

# Nelson Bays Security Ltd

## Health and Safety Policy and Procedures

VALID TO: 8 October 2017



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7 November 2016



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7 November 2016

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## 1. Policy Statement

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**Nelson Bays Security Ltd** is committed to health and safety and will ensure, so far as reasonably practicable, the health and safety of all our workers and other persons who may be put at risk from our work. We will address this duty of care by, so far as reasonably practicable:

- Complying with the Health & Safety at Work Act (HSW Act) and Health & Safety Regulations (HSW Regulations), standards, relevant codes of practice and guidelines;
- Providing and maintaining a work environment or work premises that are without risks to health and safety;
- Providing and maintaining safe plant and structures;
- Providing and maintaining safe systems of work;
- Ensuring the safe use, handling, storage and transportation of hazardous substances;
- Providing and maintaining adequate facilities for the welfare of workers;
- Monitoring of the health of our workers and the conditions at the workplace to prevent illness or injury;
- Providing any information, training instructions or supervision necessary to protect our workers from the risks relating to their work;
- Ensure all contractors are suitably qualified to undertake the work for which they are engaged;
- Accurately reporting and recording all workplace accidents, incidents and injuries (events);
- Consulting with and encouraging the participation of other duty holders, our workers and their representatives on matters affecting health and safety;
- Ensuring appropriate processes are in place for receiving, considering and responding in a timely manner to information regarding incidents, hazards, and risks;
- Providing safe means of access and egress to and from places of work;
- Reviewing, revising and evaluating our health and safety management systems and processes at regular intervals to ensure continuous improvement; and
- Supporting the safe and early return to work of injured workers.

Management acknowledges and accepts its responsibilities for health and safety standards in our workplaces. However, we seek cooperation from all workers in achieving our health and safety objectives and expect that workers will:

- Take reasonable care for their own health and safety;
- Take reasonable care they do not adversely affect the health and safety of other persons;
- Follow our policies and procedures;
- Comply with any reasonable instructions given;
- Identify hazards, assess and control risks to health and safety that are under their control;
- Use any Personal Protective Equipment (PPE) provided; and
- Report all hazards, accidents and incidents (events) to their supervisor in a timely manner.

**DIRECTOR:**

**SIGNATURE:**

**DATE:**

## 2. Health and Safety Procedures Overview

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### Introduction

Our Health and Safety System will assist us in addressing our responsibilities under the Health & Safety at Work Act 2015 and Health & Safety at Work Regulations 2015.

Our health and safety system comprises a comprehensive set of workplace tools and resources that are supported by documented procedures, a free-phone advice service, as well as online resources such as accident reporting and online training courses.

In particular when implemented correctly, the system helps us address our primary duty “to ensure, so far as reasonably practicable, the health and safety of our workers while they are at work” and our duty “to ensure that the health and safety of other persons is not put at risk from work we carry out”.

Our health and safety system provides us with the ability to specifically show:

- Our commitment to safety management (as stated in our Health and Safety Policy);
- Our objectives for monitoring and improving health and safety;
- Our workplace safety procedures including risk management (a system for identifying hazards and controlling the risks to health and safety);
- How we provide safe plant, machinery and equipment;
- The facilities we provide for the welfare of workers;
- How we provide information training and supervision to our workers;
- Our event reporting, recording and investigation procedures, including notification of notifiable events to WorkSafe NZ;
- Our worker participation process;
- Our emergency planning for our workplace(s);
- How we monitor and review our health and safety performance;
- How we provide and maintain Personal Protective Equipment (PPE) to all workers;
- Our process for informing WorkSafe NZ of any notifiable works; and
- Visible evidence of our system in operation.

Our health and safety system is broken into two parts.

**Part A** - Our procedures to ensure the overall health and safety management for the business.

**Part B** - The work or job based health and safety procedures required for each job.

# Part A – Our Health and Safety Procedures

## 3. Health and Safety Management

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Our health and safety system contains a set of Health and Safety Objectives (access to forms/checklists on page 39).

These objectives help us manage our health and safety duties, ensure we implement our health and safety system effectively and demonstrate continuous improvement in occupational health and safety.

We will use these objectives as a guide and each objective will be put in place progressively.

Objectives will be reviewed at our monthly Health and Safety Meetings using the Health and Safety Meeting Checklist.

## 4. Worker Engagement and Communication

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Appropriate communication will be established with all persons in our workplace to ensure all information regarding safety is passed on and that all workers have an opportunity to participate in all matters relating to safety.

As a Person Conducting a Business or Undertaking (PCBU) we will engage with our workers to help us:

- Identify hazards and assess risks;
- Make decisions about ways to Eliminate or Minimise risks;
- Make decisions about the adequacy of our health and safety facilities; and
- Decide on appropriate worker participation practices.

This will involve:

- Sharing information on health and safety with our workers;
- Allowing our workers to express their views, raise work health and safety issues and contribute to the decision making process;
- Taking into account the views of workers;
- Advising workers of the outcome of any discussions and decisions; and
- Involving any Health and Safety Reps in our discussions.

We will do this by:

- Inducting all workers to our job sites;
- Discussing job based hazards and risk controls with workers;
- Ensuring workers have an opportunity to participate in health and safety via Toolbox Meetings and by having (where applicable) health and safety representatives;
- Holding monthly Health and Safety Meetings with management, workers and their representatives (as applicable);
- Agreeing (as a group) on any required actions and documenting these in our Toolbox Meeting Checklist; and

Distributing/making Safety Meeting outcomes available to all workers.

## 5. Workplace Safety Representative

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We will provide reasonable opportunity for all workers to participate effectively in the process of improving health and safety in our workplace.

When required, we will ensure that health and safety representatives are elected and made known to all workers and contractors.

A workplace health and safety representative may be a dedicated health and safety person or worker, who is able to act on behalf of all workers, on matters of health and safety.

We will ensure worker representatives are able to actively contribute to health and safety in our workplace by participating in regular health and safety meetings.

Where required, health and safety representatives will be afforded the appropriate health and safety representative training.



## 6. Hazard Identification

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### Construction Hazards

The following hazards are usually present or have the potential to occur at some stage during our work:

- Visitors and Contractors
- Trips and Slips
- Electricity
- Ladders
- Plant & Equipment
- Power and Hand Tools
- Scaffolding
- Excavations
- Falls from Heights
- Stacked/Stored Materials
- Hazardous Substances
- Overhead Work
- Moving Vehicles
- Noise
- Manual Handling
- Biological Hazards
- Airborne Contaminants
- Lone Workers
- Young/Inexperienced Workers
- Drugs and Alcohol

These hazards and others are listed in the Hazard Cards in the H & S Packs.

Job based Hazard Identification is discussed in Part B of this document.

### Hazard Register

Our Hazard Register (access to forms/checklists on page 39) will be held in the workplace and used as a reference document. This will be regularly reviewed at our Monthly Health and Safety Meetings and new hazards added once identified.

A summary of the hazards likely to be encountered by workers is also listed in the Hazard Cards. Hazard Cards will be held in the Site/Team Pack and will be readily available within the workplace.

## 7. Risk Management

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Once hazards have been identified they will be assessed and controlled by eliminating or minimising any risks to health and safety.

**Eliminate:** Where reasonably practicable, we will remove the chance of a hazard causing death, injury or illness.

**Minimise:** Where we cannot eliminate the risk, we will as far as reasonably practicable reduce the chance of the hazard causing death, injury or illness by one or more of the following:

- Substitute (wholly or partly) the hazard creating the risk with something that creates a lesser risk;
- Isolate the hazard from any person who could be exposed to it; and/or
- Implement engineering controls.

If the risk still remains we will further minimise the risk by using:

- Administrative controls (such as safety procedures and checklists etc); and
- Personal Protective Equipment (PPE).

Construction hazards and the risk controls are listed in the following resources:

- Hazard Register (Refer Appendix)
- Site Specific Safety Plan (SSSP) generated when an online hazard identification is conducted;
- The Hazard Cards in the H & S Packs taken to our workplaces; and
- Task Analysis forms and checklists.
- Written on workplace Hazard Board(s).

All actions to control the risk of a hazard causing death, injury or illness will be reviewed at our regular Toolbox and Health and Safety Meetings.

## 8. Information, Training and Supervision

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We will ensure all workers are sufficiently competent to do their work safely or are supervised by a competent person.

We will ensure that all contractors are sufficiently competent and hold all the relevant qualifications for the work they are engaged to carry out.

We will ensure workers receive adequate and readily understandable information, training, instruction and supervision relevant to the work they are doing (eg. working at height, confined space entry etc).

Inexperienced workers will be supervised at all times until they are deemed competent to carry out work unsupervised.

Workers will also be trained in the safe use of equipment, including the use and maintenance of Personal Protective Equipment (PPE).

We will maintain a record of worker training in our Training Plan and Register found in the H & S Packs and ensure it is updated regularly.

Supervisors will complete a HazardCo Practical Steps Course or equivalent, to ensure they are competent in health and safety management.

The Hazard Cards in the H&S Pack will be used at regular intervals to refresh workers on the workplace hazards and the required risk controls.

Worker training needs will be discussed at Toolbox Meetings and training scheduled as part of our ongoing up skilling programme.

Training needs will be documented in the Toolbox Meeting Checklist and in individual Training Plan and Registers.

Any event (accidents or incident) where training has been identified as a factor contributing to the event, will be raised and discussed at a health and safety Toolbox Meeting.

## 9. Monitoring and Review

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We will ensure all workers are meeting the required standards of health and safety by conducting regular (eg. weekly, fortnightly or monthly) Site Reviews (refer Appendix 1) and health and safety Toolbox Meetings (refer Appendix 1). These are discussed in detail in Part B of this document.

The supervisor or worker in control of the workplace is responsible for conducting Site Reviews and Toolbox Meetings.

Site Review findings will be discussed with all workers at our regular Toolbox Meetings held at the workplace.

Completed Site Review Checklists and Toolbox Meeting Checklists will be submitted to the principal for review at Monthly Health and Safety Meetings.

A Monthly Health and Safety Meeting will be held to review our health and safety practices and performance. We will discuss findings from Site Reviews, Toolbox Meetings, any recorded accidents and incidents (events) and general health and safety matters.

General health and safety matters will include reviewing existing hazards, worker training needs, PPE requirements, health monitoring, hazardous substances, plant and equipment other regulatory requirements (see appendix 2) and the sign off of annual objectives.

A Monthly Health and Safety Meeting Checklist can be found in Appendix 1. Meetings will include participation and representation from all areas of the organisation, including workers, supervisors and management. All representatives are expected to participate.

## 10. Hazardous Substances

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Hazardous substances are chemicals that have been classed as having one or more of the following properties:

- Explosive;
- Flammable;
- Self reactive;
- Oxidising;
- Toxic;
- Corrosive; and
- Dangerous to the environment.

As required by workplace regulations we will ensure that when using hazardous substances, no action or inaction by our workers causes an adverse effect to the environment or any harm to any person coming into contact with that substance.

We will ensure the correct and safe use, handling, storage and transportation of hazardous substances. Where required we will also have a storage license (location test certificate) and our workers will have the correct training and handling licenses (approved handler certificate, dangerous goods license endorsement etc).

All hazardous substances held in our workplace will be recorded by type and quantity on our Hazardous Substance Register found in the HazardCo Packs. We will ensure that the appropriate Safety Data Sheets (SDS) are held on site and are readily available in the event of an emergency.

We will also ensure that the required safety warning signage is displayed.

Hazardous substances will be raised at our regular Toolbox Meetings and discussed at our Monthly Health and Safety Meetings.

## **11. Injury/Illness/Incidents (Events)**

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In the event of an accident where a person appears to be injured, our priority is to preserve life by providing first aid and calling the emergency services on 111.

We will aim to have a first aid kit and a person qualified in first aid in our workplaces at all times.

We will ensure that if there is a notifiable event (injury, illness or incident), our workers will preserve the scene by leaving everything as it is until we have sought advice from HazardCo or have permission from WorkSafe NZ to clean up or move anything. We will also take photos of the scene as a record of what has happened.

All accidents and incidents will be recorded and investigated using the process outlined below.

## **12. Event Reporting and Recording**

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We will ensure that there are suitable recording and reporting processes in place in each of our workplaces. The Event Notification and Investigation forms for recording and reporting any incident or injury will be available in the workplace.

Event forms are also available in Site and Team packs and from HazardCo who will email them to us once they are informed of the event.

Workers are expected to report all injuries and near miss incidents to their site supervisor and the PCBU, as well as to HazardCo (0800 555 339) for recording purposes.

Minor injuries and near miss incidents will be recorded on the Event Register (access to forms/checklists on page 39) by the workplace supervisor or worker in control of the workplace and discussed at the next Toolbox Meeting.

All notifiable events will be immediately reported to WorkSafe NZ by the fastest means available. We will also report in writing within 48 hours using the prescribed form if required by WorkSafe NZ.

HazardCo will assist in the reporting and investigation of notifiable events. This is to ensure that the Event Notification and Investigation forms are completed correctly, any causes are identified and that any remedial action proposed is appropriate.

We will record all notifiable events in our internal Event Register as well as use HazardCo's Event Recording System, to record all actions resulting from an accident and to store all related documents.

### 13. Event Investigation

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We will investigate all accidents, incidents and near misses (events) to determine whether they were caused by hazards. Where applicable, we will also find out what risk controls were absent and should be put in place to manage any hazard and prevent a repeat of the same occurrence.

Where required we will report back to WorkSafe NZ on the prescribed form any system changes we've made as a result of an event.

All persons present at the time of an accident/incident are expected to assist in any review.

The supervisor or worker in control of the workplace is responsible for investigating events and documenting their findings using the Event Investigation Form (access to forms/checklists on page 39) or on a Duty Holder Review Investigation Report (if required by WorkSafe NZ).

We will also notify HazardCo of any event and they will email us the Event Investigation Form. Once we have completed the Event Investigation Form we will forward this to HazardCo for recording or review.

Event investigation findings will be discussed at our Toolbox Meetings and Monthly Health and Safety Meetings and a remedial action plan will be put in place, recorded in the Monthly Health and Safety Meeting Checklist and reviewed at subsequent meetings.

## 14. Emergency Procedures and First Aid

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Each H & S Pack contains an Emergency Plan template, which contains the following:

- General emergency procedures;
- Specialist emergency procedures (working at heights etc);
- Evacuation procedures;
- Emergency signal;
- Method of communication with all workers in an emergency;
- Frequency of testing required for emergency procedures;
- Important emergency contacts; and
- The location of the assembly area(s).

We will provide a completed Emergency Plan for our workplace(s) and ensure it is available for our workers (and contractors) wherever they are doing work. A summary of the Emergency Plan is also listed on the Site Hazard Board(s). The Emergency Plan will be attached to the Site Specific Safety Plan (for Site Packs) or in the Team Pack box at each site.

The supervisor or person in control of the workplace is responsible for ensuring that the Emergency Plan is kept up to date and that all workers (including contract workers) have read this and are familiar with its content.

All workers will be taken through the Emergency Plan as part of their Workplace Induction.

As a PCBU we will ensure we provide up to date first aid equipment at first aid stations and facilities for health and safety in our workplace.

We will also ensure an adequate number of workers are trained to administer first aid or that our workers have access to a trained first aid person.

Training needs will be discussed with workers at our regular Toolbox Meetings and training recorded in our Training Plan & Register.



## 15. Notification of Hazardous Work

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The requirement to notify WorkSafe NZ is defined in the Health & Safety Regulations.

Where hazardous work is to be carried out by our company, WorkSafe NZ will be informed in writing at least 24 hours prior to commencement of such work.

Notification is completed online, via WorkSafe NZ's website at: <http://www.business.govt.nz/worksafe/notifications-forms/particular-haza...>

The HazardCo SSSP process (when required) also ensures that any hazardous work is identified during the hazard identification process and a SSSP is produced. The SSSP lists any hazardous work that is required to be notified to WorkSafe NZ.

If WorkSafe NZ is notified using their online process, an electronic confirmation will be received and a copy of this notification will be kept for our records. A copy of this confirmation will also be added to our Site Specific Safety Plan (when applicable).

A copy of any completed Notification of Hazardous Work Forms will be held in the workplace for the duration of the job.

If engaged in hazardous work, all workers involved will be competent to perform the work and, where applicable, will be holders of an appropriate qualification.

## 16. Safe Plant and Equipment

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We will ensure that all plant and equipment supplied to and used by workers is of the required standard and is in good working order with all safety mechanisms and guards intact.

Where required, plant and equipment will have a Standard Operating Procedure (SOP) or manufacturers' instructions containing information on its safe operation and maintenance.

If any plant or equipment is not in safe working order, it will be removed from service and repaired by a competent person before any further use.

All plant and equipment will be recorded in the Plant and Equipment Register (access to forms/checklists on page 39 or Site/Team Pack). It will be regularly checked using an appropriate checklist and maintained to a schedule.

This document will be held in our office and regularly updated. It is the responsibility of the workplace supervisor or worker in control of the workplace to ensure the Plant and Equipment Register is kept up to date.

Workers will be made aware of their obligation (during induction) to regularly inspect plant and equipment and to immediately stop work and report to their supervisor, if any damage or fault poses a risk of death, injury or illness.

All operators will be both trained and competent to use plant and equipment or supervised by someone who is trained and competent. Suitable training will be recorded on workers' individual Training Plan and Registers.

Plant and equipment will be raised as an agenda item and discussed at our Monthly Health and Safety Meetings.

## 17. Personal Protective Equipment (PPE)

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Where there is a need to further minimise a risk to health and safety we will ensure our workers are provided with the necessary Personal Protective Equipment (PPE).

We will ensure the PPE provided to our workers is:

- Suitable considering the nature of the work and any hazards;
- A suitable size and fit and reasonably comfortable for our workers;
- Compatible with other PPE;
- Maintained, stored and repaired so that it continues to be effective (eg. clean, hygienic and in good working order);
- Used or worn by workers; and
- Provided along with information, training, supervision, and instruction on the proper use, storage and maintenance of our PPE.

We will establish a minimum PPE requirement for our work sites, which will be monitored by our supervisor.

Specific PPE requirements for machinery, tasks and the handling of substances are identified in Standard Operating Procedures (SOP's), manufacturers' instructions, Safety Data Sheets (SDS's), the Hazard Register and in the Hazard Cards.

The PPE provided may include, but is not limited to, equipment such as steel toecap boots, overalls, gloves, dust masks, respirators, eye wear, hearing protection etc.

Where applicable, PPE such as dust masks, hearing protection etc will be maintained to a schedule and recorded in the PPE Register (access to forms/checklists on page 39).

We will ensure that contract workers (other PCBU's) supply suitable PPE appropriate for the job they are undertaking and make sure it is used and maintained correctly.

PPE will be discussed at our regular Toolbox Meetings and Monthly Health and Safety Meetings.

## 18. Health Monitoring

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As required in HSW Regulations, where there is the risk of a specific illness through exposure to hazards and these cannot be eliminated, we will minimise these risks by monitoring the health of our workers.

Illnesses would include noise induced hearing loss, respiratory issues from exposure to hazardous atmospheres or airborne contaminants and other long-term illnesses such as asbestosis and silica dust related cancers developed in the workplace.

Where applicable we would obtain a baseline of our workers' health by conducting pre employment health checks and by regular on going monitoring of workers and the workplace. This may involve obtaining specialist health monitoring advice.

We will be proactive in seeking approval and take responsibility for informing workers about health monitoring.

We will also inform workers of the results of any health and safety monitoring undertaken to meet the risk management requirements of Regulations.

Health monitoring will be raised as an agenda item and discussed at our Monthly Health and Safety Meetings.

## 19. Potentially Harmful Work Environments

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Where there is a risk of illness or injury through exposure to hazards and these cannot be eliminated, we will minimise these risks by monitoring exposure levels and providing the appropriate PPE.

### Noise

Where noise presents a hazard in the workplace we will ensure work is carried out in accordance with the Approved Code of Practice for the Management of Noise in the Workplace.

Regardless of whether hearing protection is being worn, we will ensure that no worker is exposed to noise above the following levels:

- Eight hour equivalent continuous A-weighted sound pressure level of 85dB; and
- Peak sound pressure level of 140dB.

All staff will be issued with AS/NZ 1270:2002 Class 5 hearing protection for any work that exceeds noise levels of 85 decibels. Staff will get the option between ear muffs & ear plugs of a Class 5 level.

Where appropriate we will implement health monitoring of workers exposed to continuous or peak noise levels.

### Dust & Airborne Particles

Where exposure to dust and airborne particles presents a hazard in the workplace, we will ensure the workplace is monitored in accordance with WorkSafe NZ's fact sheet, which outlines the following steps to be taken:

- Dust control methods are developed and used;
- Respiratory protection is provided;
- Air monitoring of the workplace is undertaken regularly;
- Workers are trained on the hazards associated with the work they are undertaking;
- Workers are trained on the correct use and maintenance of PPE provided; and
- Warning signs are put in place as required.

Where appropriate we will implement health monitoring of workers exposed to dust or airborne particles.

### Loose Materials

As required by workplace Regulations, where a worker could become entrapped or engulfed by materials eg. excavations etc, we will provide a suitable and fit for purpose safety harness attached to a securely fastened lifeline.

We will also ensure a suitably trained and competent worker is stationed to immediately rescue any worker who becomes trapped or engulfed.

## 20. High Risk Work

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As a PCBU we will ensure that all high-risk work is carried out in accordance with the relevant standards, codes of practice and guidelines.

### **Electrical Work**

A qualified and registered electrician, with a current practicing license, must carry out all prescribed electrical work as outlined in AS/NZS 3000:2007 Electrical Installations. All electrical work carried out must have a certificate of compliance provided by the electrician upon completion.

### **Gas Installations**

A qualified and registered gas fitter, with a current practicing license, must carry out all installation work as outlined in AS/NZS 5601:2013 Gas Installations. All installation work carried out must have a certificate of compliance provided by the gas fitter upon completion.

### **Working at Height**

All work at height will be carried out in accordance with the best practice guidelines for Working at Height in New Zealand. All workers using harnesses at height will be trained in the safe use of a harness for fall protection when working at height Unit Standard (US) 23229 and all supervisors will be trained to US 15757.

If a Mobile Elevating Work Platform (MEWP) is required, then all work will be carried out in accordance with the best practice guidelines for mobile elevating work platforms. Any worker required to operate a MEWP will be trained to the relevant US for the type of MEWP as outlined in the guidelines.

### **Confined Spaces**

All work carried out in a confined space as defined by AS/NZS 2865:2001 Safe Working in a Confined Space, must be carried out in accordance with the standard. All workers undertaking work in a confined space will be trained to US 17599 & US 18426. All confined space work will be completed under a Permit to Work system (see below).

### **Asbestos Containing Materials/Asbestos Contaminated Dust**

All work involving the identification, removal, handling, disposal of Asbestos Containing Material (ACM) or Asbestos Contaminated Dust (ACD) will be conducted in accordance with Health and Safety at Work (Asbestos) Regulations 2016. Where our work creates a risk of asbestos contamination, asbestos has been identified or it is assumed asbestos is in the workplace we will ensure that we obtain and review an Asbestos Management Plan from the building owner or the person who has management or control of the workplace. Where required to remove and dispose of asbestos we will use a licensed asbestos removalist (Class A or B) will be used. If a licensed removalist is not required (less than 10<sup>2</sup>m of non friable ACM or ACD), we will ensure the removal process is in accordance with the Asbestos Regulations. An Asbestos Task Analysis Document (TA) will be used for this purpose.

## 21. Permit to Work Systems

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A Permit to Work must be issued by the person in charge of the workplace if the work being carried out requires it eg. confined space entry, hot works etc.

A Permit to Work Form for this purpose is available from the HazardCo downloads page (access to forms/checklists on page 39).

It is the responsibility of the issuer of the permit to ensure the recipient is made aware of the safety requirements that apply to the work.

It is the recipient's responsibility to ensure that work is carried in accordance with the permit requirements. If the work changes the permit must be updated or a new one issued.

## 22. Isolation of Supply

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All work that effects or interferes with the supply or potential supply of gas, electricity or water shall be carried out under a Lock Out/Tag Out system.

This system shall consist of a physical lock being placed at the point of isolation with an identification tag with the name and number of the qualified person completing the isolation.

If more than one worker is reliant on this isolation then he/she will place his/her own lock and identification tag at the isolation point. This is to ensure that no point of supply can be re-instated without the knowledge of all affected by the isolation.

Lock Out/Tag Out systems must not be removed or reinstated by any person other than the person who installed them.

All other mechanically generated sources of energy, such as pneumatic or hydraulic energy sources, should also be physically isolated (eg. chocked or secured with a chain etc) when undergoing maintenance and/or servicing.

## 23. Prequalification and Management of Contract Workers

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As a PCBU we will ensure all workers, including any contract workers have and use the appropriate resources and processes to eliminate or minimise health and safety risks.

To do this we will pre qualify new contract workers to ensure they are competent in health and safety management.

To ensure competency all contract workers must have an active health and safety system that addresses their legal duties to provide:

- A work environment without risks to health and safety;
- Safe plant and structures;
- Safe systems of work;
- The safe use, handling, and storage of substances;
- Adequate facilities for the welfare at work of workers;
- Any information, training, instruction, or supervision that is necessary to protect all persons from risks relating to the work they are doing;
- Monitoring of the health of workers and the conditions at the workplace to prevent illness or injury;
- A maintained premises so that a worker occupying the premises is not exposed to risk; and
- Worker participation in health and safety.

## Part B - HazardCo Workplace / Job Tools

### 24. Job Health and Safety Management

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To manage the overall safety for each job, prior to the start of any work, we will follow the procedures outlined in the Construction Safety Procedures Cards found in the Site/Team Packs.

The site supervisor or worker in control of the workplace will be responsible for carrying out these procedures.

### 25. Site and Team Pack Resources

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Site and Team Packs are a set of workplace tools, which contain documents and resources that assist in the identification and management of hazards that are a risk to health and safety.

Site Packs are required for major construction projects, new house builds, large alterations or additions or any job where multiple contractors will be used.

Team Packs are required for mobile workers, going from job to job on a daily basis, smaller projects (eg. jobs that will take 1-3 weeks, such as kitchen/bathroom alterations) and are ideal for all sub trades.

The resources include:

- A Site Specific Safety Plan (SSSP) generated by an online hazard identification process (in Site Packs only);
- A set of Safety Procedure Cards (system for Workplace H & S Management);
- A set of Hazard Cards (showing Hazard ID and Risk Management)
- Client Induction Cards (visual hazard register for the client);
- Accident/Incident Reporting and Event Investigation Forms;
- An Emergency Plan;
- A Notifiable Works form;
- Toolbox Meeting and Site Review Checklists;
- Induction, Training, Plant & Equipment and Hazardous Substances Registers;
- Basic instructions on how use the tools; and
- A Site Hazard Board (fixed or portable).

Site and Team Packs are provided for each job or team of workers and are kept in the workplace for the duration of the job.



## 26. Site Specific Safety Plans

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A Site Specific Safety Plan (SSSP) is a safety document created prior to the start of a major construction project.

A series of job specific questions are asked and once completed a SSSP document is produced containing the following:

- a) Contact details for the main contractor and site supervisor
- b) Description of the job;
- c) Description of the site or place of work;
- d) The workplace safety representative;
- e) Hazard management including a list of hazards likely to be encountered in the workplace and the recommended risk controls that should be in place to manage the listed hazards;
- f) Any notifiable works for the job;
- g) Safety training requirements;
- h) The minimum PPE required for the job;
- i) Hazardous substances;
- j) Accident (event) reporting procedures;
- k) Communication and safety awareness requirements;
- l) Safety reviews;
- m) Emergency plan;
- n) Subcontractors and visitors;
- o) Plant and equipment;
- p) Any additional requirements; and
- q) A list of forms and checklists attached (including Task Analysis documents).

A SSSP is usually created for major building projects involving multiple PCBU's or when requested by a main client. A single PCBU or lone Worker managing high risk work may not require a SSSP however they will need a Task Analysis or similar (and an emergency plan) for the work being undertaken (see Task Analysis later in this document).

The supervisor is responsible for completing the online SSSP questionnaire (by ordering a Site Pack), printing and completing the SSSP, attaching additional documents such as the Emergency Plan, Training Registers, Task Analysis etc and signing off the document. The SSSP should then be forwarded to contractors before taking the completed SSSP document to the workplace. The SSSP will be discussed during the Job Induction process outlined below.

## **27. Job Based Safety Procedures**

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Each Site/Team Pack contains a set of Construction Safety Procedure Cards. These cards provide guidance for workers on how to manage job-based safety in their workplace. The safety procedure cards explain the following:

1. Work Preparation
2. Job Induction
3. Visitor Induction
4. Client Induction
5. Hazard Identification and Risk Management
6. Task Analysis
7. Workplace Reviews
8. Toolbox Meetings
9. Site Security

A Site/Team Pack will be available to all workers during their work.

The Safety Procedures Cards and their content are referred to throughout this document.

## **28. Work Preparation and Job Induction**

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Prior to the start of any work, all workers are expected to ensure they carry out the “At your Base” and “At the Job” requirements listed on the Work Preparation Procedure Card.

These steps ensure workers are suitably prepared for the work they are about to do.

If more than one worker is present the supervisor or worker in control will induct all workers to the workplace using the Job Induction Procedure Card.

As part of this induction, workers will also be taken through the SSSP (if applicable) and any relevant Task Analysis (TA) forms or checklists to be followed for the job.

Once inducted, workers are to sign and date the Induction Register in the HazardCo Pack.

Workers require only one full induction for each job.

If it is not practical to induct a worker, they will sign in as a visitor in the Induction Register and must be accompanied by an inducted worker throughout their visit.

Where a worker comes and goes from a workplace that has another worker present, they will receive (from the worker) a further informal induction that updates them on any changes to the workplace hazards since their last visit.

The supervisor or worker in control should obtain an update from any new workers of the hazards they are bringing to the workplace.

Where necessary the Hazard Board should be updated after each informal induction with the relevant hazards that will affect visitors to the workplace.

## **29. Client and Visitor Induction**

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When applicable, the Client Induction Cards will be provided to our clients to inform them of the hazards they will encounter when visiting the workplace. The client will be expected to induct visitors they bring to the workplace when our workers are not present.

Visitors to the workplace should be met at the entrance to the workplace and taken through the Visitor Induction Procedures Card, then escorted for the duration of their visit.

Workers are required to enforce the site rules outlined in the Visitor Induction Card to ensure visitor safety.

## 30. Hazard Identification and Risk Management

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The workplace supervisor or worker in control will use the Hazard ID & Risk Management Procedure Card to guide them in the identification of hazards for the work they are about to do.

They will use their experience, and the information on specific hazards contained in the Hazard Register, SSSP (if applicable) and Hazard Cards, to visually review the workplace for any of the listed hazards.

If not already documented in a SSSP, the identified hazards and the risk controls required to Eliminate or Minimise hazards will be written down as a diary entry or on the Hazard ID and Risk Management Form (access to forms/checklists on page 39) in the Site/Team Pack or in their diary.

The appropriate risk controls will be put in place to ensure workers are protected from harm (death, injury or illness).

Any hazards identified during the visual survey that could affect visitors to the workplace will be added to the Hazard Board along with the appropriate control to prevent them from causing any harm. The Hazard Board and will be displayed at the entrance to the workplace.

It is expected that all subcontractors (workers) will conduct their own hazard identification using the same or a similar method.

The workplace supervisor or the worker in control will be responsible for keeping the Hazard Board updated daily and ensuring that risk controls are in place and effective.

The workplace supervisor or worker in control will also inform other workers and visitors to the workplace (using the Induction Procedures) of any existing hazards and the requirement to identify and report any hazards or potential hazards they find in the workplace. Where applicable, these hazards will also be recorded on the Hazard Board.

### **Hazard ID & Risk Management Using a SSSP**

As previously discussed, a Site Specific Safety Plan (SSSP) is a safety document for the overall job and usually contains a list of hazards that are likely to be present in the workplace for the entire construction project.

A SSSP is generated when the workplace supervisor or a designated person completes the online SSSP hazard ID questionnaire for the up coming job. Once produced, the SSSP contains a list of risk controls for each hazard identified.

The workplace supervisor or a designated person then selects (ticks) the controls listed on the right hand side of the identified hazards, to be used to eliminate or minimise each hazard. Multiple controls should be selected where possible.

Once completed, the SSSP is taken to the workplace to be used as part of the worker induction process and as a guide to put in place the risk controls required to eliminate or minimize risks to health and safety.

## **Task Analysis**

A Task Analysis (TA) is a task specific hazard identification and risk management process used for managing high risk hazards relevant to a specific task or a workers trade.

High risk hazards include but are not limited to:

- Working at height;
- Working in confined or restricted spaces;
- Excavations;
- Ladder use; and
- Use of lifting equipment.

A TA may be required in addition to the overall Hazard ID process described previously.

When applicable, we will use the task analysis method outlined in the Safety Procedures Card or a Task Analysis Checklist to identify hazards relevant to the job we are undertaking.

Hazards identified will be documented as a diary entry, on the Task Analysis Form or on a specific Task Analysis Checklist or as a diary entry. (TA checklists are available from the downloads page on HazardCo's website).

The workplace supervisor or worker in control will consult with other workers present and ensure a TA is completed for any high-risk work, prior to the start of the high-risk work.

Once completed, the TA will be discussed with all workers involved and where appropriate, workers will sign off the TA prior to starting the job. The Site Hazard Board will be updated.

## **Standard Operating Procedures (SOPs) and Manufacturers' Instructions**

We will ensure that all major machinery operated or any high-risk work, including maintenance work, has a Standard Operating Procedure (SOP), Manufacturers' Instructions or both. These will document how to manage risks to health and safety, that relate to the work being done.

We will also ensure, that any high-risk work or vehicle operation that involves mobile workers working away from the main workplace, also has an SOP or similar.

The SOP or manufacturers' instructions will contain information on the safe operation of machinery, its maintenance, the required risk controls such as guarding and PPE, any worker training or supervision requirements and any operator safety rules.

The SOP or manufacturers' instructions, will be used as part of our induction of new workers, discussed with all workers involved in the task or machine use and signed off by the Manager as part of workplace training, prior to the commencement of any work.

Hazards relating to specific machinery or high-risk work that are not already listed in the Hazard Register, will be discussed at our Health and Safety Meetings and then added to the Register.

## **31. Workplace Health and Safety Review**

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Using our experience and referring to information contained in HazardCo's Workplace Review Safety Procedures Card, the site supervisor or person in control of the workplace will carry out regular (weekly, fortnightly or monthly) Site Reviews.

The Site Review Checklist found in Site/Team Packs will be used for this purpose.

New hazards or poorly controlled existing hazards found during the review, that are a risk to health and safety, will be controlled immediately (eliminated or minimised) or work will stop and the matter reported to the appropriate supervisor or project manager.

Work will not start again until the hazard has been adequately controlled.

Site Review findings will be discussed at a Toolbox Meeting soon after the Site Review and at our Monthly Health and Safety Meetings.

## **32. Toolbox Meetings**

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Using our experience and referring to information contained in the Toolbox Meeting Safety Procedures Card we will carry out regular (weekly, fortnightly or monthly) toolbox meetings. A Site Review will be conducted prior to any Toolbox Meetings.

The Toolbox Meeting Checklist (access to forms/checklists on page 36) found in the Site/Team Packs will be used for recording Toolbox Meetings.

All workers present in the workplace at the time must attend the Toolbox Meeting with all attendees recorded in the Toolbox Meeting Checklist.

Lone workers are also expected to use the Toolbox Meeting Checklist to regularly review their own safety in the workplace.

### **33. Legal Obligations and Duties**

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The following is a summary of the main legal obligations contained in the Health & Safety at Work Act 2015 and Health and Safety at Work Regulations 2015. Definitions of relevant terms contained in the Act and Regulations are also included:

#### **PCBU DUTIES UNDER THE ACT**

Every Person Conducting a Business or Undertaking (PCBU) must comply with health and safety legislation.

#### **Duty to ensure the safety of workers and others**

As a PCBU you are required to ensure the safety of workers and others, so far as reasonably practicable. This includes workers who are employed or engaged by you, workers who are directed or influenced by you and any other person who enters your place of work or who is put at risk by your work.

To address your duties as a PCBU you must ensure you provide and maintain (as far as reasonably practicable):

- A work environment without risks to health and safety;
- Safe plant and structures;
- Safe systems of work;
- The safe use, handling and storage of substances;
- Adequate facilities for the welfare at work of workers;
- Any information, training, instruction, or supervision that is necessary to protect all persons from risks relating to the work they are doing;
- Monitoring the health of your workers and the conditions at the workplace to prevent illness or injury; and
- You must also maintain any premises so that a worker occupying the premises is not exposed to risk.

#### **Duty to provide training and supervision**

PCBUs are also required to provide worker training and supervision. Workers must be competent to do their work, made aware of the potential hazards and expected risk controls. There must be a system for dealing with any emergencies that occur at work.

#### **Duty to notify events**

PCBUs must notify WorkSafe NZ of any Notifiable Events, which include a death, notifiable incidents and notifiable injury or illness.

#### **Duty to preserve sites**

PCBU's must take all reasonable steps to ensure that any site where a notifiable event occurs is not disturbed until authorised by an inspector.

#### **Duty to engage workers**

PCBUs are required to engage with workers on health and safety matters.

#### **Right of workers to refuse work**

Workers have the right to refuse to do work that could cause them harm.

## **General PCBU H&S obligations**

PCBUs cannot contract out of health and safety obligations.

PCBUs must manage Risks to health and safety.

PCBUs must not levy workers.

PCBUs cannot contract out of health and safety obligations.

PCBUs cannot transfer their obligation to another PCBU.

## **Duty to ensure workplace is safe**

A PCBU with management or control of a workplace must also ensure that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace are without risks to the health and safety of any person.

## **Duty to consult with other duty holders**

PCBUs who have a duty relating to the same matter (eg. working on the same job) must, so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with all other PCBUs who have a duty in relation to the same matter.

## **Duty of Officers:**

Officer 's of a PCBU must exercise *due diligence* to ensure that the PCBU complies with its duties or obligations.

## **Due diligence:**

To exercise due diligence, you must:

- Acquire and keep up to date knowledge of work health and safety matters;
- Gain an understanding of the nature of your operations and the hazards and risks associated with those operations;
- Ensure that when work is carried out, appropriate resources and processes are available for use (and are used) to eliminate or minimise risks to health and safety;
- Ensure appropriate processes are in place for receiving, considering and responding in a timely manner to information regarding incidents, hazards, and risks;
- Ensure that processes are implemented for complying with any duty or obligation of a PCBU under the Act; and
- Verify (regularly check) that processes and resources have been provided and used.



## **Duties of Workers:**

Workers engaged or employed by a PCBU must:

- Take reasonable care for their own health and safety;
- Take reasonable care they do not adversely affect the health and safety of other persons;
- Comply with any reasonable instruction that is given by a PCBU; and
- Cooperate with any reasonable policy or procedure of a PCBU relating to health or safety in the workplace.

When using PPE, workers must:

- Use and wear PPE in accordance with reasonable instructions of the PCBU;
- Not intentionally damage or misuse PPE; and
- Report any unfit, damaged or defective PPE to the PCBU.

## **PCBU DUTIES UNDER THE REGULATIONS**

### **Identify hazards**

PCBUs have a duty to identify foreseeable hazards that could give rise to risks to health and safety.

### **Duty to Manage Risk**

As a person under the Act you have a duty to:

- Eliminate risks to health and safety, so far as reasonably practicable, or if not reasonably practicable; to
- Minimise those risks so far as is reasonably practicable.

This duty applies to PCBUs, workers and other persons with a duty under the Act. In other words risk management is everyone's responsibility.

The most important part of this process involves the creation and use of a system that identifies hazards and manages risks.

The management of risks requires the controlling of the risk through:

- Elimination of the risk of any hazard causing death, injury or illness; and
- If elimination is not possible by minimising the risk of the hazard causing death injury or illness.

Minimisation controls include:

- Substituting (wholly or partly) the hazard creating the risk with something that lowers the risk;
- Isolating the hazard from any person who could be exposed to it; and/or
- Implementing engineering controls.

If the risk still remains, you must further minimise the risk by using administrative controls such as: work methods; procedures; checklists; and PPE.

If you must minimise the risk, then where possible multiple risk controls should be used.

### **Duty to review risk controls**

PCBUs who implement risk controls must ensure they are effective, maintained and remain effective, including ensuring they are:

- Fit for purpose;
- Suitable for the nature and duration of the work; and
- Installed, set up and used correctly.

### **Duty to maintain controls**

PCBUs must review and revise risk control measures to maintain a work environment that is free of risks to health and safety. Reviewing risk controls is required:

- When the control does not control the risk (eg. after a review or accident);
- Before a change at the workplace that could create a new risk (eg use of new equipment or change of job step);
- A new hazard or risk is identified (by a worker or other person); and
- As a result of a health monitoring report.

### **Duty to provide training and supervision**

PCBUs must ensure that every worker conducting work, using plant or handling substances:

- Has the knowledge and experience to ensure the work they are doing does not cause harm to the worker or others; or
- Is supervised by a person who has the knowledge and experience; and
- Is adequately trained in the safe use of plant, objects, substances and equipment that the worker is required to be used; and
- Has all protective clothing that the worker is or may be required to wear.

### **Duty to manage airborne contaminants**

PCBUs with management or control of a workplace must ensure that facilities are provided:

- To control airborne contaminants as closely as possible to their source; and
- For the treatment of, or carrying off of airborne contaminants to minimize the chance of harm to workers.

### **Duty to provide first aid**

PCBUs must ensure:

- That adequate first aid equipment is provided for the workplace and is accessible to all workers; and
- An adequate number of workers are trained to administer first aid; or
- Workers have access to an adequate number of persons who have been trained to administer first aid.

### **Duty to provide an Emergency Plan**

PCBUs at a workplace must ensure that an emergency plan is prepared for the workplace.

The Emergency plan must provide emergency procedures that:

- Provide an effective response to an emergency;
- Detail how to evacuate;
- Detail how to notify emergency services and others at the earliest opportunity;
- Identify medical treatment and assistance to be provided;
- Provide effective communication to coordinate the emergency response;
- Provide for regular testing of the emergency plan; and
- Provide effective communication, training and information to workers to implement the emergency plan.

### **Duty to provide PPE**

PCBUs who direct the carrying out of work must provide PPE to workers unless the PPE has been provided by another PCBU.

PCBUs must ensure that the PPE selected is:

- Suitable for the nature of the work and the hazards associated with the work;
- A suitable size and fit and reasonably comfortable for the worker who uses it;
- Clean and hygienic; and
- In good working order.

PCBUs must also ensure:

- PPE is used or worn by the worker;
- PPE is compatible with any other PPE being used or worn by the worker; and
- That worker's are trained in the use and maintenance of PPE.

### **Duty to manage remote or isolated workers**

PCBUs must manage risks to health and safety of workers associated with remote or isolated work.

When minimising this risk a PCBU must provide a system of work that includes effective communication with a worker.

### **Duty to manage Hazardous atmospheres**

PCBUs with management or control of a workplace must manage risks to health and safety associated with a hazardous atmosphere at a workplace.

### **Duty to manage ignition sources**

PCBUs with management or control of a workplace must manage risks to health and safety associated with an ignition source in a hazardous atmosphere at a workplace.

### **Duty to manage falling objects**

PCBUs with management or control of a workplace must manage risks to health and safety associated with any falling object likely to injure a person at a workplace.

### **Duty to manage hazardous containers**

PCBUs with management or control of a workplace must ensure that where there is a hazardous container at the workplace:

- It is securely covered; or
- Enclosed by a secure fence that extends 1 metre above the floor, ground or platform.

### **Duty to provide health monitoring**

PCBUs must ensure that health monitoring is provided to any worker who may be exposed to a substance hazardous to their health relating to:

- An identifiable disease or health effect;
- The likelihood a disease or health affect will occur under the conditions of work; and
- The use of valid techniques to detect a disease or health effect.

PCBUs are required to inform workers of all relevant information regarding the health monitoring including how the monitoring is to be conducted and the results of any monitoring.

## 34. Definitions

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**Reasonably Practicable:** means what can reasonably be done to ensure health and safety taking into account:

- The likelihood of the hazard occurring;
- The degree of harm that might occur;
- What the person knows or should know about the hazard and how to manage it;
- The availability of ways to manage the hazard; and
- The costs versus the risk.

**Workplace:** means a place where work is carried out including where a worker goes while at work (includes vehicles, mobile structures, aircraft, ship etc).

**PCBU:** a person conducting a business or undertaking, whether alone or with others and regardless of for profit or gain – excludes those defined as workers.

**Officer:** A company, any person occupying the position of director, a partnership, any general partner, body corporate, an unincorporated body and any person occupying a position in such an organisation. Any person who makes decisions in an organisation that affects the whole or substantial part of the business.

**Worker:** means a person who carries out work in any capacity for a PCBU (includes employees, contractors, subcontractors, employees of labour hire companies, apprentice or trainee, person gaining work experience and volunteers).

**Risk:**(not defined in the Act) means the possibility that death, injury or illness might occur when a person is exposed to a hazard.

**Hazard:**(not defined in the Act) means a situation or thing that has the potential to cause death, injury or illness (includes a persons behaviour).

**Health:** means physical and mental health.

**Risk Management:** means controlling a hazard through Elimination or Minimisation.

**Visitors:** include groups such as customers, hospital patients, contractors or other visitors to a workplace, an employee's family, passers by and any other person who may be affected by the work activity.

**Plant:** any machinery, vehicle equipment (including PPE) appliance, container, implement, or tool and any component or fitting connected to any of these things.

**Training:** the provision of adequate (relevant to the nature of the work and its risks) and readily understandable information or instruction.

**Notifiable Event:** means the death of a person or a notifiable injury or incident.

**Notifiable Incident:** an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to;

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or
- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or any shoring supporting an excavation; or
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or
- any other incident declared by regulations to be a notifiable incident for the purposes of this section.

**Notifiable Injury or Illness:** any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- the amputation of any part of his or her body; or
- a serious head injury; or
- a serious eye injury; or
- a serious burn; or
- the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
- a spinal injury; or
- the loss of a bodily function; or
- serious lacerations; or
- an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment; or
- An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance; or
- any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
  - with micro-organisms; or
  - that involves providing treatment or care to a person; or
  - that involves contact with human blood or bodily substances; or
  - that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
  - that involves handling or contact with fish or marine mammals;
  - any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

## 35. Appendix 1 – Construction Forms

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All forms are able to be accessed by using the link below:

<http://www.hazardco.com/construction>

If you would prefer a hard copy, we do have a resource folder available. Please phone the office on 0800 555 339 and we can sort out the best option for you.

## 36. Appendix 2 – Approved Codes of Practice and Guidelines

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### Approved Codes of Practice (ACOP)

1. Cranes
2. Excavations and shafts for foundations
3. Forklifts
4. Hazardous substances
5. Noise in the workplace
6. Power operated elevated work platforms
7. Tree work
8. Manual handling
9. Pre cast concrete
10. Rigging for load lifting

### Health and Safety Guidelines

1. A principal's guide to contracting
2. Concrete pumping
3. Demolition
4. Best practice guideline for working at height
5. Best practice guideline for working on roofs
6. Best practice guideline for scaffolding in NZ
7. Industrial rope access in NZ
8. Manual handling code of practice
9. Mobile elevated work platforms
10. Safe use of portable mechanically powered nailers and staplers
11. Respiratory protection
12. Safe use of safety nets
13. Guide for safety with underground services

These documents and related fact sheets can be viewed on WorkSafe NZ's web site at the following link:

<http://www.business.govt.nz/worksafe/information-guidance/guidance-by-in...>