

BROWN & SYME HOLDINGS LTD SAFETY SYSTEM

Welcome to the **Brown & Syme Holdings Ltd Health and Safety System**.

The **Brown & Syme Holdings Ltd Safety System** is an essential Health & Safety assessment and development tool to ensure that we implement and develop an integrated approach to Health & Safety Management.

Once implemented, the Brown & Syme Holdings Ltd Safety System will enable us to achieve OSH Legal Compliance and Reach the ACC Workplace Safety Management Practice Standard. This will ensure a safer workplace and qualify us for a discount on our ACC premiums.

Structure Of This Health & Safety Manual

The **Brown & Syme Holdings Ltd Safety System** is broken down into the following sections. Each section outlines a number of tasks to carry out.

The main sections are:

1. Policy & Planning
2. Training & Supervision
3. Hazard Identification & Risk Management
4. Accident Reporting & Analysis
5. Purchasing, Personal Protective Equipment (PPE) & Contractor Control
6. Occupational Health
7. Emergency Preparedness
8. Communications

The Brown & Syme Holdings Ltd Safety System



DEFINITIONS

The following definitions are used in this Brown & Syme Holdings Ltd Safety Manual:

ACCIDENT INCIDENT or MISHAP	An event in which damage or injury occurs as a result of a contact with a source of energy above the threshold limit of the body or structure. Note: This includes critical incident stress.
ERGONOMICS	Is the scientific study and analysis of the human, machine, and/or working environment interface and an investigation of those elements in the system that effect optimum human performance on a given task or set of tasks.
EMERGENCY	A sudden, unexpected occurrence demanding immediate action.
EMPLOYEE	A person who works under a contract of employment, e.g. full time, part time or casual.
EMPLOYER	A corporation or an individual who employs persons under contracts of employment.
GEAR	Any equipment other than plant, used in connection with any item of plant for the movement of materials and equipment.
HARM	Injury or illness or both.
HAZARD	Is anything that has the potential to cause injury or illness (to employees, contractors, visitors or the neighbouring public), or damage to plant or property. A hazard can be related to a physical state or a work practice or procedure. A hazard may be introduced when implementing changes to existing arrangements.
HAZARD IDENTIFICATION	Is the process of identifying all situations or events that could give rise to the potential for injury, illness, or damage to plant or property
HAZARD CONTROL	Is the process of implementing measures to reduce the risk associated with a hazard as prescribed in the H&S in Employment Act?
HAZARDOUS SUBSTANCES	Solids, liquids, or gases that have the potential to harm human health.
HEALTHY HEALTH	In law, means unharmed. In relation to work, is a condition, which includes the absence of disease or infirmity; and the physical and mental elements affecting health.
HEALTH HAZARD	The property of a substance which can cause injury from exposure by any means.
HEALTH MONITORING	Surveillance of individuals' health for the purpose of identifying changes in their physical well-being (health status) that may be due to occupational exposure to a hazardous substance. e.g.* Asbestos, Silica, Lead, Noise, Radiation, Solvents, various gases where the WES threshold for an eight hour day is exceeded on a regular basis.
HEALTH PLANNING	Involves the anticipation, recognition, evaluation and control of hazards likely to have adverse effects on health and well-being. These adverse health effects may cause illness, impaired health and well-being, or significant discomfort and inefficiency. It also includes the provision of health care, including first aid, in an emergency and the promotion of health and well being of people at work.
HEALTH PROMOTION	The promotion of health, especially as a workplace program designed to improve and enhance employee health and well-being, as a complementary activity to the prevention of injury and illness.
LOCKOUT	Means the isolation of plant from any energy source.
OCCUPATIONAL HEALTH	Is devoted to the anticipation, recognition, evaluation, and control of those factors or stresses, arising in or from the workplace processes, which may cause sickness, impaired health and well-being, or significant discomfort and inefficiency.

Definitions Cont.	
OCCUPATIONAL HEALTH HAZARDS	Are those factors arising in or from the occupational environment that adversely impact health. They may cause sudden acute effects like carbon monoxide poisoning or long- term chronic effects like lung cancer. They may be gases, vapours, dusts, or physical agents like ionising radiation.
OCCUPATIONAL HYGIENE	Involves the scientific identification, assessment, and control of occupational health hazards.
PLANT	Includes any machinery, equipment, and appliances.
REHABILITATION	A process of providing for an early, safe return to meaningful and productive work following injury or illness. Rehabilitation means restoration of the injured or ill person to the fullest physical, mental, social, vocational, and economic usefulness of which they are capable. An effective rehabilitation process helps to ensure that there is early, accurate medical assessment, with involvement of rehabilitation specialists, when needed. It also provides physical, psychological, and financial benefits for participants, minimises disruption to work and reduces costs.
RISK	The chance of something happening that will have an impact upon objectives. The combination of the likelihood that a specific unwanted event will cause harm and the potential consequences if it should occur (calculated in terms of severity (consequences) and probability (likelihood)) Means the likelihood of injury, illness, or damage to plant or property arising from exposure to any hazard.
RISK MANAGEMENT	The culture, processes, and structures that are directed towards the effective management of potential opportunities and adverse effects.
RISK AVOIDANCE	An informed decision not to become involved in a risk situation.
RISK ASSESSMENT	Is a detailed, systematic examination of any activity, location, or operational system to identify hazards and potential consequences of those hazards remaining uncontrolled. It is the process of determining the likelihood of an injury, illness, or damage to plant or property.
RISK ANALYSIS	A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.
RISK AVOIDANCE	An informed decision not to become involved in a risk situation.
RISK CONTROL	That part of risk management which involves the implementation of policies, standards, procedures, and physical changes to eliminate or minimize adverse risks.
SIGNIFICANT HAZARD	Means a hazard that has the potential to cause serious harm, as evaluated by degree of Risk.
SAFETY SAFE	The control of hazards through injury prevention and damage control. In relation to a person, means not exposed to unacceptable hazards. (in every other case means an environment free from significant hazards.)
SAFETY INSPECTION	A systematic review of the control measures that should be in place to prevent the uncontrolled release of energy.
SAFETY REPRESENTATIVE	A person elected by the members of a designated work group to represent them in H&S matters.

Definitions Cont.	
SERIOUS HARM	<p>1. Any of the following conditions that amounts to or results 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.</p> <p>2. Amputation of body part. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic. Loss of consciousness from lack of oxygen. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.</p> <p>Note: If you answer 'yes' to the following three questions, then you are dealing with 'temporary severe loss of bodily function**'. Is the employee suffering from pain or health impairment, which is significantly more than discomfort? Is the pain or health impairment severe enough to prevent an employee using part of the body e.g. movement prohibited by pain/respiratory distress etc? Is the employee's condition likely to be temporary? OSH to be notified immediately by telephone and in writing within 7 working days.</p>
SUBSTANCE	Any natural or artificial substance, whether in solid or liquid form or as a gas or vapour.
SYSTEM	Means a combination of people, procedures, facility, and /or equipment, all functioning within an environment to achieve a Task.
SYSTEMS SAFETY	The discipline that uses systematic engineering and management techniques to aid in making systems safe throughout their life cycles.
TOXIC POISONOUS	Refers to the ability of a material to cause harm to living organisms. The intrinsic ability of a substance to poison.
TOXIC CHEMICAL	a substance which, when introduced in sufficient quantity into an animal organism by ingestion, inhalation or absorption, destroys or threatens to destroy life, or injures health.
WORK GROUP	A group of employees at a workplace, either a work team under a supervisor, or a department or any such group as is agreed between management and employees.

FORMS AND TEMPLATES

Whilst the Health and Safety System manual outlines the procedures and tasks involved in managing health and safety, the day to day operation of the system relies on a series of forms which are kept in the back of this folder. The following is the list of forms that will be referred to in this manual. Please remember the forms in this folder are ORIGINALS – please photocopy them before you use them!

Form 001 – Policy Statement	Form 040 – Corrective Action Request
Form 002 – Health & Safety Responsibilities	Form 041 – Visitor Register
Form 003 – Health & Safety Business Plan & Objectives	Form 042 – Contractor Visitor Register
Form 004 – Employee Competency, Licence and Training Record	Form 042b – Visitor Register
Form 005 – Training Attendance Record	Form 043 – Health Monitoring Register
Form 006 – Training Matrix	Form 044 – Trainer Competency
Form 007 – Task Analysis	Form 045 – Records & Record Management
Form 008 – Hazard Log	Form 046 – Document Control
Form 009 – Hazard Reporting	Form 047 – Purchasing & Procurement Checklist
Form 010 – Hazard Control Plan	Form 048 – Company Health & Safety Representative
Form 011 – Risk Assessment	Form 051 – Employee Information
Form 012 – Hazard Control Review Timetable	Form 052 – Induction Program
Form 013 – Hierarchy of Risk Controls	Form 053 – PPE Issue List
Form 014 – Health & Safety Inspection Checklist	Form 054 – Emergency Response & Reporting Process
Form 015 – Substandard Conditions Summary	Form 055 – Site Plan
Form 016 – Housekeeping Rating Form	Form 056 – Hazard Identification & Investigation Process
Form 017 – Accident Investigation Register	Form 057 – Health & Safety Committee Meeting Agenda and Minutes
Form 018 – First Aid Report	Form 058 – Health & Safety Coordinator Job Description & Letter of Appointment
Form 019 – Accident Investigation Report	Form 059 – Health & Safety Staff Meeting Attendance List
Form 020 – Vehicle Investigation Report	Form 060 – New Employee Process
Form 023 – Health & Safety Monthly Performance	Form 062 – Training Timetable
Form 024 – Contractor Health & Safety Management Questionnaire	Form 063 – PPE Standard
Form 025 – Contractor Agreement	Form 064 – Approved Supplier/Contractor Register
Form 026 – Contractor Site Hazard ID	Form – OSH – Form of Register or Notification of Accident or Serious Harm
Form 027 – Permit to Work	Form – OSH – Asbestos Exposure Registration
Form 028 – Hot Work Permit	Form – OSH – Notification of Particular Hazardous Work
Form 029 – Post Contract Contractor Review	
Form 030 – Pre Employment Health Assessment/Capability Analysis	
Form 031 – Hazardous Substance Register	
Form 032 – Emergency Preparedness & Response Planning Checklist	
Form 033 – Vital Records Checklist	
Form 036 – Evacuation Scheme Approval	
Form 037 – Health & Safety Committee Meeting Action Notes	
Form 038 – Material Safety Data Sheet	
Form 039 – Health & Safety Induction Checklist	

WORKPLACE SAFETY MANAGEMENT PRACTICES (WSMP'S)

There are a number of WSMP's produced by Redit Corporation to assist with the management of Health and Safety. If you need any additional information or don't understand anything in this manual they are available for reference.

#	Description	Program Element No.
001	Induction Process for all new starters	1
002	Setting up a H&S Committee	1
003	Health & Safety Attitude Survey	1
004	H&S Business Plan	1
005	Competency Training	2
006	Energy Checklists	3
007	Safety Sign Survey	3
008	Guidelines for Shift work	3
009	Compressed Air - Safety Tips	3
010	Workplace Electrical Safety	3
011	Lockout & Tag-out Procedures	3
012	Workshop Safety Practices	3
013	Solar Radiation Hazards	3
014	Heat Stress at Work	3
015	A Guide to Work Related Stress	3
016	Systems Failure Analysis	4
017	ACC -What to do if you are injured at work	4
018	Accident Instructions to Drivers	4
019	Design & Purchasing Standards	5
020	Implementing a PPE Program	5
021	Contractor Code of Behaviour	5
022	Health - Risk Management	6
023	Introduction to Toxicology	6
024	Health Monitoring	6
025	First Aid Guidelines	6
026	Drugs, Alcohol and the Workplace	6
027	Human Factors Safety	6
028	Manual Handling Requirements	6
029	Using Computers	6
030	Eyes are Priceless	6
031	Property Safety	7

CONTENTS

1.0 POLICY & PLANNING

Appendix 1 – Responsibilities for New Zealand Company Directors
Form 001 – Policy Statement
Form 002 – Health & Safety Responsibilities
Form 003 – Health & Safety Business Plan & Objectives
Form 045 – Records & Record Management
Form 046 – Document Control
Form 058 – Health & Safety Coordinator Job Description & Letter of Appointment

2.0 TRAINING & SUPERVISION

Form 004 – Employee Competency, Licence and Training Record
Form 005 – Training Attendance Record
Form 006 – Training Matrix
Form 039 – Health & Safety Induction Checklist
Form 044 – Trainer Competency
Form 051 – Employee Information
Form 052 – Induction Program
Form 060 – New Employee Process
Form 062 – Training Timetable

3.0 HAZARD IDENTIFICATION & RISK MANAGEMENT

3(a) Document 10 – Hazard Management and Risk Control
Appendix 1 – Is It Worth the Risk?
Appendix 2 – Worked Examples
Form 007 – Task Analysis
Form 008 – Hazard Log
Form 009 – Hazard Reporting
Form 010 – Hazard Control Plan
Form 011 – Risk Assessment
Form 012 – Hazard Control Review Timetable
Form 013 – Hierarchy of Risk Controls
Form 031 – Hazardous Substance Register
Form 038 – Material Safety Data Sheet
Form 056 – Hazard ID & Investigation Process
Form – OSH – Notification of Particular Hazardous Work

4.0 ACCIDENT REPORTING & ANALYSIS

Form 017 – Accident Investigation Register
Form 018 – First Aid Report
Form 019 – Accident Investigation Report
Form 020 – Vehicle Investigation Report
Form 061 – Accident Reporting & Investigation Process
Form – OSH – Form of Register or Notification of Accident or Serious Harm
Form – OSH – Asbestos Exposure Registration

5.0 PURCHASING, PPE & CONTRACTOR CONTROL

Form 024 – Contractor Health & Safety Management Questionnaire
Form 025 – Contractor Agreement
Form 026 – Contractor Site Hazard ID Form
Form 027 – Permit to Work
Form 028 – Hot Work Permit
Form 029 – Post Contract Contractor Review
Form 042 – Contractor Visitor Register
Form 042b – Visitor Register
Form 047 – Purchasing & Procurement Checklist
Form 053 – PPE Issue List
Form 063 – PPE Standard
Form 064 – Approved Supplier/Contractors List

6.0 OCCUPATIONAL HEALTH

Appendix 1 – Identifying Health Hazards

6(a) Document 14 – Injury Rehabilitation Policy & Procedures

Form 030 – Pre Employment Health Assessment/Capability Analysis

Form 043 – Health Monitoring Register

Form 045 – Environment Records

7.0 EMERGENCY PREPAREDNESS

7(a) Document 15 – Emergency Response Plan

Form 032 – Emergency Preparedness & Response Planning Checklist

Form 033 – Vital Records Checklist

Form 036 – Evacuation Scheme Approval

Form 054 – Emergency Response & Reporting Process

Form 055 – Site Plan

8.0 COMMUNICATIONS

Appendix 1 – Communication Processes

Form 014 – Health & Safety Inspection Checklist

Form 015 – Substandard Conditions Summary

Form 016 – Housekeeping Rating Form

Form 023 – Health & Safety Monthly Performance

Form 037 – Health & Safety Committee Meeting Action Notes

Form 040 – Corrective Action Request

Form 041 – Visitor Register

Form 048 – Company Health & Safety Representative

Form 057 – Health & Safety Committee Meeting Agenda and Minutes

Form 059 – Health & Safety Staff Meeting Attendance List

9.0 TASK ANALYSIS

Form 07 Process Analysis

10.0 AUDITS

Self/ Acc