



Health & Safety Handbook





Contents

2015 HEALTH AND SAFETY REFORM	2
SECTION 1: INTRODUCTION, USEFUL LINKS, GLOSSARY OF TERMS	6
SECTION 2: HEALTH AND SAFETY POLICY	7
SECTION 3: WORKER TRAINING, RULES AND PROCEDURES	8
SECTION 4: EMERGENCY PLANS.....	10
SECTION 5: CONCLUSION.....	12

Appendices

One: Fire Emergency Evacuation	13
Two: Schedule of Hazards	14
Three: Register of Hazards	15
Four: Worker Acknowledgement	30
Five: Accident and Incident Investigation Report	31
Six: Hazardous or Hot Work Permit.....	33
Seven: In An Emergency.....	35
Eight: Notice of Record of Accident / Serious Harm	36
Nine: Self-Safety Inspection Checklist.....	37
Ten: Task Analysis Form.....	39
Eleven: Toolbox Safety Meeting Minutes	45
Twelve: Accident / Incident Register.....	46
Thirteen: Hazard Register.....	47
Fourteen: Hazardous Substances - Dangerous Goods register	49
Fifteen: Training Register.....	50

Changes to the Health and
Safety regulations affect
your insurance

Call us, we have the answer

0800 555 474



GLENN STONE
INSURANCE

2015 Health & Safety Reform



Background

New Zealand has a poor health and safety record with too many workers dying, being badly injured or becoming ill in our workplaces. In response to this health and safety record a new Act - the Health and Safety at Work Act, is being introduced in April 2016.

The new Act will see Worksafe NZ, ACC and MBIE working together to institute change in the workplace. If ACC receive a notifiable incident they will be required to pass this information to Worksafe NZ. This applies to any unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure (this does not need to result in any harm or physical injury)

The new Act will be an adoption of the Australian Harmonisation framework and includes the following features:

- It is based on performance-based legislation.
- It allocates duties to the people best placed to manage them.
- It is cost-effective.
- It will simplify workplace health and safety for trans-Tasman businesses.

Highlights of Act and responsibilities

Intent

The intent of the new Act involves:

- Persons Conducting a Business or Undertaking (PCBU): ensuring that they are providing and maintaining a workplace that is safe and without risk to health.
- Workers caring for themselves and other people in the workplace as well as observing and respecting all safety rules, directions and requirements relating to health and safety.

Terms

The new Act changes the terms currently used for employers and employees and expands the definition of an officer.

- An employee is now a worker and covers – permanent employees; contractors; temporary workers; sub-contractors; labour hire workers; students gaining work experience and apprentices.
- An employer is now a Person Conducting a Business or Undertaking (PCBU)
- An officer is a person who makes or participates in making decisions that affect the whole or a substantial part of the business of the organization or who has the capacity to significantly affect the organisation's financial standing.

Workers' responsibilities

Workers' responsibilities include:

- Taking reasonable steps to protect their own health and safety and others potentially affected by their actions at work.
- Complying with all work safety laws, policies, procedures and safety instructions. This includes instructions from the PCBU and other organisations who are responsible for the way the worker completes work.
- Using equipment, including Personal Protective Equipment (PPE), as directed and keeping it in good working condition.
- Reporting all hazards, incidents and injuries to the PCBU or those in charge of the working environment to protect the worker and others in the workplace.

PCBU's responsibilities

When a PCBU engages a worker to perform work for their business, they have a primary duty of care to that worker.

A PCBU is, so far as is reasonably practicable, responsible for ensuring work carried out does not carry risk to the health and safety of others. This means the PCBU must:

- Provide and maintain a safe work environment.
- Provide and maintain safe plant and structures.
- Provide and maintain safe systems of work.
- Ensure the safe use, handling and storage of plant, structures and substances.
- Provide adequate facilities (and ensure access is maintained).
- Provide instruction, training, information and supervision.
- Monitor the health of workers and conditions at the workplace.

Officer's responsibilities

An officer is required to:

- Acquire and keep up to date knowledge of work, health and safety matters.
- Gain an understanding of the nature of the operations and of the hazards and risks associated with those operations.
- Ensure that the company has appropriate resources and processes to enable hazards to be identified and risks associated with those hazards to be eliminated or minimized.
- Ensure that the company has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
- Ensure that the company has, and implements, processes for complying with any duty or obligation of the company under the legislation.

Where multiple people have responsibility for health and safety then each person with the duty must, so far as is reasonably practicable, consult, co-operate and co-ordinate with all others who have a duty in relation to the same matter to ensure that everyone remains safe at work.

In practice this means that a PCBU cannot use a contract to limit or modify their statutory obligations. Any attempt made by a PCBU to transfer the PCBU's duty via a contract will render the contract null and void.

Hazard identification and management

To keep a workplace safe and healthy, PCBUs must make sure there are no hazards to which workers could be exposed. PCBUs must 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 PCBUs should get the benefit of their workers' knowledge by talking to them and/or their representatives in good faith about the best way to do things.

PCBUs must put in place an effective system for identifying existing and emerging (new) hazards.

Methods of hazard identification can include:

- Physical inspections of the workplace, equipment, and work practices.
- Analysis of tasks and how they are carried out by workers in the workplace.
- Analysis of processes carried out in the workplace.
- Analysis of any previous incidents.

PCBUs must also have an effective system for responding to and managing the hazards that they identify. How the PCBU 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 workers 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 workers.

This might include:

- Providing workers with suitable protective clothing or equipment.
- Monitoring workers' exposure to the hazard.
- With their informed consent, monitoring workers' health in relation to the hazard.

Providing information

Workers 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 PCBUs to provide information to employees about:

- Hazards in the workplace.
- Hazards that may arise from the type of work that the worker is doing.
- The steps to be taken to minimise the likelihood that the worker 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 workers - 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 workers, 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 PCBUs 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 workers can carry out work safely is making sure that workers have adequate knowledge, experience and training to carry out the tasks they do safely. Under the Act, PCBUs must do everything that is reasonably practicable to make sure that all workers 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, PCBUs must make sure that workers are adequately trained in using the types of objects, substances and protective clothing and equipment that the workers are or may be required to work with.

Involving workers 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 PCBUs and workers 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.

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

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

All PCBUs are required under the Act to provide reasonable opportunities for the workers to participate effectively in processes for improving health and safety at work.

Workers right to refuse to do dangerous work

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

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

If a worker refuses to do work on this ground, the first step is to try and discuss the problem with the PCBU. If the problem isn't resolved, and the worker still reasonably believes the work is likely to harm them, then the worker 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 Ministry of Business and Innovation & Employment (MBIE) can help.

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

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

SECTION 1: INTRODUCTION

This Handbook is to be read by all workers.

Please sign (**Worker Acknowledgement**– [Appendix 4, page 30](#)) as an acknowledgement that you have read and understood the handbook.

This handbook was developed by the NZIS to assist organisations with their internal Health and Safety requirements.

The NZIS advocates for best practice Health and Safety within industry, and hopes this handbook will assist organisations to implement the 2015 Health and Safety Reform changes within their day to day business practices.

USEFUL LINKS

- [ACC Workplace Safety Management Practices \(WSMP\)](#)
- [ACC Workplace Safety Discount \(WSD\)](#)
- [Guidance on the Health and Safety Reform Bill](#)
- [EPA \(ERMA\) – Hazardous Substances](#)
- [Information on the HSE Act 1992](#)
- [WorkSafe New Zealand](#)
- [NZ Fire Service](#)
- [NZ National Poisons Centre](#)
- [NZ Transport Agency](#)
- [Reuters H&S Library](#)
- [Standards NZ](#)
- [Statues of NZ Parliamentary Counsel Office](#)
- [Worksafe - Asbestos Management](#)
- [Worksafe - Hazardous Substances](#)
- [Canterbury Rebuild Safety Charter](#)
- [NZ Shake Out](#)



GLOSSARY OF HEALTH AND SAFETY TERMS

Refer to the glossary resource listed on the MBIE website.

- <http://www.dol.govt.nz/hs/law/quickguide/glossary.shtml>

SECTION 2: HEALTH AND SAFETY POLICY

The Company is committed to the protection of our workers 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 workers understand and accept their responsibility to promote a safe and healthy workplace.
- Promoting worker 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: WORKER TRAINING, RULES AND PROCEDURES

Introduction

These rules relate to safety procedures and rules of conduct and apply to all workers. The new Health and Safety at Work Act 2016 imposes duties on PCBUs 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.

Induction/orientation

Workers shall read the Health and Safety Handbook and sign off when they have done so by completing **Worker Acknowledgement** – [Appendix 4, page 30](#). In this way workers will be aware of the hazards (risks) identified in the workplace.

The manager or a safety officer shall show workers 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 worker 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.

Training and supervision

- Unless under the direct supervision of an experienced worker, workers 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 a worker in respect of whether they are trained to do specific hazardous tasks can be documented using the **Safety Training and Competency Register on page 49 of this handbook**. 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".
- Workers are to always follow the correct procedures when doing hazardous tasks.
- If workers are not sure, they should report to their manager or safety officer.

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 is readily available, so that it 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.

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.

Worker involvement

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

Workers' duties and procedures

General duty of workers:

- 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.

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 Worksafe NZ unless absolutely necessary to save property or life.

Visitors

Watch out for 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

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.

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 or property.
- 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 workers and visitors, 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 - Workers must know where fire extinguishers are, how to use them and are to report immediately any interference or damage.

Exits - Workers 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 workers. However, only proceed to the agreed meeting point if it is safe to do so.

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 One – page 15** of this manual provides information on fire evacuation procedures. Workers must be familiar with our fire safety and evacuation system.

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:

- Workers 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.

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 enter 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 needs to stay to assist the emergency services, if it is safe to do so.

SECTION 5: Conclusion

This handbook has been developed as a generic guide to assist with your organisations ability to ensure you are following the best practice requirements of the 2015 Health and Safety Reform.

The flowing appendices were designed as templates, these are for your use as you see fit; however they may require some contextualisation to ensure they can meet your specific industry requirements.

We hope that this document will assist you in implementing good day to day Health and Safety business practices.



NZIS is the professional body for surveyors and spatial professionals in New Zealand.

We proudly support excellence within our community with services to members including continuing education, best survey practice, research and development, advocacy and awarding excellence within the profession.

Our aim is to expand, enhance and support the professional skills available to our communities in the surveying and spatial sectors.

[Click here to view our member benefits](http://www.surveyors.org.nz)

<http://www.surveyors.org.nz>

Appendix One:

FIRE EMERGENCY EVACUATION

Worker 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:**

	Question	Yes	No
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 fire-fighting equipment known?		
5	How to use the fire equipment known?		

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 and customers
- Storage of materials
- Protective clothing & safety equipment
- general Housekeeping
- Floors/floor coverings
- Ability to concentrate
- 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
- Instructions
- 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 workers.
- Protective equipment, sound proof covers, isolation etc.
- Records to be maintained.
- Hearing protection must be used by workers 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, workers 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.
- Workers 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 are:

- Toilets.
- Hand washing facilities.
- Means of leaving the place of work in an emergency.
- First Aid facilities.
- Adequate and safe lighting.
- Facilities for workers 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 workers 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.
- Workers 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.
- Workers 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 workers are kept safe at all times.

Harassment

Risks:

- Mental & physical illness.
- Injury.

Precautions:

- Workers 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 stops.

Signs

Precautions:

- Suitable safety signs will be displayed in appropriate areas to remind, advise or warn workers 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.
- Workers 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 them, 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, workers 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 fire - fighting 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.
- Fire - fighting 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.
- Workers 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 workers.
- Unfavorable 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.

Workers 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 Worksafe NZ.

Security

Risks:

- Injury to workers 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 and customers

Risks:

- Threat of injury, and threat to life of visitors and workers.

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 must report to Reception and "sign in" so that their presence on site is recorded should there be an emergency.
- Visitors and will be notified of any serious hazards to be avoided.
- Visitors and will be warned to keep a safe distance from dangerous machinery.
- Visitors are to keep clear of workers 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 Worksafe NZ.
 - ▶ 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 Worksafe NZ for not using safety equipment.
- When a worker fails to wear protective equipment required for the task, they will be suspended until they comply.
- 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 organisation's 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:

- Workers 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 workers detecting a gas 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:

- Workers 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:

- Workers 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:

- Workers 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 workers.
 - ▶ Isolation of machinery by turning off power, pneumatic, or hydraulic supply lines.
 - ▶ Test runs.
- Guards are never to be removed.
- Only properly trained/experienced workers 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:

- Workers 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.
- Workers 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 workers or workers 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 workers 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 V-belt drive.

Forklifts

- Only authorised workers are to use the Forklift.
- Workers 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 worker 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 using the forklift.

Hazardous machinery/equipment

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

Appendix Four:

WORKER 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:

<h1>Accident and Incident Investigation Report</h1>				
PCBU		BRANCH / DEPARTMENT		
NAME OF INVESTIGATOR				
PARTICULARS OF INCIDENT				
Day of Incident (circle) M T W Th F S Sn	Time	Project / Site	Date Reported	
INJURED PERSON				
Name:		Address:		
Age:	Phone number:			
Reported date of incident:		Length of employment:	Time on job:	
TYPE OF INJURY:	<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	Injured part of body:	
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body		
<input type="checkbox"/> Laceration / cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		
DAMAGED PROPERTY				
Property/material damaged:		Nature of damage:		
		Object/substance inflicting damage:		
INCIDENT				
Description				
Describe what happened (space overleaf for diagram – essential for all vehicle incidents):				
Analysis				
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: PCBU..... and

Worker.....

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 workers
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 (☑)	Worker 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 (☑)	Worker 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:

Date:

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:

Date:

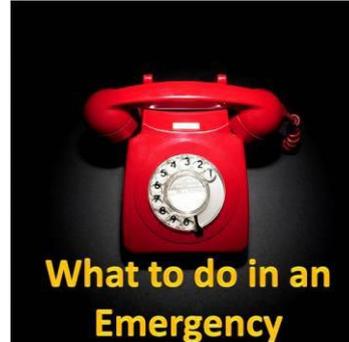
IN AN EMERGENCY

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 _____

Notice of Record of Accident / Serious Harm

1. Particulars of PCBU:

(Business name, postal address and telephone number)

2. Location of place of work:

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

3. Personal data of injured person: Name and address:

D.O.B Sex (M/F)

4. Occupation or job title of injured person:

--

5. Period of employment of injured person:

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

6. Treatment of injury:

- None First Aid only
 Doctor but no hospitalisation Hospitalisation

7. Time and date of accident/serious harm:

Time am/pm
 Date Shift Day Afternoon Night

8. Hours worked since arrival at work

9. 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

10. 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

11. Body part:

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

12. Nature of injury or disease: Fatal

(Specify all)

- | | |
|---|---|
| <input type="checkbox"/> Fracture of spine | <input type="checkbox"/> Puncture wound |
| <input type="checkbox"/> Other fracture | <input type="checkbox"/> Poisoning or toxic effects |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Multiple injuries |
| <input type="checkbox"/> Sprain or strain | <input type="checkbox"/> Damage to artificial aid |
| <input type="checkbox"/> Head injury | <input type="checkbox"/> Disease, nervous system |
| <input type="checkbox"/> Internal injury of trunk | <input type="checkbox"/> Disease, musculoskeletal system |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Disease, skin |
| <input type="checkbox"/> Open wound | <input type="checkbox"/> Disease, digestive system |
| <input type="checkbox"/> Superficial injury | <input type="checkbox"/> Disease, infectious or parasitic |
| <input type="checkbox"/> Bruising or crushing | <input type="checkbox"/> Disease, respiratory system |
| <input type="checkbox"/> Foreign body | <input type="checkbox"/> Disease, circulatory system |
| <input type="checkbox"/> Burns | <input type="checkbox"/> Tumor (malignant or benign) |
| <input type="checkbox"/> Nerves or spinal-cord | <input type="checkbox"/> Mental disorder |

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

14. If notification is from an PCBU:

- has an investigation been carried out? Yes No
- was a significant hazard involved? Yes No

Name and position: <i>(Use capitals)</i> _____ _____

Signature and date: _____ / ____ / ____
--

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

Appendix Nine:

Self-Safety Inspection Checklist

PROJECT / SITE: _____			PCBU: _____		
Safety representative: _____			Inspection by: _____		
			Date: ____/____/201____		
Remedial complete (sign / date):					
1	Office Policies & Procedures		<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/>	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	All workers documents compliant			8	Compressed Air Equipment
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			9	Excavations
2	Site Control			9.1	Correctly shored or battered (1:1)
2.1	Hazard board and signage up-to-date			10	Welding / Gas Cutting
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	Workers using PPE
2.5	Safety notice board current			11	Electrical Equipment
3	Site Facilities			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
4	General Site Tidiness and Access ways			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			12	Chemicals
4.4	Loose materials secure from wind			12.1	Correctly stored
5	Personal Safety Equipment			12.2	Safety data sheet (SDS) available
5.1	Signage displayed and legible			12.3	Workers using PPE
5.2	Hardhats being worn			13	Tools
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)
6	First Aid/Fire Prevention			13.3	PAT signage on site
6.1	First aid box	Available	Current	14	Scaffolding
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
6.7		All emergencies incl		14.6	Base sound

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

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)

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

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

Continue on separate page if required

5. EMERGENCY RESCUE PLAN													
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"/>													
6. PERSONNEL													
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?					TRAINED IN								
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"/>													
7. ATTACHMENTS													
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"/>													

8. APPROVAL
Subcontractors Supervisor
Name..... Position..... Signature.....
Site Manager appointed to the area
Name..... Position..... Signature.....
Management to review
Name..... Position..... Signature.....
Date
Comments.....

Toolbox Safety Meeting Minutes

Various Toolbox Talks are available to Site Safe members on the Site Safe website: www.sitesafe.org.nz

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

Appendix Twelve:

ACCIDENT / INCIDENT REGISTER

PROJECT / SITE:		EMPLOYER:				
Date and Time	Details: Name of person (injured or observer): <ul style="list-style-type: none"> • Description of accident / incident / near miss • Cause of harm (if any) • Type of injury / disease (if any) 	Immediate action taken: <ul style="list-style-type: none"> • First aid • Corrective action • Review hazard register 	Serious Harm Y / N	Worksafe NZ 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.					
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 workers 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 Fourteen:

Hazardous Substance / Dangerous Goods Register (Safety Data Sheets – SDS)

PROJECT / SITE:	EMPLOYER:
------------------------	------------------

“SDS” records concise health, safety and technical information held for all products used and stored by the organisation

Date	Substance, Chemical, Material or Solvent	Supplier SDS Report Held Y / N	Hazard Potential	Safer Alternative	Protective Clothing Required	Action Recommended	Action Review Date

Completion guide and action sign-off

Completed safety data sheets are held for all products and the information, health risks and the directive to use protective equipment have been conveyed to workers and recorded in the safety training and competency register.....signed (site management)(Date)

For hazardous substance compliance information call ERMA on 0800 376234



Safety Training and Competency Register

This register is a record of training, qualifications, experience and competencies for your workers. Complete the register for each worker, 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 worker competence level for the job they 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 workers working alongside you to communicate the levels of competence of your workers.*

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, Licenses, and Unit Standards (specify all types)	No. Years' Experience in Current Job	Level of Competence in Current Job (use LULU)

Key:

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

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.

market leading insurance solutions

options you've never had before

engineers, land surveyors, multidisciplinary firms

0800 555 474

insurance as a partnership



**GLENN STONE
INSURANCE**