



Wairoa District Council

Health and Safety Manual

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Compiled by: Bedrock Solutions
T: +64 3 337 0493
F: +64 3 337 0593
E: info@bedrocksolutions.co.nz
www.bedrocksolutions.co.nz

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1.0 COMMITMENT TO HEALTH AND SAFETY

1.1 Health and Safety Policy

Obligations

Wairoa District Council recognises its moral and legal responsibility to provide a safe and healthy work environment for its workers (employees, contractors and volunteers). This commitment extends to ensuring its operations do not place the local community at risk of injury, illness or property damage.

1.2 Health and Safety Roles and Responsibilities

Everyone in the workplace has a responsibility for health and safety: the employers, the principal of a contract, the person in control of the workplace, self-employed persons and employees.

Management

The Chief Executive Officer (CEO) has overall responsibility for the effective management of health and safety, and the quality of all the company's operations. The CEO is responsible for:

- Setting health and safety standards and processes, including hazard management procedures
- Ensuring that safety inspections and audits are regularly conducted to determine the effectiveness of the plans and systems in place
- Promoting and maintaining the company's ongoing commitment to improve its performance in health, safety and quality management
- Keeping a record of and investigating accidents, and reporting occurrences of serious harm to WorkSafe New Zealand
- Developing emergency procedures
- Giving employees the opportunity to be fully involved in health and safety issues
- Ensuring that employees have sufficient training and experience to carry out their jobs safely or are adequately supervised to do so

Supervisors

Supervisors are accountable for the health and safety of those persons under their control, and are responsible for:

- Ensuring that correct and safe work procedures are implemented and adhered to by all persons
- Identifying, reporting and taking corrective action to eliminate or control hazardous work conditions, equipment and/or practices
- Ensuring that acceptable standards of housekeeping are achieved and maintained
- Ensuring that employees are provided with – and use – appropriate personal protective clothing and equipment, and are provided with the necessary training in its correct use
- Reporting and investigating all accidents/incidents in line with the company's procedures, and ensuring that appropriate corrective action is taken and communicated to all staff
- Ensuring that contractors and visitors adhere to their health and safety obligations in the workplace

Employees

All employees are responsible for:

- Reporting immediately any actual or potentially unsafe conditions or activities, dangerous occurrences or injury in the workplace
- Working in a manner that will not endanger themselves or any other person
- Using personal protective clothing, equipment or gear provided by the company
- Complying with instructions relating to the use of personal protective clothing, equipment or gear
- Not attempting any tasks unless they are trained, qualified and competent to do so safely

Health and Safety Staff Representatives

Health and safety representatives are elected in accordance with the Health and Safety at Work Act 2015 and during their term are responsible for:

- Ensuring that the company's safety standards are maintained in the workplace
- Acting as a spokesperson for employees in relation to hazards and areas of concern
- Conducting or participating in monthly inspections
- Conducting or participating in accident investigations where required

Contractors and Sub-contractors

All contractors and sub-contractors engaged by the company are responsible for:

- Complying with all contract conditions with respect to health and safety, including all statutory Health and Safety Acts, Regulations, codes of practices and guidelines
- Ensuring that their Health and Safety Plan has been approved by the company prior to starting work
- Providing adequate training and documented evidence to demonstrate that all employees can perform the tasks expected of them proficiently and safely
- Providing competent supervision to employees under their jurisdiction at all times

1.3 Employee Involvement in Health and Safety

To have clear and effective health and safety systems, it is important to involve everyone at Wairoa District Council. All employees are given a chance to be involved in health and safety via Toolbox meetings or informally.

Health and Safety Committee

The Health and Safety Committee meets on a monthly basis. All employees and management representatives are required to attend and participate in the scheduled meetings.

Management is responsible for obtaining copies of any changes to legislation or Worksafe New Zealand publications concerning health and safety, and bringing such changes to the Committee's attention. Copies of these documents will be kept on file.

Election of Health and Safety Representatives

Members of the Health and Safety Committee (excluding management representatives) will be elected by their fellow employees for a term of 12 months. Representatives will be eligible for re-election. In a situation where no employee representatives are nominated, the management team will select representatives.

See: <http://www.business.govt.nz/worksafe/hswa/working-together/representation/health-and-safety-representatives-hsrs/the-hsr-election-process>

Toolbox Meetings

Toolbox meetings are held weekly or as necessary to complement the changing project environment. Minutes of these meetings are taken using the Toolbox Safety Meeting Form and filed.

1.4 Excellence in Health and Safety Management

Excellence in health and safety management and innovation by staff is formally recognised at the monthly toolbox meetings.

1.5 Associated Documents

Reference	Title
POL01	Health and Safety Policy
FRM01	Toolbox Meeting Minutes

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2.0 PLANNING, REVIEWING AND EVALUATION

2.1 Document Control

Document control is maintained by Wairoa District Council, and this system is reviewed annually.

2.2 Review and Audit Process

An annual self-assessment will be carried out to gain a clear understanding of the actual health and safety performance in all areas of the workplace. Internal processes are audited monthly as shown in the matrix below.

Review Process	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
First aid cabinet		■										
Evacuation drills			■						■			
Fire extinguisher		■										
Training records				■								
Hazard register					■							
H&S self-assessment						■						
Personnel records								■				
PPE			■						■			
Contractors										■		
Data storage											■	
Staff training		■										
Electrical testing			■			■			■			■
SoP review								■				
Toolbox talk review			■			■			■			■

2.3 Health and Safety Objectives

Wairoa District Council sets out annual objectives to provide a measurable focus for health and safety performance. The primary objective of Wairoa District Council is to “be a safe business”. This aim will be achieved by the participation of everyone in the workplace as the business strives to improve its processes through communication, education and reviewing systems relative to health and safety.

The company's general objectives are to:

- Increase staff participation in all matters relating to health and safety
- Build on the good relationships that exist with Worksafe New Zealand, ACC and other regulatory agencies
- Maintain basic health and safety awareness training for all staff
- Target advanced health and safety training for supervisory staff, and where specific needs are identified
- Monitor use of existing health and safety management systems to cultivate a higher level of consistency in health and safety management; and monitor processes to promote compliance with relevant statutory and safety requirements
- To achieve and maintain a level of quality which enhances Wairoa District Council's reputation with customers

Specific objectives for the coming business year are documented in the Annual Health and Safety Review document.

2.4 Health and Safety Management Evaluation Procedures

The company's health and safety policy and procedures will be evaluated annually. This evaluation will include: reviewing past year outcomes, setting new objectives for the next year, and reviewing management roles and responsibilities in relation to those set out in section 1 of the Health and Safety Manual – Commitment to Health and Safety. The evaluation will also include facilitation of health and safety management procedures following a critical event.

2.5 Associated Documents

Reference	Title
FRM20	Register of Legal Compliance
FRM18	Annual Health and Safety Review
POL01	Health and Safety Policy

3.0 HEALTH AND SAFETY MANAGEMENT

3.1 Hazard Management Systems

Hazard Identification, Assessment, Control and Monitoring

Wairoa District Council will ensure that effective methods are in place to:

- Systematically identify all hazards in the workplace: previously existing, new and potential
- Review all the identified hazards regularly to see whether they may be classed as significant

When an accident occurs, Wairoa District Council will ensure that the event is investigated to determine whether it was caused by a significant hazard. **Where the hazard is found to be significant**, Wairoa District Council will:

- Where practicable, eliminate the hazard
- Where elimination is not practicable, isolate the hazard

If it is impracticable to eliminate or isolate the hazard, Wairoa District Council will minimise the hazard; that is:

- Ensure that protective clothing and equipment are provided, accessible and utilised
- Monitor employees' exposure to the hazard and with informed consent, monitor employees' health
- Constantly look for ways to eliminate or isolate the hazard.

Where the performance of a task by an employee is likely to result in ill health, injury or damage, the employee has the right to refuse that task. This right is subject to the proviso that it must be reported immediately to the Site Manager or management to enable an investigation to be carried out and remedial action to be taken.

The following diagram documents the process of elimination, isolation and minimisation which is followed for every identified hazard.

The Hazard Management Process

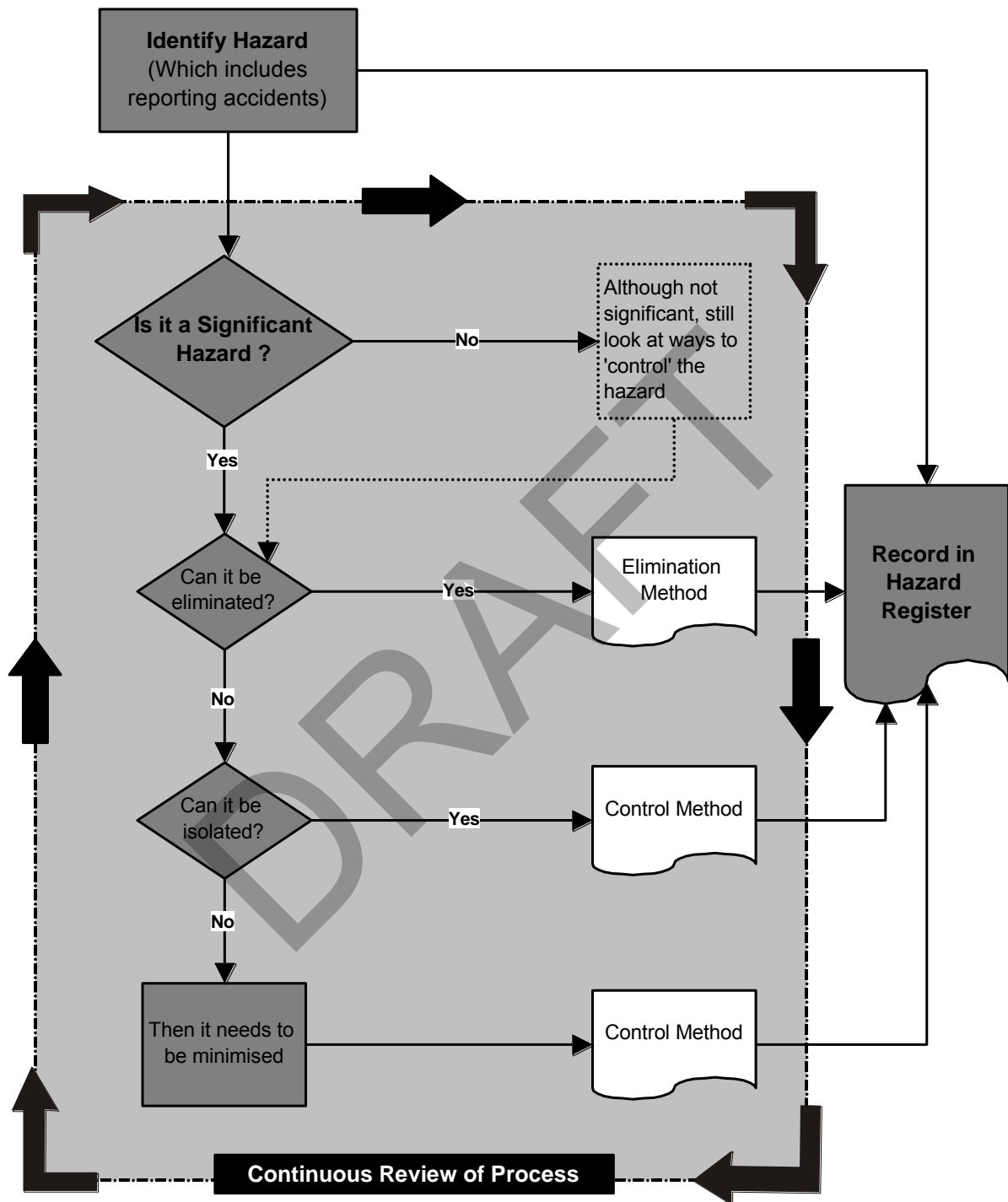


Diagram 1

Significant Hazards

A “significant hazard” is one which may cause:

- Serious harm, including death and many occupational diseases and illnesses that may be sustained at work
- Harm – the severity of which may depend on how often or how long a person is exposed to the hazard, e.g. occupational overuse syndrome
- Harm that cannot be detected until a significant time after exposure. This category includes long latency diseases caused by exposure to hazardous substances such as asbestosis, neurotoxicity, emphysema and other occupational diseases.

Risk Assessment

Risk assessment evaluates the severity and likelihood of harm occurring.

			Likelihood				
			A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
Consequences	1	Death	1	2	4	7	11
	2	Severe and permanent	3	5	8	12	16
	3	Mild and permanent	6	9	13	17	20
	4	Temporary	10	14	18	21	23
	5	Minor	15	19	22	24	25

LIKELIHOOD KEY		
A	Frequent/high intensity (e.g. at or above exposure standard)	Intense exposure is likely to occur frequently in the life of the operation.
B	Probable/moderate to high intensity	Intense exposure is likely to occur several times in the life of the operation (e.g. typically more than once a month).
C	Occasional/moderate intensity (e.g. 10% to 15% of exposure standard)	Moderate intensity exposure is likely to occur in the life of the operation.
D	Remote/low intensity (e.g. well below exposure standard)	Exposure at a level that will result in an adverse health outcome is unlikely, but will possibly occur in the life of the operation.
E	Improbable/ low intensity	Intense exposure is so unlikely that it can be assumed it may never occur. Exposures are controlled to well below the level for adverse health outcomes.

CONSEQUENCE KEY		
1	Death/ terminal illness	Increasing debilitation over time resulting in death e.g. lung disease such as asbestosis
2	Severe permanent health effects	Substantial loss of normal function e.g. hearing loss, severely restricted (or loss of) mobility
3	Mild permanent health effects	Permanent restriction of normal function such as hearing, mobility or other normal activity
4	Temporary health effects	Health effects, both physical and psychological, that are reversible and unlikely to result in permanent illness or disability
5	Minor health effects	Short-term impacts that are fully reversible
RISK ASSESSMENT NUMBER (RAN)		
RAN 1–6	High and unacceptable	Put into place best PREVENTION controls.
RAN 7–10	Medium and unacceptable	A PREVENTION control is necessary (plus a combination of PROTECTION controls).
RAN 11–15	Medium and undesirable	Combined PROTECTION controls as a minimum. Look to improve.
RAN 16–19	Low and acceptable	A PROTECTION control needed as a minimum. Review for opportunities to improve.
RAN 20–25	Low and desirable	Controls are currently adequate.

Hazard Register

Wairoa District Council maintains a Hazard Register for its worksite. This register includes both the specific and generic hazards applicable to the project/site, and describes the hazard and the control methods adopted for that hazard. The register will be updated when a new hazard is identified and the appropriate controls have been determined. It will also be amended if the control methods for a particular hazard have been changed or the hazard has been eliminated altogether.

Hazard Registers are reviewed on an annual basis.

Health Monitoring

Wairoa District Council will provide occupational environment monitoring, as well as health monitoring where it is required as part of the controls for managing any hazard.

Screening will be carried out by an external agency and records stored offsite. Screening may include hearing, grip, blood pressure, vision, physical flexibility and drug tests. Staff exposure to a hazard will be assessed by monitoring the environmental quantity of the hazard. Where there is a requirement for personal protective equipment other than standard PPE to be used, e.g. hi-viz, safety footwear, helmet and safety glasses, personal health monitoring will be provided.

Permission from employees is required before health monitoring is undertaken, and official results will be passed on to employees immediately. Copies of results will be kept in employees' personnel files which are stored in a secure location.

Post Critical Event and Exit Testing

Further testing requirements may be added from accident investigation or hazard controls, or from any event that may have compromised an employee's health.

Sub-Optimal Test Results

Sub-optimal test results require an incident investigation process to be followed where the result is poorer than that of the baseline screening. Hazard controls will be reviewed as part of the investigation process, and the affected employee will be included in the review process. This review is undertaken to identify causes of the sub-optimal results and make recommendations to reduce exposure.

Material Safety Data Sheets

A central register of material safety data sheets (MSDS) will be maintained by the Site Manager.

Plant and Equipment

All plant, including office equipment, will be electrically tested and tagged. Any faulty or substandard plant will be repaired or removed from site.

The test and tag frequency of equipment is shown in Table 1 which should be read in conjunction with standard AS/NZS 3760:2010 – located in the company's Health and Safety System folder [Reviews].

Type of environment and/or equipment	Interval between inspection and tests				
	Equipment including Class I equipment, Class II equipment, cord sets, cord extension sets and EPODs	Residual current devices (RCDs)			
		Push-button test – by user		Operating time and push-button test	
(a)	(b)	Portable (c)	Fixed (d)	Portable (e)	Fixed (f)
Factories, workshops, places of manufacture, assembly, maintenance or fabrication	6 months	Daily, or before every use, whichever is the longer	6 months	12 months	12 months
Environment where the equipment or supply flexible cord is subject to flexing in normal use, OR is open to abuse, OR is in a hostile environment	12 months	3 months	6 months	12 months	12 months
Environment where the equipment or supply cord is NOT subject to flexing in normal use, and is NOT open to abuse, and is NOT in a hostile environment	5 years	3 months	6 months	2 years	2 years
Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels, accommodation houses, and the like	2 years	6 months	6 months	2 years	2 years
Equipment used for commercial cleaning	6 months	Daily, or before every use, whichever is the longer	N/A	6 months	N/A
Hire equipment: Inspection Test and tag	Prior to hire	Including push-button test by hirer prior to hire		N/A	N/A
	3 months	N/A		3 months	12 months
Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service, refer to AS/NZS 5762.				

Table 1

First Aid Facilities

First aid kits are available on site as well as in all work vehicles. First aid kits are inspected and maintained monthly.

Purchase of New Products and Services

When purchasing a product or service for the first time, the following information must be ascertained prior to the raising of a purchase order:

- What hazard – if any – will this purchase create?
- Does the company have existing resources and expertise to handle the hazard?
- Will extra resources need to be purchased?
- Does the equipment come with resources to enable Wairoa District Council to control the hazard?
- Is training supplied?
- How is training carried out?
- Is there another product or service available that does not have this hazard?
- Will special storage or protection be required?
- Are there any special regulations covering the storage or use of the product or service?
- What support will the manufacturer or agent supply with the product or service?

3.1.1 Associated Documents

Reference	Title
MN02	Hazard Register
FRM21	Hazard Identification Form
FRM06	Site Induction
FRM04	Site Health and Safety Inspection
FRM15	Site Induction Register
FRM02	Hazardous Substance – Dangerous Goods Register
FRM03	Job Safety Analysis

3.2 Accident Reporting and Recording

Reporting and Recording of Accidents

All accidents, incidents and near misses must be reported to the Site Manager immediately. Details will be recorded in the Accident Register. Any damage to property must also be reported and the details recorded.

Flowchart 1 shows the timing of the reporting process.

Reporting of Major Injury or Damage

1. The first person on the scene must not become a victim him/herself. The immediate area should be checked and made safe before anyone enters the scene of an accident to assist any victims.
2. A summons for help should be made before anyone enters the area. The person calling for assistance should be clear and concise as to the details of the accident and what assistance is required e.g. manpower, machinery, ambulance, etc. Clear details should be given of what has occurred and where. First aid should be given to any victims only if it is safe to do so.
3. If someone has been involved in a serious accident either as a victim or giving assistance, it is a good practice for that person to make a note as soon as possible after the event. This record should include the person's knowledge of what caused the accident, or of what he/she saw when arriving on the scene. The scene and/or equipment and injury should be photographed if possible. In the case of a serious accident the person is required to provide an inspector with all the details of the accident, to assist the investigation.
4. The person arriving at the accident must report it to the Site Manager as soon as possible. If it is a "serious harm" accident the Site Manager will verbally notify WorkSafe New Zealand and the CEO as soon as possible, and obtain a site clearance agreement. If the inspector has advised that he/she will visit the site, a clear indication must be given of when this visit will occur. If the inspector gives a site clearance without visiting the scene, full details of the inspector's name and the time of the discussion must be recorded. This requirement to report serious harm accidents applies 24 hours a day.
5. No one should interfere with the scene of a "serious harm" accident unless authorised to do so by a Health and Safety Inspector. The exceptions to this are: if it is necessary to prevent further harm or suffering to a person; to maintain the general public's access to an essential service or utility; or to prevent serious damage or loss of property.
6. Any written notifications to WorkSafe (using a Serious Harm Accident form) must be signed and sent by the Site Manager within 7 days.

WorkSafe New Zealand:

0800 030 040

Notification to other Agencies

The table below details situations when the company is legally required to notify other agencies (as well as notifying WorkSafe New Zealand).

If serious harm happens...	Notify
Owing to electrical or gas work, installations or appliances	Ministry of Commerce
Owing to any kind of transport And, if: <ul style="list-style-type: none"> • At sea • In an aeroplane • On the road • On the railway 	Transport Accident Investigation Commission Maritime New Zealand Civil Aviation New Zealand NZ Transport Agency
Involving radioactive substances	National Radiation Laboratory
Involving criminal negligence	New Zealand Police

Minor injury or damage – the Site Manager must be notified of any injury that requires treatment, however slight. Details will be recorded in the Accident Register. Any damage to property must also be reported and the details recorded by the Site Manager.

Recording Process

The processes for recording near misses, accidents not involving serious harm, and accidents involving serious harm, are given in **Flowchart 2**.

Serious Harm

Serious harm means death, or harm of a particular kind, and includes:

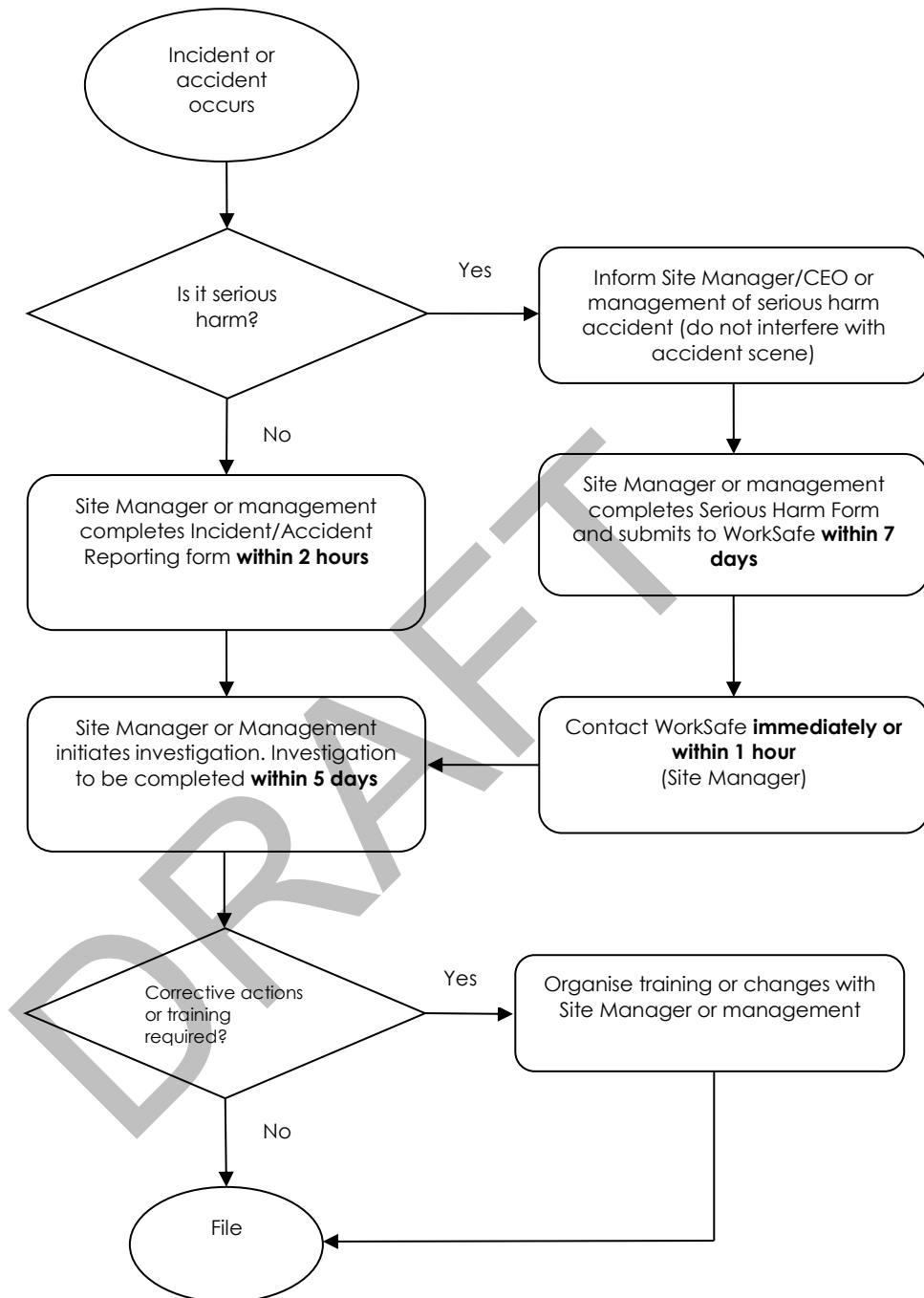
1. Any of the following conditions that amount to or result in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner from absorption, inhalation or ingestion of any substance.
6. Any harm that causes the person harmed to be hospitalised for more than 48 hours commencing within seven days of the harm's occurrence.

Not Causing Serious Harm: all other injuries not covered by the definitions of serious harm.

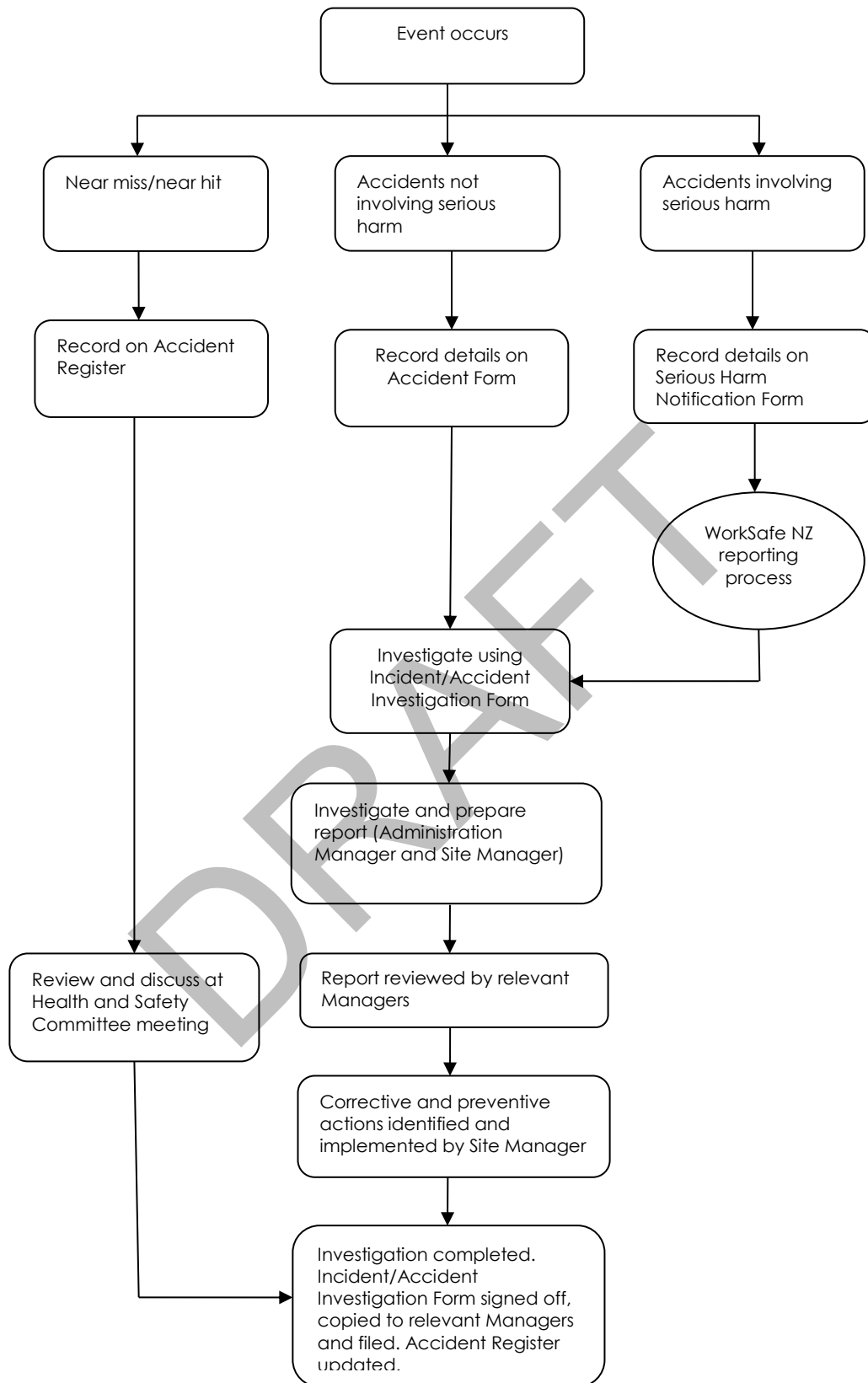
3.2.1 Associated Documents

Reference	Title
FRM05	Accident/Incident/Early Reporting Form
FRM10	Accident Serious Harm Notification

Flowchart 1 – Timing of the Reporting Process



Flowchart 2 – Reporting Process



3.3 Accident Investigations

Accident Investigation Process

The main reason for conducting an investigation into any accident is to prevent a similar situation occurring again. Although some investigations take time, they must be undertaken in order to establish the specific cause, as well as to highlight any deficiencies in the current working environment. For these reasons, all accidents should be investigated.

The investigation itself should:

1. Identify all the hazards involved and consider:
 - Equipment, materials etc.
 - Work practices and procedures
 - The work environment
 - Health issues
2. Assess the hazard controls in place:
 - What controls were in place and why didn't they work?
 - What is needed? (e.g. equipment)
 - Is there a need to train or inform employees?
3. Decide on future action:
 - Describe fully what needs to be done to prevent further accidents.
 - Who should do what and by when?

4. Follow up:

There must be checks to ensure that recommended changes have been made and results achieved. (This process relies on measures being in place to ensure that people are accountable for their actions or lack of them.)

3.3.1 Associated Documents

Reference	Title
FRM07	Accident Investigation

3.4 Injury Management and Return to Work

Rehabilitation of Injured Employees

An employee who has experienced work-related personal injury and who has taken time off to recover will be supported to return to work as early as possible, and in accordance with medical advice. This process involves a partnership between the employee, the manager and medical treatment providers. At any stage the employee can choose to be accompanied by a representative or support person.

Alternative Duties

The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties aim to provide appropriate and productive work while an employee rehabilitates to his/her former role. This is a pro-active approach which aims to enable the injured employee to return to work as quickly as possible and maximise the chances of full recovery.

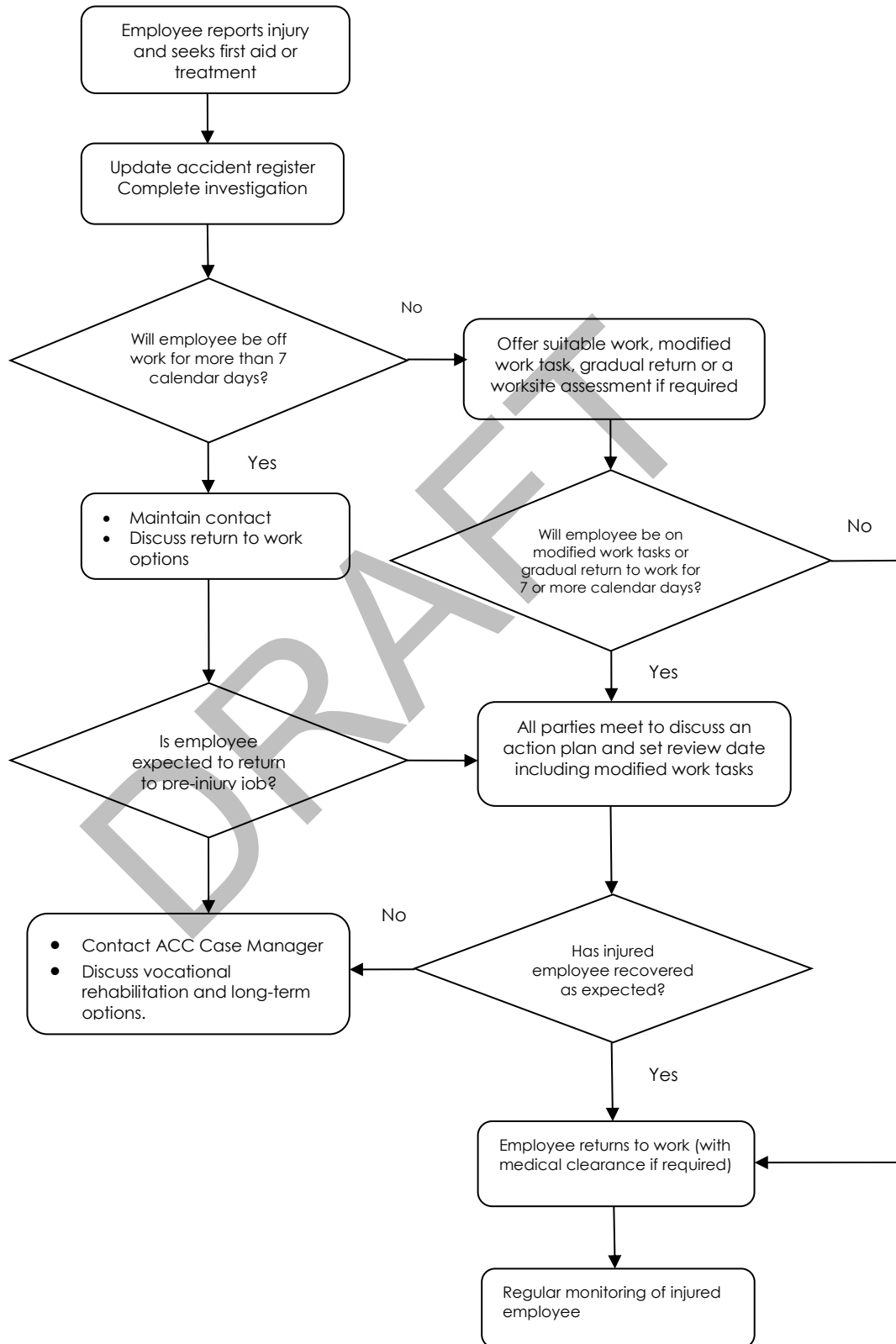
The Site Manager, in consultation with others as appropriate, will try to identify suitable alternative duties after considering:

- the nature and severity of the employee's illness/injury
- the medical information provided and the restrictions imposed by treatment providers
- the previous work undertaken by the employee
- the predicted timeframe for rehabilitation (if known)
- the alternative duties available

3.4.1 Associated Documents

Reference	Title
FRM05	Accident/Incident/Early Reporting Form
FRM08	Return to Work – First Week Only
FRM09	Return to Work Actions
LTR03	Fit Pack for Injured Employee

Flowchart 3 – The Rehabilitation Process



3.5 Information, Training and Supervision

Wairoa District Council will ensure that:

- All employees are kept fully informed of all relevant health and safety matters.
- Open and responsive channels of communications are available.
- All employees receive appropriate and adequate training to conduct their work in a manner that is safe to themselves, their work colleagues and visitors.
- All new employees, or employees taking on new responsibilities, working in new environments, or working with new equipment/processes, receive appropriate training and supervision by an experienced person.

Flowchart 4 sets out the training process.

Induction Procedures

Wairoa District Council will induct new employees to the work area. Depending on the nature or complexity of the employment situation, the induction may be spread over a period of time. It may also be necessary for more than one person to be involved in the induction process.

Training Records

Wairoa District Council will ensure that all employees are either adequately trained, or supervised for the work associated with their role and location.

Specifically, this objective will be achieved by:

1. Ensuring that all employees have knowledge and experience of the work, equipment and/or substances that they deal with, or are supervised by a person who does.
2. Ensuring that all employees are adequately trained in the safe use of all equipment and protective equipment that they may use or handle.
3. Identifying training needs to ensure that all employees know the hazards in their workplace and how to deal with them.
4. Keeping precise documentation that reflects the training received and required.

The training that employees have received on how to undertake their work safely and healthily will be recorded by management. Management is also responsible for identifying and organising work-specific training needs for individual staff members.

To ensure that both the employer and the employee comply with the legislation, both parties must follow the policies and procedures that are in place. Failure to do so may not only result in breaches of health and safety laws, but may also be in breach of an employment contract.

External Training Providers

Where training or assistance is required and no person within Wairoa District Council has the necessary training or skills, external specialists will be sought. External trainers will be selected on the following basis:

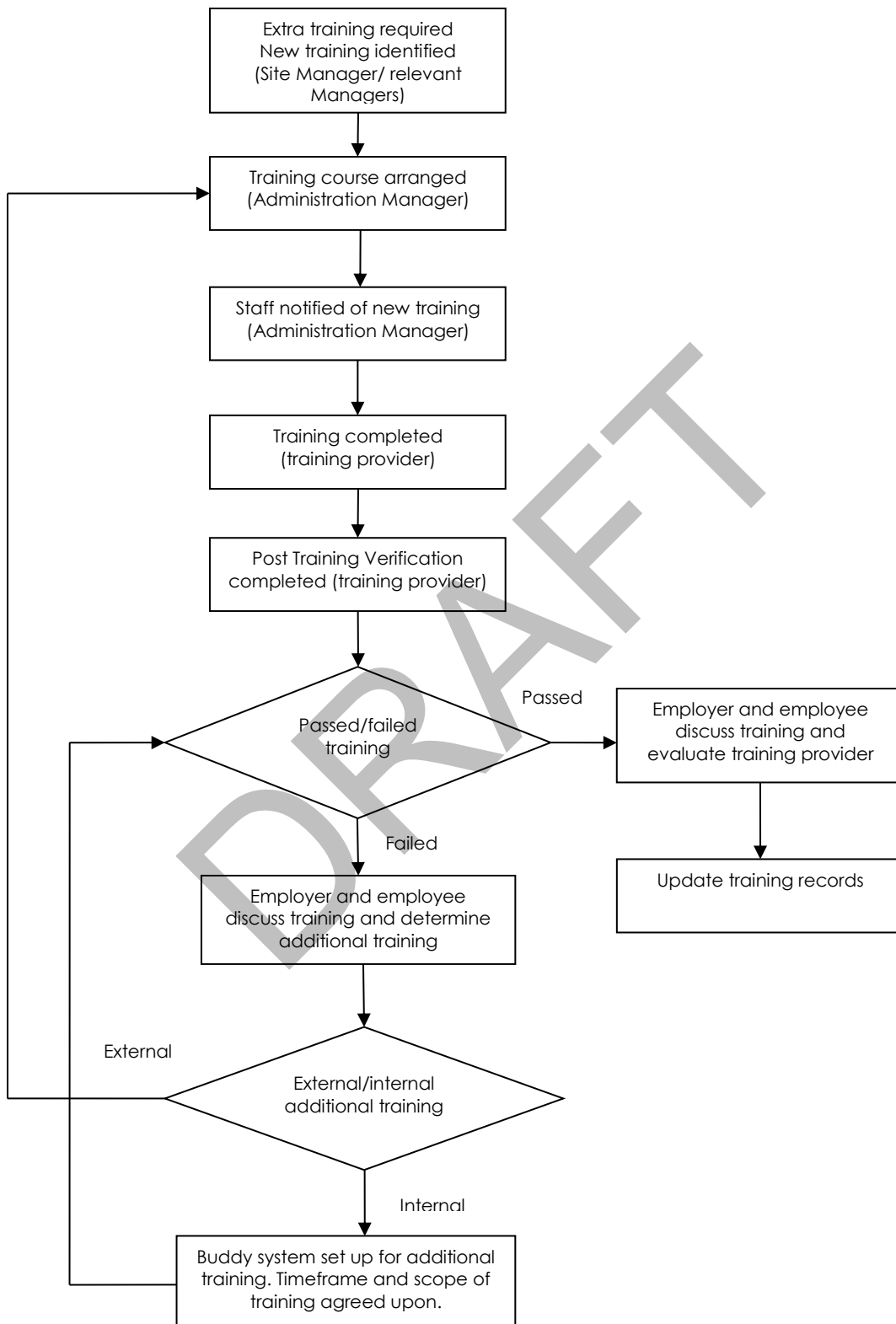
- Industry experience and knowledge
- Familiarity with workplace
- Accessibility
- Cost

A list of approved external training providers is kept by the Site Manager.

3.5.1 Associated Documents

Reference	Title
MN02	Hazard Register
FRM13	LULU Chart
FRM14	Standard Operating Procedure (SOP) Template
FRM12	Competency Assessment Template
FRM25	Employee Induction

Flowchart 4 – The Training Process



3.6 Communication

Wairoa District Council will ensure that it has open and responsive channels of communication available. Communication will either be one-on-one or through daily toolbox meetings.

3.6.1 Associated Documents

Reference	Title
FRM01	Toolbox Safety Meeting Minutes
FRM17	Site Specific Safety Plan

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3.7 Emergency Preparedness

A list of current first aiders, nearest fire extinguishers and first aid kits, and location of the assembly point are detailed in the Wairoa District Council Site Specific Safety Plan for each contract.

Site Plan

A site plan is posted on noticeboards and explained at time of induction. A site plan includes:

- emergency exits
- location of fire extinguishers
- location of first aid kits
- assembly point
- spill kits
- emergency kits
- emergency stops (master emergency stops)

Emergency Procedures

Fire

- The alarm should be raised immediately by operating the nearest fire alarm.
- The Fire Service should be called using 111. This call may be made using a telephone in neighbouring premises, a cell phone outside or, if safe to do so, from within the building. The NAME & ADDRESS of the building and NATURE OF THE EMERGENCY (fire, bells ringing etc.) should be clearly stated.
- Potentially dangerous processes or machinery should be closed down; if it is possible do so safely and with no delay.
- Lights should be left on. All personnel must leave immediately by the NEAREST safe exit route. They should move quickly but NOT RUN.
- All personnel must report to the assembly area.
- All personnel must stay outside the building until the "all-clear" is given.

Serious Injury

- Any employee present when a serious injury occurs should keep calm in order to provide help.
- The employee should advise the Site Manager or ask someone else to do so.
- The employee should telephone for an ambulance on 111 – remembering to dial an extra number for an outside line if necessary. The location and nature of the injury should be clearly described.
- The injured person **SHOULD NOT BE MOVED** unless he/she is in danger of further injury, as further movement may aggravate the injury.
- The employee should endeavour to stop any serious bleeding.
- The employee should monitor and maintain: **A**irways, **B**reathing, **C**irculation.

Trench Collapse

In the event of a trench collapse the first person/people on the scene should:

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

Service Strike (Underground and Overhead)

If an **electricity cable** or **overhead line** is struck, or if a **line** comes down, the first person on the scene should:

treat the cable or overhead line as “live” and get back at least 10 metres.

The area should be isolated.

Anyone in a machine should stay in the machine.

Anyone at **serious risk** from another hazard such as **fire must** leave the machine, jump well clear and **not touch the machine and the ground at the same time.**

NO-ONE should cover a broken cable or try to fix it themselves.

All personnel should evacuate the immediate area.

THE UTILITY OPERATOR SHOULD BE CALLED IMMEDIATELY.

Anyone who **hits a gas pipe**, or smells or hears gas escaping must:

- switch off all machinery and remove all sources of ignition, including mobile phones
- isolate the work site, including the public and traffic
- move at least **6 metres away UPWIND** (100 metres for a transmission pipeline) and call the **Fire Service** on **111**
- evacuate the immediate area
- leave the damaged pipe to vent
- **NOT** try to cover the damaged pipe with any material, including digger buckets
- **NOT** start any vehicles for removal
- **NOT** attempt to extinguish ignited gas fires
- **NOT** inhale fumes

THE GAS OWNER SHOULD BE CALLED IMMEDIATELY.

Anyone who hits **a fibre-optic communications cable should:**

- **NOT** look directly at the cable as laser light will damage that person's eyesight
- **NOT** attempt to repair the cable

THE CABLE OWNER SHOULD BE CALLED IMMEDIATELY.

Contact with Waste Water/Sewage

Anyone coming into contact with waste water or sewage should:

- Wash his/her hands well with soap and clean (preferably with hot water)
- Immediately wash and disinfect any wound that comes into contact with sewage
- Change out of contaminated clothes before leaving work site (soiled work clothes or disposable overalls should be bagged and laundered separately from other clothing)

***All** staff working with waste water/sewage must have current vaccinations against tetanus, diphtheria and hepatitis A as a minimum.

Chemical Exposure

Anyone coming into contact with a harmful chemical should:

- For splashes with acid or alkaline – wash it off immediately with copious amount of cold water
- For swallowed fluids – not attempt to induce vomiting but seek medical attention immediately
- Contact the National Poisons Centre on 0800 764 766 (24 hours)

Vehicle Collision

If the incident is minor, an exchange of names, addresses and vehicle details must be made and reported to the Site Manager.

- A major incident involving injury or death must be reported within 24 hours and recorded in the Accident Register
- Emergency services must be called
- Victims should not be moved unless fire is a possibility
- Victims should be kept calm, warm and comfortable
- If fuel is spilt or toxic, or if inflammable or explosive substances are present:
 - The situation must be reported to emergency services immediately
 - The road must be closed or the area isolated
- Evacuation must be initiated (for LPG within a 400 m radius)
 - All cigarettes and open flames must be extinguished

- Where possible, batteries on damaged vehicles should be disconnected

Earthquake

In the event of an earthquake, all personnel should:

- Stay indoors. Shelter under doorways or desks. If outside – stay clear of buildings and electrical wires
- Follow instructions. The company's Warden is responsible
- Stay away from glass windows. Avoid using the telephone
- Evacuation of staff – should take place only when tremors have subsided, and upon instructions of Wardens (or Safety Officers)

Rescue squad members (if appointed) are to assemble at rescue centre.

The controller (Head Warden) will make decisions.

Bomb Threat

- Any parcel or object that staff are not able to clearly identify must be reported to management immediately
- NO-ONE must touch or move the object
- The area of the building or site should be cleared.
- Telephone emergency services must be called.

Armed Hold-up

Anyone experiencing an armed hold-up should:

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

3.7.1 Associated Documents

Reference	Title
FRM22	Emergency Plan
FRM23	Evacuation Drill Report

3.8 Contractor and Visitor Safety

Contractor and Visitor Access

Sign In:

Contractors and visitors to Wairoa District Council site will need to sign in.

In the event of an evacuation, it is the responsibility of Wairoa District Council employees to escort their visitors to the assembly point.

Contractors:

- Contractors carrying out maintenance activities at Wairoa District Council premises will be required to complete a site induction.
- Contractors engaged to carry out project work activities for Wairoa District Council are selected in accordance with the following criteria:
 - Health and safety performance
 - Previous performance if the contractor had worked for Wairoa District Council
 - Accident statistics, particularly serious harm
 - Competency of the contractor's staff (experience in similar work, training or qualification)
 - Price

The Wairoa District Council Site Manager is responsible for ensuring that contractors have met their Preferred Contractor requirements prior to carrying out any project work activities. Evidence requirements to attain Approved Contractor status may be requested. Once an application has been received and assessed, further information may be requested or a Preferred Contractor Acceptance letter will be sent.

Wairoa District Council will take all practicable steps to ensure that contractors and their employees are not harmed when engaged in work for the company. Contractors will be advised of any potential hazards that the company is aware of, together with emergency procedures, and a site induction will be held prior to commencement of duties.

The Contractor's Health and Safety performance may be evaluated during the project and also post project. A "Contractor Performance Evaluation" form is used for this purpose.

3.9 Suppliers of Health and Safety Services

External specialist advice may be obtained from the following sources:

- WorkSafe New Zealand
- Fire Service
- ACC
- Site Safe

- Safeguard Buyers Guide
- Health and Safety Services
 - Bedrock Solutions
 - Telephone: 03 337 0493
 - Website: www.bedrocksolutions.co.nz
 - Email: info@bedrocksolutions.co.nz

3.9.1 Associated Documents

Reference	Title
FRM19	Contractor Health and Safety Agreement
FRM16	Contractor Documentation Agreement
FRM17	Site Specific Safety Plan
FRM24	Contractor Performance Evaluation
LTR01	Evidence Requirement to attain Approved Contractor Status
LTR02	Preferred Contractor Acceptance Letter

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4.0 Health and Safety Rules

The following rules have been developed to provide a minimum standard of safety compliance. Adhering to them will assist the company to ensure that all personnel who work and visit its places of work remain safe and free from harm.

First Aid

- A first aid kit will be provided on all sites and will be fully stocked at all times. It will be kept in a place easily accessible to staff and clearly marked "First Aid".
- All personnel should familiarise themselves with its location and contents.

Accidents

- All accidents must be reported to the designated Site Manager or reporting manager within one hour of occurrence.
- An Accident Incident Early Reporting Form Report should be completed as soon as possible after an accident.

Fire

- Adequate firefighting equipment will be provided or be available at each worksite for use in the case of an emergency.
- Employees must make themselves aware of the location of firefighting equipment at their worksite.

Eye Protection

- All employees must wear suitable eye protection when they are carrying out any work which could result in dirt, liquid or any foreign object causing damage to their eye/s.

Hearing

- Employees must wear ear protection when using equipment which could cause damage to their hearing.

Footwear

- At all times employees must wear safety footwear appropriate for their workplace and/or for the designated task or activity.

Hi-Viz Clothing

- Where required, Hi-viz clothing must be worn at all times.

Helmets

- Safety helmets must be worn at all times where overhead dangers exist. Employees must maintain their safety helmets in good order and condition at all times.

Water

- Wairoa District Council will provide – or make available – clean drinking water to its employees.

Sanitation

- Wairoa District Council will provide – or make available – suitable toilet facilities for its employees. These facilities will be kept clean and disinfected regularly, and be well maintained at all times. Employees must play their part in maintaining these facilities in a clean and sanitary condition.

Smoko Room

- Wairoa District Council will provide – or make available – a suitable space for its employees. This space will be kept in a clean and tidy condition. A rubbish bin will be provided which will be emptied regularly.

Work Area

- Wairoa District Council and its employees must keep the workplace tidy, ensure that all potential hazards are eliminated or minimised, and maintain adequate safeguards. Handrails must be kept in place on all scaffolding, at openings in floors, around raised floor perimeters and all service openings. Alternatively, openings may be covered with plywood or suitable planking which is fixed in place to avoid its unauthorised removal.
- Wairoa District Council will maintain adequate lighting to work areas and access ways.
- Passageways, stairways and work areas must be kept clear of obstructions.

Forklift

- Forklifts must be operated in a safe manner and must only be operated by a qualified person or staff member, suitably trained in their operation.

Tools & Equipment

- Wairoa District Council will provide and maintain tools and equipment in sound condition and safe working order.
- Employees must operate tools and equipment in a safe manner at all times, and within the limitations of the equipment provided.
- Where required, equipment guards must be kept in place at all times and be regularly maintained..
- All electrical leads will be kept in good order and condition.
- Employees must not use or operate any tool or item of equipment that is damaged or is in an unsafe condition. Employees must report defective equipment to the Site Manager who must have the defective equipment repaired or replaced.

Cranes

- Employees working with cranes must strictly observe safety practices at all times.
- Employees must not work or pass beneath a load slung from a crane.
- Employees must not place themselves in a position that might endanger themselves or others during the crane operation.
- Only trained personnel are to operate a crane.

Scaffolding

- All notifiable scaffolding must be erected under the supervision of a Certified Scaffolders.
- All scaffolding must be erected safely, have handrails fitted, and be adequately planked to suit the particular use. Employees must report any plank which is cracked or split to their Site Manager, and remove it from the scaffolding.

Props

- All temporary propping must be fit for purpose and strongly secured top and bottom.

Inspection

- Regular inspections must be carried out by the Site Manager to ensure that the workplace is maintained in a safe and healthy condition.

Ladders

- All ladders in use must be of commercial grade with rubber feet, and secured appropriately.
- Employees must not use a ladder that has a broken or loose rung, or a cracked stile.
- Any defective ladder must be removed from use and reported to the Site Manager.
- Extension ladders must not be dis-assembled and the components used separately.

General

- It is the responsibility of all employees to report damaged or defective equipment to the Site Manager.
- It is each employee's responsibility to report to the Site Manager any situation that he/she considers to be a potential safety hazard.
- Employees are required to wear or use safety equipment and/or clothing.

Compliance

- All employees are required to strictly observe the company's Health and Safety Rules. Failure to do so may put their life or the life of a fellow employee at risk.
- The company encourages every employee to fully support these Health and Safety Rules.
- Employees failing to comply with the company's Health and Safety Rules will face disciplinary action.

The Rules

- These rules are the Health and Safety Rules of Wairoa District Council and apply equally to all employees.
- These rules may be modified at the direction of management.

5.0 DEFINITIONS

Hazard

A hazard is an actual or potential cause or source of harm. This definition also includes a situation where a person's behaviour may be an actual or potential source of harm to the person or to others. This behaviour may be due to physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects a person's behaviour.

Significant Hazard

A significant hazard is any hazard that can cause serious harm.

Risk

The degree of risk is determined by frequency or probability of occurrence, likelihood of injury/illness occurring, and severity of harm that could result.

Accident

An accident is any event that causes a person to be harmed, or in different circumstances might have caused a person to be harmed.

Harm

Harm may be caused by illness, injury or both.

Hazard Register

A hazard register is a document that identifies and records on-site hazards and how they are to be controlled.

Material safety data sheet (MSDS)

An MSDS is a document that can be obtained from the supplier of a substance which indicates the health and safety hazards and controls associated with the product.

Eliminating

"Eliminating" refers to removing the cause of a hazard.

Isolating

"Isolating" refers to separation of a hazard from the working environment.

Minimising

Where a significant hazard cannot be eliminated or isolated, all practicable steps are taken to minimise the likelihood that this significant hazard will cause or be a source of harm.

All Practicable Steps

“Practicable steps” in relation to achieving any result in a particular circumstance, refers to **all** steps to achieve the result that are reasonably practicable to take in this circumstance, having due regard to:

- The nature and severity of the harm that may occur if the result is not achieved; and
- The current state of knowledge about the likelihood that harm of this nature and severity will occur if the result is not achieved; and
- The current state of knowledge about harm of this nature; and
- The current state of knowledge about the means available to achieve the result, and the likely positive effects of each; and
- The availability and cost of each of those means.

Site clearance agreement

A site clearance agreement is an agreement from a health and safety inspector employed by WorkSafe New Zealand, that the scene of an accident can be disturbed.

Serious Harm

Serious harm means death, or harm of a kind, and includes:

1. Any of the following conditions that amount to or result in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of an eye, penetrating wound to an eye, bone fracture, laceration, crushing.
2. Amputation of a body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner caused by absorption, inhalation or ingestion of any substance.
6. Any harm that causes the person harmed to be hospitalised for more than 48 hours commencing within seven days of the harm's occurrence.

6.0 DOCUMENT REGISTER

Folder	Sub-Folder	Ref	Title	Issue	Next Review
Health and Safety Management System	-	MN00	Implementation Guide	03/03/2016	03/03/2017
	-	MN01	Health and Safety Manual	03/03/2016	03/03/2017
	-				
	Communication	POL01	Health and Safety Policy	03/03/2016	03/03/2017
	Communication	FRM01	Toolbox Safety Meeting Minutes	03/03/2016	03/03/2017
	Contractor Management	FRM19	Contractor Health and Safety Agreement	03/03/2016	03/03/2017
	Contractor Management	FRM16	Contractor Documentation Assessment	03/03/2016	03/03/2017
	Contractor Management	FRM17	Site Specific Safety Plan	03/03/2016	03/03/2017
	Contractor Management	LTR01	Evidence Requirement to Attain Approved Contractor Status	03/03/2016	03/03/2017
	Contractor Management	LTR02	Preferred Contractor Acceptance Letter	03/03/2016	03/03/2017
	Contractor Management	FRM24	Contractor Performance Evaluation	03/03/2016	03/03/2017
	Contractor Management	FRM15	Site Induction Register	03/03/2016	03/03/2017
	Contractor Management	FRM06	Site Induction	03/03/2016	03/03/2017
	Risk Management	FRM02	Hazardous Substance/Dangerous Goods Register	03/03/2016	03/03/2017
	Risk Management	FRM03	Job Safety Analysis Worksheet	03/03/2016	03/03/2017
	Risk Management	MN02	Hazard Register	03/03/2016	03/03/2017

Folder	Sub-Folder	Ref	Title	Issue	Next Review
Health and Safety Management System	Risk Management	FRM22	Emergency Plan	03/03/2016	03/03/2017
	Risk Management	FRM21	Hazard Identification Form	03/03/2016	03/03/2017
	Risk Management	FRM23	Evacuation Drill Report	03/03/2016	03/03/2017
	Housekeeping	FRM04	Site Inspection Checklist	03/03/2016	03/03/2017
	Incident	FRM05	Accident Incident Early Reporting Form	03/03/2016	03/03/2017
	Incident	FRM07	Accident Investigation	03/03/2016	03/03/2017
	Incident	FRM08	Stay at – Return to Work – First Week Only Form	03/03/2016	03/03/2017
	Incident	FRM09	Return to Work Actions Checklist	03/03/2016	03/03/2017
	Incident	LTR03	Fit Pack for Injured Employee Template Letter	03/03/2016	03/03/2017
	Incident	FRM10	Accident Serious Harm Notification Form	03/03/2016	03/03/2017
	Training	FRM25	Employee Induction	03/03/2016	03/03/2017
	Training	FRM12	Competency Assessment Template	03/03/2016	03/03/2017
	Training	FRM13	LULU Chart	03/03/2016	03/03/2017
	Training	FRM14	Standard Operating Procedure Template (SOP)	03/03/2016	03/03/2017
	Reviews	FRM18	Annual Health and Safety Review	03/03/2016	03/03/2017
	Reviews	FRM20	Register of Legal Compliance	03/03/2016	03/03/2017

Health and Safety Policy

Obligations

Wairoa District Council recognises its moral and legal responsibilities to provide a safe and healthy work environment for its workers (employees, contractors and volunteers). This commitment extends to ensuring that its operations do not place the local community at risk of injury, illness or property damage.

Objectives

Wairoa District Council is committed to providing and maintaining a safe working environment. This aim will be achieved by:

- Everyone at Wairoa District Council taking responsibility for health and safety, and all employees being informed of, understanding, and accepting their responsibility for eliminating or minimising the potential for harm at work.
- Developing, implementing, measuring and reviewing objectives and targets to ensure continual improvement of the company's occupational health, safety, environmental and quality performance, including the prevention of pollution.
- Providing training and information to employees on occupational health and safety, environmental and quality responsibilities, and the importance of their individual contributions to the business.
- Ensuring all employees are consulted on, and given the opportunity to participate in, health and safety management.
- Providing appropriate resources to enable maintenance and continuous improvement of the occupational health and safety systems to take place.
- Monitoring and reviewing existing operations, and minimising the risk of harm to employees and to the environment.
- Being prepared for emergencies.
- Having effective procedures for hiring and monitoring of contractors, and being accountable for their safety and that of other visitors.
- Accurate recording, reporting and investigation of injuries, incidents and near misses.
- Supporting the safe and early return to work of injured employees.
- Complying with all legal and statutory requirements, resource consents and approvals.
- Ongoing evaluation, review and updating of company compliance with the health and safety programme and this policy.

Application of the Policy

This policy is applicable to Wairoa District Council in all its operations and functions, including those situations where employees are required to work off site.

Consultation

Wairoa District Council is committed to consultation and co-operation between management and employees. The organisation will consult with employees in any workplace change that could or will affect the health and safety of any of its employees.

Policy Review Date

This policy will be reviewed every 12 months.

Managing Director:

Signature:

Date:

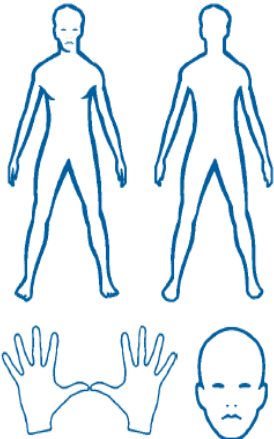
Toolbox Safety Meeting Minutes

PROJECT/SITE	EMPLOYER					
SITE MANAGER/SUPERVISOR PRINCIPAL	DATE					
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">Attendees:</td> <td style="width: 50%; vertical-align: top;">Signatures of attendees:</td> </tr> <tr> <td style="height: 150px;"></td> <td style="height: 150px;"></td> </tr> </table>			Attendees:	Signatures of attendees:		
Attendees:	Signatures of attendees:					
Site activity/safe work practices/accident/incident investigations discussed: <div style="text-align: center; font-size: 48px; opacity: 0.3; transform: rotate(-30deg); position: absolute; top: 50%; left: 50%;">DRAFT</div>						
Employee issues raised:	Date to be resolved by:					
Safe observations reviewed/discussed:						
Task Analysis completed/reviewed:	Date:					

Site Inspection Checklist

PROJECT/SITE				EMPLOYER		
Safety Representative:				Inspection by:		
				Date:		
Remedial complete (sign/date):						
1	Site Control		✓/x	9	Welding/Gas Cutting	✓/x
1.1	Hazard board and signage up-to-date			9.1	Hot work permits issued	
1.2	Environmental plan – issues			9.2	Fire extinguishers on hand	
1.3	Toolbox talk last date / /			9.3	Operators are using PPE	
1.4	Safety inductions for all on site			10	Electrical Equipment	
1.5	Safety notice board current			10.1	Main board lockable/weatherproof	
2	Site Facilities			10.2	Current tagged and damage-free leads	
2.1	Offices – clean, adequate and good lighting			10.3	Current tagged plant	
2.2	Smoko sheds – clean, potable water			10.4	Current tagged lifeguards	
2.3	Toilets – clean, washing water			10.5	Leads safely placed	
2.4	Tool/equipment sheds adequate			10.6	Equipment in good condition	
2.5	Handwashing facilities and/or sanitising			10.7	Appropriate guards on equipment	
3	General Site Tidiness and Access Ways			10.8	Adequate temporary lighting	
3.1	Clear, safe access to work areas			11	Chemicals	
3.2	Stairways and access ways clear			11.1	Correctly stored	
3.3	Hoardings/fence and gates secure			11.2	Safety Data Sheet (SDS) available	
3.4	Loose materials secure from wind			11.3	Operators are using PPE	
4	Personal Safety Equipment			12	Tools	
4.1	Signage displayed and legible			12.1	PAT tool WoF current and secure	
4.2	Hardhats supplied and worn			12.2	Staff trained in tool use (SWPS)	
4.3	Correct footwear supplied and worn			12.3	PAT signage on site	
4.4	Glasses/ear muffs/vests/masks used			13	Scaffolding	
5	First Aid/Fire Prevention			13.1	Notifiable weekly Scaftag/current	
5.1	First aid box	Available	Current	13.2	Handrails/mid-rails	
5.2	Accident register			13.3	Toe boards	
5.3	Fire extinguishers	Available		13.4	Platforms	
5.4		Current (12 mth)		13.5	Ladders/stairs	
5.5		Sufficient number		13.6	Base sound	
5.6	Evacuation	Procedure current		13.7	Work platforms clear	
5.7		All emergencies incl.		13.8	Platforms trip free	

Accident/Incident/Early Reporting Form

Department/Work Area:	Time of Incident: pm/am Time Started Shift: pm/am	Incident Date: Date of Report:	Injured Person's Name:																																				
First Aider:	Witness(es):	TREATMENT (Tick appropriate box) Nil <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Other:																																					
STATUS (tick appropriate box) Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Customer <input type="checkbox"/>		If Customer/Visitor, Contact Details (Address):	Telephone:																																				
<p>Discomfort/Injury Details – Body Part</p>  <p>Discomfort/Injury Type (tick)</p> <table border="0"> <tr> <td><input type="checkbox"/> Aches/pain (gradual)</td> <td><input type="checkbox"/> Dermatitis</td> </tr> <tr> <td><input type="checkbox"/> Aches/pain (sudden)</td> <td><input type="checkbox"/> Dislocation</td> </tr> <tr> <td><input type="checkbox"/> Amputation</td> <td><input type="checkbox"/> Fatal</td> </tr> <tr> <td><input type="checkbox"/> Broken bone</td> <td><input type="checkbox"/> Foreign body</td> </tr> <tr> <td><input type="checkbox"/> Bruising incl. crushing</td> <td><input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Ear</td> </tr> <tr> <td><input type="checkbox"/> Burn/scald</td> <td><input type="checkbox"/> Inhalation disease (asbestos/lead)</td> </tr> <tr> <td><input type="checkbox"/> Chemical reaction</td> <td><input type="checkbox"/> Hearing loss (noise induced)</td> </tr> <tr> <td><input type="checkbox"/> Choking/suffocation</td> <td><input type="checkbox"/> Poisoning</td> </tr> <tr> <td><input type="checkbox"/> Concussion/brain injury</td> <td><input type="checkbox"/> Strain/sprain</td> </tr> <tr> <td><input type="checkbox"/> Cut (infected)</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Cut (not infected)</td> <td><input type="checkbox"/> Multiple injuries</td> </tr> <tr> <td><input type="checkbox"/> Dental injury</td> <td></td> </tr> </table>		<input type="checkbox"/> Aches/pain (gradual)	<input type="checkbox"/> Dermatitis	<input type="checkbox"/> Aches/pain (sudden)	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Amputation	<input type="checkbox"/> Fatal	<input type="checkbox"/> Broken bone	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Bruising incl. crushing	<input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Ear	<input type="checkbox"/> Burn/scald	<input type="checkbox"/> Inhalation disease (asbestos/lead)	<input type="checkbox"/> Chemical reaction	<input type="checkbox"/> Hearing loss (noise induced)	<input type="checkbox"/> Choking/suffocation	<input type="checkbox"/> Poisoning	<input type="checkbox"/> Concussion/brain injury	<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Cut (infected)	<input type="checkbox"/> Other	<input type="checkbox"/> Cut (not infected)	<input type="checkbox"/> Multiple injuries	<input type="checkbox"/> Dental injury		<p>Severity:</p> <table border="0"> <tr> <td>1. Severe pain</td> <td rowspan="4">Severity Scale</td> <td rowspan="4"><input type="text"/></td> </tr> <tr> <td>2. Pain</td> </tr> <tr> <td>3. Mild pain</td> </tr> <tr> <td>4. Discomfort</td> </tr> </table> <p>Duration</p> <table border="0"> <tr> <td>A. Discomfort/pain is always present to some degree</td> <td rowspan="4">Duration Scale</td> <td rowspan="4"><input type="text"/></td> </tr> <tr> <td>B. Discomfort/pain stays after work but improves after a night's rest</td> </tr> <tr> <td>C. Only at work</td> </tr> <tr> <td>D. Occasional</td> </tr> </table>		1. Severe pain	Severity Scale	<input type="text"/>	2. Pain	3. Mild pain	4. Discomfort	A. Discomfort/pain is always present to some degree	Duration Scale	<input type="text"/>	B. Discomfort/pain stays after work but improves after a night's rest	C. Only at work	D. Occasional
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D. Occasional																																							
<p>Description of Accident/Incident (please describe your interpretation of events):</p>																																							

Information on Discomfort/Pain for Early Reporting:

When did you first notice discomfort/pain?	Have you had this discomfort/pain before?
Is it getting worse, better or staying the same?	What are you doing to help relieve the discomfort/pain?
Is there anything else that you feel we should know about?	

Investigation

Root Causes	Initial Control/Corrective Action/Suggested Action	Person Responsible for Completing	Date Completed	Date Review Completed

Is further investigation required? Yes No (If no, please give reason):

Is this serious harm? Yes No If yes, has WorkSafe been notified? Yes No
 Date WorkSafe notified? _____

Final Classification: Early Discomfort Incident (EDI) Near Miss Incident (NMI) First Aid Incident (FAI) Medical Treatment Incident (MTI)
 Lost Time Incident (LTI) Serious Harm

Manager sign-off: Date:	Initiator sign-off: Date:	Other sign-off? Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
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SITE INDUCTION CHECKLIST

Site:			
Name of Person being Inducted:			
Induction Carried Out by:			
Item	(tick items discussed)	Comments	
Introduction to Site Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Emergency Procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Fire Extinguisher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Evacuation Assembly Area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Site Specific Hazards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Protective Clothing and Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Locker/Washroom/Toilet	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Accident/Incident Reporting Process	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Introduction to First Aider	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Location of Nearest Medical Centre	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Do you have any known medical conditions or allergies that could affect your work on this site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
All items on this form have been explained or shown to me. I agree to comply with the Health and Safety requirements of Wairoa District Council in accordance with its Site Specific Safety Plan.			
Signature of Inductee:		Date:	
Signature of Inductor:		Date:	

Accident Investigation

Name of organisation.....

Branch/department.....

PARTICULARS OF ACCIDENT			
Date of accident	Time	Location	Date reported
M T W T F S S			

THE INJURED PERSON				
Name		Address		
Age	Phone number			
Date of accident		Length of employment — at plant		on job
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<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	Remarks	
<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

THE ACCIDENT			
Description			
Describe what happened (space overleaf for diagram — essential for all vehicle accidents)			
Analysis			
What were the causes of the accident?			
HOW BAD COULD IT HAVE BEEN?		WHAT IS THE CHANCE OF IT HAPPENING AGAIN?	
<input type="checkbox"/> Very serious	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor	
			<input type="checkbox"/> Unlikely
			<input type="checkbox"/> Possible
			<input type="checkbox"/> Probable
Prevention			
What action has or will be taken to prevent a recurrence? Tick items already actioned.			
Use space overleaf if required.			
		By whom	When

TREATMENT AND INVESTIGATION OF ACCIDENT			
Type of treatment given	Name of person giving treatment		Medical practitioner/hospital
Accident investigated by	Date	WorkSafe advised YES/NO	Date

Stay at / Return to Work Plan – First Week Only

Details		Plan	
Employee name:		Plan completion date:	
ACC claim number:		Employee signature:	
Date:		Manager signature:	
Review by Rehabilitation Co-ordinator			
Name:	Date:	Signature:	

Medical Certificate with restrictions on file

Task set	Agreed activities to achieve tasks			By whom	Date reviewed			Achievement to date
Day(s) to be worked:	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun	
Total hours to be worked this week:								
Hours to be worked each day:	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Frequency and duration of breaks, per day e.g. every two hours:								
Review comments at end of week – has employee returned to work OR handover to ACC?								

Return to Work Action Checklist

Employee details	Treating Doctor
Name:	Name:
ACC claim number:	
Accident date:	
Time off work:	
Clearance/return to work date:	
	ACC Case Owner details
	Name:
	Telephone:

Initial Support – short term (managed by Wairoa District Council):

- Contact made with employee in the first 24 hours for update on injury, and medical certificate attached to employee's accident file
- Discuss return to work expectations and need for *FRM06 – Fit pack for injured employee* to be filled out
- Consent form signed by employee – see *FRM06 – Fit pack for injured employee*
- Information sent to the Doctor – introductory letter, signed consent and suitable duties list
- Doctor's recommendation for suitable duties specified through a medical certificate
- Agree duties/days/hours/breaks as per *FRM8 – First Week Only*
- Remaining employees and any other interested parties advised of situation and their support role(s)
- Clearance provided by medical practitioner for employee to return to full duties

For injuries with time off longer than one (1) week (managed by ACC):

- Contact maintained with employee when off work for longer than a week, and updated medical certificates attached to employee's accident file
- Employer completes received ACC3 form provided by ACC, confirming employee's earnings
- Where top-up by ACC applies (abatment), employer will ensure appropriate ACC38 form is completed in a timely manner
- Consider provider support through the Stay at Work plan (funded by ACC for ACC claim. Contact is made with employee's appointed ACC case manager to discuss return to work planning
- A Return to Work plan is agreed and approved by certifying medical practitioner
- All actions recommended in the Stay at Work plan completed
- Clearance provided by medical practitioner for employee to return to full duties

Return to Work Action Checklist

- If the injured employee has returned to work, have I checked with this employee how he/she is coping with the demands of the job?

Review:

- Did the injured worker get adequate medical attention quickly?
- Was contact made with the employee soon after the injury?
- Did a medical practitioner recommend suitable duties?
- Was a Stay at Work provider required to assist the return to work?
- Was the RTW Plan reviewed on a regular basis (i.e. goals, progress and timeframes)?
- Were there any stumbling blocks for my employee's return to work?

Comments

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FORM OF REGISTER OR NOTIFICATION OF CIRCUMSTANCES OF ACCIDENT OR 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: DD / MM / YEAR Sex: (M/F)

5. Occupation or job title of injured person:

(employees and self-employed persons only)

6. The injured person is:

an employer 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: DD / MM / YEAR

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 heat, radiation or energy
 hitting objects with part of the body
 biological factors sound or pressure
 chemicals or other substances mental stress
 being hit by moving objects body stressing

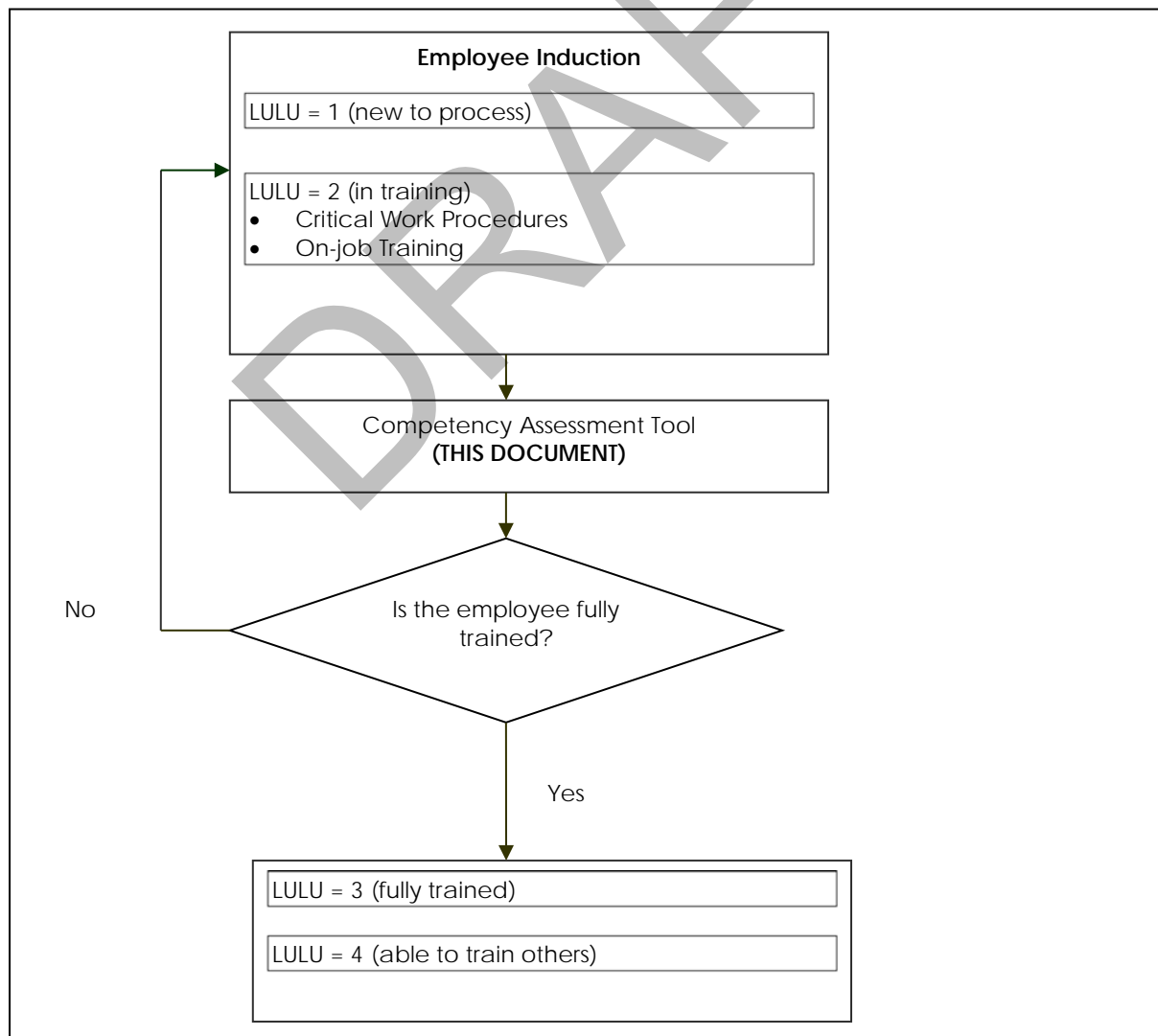
11. Agency of accident/ serious harm:

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 (eg dust, gas)
 animal, human or biological agency
(other than bacteria or virus)
 bacteria or virus

COMPETENCY ASSESSMENT TOOL

Standard Operating Procedure (SOP) Title:

EMPLOYEE DETAILS	
Name:	
Work Area:	
REVIEWER DETAILS	
Name:	
Position:	
Start Date of Review:	
OVERVIEW OF TRAINING STATUS RANKING (LULU CHART)	



COMPETENCY ASSESSMENT TOOL

Standard Operating Procedure (SOP) Title:

KEY	EVIDENCE REQUIRED		DATE VERIFIED	REVIEWER INITIALS
	? Question	- verbal or written answer		
	👁️ Observe	- watch trainee complete task		
	📄 Documentation	- e.g. licences		
CRITICAL KNOWLEDGE				
?				
?				
?				
?				
PRE-START CHECK				
👁️				
👁️				
OPERATION				
👁️				
👁️				
	Good housekeeping observed after operation			
I verify that _____ is competent in the above processes.				
Reviewer Signature:			Date:	
NEXT STEP: File this form in the employee's personnel file and update the LULU chart.				
Reference Documents: Health and Safety Manual Standard Operating Procedure xxx				


Photo of machine



**STANDARD OPERATING PROCEDURE
MACHINE XX**

IMPORTANT NOTES

- PPE available and used
- Chains and slings are certified
- Chains and slings are in good working order
- Crane rope and hook are in good working order
- Emergency stop switches are located xxxx

 **Ask your supervisor if you are unsure about operating the crane**

PPE REQUIRED

 Safety glasses must be worn at all times in work areas.	 Long and loose hair must be contained.
 Appropriate footwear with substantial uppers must be worn.	 Close fitting/protective clothing must be worn.
 Rings and jewellery must not be worn.	 Hearing protection must be worn when using the machine.

PRE-START CHECK

OPERATION


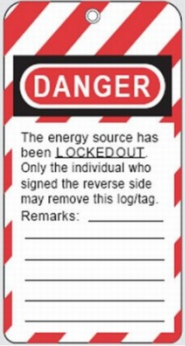
1.	photo
2.	Photo
3.	Photo
4.	Photo
5.	Photo

SHUT DOWN

Photo

MAINTENANCE

If you find a fault with this machine you must "tag out" and inform your supervisor ASAP.

HAZARD MANAGEMENT

STANDARD OPERATING PROCEDURE

Machine XX

Hazard	Control

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CONTRACTOR DOCUMENTATION ASSESSMENT FORM

Contractor Name:		Phone and Contact Person:	
Assessor:		Telephone:	
Responsibilities:	Y/N	Comments	Action Required
<ul style="list-style-type: none"> • Health and Safety Policy or Statement • Defined responsibilities • Planning and review process 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Hazard Management Process:	Y/N	Comments	Action Required
<ul style="list-style-type: none"> • Systematic hazard identification process • Hazard control system in place • Information provided to staff 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Training and Supervision Provision:	Y/N	Comments	Action Required
<ul style="list-style-type: none"> • Training system/method • Induction process • Supervision of staff 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Injury Investigation and Reporting Procedures:	Y/N	Comments	Action Required

CONTRACTOR DOCUMENTATION ASSESSMENT FORM

<ul style="list-style-type: none"> Injury and investigation reporting system Serious harm reporting 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Emergency Procedures:	Y/N	Comments	Action Required
<ul style="list-style-type: none"> Plan for identified emergencies 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Sub-Contractors (where applicable):	Y/N	Comments	Action Required
<ul style="list-style-type: none"> Health and Safety standard for all contractors Monitoring of contractors' performance 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<input type="checkbox"/> Further information required <input type="checkbox"/> Re-assessment required – second opinion requested <input type="checkbox"/> Completed assessment satisfactory		Signed:	Date:
Additional Comments by Assessor			
<input type="checkbox"/> Further information required – substantially acceptable with areas of concern <input type="checkbox"/> Re-assessment required – second opinion requested		Assessed By:	Date:

Site Specific Safety Plan Checklist

To be completed and handed to principal/site management before start of work on site

To: <i>(Main contractor/Client)</i>	For: <i>(Project/Site)</i>		
From: <i>(Sub-contractor/Contractor)</i>	For: <i>(Contracted Works)</i>		
We undertake as follows:			
1. Workplace Control and Management			
On-site safety representative (SR) for this project is: (Name) _____ (Telephone) _____	The person in control of the workplace is: Principal/Client/Main Contractor Other _____		
2. Notifiable Works	Yes	No	Reference Documents
Have notifiable works associated with our sub-contract			http://www.business.govt.nz/worksafe/
Advise WorkSafe New Zealand of our notifiable works			http://www.business.govt.nz/worksafe/
3. Hazard Management	Yes	No	Reference Documents
Maintain an on-site Hazard Register of existing and new hazards and controls			FRM11 – Hazard Register FRM04 – Site Inspection Checklist
In conjunction with employees prepare a written Task Analysis covering all significant hazards associated with our works, and give it to site management prior to commencing work on site			FRM03 – Job Safety Task Analysis

Site Specific Safety Plan Checklist

Manage hazardous products/processes associated with our subcontract works			Safety Datasheets FRM02 – Hazardous Substances/Dangerous Goods Register
4. Communication/Employee Participation	Yes	No	Reference Documents
We communicate with our employees via Toolbox talks/Pre-task planning meetings Health and Safety meetings Other _____ Frequency of our meetings is daily/weekly/monthly (circle as appropriate)			FRM01 – Toolbox Safety meeting minutes
5. Emergencies	Yes	No	Reference Documents
Emergency procedures in place for Fire/Chemical Spill/Earthquakes/Medical Emergency/Electrical Contact/Damage to Water Supply/Rupture of LPG Line			FRM22 – Emergency Plan
Our First Aid Person for this project is: (Name) _____ (Telephone) _____ Nearest Medical Centre is located at: _____ _____		The First Aid kit is located at: _____ Emergency Assembly Point is located at: _____	

Site Specific Safety Plan Checklist

6. Accident/Incident: Reporting/Investigation/Recording	Yes	No	Reference Documents
An accident/incident reporting/investigation system is in place			<i>FRM05 – Accident Incident Early Reporting</i>
Immediate notification of all serious harm accidents to site management and follow-up within 7 days with a completed copy of the Accident and Incident Investigation Report			<i>FRM22 – Accident Serious Harm Notification FRM07 – Accident and Incident Investigation</i>
7. Safety Inspections and Safety Reviews	Yes	No	Reference Documents
Site safety inspections conducted on a daily/weekly/fortnightly/monthly basis			<i>FRM04 – Site Inspection Checklist</i>
8. Training/Induction	Yes	No	Reference Documents
All persons under our control are given a site specific safety induction prior to their carrying out any work activity			<i>FRM06 – Site Induction FRM15 – Site Induction Register</i>
All persons under our control on site are appropriately qualified, competent or fully supervised			<i>FRM12 – Competency Assessment FRM13 – LULU Chart FRM14 – Standard Operating Procedures</i>
9. Sub-contractors	Yes	No	Reference Documents
Sub-contractors working for us on this project			Sub-contractors must complete the following documents and submit to contractor who in turn will submit to Wairoa District Council. <i>FRM19 – Contractor Health and Safety Agreement FRM24 – Contractor Performance Evaluation FRM17 – Site Specific Safety Plan</i>

Site Specific Safety Plan Checklist

10. Health and Safety Management	Yes	No	Reference Documents
Guideline documents in place for managing health and safety			<i>MN01 – Health and Safety Manual</i>
(Signed Sub-Contractor Representative)	(Signed Principal/Site Project Manager)		
(Name)	(Name)		
(Date)	(Date)		

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Annual Health and Safety Review

Site:	
Period of Review:	
Reviewer(s):	
Date of Review:	

Commitment to Health and Safety
Evidence of management involvement
Evidence of continuous improvement
Individual management performance reviewed against Health and Safety
Planning, Review and Evaluation
Review of previous year's objectives

Annual Health and Safety Review

Review of critical events
Internal audit programme in place and functional
Review of legal compliance
Risk Management
Review of risk register
Health monitoring programme(s) in place and current
Sub-optimal test results managed
Evidence of health and safety issues in purchasing and design decisions

Annual Health and Safety Review

Information, Training and Supervision
Training needs analysis completed
Certifications and registrations current
Competency assessments conducted for all staff
Incident Management
Interaction with WorkSafe or other regulatory agency
Review of collated injury data
Status of employees on Return to Work programmes
Implementation of injury prevention initiatives

Annual Health and Safety Review

Employee Involvement in Health and Safety
Evidence of consultative development, monitoring and review
Emergency Preparedness
Evidence of evacuation drills
Review of emergency plan
Contractor Management
Review of contractors' /subcontractors' performance
Other

Contractor Health and Safety Agreement

Contractor Company Name:	
Postal Address:	
Physical Address (if different from Postal):	
Contact Name:	
Contact Telephone:	
Contact Email Address:	

Policy

It is the policy of Wairoa District Council to engage only competent contractors who meet stringent health and safety standards and checks. Wairoa District Council expects – and will ensure as far as is reasonably practicable – that all contractors, sub-contractors and their employees comply with all relevant safety legislation, approved codes of practice and industry standards.

Contractors will:

- Understand and comply with their obligations to themselves, their sub-contractors and their employees under the Health and Safety at Work Act 2015 (including regulations) and any other relevant legislation.
- Fully complete and meet with Wairoa District Council's Site Specific Safety Plan (SSSP) requirements prior to starting any work activity.
- If requested, provide Wairoa District Council with any documents relating to health and safety.
- Where applicable lodge "Notifiable Works" by email to notification@worksafe.govt.nz at least 24 hours before carrying out the work. A copy will also be emailed to Wairoa District Council primary contact person.
- Advise Wairoa District Council's primary contact person verbally within one hour and in writing within 24 hours, of all serious harm events. Also advise **WorkSafe NZ** as soon as possible by telephone and provide a written notice of the circumstances within seven days.
- Advise Wairoa District Council's primary contact person in writing within 24 hours of all other accidents or near misses.
- Provide and maintain adequate first aid facilities, treatment register, supplies and qualified first aiders.

Contractor Health and Safety Agreement

- Provide employees with Personal Protective Equipment (PPE) that may be required to complete the work safely.
- Advise Wairoa District Council's primary contact person of any changes in procedures, standards, and performance or key personnel during this period.

Wairoa District Council will:

- Monitor the contractor's activities and carry out safety audits from time to time during the duration of the contract.
- Suspend work at the contractor's expense where Wairoa District Council is not satisfied that all practicable steps are being taken to ensure the health and safety of employees and others in connection with the contract. Where repeated serious breaches of contract are identified, Wairoa District Council has the discretion to terminate the contract.

Declaration

By signing below, the contractor:

1. Has read and understood this agreement.
2. Agrees to fully abide by this agreement.
3. Understands the consequences (if found to be in serious breach of this agreement).

Signed for and on behalf of the Contractor	Signed for and on behalf of Wairoa District Council
Full Name:	Full Name:
Signature:	Signature:
Position:	Position:
Date:	Date:

Please submit the following documentation to Wairoa District Council:

1. Completed and signed Contractor Health and Safety Agreement
2. Your Indemnity Insurance Policy
3. A comprehensive and recently completed Site Specific Safety Plan

Contractor Health and Safety Agreement

You can only carry out work for Wairoa District Council once this agreement has been signed by both parties, and you have been issued with a Preferred Contractor Acceptance Letter.

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Register of Legal Compliance

1 = applies to the organisation 2 = may apply		
1	2	Core OHS Legislation
√		Accident Compensation Act 2001
√		Building Act 2004
√		Electricity Act 1992
√		Employment Relations Act 2000
√		Fire Service Act 1975
		Gas Act 1992
		Hazardous Substances and New Organisms Act 1996
√		Health and Safety at Work Act 2015
√		Health and Safety in Employment Act 1992
√		Holidays Act 2003
		Land Transport Act 1998
		Machinery Act 1950
		Plumbers, Gasfitters, and Drainlayers Act 2006
√		Privacy Act 1993
		Regulations
√		Electricity (Safety) Regulations 2010
√		Employment Relations (Prescribed Matters) Regulations 2000
		Hazardous Substances (Classes 1 – 5 Controls) Regulations 2001
		Hazardous Substances (Classification) Regulations 2001
		Hazardous Substances (Compressed Gases) Regulations 2004
		Hazardous Substances (Emergency Management) Regulations 2001
		Hazardous Substances (Packaging) Regulations 2001
		Hazardous Substances (Tank Wagons and Transportable Containers) Regulations 2004
		Health and Safety in Employment (Adventure Activities) Regulations 2011

Register of Legal Compliance

1 = applies to the organisation 2 = may apply		
1	2	Core OHS Legislation
		Health and Safety in Employment (Asbestos) Regulations 1998
		Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013
		Health and Safety in Employment (Petroleum Exploration and Extraction) Regulations 2013
		Health and Safety in Employment (Pipelines) Regulations 1999
		Health and Safety in Employment (Prescribed Matters) Regulations 2003
		Health and Safety in Employment (Pressure Equipment, Cranes, and Passenger Ropeways) Regulations 1999
√		Health and Safety in Employment Regulations 1995
		Noxious Substances Regulations 1954
		Spray Coating Regulations 1962
		Codes of Practice and Guidelines
√		A Guide for Employers and Employees on Dealing with Violence at Work (March 2015)
√		A Guide for Employers: Managing Shift Work to Minimise Workplace Fatigue (November 2007)
		A Guide to Safety with Chainsaws (November 2011)
√		A Principal's Guide to Contracting to Meet with the Health and Safety in Employment Act 1992 (May 2010)
		Approved Code of Practice for the Prevention of Sulphur Fires and Explosions (September 1993)
		Approved Code of Practice for Cranes – Includes Design, Manufacture, Supply, Safety Operation, Maintenance and Inspection of Cranes (November 2009)
		Approved Code of Practice for Excavation and Shafts for Foundations (September 1995)
		Approved Code of Practice for Forest Operations – Safety Code. Part 5: Timber Stacking, Packeting and Transportation 1994
		Approved Code of Practice for Helicopter Logging 2001
		Approved Code of Practice for Load Lifting Rigging (December 2012)
		Approved Code of Practice for Managing Hazards to Prevent Major Industrial

Register of Legal Compliance

1 = applies to the organisation 2 = may apply		
1	2	Core OHS Legislation
		Accidents (July 1994)
		Approved Code of Practice for Operator Protective Structures on Self-Propelled Mobile Mechanical Plant (February 1999)
		Approved Code of Practice for Passenger Ropeways in New Zealand (January 2003)
		Approved Code of Practice for Powder-Actuated Hand-Held Fastening Tools (May 1995)
		Approved Code of Practice for Pressure Equipment (Excluding Boilers) June 2001
		Approved Code of Practice for Roll Over Protective Structures on Tractors in Agricultural Operations (February 2001)
		Approved Code of Practice for Safety and Health in Arboriculture (November 2012)
		Approved Code of Practice for Safety and Health in Forest Operations (December 2012)
		Approved Code of Practice for Safety and Health in Forest Operations: Roles and Responsibilities of Principals and Contractors (November 2014)
		Approved Code of Practice for Safety and Health in the Manufacture of Paint, Printing Inks and Resins (October 1993)
		Approved Code of Practice for Safety and Health in Tree Work Part 3 – River and Stream Operations (August 1998)
		Approved Code of Practice for Safety and Health in Tree Work Part 2 – Maintenance of Trees around Power Lines (February 1996)
		Approved Code of Practice for the Design, Safe Operation, Maintenance and Servicing of Boilers (April 2000)
√		Approved Code of Practice for the Management of Noise in the Workplace (October 2002)
		Approved Code of Practice for the Management of Substances Hazardous to Health in the Place of Work (July 1997)
		Approved Code of Practice for the Prevention, Detection and Control of Fire and Explosion in New Zealand Dairy Industry Spray Drying Plant (October 1993)
		Approved Code of Practice for the Safe Handling, Transportation and Erection of Pre-Cast Concrete (May 2002)
		Approved Code of Practice for the Safe Use of Isocyanates (March 1994)
		Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts) (August 1995)

Register of Legal Compliance

1 = applies to the organisation 2 = may apply		
1	2	Core OHS Legislation
		Approved Code of Practice for Ventilation in Underground Mines and Tunnels (February 2014)
		Approved Codes of Practice for Fire or Explosion in Underground Mines and Tunnels (February 2014)
		Approved Practice Guide to Gas Cylinders (September 2011)
		Best Practice Guideline for the Safe Use of Timber Preservatives and Anti-sapstain Chemicals (September 2005)
		Best Practice Guidelines for Demolition in New Zealand 2011
		Best Practice Guidelines for Elevated Work Platforms in the Horticulture Industry 2013
		Best Practice Guidelines for Industrial Rope Access in New Zealand 2012
		Best Practice Guidelines for Mobile Elevating Work Platforms (August 2014)
		Best Practice Guidelines for Preventing and Responding to Workplace Bullying (February 2014)
		Best Practice Guidelines for Safe Manual Tree Felling (February 2014)
		Best Practice Guidelines for Safe Retreat Positions in Breaking Out (July 2014)
		Best Practice Guidelines for Safe Use of Safety Nets (May 2014)
		Best Practice Guidelines for Scaffolding in New Zealand (2009)
		Best Practice Guidelines for the Safe Use of Machinery (May 2014)
√		Best Practice Guidelines for Working at Height in New Zealand (April 2012)
		Best Practice Guidelines for Working on Roofs (June 2012)
		Best Practice Guidelines: Pumping Concrete 2013
		Best Practice Guidelines: Safe Use of Elevating Work Platforms in the Horticultural Industry (April 2013)
		Code of Practice for Manual Handling (June 2001)
		Code of Practice for Safety in Photoengraving and Lithographic Processes (October 1993)
		Ergonomics of Machine Guarding Guide (June 2013)
		Good Practice Guidelines for Above Ground Fuel Storage on Farms (April 2015)

Register of Legal Compliance

1 = applies to the organisation 2 = may apply		
1	2	Core OHS Legislation
		Good Practice Guidelines for Managing Health and Safety: A Guide for Farmers (June 2014)
		Good Practice Guidelines for Preventing Manual Handling Injuries on Farms (July 2014)
		Good Practice Guidelines for Preventing Noise Induced Hearing Loss on Farms (July 2014)
		Good Practice Guidelines for Preventing Slips, Trips and Falls on Farms (July 2014)
		Good Practice Guidelines for Riding Horses on Farms (June 2014)
		Good Practice Guidelines for Safe Cattle Handling (July 2014)
		Good Practice Guidelines for Safe Sheep Handling (July 2014)
		Good Practice Guidelines for Safe Use of Tractors on Farms (June 2014)
		Good Practice Guidelines for Safe Use of Two-Wheeled Motorbikes on Farms (June 2014)
		Good Practice Guidelines for Staying Safe in and Around Farm Dairies (November 2014)
		Good Practice Guidelines for the Health and Safety at Opencast Mines, Alluvial Mines and Quarries (November 2015)
		Good Practice Guidelines for the Safe Use of Quad Bikes (May 2014)
		Good Practice Guidelines for the Safe Use of Self-Propelled Agricultural Plant (April 2015)
		Good Practice Guidelines for Working Safely with Chemicals and Fuels on Farms (March 2015)
		Guidance for a Hazard Management System for Mines (June 2013)
		Guidance for Managing Drug and Alcohol-Related Risks in Adventure Activities 2013
		Guidelines for a Certificate of Fitness for High Pressure Gas and Liquids Transmission Pipelines (February 2002)
		Guidelines for Refuse Collection, Processing and Disposal Equipment: Stationary Compactors – Safety Requirements (June 1999)
		Guidelines for the Control of Occupationally Acquired Leptospirosis (2001)
		Guidelines for the Management of Work in Extremes of Temperature (September 1997)

Register of Legal Compliance

1 = applies to the organisation 2 = may apply		
1	2	Core OHS Legislation
√		Guidelines for the Prevention and Management of Occupational Overuse Syndrome (August 1991)
		Guidelines for the Safe Handling of Cytotoxic Drugs and Related Wastes (April 1997)
		Guidelines for the Safe Use of Chemicals in Electroplating and Related Industries (June 1996)
		Guidelines for the Safety of Staff from the Threat of Robbery 2011
√		Guidelines for Using Computers: Preventing and Managing Discomfort, Pain and Injury (November 2010)
		Health and Safety Guidelines for Tyre Fitters (October 2001)
√		Healthy Work: Managing Stress and Fatigue in the Workplace (June 2003)
		HSNO Approved Code of Practice for the Design and Installation of Below Ground Stationary Container Systems for Petroleum (May 2012)
		Interpretive Guidelines for Electricity in Underground Mines and Tunnels (July 2014)
		Muscle Minding: A Guide for the Prevention of OOS in the Meat, Poultry and Fish Processing Industries (August 1997)
		New Zealand Guidelines for the Management and Removal of Asbestos (3 rd Edition)
		Practical Guidelines for the Safe Use of Organic Solvents (November 1992)
		The Safe Occupational Use of Glutaraldehyde in the Health Industries (August 1992)
		Workplace Exposure Standards and Biological Exposure Indices (February 2013)

RISK ASSESSMENT NUMBER (RAN)		
RAN 1 – 6	High and unacceptable	Put into place the best PREVENTION controls.
RAN 7 – 10	Medium and unacceptable	A PREVENTION control is necessary (plus a combination of PROTECTION controls).
RAN 11 – 15	Medium and undesirable	Combined PROTECTION controls as a minimum. Look to improve.
RAN 16 – 19	Low and acceptable	A PROTECTION control needed as a minimum. Review for opportunities to improve.
RAN 20 – 25	Low and desirable	Controls are currently adequate.

		LIKELIHOOD					
		A	B	C	D	E	
		Frequent	Probable	Occasional	Remote	Improbable	
CONSEQUENCES	1	Death	1	2	4	7	11
	2	Severe and permanent	3	5	8	12	16
	3	Mild and permanent	6	9	13	17	20
	4	Temporary	10	14	18	21	23
	5	Minor	15	19	22	24	25

CONSEQUENCE KEY		
1	Death/terminal illness	Increasing debilitation over time resulting in death e.g. lung disease such as asbestosis.
2	Severe permanent health effects	Substantial loss of normal function e.g. hearing loss, severely restricted or loss of mobility.
3	Mild permanent health effects	Permanent restriction of normal function such as hearing, mobility or other normal activity.
4	Temporary health effects	Health effects, both physical and psychological, that are reversible and unlikely to result in permanent illness or disability.
5	Minor health effects	Short-term impacts that are fully reversible.

LIKELIHOOD KEY		
A	Frequent/high intensity e.g. at or above exposure standard	Intense exposure is likely to occur frequently in the life of the operation.
B	Probable/moderate to high intensity	Intense exposure is likely to occur several times in the life of the operation e.g. more than a month.
C	Occasional/ moderate intensity e.g. 10-50% of exposure standard	Moderate intensity exposure is likely to occur in the life of the operation.
D	Remote/low intensity e.g. well below exposure standard	Exposure at a level that will result in an adverse health outcome is unlikely, but will possibly occur in the life of the operation.
E	Improbable/low intensity	Intense exposure is so unlikely that it can be assumed it may never occur. Exposures are controlled to well below the level for adverse health outcomes.

Emergency Plan

Dial 111

Ambulance, Police, Fire

Fire Warden(s):	
First Aider(s):	
Assembly Point(s):	
Company Contact(s):	

Building Location/Address:	
Nearest Cross Roads:	
Nearest Defibrillator Location:	
Civil Defence Broadcast Radio Stations:	

National Poisons Centre:	0800 764 766 (0800 POISON)
Local Pollution Hotline:	
Medical Centre:	

EVACUATION DRILL REPORT

(To be completed and forwarded to the local Fire Safety Office of the New Zealand Fire Service)

Site:	Date:
Fire Warden:	Time:
<input type="checkbox"/> Planned evacuation <input type="checkbox"/> Emergency evacuation	Time taken to evacuate site:

	Yes	No
1. Did all occupants evacuate safely, quickly and efficiently?		
2. Could the alarm be heard in all areas?		
3. Were all smoke and fire control doors closed?		
4. Were all Wardens and staff members familiar with the procedure?		
5. Did all Wardens wear identification in accordance with company procedures?		
6. Was/were the correct assembly area(s) used?		
7. Was the Building Assistance Register available?		
8. Are all evacuation procedure notices in place?		
9. Are all exit ways clear and all doors able to open?		
10. Has fire-fighting equipment been serviced in the last 12 months?		
11. Did the person responsible know to make a call to the Fire Service using 111? (Do not make an actual call if planned; a role play is recommended)		
12. Is a copy of the approved evacuation scheme available?		
13. Has the appointment of Warden(s) been reviewed in the last six months?		
14. Have all Wardens been trained in their duties?		
15. Does the building have a current Warrant of Fitness? Expiry Date _____ Compliance Schedule or B.W.O.F# _____		

If you have checked any Section "No", provide details of actions to rectify fault on a separate page and attach to this form.

Signed: _____ Date: _____

CONTRACTOR PERFORMANCE EVALUATION

Contractor:		Site:	
Safety Supervisor:		Date:	
Type of Evaluation:	<input type="checkbox"/> During contract <input type="checkbox"/> Post contract	Completed by:	
#	Evaluation Criteria	Complied/Failed/ Not Applicable	
1	Contractor on Approved Contractor List	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Hazards controlled correctly throughout	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Incident/accidents reported within appropriate timeframes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Currency of certificates and permits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Hazard identification process	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Emergency response procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7	Permit to work procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Other Comments			
Corrective Actions Required			
Would you use this contractor again based on their Health and Safety performance?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Date Completed:		Signed:	

Employee Induction

Name of Employee (Inductee):

Department:

Job Role:

Name of Person Conducting the Induction (Inductor):

Date Commenced:

	Checklist	Inductor to Initial and Date	Employee to Initial and Date
Introduction Day 1	Check for appropriate licences		
	Issue of safety clothing and equipment		
	Employee responsibilities explained		
	Housekeeping rules explained		
	Hazards in work area discussed		
	Evacuation procedures discussed		
	Name of work buddy assigned		
	First aid cabinet shown		
	Amenities shown		
	Introduction to first aider		
	Communication systems explained		
	Assembly point shown		
	Lock-out system explained and shown		
	Introduction to work area and colleagues		
Work tasks explained			
One-to-one training with work buddy commenced			

Employee Induction

	Checklist	Inductor to Initial and Date	Employee to Initial and Date
Operational Training Weeks 1-10	Payroll procedure explained		
	Has been shown how to use and maintain specialised safety equipment (where applicable)		
	Has been signed off as "competent to perform work tasks" against relevant SOPs by work buddy		
	Has "on-the-job" training in carrying out a safety inspection i.e. accompanies experienced staff member		
	Incidents and accidents procedure explained		
	Hazard identification procedure explained		
	Has attended and participated in a staff meeting		
	Is maintaining a tidy work area		
	Is using the company communication systems appropriately		
	Has been shown how to use lifting devices (where applicable)		
	Is competent in using company lock-out procedures (if applicable)		
	Has attended appropriate training as required e.g. First Aid, Site Safe, Health & Safety, Forklift etc.		
All items for Operational Training (Weeks 1-10) have been explained or shown to me. I agree to comply with all Health and Safety requirements of Wairoa District Council.			
Inductee Signature:		Date:	
Inductor Signature:		Date:	

Employee Induction

Evaluation of Training Weeks 11 - 20	Competency Assessment Forms are completed per required SOP competency	
	Employee training record is updated in LULU chart to reflect the skills obtained	
Inductor Signature:		Date Induction completed and training records filed:

It is the responsibility of the Manager to monitor the progress of the induction over its duration and have the appropriate people sign off the Induction Checklist as required. The Checklist must be filed in the employee's file at the conclusion of the Induction Programme along with a copy of any applicable records e.g. PPE issued, completed Competency Assessment Forms, relevant licences obtained etc.

DRAFT

Dear Madam/Sir

RE: Evidence requirement to attain "Approved Contractor" status

In line with our commitment to prevent injuries to our and any contractor's employees, Wairoa District Council has recently updated its procedures to its contractor management programme. Part of the revised process requires Wairoa District Council to formally approve its contractors based on the contractor's compliance with the **Health and Safety at Work Act 2015** and their performance while carrying out work for Wairoa District Council.

You have been identified as a contractor who has worked for Wairoa District Council in the past 12 months, or is likely to work for the company in the next 12 months.

Attached is Wairoa District Council's **Contractor Health and Safety Agreement** and **Site Specific Safety Plan** (SSSP). These documents are to be completed and returned to us at your earliest convenience (a comprehensive and recently SSSP is required to be supplied).

Wairoa District Council will in turn evaluate your SSSP and either:

- confirm that you have been given "Approved Contractor" status, **or**
- notify you that you are required to submit further information.

You will **not be able to carry out any work** for Wairoa District Council until you have been notified in writing of your "Approved Contractor" status.

Once you have been given "Approved Contractor" status, please note that you will be required to complete a SSSP for work at any new site under the control of Wairoa District Council.

Your assistance with these requirements is appreciated. If you have any questions, do not hesitate to contact your primary contact person at Wairoa District Council.

Yours sincerely

Dear Madam/Sir

RE: Preferred Contractor Acceptance Letter

Thank you for completing and submitting your **Contractor Health and Safety Agreement** and **Site Specific Safety Plan** (SSSP).

On behalf of Wairoa District Council and following a review of your Health and Safety material we wish to advise you that your company has been added to our Preferred Contractors list.

We retain the right to assess your compliance with our Health and Safety requirements at any time while you are contracted and under the jurisdiction of Wairoa District Council. Should you have any health and safety concerns, please raise them with your Wairoa District Council primary contact person. Raising these concerns by email will ensure that there is a good communication trail.

As a Preferred Contractor under the jurisdiction of Wairoa District Council you:

- are required to complete a SSSP for work at any new site and gain approval prior to commencing work;
- are subject to audit at any time;
- have "Preferred Contractor" status for one year (provided all conditions in your Contractor Health and Safety Agreement are complied with).

Please do not hesitate to get in contact if you have any questions in relation to this letter.

Yours sincerely

Dear **XXX**

RE: INJURED PERSON

Thank you for seeing a member of our organisation.

We are committed to a safe work environment of alternative duties for employees affected by injury or illness, recognising the inherent health benefits of their maintaining work in some capacity.

In order to help us identify the most appropriate work tasks for our employee, we would appreciate your professional opinion on the task(s) he/she has the capacity to perform by completing the enclosed worksheet. We will ensure that your recommendations are matched to suitable tasks and hours.

Specific medical information regarding our employee is not requested unless there are safety concerns of which we should be made aware.

You are welcome to contact me on *[telephone]* or [\[email address\]](#) should you require any further information.

Thank you for your assistance. We are committed to assisting our employee to make a full recovery, and return to work.

Yours sincerely

[Company Contact Name]

[Work Title]

ALTERNATIVE DUTIES

Wairoa District Council is committed to supporting our employees during their recovery and will endeavour to provide alternative duties wherever possible. Please indicate appropriate tasks and a maximum continuous period of time you recommend for these tasks (e.g. 30 minutes, 2 hours etc.)

Employee Name: _____

Position: _____

Date: _____

WORK TASKS	Y/N/COMMENT
Sitting	
Standing	
Walking	
Driving	
Twisting (back/neck)	
Crouching	
Pushing/pulling	
Lifting/carrying Please indicate approx. max kg/frequency	
Reach above/at/below shoulder height	
Further Information	

Signature: _____

Date: _____

Medical Practitioner Name: _____

Medical Centre: _____

Please fax to [Company Contact Name] at _____

AUTHORITY TO RELEASE MEDICAL INFORMATION

Name of employee: _____

Address: _____

DOB: _____

Phone: _____

Mobile: _____

I authorise you to release to _____ (manager's name) of Wairoa District Council all relevant medical information about my injury/illness.

I understand this consent is required to assist with my rehabilitation and safe return to work. All information obtained will be treated in confidence, and used only for the purpose of rehabilitation.

This consent is only valid for the duration of my rehabilitation programme.

I understand that I have the right to access and ask for correction of any information that my employer holds about me.

Employee signature: _____

Date: _____

Implementation Guide

Step	Activity	Person Assigned to Task	Due Date of Completion
1	Assign people and due dates of completion for implementation/update of Health and Safety system.		
2	Read through Health and Safety Manual to become familiar with the terminology, key principles and processes.		
3	<p>Meet with staff to discuss phases and timeframe of implementation/update of Health and Safety system. Discuss key aspects of the H&S system in broad terms and when they are likely to be introduced.</p> <p>Company Commitment to Health and Safety</p> <ul style="list-style-type: none"> o Health and Safety Policy <p>Health and Safety Management Processes</p> <ul style="list-style-type: none"> o Hazard Management o Incident Reporting o Injury Management o Training o Communication o Emergency Preparedness o Contractor and Visitor Safety 		
4	<p>Company Commitment to Health and Safety Implementation</p> <p>Have senior manager sign off Health and Safety Policy. Inform staff and post policy on notice boards.</p>		

Implementation Guide

Step	Activity	Person Assigned to Task	Due Date of Completion
5	<p>Health and Safety Management</p> <ul style="list-style-type: none"> - <u>Hazard Management Implementation</u> <p>Give staff the opportunity to:</p> <ol style="list-style-type: none"> a) have input into identifying hazards to be included on the register b) identify appropriate controls to put in place to minimise risk <p>Staff engagement can occur by</p> <ol style="list-style-type: none"> I. explaining to staff what a hazard is: <ul style="list-style-type: none"> Hazard: anything that has the potential to cause hurt or damage Control: what can put in place to reduce the likelihood of hurt or damage from the hazard. II. Give staff access to the Hazard Identification Form to complete – FRM21 <p><u>Finalise the Hazard Register</u> Review Register of Legal Compliance (FRM20 located in Reviews Folder). Ensure that staff obtain and read all applicable documents – go to www.worksafe.govt.nz (information and guidance tab)</p> <p>Discuss hazards and controls at next toolbox meeting. Make Hazard Register readily available to all staff.</p>		
6	<p>Health and Safety Management</p> <ul style="list-style-type: none"> - <u>Emergency Preparedness</u> <p>Complete the Emergency Plan and post on notice boards. Discuss Emergency Plan at next toolbox meeting with staff.</p>		

Implementation Guide

Step	Activity	Person Assigned to Task	Due Date of Completion
7	<p>Health and Safety Management</p> <p>- <u>Training</u></p> <p>Write up Standard Operating Procedures (SOPs) and Competency Assessment tools for all critical work tasks.</p> <p>Carry out training/assessment per staff member for their work tasks. Completed Competency Assessments are filed in each staff member's personnel file.</p> <p>Update the LULU Chart (which summaries all staff competencies).</p> <p>Where project work or high risk tasks are to be undertaken, a Job Safety Analysis must be completed and discussed with everyone involved before commencement of the work or task.</p>		
8	<p>Health and Safety Management</p> <p>- <u>Incident Reporting</u></p> <p>Have a tool box meeting with staff to explain:</p> <ul style="list-style-type: none"> o The timing of the reporting process – Flowchart 1 in Health and Safety Manual o Reporting Process – Flowchart 2 in Health and Safety Manual <p>Where the incident is minor or a near miss, <u>FRM05 – Accident Incident Early Reporting Form</u> is to be completed.</p> <p>Where the incident is serious, <u>FRM10 – Accident Serious Harm Notification Form</u> must be completed and submitted to Worksafe NZ.</p> <p>In the event of a serious incident, <u>FRM07 – Accident Investigation</u> must also be completed.</p>		

Implementation Guide

Step	Activity	Person Assigned to Task	Due Date of Completion
9	<p>Health and Safety Management</p> <p>- <u>Injury Management</u></p> <p>Staff must follow the process detailed in the Health and Safety Manual – Flowchart 3.</p> <p>Associated Documents:</p> <p>FRM08 – Stay at – Return to Work – First Week Only</p> <p>FRM09 – Return to Work Actions Checklist</p> <p>LTR03 – Fit Pack for Injured Employee Template Letter</p> <p>The above forms and letter are located in the incident documents folder.</p>		
10	<p>Health and Safety Management</p> <p>- <u>Communication</u></p> <p><u>Health and Safety Committee</u></p> <p>A health and safety committee should be convened that meets at a minimum quarterly to discuss current issues and opportunities for improvement. Minutes of meetings should be taken and posted on notice boards.</p> <p><u>Toolbox meetings</u></p> <p>Staff meetings should occur at least fortnightly to discuss health and safety issues, production, and any other relevant topics. Meetings should be recorded using FRM01 – Toolbox Safety Meeting Minutes.</p> <p><u>Health and Safety Representatives</u></p> <p>It is important to have effective participation practices in place – whatever best suits the business, its size, and risk profile.</p>		

Implementation Guide

Step	Activity	Person Assigned to Task	Due Date of Completion
11	<p>Health and Safety Management</p> <ul style="list-style-type: none"> - <u>Contractor and Visitor Safety</u> <p>A sign-in register for visitors and contractors should be set up at company premises.</p> <p>Site inductions should be undertaken for all contractors carrying out work at company premises.</p> <p>Visitors should be issued with appropriate PPE, and always be accompanied by a staff member when entering company premises.</p> <p>Where contractors are to be engaged by Wairoa District Council for project work, the Preferred Contractor process will apply. This process is detailed in section 3.8 of the Health and Safety manual.</p>		
12	<p>Health and Safety Management</p> <ul style="list-style-type: none"> - <u>Training</u> <p>Carrying out inductions for all staff using FRM25 – Employee Induction.</p> <p>File the completed induction form in the staff member’s personnel file.</p>		

Once the Health and Safety system is fully implemented, the company will be able to generate sufficient evidence to attain:

- (1) SiteWise registration.
- (2) Apply for the ACC Workplace Safety Discount @ 10% (if you have 10 or fewer staff and your wage bill is \$500K or less).
- (3) Apply for the ACC Workplace Safety Management Programme discount @ 10 – 20% (if you employ more than 10 staff).
- (4) Demonstrate compliance with the Health and Safety at Work Act 2015.

Hazard Register

Hazard Identification			Control Methods		Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
Electrical equipment Burns or electrocution arising from : <ul style="list-style-type: none"> Poor maintenance Not checking equipment prior to use 		Yes	<ul style="list-style-type: none"> All electrical equipment to hold current tag and test certificates Earth leakage devices to be used Position leads where there is least amount of traffic movement Suspend leads where possible 		Daily
Fatigue from working long hours			<ul style="list-style-type: none"> Take regular breaks If driving, stay the night Eat well, keep hydrated 		Daily
Manual handling <ul style="list-style-type: none"> Lifting awkward loads Lifting heavy loads Twisting, bending, tripping 			<ul style="list-style-type: none"> Ensure two people lift if items are heavy Break heavy loads into lighter loads where possible Use mechanical aids where available Reference Document: <ul style="list-style-type: none"> Code of Practice for Manual Handling 		Daily

Hazard Register

Hazard Identification			Control Methods		Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
Noise			<ul style="list-style-type: none"> • Ensure ear muffs/ear plugs are readily available and used • Isolate noisy equipment or position some form of noise block around it where possible <p>Reference Document: Approved Code of Practice for the Management of Noise in the Workplace</p>		Daily
Slips and trips			<ul style="list-style-type: none"> • Ensure walkways are kept clear • Ensure work area is kept tidy • Ensure spills are mopped up • Ensure there is good lighting and handrails <p>References:</p> <ul style="list-style-type: none"> • Guidelines for the Prevention of Falls 		Daily

Hazard Register

Hazard Identification			Control Methods		Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
Stress			<ul style="list-style-type: none"> Ensure breaks are taken at regular intervals Ensure access to Workplace Support or EAP (Employee Assistance Programme) <p>References: Morale, Distress and Healthy Work Stress and Fatigue, Their Impact on Health and Safety in the Workplace Coping with Stress and Anxiety</p>		Daily
Working with computers, smart phones, i-pads etc.			<ul style="list-style-type: none"> Ensure regular breaks are taken Ensure workstation is set up as per the "Guidelines for Using Computers" <p>Reference Document: Guidelines for Using Computers</p>		Daily

Hazard Register

Hazard Identification			Control Methods		Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
Stacking and storage			<ul style="list-style-type: none"> • Ensure all access ways are kept clear • Ensure all materials are stored in designated areas as per company requirements • Use lifting devices where available 		Monthly
Driving			<ul style="list-style-type: none"> • Ensure drivers have appropriate class of licence • Ensure vehicles have "hands-free" kits fitted for mobile telephones • Where vehicles do not have "hands-free" kits fitted, ensure drivers can ease out of traffic and safely park on roadside before answering any mobile telephone calls • Ensure vehicles are included in the scheduled maintenance programme • Ensure vehicles have a working fire extinguisher and fully stocked first aid kit 		Daily
Working alone			<ul style="list-style-type: none"> • Ensure someone is aware of the person's location and the activity he/she is likely to be doing 		Daily

Hazard Register

Hazard Identification			Control Methods		Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
Adverse weather conditions <ul style="list-style-type: none"> Wet conditions Strong winds Heavy rains Slippery surfaces Hot, sunny conditions Icy, snow, freezing conditions 			<ul style="list-style-type: none"> Wear appropriate clothing/PPE Ensure good footing on slippery surfaces Drive to the conditions Sun Exposure: <ul style="list-style-type: none"> Where possible work in the shade If working in the sun, apply sunblock, cover up and wear long sleeves Ensure hydration levels are maintained 		Daily
Falling materials <ul style="list-style-type: none"> Lifting materials over workers Dislodged tools and materials from overhead work areas 			<ul style="list-style-type: none"> Never work under a load Ensure appropriate guards are in place to prevent falls 		Daily
Use of ladders on site <ul style="list-style-type: none"> Carrying loads Not secured against dislodgement Not sufficient length 			<ul style="list-style-type: none"> Ensure everyone is trained in correct set-up Ensure ladders are in good, sound condition Ladders are to be secured top and bottom Top of ladder 1 metre above top platform Ensure ladder has rubber feet at top and bottom 		Daily

Hazard Register

Hazard Identification			Control Methods		Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
<ul style="list-style-type: none"> Wrong positioning Incorrectly placed (angles, access ways, vehicle movement) Damaged 			<ul style="list-style-type: none"> Ensure ladder is commercial grade and is weight rated (120 kg) Ensure ladder meets with AS/NZ standards Ladder is for access only Review carrying load up and down a ladder 		
Welding <ul style="list-style-type: none"> Fire and explosions Injuries from insufficient PPE Fumes and gases Electric shock Eye injuries 			<ul style="list-style-type: none"> Ensure people are trained before use Ensure correct PPE is available and worn Ensure there is adequate ventilation 		Daily
Forklift <ul style="list-style-type: none"> Instability Forklift tipping forward or losing its load Slips, trips and falls when getting on and off forklifts Attachments (any side shift 			<ul style="list-style-type: none"> Ensure forklifts have speed limiting, load weighing and other stability enhanced features installed Observe speed limits Ensure forklift is regularly serviced and maintained including its controls and seating Ensure forklift has adequate access and egress to provide three points of contact when getting on and off Ensure only attachments designed for the forklift are 		Daily

Hazard Register

Hazard Identification			Control Methods	Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Frequency of Monitoring
devices, jibs, extension fork arms and specially designed devices for load manipulation or carrying)			used <ul style="list-style-type: none"> Refer to the Standard Operating Procedures 	
Hand tools			<ul style="list-style-type: none"> Ensure correct PPE is worn Follow the correct procedures for using tool Always carry pointed tools at the person's side with the points and heavy ends DOWN Never carry tools in pockets of clothing After a tool has been used, it must be cleaned and returned to its designated storage place 	Daily
Working at height Falling from height			<ul style="list-style-type: none"> Fall arrest equipment should be worn when other means of protection such as guard railing are impractical Ensure safety harness has been checked for signs of wear or damage Check lanyard is firmly attached to the harness 	As required
Presence of Gas in Trench			<ul style="list-style-type: none"> Ensure all gas lines are located prior to excavation. Get out of trench immediately as gas sinks and could cause asphyxiation. 	As required

Hazard Register

Hazard Identification			Control Methods		Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
Loading digger onto truck			<ul style="list-style-type: none"> Check aluminium ramps for weakness before locking in place Ensure digger tracks are on ramp Ensure operator is fully trained 		As required
Underground Services – Power, Gas, Water			<ul style="list-style-type: none"> Ensure all services are located prior to excavation. If services are accidentally hit refer to Emergency Plan 		As required
Trench Collapse			<ul style="list-style-type: none"> Ensure staff are fully trained and are competent before working in trenches Shore trenches or use a shield Refer to the Emergency Plan in the Health and Safety Manual <p>Reference Document:</p> <ul style="list-style-type: none"> Approved Code of Practice for Safety in Excavation and Shafts for Foundations 		As required

Hazard Register

Hazard Identification			Control Methods		Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
Working in confined spaces			<ul style="list-style-type: none"> Ensure confined space entry guidelines are followed. Staff must be trained and competent to work in confined spaces <p>Reference Document:</p> <ul style="list-style-type: none"> Safe Working in a Confined Space 		As required
Contact with Waste Water/ Sewage			<ul style="list-style-type: none"> Wash hands well with soap and clean (preferably with hot water) before eating or drinking Wash and disinfect any wound that comes into contact with sewerage. Change out of work clothes before leaving work site (soiled work clothes or disposable overalls should be bagged and /laundered separately from other clothing) Safety glasses as minimum. If hoses or chemicals are to be used, safety goggles must be worn for increased protection against splashing. Rubber boots or fully washable safety boots. Current vaccinations against tetanus, diphtheria 		As required

Hazard Register

Hazard Identification			Control Methods		Monitoring
Hazard (Potential Harm)	Risk Level before Controls	Significant? Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
			and hepatitis A as a minimum.		

DRAFT