interfered with unless absolutely necessary to save life, property etc.
- ▶ Advise your manager or safety officer as soon as all the other details have been attended to.
- ▶ For emergency services, **obtain an outside line and telephone 111.**

**Alarm** - The person discovering the fire must act quickly and raise the alarm.

**Employee responsibilities** - The prime responsibility is the safety of contractors, visitors and employees, not to fight the fire. Once the alarm is given the evacuation procedures must be carried out.

**Fire warden duties** - Specific staff are allocated fire warden duties.

**Emergency equipment** - Employees must know where fire extinguishers etc. are, how to use them and are to report immediately any interference or damage.

**Exits** - Employees and contractors must know where exits to buildings are and must not allow them to be obstructed so that rapid exit would be prevented or hazardous.

**Assembly Area** - The assembly area in the event of an emergency will be advised to all employees and contractors. However, only proceed to the agreed meeting point if it is safe to do so.

### 4.3 Emergency evacuation procedures: Fire

The Fire Safety and Evacuation of Buildings Regulations 1992 along with associated legislation including the Building Act 1991 will be adhered to. **Appendix 1** of this manual provides information on fire evacuation procedures. Employees must be familiar with our fire safety and evacuation system.

### 4.4 Emergency Evacuation Procedures: Earthquake

Most casualties from earthquakes are caused by falling objects, collapsing debris, moving furniture and after effects like fire. Take action at the first indication of the ground shaking.

**If indoors:**

- ▶ Take shelter under a solid structure e.g. door frame or desk. Keep away from shelves with heavy objects and from windows that may break. If there is no suitable cover the following procedure should be used:
  - Drop to knees away from windows.
  - Knees together.
  - Clasp both hands firmly behind the head bowing the neck.
  - Bury the face in arms protecting the head.
- ▶ Children are to stay down in position, until they are told that it is safe to move.

**If outside:**

- ▶ If outside at the time of an earthquake you should:
  - Move to an open space away from buildings, trees, power lines etc.
  - Lie down, crouch low to the ground or take the best shelter you can.

**When the shaking stops:**

- ▶ Major earthquakes are often followed by after-shocks. Normally these are of lesser magnitude.
- ▶ When the shaking stops stay inside unless you are confident that it is safe to move outside.
- ▶ If safe to do so, turn off power sources.
- ▶ Persons outside must stay outside.

**Fire Resulting from the Earthquake:**

- ▶ Employees should put the fire out if possible and safe to do so. Other occupiers likely to be affected, should be warned and the building cleared if necessary. If evacuating because of fire take care to avoid areas rendered hazardous by the earthquake.

## 4.5 Emergency Procedures: Other causes

**Storm damage:**

- ▶ The main danger from storms is from flying debris such as glass, roofing sheets, lightning, flood waters etc.
- ▶ Take care to keep yourself safe.

**Chemical spillage/accident**

- ▶ Advise the Emergency Service (Ambulance or Fire Service) of the details of the chemicals involved etc.
- ▶ If specialist services are required after a spillage ring the Fire Service, 111. Advise location, nature of incident, the chemicals involved and their quantity.
- ▶ If chemicals enters a waterway or if the spillage poses a risk of ground water contamination ring the Regional Council.
- ▶ Evacuate people and livestock which may be affected by fumes, smoke or spread of fire.
- ▶ Keep the public away, the person in charge to stay to assist the emergency services, if it is safe to do so.

## Appendix One:

### **FIRE EMERGENCY EVACUATION**

#### **Staff Information Sheet**



- 1. If you discover a fire:**
  - ▶ Sound the alarm.
  - ▶ Call the Fire Service. **Dial 111.**
  
- 2. When you hear the alarm:**
  - ▶ Leave the building by the nearest exit.
  - ▶ Assist members of the public to leave the building.
  - ▶ Assist disabled persons to the nearest exit and if practicable, to leave the building. Notify a Warden if anyone is left behind and give their location in the building.
  
- 3. Assemble outside at your organisations designated area:**
  
- 4. Do not attempt to put out the fire unless it is safe to do so:**
  
- 5. To help you react well in an emergency, be prepared. Know at least the following:**
  - ▶ Know the location of all the exits from your work area and learn where the nearest alarm is.
  - ▶ Know the location of fire extinguishers, hose reels etc. and how to use them.
  - ▶ Make sure you know where the assembly point is and how to get there;
  - ▶ Never use a lift in a fire as it may stop at the floor where the fire is. If you are in a lift when the alarm sounds, leave the lift at the next stop;
  - ▶ Before opening a door, feel it with the back of your hand. If it is hot leave it closed and look for another escape route. If it feels normal, brace your body against it and open it slightly - be prepared to slam it shut if heat or smoke rushes in;
  - ▶ If you get trapped in smoke, crawl low at floor level because that is where the clear air will be.
  - ▶ Close all doors behind you on the way out and do not re-enter the building until the Fire Service has told you it is safe to do so.
  
- 6. Don't panic:**

Assist others to stay calm, especially members of the public who will not be as familiar with the layout of the building as you are. A calm, swift evacuation of the building is the best guarantee of safety.

**7. Test your knowledge:**

1. Able to get to the assembly point?
2. Location of all relevant exits known?
3. How to sound the alarm known?
4. Location of firefighting equipment known?
5. How to use the fire equipment known?

Yes	No

**If you answered no to any of these questions  
see your fire warden for advice.**

## Appendix Two:

### SCHEDULE OF HAZARDS

#### Index

##### **1. Workplace environment**

Excessive noise  
Poor visual conditions  
Atmospheric conditions  
Dust, fumes and smoke  
Lifestyle/environment  
Smoke free workplace  
Radios  
Food hygiene  
Rubbish  
Alcohol & drugs  
Practical jokes and horseplay  
Harassment  
Signs

##### **2. Methods & procedures -general**

Chemical reactions - hazardous goods  
Fire  
Handling with force  
Carrying heavy or bulky objects  
Heated items  
Broken glass, crockery etc.  
Occupational overuse syndrome  
Visual display/data entry  
Security  
Precautions with visitors, customers & contractors  
Storage of materials  
Protective clothing & safety equipment - general  
Housekeeping  
Floors/floor coverings  
Ability to concentrate  
Gas (LPG etc)  
Storage of gas cylinders

Contact adhesives  
Solvents  
Working on other sites  
Gas (LPG etc.)

##### **3. Plant & equipment**

Fire extinguishers  
Photocopiers  
Sharp objects  
Guard rails  
Vehicle management  
Ladders  
Machinery - general  
Handtools - unpowered  
Handtools - powered  
Electrical equipment  
Compressed air  
Staple gun - operator safety  
instructions  
Hammer drill  
Electric irons  
Heat seam iron  
Carpet sewing machine  
Router  
Vinyl welder  
Band saw, skill saw and bench saw  
Forklifts  
Hazardous machinery/equipment



## **Appendix Three:**

### **Register of Hazards**

#### **1. Workplace Environment**

##### **Excessive Noise**

**Risks:**

- ▶ Damage to hearing.
- ▶ Communication problems.
- ▶ Mental and physical health problems.
- ▶ Accidents from "not hearing" hazards or warning shouts.

**Precautions:**

- ▶ Noise surveys.
- ▶ Training of employees.
- ▶ Protective equipment, sound proof covers, isolation etc.
- ▶ Records to be maintained.
- ▶ Hearing protection **must** be used by employees where necessary. As a general rule, you should wear hearing protection or leave the area, if it is necessary to raise your voice to be heard by someone less than 60cm away.

##### **Poor visual conditions**

**Risks:**

- ▶ Damage to sight.
- ▶ Accidents from "unseen" hazards.

**Precautions:**

- ▶ Do not work in the dark if this can be avoided. Arrange lighting.
- ▶ Advise your Manager if a light is not functioning so that it can be promptly repaired.

##### **Atmospheric conditions**

**Risks:**

- ▶ Decrease in energy.
- ▶ Increase in sickness.

**Precautions:**

- ▶ Where practical, employees are to minimise unpleasant air temperature and humidity levels by heating, cooling, ventilation, shading, avoiding draughts, using air conditioning where this exists, appropriate clothing etc.
- ▶ Report any problems to your Safety Officer or Manager.

## **Dust, fumes and smoke**

### **Risks:**

- ▶ Breathing difficulties.
- ▶ Nausea and sickness.
- ▶ Threat to health.

### **Precautions:**

- ▶ "No Smoking" zones.
- ▶ Provision of masks and breathing equipment.
- ▶ Adequate ventilation and extraction system.
- ▶ Employees and other persons are to use the safety equipment when this is necessary and not to work unprotected where there are hazards from fumes, dust and smoke.
- ▶ Ventilate or extract where necessary.
- ▶ If unprotected or not adequately protected, leave the contaminated area until it is safe to return.

## **Lifestyle/environment**

### **Risks:**

- Diseases and serious illness.
- Threat to life.

### **Precautions:**

- Staff facilities such as for handwashing, toilets and personal facilities, are to be kept clean.
- Protect your skin from the sun by covering with clothes, shading with a hat or by applying effective sun blocks.

Facilities required to be provided as stated in Section 4 of the Health and Safety in Employment Regulations 1995 are:

- Toilets.
- Hand washing facilities.
- Means of leaving the place of work in an emergency.
- First Aid facilities.
- Adequate and safe lighting.
- Facilities for employees to have meals in reasonable shelter and comfort.

## **Smoke free workplace**

### **Risks:**

- ▶ Threat to health.
- ▶ Non-compliance with legislation.

### **Precautions:**

- ▶ All areas shall be nominated either smoking or non-smoking as determined by the Smoke Free Environment Act 1990.
- ▶ No smoking in smoke free areas.

This is also important from a fire safety aspect.

## **Radios**

### **Risks:**

- ▶ Radio noise can prevent you from hearing a warning or a cry for help. In some activities, for safety reasons, your attention must remain on the job.

### **Precautions:**

- ▶ Radios will not be allowed where hazardous tasks may require a warning cry.
- ▶ Where radios are allowed radio volumes will not exceed moderate noise levels. The acceptable volume will be determined by the Safety Officer.

## **Food hygiene**

### **Risks:**

- ▶ Diseases.
- ▶ Threat to life.
- ▶ Sickness.

### **Precautions:**

- ▶ Safe food storage.
- ▶ Training of staff in food hygiene.
- ▶ Clean cafeteria and kitchen.
- ▶ Deteriorated or contaminated food is to be kept separate and disposed of promptly.
- ▶ All surface areas, equipment and implements shall be adequately washed clean and disinfected where necessary to avoid the occurrence of harmful bacteria, contamination or the spoiling of food.
- ▶ Any food, equipment or implement that comes in contact with non-clean areas, shall not be further processed or otherwise used.
- ▶ Food shall be protected from flies.
- ▶ If appropriate, whenever possible keep food refrigerated.
- ▶ Food and beverage shall be properly managed and rotated, so that they are used or disposed of by their expiry date.

## **Rubbish**

### **Risks:**

- ▶ Illness.
- ▶ Tripping hazard.
- ▶ Injury etc. from fire.

### **Precautions:**

- ▶ Regular inspections of our rubbish disposal systems shall take place to assess its adequacy and hygiene.
- ▶ There are to be sufficient containers both in buildings and outside.
- ▶ Containers are to be sited effectively.
- ▶ Staff required to assist in clean-up, where appropriate, are to be provided with, equipment such as gloves, plastic bags and with adequate hand-washing facilities.
- ▶ Where appropriate, outdoor bins are to be weather proof.
- ▶ Rubbish is to be disposed of by methods which do not encourage pests such as cockroaches, mice, rats and seagulls.
- ▶ The workplace is to be kept tidy.

## Alcohol and drugs

### Risks:

- ▶ Injury from accident.
- ▶ Threat to life.

### Precautions:

- ▶ You will not be allowed to work if under the influence of alcohol, drugs or other substances. Alcohol and drugs are strictly forbidden, except where prior approval is given by management to allow the consumption of alcohol at an official function.
- ▶ Staff may be dismissed if found under the influence at work.
- ▶ Inform your Manager or Safety Officer if you are on any medication that you suspect may have a side effect that could affect your ability to perform your assigned duties in a safe manner.

## Practical jokes and horseplay

### Risks:

- ▶ Injury from accident.
- ▶ Threat to life.

### Precautions:

- It is good to have fun, but people have been hurt and even killed by practical jokes or horseplay that went wrong.
- Remember to ensure your fellow work people are kept safe at all times.

## Harassment

### Risks:

- ▶ Mental & physical illness.
- ▶ Injury.

### Precautions:

- ▶ Staff at all levels are not to discuss or attempt to deal in any way with any allegations of sexual, mental or physical harassment.
- ▶ The complaint **MUST** be referred directly to the designated person for such allegations, who will deal with complaints or infringements in the first instance.
- ▶ The designated person will take appropriate action to ensure that the harassment ceases.

## Signs

### Precautions:

- ▶ Suitable safety signs will be displayed in appropriate areas to remind, advise or warn staff of procedures or hazards.
- ▶ Where appropriate, signs will be displayed warning members of the public of the hazards on the site.

## 2. Methods and Procedures - General

### Chemical reactions - hazardous goods

#### Risks:

- ▶ Pollution.
- ▶ Fire.
- ▶ Explosion.
- ▶ Damage to health from poisonous gas, radioactive substances, burns to skin etc.

#### Precautions:

- ▶ There shall be a list of all hazardous substances.
- ▶ Chemicals or substances must not be used unless accompanied by a Material Safety Data Sheet.
- ▶ All containers are to be clearly and correctly labelled, with tops securely tightened.
- ▶ Follow supplier's instructions as set out on the Material Safety Data Sheets.
- ▶ Do not smoke or consume food whilst working with chemicals.
- ▶ Store properly and keep secure so that the chemicals are safe from young children or the public in general.
- ▶ Use the appropriate type of protective equipment.
- ▶ Employees are NOT to use hazardous substances unless they have been trained in their use or are under direct supervision.
- ▶ The person responsible will ensure that the use of these products will not be harmful to those workers handling such, or the environment, and that the correct procedures for use are observed and the appropriate type of protective equipment is provided and used.
- ▶ If it is not possible to safely use any substance or there is a doubt about MSDS information, then the substance must not be used until the correct information is available, or an alternative sought.
- ▶ Where appropriate, employees will be advised of the emergency procedures to be followed if spillage etc. of hazardous substance occurs.

### Fire

#### Risks:

- ▶ Serious harm.
- ▶ Threat to life.

#### Precautions:

- ▶ Keep work areas free from flammable rubbish etc.
- ▶ Take care when using machinery or tools which produce sparks or heat.
- ▶ Do not smoke near fuels, solvents or flammable materials.
- ▶ Know your fire emergency evacuation procedures.
- ▶ Know the location of all firefighting appliances and how to use them. Never use conductive extinguishers such as water or foam on an electrical fire.
- ▶ Fire extinguishers and fire hoses are exclusively for the fighting of fires. They are to be regularly checked by an approved serviceman. Ensure that any faulty or empty equipment is reported immediately.
- ▶ Firefighting equipment must be easily accessed at all times.
- ▶ Keep escape routes and fire exits clear at all times.

If you discover a fire extinguish it if possible and if it is safe to do so. Then advise the person in charge.

If you cannot extinguish it call the emergency services immediately.

## Handling with force

### Risks:

- ▶ Back injuries, neck sprains etc.

### Precautions:

- ▶ Identify the "at risk" activities.
- ▶ Review the tasks.
- ▶ Change the methods and store the heavier items at heights above the knees and below the shoulders.
- ▶ Provide equipment, mechanical aids etc.
- ▶ Change the environment, shelves, steps etc.
- ▶ Take short, frequent rests.
- ▶ Employees are advised to use proper lifting techniques - bend the knees, test the weight and if you are confident, complete the lift keeping your back as straight as possible.
- ▶ Follow the same procedure when putting down the load - straight back, bent knees and watch out for fingers. If the load is too heavy, get some assistance.
- ▶ Where aids are provided for lifting or transportation of materials, they must be used.
- ▶ Obtain assistance when items cannot be moved safely without additional help.

## Carrying heavy or bulky objects

### Risks:

- ▶ Injury from falls.
- ▶ Back injuries, sprains etc.

### Precautions:

- ▶ Take care when carrying heavy or bulky objects.
- ▶ Use lifting or moving aids if these are available.
- ▶ Obtain assistance to share the weight.
- ▶ Where the object being carried impairs your ability to see where you are going, you must obtain assistance.
- ▶ If possible, avoid using the stairs or steps.

## Heated items

### Risks:

- ▶ Burns.

### Precautions:

- ▶ When using, hot irons etc. handle hot surfaces with care.
- ▶ Use protective gloves or cloths.
- ▶ When carrying hot food, drinks trays, containers etc. take care.
- ▶ Move carefully and avoid spillage and avoid bumping into other people.

## Broken glass, crockery etc.

### Risks:

- ▶ Cuts.

### Precautions:

- ▶ Remove sharp edged broken items immediately to a safe disposal place.
- ▶ Ensure sharp edges cannot cause harm by to other persons. Protect by wrapping, placing in a closed container etc.

## **Occupational overuse syndrome**

### **Risks:**

- ▶ Damage to muscles, tendons etc.
- ▶ Absence of staff.
- ▶ Unfavourable ACC experience rating.

### **Precautions:**

- ▶ Identify the "at risk" activities.
- ▶ Spread the workload, use spell periods and rotate jobs.
- ▶ Ensure that the ergonomic design of the workstation is good.
- ▶ Training in technique and posture.
- ▶ Early reporting is encouraged.
- ▶ Any pain or discomfort experienced as a result of repetitive work must be reported immediately.

**Employees are to note the precautions that can be taken and should work with management to apply them when feasible.**

## **Visual display/data entry**

### **Risks:**

- ▶ Damage to muscles, tendons etc.
- ▶ Impaired vision - eye strain.

### **Precautions:**

- ▶ Office duties to be rotated where possible.
- ▶ The height of the chair should allow forearms to be a downward slope to maintain blood to the hands. A footrest may be required to achieve this.
- ▶ Thighs should be parallel to the floor.
- ▶ Micropauses should be taken every five minutes for ten seconds.
- ▶ Stretching exercises should be performed hourly.
- ▶ The screens should be set at the correct intensity.
- ▶ Lighting should be sufficient and arranged to minimise reflections, etc.
- ▶ Areas should be well ventilated.
- ▶ All Visual Display Unit operators should follow the "Visual Display Unit Code of Practice" obtainable from O.S.H.

## **Security**

### **Risks:**

- ▶ Injury to staff and other persons.
- ▶ Damage to property.

### **Precautions:**

- ▶ The building will be secured at the end of the day.
- ▶ All equipment that can be switched off will be switched off prior to vacating the building.
- ▶ Where installed, the alarm system will be activated.

## **Precautions with visitors, customers and contractors**

### **Risks:**

- ▶ Threat of injury, and threat to life of visitors, contractors and staff.

### **Precautions:**

- ▶ Take good care to ensure the safety of the general public. They are often not aware of the dangers and do not understand what may happen.
- ▶ Except for the showroom area all visitors and contractors must report to Reception and "sign in" so that their presence on site is recorded should there be an emergency.
- ▶ Visitors and contractors will be notified of any serious hazards to be avoided.
- ▶ Visitors and contractors will be warned to keep a safe distance from dangerous machinery.
- ▶ Visitors and contractors are to keep clear of staff working so as not to distract or bump against them.
- ▶ Children are allowed only in the showroom/shop areas and are only allowed in other areas if approved by management and closely supervised by an adult.

## **Storage of materials**

### **Risks:**

- ▶ Threat of injury and threat to life.

### **Precautions:**

- ▶ Storage of goods and materials will comply with the Guidelines for Safe Stacking and Storage obtainable from O.S.H.
- ▶ Stacks must be stable to avoid the risk of items falling or of the stack collapsing.
- ▶ Materials stored in racks, bins, trolleys, stacks etc. should be kept tidy and items should not be allowed to protrude. If any item presents a danger and that item cannot be safely stored or otherwise be isolated, it must be highlighted in such a manner that it no longer presents a hazard.
- ▶ Avoid stacking near electric lights.
- ▶ All items on racks must be securely placed.
- ▶ All heavy items must be stacked on the bottom of the rack at floor level or first level only.
- ▶ Lighter items must be put on a higher shelving to reduce the risk of heavy weights falling.
- ▶ Any damage to any racking must be reported immediately, do not use damaged racking.
- ▶ Aisles must be kept clear to ensure a safe pathway for the working fork hoist.
- ▶ A fork hoist should never try to proceed unless the pathway is clear.
- ▶ Racking should be inspected every three months for signs of wear and any dents.
- ▶ All equipment or other items stored outside should be safe and in designated areas.
- ▶ Long objects are to be secured by chains etc. where necessary.

## **Protective clothing and safety equipment - General**

- ▶ These items are for your safety and benefit.
- ▶ You can be taken to Court by the Department of Labour for not using safety equipment.
- ▶ When a person fails to wear protective gear required for the task, that person will be suspended until he or she complies. After adhering to the necessary warning procedures, his/her employment may be terminated.
- ▶ Use barrier creams or gloves when working with hazardous chemicals.
- ▶ Use safety goggles when there is a risk of flying particles, dust, chemical splash, etc.
- ▶ Wear ear muffs as protection against noise.
- ▶ Wear respiratory protection as protection against fumes, dust etc.
- ▶ When on another organisations site, wear or use protective clothing or safety equipment required for protection from the hazards that exist on their site.
- ▶ If in any doubt, ask your Supervisor or if on a site under someone else's control, ask the person in charge.

## Housekeeping

### Risks:

- ▶ Injuries from tripping, fire, infection etc.

### Precautions:

- ▶ In the interests of good safety, work areas must be kept tidy.
- ▶ A clean and tidy workplace is an efficient workplace.
- ▶ All items not in use should be put away.
- ▶ All walkways are to be kept clean and clear.
- ▶ Rubbish lying around that can burn is a potential fire hazard. Put all rubbish in the waste bins provided.
- ▶ Keep access and egress areas clear.
- ▶ Fire equipment must be easily accessible at all times.

## Floors/floor coverings

### Risks:

- ▶ Injuries from tripping or slipping.

### Precautions:

- ▶ Any damage or defect to the floor surfaces or coverings must be isolated and reported immediately.
- ▶ Floors are to be kept tidy and free from items that may present a tripping hazard.
- ▶ Take care as some floor areas can be slippery.
- ▶ Where required, to avoid the floor being slippery, sweep or clean regularly.
- ▶ Any spillages must be cleaned up immediately.
- ▶ Warning signs are to be placed when necessary.
- ▶ Wear appropriate footwear.

## Ability to concentrate

### Risks:

- ▶ Injuries from mistakes.

### Precautions:

- ▶ Staff should be aware of their ability to concentrate.
- ▶ Take extra care if tired, stressed or unwell.
- ▶ Take care, when doing hazardous tasks, that your actions or inactions don't cause harm to others.
- ▶ Never do a job you cannot do safely.
- ▶ Do not use machinery if you are not able to work safely.

## **Working on other sites**

### **Risks:**

- ▶ Threat to health.
- ▶ Injuries.
- ▶ Threat to life.

### **Precautions:**

- ▶ If possible, report directly to the reception area so that your presence on site is known and so that you do not enter areas that may be hazardous.
- ▶ Avoid entering a site or workplace where there may be a risk to your health, or of injury, unless you are escorted.
- ▶ If you are to enter unescorted or be unsupervised in a hazardous area ensure that you have been advised of the workplace hazards, safety procedures etc.
- ▶ You must wear or use any necessary safety clothing or equipment, and be trained in its use, before entering hazardous areas.
- ▶ You must not do any hazardous tasks unless you are trained, experienced or under the supervision of an experienced person.
- ▶ At all times, be alert, careful and cautious.
- ▶ If you are not sure, do not proceed without asking the person in charge.

## **Gas (LPG, etc.)**

- ▶ Any staff detecting a gas (LPG, etc) smell or leakage from cylinders should ventilate the area, eliminate the leakage, if possible, and immediately notify the Safety Officer. Others in the area must be advised of the danger and guard from suffocation, explosion and combustion.

## **Storage of gas cylinders**

- ▶ Gas bottles must be stored upright and chained in trolleys or against walls to avoid knocking them over.
- ▶ When transporting in vans ensure that they are secured to remain upright and in place.

## **Contact adhesives**

### **Risks:**

- ▶ Burns to skin and eyes.
- ▶ Damage to breathing.
- ▶ Toxic Poison

### **Precautions:**

- ▶ Read the instructions on the container and comply with these. If you are uncertain ask your Manager.
- ▶ Only experienced staff are to use these products unless under close supervision of an experienced person.
- ▶ Wear a face mask.
- ▶ Wear gloves or use a barrier cream.
- ▶ Use eye protection if necessary.
- ▶ Ensure that the area you are working in is well ventilated and advise your customer of the need for ventilation.
- ▶ Keep the lid on when not to use and store safely.

## Solvents

### Risks:

- ▶ Fire.
- ▶ Damage to breathing.
- ▶ Toxic poison.

### Precautions:

- ▶ Read the instructions on the container and comply with these. If you are unsure, ask your Manager.
- ▶ Wear a face mask.
- ▶ Avoid open flames or excess heat.
- ▶ Ensure that the area you are working in is well ventilated.
- ▶ Keep the lid securely on when not in use and store safely.

## 3. Plant & Equipment

### Fire extinguishers

#### Risks:

- ▶ Threat to life.
- ▶ Damage to property.

#### Precautions:

- ▶ Fire extinguishers must be clearly labelled to identify their type. Their location must be identified by a sign and the sign must remain visible.
- ▶ Fire extinguishers must not be covered up by stored goods.
- ▶ Fire extinguishers must be easily accessible at all times.
- ▶ The company contracted to maintain the fire extinguisher must check and sign off every twelve months.
- ▶ Used extinguishers must be reported to management.

### Photocopiers

#### Risks:

- ▶ Electric shock.
- ▶ Burns.
- ▶ Skin Irritation.
- ▶ Breathing difficulties.

#### Precautions:

- ▶ Staff should be trained in correct use of the equipment and when clearing jams, should not touch hot surfaces and stay clear of live wires or high voltage areas.
- ▶ Photocopiers should be operated in well ventilated areas.
- ▶ Avoid inhalation, skin or eye contact when replenishing Toner. If contact occurs, flush with cold water and seek medical attention where necessary.

## Sharp objects

### Risks:

- ▶ Injury from cutting.
- ▶ Injury from piercing.

### Precautions:

- ▶ Employees are to note that there are hazards associated with the use of sharp and pointed objects.
- ▶ Take care when using sharp and pointed objects.
- ▶ Carry knives etc. only when necessary. Carry safely and if possible closed or sheathed.
- ▶ Such objects will be adequately maintained, cleaned and stored where they will not be a hazard.

## Guard rails

- ▶ For acceptable solutions, refer to F4-ASI and DI-ASI of the Building Code.
- ▶ Perimeters, exposed sides and ends of working platforms and openings in floors and walls more than 1m in height must be provided with guardrails as shown below.
- ▶ Standard general guardrail dimensions are:
  - Handrail 1000 mm minimum - 1100 mm maximum height
  - Toeboard 225 mm minimum height or provide a midrail
  - Stairways 900 mm minimum
- ▶ If you see a guardrail missing or damaged, fix if possible, if not, report it promptly - don't leave it for someone else to action - the "action" may be going over the side!

## Vehicle management

### Risks:

- ▶ Injuries from accidents including crushing.
- ▶ Threat to life.

### Precautions:

- ▶ All goods should be properly secured.
- ▶ Ropes, straps etc. to have sufficient breaking strength.
- ▶ All vehicles are to be maintained in good repair and not to be driven when known to be unsafe.
- ▶ Only appropriately qualified staff can drive/operate vehicles.
- ▶ Load and unload vehicles on even and stable ground.
- ▶ Trailers are to be securely fixed to the towing vehicle and stored safely when not in use.

## Ladders

### Risks:

- ▶ Injuries from falling.
- ▶ Threat to life.

### Precautions:

- ▶ Only ladders conforming to NZS 5233: 1986 or NZS 3609: 1978 may be used on site.
- ▶ Ladders used incorrectly or in bad condition have caused many serious falls. Before using any ladder, check for:
  - Defective rungs.
  - Warping, cracking or splintering of stiles.
  - Faulty Feet.
- ▶ When using a ladder remember to:
  - Stand the ladder on a level base.
  - Set the ladder at the correct angle.
  - Secure the ladder by lashing at the top if possible and someone holding the bottom securely if necessary.
  - Ensure the ladder is long enough to do the job.
  - Ensure the ladder is not upside-down.
  - Ensure the ladder is not back to front.
- ▶ Always face the ladder and use both hands when climbing or coming down.
- ▶ Don't use a metal ladder near electricity.
- ▶ Always wear shoes with heels when climbing a ladder.
- ▶ Never over-reach sideways - get down and move the ladder.
- ▶ A ladder should project at least one (1) metre above any landing place.
- ▶ The correct angle for a ladder is one (1) unit of measurement out at the base for every four units of height.
- ▶ Do not use extendible step-ladders as anything other than step-ladders, unless they are designed for that use.
- ▶ When not in use, ladders will be safely stored where they cannot be accessed by children.

## Machinery - General

### Risks:

- ▶ Piercing or cutting.
- ▶ Crushing.
- ▶ Entanglement.
- ▶ Bacterial build-up.
- ▶ Ejection of flying objects.
- ▶ Occupational Overuse Syndrome.
- ▶ Pollution/emissions of harmful substances.
- ▶ Electric shocks.

### Precautions:

- ▶ Employees are to note that the following precautions are designed to make equipment and machinery safer to operate:
  - Cut-off switches.
  - Guards.
  - Regular maintenance.
  - Training of employees.
  - Isolation of machinery by turning off power, pneumatic, or hydraulic supply lines.
  - Test runs.
- ▶ Guards are never to be removed.
- ▶ Only properly trained/experienced staff are permitted to use hazardous equipment, unless they are under direct supervision.
- ▶ Engines, equipment, machinery and plant will be maintained in good working order.

## Handtools - unpowered

### Risks:

- ▶ Injuries from accidents.
- ▶ Cost of sight.

### Precautions:

- ▶ Staff not experienced in using handtools will be given suitable training in the correct use of each type of handtool.
- ▶ All handtools will be maintained in good working order at all times.
- ▶ All handtools will be adequately stored where they will not be a hazard.
- ▶ Staff and other persons using handtools will wear appropriate safety equipment when using them.
- ▶ Mushroomed chisels and drift pins, defective screwdrivers, broken handled hammers, spread wrenches and greasy tools cause injuries. Avoid them.
- ▶ Dress the heads of shock tools when they begin to show signs of mushrooming. Chips from mushroomed tool-heads fly with the speed of a bullet and can do as much damage.
- ▶ Substitute brass or rubber-headed hammers for steel hammers wherever possible.
- ▶ Wear goggles when using steel-on-steel impact tools.

## Handtools - Powered

### Risks:

- ▶ Injuries from accidents.
- ▶ Electric shocks.
- ▶ Loss of sight.

### Precautions:

- ▶ Where appropriate, transformers or earth leakage circuit breakers (ELCB) will be used at all times.
- ▶ Power cords will be maintained in good order at all times. Any breaks or cuts will be properly repaired at the time they occur.
- ▶ Power sockets and electrical wiring will be maintained in safe condition. Where appropriate, isolating switches may be incorporated in circuits.
- ▶ Only qualified trades staff or staff under supervision may use cutting and welding tools.
- ▶ Special protective clothing and equipment, e.g. masks or goggles, will be used when using steel cutting, steel drilling, steel grinding, and welding equipment.

## Electrical equipment

### Risks:

- ▶ Threat to life from electric shock.
- ▶ Burns.

### Precautions:

- ▶ Tampering with equipment, tools or wiring, by unqualified persons is not permitted. Electricity seldom gives a second chance.
- ▶ Always use an isolating transformer or earth leakage circuit breaker (ELCB) when appropriate, such as when working outside or in damp conditions.
- ▶ Check all leads, plugs and tools before use and report any damage or problems. Do not use damaged or defective equipment. Protect leads when in use.
- ▶ Extension leads and cords must be placed in a manner which will not create a "Tripping hazard", or in a way which will lead them to be damaged by equipment or materials".
- ▶ Always assume wiring is "live".

## **Compressed air**

### **Risks:**

- ▶ Severe damage to body.

### **Precautions:**

- ▶ Check all air lines and tools before use.
- ▶ Fasten all hose connections securely.
- ▶ Ensure the correct fittings are available and tied.
- ▶ DO NOT use compressed air to blow dust from clothing or skin.... it could be fatal.
- ▶ Treat compressed air with respect.
- ▶ Ensure guard is in place covering Vee belt drive.

## **Forklifts**

- ▶ Only authorised staff are to use the Forklift.
- ▶ Staff operating forklifts will comply with the Code of Practice of Powered Industrial Lift Trucks.
- ▶ No passengers shall ride on the forklift.
- ▶ The forklift shall be inspected 6 monthly for safe operation and condition by a suitably qualified person. A copy should be kept of the suitable checklist completed by that qualified person to document items checked, the date of inspection and his/her name.
- ▶ The operator shall complete a simple maintenance check daily (or as decided). This to include such items as:
  - Oil and water levels (for motor powered).
  - Brakes, park and service.
  - Reversing warning alarms (if fitted).
  - Torque converter (or clutch) creep.
- ▶ An alarm, if fitted, to sound when the forklift is travelling in reverse.
- ▶ Take care to ensure others are safely clear when manoeuvring the forklift.

## **Hazardous machinery/equipment**

- ▶ Hazardous machinery will, where appropriate, have a Safety Procedure Sheet which staff must read and understand before operating the machines.

**Appendix Four:**

**EMPLOYEE ACKNOWLEDGMENT**

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

Date	Name	Signature

**Appendix Five:**

<h2>Accident and Incident Investigation Report</h2>				
<b>EMPLOYER</b>		<b>BRANCH / DEPARTMENT</b>		
<b>NAME OF INVESTIGATOR</b>				
<b>PARTICULARS OF INCIDENT</b>				
<b>Day of Incident (circle)</b> M T W T F S S	<b>Time</b>	<b>Project / Site</b>	<b>Date Reported</b>	
<b>INJURED PERSON</b>				
Name:		Address:		
Age:	Phone number:			
Reported date of incident:		Length of employment:		Time on job:
<b>TYPE OF INJURY:</b>	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Remarks:
<input type="checkbox"/> Strain / sprain	<input type="checkbox"/> Scratch / abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Injured part of body:	
<input type="checkbox"/> Laceration / cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		
<b>DAMAGED PROPERTY</b>				
Property/material damaged:		Nature of damage:		
		Object/substance inflicting damage:		
<b>INCIDENT</b>				
<b>Description</b>				
Describe what happened (space overleaf for diagram – essential for all vehicle incidents):				
<b>Analysis</b>				
What were the causes (root and contributing causes) of the incident?				
Root causes – safety system failures:				
Contributing causes – unsafe acts and conditions:				

Prevention			
What action has or will be taken to prevent a recurrence? Tick items already actioned (use space overleaf if required)	Completed ✓ X	By whom	When

TREATMENT AND INVESTIGATION OF INCIDENT			
Type of treatment given:	Name of person giving first aid:	Doctor/Hospital:	
Incident investigated by:	Date:	DoL advised: Yes / No	Date:

Signed by: Employer..... and

Employee.....

**Appendix Six:**

## Hazardous or Hot Work Permit

**Job:** \_\_\_\_\_

1. This permit is valid for one job only
2. This copy is to be retained by the person authorised to perform the required work and must be produced on the request of any of our employees
3. Management will retain a copy
4. Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Exact location of job: \_\_\_\_\_
6. Permit valid from: \_\_\_\_\_ To: \_\_\_\_\_
7. Note particular hazards or hazardous areas and list:  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Standard precautions to be taken

Precaution	Management Requirement (✓)	Contractor to Confirm (✓)
Equipment in good working order?		
All combustibles removed a minimum of 5m from the work area		
Fire extinguisher available		
Hose reel available		
Fire blanket provided		
Welding curtains provided		
Ventilation provided		
Barricades required		
Signs required		
Check the area for explosive atmosphere		
Post welding / cutting fire watch		
Additional Precautions	Management Requirement (✓)	Contractor to Confirm (✓)

I verify that the job area has been examined and authorise hot work to be carried out providing the above conditions are maintained throughout the term of the permit.

Name: ..... Signed: .....

Name of person(s) doing work: .....

Company name: .....

Signed: .....

Date: .....

**Site Manager approval**

Signed .....

**On completion of hot work sign and return to place of registration**

I verify that the work has been completed in accordance with the authorised conditions outlined in part one of this form

Person doing hot work: .....

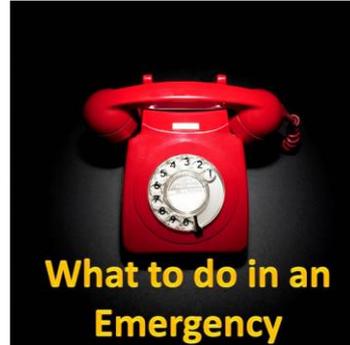
Signed: .....

Appendix Seven:

# IN AN EMERGENCY

1. When calling phone:

**AMBULANCE 111**  
**FIRE BRIGADE 111**  
**POLICE 111**



2. Indicate clearly:

- Your name
- Address you are calling from:

---

---

---

- Phone number you are calling from:

---

- Patients name \_\_\_\_\_

- Diagnosis \_\_\_\_\_

**Appendix Eight:**

# Notice of Record of Accident / Serious Harm

*Required for section 25(1), (1A), (1B) and (3)(b) of the Health and Safety in Employment Act 1992  
For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable*

**1. Particulars of employer, self-employed person or principal:**  
*(Business name, postal address and telephone number)*


**2. The person reporting is:**  
 an employer     a principal     a self-employed person

**3. Location of place of work:**


*(Shop, shed, unit nos., floor, building, street nos. and names, locality / suburb, or details of vehicle, ship or aircraft)*

**4. Personal data of injured person:**

Name	
Residential Address	

Date of birth  Sex (M/F)

**5. Occupation or job title of injured person:**  
*(Employees and self-employed persons only)*

--

**6. The injured person is:**  
 an employee     a contractor (self-employed person)  
 self     other

**7. Period of employment of injured person:**  
*(Employees only)*

1st week     1st month     1-6 months  
 6 months-1 year     1-5 years     Over 5 years  
 Non-employee

**8. Treatment of injury:**  
 None     First Aid only  
 Doctor but no hospitalisation     Hospitalisation

**9. Time and date of accident/serious harm:**

Time  am/pm  
 Date  Shift  Day     Afternoon     Night

Hours worked since arrival at work  
*(Employees and self-employed persons only)*

**10. Mechanism of accident / serious harm:**

Fall, trip or slip     Hitting objects with part of the body  
 Sound or pressure     Being hit by moving objects  
 Body stressing     Heat, radiation or energy  
 Biological factors     Chemicals or other substances  
 Mental stress

**11. Agency of accident/serious harm:**

Machinery or (mainly) fixed plant  
 Mobile plant or transport  
 Powered equipment, tool or appliance  
 Non-powered handtool, appliance or equipment  
 Chemical or chemical product  
 Material or substance  
 Environmental exposure (e.g. dust, gas)  
 Animal, human or biological agency (other than bacteria or virus)  
 Bacteria or virus

**12. Body part:**

Head     Neck     Trunk  
 Upper limb     Lower limb     Multiple locations  
 Systemic internal organs

**13. Nature of injury or disease:**     Fatal  
*(Specify all)*

Fracture of spine     Puncture wound  
 Other fracture     Poisoning or toxic effects  
 Dislocation     Multiple injuries  
 Sprain or strain     Damage to artificial aid  
 Head injury     Disease, nervous system  
 Internal injury of trunk     Disease, musculoskeletal system  
 Amputation, incl eye     Disease, skin  
 Open wound     Disease, digestive system  
 Superficial injury     Disease, infectious or parasitic  
 Bruising or crushing     Disease, respiratory system  
 Foreign body     Disease, circulatory system  
 Burns     Tumour (malignant or benign)  
 Nerves or spinal chord     Mental disorder

**14. Where and how did the accident/serious harm happen?**  
*(If not enough room, attach separate sheet or sheets)*


**15. If notification is from an employer:**

(a) has an investigation been carried out?     Yes     No  
 (b) was a significant hazard involved?     Yes     No

Signature and date: \_\_\_\_\_ \_\_/\_\_/\_\_

Name and position:  
*(Use capitals)*

*Check that the details on this copy are complete and forward it to your nearest DoL office*

## Appendix Nine:

# Self-Safety Inspection Checklist

PROJECT / SITE: _____			EMPLOYER: _____		
Safety representative: _____			Inspection by: _____		
			Date: ____/____/201__		
<b>Remedial complete (sign / date):</b>					
<b>1</b>	<b>Office Policies &amp; Procedures</b>	✓/ x	7.5	Inspections being done	
1.1	HS&E Plan in place & compliant		7.6	Man cage available	
1.2	HS&E Risk Matrix in place compliant		7.7	Emergency plan in place	
1.3	Subcontractors SSSP's compliant		<b>8</b>	<b>Compressed Air Equipment</b>	
1.4	Competency registers compliant		8.1	In good condition	
1.5	Toolbox meetings compliant		8.2	Appropriate guards fitted	
1.6	Incident register compliant		8.3	Trained user	
1.7	Task Analysis in place compliant		<b>9</b>	<b>Excavations</b>	
<b>2</b>	<b>Site Control</b>		9.1	Correctly shored or battered (1:1)	
2.1	Hazard board and signage up-to-date		<b>10</b>	<b>Welding / Gas Cutting</b>	
2.2	Environmental plan – issues		10.1	Hot work permits being issued	
2.3	Toolbox talk last date    /    /		10.2	Fire extinguishers on hand	
2.4	Safety inductions for all on site		10.3	Operators using PPE	
2.5	Safety notice board current		<b>11</b>	<b>Electrical Equipment</b>	
<b>3</b>	<b>Site Facilities</b>		11.1	Main board lockable / weatherproof	
3.1	Offices – clean, adequate and good lighting		11.2	Current tagged and damage-free leads	
3.2	Smoko sheds – clean, potable water		11.3	Current tagged plant	
3.3	Toilets – clean, washing water		11.4	Current tagged lifeguards	
3.4	Tool/equipment sheds adequate		11.5	Leads safely placed	
<b>4</b>	<b>General Site Tidiness and Access ways</b>		11.6	Equipment in good condition	
4.1	Clear, safe access to work areas		11.7	Appropriate guards on equipment	
4.2	Stairways and access ways clear		11.8	Adequate temporary lighting	
4.3	Hoardings/fence and gates secure		<b>12</b>	<b>Chemicals</b>	
4.4	Loose materials secure from wind		12.1	Correctly stored	
<b>5</b>	<b>Personal Safety Equipment</b>		12.2	Safety data sheet (SDS) available	
5.1	Signage displayed and legible		12.3	Operators using PPE	
5.2	Hardhats being worn		<b>13</b>	<b>Tools</b>	
5.3	Correct footwear being worn		13.1	PAT tool WoF current and secure	
5.4	Glasses / ear muffs / vests / masks used		13.2	Staff trained in tool use (SWPS)	
<b>6</b>	<b>First Aid/Fire Prevention</b>		13.3	PAT signage on site	
6.1	First aid box	Available	Current	<b>14</b>	<b>Scaffolding</b>
6.2	Accident register			14.1	Notifiable weekly Scaftag / current
6.3	Fire extinguishers	Available		14.2	Handrails / mid-rails
6.4		Current (12 mth)		14.3	Toe boards
6.5		Sufficient number		14.4	Platforms
6.6	Evacuation	Procedure current		14.5	Ladders / stairs



**Appendix Ten:**

# Task Analysis Form

Date:	Location / Site:
-------	------------------

**1. GENERAL**

Your company name:	Are you a sub-contractor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--------------------	---------------------------	--

What is the task to be carried out?

.....

.....

Where on site is this task located?

.....

.....

List the steps in the task, then number the steps before completing task steps. For example:


Has your company completed a site specific safety plan?  If not do any existing systems of work, codes of practice, guidelines, standards or instructions apply? E.g. demolition, asbestos removal. If yes you must include procedures in section 2. .....	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Does the work required to be notified to the Department of Labour, are any other statutory notifications required to be made? e.g. confined space, working at height. If yes must include procedures in Section 2. ..... .....	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Is a hot work permit required?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Do you need to notify any other contractors that your work may interfere with their work? .....	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Are services required to be isolated or detected? Who will authorise this? .....								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
Are there any other precautions to be taken? .....								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
Is a traffic management plan required?								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
Will adverse weather affect the operation or increase the hazards? What precautions will be taken? .....								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
Are there any other special requirements? e.g. are you using an outside contractor? Do you need crane time?								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
Do you need an engineer's certificate?								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
Will the work create or involve any environmental risk?								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
<b>2. PPE REQUIREMENTS</b>									
Please tick									
Hard Hat	Safety Boots	Safety Glasses	Gloves	Hi Vis	Ear Muffs	Harness	Mask	Respirators	
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Is there specialised or specific PPE required to carry out the task? e.g. gas detector. .....								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
Is there additional protective clothing required? e.g. wet weather gear, fire proof clothing. .....								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
Is the PPE adequate for the task? e.g. grade of ear muff. .....								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
Are the workers out of sight of each other? If so how will the communicate?.....								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
<b>3. EQUIPMENT</b>									
List all equipment required e.g. saw, drill etc? ..... ..... .....									
Is all electrical equipment tested and tagged and in safe working condition?								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>

**4. TASK**

**E - Eliminate- Take the hazard away**

**I - Isolate- place a barrier around the hazard**

**M- Minimize- use EWP or harness to minimise injury (these are examples only)**

<b>Step #</b>  	  
<b>Hazards #</b> 	1)..... 2)..... 3).....
<b>E I M / Control #</b> State method of control – e.g. harness, barriers etc	1)..... 2)..... 3).....
<b>Step #</b>  	  
<b>Hazards #</b> 	1)..... 2)..... 3).....
<b>E I M / Control #</b> State method of control – e.g. harness, barriers etc	1)..... 2)..... 3).....
<b>Step #</b>  	  
<b>Hazards #</b> 	1)..... 2)..... 3).....
<b>E I M / Control #</b> State method of control – e.g. harness, barriers etc	1)..... 2)..... 3).....

**4. TASK (Continued)**

**E - Eliminate - Take the hazard away.**

**I - Isolate- place a barrier around the hazard.**

**M- Minimize- use EWP or harness to minimise injury (These are examples only.)**

<b>Step #</b> ..... .....	
<b>Hazards #</b>	1)..... 2)..... 3).....
<b>E I M / Control #</b> State method of control – e.g. harness, barriers etc	1)..... 2)..... 3).....
<b>Step #</b> ..... .....	
<b>Hazards #</b>	1)..... 2)..... 3).....
<b>E I M / Control #</b> State method of control – e.g. harness, barriers etc	1)..... 2)..... 3).....
<b>Step #</b> ..... .....	
<b>Hazards #</b>	1)..... 2)..... 3).....
<b>E I M / Control #</b> State method of control – e.g. harness, barriers etc	1)..... 2)..... 3).....

Continue on separate page if required

<b>5. EMERGENCY RESCUE PLAN</b>							
Please tick							
Working at height		Man cage		Confined spaces		EWP	
						Scaffold	
							Trenches
							Other
What is your emergency rescue plan for the above? ..... .....							
Is there a first aid kit and qualified first aid person available?							Yes <input type="checkbox"/>
No <input type="checkbox"/>							
Should special emergency standby procedures be instituted? e.g. fire service. .....						Yes <input type="checkbox"/>	
						No <input type="checkbox"/>	
<b>6. PERSONNEL</b>							
Who is to supervise the task? This person must hold the task analysis at place of task.							
Name..... Position.....Signature.....							
Has the T/A been explained to all who are working under the T/A?						Yes <input type="checkbox"/>	
						No <input type="checkbox"/>	
Who will be working on the task?					<b>TRAINED IN</b>		
Name	Position	Role	Signature	EWP	Work at Height	Other	
Is there any need for special training? If yes what is required? .....						Yes <input type="checkbox"/>	
						No <input type="checkbox"/>	
<b>7. ATTACHMENTS</b>							
Supporting documentation (To be provided on separate pages)						Yes <input type="checkbox"/>	
						No <input type="checkbox"/>	
Methodology (To be provided on separate pages)						Yes <input type="checkbox"/>	
						No <input type="checkbox"/>	

<b>8. APPROVAL</b>
<p>Subcontractors Supervisor</p> <p>Name..... Position.....Signature.....</p>
<p>Site Manager appointed to the area</p> <p>Name..... Position.....Signature.....</p>
<p>Management to review</p> <p>Name..... Position.....Signature.....Date .....</p> <p>Comments .....</p> <p>.....</p>

## Appendix Eleven:

# Toolbox Safety Meeting Minutes

Various Toolbox Talks are available to Site Safe members on the Site Safe website: [www.sitesafe.org.nz](http://www.sitesafe.org.nz)

<b>PROJECT / SITE:</b>	<b>EMPLOYER:</b>
<b>FOREMAN / SUPERVISOR:</b>	<b>DATE:</b>
<b>PRINCIPAL:</b>	
<b>Attendees:</b>	<b>Signatures of attendees:</b>
<b>Site activity / safe work practices / accident / incident investigations discussed:</b>	
<b>Employee issues raised:</b>	<b>Date to be resolved by:</b>
<b>Safe observations reviewed / discussed:</b>	
<b>Task analysis completed / reviewed:</b>	<b>Date:</b>

**Appendix Twelve:**

**ACCIDENT / INCIDENT REGISTER**

PROJECT / SITE:		EMPLOYER:				
Date and Time	Details: Name of person (injured or observer): <ul style="list-style-type: none"> <li>• Description of accident / incident / near miss</li> <li>• Cause of harm (if any)</li> <li>• Type of injury / disease (if any)</li> </ul>	Immediate action taken: <ul style="list-style-type: none"> <li>• First aid</li> <li>• Corrective action</li> <li>• Review hazard register</li> </ul>	Serious Harm Y / N	DoL Notified Y / N Date	Investigation Actioned and Documented Y / N (Separate Form 12)	Investigation Outcomes Discussed at Safety Meeting On:

**Appendix Thirteen:**

## Hazard Register

PROJECT / SITE:												
IDENTIFIED HAZARD	POTENTIAL HARM	SIGNIFICANT HAZARD		E	I	M	HAZARD CONTROLS	REGULAR CHECK OF HAZARD CONTROLS IN PLACE				
		Yes	No					Training Required	Date Checked	Date Checked	Date Checked	Date Checked
Manual handling and lifting	Back strain and body strain						Follow correct procedures. Get help if necessary.	Yes				
Electricity	Electrical shock, burns, personal injury (tripping over leads etc)						Ensure plugs and leads are in good condition. Use an RCD. Lock out power supply. Treat wires / cables as live.					
Slips, trips and falls	Personal injury						Keep worksites clean and tidy.					
Tools and equipment	Personal injury						Keep all tools tagged and in working order.					
Vehicles	Personal injury						WOF and REGO current. Drive safely. Licensed user only.					
Powder tools	Personal injury to self and others						Accredited operators only. PPE must be worn.					
Glue	Respiratory injury						Follow label instructions. Ensure adequate ventilation.					

Overhead hazards	Personal injury						Keep a safe working distance. Don't work underneath hazard.					
Ladders	Fatality, serious injury from fall						Secure ladder, use 4:1 ratio.					
Scaffolding	Fatality, serious injury from fall						Check before use. Secure and follow established procedures.					
Falling objects	Personal injury						Do not work underneath anyone working above you.					
Diggers and heavy machinery	Fatality, serious injury						Stay clear. Do not assume the driver knows you are there.					
Open trenches	Personal injury from trip / fall						Fill in cover where possible. Erect barriers. PPE, signage and awareness.					
Noise	Noise induced hearing loss						PPE, awareness, annual hearing checks.					
Confined spaces	Fatality, serious injury from poor ventilation Crushing						Do not enter if work can be done from outside. Training, entry permits, PPE, buddy system and communication.					
Earthquake	Fatality, serious harm or injury						Evacuation plan in place.					
Dust	Respiratory injury and eye injury						PPE, awareness. Adequate ventilation. Dust extraction.					



**Appendix Fifteen:**

## Safety Training and Competency Register

This register is a record of training, qualifications, experience and competencies for your employees. Complete the register for each employee, noting Site Safe training that has been completed, along with other safety and trade training undertaken. List certificates, licences and other formal qualifications in the column to the right of the training section. Record employee competence level for the job he/she will be carrying out on site in the column on the far right below. Use the LULU system shown at the bottom of the register or other system to record competency level. *Share this information with other contractors working alongside you to communicate the levels of competence of your staff.*

Name	Site Induction Date	Current Site Safe Card Type and Number (see key below)	Current Site Safe Card Expiry Date	Other Site Safe Training (see key below)		Training, Qualifications, Experience			Competence
						Trade and Skills Training (specify all types)	Formal Qualifications, Certificates, Licences, and Unit Standards (specify all types)	No. Years' Experience in Current Job	Level of Competence in Current Job (use LULU)

**Key:**

<p><b>Types of qualifications, certificates, licences, unit standards, other:</b></p> <ul style="list-style-type: none"> <li>• EWP (elevated work platform)</li> <li>• PAT (powder actuated tool)</li> <li>• FL (fork lift)</li> <li>• FA (fall arrest)</li> <li>• SCA (scaffold)</li> <li>• DOG (dogman)</li> </ul>	<ul style="list-style-type: none"> <li>• CRA (crane – specify type)</li> <li>• MP (mobile plant – specify type)</li> <li>• RELECT (registered electrical worker)</li> <li>• ELTAG (electrical testing and tagging)</li> <li>• STMS (site traffic management supervisor)</li> <li>• TC (traffic controller)</li> <li>• EXP (explosives)</li> <li>• NZQA (trade or safety units)</li> </ul>
--	---

**Site Safe training (card types):**  
 BCP (Commercial and Residential), CIV (Civil), ELEC (Electrical), MTCE (Maintenance), and ADV (Advanced Passport/Workplace Safety), CON (Consultants), HHC (Height and Harness Course), HSR (Health and Safety Representative), SUPG (Supervisor Gold Card), SUPGU (Supervisor Gold Card Update), CMC (Construction Management Course), LC (Leadership Course), CCSS (Certificate in Construction Site Safety)

**LULU competence designation for use in "Competence" column at above right (or use other designation system such as 1-5)**  
 I Under direct supervision, is not competent (watch all the time); L under supervision, is partially competent (line of sight); U Indirect or occasional supervision, is partially competent (supervision nearby);  Fully competent to work unsupervised;  Competent to train.

# HEALTH AND SAFETY REFORM BILL UPDATE



## Health and Safety Reform Bill – key changes

The Select Committee considering the Health and Safety Reform Bill has reported back to Parliament with improvements to the Bill following public submissions. The Government also intends to further clarify some provisions in the Bill to provide certainty for businesses, particularly small businesses, about what they will be required to do to meet their duties.

### **THIS DOCUMENT SUMMARISES THE KEY CHANGES IN THE FOLLOWING AREAS:**

- > **Worker engagement and participation**
- > **Multiple Persons Conducting a Business or Undertaking (PCBUs)**
- > **The duty of officers**
- > **Volunteer workers**
- > **Definition of workplace**
- > **Duty of PCBUs who manage and control a workplace**

The Health and Safety Reform Bill is now going through its remaining stages in Parliament before it is finalised and becomes law.

WorkSafe New Zealand will help people prepare by providing information and education before the law comes into force.

**View the full Select Committee report back and revised Bill here**

[www.parliament.nz/resource/en-nz/51DBSCH\\_SCR64556\\_1/137f3014a8984560b2852b1636617cc4402112b2](http://www.parliament.nz/resource/en-nz/51DBSCH_SCR64556_1/137f3014a8984560b2852b1636617cc4402112b2)

### **WORKER ENGAGEMENT AND PARTICIPATION**

The Health and Safety Reform Bill strengthens existing requirements for worker engagement and participation in work health and safety matters.

Stronger worker participation underlines the expectation in the Bill that everyone in the workplace is responsible for workplace health and safety, and that workers are empowered to intervene when they see an unsafe situation.

The changes to the Bill improve the flexibility of these worker participation provisions so that innovation is not stifled. Other improvements clarify some provisions in the Bill as introduced.

Under the changes all PCBUs – whether they are small or large, low-risk or high-risk – will still be required to engage with their workers on matters of health and safety that affect them. They also have to have worker participation practices that give their workers reasonable opportunities to participate effectively in improving work health and safety. There are changes to the structure of the Bill to make it clearer that these are the two overarching worker engagement and participation duties for all PCBUs.

**KEY SELECT COMMITTEE CHANGES:*****Health and safety representatives***

It is not mandatory to have health and safety representatives as part of the required worker participation practices – this is one way to support worker engagement on health and safety matters. But when one worker requests an elected health and safety representative, a PCBU must initiate the election of one or more health and safety representatives.

Select Committee change: Small businesses with fewer than 20 workers in low-risk sectors are excluded from the requirement to have a health and safety representative when requested by workers.

This change does not stop smaller low-risk businesses from voluntarily deciding to have health and safety representatives as a way of meeting their worker participation obligations under the Bill.

All other businesses, including small businesses in high-risk sectors, will still have to initiate an election for a health and safety representative when requested. New regulations will outline in detail which high risk sectors would be subject to this requirement for small businesses.

***Health and safety committees***

It is also not mandatory to have a health and safety committee – this is another way to support worker engagement on health and safety issues.

The Bill provides that a health and safety committee may be requested by workers or chosen by the PCBU as an effective way to involve workers in health and safety at the workplace.

Select Committee change: As above, small businesses with fewer than 20 workers in low-risk sectors are excluded from the requirement to have a health and safety committee when requested by workers.

Again, this change does not stop smaller low-risk businesses from voluntarily deciding to have a health and safety committee as a way of having worker participation practices.

For all other businesses, including small businesses in high risk sectors, when a committee is requested by workers, or a health and safety representative, the PCBU must decide whether to establish one. It can decline this request if it is satisfied that its existing worker participation practices meet the requirements of the new law. It has to explain why, and advise workers that they may raise the matter under the issue resolution process in the new law. New regulations will outline in detail which high risk sectors would be subject to this requirement for small businesses.

***Powers and training of health and safety representatives***

Health and safety representatives will have the power to direct unsafe work to stop where there is a serious risk. Their powers are limited to the particular work group that they represent, and for health and safety purposes.

Select Committee change: making it clear that WorkSafe NZ must assist in resolving an issue in relation to the cessation of work as soon as practicable after it has agreed to a request for help.

The changes also carry over the existing training entitlement for health and safety representatives of two days' paid leave a year (up to a capped amount which will be set out in regulations).

### *Transition of existing worker participation systems to new regime*

Select Committee change: existing worker participation systems and health and safety representatives can transition to the new regime under the changes.

Existing health and safety representatives will need to do extra training in order to be able to carry out their powers under the new law (to issue a provisional improvement notice and direct unsafe work to cease).

### **MULTIPLE PCBUS**

Under the Health and Safety Reform Bill, PCBUs have health and safety duties. These duties may overlap with the duties of other PCBUs, for example in shared workplaces or where workers work for more than one PCBU. In these situations, the Bill requires them to consult, cooperate and coordinate with each other, so far as is reasonably practicable.

The need for duty holders to work together to meet their duties is not new and is required under the current law. The Health and Safety Reform Bill (unlike the current law) makes it clear how this should happen.

The changes further clarify some provisions that relate to overlapping duties to make it clear how PCBUs must work together to discharge their overlapping duties.

#### ***Key Select Committee changes:***

- > PCBUs must discharge their overlapping duties to the extent they have the *ability to influence and control the matter* (the previous wording talked about “capacity” to influence or control).
- > The changes to the Bill clarify that the duty to consult, cooperate and coordinate activities sits with the PCBU, not with all duty holders.

The Government will also make the following changes to the Bill:

- > A duty holder’s obligations to manage risk are limited to doing what is in their ability to control and manage, along with what is reasonably practicable for them to do to manage the risk.
- > Courts must consider death or harm (both actual and potential) caused by a breach of duty in their sentencing.

### **THE DUTY OF OFFICERS**

The Health and Safety Reform Bill has a new duty for an officer of a PCBU (such as a director, board member or partner) to exercise due diligence to ensure that the PCBU complies with its duties.

This places a positive duty on people at the governance level of an organisation to actively engage in health and safety matters, reinforcing that health and safety is everyone’s responsibility.

The changes clarify how far down an organisation this duty applies and the extent of the duty.

#### ***Key Select Committee changes:***

- > Other than those named persons holding specific roles in an organisation (such as directors or partners), the officer duty will apply only to other persons who have a very senior governance role in the organisation that allows them to exercise significant influence over the management of the business or undertaking (for example a chief executive).
- > To avoid doubt the Bill expressly recognises that this does not include a person who merely advises or makes recommendations to an officer of the organisation.

The Government will also make the following changes to the Bill:

- > Making it clear that the extent of the officer's duty takes into account the nature of the business or undertaking, the position of the officer and the nature of their responsibilities.
- > Making it clear that officers must only do what is within their ability to influence and control when managing risks.

## **VOLUNTEER WORKERS**

The changes to the Bill's provisions on volunteers recognise that volunteers contribute greatly to New Zealand communities and will ensure the new law will not negatively affect volunteering.

### ***Key Select Committee changes to the Bill:***

- > The changes mean coverage of volunteers remains as it is under the current law, which distinguishes between casual volunteers and volunteer workers.

The information below explains how the Bill applies to volunteers.

### ***Is your organisation a Person Conducting a Business or Undertaking?***

Under the Bill, a Person Conducting a Business or Undertaking (PCBU) has the primary duty to ensure the health and safety of its workers and others, so far as is reasonably practicable.

A purely volunteer organisation where volunteers work together for community purposes and which does not have any employees is known as a volunteer association under the Bill.

A volunteer association is not a PCBU so the Bill will not apply to it.

A volunteer organisation which has one or more employees is a PCBU and will have the same duties as a PCBU to ensure, so far as reasonably practicable, the health and safety of its workers and others.

### ***If your organisation is a PCBU, does it have casual volunteers or volunteer workers?***

Select Committee change: Where volunteers carry out work for a PCBU, the revised Bill now distinguishes between casual volunteers and volunteer workers. Volunteer workers are people who regularly work for a PCBU with its knowledge and consent on an ongoing basis and are integral to the PCBU's operations. This distinction is based on the existing Health and Safety in Employment Act 1992.

PCBUs will owe a duty to ensure, so far as is reasonably practicable, the health and safety of volunteer workers as if they were any other worker. This ensures that these volunteers are afforded the protection of having the appropriate training, instruction or supervision need to undertake their work safely – just like any other worker.

For casual volunteers (those that do not fall under the definition of a volunteer worker) their health and safety will still be covered by the PCBU's duty to other persons affected by the work of the business or undertaking.

### ***Are your volunteers doing certain activities which means they are excluded from the "volunteer worker" definition under the new law?***

People volunteering for the following activities will not be volunteer workers under the new law:

- > Participation in a fundraising activity.

- > Assistance with sports or recreation for an educational institute, sports or recreation club.
- > Assistance with activities for an educational institution outside the premises of the educational institution.
- > Providing care for another person in the volunteer's home.

This approach follows the existing Health and Safety in Employment Act 1992. Like casual volunteers, the volunteers doing the activities above won't be "volunteer workers" for the purposes of the Bill, but their health and safety will still be covered by the PCBU's duty to other persons affected by the work of the business or undertaking.

### DEFINITION OF WORKPLACE

The Bill defines a workplace as a place where work is carried out, including anywhere a worker goes or is likely to be while at work.

The changes further clarify the definition of workplace to address concerns raised in submissions that these areas might not be workplaces all the time.

#### *Key Select Committee changes:*

- > The definition of workplace is changed to reflect the fact that some areas are not a workplace all the time.
- > A workplace is now defined as a place where work is being carried out or is "customarily" carried out for a business or undertaking.
- > It includes any place a worker goes or is likely to be while at work.
- > This has been further clarified in the case of farms, where the duty of farmers managing or controlling workplaces will only extend to the farm buildings and structures necessary for the operation of the business and the areas immediately surrounding them.
- > Other parts of the farm are not a workplace, apart from when farm work is being carried out in that part of the farm at the time.
- > These changes mean that the farmer's duty to manage and control the farm doesn't apply to recreational users coming onto farm land (apart from when farm work is being carried out in that part of the farm at the time).

The Government will also make a change to the Bill through a Supplementary Order Paper to clarify that the family home is not part of the farm workplace.

### DUTY OF A PCBU WHO MANAGES OR CONTROLS A WORKPLACE

#### *Key Select Committee changes:*

- > The PCBUs who manage or control the workplace, fixtures, fittings or plant at workplaces do not owe a duty to people who are there for an unlawful purpose.
- > For farming situations, the duty of the PCBU applies to a workplace which:
  - includes farm buildings (but excluding the farm house as the family home) and structures necessary for the operation of the business or undertaking and the areas immediately surrounding them.
  - but otherwise excludes parts of the farm when work for the business or undertaking is not being carried out.

The Government will also exclude the farm house as the family home from the duty that applies to a workplace.