



NEW LYNN BUSINESS ASSOCIATION

Health and Safety Policy

This policy has been approved by:

Name: _____

Title: _____

Date: _____

Signature: _____

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Contents

1. Policy Statements and Procedures	1.0
Health and Safety Policy Statement	1.1
Statutory and Regulatory Aspects and Compliance	1.2
Planning, Review and Evaluation Policy	1.3
Association Commitment to Health and Safety	1.5
Drug and Alcohol Policy	1.8
Drug and Alcohol Testing	1.11
2. Meetings, Reviews and Objectives	2.0
Safety Meetings	2.1
Safety Meeting Minutes	2.2
3. Incidents	3.0
Incident Reporting and Investigation Procedures	3.1
Notifiable Event Definitions	3.2
Rehabilitation/Return to Work	3.3
First Aid Policy	3.4
First Aid Kits	3.5
Non-Notifiable Event Form	3.6
Incident Investigation	3.7
Incident Register	3.8
4. Emergency Procedures	4.0
Emergency Plan and Procedures	4.1
Emergency Personnel and Contacts	4.2
Evacuation Checklist	4.3
Emergency Preparedness and Response	4.4
Chemical Emergency Response	4.5
Hazardous Substances	4.6
Hazardous Substances Register	4.7
Hazardous Substances Risk Assessment	4.8
5. Contractors & Subcontractors	5.0
Contractor Management	5.1
Contractor Prequalification	5.1
Contractor Minimum Requirements	5.1
Inducting Contractors	5.1
Contractors and Communication	5.2
Contractor Monitoring	5.2
Contractor Review	5.2
Contractor Acknowledgement	5.3
Contractor Site Induction	5.4
Contractor Review	5.5
6. Induction	6.0
Workplace Induction	6.1
Pre-employment and Pre-placement Medical Exams	6.1
Health Monitoring Requirements	6.1
Inducting New Employees	6.2
7. Training	7.0
Training	7.1
Training Renewals/Reviews	7.2
Health and Safety Trainers	7.3
Staff Skill Level Training Sheet	7.4
8. Inspections	8.0
Inspections	8.1
Six-monthly Inspections	8.1
Site Inspections	8.1
PPE, Maintenance and Permit to Work	8.2
Personal Protective Equipment (PPE)	8.2
Maintenance	8.2
Permit to Work	8.2
Site Inspection Checklist	8.3
Personal Protective Equipment (PPE)	8.4
Maintenance Schedule	8.5

9. Miscellaneous	9.0
Visitors Register	9.1
Useful Information	9.2
Links.....	9.2
Electrical Testing Requirements	9.3
General Lockout Procedure	9.4
Pre-lockout Checklist	9.5
10. Risks.....	10.0
Risk Identification, Assessment and Management	10.1
Risk ID Reporting Form	10.2
Standard Operating Procedure (SOP)	10.3
Job Safety Analysis.....	10.4
Health Monitoring	10.5
Health Monitoring Checklist	10.5
Noise Risk – Hierarchy of Control	10.6
How to Reduce Risks Associated with Noise in the Workplace	10.6
Manual Handling Risk	10.7
Implementing Control Measures.....	10.7
Understand the Risk Rating	10.8
Significance of the Risk	10.8
Risk Rating Matrix.....	10.8
Actions Required	10.8
Controlling the Risk	10.9
Monitoring the Control Measures	10.9
Risk Review	10.10
Risk Modules:	
General Risks	
Office Risks	
Events & Association Vehicles Risks	

Amendments

Description	Page Number	Date	Authorised By

This Health and Safety policy is a controlled document and all changes must be recorded on the form above. Changes may only be made by authorised people, being an eSafety NZ Ltd. representative or New Lynn Business Association Incorporated representative.

Standards, Regulations, Codes of Practice

Name	Name
Health and Safety at Work Act 2015	

Codes of Practices, Standards, Guidelines or Legislation Relevant to New Lynn Business Association Incorporated.

New Lynn Business Association Incorporated

1. Policy Statements and Procedures

Health and Safety Policy Statement

New Lynn Business Association Incorporated is committed to ensuring full compliance with all current versions of the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work Regulations, Codes of Practices and any other relevant Standards, Guidelines or Legislation.

To meet this commitment, New Lynn Business Association Incorporated will provide healthy and safe working conditions for all staff, contractors, visitors and members of the public at this or any other Association-controlled site.

This is to be achieved through commitments to:

- Consultation between management, employees, elected health and safety representatives, and staff members in health and safety management and practices in the workplace.
- Determining the scope of the OH&S management system, assessing boundaries and applicability; considering external and internal issues, requirements and work-related activities performed.
- Conducting health and safety workplace and/or toolbox meetings at least quarterly. These meetings will include management and elected staff representatives, to present and review any issues. (In the case of a notifiable event see Incidents section cover page).
- Annual reviews of management performance against health and safety responsibilities.
- Providing the appropriate training for senior management and staff in health and safety awareness, understanding, management and responsibilities.
- Taking all practicable steps to eliminate or minimise workplace risks and to provide all personal protective equipment for staff to wear, where applicable.
- Providing a safe working environment for all staff and any others that may encounter New Lynn Business Association Incorporated or their activities.
- An annual self-assessment of our Health and Safety System, with management and safety representatives setting objectives, plans and performance measures with targets, so that we can make continuous improvements to our system.
- Ensuring all staff are committed to health and safety and are aware of their responsibility to provide a safe work environment for themselves and each other.
- Accurately reporting and recording of all workplace incidents and near misses and identifying appropriate follow-up to avoid reoccurrence.
- Supporting and promoting a safe and early return to work of any injured staff, where possible, through prompt treatment and active rehabilitation.
- Appointing a senior manager with specific responsibility to coordinate health and safety in the workplace.
- Provision of resources to accomplish these goals.

Name: _____

Title: _____

Date: _____

Signature: _____

Statutory and Regulatory Aspects and Compliance

New Lynn Business Association Incorporated is committed to ensuring full compliance with all current versions of the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work (Asbestos) Regulations 2016, other relevant Health and Safety at Work Regulations, Codes of Practices and any other relevant Standards, Guidelines or Legislation.

New Lynn Business Association Incorporated will establish, implement, maintain and continually monitor procedures to identify and have access to all legal and other requirements that are directly applicable to the OH&S issues related to its activities, including relevant relationships with contractors or suppliers.

New Lynn Business Association Incorporated will audit the system annually: to review the effectiveness of the system and continual suitability of all authorised workers involved with this system.

It also allows for changes required, due to legislation or changes in the business. The annual assessment is reviewed at the annual meeting, with management, staff, union representatives and consultants (where applicable) and any other relevant parties (contractors and suppliers etc.).

Planning & Implementation

New Lynn Business Association Incorporated will:

- Ensure relevant health and safety roles are filled and that these staff members are aware of their duties and responsibilities, listed in this policy document
- Appoint a senior manager with specific responsibility to coordinate health and safety in the workplace; direct two-way line of communication and promotion of the Health and Safety System, within or outside of New Lynn Business Association Incorporated structure.
- Send health and safety staff for appropriate training, and renewals if relevant
- Ensure that the Health and Safety Manager is aware of the importance within their role of consistently reading and reviewing additional information relating to health and safety in the industry; and create a list of information websites which are distributed to other key OH&S staff

Maintenance

New Lynn Business Association Incorporated will:

- Discuss at least one new aspect in regulations at every safety meeting, or in the case that there have been none, any which may be a possibility in the future
- Taking health and safety information available on the WorkSafe NZ website and other sources and relay any changes via verbal instructions and memos from health and safety committee staff and relevant consultants. And by placing this on the Health and Safety Information Board
- Give a health and safety committee member responsibility for updating the Health and Safety Information Board on a weekly basis, passing on additional information related to all aspects of OH&S
- Ensure Contractors submit their OH&S documentation, to show that they have a signed document assuring their knowledge of legislation and requirements; and that they have been inducted and have signed that they will comply with the HSWA and/or any relevant regulations.

Monitoring & Evaluation

New Lynn Business Association Incorporated will:

- Assess the system on a yearly basis, to ensure the information is getting out to the relevant individuals
- Any changes, whether they be internally or externally (i.e. changes to the business or changes to the HSWA or legislation) which may affect the system will be added to the existing OH&S policy documents
- Feedback from contractors, suppliers, clients etc. will be taken into consideration during assessment

Consultation

New Lynn Business Association Incorporated will:

- Require a consultation process, either internally or externally, when identifying hazards, assessing risks and developing controls
- Consult with workers when making decisions or changes which may affect their health or safety.

Planning, Review and Evaluation Policy

New Lynn Business Association Incorporated will establish, implement, maintain and continually improve their Occupational Health and Safety (OH&S) management system, including the processes/procedures required and their interactions, in accordance with the current legislation and Standards.

New Lynn Business Association Incorporated will audit the system annually: to review the effectiveness¹ of the policy (intentions and direction, as formally expressed by the PCBU); the associated risk identification and controls; and to ensure training etc. is current.

It also allows for changes required, due to legislation or changes in the business. The audit is reviewed via the annual meeting, with management, staff, union representatives (where applicable) and any other relevant staff.

Planning

Actions to:

- Address any risks and opportunities
- Address applicable legal requirements and other requirements
- Prepare for, and respond to, any potential emergency situations

How to:

- Integrate & implement the actions into its OH&S management system or other business processes
- Evaluate the effectiveness of these actions

When planning for the OH&S management system, New Lynn Business Association Incorporated will consider the issues of:

- context
- interested parties
- the scope of the OH&S management system
- determine any risks and/or opportunities which need to be addressed to:
 - Give assurance that the OH&S management system can achieve its intended outcome(s)
 - Prevent, or reduce, undesired effects
 - Achieve continual improvement

New Lynn Business Association Incorporated will consider the hierarchy of controls and outputs from the Risks section when planning any action. It will consider best practices, technological options, financial, operational and business requirements and constraints.

Objectives:

New Lynn Business Association Incorporated will establish OH&S objectives at relevant functions and levels, to maintain and improve the OH&S management system and to achieve continual improvement in OH&S performance. The OH&S objectives will:

- Be consistent with the OH&S policy
- Consider applicable legal requirements and other requirements
- Consider the outputs of consultation with workers, and where they exist, workers' representatives
- Be measurable (when practicable) or capable of evolution
- Be monitored
- Be clearly communicated
- Be updated as appropriate

¹ Effectiveness measures to what extent planned activities are realized, and any planned results achieved. The intended outcome of this process is to prevent injury and ill health (adverse effect on the physical, mental or cognitive condition of a person) to workers and to provide safe and healthy workplace.

Planning to achieve OH&S Objectives:

When planning how to achieve OH&S objectives, New Lynn Business Association Incorporated will determine:

- What needs to be done
- What resources are required
- Who is responsible
- When will it be completed
- How will it be measured through indicators (if practicable) and monitored, including frequency
- How will results be evaluated
- How will actions taken to achieve OH&S objectives be integrated into New Lynn Business Association Incorporated's business processes

The organisation will maintain and retain documented information on OH&S objectives and plans to achieve these.

New Lynn Business Association Incorporated is to audit its Health and Safety System annually, to review

Any changes, whether they be internally or externally (i.e. changes to the business or changes to the HSWA or legislation) which may affect the system.

Risk controls, management and their effectiveness.

Overall health and safety performance. Performance can relate either to quantitative or qualitative findings; related to management of activities, processes, products (including services), systems or organisations.

Training of staff and management.

Involvement of employees in health and safety management.

Any issues from the previous year.

Appointing a management representative to have a defined role, ensuring WorkSafe NZ requirements are established, implemented and maintained.

Process to review a critical event and/or a change in work procedures or policy

In the case of a "notifiable event" an emergency meeting of the OH&S Committee will be held within 48 hours of the incident, to review any investigation findings & changes to be made to policy, processes or equipment.

A review of the incident, to establish any further training which may be required.

The understanding of employees of their responsibilities in a critical event is to be reviewed.

All staff to be made aware of the event and any changes being made to the policy, and the reasons why.

All staff to be made aware of new or amended processes or equipment.

Process to provide current health and safety related information to the employees

Health and safety information available on the WorkSafe NZ website and by having information relayed via verbal instructions and memos from health and safety committee staff and relevant consultants.

The PCBU will have copies of site inspection reports (maximum of six monthly intervals) so that they are aware of any compliance issues in relation to any existing equipment, machinery or process in place, due to changes in legislation or requirements.

In the case of new equipment, machinery or process being bought into the work place, it will be reviewed (see "Risk Identification, Assessment and Management").

"Process: set of interrelated or interacting activities which transforms inputs into outputs"

Association Commitment to Health and Safety

A PCBU is defined as follows:

“a **person conducting a business or undertaking** or **PCBU**— means a person conducting a business or undertaking—

- (i) whether the person conducts a business or undertaking alone or with others; and
- (ii) whether or not the business or undertaking is conducted for profit or gain”

Health and Safety at Work Act 2015 Part 1, s18, ss17

A **Representative** is the Representative of the PCBU.

An **Officer** is defined as follows:

In this Act, unless the context otherwise requires, **officer**, in relation to a PCBU,

(a) means, if the PCBU is -

- a Association, any person occupying the position of a director of New Lynn Business Association Incorporated by whatever name called:
- a partnership (other than a limited partnership), any partner:
- a limited partnership, any general partner:

A **Worker** is defined as follows:

“a **Worker**— means a person who carries out work in any capacity for a PCBU, including work as:

- An employee, a contractor or subcontractor, an employee of a contractor or subcontractor
- An employee of a labour hire Association or an outworker
- An apprentice or trainee, or a person gaining work experience
- A volunteer worker”

Health and Safety at Work Act 2015 Part 1, s19

PCBU is responsible for: (For the purposes of this policy, it includes Managers, Directors and CEOs)

- Taking overall responsibility and accountability for the protection of workers’ work-related health and safety.
- Promoting safe work practices, with the aim of prevention of incidents as its goal, communicating the importance of conforming to the OH&S management system.
- Supporting the safe and early return to work of any injured employee.
- Annually review of Health and Safety systems for adequacy, effectiveness and changes required to achieve this.
- Commitment to annual self-assessment of our Health and Safety, so we can make continuous improvements.
- The overall development and implementation of New Lynn Business Association Incorporated’s Health and Safety System, ensuring and promoting continual improvement, by systematically identifying and taking actions to address nonconformities, opportunities, and work-related hazards and risks, including system deficiencies.
- Directing and supporting workers to contribute to the effectiveness of the OH&S management system.
- Ensuring full compliance with HSWA, Codes of Practices, and relevant Standards, Guidelines or Legislation.
- Ensuring policy and objectives are established and compatible with the strategic direction of the business.
- Ensuring integration of the OH&S management system processes and requirements into the business processes.
- Supporting other management roles to demonstrate their leadership as it applies to their areas of responsibility.
- Communicating or facilitating communication between New Lynn Business Association Incorporated and other PCBU, clients and workers, by way of attendance or delegation of attendees at meetings, to promote active two-way interaction.
- Ensuring accurate reporting and recording of health and safety issues.
- Risk identification and controls.
- Provision of resources to achieve objectives set (results to be achieved), which can be strategic, tactical or operational. They can relate to different disciplines such as financial, Health and Safety or environmental goals and can apply at different levels (such as strategic, organisation-wise, project, product and process).

- Ensure responsibilities, accountabilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organisation and maintained as documented information.

Information and Communication:

New Lynn Business Association Incorporated will determine the need for internal and external information and communications relevant to the OH&S management system, including:

- On what it will inform about and communicate
- When to inform and communicate
- Who to inform and with whom to communicate
 - Internally among the various levels and functions of the organisation
 - With contractors and visitors to the workplace
 - With other external or interested parties
- How to inform and communicate
- How it will receive, maintain documented information on, and respond to relevant communications

New Lynn Business Association Incorporated will define the objectives to be achieved by informing and communicating and will evaluate whether those objectives have been met.

They will consider the diversity aspects (for example language, culture, literacy, disability), where they exist, when considering its information and communication needs.

New Lynn Business Association Incorporated will ensure that, when appropriate, the views of relevant external interested parties about matters pertinent to the OH&S management system are considered.

The Organisation is responsible for:

Determining external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its OH&S management system.

It will determine:

- The other interested parties, in addition to its workers, that are relevant to the OH&S management system;
- The relevant needs and expectations (i.e. requirements) of workers and these other parties;
- If any of these needs and expectations may become legal (or other) requirements.
- Note: it is important to determine the needs and expectations of managerial and non-managerial workers.

The organisation will determine the boundaries and applicability of the OH&S management system to establish its scope.

Once the scope is defined, the OH&S will include activities, products and services within the organisation's control or influence that can impact the organisation's OH&S performance.

WorkSafe Particular Hazardous Work Notification

New Lynn Business Association Incorporated will notify WorkSafe NZ of any particularly hazardous work they are carrying out:

- Notice will be given at least 24 hours before work is to begin
- A staff member will be made responsible for ensuring this happens
- A notification form will be completed at <https://worksafe.govt.nz/notifications/hazardous-work/>
- A copy will be sent to any other PCBU's involved in the work

Issue Resolution

Specialised Structures will ensure an issue resolution procedure is in place.

The issue resolution has three components –

1. **An Issue Register** – where all issues raised are recorded and exchanged between management and the worker or customer.
2. **Communication for Resolving the Issues** – in addition to the Issue Register, emails, teleconferences, video conferences, and face-to-face meetings will assist in issue resolution.
3. **Escalation Mechanism** – to raise the level when either the resolution is not forthcoming or if the resolution offered is not practical or satisfactory.

The Health and Safety Representative (HSR) is responsible for:

- Ensuring that each job progresses safely.
- Providing a basic level of OH&S training to all employees
- Overall safety. They have a specific responsibility and have received special training, sufficient to do the job.
- The development, review and implementation of New Lynn Business Association Incorporated's Health and Safety System.
- Direct two-way line of communication and promotion of the Health and Safety System, within or outside of New Lynn Business Association Incorporated structure. Monitoring any measures taken by management, regarding Health and Safety.
- Providing access to staff, and ensuring that codes of practice, standards, WorkSafe NZ issues and other health and safety legal requirements are current.
- Risk identification and controls.
- Health and safety induction and training.
- Ensuring that the incident and near miss reporting procedure is followed accurately.
- Ensuring reporting and recording procedures are adhered to.
- Collation of incident data, to establish any trends.
- Communicating to all staff any health and safety related changes which may affect them.
- Informing staff of whom their safety management and staff representatives are.

Each employee/temporary employee/contractor/sub-contractor is responsible for:

- Being familiar with and complying with all health and safety conditions of their employment contract, if applicable, and New Lynn Business Association Incorporated's Health and Safety Policy. This includes using all personal protective equipment provided, and other safety equipment and devices as required.
- Completing basic OH&S training, as provided by New Lynn Business Association Incorporated.
- Ensuring the health and safety of themselves and others.
- Being actively involved in promoting the Health and Safety System, which includes:
 - Identifying and reporting potential risks in the workplace.
 - Identifying OH&S opportunities; a circumstance or set of circumstances that can lead to improvement of OH&S performance (performance being a measurable result, related to the effectiveness of the prevention of injury and ill health to workers and the provision of safe and healthy workplaces).
 - Prompt reporting of all incidents and near misses to the appropriate person.
 - Discouraging and preventing other workers from working in an unsafe manner, if necessary.
 - Taking an active role in New Lynn Business Association Incorporated's rehabilitation plan, and if applicable participating in health and safety training.
 - Being involved in the development of the policies and in risk identification which affects them.
 - Nominating a safety Representative to represent them.

Drug and Alcohol Policy

Introduction

New Lynn Business Association Incorporated is committed to creating a drug and alcohol impairment free workplace to safely achieve its business objectives. This Drug and Alcohol Policy applies to all people working on all sites and while in Association vehicles.

Contractors will maintain their own drug and alcohol policies which they will engage with their workers and sub-contractors. New Lynn Business Association Incorporated policy will be deemed as the minimum standard. Rehabilitation of their workers will be managed in conjunction with their own policies.

Education and Training

An educational programme on drugs and alcohol and their adverse effects, the implications of New Lynn Business Association Incorporated's Drug & Alcohol Policy, testing options, how tests are conducted and how to access the drug and alcohol rehabilitation programme is available to all employees and may be extended to Contractors.

Education and management training will be conducted by expert trainers who are qualified in the relevant specialist fields.

Testing procedures

Urine specimens may be collected by a certified collector, qualified to collect specimens and conduct on-site drug screens. The screen is conducted using an AS/NZS 4308: 2008 verified "On Site" device or at an accredited collection agency or screening laboratory. Dilution and other specimen integrity tests will also be undertaken. Any specimen resulting in either a "Non-Negative" screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.

Breath alcohol tests may be conducted using an Approved Testing Device which meets the Australian Standard: AS 3547-2000 (Type 2) "Breath Alcohol Testing devices for Personal use". The threshold level is zero for all Workers.

Testing Options

Workplace drug and alcohol testing may occur in the following circumstances:

- Pre-employment testing – All prospective workers must pass a workplace drug and alcohol test. This includes changing jobs from a non-safety-sensitive to a safety sensitive role within the same Association.
- Reasonable cause testing – People are tested where there is reasonable cause to suspect drug and/or alcohol use.
- Post-accident/incident testing – People involved in a significant accident/incident may be tested.
- Random testing – People involved in safety-sensitive operations and/or employed on a safety sensitive site may be tested on a random, unannounced basis.
- Follow-up testing – Occurs after rehabilitation has progressed to the stage when the person is fit to resume normal duties and has returned a negative test.

NB: Random testing can mean the periodic random selection of people to be tested, the random selection of work sites where all people on the site will be tested, or all people within a group being retested at random times within a certain period. The selection will be made by the independent provider.

Drug Testing

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will comply with the strict criteria dictated by AS/NZS 4308: 2008: "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine."

Alcohol Testing

For the test to be non-negative, there must be a level of alcohol in the person's system higher than zero micrograms of alcohol per litre of breath.

The level of intoxication and the role held by the employee are important, when considering action, the employer is to take following a positive test. Employers may choose to allow a Worker to keep their position if they agree to a rehabilitation programme and meet specific conditions.

Pre-employment Testing

Appointment of a new employee may be conditional on the applicant returning negative drug and alcohol tests.

- Prospective employees must demonstrate a recent history free of drug and alcohol related issues.
- The applicant will sign an informed consent form (section 6.5) and any applicant refusing to take drug or alcohol tests will not be considered for a position with New Lynn Business Association Incorporated.
- The applicant may be asked during formal interview if they have a history of drug and alcohol related employment issues with previous PCBUs within the last two years. Failure to answer this question or subsequent proof of a dishonest answer will be classed as serious misconduct.
- Where an applicant is to be offered a position, they may be sent for a urine drugs screen and on occasion an alcohol screening test. If New Lynn Business Association Incorporated has an approved, calibrated breath-testing device and an approved process, trained managers can conduct the alcohol test.
- If the drug screening result is non-negative or the specimen integrity is in question, laboratory confirmatory testing must be carried out, unless the applicant states they do not wish to proceed.
- The applicant must not have their job confirmed nor start work until negative drug and alcohol tests have been returned.

Post-Accident/Incident Testing

A person may be tested for the presence of drugs or alcohol where they are involved in any incident where circumstances affect workers or customers.

Where a person refuses to undergo a test, the refusal will be treated under the serious misconduct procedures in New Lynn Business Association Incorporated's rules and appropriate disciplinary procedures will be applied.

Reasonable Cause Testing

A person may be tested for drugs/alcohol where a manager/supervisor determines that the person's appearance, actions, or behaviour suggest they may be affected by drugs/alcohol. Normally there will be more than one indicator present. It is recommended that (where possible) the manager/supervisor obtains a second opinion to support their reasonable cause observation(s).

Random Testing

Random drug testing may be carried out on all people working in safety-sensitive operations.

Random 'unannounced' on-site drug screening must be conducted by an accredited agency. The alcohol testing will either be conducted by the collector or a trained manager. From the time the person has been notified that he/she has been randomly selected, he/she must be accompanied by a representative until delivered to the collector. The person will be required to provide verification of identity to the collector. All people tested must comply with the instructions of the collector administering the tests.

Follow-Up Testing Requirements

People who have recorded a non-negative drug or alcohol test and have taken part in a rehabilitation programme must undergo six unannounced follow-up drug and/or alcohol tests per year, over the next two years. There must not be more than four months between any two consecutive tests.

A second non-negative test outside the treatment period will result in disciplinary action including dismissal.

Serious Misconduct

The following circumstances are strictly prohibited:

- The use, sale, supply, transfer or possession of drugs or controlled substances in the worksite.
- The use, sale or supply of alcohol on operational worksites.
- Reporting to and undertaking work with risk amounts of drugs or alcohol in the person's system.
- To have a level of drug(s) in the person's system higher than the accepted international standard AS/NZS 4308: 2008 "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine."
- To have a level of breath alcohol higher than zero micrograms of alcohol per litre of breath.
- Refusal to take a drug/alcohol test when requested to do so by the PCBU.

Rehabilitation

If a New Lynn Business Association Incorporated direct employee tests non-negative for drugs or alcohol for the first time:

- The staff member will be offered rehabilitation by an approved rehabilitation provider.
- The employee is prohibited from working until they return a negative test result. The employee will be required to take this period as leave, if they have insufficient leave available, they will be required to take leave without pay.
- Random drug tests may be conducted during rehabilitation to determine the progress of the employee. These are not 'follow-up' tests.
- When the employee is fit to return to work, the follow-up testing programme commences.

If the employee tests non-negative for drugs or alcohol for a second time, he or she will be subject to the serious misconduct process, which may lead to dismissal.

Refusal to participate in or complete the rehabilitation programme will be deemed as serious misconduct.

Association Functions and Events

Alcohol will only be permitted and supplied for New Lynn Business Association Incorporated functions and events at the discretion of the manager who is responsible for the control of alcohol consumption for each New Lynn Business Association Incorporated function, both on-site and off-site. Any alcohol consumption will be limited to controlled social functions or meetings.

All participants must take personal responsibility for their own behaviour and actions regarding the consumption of alcohol at New Lynn Business Association Incorporated functions and events, and other occasions.

Privacy

All information gathered due to drug/alcohol testing is collected for implementing New Lynn Business Association Incorporated policy and achieving its objectives. Management will hold information in a secure filing system.

Information to others outside New Lynn Business Association Incorporated may be disclosed only with written consent of the employee.

Process for Review

New Lynn Business Association Incorporated Workplace Drug & Alcohol Policy will be reviewed periodically, and changes may occur at the discretion of New Lynn Business Association Incorporated, where they are deemed to be necessary.

Drug and Alcohol Testing

To ensure the maintenance of this policy, all workers may be subject to random drug and alcohol testing or when there is *“reasonable cause to suspect”*.

Drug testing may be required where, by way of observation or other reasonable method including disclosure, a worker's behaviour or work performance indicates the person is under the influence of drugs or alcohol.

The introduction of the Drug and Alcohol Testing Programme is about altering behaviour and raising drug and alcohol awareness, to create a safer work environment.

The programme is not intended to create a work environment which is harsh, unjust or unfair. However, due to the importance of ensuring safety in the workplace, workers who breach the drug and alcohol policy may be disciplined.

At all times during the implementation of the drug and alcohol testing process, management and staff will conduct themselves in a courteous manner toward workers and will respect the worker's rights. Any member of management who acts without reasonable cause, or who behaves overzealously in the implementation of these procedures will be subject to disciplinary action.

The method of investigation is as follows:

- An observation must be made, or information given, which indicates that the worker has behaved in a way that indicates a breach of this policy and/or which may put themselves and other workers at risk of their health and safety.
- The worker will be asked to explain their behaviour. If no reasonable or satisfactory response is given, the worker may be asked to undergo an examination at the local medical centre or other independent testing Association or organisation, to ascertain whether they are under the influence of alcohol or drugs.
- The worker may also be asked to go home until the end of the day or shift.
- On the worker's return to work and following receipt of the results of any tests, the Managing Director will interview the worker. The worker has a right to have a witness present.
- Allegations may be made to the worker and the worker will be asked to respond. Depending on the response, further investigations may take place to assist New Lynn Business Association Incorporated in determining the facts and/or appropriate disciplinary action to be taken.
- A worker who refuses to undergo testing will be regarded in the same manner as a failed/positive test and may find it difficult to provide evidence to disprove an allegation that they have breached this policy.
- In the absence of medical evidence to disprove an allegation, New Lynn Business Association Incorporated will make any decision it feels is reasonable and justified, considering observation, witness statements and any other sources of evidence which are relevant to the investigation.

All reasonable efforts will be made to ensure confidentiality regarding personal information about workers.

New Lynn Business Association Incorporated

2. Meetings, Reviews and Objectives

Safety Meetings

Introduction

The general purpose of health and safety meetings is to create and provide a forum whereby issues and incidents involving health and safety can be discussed by staff members at all levels of New Lynn Business Association Incorporated, to ensure that those issues are managed to a standard which complies with the HSWA.

There are two types of safety meeting: Health and Safety Committee meetings and Toolbox meetings.

The attendance at and topics discussed in both cases must be recorded and documented. The HSWA in Section 66 requires businesses to establish and maintain a Health and Safety Committee and hold regular meetings at no greater than three monthly intervals, in certain situations:

“The following persons may request that the PCBU at a workplace establish a health and safety committee for the business or undertaking or part of the business or undertaking:

- (a) a health and safety representative for a work group of workers carrying out work at that workplace; or
- (b) 5 or more workers at that workplace.

The PCBU must, within 2 months of receiving a request, decide whether to establish a health and safety committee for the business or undertaking or part of the business or undertaking.”

Health and Safety at Work Act 2015 Part 3 s66 ss1

Health and Safety Committee Meetings

The structure of a normal Health and Safety Committee includes:

- The Health and Safety Representative - They are responsible for running the meeting. It is also their responsibility to monitor any measures taken by management, regarding Health and Safety.
- Management Representative(s) - Their role is to ensure the management’s business objectives are included in the discussions and decisions of the committee. They are also required to ensure that adequate resources are available for health and safety. This role is generally appointed by the management of New Lynn Business Association Incorporated.
- Staff Representatives - Their role is to bring staff health and safety related issues for discussion and resolution at the meeting. Ideally, these people are volunteers or are nominated and elected by the staff, however in the absence of volunteers they can be invited to attend by the management.
- Union Representatives (if applicable) - They must be included in the meeting to further represent staff. Health and safety professionals may also be included in the committee membership, at the approval of the committee members.

All meetings must be recorded, and those minutes freely circulated to the staff.

Use the form on Page 2.2 to record the meeting.

Meetings should be held at regular intervals e.g. the third Thursday of the month at 10:30am, and may be held monthly, bi-monthly or at the very least quarterly. Frequency may depend on items for discussion. **All employees and (sub)contractors must attend regular safety meetings to discuss OH&S issues.**

When working on other Association’s sites, a safety meeting should be held prior to commencement of work, and then weekly. Should there be any significant event within the project, this would also require an additional meeting. These are generally referred to as Toolbox meetings. Use the safety meeting sheet for there. **All employees and (sub)contractors must attend regular toolbox, pre-start and safety meetings where OH&S issues can be communicated.**

Incidents are to be discussed at safety meetings (for incident reporting and investigation see page 3.1/2) to review how they happened, did they involve a significant risk and has the situation been resolved? Incident data is to be collated during each meeting (or at least annually) to see if there have been any trends, and if so to implement initiatives for injury prevention, where applicable.

It is important that these meetings are held in an environment where the overriding objective is to find solutions which make the workplace safer.

Safety Meeting Minutes

Site:		Location:	
Attendees Name	Attendees Name	Attendees Name	
Previous Meeting Minutes: Brought Forward/Objectives			Completion Date
New Business/Issues/Recent Training/General Safety/Objectives			Assigned to
Risk/s Reviewed. (Task Analysis, SOP, JSA, or Risk Control(s) from Register)			Action Required
Incidents/Near Miss (Discuss all incidents & investigations)			
Injury Type	Machine/Process Involved	Investigated	Actioned
Time		Chaired by	
Date		Signature	

**Add any objectives brought forward during the safety meeting to the annual review form*

New Lynn Business Association Incorporated

3. Incidents

Incident Reporting and Investigation Procedures

An incident is an occurrence(s) arising out of or during work that could or does result in injury or ill health (also called an accident). An incident where no injury and ill health occurs, but has the potential to do so, may be referred to as a “near-miss”, “near-hit” or “close-call”.

All incidents and near-miss incidents must be investigated. The depth of the investigation is determined by the severity of the occurrence. This process applies whether the incident occurred on this site or on a customer’s site.

Investigation is carried out immediately or as soon as possible after the occurrence. There may be one or more non-conformities (non-fulfillment of a requirement), or there may be no non-conformity.

The immediate supervisor and or Health and Safety Representative will carry out the initial investigation to:

- Establish the cause. Assess whether serious misconduct was involved.
- Compile an accurate record of the event. Ensure that the investigation covers a description of the site, the operation, processes, plant/equipment (including PPE), events and people present or who were involved in the accident, incident or near miss. Interview all witnesses and collect written statements.
- Carry out a complete site examination, with photographic evidence or description and/or diagrams and documentation.
- Define action, responsibility and measures to prevent reoccurrence, within a predetermined time frame.
- Update the risk register, where necessary. Ensure it is reviewed for new risks identified because of the accident/incident/near miss and also existing risk contributing factor(s) and management controls.
- Supply the manager with documents and reports, so that they can review the report, carry out any further investigation if necessary and ensure that action is taken to avoid a recurrence, then sign off the report.
- In the case of a notifiable event, ensure that any injured party and assistants cannot be subjected to further injury by (if safe and practicable) removing them to a safe distance from the cause of the incident and then have a trained first aider attend to the injured party. An ambulance should be called if there are any doubts about the severity of the injury.
- In the case of a notifiable injury, management or the Health and Safety Representative is required to contact the nearest WorkSafe NZ office as soon as is practicable. (Or at least within 24 hours).
- DO NOT alter or move any machinery or equipment (unless it may cause immediate danger to others) and tape off the area of the incident. Machinery or equipment cannot be used again until it has been cleared by WorkSafe NZ.
- Notifiable Event forms must be filled out and sent to WorkSafe NZ within seven days. This can be done by completing the appropriate online notification form [worksafe.govt.nz/notify-worksafe](https://www.worksafe.govt.nz/notify-worksafe)
- Make enquiries as to the extent of the injuries and of the potential of any long-term effects.

We will also notify other relevant PCBU's where required, when an incident occurs on their site and we are involved. We will do this by making telephone contact with the designated staff member or their supervisor, if unavailable.

Process to Review a Critical Event and/or a Change in Work Procedures or Policy

- Ensure that the investigation has identified the contributing risks whose management controls are to be reviewed, or that any newly identified risks are added to the risk register with their respective management controls defined.
- Verify that the corrective actions have been effective following the changes. If not, reassess what needs to happen to ensure effectiveness.
- Make enquiries as to the extent of the injuries to the employee and of the potential of any long-term effects. Evidence that the risk register has been reviewed because of the investigation, with links of time and date of review which match the event that triggered the investigation.
- A review of any further training required is to be completed.
- All staff to be made aware of the event and reason for changes to the policies, processes, equipment and/or the risk register. They are to be given the opportunity to discuss the event, to prevent reoccurrence.

Notifiable Event Definitions

Notifiable Event Definitions

Meaning of notifiable injury or illness

“Unless the context otherwise requires, a **notifiable injury or illness**, in relation to a person, means—

- (a) 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, a serious head injury, a serious eye injury, a serious burn, the separation of his or her skin from an underlying tissue (such as degloving or scalping), a spinal injury, the loss of a bodily function, serious lacerations
- (b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
- (c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
- (d) 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
- (e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.”

Meaning of notifiable incident

“Unless the context otherwise requires, a **notifiable incident** means 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 capsize, 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.”

Meaning of notifiable event

“In this Act, unless the context otherwise requires, a **notifiable event** means any of the following events that arise from work:

- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable incident.”

Health and Safety at Work Act 2015 Part 1, s23-25

Rehabilitation/Return to Work

New Lynn Business Association Incorporated actively supports rehabilitation by ensuring that the return to work is a part of the recovery process. To achieve this, our Rehabilitation Program seeks to provide appropriate selected duties for all injured employees, to enhance recovery.

Injury Management/Return to Work (RTW) Coordinator

New Lynn Business Association Incorporated will appoint an Injury Management/Return to Work Coordinator or other nominated person to assist with employees return to work.

It is their responsibility to ensure that modified work provided to injured employees is consistent with restrictions provided by the health care provider.

The RTW Coordinator is also responsible for ensuring that medical records for the injured employee are kept confidential.

Communication

New Lynn Business Association Incorporated will maintain communication with all relevant parties throughout the return to work process. This includes the injured person and their manager; this may also include the RTW coordinator or designated person, treating doctor(s), ACC case manager, insurer, supervisors, etc.

This is essential as it assists with the choice of duties which will benefit the injured employee both in the physical and psychological sense.

Managers will keep in regular contact with any employee on long term compensation, with the objective of them returning to work as soon as possible.

Rehabilitation

Continued support will be offered by New Lynn Business Association Incorporated during the recovery of all injured employees, to minimise the trauma associated with industrial incidents.

Local health care providers will be made aware that New Lynn Business Association Incorporated provides modified or alternate work to injured employees who are unable to perform their regular duties. The doctor is to be provided with a letter stating this; and services are to be pre-arranged with clinics who specialise in occupational health and rehabilitation.

A Association representative (i.e. supervisor or manager) will be made available to accompany the injured worker to an appointment with their treating doctor or a clinic appointment etc.

Returning to Work

Continued support will be offered by New Lynn Business Association Incorporated during the recovery of all injured employees, and they will be able to return to their original role as soon as they have received a final/clearance medical certificate.

The injured worker shall obtain the certificate from the treating doctor once the worker has been cleared/fully recovered from their workplace injury.

First Aid Policy

First Aiders: Adequate first aid equipment and trained staff are required to be provided by the PCBU.

A guide might be one first aider for every ten staff members/ site crew. Two per 25 workers in moderate risk workplaces.

Assess Association size and composition, nature of work, size and location of workplace, level of risk in workplace and assign first aiders appropriately. The first aiders should be chosen based on availability during the week, skills, interest to do so and prior qualifications and experience. They must hold a current first aid certificate.

Kits required: at least one in each area of work, including vehicles. At least one on each floor. They must be clearly identified using a white cross on a green background.

First Aid Kits

Suggested minimum contents for a workplace first aid kit

Here is a list of recommended contents for first aid kits for workplaces with no special risk:

- a manual, giving general guidance on first aid
- individually wrapped moist wipes or saline solution
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work in question. Dressings may be of a specific type, for food handlers
- two sterile eye pads
- two individually wrapped triangular bandages (sterile) and clasps or safety pins to secure bandages
- two stretch bandages
- six medium-sized, individually wrapped unmedicated wound dressings – approximately 12cm x 12 cm
- two large, sterile, individually wrapped unmedicated wound dressings – approximately 18cm x 18cm
- two pairs of disposable gloves
- one resuscitation mask

This is a suggested contents list only. You may want to use equivalent items.

When you do your Needs Assessment you may identify a need for additional items. These could include:

- scissors
- adhesive strips or Band-Aids for minor wound dressing
- non-allergic adhesive tape
- disposable aprons
- forceps or tweezers, to remove foreign bodies
- plastic bags for waste disposal
- hand sanitiser

Ideally, these items are stored inside the first aid kit. But if necessary, they may be stored separately so long as they are available for use as required.

Suggested minimum contents for vehicle or lone worker's first aid kit

- a leaflet giving general guidance on first aid
- six individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work
- two individually wrapped triangular bandages (sterile)
- one stretch bandage
- clasps or safety pins to secure bandages
- one large, sterile, individually wrapped unmedicated wound dressing – approximately 18cm x 18cm
- one pair of disposable gloves
- one resuscitation mask

This is only a suggested contents list; equivalent items will be considered acceptable. This kit can be carried in individual belt pouches by people working alone.

The contents of vehicle or lone worker first aid kits should be stocked from backup stock at the main work site.

Non-Notifiable Event Form

Complete in the case of an event which is non-notifiable i.e. incident or near miss

Complete the following form in the case of a Notifiable Event worksafe.govt.nz/notify-worksafe

Particulars of event

Date of incident	Time	Reported by	Location	Date reported
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The injured person

Name	Date of Birth	Sex (M/F)
Address		
Occupation	Period of employment	Hours worked since arrival

The incident

Description

Describe what happened

Body Part affected

<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Trunk	<input type="checkbox"/> Upper Limb	<input type="checkbox"/> Multiple location	<input type="checkbox"/> Lower Limb
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Nature of injury/disease

<input type="checkbox"/> Superficial	<input type="checkbox"/> Wound	<input type="checkbox"/> Sprain/strain	<input type="checkbox"/> Bruise/crushing	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Burn
<input type="checkbox"/> Other -					

Treatment

<input type="checkbox"/> None	<input type="checkbox"/> First Aid only	<input type="checkbox"/> Doctor	<input type="checkbox"/> Hospital	<input type="checkbox"/> N/A	
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If hospitalisation is required, you will need to complete an online Notifiable Event form (see website link above)

Mechanism of incident

<input type="checkbox"/> Fall, trip, slip	<input type="checkbox"/> Heat, energy	<input type="checkbox"/> Radiation	<input type="checkbox"/> Sound, pressure	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Substances
<input type="checkbox"/> Hitting object	<input type="checkbox"/> Body stress	<input type="checkbox"/> Mental stress	<input type="checkbox"/> Biological	<input type="checkbox"/> Other	

Agency of incident

<input type="checkbox"/> Machinery	<input type="checkbox"/> Mobile plant	<input type="checkbox"/> Transport	<input type="checkbox"/> Tool - Powered	<input type="checkbox"/> Non-powered	<input type="checkbox"/> Chemical
<input type="checkbox"/> Material	<input type="checkbox"/> Substance	<input type="checkbox"/> Environment	<input type="checkbox"/> Biological	<input type="checkbox"/> Bacteria/virus	<input type="checkbox"/> Other

Investigation of incident

Investigated by	Signature	Position	Date
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Incident Investigation

Particulars of incident					
Date of incident	Time	Reported by	Location	Date reported	
The injured person					
For details on injured parties refer to page 3.4					
The incident					
Description					
Describe what happened					
Analysis					
What were the causes of the incident?					
Potential severity of the incident			Chance of a reoccurrence		
<input type="checkbox"/> Serious	<input type="checkbox"/> Potential Harm	<input type="checkbox"/> Minor	<input type="checkbox"/> Major	<input type="checkbox"/> Occasional	<input type="checkbox"/> Rare
Prevention					
Actions taken to prevent a recurrence? Tick items already actioned				By whom	When
Risk register updated Y/N			Effectiveness of corrective actions taken is approved Y/N		
Treatment and investigation of incident					
Investigated by	Signature		Position		Date
Type of treatment given	Doctor/Hospital		WORKSAFE NZ notified Y/N	Date	

Incident Register

[illegible]

All incidents (includes injuries and near misses) are to be logged into this document and the document is to be signed off quarterly, regardless if any incidents have occurred. This is to ensure regular monitoring is taking place.

New Lynn Business Association Incorporated

4. Emergency Procedures

Emergency Plan and Procedures

Fire Warden Duties

If you discover a fire in the building:

1. Activate the Alarms.
2. Put on your Fire Warden Identifier (Vest, Hat or Arm Band).
3. Begin your patrol of the building and instruct all staff to evacuate immediately and proceed to the Assembly Point.
4. This is at: _____
5. Once you have reached the assembly point, conduct a roll call for the staff in your area.
6. Report to the Building Warden.

If the alarms activate without your knowledge, carry out tasks 2 to 5 above.

Your target time for a complete evacuation is a maximum of 2:00 minutes.

The 30 Second Rules are:

1. Fire will double in size every 30 Seconds. This is without any accelerants.
2. It will take you 30 seconds from the time you discover a fire, activate the alarms, get the correct fire extinguisher and return to the fire.
3. 30 seconds is the approximate life of an extinguisher once it has been activated.

Use the Correct Firefighting equipment for the type of fire:

- Type A - Wood, Paper, Textiles – Use a water-based extinguisher (Hose or Stored Pressure).
- Type B – Liquids (Oil, Petrol, Chemicals) – Use a Dry Powder or CO2 extinguisher.
- Type E – Electrical Equipment – Use a CO2 or Dry Powder (Must be labelled ABE) extinguisher.
- Type F – Cooking oil/fat.

Fire extinguishers can be easily recognised by the colour band on them:

- Red – Water/water-based
- White – Dry powder
- Black – CO2 (Carbon dioxide)
- Blue – Foams
- Beige – Wet chemical

Look for the labels on the fire extinguisher for the type of fire it is most effective on.

Never put yourself at the risk of getting burnt or trapped by the fire.

Heat + Oxygen + Fuel = FIRE

N.B. Trial Evacuations are to be conducted at 6-month intervals or 6 months from the previous evacuation (real or trial)

Tsunami

The following rules apply:

- The Ministry of Civil Defence and Emergency Management will issue a national warning on the television and radio.
- Move inland to high ground.
- Stay away from streams and rivers.
- Never go to the coast.

Volcanic Eruption

The following rules apply:

- Listen to the radio for information and advice.
- Conserve water and save in containers.
- Stay inside as much as possible.
- Wear a mask and goggles if you are going outside.
- If possible, keep clothes worn outside separate from clothes worn inside.
- Avoid basements and or confined spaces as gases can accumulate.
- If possible, keep the roof and guttering free of ash to avoid the roof collapsing under the weight.
- Unless necessary do not leave the building unless advised by Civil Defence Emergency Management officials.
- Turn your electricity and gas off at the mains.

Medical Emergency

The following rules apply:

- Do not move the injured/ill person unless they are in danger of further injury and you are not endangering yourself.
- Have someone get the first aider to attend to the injured/ill person.
- Call ambulance if required.

Earthquakes

The following rules apply:

- Store heavy items near or on the floor.
- Implement the recognized self-protection process of: **"Drop – Cover – Hold"**.
- Know how to turn off water, electricity and gas.
- Have adequate fire extinguishers for small fires.
- Have a survival kit.
- Treat injuries.
- If you are in a damaged building, try to get outside into an open safe place.

All staff and visitors MUST follow the instructions of the Emergency Wardens during an Evacuation.

Emergency Personnel and Contacts

Safety Representatives		Fire Wardens	
Name	Area	Name	Area
	Management Representative		
	Staff Representative		
First Aiders		Other	
Name	Area	Name	Area
Emergency Locations			
Locations		Locations	
First Aid Kit			
First Aid Kit			
Evacuation Point			
Emergency Contacts			
Contacts		Contacts	
Civil Defence	Ph. _____ www.civildefence.govt.nz	WorkSafe NZ	0800 030 040 www.worksafe.govt.nz
EPA	0800 429 7827 www.epa.govt.nz	National poisons Centre	0800 764 766
Dial Out Prefix		Power Supplier	
Ambulance	111	Gas Supplier	
Police	111	Fire	111
Local or Regional Authority		Doctor	

First Aiders: Adequate first aid equipment and trained staff are required to be provided by the PCBU.

A guide might be one first aider for every ten staff members/ site crew. Two per 25 workers in moderate risk workplaces.

Assess Association size and composition, nature of work, size and location of workplace, level of risk in workplace and assign first aiders appropriately. The first aiders should be chosen based on availability during the week, skills, interest to do so and prior qualifications and experience. They must hold a current first aid certificate.

Kits required: at least one in each area of work, including vehicles. At least one on each floor. They must be clearly identified using a white cross on a green background.

Evacuation Checklist

Date of Evacuation: _____ Time of Evacuation: _____

Location: _____

1. Time taken to complete evacuation of the building?		
2. Was any person injured during the evacuation? (details below)	Yes	No
3. Could the evacuation alarm be heard in all areas?	Yes	No
4. Were all smoke and fire control doors closed?	Yes	No
5. Were all permanent occupants and staff familiar with the procedure?	Yes	No
6. Did all evacuation team members know their role?	Yes	No
7. Did all occupants meet at the designated assembly point?	Yes	No
8. Did person(s) with a disability understand their evacuation procedure?	Yes	No N/A
9. Are all evacuation procedure notices in place?	Yes	No
10. Are all exits clear and all doors able to open?	Yes	No
11. Has firefighting equipment been serviced in the last 12 months?	Yes	No
12. Did the person responsible know to make the call to the fire service using 111?	Yes	No
13. Is a copy of the approved evacuation scheme available?	Yes	No
14. Did all occupants evacuate safely, promptly and efficiently?	Yes	No
15. Does the building have a current building warrant of fitness?	Yes	No
Debriefing Actions	Completion Date	
Fire Wardens Present at Evacuation		
Supervisor	Signature	

If a 'dummy' call is to be made to switchboard/emergency services, ensure they are aware this is a drill and include an override code in case of real emergency.

Emergency Preparedness and Response

Emergency Preparedness

Even the most safety conscious organisation can have an emergency; be it natural hazards, health emergencies, utility failures or chemical spills. New Lynn Business Association Incorporated needs to know what to do, and who is responsible for what, in an emergency:

- Ensure all potential emergencies which may occur while on a specific job location are identified and discussed during a Toolbox meeting, prior to beginning work
- Review the emergency preparedness and response plan before beginning a job and when conditions warrant it
- All employees and/or sub-contractors must be actively involved in the emergency preparedness and response process, if appropriate
- Conduct emergency response training, drills and exercises, where required. Use the form on Page 4.3 for evacuation trials
- Evacuation points and First Aid Kit locations should be filled in on the chart on Page 4.2

Emergency Roles and Responsibilities

The Emergency Staff are listed in the chart on Page 4.2. Their responsibilities include:

- Selecting a management member to be responsible overall
- Being prepared for an emergency, including being trained if required
- Educating other staff members in emergency preparedness, reminding them periodically and being involved in the induction process for new employees
- Ensuring all staff are accounted for, following an evacuation or emergency
- Reviewing the emergency preparedness and response plan every 6 months

Emergency Response Process

While every event and site are unique, there are some basic steps to follow when responding to any emergency:

- Always consider your personal safety and the safety of others, before acting
- Notify emergency services as soon as possible on 111 and give assistance to injured people
- Respond to event depending on what it is, as outlined on page 4.1
- Consider whether the area needs to be evacuated and act; limit access to the area, where possible
- Notify management as soon as possible and warn neighbouring Associations of any danger
- Ensure there is a review of the response procedures following the emergency

Emergency Response Review

Have a meeting every six-months or following an emergency, to assess the programme. Ask follow-up questions:

- Do we have adequate resources, personnel knowledge and qualified staff or do we need to consider purchasing new equipment, or retraining employees?
- Are the actions required to respond to emergencies consistent with policy and procedures?
- Will we need emergency teams or other specialist advisors on site in the future?

Chemical Emergency Response

If the business holds varying quantities of chemicals and substances which are categorised as Hazardous Materials, you must have a procedure in place in case of a chemical spillage.

Chemical Spillage Procedure

- Assess the need to call emergency services (Fire, Ambulance). It is always better to call the emergency services - 111 - and not need them than vice versa.
- Always consider your personal safety and the safety of others.
- Notify management and spill response staff as soon as possible.
- Have a plan of your site storm water and sewage drainage systems. Have a plan of the storm water system from your gate to the local stream, lake, etc. to enable a quick response to major spills.
- Refer to Safety Data Sheets (information for the correct absorbents, equipment, containers for waste and Personal Protective Equipment required).
- If necessary, evacuate staff and/or secure the area by cordoning off with rope or barrier.
- If it is safe, stop or reduce flow of spill using tools in the spill kit. This should consist of long handled brooms, bags of absorbent material (sawdust, kitty litter, etc.), and disposable plastic bags (heavy duty grade).
- PPE - Ensure the proper Personal Protective Equipment is worn by all personnel involved, during isolation, clean up and recovery, or disposal of the product.
- If an emergency cannot be handled safely by trained (Association) personnel, dial 111 and ask for emergency services support e.g. Fire Service.
- If the spill is outside the building or has the potential to escape from the building, ensure the valve in the yard storm water sump is closed to avoid any discharge through storm water system to natural water sources e.g. stream, lake or sea.
- Never put this type of material out for council collection. Have a specialist Association remove the waste (e.g. Chemwaste, Salter's, Nuplex, etc.).
- A spill of a chemical to an unbunded area could be a violation of the RMA, and should be reported to management, who will determine whether environmental authorities should be notified and can assist with corrective action.

Note: Any spill outside a bunded area that contaminates soil or reaches the storm water system should be reported to the local Regional Authority Pollution Hotline, including any remedial action. This should be done within 24 hours.

Hazardous Substances

New Lynn Business Association Incorporated is committed to ensuring full compliance with all hazardous substances requirements and will:

1. Keep an **Inventory** – Hazardous Substances Register (Policy page 4.6) and ensure that it is readily available in the workplace.
2. Use and Share **Safety Data Sheets** (SDS) – formerly referred to as MSDS, these should be sourced from your hazardous substance supplier, at the time of purchase. Read each document and note down important information about each; properties, how to store it, PPE requirements, and first aid information. Anyone who uses that substance must be familiar with the SDS and it must be easily accessible to all staff in the workplace. Document the SDS date on your Hazardous Substances Register.
3. Conduct a **Risk Assessment** (Policy page 4.7) – can you substitute another substance for the same job? How can you reduce exposure to risks caused?
4. Inform and Train your Workers – complete the **Staff Skill Level Training Sheet** to show this has been done.
5. Prepare for **Emergencies** – have a plan outlining how you will deal with a hazardous substances emergency e.g. someone is burned or poisoned, a fire or leak occurs.
6. Correctly **Label** Hazardous Substance Containers, including Waste
7. Install **Warning Signs** – Place signs where substances are used and stored e.g. entrance to property, building and rooms where it is located and used. Signs must be clearly visible and state; hazardous substances present, general type of hazard, what to do in an emergency.
8. Make sure **Storage Areas and Containers** are Safe – Store only what you need, keep incompatible substances separate, use appropriate containers and label everything clearly. Depending on the substances you use, you may need special storage cabinets and a compliance certificate.
9. Take Care with **Hazardous Waste** – If waste is hazardous e.g. toxic or corrosive, you must treat the waste in the same way as you treat any other hazardous substance with similar properties. Including: recording it in inventory, correctly storing and labelling, ensuring staff working with it have the knowledge, experience and supervision to do so safely.
10. Provide **Protective Gear** – You must make sure workers have the correct clothing and equipment, to use the substance. You must also ensure they know how to correctly use and maintain it
11. Ensure that any containers used for **Decanting** or the transfer of hazardous substances are labelled correctly.
12. Health surveillance is provided to a worker if there is a significant risk to health from exposure.
13. Health monitoring records will be kept in a secure system for at least 30 years.

For further information on hazardous substances refer to www.hazardoussubstances.govt.nz

[illegible]

Prior to entering a hazardous substance onto this document, do a Risk Assessment to take into consideration if there are any safer alternatives

***Chemical Name & Form - Insert Chemical name & form (Substance, Chemical, Material or Solvent)**

SDS Date – Within 5 years

Hazardous Substances Risk Assessment

Name of Substance	Potential Significant Risks	Risk Rating	Substitute	Control Method
Completed by		Signature		Date

Risk Rating* See page 10.6

Substitute* Can the substance be substituted for a lower risk substance

New Lynn Business Association Incorporated

5. Contractors & Subcontractors

Contractor Management

In general, the HSWA regards the health and safety of all people working at a place or site to be the responsibility of the primary PCBU of that site. This means there should be no distinction between staff, visitors or a person visiting that site for the purposes of their business; be they a cleaner, an air-conditioning repairman, or a computer system support technician. Their health and safety on this site is your responsibility.

In the HSWA, it is specifically noted that PCBUs are required to take all reasonably practicable steps to ensure the safety of all non-Association people, while on site.

This section sets out the procedures which need to be completed by a PCBU, to ensure compliance with the above Act and Standard. Remember that there is no point in having a contractor sign the Contractor's Acknowledgement if you are not going to then correctly induct them onto the site and regularly monitor and evaluate whether they have complied with the agreement that you have both signed.

Contractor Prequalification

A key step in contractor management is to understand the health and safety competency of our contractors and ensure they have the required systems and capability to keep people safe.

Contractors must complete the Contractor's Acknowledgement document on Page 5.4 before commencing work. They must provide New Lynn Business Association Incorporated with a copy of their own health and safety policy.

When selecting contractors, their Health and Safety practices should be considered, as well as their ability, experience, qualifications, training, work history, costs, etc.

Past Health and Safety performance-based statistics used for assessment might include looking at past three years for the number of safety or environmental violations, lost-time injuries etc.

Contractor Minimum Requirements

Minimum Standards are an agreement between New Lynn Business Association Incorporated and our contractors, outlining the expectations and the minimum standards we will accept from contractors. This will include adherence to legislative requirements and our health and safety systems and other procedures.

We will use the Contractors Acknowledgement process to ensure the Contractor meets our standards.

Inducting Contractors

The Contractor's Site Induction Form on Page 5.5 can be used for individuals or groups, to induct them to a specific site.

All (sub)contractors are to be actively involved in emergency preparedness and response processes, where appropriate. This is included in the Contractor's Acknowledgement.

Contractors and Communication

(Sub)Contractors are to be involved in consistent communication with New Lynn Business Association Incorporated, with daily pre-start meetings held if required. Health and safety will always be a fixed agenda item of meetings for the projects we manage.

Prior to commencement of work, the contractor will advise New Lynn Business Association Incorporated of potential risks. If unexpected risks are created New Lynn Business Association Incorporated will be informed immediately, so appropriate actions can be taken, and documentation amended.

A weekly site check (or daily, if appropriate) will be carried out to identify, monitor and control Health and Safety Risks in the contractor's work, work methods and processes. This information will be sent to New Lynn Business Association Incorporated.

The contractor will monitor, audit and report on Health and Safety issues relevant to the work involved and on Environmental Matters specifically. This will be provided to New Lynn Business Association Incorporated on a weekly basis.

The contractor will report to New Lynn Business Association Incorporated immediately if any incidents or Incidents occur.

The contractor will report any serious incidents involving themselves or their subcontractors to WorkSafe NZ as well as New Lynn Business Association Incorporated. This is to be done via phone 0800 030 040 or on the online form at: <https://worksafe.govt.nz/notify-worksafe/incident/>

The contractor will advise New Lynn Business Association Incorporated of any emergency procedures that have been identified.

Contractor Monitoring

Contractors

New Lynn Business Association Incorporated will inspect/monitor our contractor's health and safety activity on the job. This will take the form of physical works inspection, behavioural observation, or assessment against a job safety analysis.

Subcontractors

New Lynn Business Association Incorporated will ensure that our contractors inspect/monitor their contractor's (our subcontractor's) health and safety activity on the job.

This will take the form of physical works inspection, behavioural observation, or assessment against a job safety analysis.

Contractor Review

A health and safety evaluation or review is a process focused on checking whether the management systems described in an organisation's H&S Manual or H&S Plans e.g. Site-Specific Safety Plans, are being implemented as described.

Health and safety reviews will be done periodically by New Lynn Business Association Incorporated's Representative using the form on Page 5.6, to evaluate the contractor's performance against the management of health and safety and the requirements of the Health and Safety at Work Act 2015.

New Lynn Business Association Incorporated will conduct regular audits/evaluations of our contractor's health and safety systems.

New Lynn Business Association Incorporated will ensure our contractors conduct regular audits/evaluations of their contractor's (our subcontractor's) health and safety systems.

Contractor Acknowledgement

Prior to the commencement of any project on a New Lynn Business Association Incorporated site this form must be completed, signed and the criteria as stated below must be met. I/we will abide by and follow any health and safety management initiatives implemented by New Lynn Business Association Incorporated whilst working on the site.

When working on another site (e.g. New Lynn Business Association Incorporated is doing contract work), the Contractor/Sub-Contractor must be inducted to that site by the site Manager/Controller, so that they are made aware of any specific site risks.

Definition of: **“The Contractor”** is to include any of the contractor’s workers, sub-contractors or their subsequent workers.

“New Lynn Business Association Incorporated” being management, supervisor or a nominated representative.

Site			
1.	Submission to New Lynn Business Association Incorporated of your health and safety policy (reviewed and updated within 2 years) and/or any further relevant documentation showing risk controls, task analysis, licences, certificates, etc. required.		
2.	The contractor will participate in the induction process of the site and be made aware of the risks of the site, emergency procedures and the personal protective equipment staff are required to wear.		
3.	Any sub-contractors (or subsequent sub-contractor’s workers) contracted to you have provided the appropriate documentation (as per point 1) and are to be inducted and will comply with the conditions noted in this document.		
4.	Any plant/equipment that you bring onto New Lynn Business Association Incorporated’s site will meet safety and compliance requirements, be correctly maintained, and be suitable for the purpose it is to be used for and may be inspected upon request.		
5.	The contractor understands their obligations under the Health and Safety at Work Act (2015) and will comply with their duties under the Act.		
6.	Prior to commencement of work, the contractor will advise New Lynn Business Association Incorporated of any risks which may be created during the contract (Task Analysis and Risk Assessment Controls). If unexpected risks are created New Lynn Business Association Incorporated will be informed immediately, so appropriate actions can be taken, and documentation amended.		
7.	The contractor will not undertake any tasks or duties that will adversely affect the safety of themselves or others, and work may be suspended if New Lynn Business Association Incorporated is not satisfied that all reasonably practicable steps are being taken.		
8.	New Lynn Business Association Incorporated will audit the contractor’s health and safety performance periodically during the contract using the review form on page 5.6		
9.	The contractor will monitor, audit and report on Health and Safety issues relevant to the work involved and on Environmental Matters specifically. This will be provided to New Lynn Business Association Incorporated weekly.		
10.	The contractor understands their obligations to report any serious incidents involving themselves or their subcontractors to WorkSafe NZ as well as New Lynn Business Association Incorporated.		
11.	The contractor will report to New Lynn Business Association Incorporated immediately if any incidents occur and will cooperate with all requirements for them, during any investigation.		
12.	The contractor will advise New Lynn Business Association Incorporated of any other emergency procedures identified and will comply with any existing site requirements.		
13.	The contractor may be required to provide a “Task Analysis” or “Job Safety Analysis” for all jobs they are going to carry out, as requested by New Lynn Business Association Incorporated or the Site Manager, and the contractor will adhere to them.		
14.	The contract is for the period of the job to be done, commencing from the date the acknowledgement is signed unless stated otherwise. Or for the term of the contract of working on external sites for New Lynn Business Association Incorporated		
15.	The contractor will ensure any subcontractor they use while working for New Lynn Business Association Incorporated will comply with all requirements in this acknowledgement and will have undergone their own induction/acknowledgement process.		
Contractor		Association	New Lynn Business Association Incorporated
Name		Name	
Date		Date	
Signed		Signed	

Contractor Site Induction

The following induction ensures that all contractors and their staff are made aware of risks on New Lynn Business Association Incorporated's site. Once completed, it must be signed by the contractor to show that they are able to perform their required function with confidence and not endanger themselves or any other person.

In the case of contracting work on another site, the Contractor is to be inducted onto the site they are working on:

- A tour of the work area has been given.
- Introductions made to site supervisor, safety officers and relevant staff.
- Restricted areas have been shown.
- Rest rooms, lunchroom, first aid area have been shown.
- Emergency evacuation procedure explained, and meeting areas shown.
- Safety/protective equipment required to be worn on site explained.
- Site specific hazards explained.
- Risk reporting process explained.
- Health and Safety obligations of the contractor while working on site explained.
- Requirements for equipment brought onto site explained.
- Incident/near miss reporting procedures explained.
- Contractor is not to do any work they are not trained, certified or licenced to do.
- Copies of all relevant certificates, licences etc. have been provided.
- Permits, procedures and processes required for various work types discussed.

I have been shown, had the opportunity to discuss and agree to comply with all areas listed above and have a clear understanding of all the points noted:

Inducted by:		Site:	
Date	Name	Association	Signature

Contractor Review

Health and safety reviews will be done periodically by New Lynn Business Association Incorporated's Representative through the duration of and/or at the end of the contract, to evaluate the contractor's performance against the management of health and safety and the requirements of the Health and Safety at Work Act 2015.

Contractor Name		Site
Task		
Evaluation Questions		*
1.	Has the contractor and any staff been inducted?	
2.	Has the contractor acknowledgement been completed and signed?	
3.	Has the contractor supplied relevant licences or certificates for the job?	
4.	Has a Health and Safety policy been provided by the contractor?	
5.	Has the contractor reported or identified any risks?	
6.	Has a task analysis been provided?	
7.	Are tools brought onto site by the contractor compliant? (Tagged, guarded correctly, etc.)	
8.	Is all machinery, equipment etc. brought onto site compliant?	
9.	Has the contractor and their staff worn the correct safety equipment?	
10.	Are the contractor and their staff performing the tasks safely and competently?	
11.	Did the contractor leave the site in a safe/tidy manner after completion?	
12.	Will you be using the contractor for future projects?	
13.	Did the contractor meet any KPIs set by New Lynn Business Association Incorporated?	
Comments		
Completed by	Date	Signature

*Legend: Tick if requirement is achieved, cross if not achieved, NA if not applicable

New Lynn Business Association Incorporated

6. Induction

Workplace Induction

Whenever a person first begins working at this site, whether they be a new employee, an existing employee transferring to this site, a temporary person employed via an agency or a person working on the site as a specialist contract employee (long or fixed term), they must all be informed of the special nature of the site and of the particular function within the business.

This section does not apply to those people who are working on site as part of their business skills e.g. a plumber making repairs in a bathroom. This is covered in the section entitled "Contractors".

Any worker beginning at New Lynn Business Association Incorporated must be fit to work.

This task should generally be carried out by a current staff member to whom the new person would report to or work alongside. The HSWA requires that the PCBU ensures that all reasonably practicable steps are taken, to advise employees of any risks that exist or may be created in the workplace during normal work activities, plus any special actions that must be taken in the event of an emergency.

The appropriate form on Page 6.2 must be used on every occasion a person begins work at this site for the first time.

Pre-employment and Pre-placement Medical Exams

Pre-employment and pre-placement medical exams are required to be conducted for employee job capability.

The Pre-Employment Questionnaire on Page 6.3 should be completed by prospective employees at the time of application, selection or position offering. This is to bench mark the person's current health and physical well-being and to ensure that any potential for work injury or work-related illness through exposure to the particular tasks is minimised.

The Consent Form on Page 6.4 should be used whenever there is a requirement to evaluate the extent of an employee's medical condition (pre-existing or developed) in conjunction with the employee's treatment provider.

These forms, when fully implemented, cover the requirements of the Health and Safety at Work Act (2015).

Health Monitoring Requirements

Occupational health monitoring is required to be conducted for those workers identified to have a health risk by factors in their work environment. These individuals must be notified of this and accept the process, before joining New Lynn Business Association Incorporated.

The worker should be aware that the records of workers' health monitoring results are to be maintained for at least 30 years.

Inducting New Employees

The checklist below is a requirement for the induction of all new employees or existing employees transferring to this site. This is to ensure that all new employees are made aware of any risks they may incur, training that may be required and other information requested before starting in their new position. The employee is not to start work until the checklist has been completed, ticked off and signed by the trainer and employee. Training is to be done by the appropriate supervisor or appointed person.

In the case of working on another site (e.g. New Lynn Business Association Incorporated is doing contract work), the employee must be inducted to the site they are working on, to be made aware of specific risks by the Site Manager/Controller.

Site	
Checklist	Tick
A guided tour of the site has been given and introductions to area supervisors and relevant other staff members i.e. the person(s) who will be training them.	
All areas that the employee is required to work in or go to have been identified and all no-go areas have been explained. This includes toilets, lunchroom, and any other area that the employee may be required to use.	
The employee has read New Lynn Business Association Incorporated's health and safety systems risks relevant to their area and has had the risk identification process explained, and the actions to take.	
New Lynn Business Association Incorporated's emergency procedures have been shown to the new employee, including the assembly point location. They are aware of their potential role in emergency preparedness and response processes.	
The employee has read and understood the definition and responsibilities of the PCBU (page 1.3) and their own responsibilities (page 1.4)	
New Lynn Business Association Incorporated's Drug and Alcohol Policy has been explained to the employee.	
The employee has been made aware of any relevant legislation they need to follow in their position (including Codes of Practice, Acts and Regulations).	
All personal protective equipment (PPE) required to perform the job has been provided and an explanation has been given on when and where it must be worn. Also, how and/or where to get more or replacement PPE as required.	
Incident and Injury reporting has been explained, and the names of New Lynn Business Association Incorporated's first aid trained staff have been given.	
The employee has been made aware of the work injury claims process and New Lynn Business Association Incorporated's rehabilitation responsibilities and procedures.	
The safety meetings process and frequency has been explained and the employee has been introduced to the relevant site safety representatives.	
It has been explained that if they have any health and safety concerns, they can discuss it with either their supervisor or safety representatives.	
Arrangements have been made to provide training for the staff member, until such a time that the trainer is confident that the employee can perform the task in a safe and competent manner.	
The Employee has provided any certificates, licences etc. pertinent to the job he/she is required to do, and these have been added to training renewals/reviews (page 7.2).	
The Employee has been added to the training chart (page 7.4) and will be reviewed and updated as required.	

I have received training in the above areas and have a clear understanding of the points noted.

Employee		Trainer	
Date		Date	
Signed		Signed	

New Lynn Business Association Incorporated

7. Training

Training

Effective training is a crucial component of any successful business and part of that effectiveness is recording that training. These records, when fully implemented, cover the requirements of the HSWA.

A training needs analysis should be completed when an employee begins work with New Lynn Business Association Incorporated and this should be reassessed on an annual basis.

There are two types of training that should be recorded by any PCBU. The first is that of job competency, the other is of training that is associated with an employee's role but may not directly be part of their daily work.

A worker who does not have the relevant knowledge and experience or licence for a role must be supervised by a licensed person whilst work is undertaken.

The range of training for workers will include, but is not limited to:

Role-Specific Training

This is the record of training that directly relates to the ability of an employee to perform their role, as defined in their job description e.g. fitter/welder or accountant. These records must also show the level to which the employee has been trained, in terms of whether they require supervision, can work unsupervised, or are perhaps suitably experienced or qualified to be a staff trainer.

This training that will be usually be done internally, by a staff member who has been assessed as being suitably experienced to train other staff members. This range of training can include learning to use machinery, equipment, tools, processes, and involves how to use/do these tasks safely and correctly. This process covers from job preparation through to clean-up/shut-down.

Internal trainers are to be selected based on skill level, experience, competency, responsibility and relevant qualifications, where applicable.

The form we recommend for these records can be found on Page 7.4. This format allows for the recording of an employee's development as their skill level grows.

External Training

External Specific Training

This is training for specialised job-related tasks, requiring certification, licences etc. This training cannot usually be done internally e.g. Height and harness training, forklift, etc.

External General Training

These are the records of training undertaken by staff members that, while not directly influencing the ability of the staff member to do their job, may in part be a requirement of the role.

E.g. Site Safe Building Construction Passport, Working at Heights, Health and Safety Representative or Workplace First Aid.

We recommend the use of the form found on Page 7.2 to record the training certification dates for each worker and each qualification. We also suggest adding these reminder dates to an online calendar or app, with an email alert to ensure this training does not lapse. All training records are to be assessed during each site inspection, this process guarantees all training remains current.

External trainers are to be selected via skill level, experience, competency, responsibility and relevant qualifications where applicable. Contact information for these professionals can be found on page 7.3.

Note: An external organisation is outside the scope of the management system, although the outsourced function or process is within the scope.

Competence is the ability to apply knowledge and skills to achieve intended results.

[illegible]

This form is for EXTERNAL TRAINING, both specific and general

Legend: Note expiry dates in the cell adjacent to the person's name, or use a tick if expiry is not applicable.

[illegible]

Staff Skill Level Training Sheet

[illegible]

This form is for role-specific INTERNAL TRAINING

Legend:

1 - Requires supervision 2 - Requires minimum supervision 3 - Can work unsupervised 4 - Able to train others

This form is to be signed by the employee to acknowledge that that they have received and understood the training skill levels, and then co-signed by the trainer. Any changes to the skill levels are to be initialed and dated.

Training Reviews should occur on the following basis:

Level 1 – after 2 - 3 months Level 2 – after 4 - 6 months Level 3 – after 12 months Level 4 – after 2 - 3 years

New Lynn Business Association Incorporated

8. Inspections

Inspections

Six-monthly Inspections

Regular inspections of the workplace are an integral part of the process, to ensure workplace safety. The HSWA requires all PCBU's to regularly assess all risks and determine whether they are (still) a significant risk. As the word "Regularly" is used, it infers that there must be more than one initial inspection, and so ongoing inspections must be carried out.

These inspections will cover the general workplace appearance, risks (including vehicles, equipment, maintenance and other workplace procedures which involve significant risks) and the completion of procedures. They will include among other topics; incident reporting, safety meetings, emergency procedure drills and the various forms of training and licensing. All inspection records will be documented and maintained.

The inspection process (page 8.2) is to be carried out at a maximum of six monthly intervals or sooner if there is significant change to the workplace. These inspections will be carried out by a Health and Safety consultant or a suitably trained safety or management representative, to minimise the potential of risks new or existing being ignored because "they are always there." it does not mean that issues that affect health and safety should wait until the next meeting or inspection before being corrected.

Issues found during inspections are to be assigned to a specific staff member(s) and signed off when completed. These are to be followed up at each toolbox/safety meeting, or sooner if the corrective action needs to be immediate.

It is also worth considering that this process is also a way of showing how well you and your employees are performing in this important business process.

The importance of regular maintenance and servicing of machinery and equipment also cannot be overestimated, to have safe and efficient equipment at your disposal. The form on page 8.4 can be used to keep track of these events.

Site Inspections

When working on other's sites, an inspection is to be done prior to commencement of the contract, and then completed weekly.

Operating equipment must be inspected prior to use. Please include the pre-use inspection requirements for equipment (mechanical, powered or portable machinery and equipment).

All non-compliance items identified during the inspection of equipment/machinery must be rectified. Defective or damaged operating equipment and/or machinery shall be removed and/or tagged, quarantined, and sent out for repair or destroyed.

See Page 9.3 and 9.4 for the process and forms for locking out and rectifying non-compliance equipment and/or machinery.

PPE, Maintenance and Permit to Work

Personal Protective Equipment (PPE)

This section contains a form for recording the allocation of personal PPE to staff, as part of New Lynn Business Association Incorporated's commitment to our employees for conducting their tasks in the safest possible manner.

Training will be given for any equipment that requires it and equipment supplied will comply with relevant New Zealand Standards/OEM requirements or equivalent. Damaged or worn equipment will be replaced, is not to be used. Report this to the supervisor. Employees/contractors not wearing required equipment for a task are not permitted to work.

PPE can include gear such as High viz vest, Gloves, Masks, Safety Shoes, Respirator, Protective Coveralls, Safety Glasses, Hard Hat. It must be kept in a clean and hygienic condition. Workers must not misuse or damage equipment. Any worker doing so will be spoken to and stopped from doing so.

PPE must be well fitting and be checked frequently and replaced if damaged; disposable wear is replaced each use; and ALL PPE is ideally replaced every two years. This includes PPE used by contractors.

Harnesses or other specialised gear should be maintained by keeping them in the specifically designed bag they arrive in, not thrown into a tool box where it could be damaged. If there are any issues, send immediately for repair.

Respirator masks are to be cleaned after each job. Filters must be replaced if damaged or obviously dirty, or if breathing becomes difficult. You are required to dispose of them after 40 hours of use (or a month if that happens sooner), regardless of how they look.

Use the form on Page 8.4 to keep PPE current and for ordering replacements.

Maintenance

The Maintenance Schedule is for all equipment and gear requiring servicing, calibration and/or regular maintenance, to maintain it as safe and effective. This includes mobile plants and vehicles. All operating equipment is maintained in compliance with regulatory requirements and/or Original Equipment Manufacturers' (OEM) requirements.

We recommend that you also add the dates of the next servicing to an online calendar, so you are reminded of upcoming requirements. The Maintenance Schedule is also to be checked during each site inspection, so you are aware of any issues and can add new equipment if it has not already been entered.

No equipment is to be used if the maintenance/calibration tags/stickers are not current. This equipment is to be tagged as NOT FOR USE and removed from the workplace, if appropriate, until the equipment is tested and passed.

Use the form on Page 8.5 to keep maintenance current and for arranging repeat servicing or calibration.

Permit to Work

In the case that a Permit to Work is required, coordination and control of documents falls under the Document Control section of the policy. All documents must be completed by the necessary persons and signed off where appropriate.

Permit to Work forms are used in the case of potentially hazardous work and will be supplied by the party requiring their completion. This may include any work for confined spaces, live electrical work, working at heights, hot work, etc. Workers should be competent in the application of the Permit to Work system.

The Permit to Work Forms will address concerns such as:

- Which processes will be suspended while work is carried out and is everyone aware of this.
- Which equipment is to be withdrawn from service while work is carried out and is everyone aware of this.
- Requirement for safety notices to be displayed
- Risk control steps and safety measures

Controls may include isolation of services, lock-out, safety signs, air monitoring etc.

Persons having responsibility to authorise and supervise must be addressed on the Permit to Work Form.

Site Inspection Checklist

Checklist	*	Checklist	*
General		Health and Safety Forms:	
Computer Workstations		Contractor Inductions	
Lunchroom/Kitchen		Incident Register	
Amenities		Staff Inductions	
First Aid Kit		Safety/Toolbox Meetings	
Fire Exits		Emergency Drills	
Fire Extinguishers/Appliances		Training Records	
House Keeping		Relevant Legislative Changes	
Vehicles		Review of Objectives	
Calibrations/Testing		PPE in Use:	
Tagging of Electrical Cords			
Signage			
Licences/Certificates			
Safety Data Sheets			
Operating Equipment			

*Legend: Tick if requirement is achieved, cross if not achieved, NA if not applicable, comments if required

[illegible]

Personal Protective Equipment (PPE)

The list below is for supplied personal PPE to staff as part of New Lynn Business Association Incorporated's commitment to our employees for conducting their tasks in the safest possible manner. Training will be given, as required, for any equipment that requires it and all equipment supplied will comply with the relevant New Zealand Standards or equivalent. Any damaged or worn equipment will be replaced. Employees not wearing the required equipment for a task will not be permitted to perform the task.

PPE → Name ↓							

Legend: Put date provided or replaced in the box opposite name

Maintenance Schedule

Equipment	Frequency	Serviced by	Service Date (Please initial and date at the time of service)			

We recommend that you also add the dates of the next servicing to an online calendar or task schedule system, so you are reminded of upcoming requirements.

New Lynn Business Association Incorporated

9. Miscellaneous

Visitors Register

The following checklist ensures that all Visitors are made aware of risks on the site. It is to be completed by the Visitor to show that they have read and been shown the points noted.

- While at this site the Visitor will remain with a nominated staff member.
- All no-go areas and amenities have been explained.
- The Visitor has been shown the risks and knows how to identify risks that are present on the site.
- This Site's emergency procedure has been explained.
- All safety/protective equipment required to be worn on site and any additional requirements have been explained and issued, where required.
- The Visitor, while on this site, will comply with the Health and Safety at Work Act (2015) and all subsequent changes or regulations.

[illegible]

Useful Information

Links

Health and Safety at Work Act 2015	http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
WorkSafe NZ Ltd	https://worksafe.govt.nz
Hazardous Work Notification	https://worksafe.govt.nz/notifications/hazardous-work
Standards NZ	https://www.standards.govt.nz
Environmental Protection Agency	http://www.epa.govt.nz
Fire and Emergency	https://fireandemergency.nz/business-and-landlords
Hazardous Substances	https://worksafe.govt.nz/topic-and-industry/hazardous-substances
Commercial Driving	http://www.nzta.govt.nz/commercial-driving
MBIE	https://www.business.govt.nz/#risks-and-operations/health-and-safety

Please note that as Associations update their websites, these links may change.

Electrical Testing Requirements

Specifications							
Type of Environment and/or Equipment	Interval Between Inspection and Tests						
	Class of Equipment		Residual Current Devices (RCDs)				Cord sets and power boards
	Class I (protective y earthed)	Class II (double insulated)	Push-button test – by user		Operating time and push-button test		
			Portable	Fixed	Portable	Fixed	
1. Factories, workshops, places of work or repair, manufacturing, assembly, maintenance or fabrication	6 months	12 months	Daily or before every use	6 months	12 months	12 months	6 months
2. 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	12 months	3 months	6 months	12 months	12 months	12 months
3. 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 hostile environment	5 years	5 years	3 months	6 months	2 years	2 years	5 years
4. Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels, accommodation houses and the like	2 years	2 years	6 months	6 months	2 years	2 years	2 years
5. Equipment for commercial cleaning	6 months	12 months	3 months	N/A	12 months	N/A	12 months
6. Hire equipment: Inspection	Prior to hire	Included push-button test by hirer, prior to hire	N/A	N/A	Prior to hire		
Hire equipment: Test and Tag	3 months	N/A	3 months	12 months	3 months		
7. Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service						

General Lockout Procedure

Purpose

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with the procedure.

Responsibility

The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by a designated individual. Each new or transferred affected employee shall be instructed by designated individuals in the purpose and use of the lockout procedure.

Preparation for Lockout

Employees authorised to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorisation should be obtained.

Sequence of Lockout Procedure

1. Notify the supervisor and all affected employees that a lockout is required.
2. If the equipment is operating, shut it down by the normal stopping procedure.
3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
4. Lockout energy isolating devices with an assigned individual lock or Tag
5. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking.
6. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
7. The equipment is now locked out.

Restoring Equipment to Service

1. When the job is complete, and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
2. When equipment is clear, remove all locks.
3. Start equipment/machinery.
4. Verify that the equipment is operating correctly.
5. Close out any applicable permit(s) and return them to the supervisor.

Isolation procedures are required to be used during maintenance and cleaning of the workplace.

In the case that machinery is required to remain in motion during cleaning or maintenance, refer to Manufacturer's instructions. Only the parts that are required to remain in motion shall not be isolated or locked out.

Complete an SOP prior to this process, to ensure those working on the equipment are aware of all procedures or processes involved. Only trained employees shall perform maintenance and/or cleaning on machinery that must remain in motion. This training must be specific to energised work.

When working on another site, you are required to follow their lock-out procedures.

If they have no procedures in place, then you can use these ones.

Pre-lockout Checklist

Equipment				
Name		Location		Date of Lockout
Job				
Procedure				
Potential Hazards				
<input type="checkbox"/> Electrical	<input type="checkbox"/> Pneumatic	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Multiple Lockouts
<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Chemical	<input type="checkbox"/> Confined space	<input type="checkbox"/> Combustibles	<input type="checkbox"/> Other
Methods of Neutralising Energy/Equipment				
<input type="checkbox"/> Disconnect Power	<input type="checkbox"/> Lock/Tag out	<input type="checkbox"/> Disconnect lines	<input type="checkbox"/> Release Pressure	<input type="checkbox"/> Multiple
<input type="checkbox"/> Other -				
Permits Required				
<input type="checkbox"/> Hot Works	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Working Heights	<input type="checkbox"/> None	
<input type="checkbox"/> Other -				
Requested by			Approved By	
Association			Association	
Name			Name	
Date			Date	
Signed			Signed	

New Lynn Business Association Incorporated

10.Risks

Risk Identification, Assessment and Management

An occupational health and safety risk (or hazard) is a combination of the likelihood of occurrence of a work-related hazardous event or exposure(s) and the severity of injury and ill health that can be caused by the event or exposures.

An occupational Health and Safety opportunity is a (set of) circumstance(s) which can lead to improvement of OH&S performance.

New Lynn Business Association Incorporated is committed to the identifying, understanding and controlling risks in the workplace, including the active management of any existing risks and risks associated with any new or modified equipment, materials or work processes. This is to be done with the aid of relevant/affected staff, management, suppliers of equipment and contractors (where applicable).

Where specialist advice is necessary, they will be contacted to aid in the process (e.g. noise level monitoring, hazardous substance management). With the aid of these relevant people, significant risks are to be controlled and the process to either Eliminate or Minimise the risk is to be actioned.

The Risk Management Process:

1. The top section of the Risk ID form on Page 10.2 is to be completed by whomever first identifies the risk. Fill in the Name, Location and Description of the risk and your Recommendation on what needs to be done (if any), and your Name, Signature and Date.
2. Either give the form to the Health and Safety Representative or put in New Lynn Business Association Incorporated's designated place for completed Risk ID forms. If you consider this to be potentially serious, discuss with your H&S Rep., Manager or PCBU immediately, to determine if immediate action is required.
3. The H&S Rep. and/or Manager then investigate the Risk, first assessing the Initial Risk Rating and adding this to the original Risk ID form. The Risk Rating is calculated by considering the likelihood of the incident occurring again and the potential consequences, as illustrated by the formula on page 10.6
4. A meeting is required with appropriate staff in attendance, for this Risk ID:
 - An action plan is to be made and added to the Risk ID form, outlining what will be done, by when and by whom. This section is signed off and dated by each person as each action point is complete.
 - Discuss whether this risk shows that new or increased Health Monitoring is required.
 - The meeting also needs to assess whether the issue and any machinery/process changes must be added to the Risk Register. Or any new ones.
 - The Residual Risk Rating is assessed once any changes have been made, and this new rating is added to the register.
 - Signed and dated by the Senior Manager at the meeting, approving the action plan.
5. From then until the Risk has been addressed and any permanent changes made, progress on this risk is to be discussed at each staff meeting. And the action points signed off as done.
6. The Risk Management Process for this Risk ID form is only complete when the bottom section Risk Management Process Complete has been signed off by a Senior Manager/PCBU.
7. All Risks are to be reviewed annually.

Initial and Residual Risk Ratings

Initial Risk Rating Assessed on first identifying a risk/change to a risk

Residual Risk Rating Assessed after the controls have been applied

The aim is to reduce the risk rating with this process, however we must always consider the unexpected. For example, with a Traffic Management control, we initially rate it at Extreme, then this reduces to Moderate after controls have been put into place. This is because we need to allow for uncontrollable events in traffic management situations e.g. drunk driver, so cannot rate it as Low.

Disclaimer

While all professional care has been taken in the preparation and production of this Risk Register, Industry Standards are continually changing, and Risk Controls used in your industry may alter over time.

Risk ID Reporting Form

Risk Report Source		
Name of Risk:		
Location of Risk:		
Description of Risk:		
Recommendation:		
Reported by	Signature	Date

Risk Rating Assessment (Refer to table page 10.8)			
Risk (Likelihood)	Injury (Consequences)	Initial Risk Rating	Residual Risk Rating

Manager, Supervisor or Health and Safety Representative Action Plan		
Brief Detail of Action Required:	Date	Signature
Health Monitoring Required (Y/N): (If the answer is yes, add to page 10.5 Health Monitoring)		
Risk Register Updated (Y/N):	Section:	Number:
Approved by (Senior Manager)	Signature	Date

Risk Management Process Complete

Approved by (Senior Manager)	Signature	Date

Standard Operating Procedure (SOP)

Process/Machine			
Purpose of Machine/ Process			
Licence, Certification or Training required			
Risks			
Preparation Check			
Procedure			
In Case of Emergency or Breakdown			
Persons Trained and Permitted for Process/Machine Use			
Name	Signature	Name	Signature
Personal Protective Equipment Required (Cross out any that are not applicable)			
 Gloves	 Hearing Protection	 Safety Boots	 Welding Mask
 Mask	 Overalls	 Eye Protection	Other: <div style="height: 30px;"></div>
Authorised by		Signature	
Date		Signature	

Job Safety Analysis

Job/Operation:		Location:		
Sequence of Steps List the steps required to complete the job	Potential Significant Risks List the potential SIGNIFICANT risks that could can cause harm	Initial Risk Rating See Below	Risk Control Method List the control methods required to ELIMINATE or MINIMISE each SIGNIFICANT risk	Residual Risk Rating Rating after controls
PPE Required				
<input type="checkbox"/> Hi-Visibility Clothing	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Eye Protection		
<input type="checkbox"/> Steel-capped Footwear	<input type="checkbox"/> Gloves	<input type="checkbox"/> Hard Hat		
<input type="checkbox"/> Mask	<input type="checkbox"/> Other -			
Personnel Involved				
Completed by		Date		
Association		Signature		
Position				

Likelihood/Consequences	Negligible	Minor	Moderate	Significant	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

Health Monitoring

Health Monitoring is required whenever workers are exposed to excessive levels of things which may adversely affect their health. For example, workers must not be exposed to noise which exceeds the exposure level 85dBA/8 hours.

Utilise the Health Monitoring Checklist to determine if employees have been exposed to risks which may require health monitoring. If they have been exposed to this risk, then they must undergo an annual or bi-annual medical assessment. This may include:

1. Noise levels above 85 dB (A); and
2. This can also include exposure to chemicals, sprays solvents, etc.

Monitoring should also be performed at times of initial employment, post-critical event or at the time of an employee leaving New Lynn Business Association Incorporated.

In the event of any test producing sub-optimal standards then that employee will be referred to their G.P. If the G.P. refers the employee to a specialist, then the PCBU will determine from the specialist's report whether further action is required i.e. review of the risk responsible for the sub-optimal result and/or if WorkSafe NZ is required to be consulted.

Records of Occupational Health (OH) monitoring results will be retained and made available to the employee requiring monitoring. All records will be stored securely and confidentially as they may contain medically sensitive information.

Fill in the checklist below, to determine if health monitoring is required:

Health Monitoring Checklist

Risk	Uses/Task	Testing Required	Requires Monitoring	Monitoring Type
Chemical/Material Risks	Substances (solvents and fumes)	Equipment Used		
Physical risks	Tasks that will expose you to the risk			
Noise above 85 dB(A) (example)	Process or equipment whereas noise is generated at a constant above 85 dB	Decibel meter attached to a staff member over an 8-hour period	Yes	Hearing testing
Biological risks	Tasks that will expose you to the risk			

Noise Risk – Hierarchy of Control

How to Reduce Risks Associated with Noise in the Workplace

There are six stages in the hierarchy of control so follow the process when trying to find the most effective way to reduce a noise hazard:

Stage 1: Eliminate the noise.

Can the process or plant that generates the noise be replaced completely? For example, can the process be changed so that it doesn't create a noise hazard at all?

If the noise cannot be eliminated...

Stage 2: Substitute the noise.

Can the production process be undertaken in a different, quieter way, or with different plant that does not make as much noise when operated?

If the noise cannot be made quieter through substitution...

Stage 3: Isolate the noise.

Can you apply something that can muffle the noise or create an encasing around the source of the noise that will contain the noise but still allow access for operation and maintenance?

If the noise cannot be eliminated or minimised by isolating it...

Stage 4: Engineer out the noise.

Can the source of the noise be relocated to an area where it will not expose workers in the vicinity to a hazard (although in this case, neighbours would then need to be taken into consideration as well)?

If an engineering modification cannot reduce the noise level...

Stage 5: Implement administrative controls.

Use inductions and signage to inform everyone in the area that it is a noise hazard zone and precautions are needed to prevent potential hearing loss – this is not a very effective control in this example.

If administrative controls are not enough...

Stage 6: Provide personal protective equipment (PPE).

Provide hearing protection to all employees and visitors in the noisy area, and make sure they wear it. This involves information, instruction, training and record-keeping of the PPE.

Remember that the provision of PPE to your workers as a control measure should complement other control measures you have in place to reduce the risk caused by the hazard – PPE and administrative controls **should not** be the only measures taken to control risk.

Manual Handling Risk

Implementing Control Measures

These should be reassessed annually, or as required.

Stage 1: Identify the manual handling risks.

Are manual tasks/situations carried out in the workplace? Examples could be:

- Overexertion and overreaching
- Repetitive movement
- Sustained and/or awkward posture
- Whole body vibration
- Poor workplace design

Stage 2: Redesign the workplace

Minimise manual handling risks by assessing the workplace and changing any processes/equipment which will make the job less stressful on employees.

In an office environment, this would include condition/position of:

- Chairs
- Workstations
- Keyboard/Mouse
- Monitor

Consider staff members who wear reading glasses, when placing monitors.

An ergonomic specialist can be a useful person to bring in, to assess your individual workplace.

In a factory environment, this would require a complete assessment of the factory/site and possibly replacing equipment/machinery or installing lifting devices or ramps. Things to consider:

- What is the weight of object being lifted?
- Can it be lifted mechanically?
- How often is an item required to be lifted or moved?
- Who are the employee(s) lifting the objects?
- Is there a better place the object could be located, for ease of manual handling?
- Would it be helpful to bring in a specialist in factory design?

Stage 3: Educate the employees

Train workers how to use plant, objects, substances, equipment, and relevant PPE safely.

Send employees for specific training in manual handling, if their role requires them to do so frequently.

All workers must be specifically trained in correct techniques for manual handling jobs. They need to know:

- No one should lift something that is too heavy for them. Ask for help
- To lift with the legs, not the back. And not to twist, or lift while in an awkward position
- About keeping the load in front and close to the body
- To use mechanical/lifting aids where possible
- To plan regular breaks and rotate jobs, if possible

Understand the Risk Rating

Significance of the Risk

The Consequences of a potential risk are rated from Negligible to Severe.

The Likelihood of a potential risk occurring is rated from Rare to Almost Certain.

Consequences	How severely could someone be hurt?	Likelihood	How likely are the consequences?
Severe	Death or permanent disability	Almost Certain	High Probability of an incident
Significant	Serious injury, hospital treatment required	Likely	Likely Probability of an Incident
Moderate	Injury requiring medical treatment and some lost time	Possible	Possible Probability of an Incident
Minor	Minor injury, first aid only required	Unlikely	Unlikely Probability of an Incident
Negligible	Unlikely to result in an injury	Rare	Rare Probability of an Incident

Risk Rating Matrix

The Risk Factor is calculated by considering the Likelihood of the incident occurring and the Consequences of the possible resulting injury. For example, if something is Likely to happen and the Consequences are considered to be Moderate, then the Risk Factor is High.

Likelihood/Consequences	Negligible	Minor	Moderate	Significant	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

Actions Required

Once the significance of the risk and the appropriate controls have been assessed, the level of required action can be ascertained. This ranges from Extreme (immediate action required) to Low (action within a reasonable timeframe).

Risk Factor	Required Action
Extreme	Immediate action needed. Access to the risk should be restricted until the risk can be lowered to an acceptable level. Short term action may be required, to lower the risk level. Medium and long-term plans are to control the risk to as low-risk as reasonably practicable, using the Hierarchy of Controls.
High	Action needed quickly (within 1-2 days). The task should not proceed unless the risk is assessed, and control options selected, based on the Hierarchy of Controls.
Moderate	Action required this week to eliminate or minimise the risk, using the Hierarchy of Controls.
Low	Action required within a reasonable timeframe (2-4 weeks) to eliminate or minimise the risk, using the Hierarchy of Controls.

Initial Risk Rating

Assessed on first identifying a risk/change to a risk

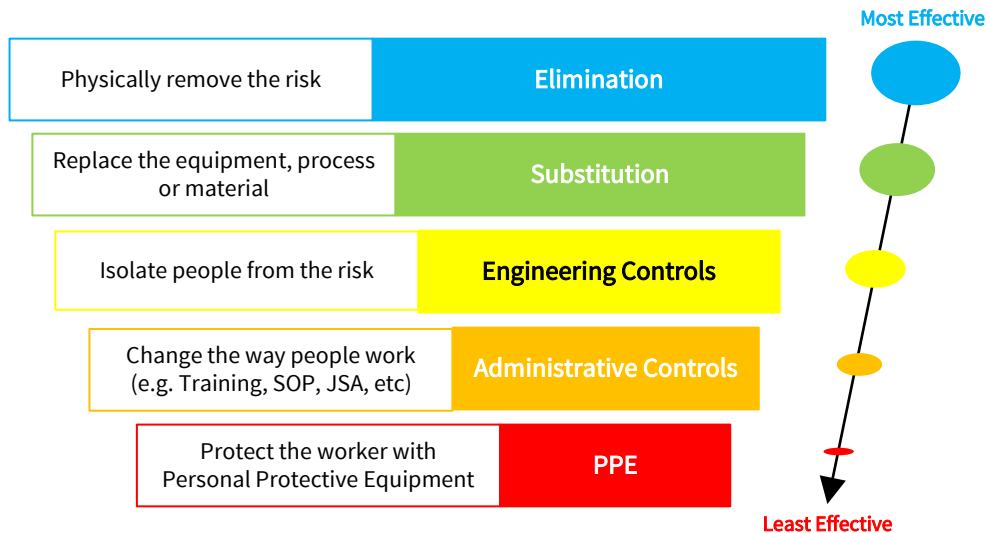
Residual Risk Rating

Assessed after the controls have been applied

Controlling the Risk

The hierarchy of controls ranges from the most effective Elimination (removing the risk), through Substitution (replacing the risk), Engineering Controls (isolating people), Administrative Controls (changing work habits), to PPE.

Hierarchy of Controls



Monitoring the Control Measures

Control measures should remain effective, be fit-for-purpose, be suitable for the nature and duration of the work and be implemented by workers correctly. Monitoring the performance of control measures will show you if your control measures are working effectively.

You should: – implement the appropriate means for workers to report incidents, near misses, or health and safety concerns – encourage appropriate reporting – avoid processes that may encourage under-reporting.

You must monitor workplace conditions and worker health so far as is reasonably practicable.

Monitoring can show you if your control measures are working effectively to reduce worker exposure: – Exposure monitoring can be used to find out if workers are potentially being exposed to a hazard at harmful levels. – Health monitoring is a way to check if the health of workers is being harmed from exposure to hazards while carrying out work and aims to detect early signs of ill-health or disease.

Seek the views of your workers and their representatives when making decisions about procedures for monitoring.

The findings of the monitoring are used in the following 'ACT' step to ensure the control measures in place are continually improved.

Act: Take Action on Lessons Learnt

You must regularly review the effectiveness of your control measures at scheduled times. All policies, processes and systems need a regular review date and review/audit process to check they're followed and are still fit-for-purpose.

Investigate incidents and near misses to identify causes and what needs to change to prevent them from reoccurring.

Talk to your workers regularly to check if the control measures are effectively eliminating/minimising work risks.

Use the results of your ongoing worker conversations, reviews/audits, investigations and workplace/worker health monitoring to help you to continually improve the effectiveness of the control measures.

Risk Review

Risk	Risk No.	Changes to Controls	New Risk Rating	Approved By	Date Approved

All risks are to be reviewed during the annual review process and any changes to risks are to be added above. This is to include any changes made at any time.

New Lynn Business Association Incorporated

Significant Risk Register

General Risks

General Index

Risk Type	Page
1 Alcohol, Drugs or Medication	3
2 Allergies	3
3 Amenities	3
4 Broken Glass	3
5 Changing Attachments on Tools or Equipment	3
6 Chemicals, Sprays, Paints, Poisons and Solvents	4
7 Children in the Workplace	4
8 Contractors, Subcontractors	4
9 Dehydration	4
10 Dust	5
11 Electrical Equipment & Small Tools	5
12 Equipment, Vehicle Maintenance, Repairs and Servicing	5
13 Eye Damage	5
14 Fire Fighting Equipment and Exits	6
15 Flammable Substances	6
16 Foot Injuries	6
17 General Public and Visitors	6
18 Ladders	7
19 Manual Handling	7
20 Noise	7
21 OOS/RSI	8
22 Pathways, Stairwells and Exits	8
23 Power Leads	8
24 Practical Jokes in the Workplace	8
25 Retractable Blades/Box Cutters	8
26 Rushing Jobs	9
27 Skin Cancer (Working Outside)	9
28 Slippery/Wet Floors	9
29 Stress and Fatigue	9
30 Training	9
31 Trip Risks	9
32 Unfamiliar Sites (Engaging in Contract Work)	10
33 Vehicles on Site (General)	10
34 Working Alone and at Night	10
35 Work Left in an Unsafe Condition	10
36 Workplace Aggression/Harassment	10

1 Alcohol, Drugs or Medication			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Alcohol of any type must not be consumed on the premises unless it is a Association approved function. If you are over the legal driving alcohol limit you must find an alternative means of getting home. If you are on prescribed medication which may affect your performance, you must inform management of this fact before you begin work. Any employee who causes an accident injuring another person due to drugs or alcohol will be instantly dismissed and could face serious prosecution under the Health & Safety at Work Act (2015). Drug testing may be required on various sites. Refer to the Drug and Alcohol section of the H&S policy and testing for further information (section 1). 			
Initial Risk:	High	Residual Risk:	Low
2 Allergies			
Controlling the Risk:		Administrative	PPE
<ul style="list-style-type: none"> If you suffer from allergies, then you must make management aware of this, before you undertake any work which may create an allergic reaction. Should your allergy be severe enough to require medication or similar, always have it available e.g. Asthma inhaler for asthma, antihistamines for bee stings etc. 			
Initial Risk:	Moderate	Residual Risk:	Low
3 Amenities			
Controlling the Risk:			Administrative
<ul style="list-style-type: none"> Toilets must be kept clean and well serviced. Lunchrooms are to be clean, tidy and hygienic. If any amenities are unclean or not hygienic, contact the appropriate person. 			
Initial Risk:	Moderate	Residual Risk:	Low
4 Broken Glass			
Controlling the Risk:			Elimination
<ul style="list-style-type: none"> Clean up broken glass immediately. Large pieces may be picked up by hand if this can be done safely and without cutting the person. The remainder should be swept up with a brush and pan. Dispose of glass in the correct recycling container. It is recommended that closed in shoes and gloves are worn when cleaning up broken glass. 			
Initial Risk:	High	Residual Risk:	Moderate
5 Changing Attachments on Tools or Equipment			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> When changing attachments on tools or equipment that could cause and injury during the process unplug it first. Never replace with an attachment not designed for the tool. Do not leave a tool without the attachment change not completed. On machinery (generally bigger fixed machinery) where the process may take time, follow the "Lock Out" procedure if you must leave an uncompleted change. 			
Initial Risk:	Moderate	Residual Risk:	Low

6 Chemicals, Sprays, Paints, Poisons and Solvents				
Controlling the Risk:	Substitution	Engineering	Administrative	PPE
<ul style="list-style-type: none"> All chemicals etc. must be kept in correctly marked, well-sealed containers. If you find Chemicals, Poisons, Paints, Sprays or Solvents in your work area inform the site supervisor and have them removed. If you need to use Chemicals, Poisons, Paints, Sprays or Solvents: <ul style="list-style-type: none"> Wear the appropriate safety protective clothing, masks etc. as recommended by labelling on the product and on the information provided. Have Safety Data Sheets (SDS) available at all. Ensure that there is sufficient ventilation and no ignition points. If you interact with a substance you don't recognise, inform your supervisor immediately. Do not allow oils, chemicals and fuels to run away into drains or waterways. Chemicals are to be stored as per HAZNO regulations. <p>For chemical spill information & procedures, refer to Chemical Emergency Response in Emergency Procedures section of the policy.</p>				
Initial Risk:	High		Residual Risk:	Moderate
7 Children in the Workplace				
Controlling the Risk:		Elimination	Engineering	
<ul style="list-style-type: none"> For their own safety, children must always be supervised while on site or be in a child approved area. Do not allow children to play with or climb on anything. Children ARE NOT permitted in areas with machinery/vehicles operating. Always be aware of children and if they enter a work area which may be hazardous and could cause injury to themselves or others, stop what you are doing and ask them to leave, or ask their parents to remove them from the area. 				
Initial Risk:	Extreme		Residual Risk:	Moderate
8 Contractors, Subcontractors				
Controlling the Risk:		Engineering	Administrative	
<ul style="list-style-type: none"> All contractors are to be inducted and made aware of the risks on the site. Ensure all contractors are inducted with the appropriate forms from section 5 of this policy. Stay away from contractor's work areas and equipment. Do not alter or interfere with any work done by a contractor. Do not assist a contractor in their work, unless it is part of your job description and you're trained to. 				
Initial Risk:	High		Residual Risk:	Moderate
9 Dehydration				
Controlling the Risk:			Administrative	
<ul style="list-style-type: none"> Keep well hydrated when working during warmer months of the year. Wearing PPE and working in hot sun can cause dehydration. Dehydration causes fatigue and can impair judgement, especially when operating machinery. If you feel thirsty, you are already becoming dehydrated. Water is the best. 				
Initial Risk:	Moderate		Residual Risk:	Low

10 Dust					
Controlling the Risk:			Engineering	PPE	
<ul style="list-style-type: none">Keep your work area as clean as possible to eliminate dust build-up and keep dust levels to a minimum.You should always wear dust masks in any area where dust is a problem.If the dust is affecting you, then you should inform your supervisor immediately.					
Initial Risk:	Moderate	Low	Residual Risk:	Low	
11 Electrical Equipment & Small Tools					
Controlling the Risk:		Elimination	Substitution	Administrative	
<ul style="list-style-type: none">Only use a device if you are trained and authorised to.Do not use portable electric equipment if the equipment itself could become dangerously wet.Use RCDs (Residual Current Devices) wherever practicable when using mains powered equipment.Do not attempt to repair any faulty equipment yourself.Ensure any guards required are in place, before use.If the leads of equipment become damaged, DO NOT use the equipment until after it has been repaired.Never pull the plug out from the socket by pulling on the cord.All portable electric equipment must be checked and certified in accordance with AS/NZS 3760.Do not unplug any equipment while you have wet hands. Dry your hands first.Turn switch off before unplugging.Ensure all electrical equipment has been added to your Maintenance Schedule and the dates for upcoming maintenance are recorded in a reminder system (diary etc.).					
Initial Risk:	High		Residual Risk:	Moderate	
12 Equipment, Vehicle Maintenance, Repairs and Servicing					
Controlling the Risk:		Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none">All equipment and vehicles must be serviced and maintained according to the manufacturer's instructions or in accordance with your maintenance schedule.The maintenance schedule/report must be completed by a designated person on completion of service.All new equipment or vehicles must be added to the maintenance schedule within one month of being installed/commissioned.If you discover any equipment or vehicle that has not been serviced, is faulty or has been serviced incorrectly, report this to your supervisor.Do not attempt to repair or service equipment or vehicles unless you have been trained and/or a qualified to do so.If a machine or equipment is to be stopped for service or repair, it must be "locked out". This means preventing it from starting e.g. unplugged or physically prevented from being activated and a lockout tag or the like placed on it.					
Initial Risk:	High		Residual Risk:	Low	
13 Eye Damage					
Controlling the Risk:				PPE	
<ul style="list-style-type: none">Wear safety glasses when using machinery, equipment or if you are engaged in a process where something could encounter your eyes.If dust is a problem, then wear eye protection.					
Initial Risk:	Moderate		Residual Risk:	Low	

14 Fire Fighting Equipment and Exits			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Make sure that fire exits are clear and accessible. If you see anything blocking a fire exit, extinguisher or hose reel remove it immediately. Ensure that all fire extinguishers and hose reels are visible and accessible. Never use extinguishers or hose reels as hangers or hooks to place other items on. 			
Initial Risk:	Moderate	Residual Risk:	Low
15 Flammable Substances			
Controlling the Risk:		Elimination	Engineering
<ul style="list-style-type: none"> Keep flammable materials or substances away from exits and entrances. Never store any flammable items where they may be at risk of catching fire. Use appropriate storage containers as required by the Hazardous Goods (HSNO) regulations, considering the quantity of products held on premises. 			
Initial Risk:	Moderate	Residual Risk:	Low
16 Foot Injuries			
Controlling the Risk:			PPE
<ul style="list-style-type: none"> You must wear the appropriate safety footwear when on site, or if required on any site you visit. This includes contractors or visitors, where applicable. 			
Initial Risk:	Moderate	Residual Risk:	Low
17 General Public and Visitors			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> All visitors who are visiting a specific staff member are to sign the Visitors Book on arrival and sign out when leaving, where applicable. The public are not allowed in work areas that machinery or vehicles are operating unless there is a reason to be there and only if accompanied by a staff member. If you are to take a person through a work area ensure you provide them with any required personal protective equipment required, you inform them of hazards in the area and stay within designated areas, walkways, etc. Their safety is your responsibility. If you see anyone you do not know in the workplace, ask them to leave. 			
Initial Risk:	High	Residual Risk:	Moderate

18 Ladders						
Controlling the Risk:				Substitution	Administrative	
<ul style="list-style-type: none">Only use ladders as they are designed to be used.All ladders shall be set up on a firm level surface, unless a secure method is used to ensure an even distribution of weight between the stiles. In the case of a step ladder, this includes the back frame.All “A-frame” ladders must lock across the two uprights.Ladders, unless specifically designed, are only to be used for access to an area, not for working off.Only industrial approved ladders are permitted to be used on site - NZS 5233:1986 or NZS 3609:1978.Only use non-conducting ladders when doing electrical work.Ensure the feet of the ladder are placed on clear, level ground and positioned so it can’t slip or topple.Leaning ladders should always be approximately 1/4 of the height of the ladder away from the wall.Never climb any ladder unless you feel completely safe doing so.Leaning ladders must be tied and secured at the top if the operator is working above three metres.When engaging in electrical work non-conducting ladders must be used.Before using any ladder, ask yourself:<ul style="list-style-type: none">Is using a ladder the safest and best work method for the job?Is the ladder in good condition and suitable for the type and height of work?While using a ladder:<ul style="list-style-type: none">Do not carry a load that will prevent both hands from being able to hold or grab the rungs.Do not over-reach — the waist should always remain within the confines of the stiles.Unless there is a secure handhold, do not stand on a rung/step closer than 0.9 metres from the top.Always ensure all loose tools or other items are removed from steps/rungs before moving ladder.Where the ladder encroaches onto a passage/roadway, place cones or barricades around the base.Ladders shall be withdrawn from service immediately on suspicion of any structural damage such as:<ul style="list-style-type: none">Bent or twisted stiles;Loose, bent, worn, or split rungs or steps;Loose, bent or disconnected braces between steps and stiles or back frame;Damaged or missing locking bars;Missing rivets or non-slip feet.						
Initial Risk:	High		Residual Risk:		Moderate	
19 Manual Handling						
Controlling the Risk:				Elimination	Administrative	
<ul style="list-style-type: none">Lift by keeping your back straight and bending your knees, reduce twisting from side to side.Do not lift anything that is too heavy for you and could cause you an injury.If something is too heavy use a mechanical lifting device if available or ask for assistance.						
Initial Risk:	Moderate		Residual Risk:		Low	
20 Noise						
Controlling the Risk:		Elimination	Substitution	Engineering	Administrative	PPE
<ul style="list-style-type: none">Loud and/or long term moderate noise can cause hearing loss.As a guide, if you cannot hold a conversation at normal levels with someone 600mm away you should be wearing hearing protection.If after using hearing protection you can still hear a lot of noise, you should wear a higher rated grade.Avoid exposure to excessive noise whenever possible, otherwise wear hearing protection.Consider others around you, if you are going to be creating loud noise, isolate people from this if possible.						
Initial Risk:	High		Residual Risk:		Low	

21 OOS/RSI					
Controlling the Risk:		Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none">OOS (Occupational Overuse Syndrome) or RSI (Repetitive Strain Injury).Do not continue doing the same activity if you are suffering from any pain or discomfort.Have a change of work after 40 minutes of repetitive activity, or at any time if you are uncomfortable with the work you are doing.Set yourself up in a comfortable position if doing repetitive work.Take micro breaks and do the exercises in the office module (pages 8-9).If you find yourself showing signs of OOS/RSI report it to the H&S Officer.					
Initial Risk:	Moderate	Residual Risk:		Low	

22 Pathways, Stairwells and Exits					
Controlling the Risk:		Elimination	Administrative		
<ul style="list-style-type: none">Pathways, stairwells and exits are to be kept clear.Never leave items on stairways or in pathways as it will create a trip risk to other people using them.Be constantly alert for stock, goods, materials, rubbish and other items which may be blocking walkways and remove them from the area.Handrails on staircases must be sturdy and able to support the people who use them.Always be cautious when carrying items up or down stairs, ensure you can see where you are walking.Do not speak to others when using the stairs, as they may turn and fall.					
Initial Risk:	Moderate	Residual Risk:		Low	

23 Power Leads					
Controlling the Risk:		Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none">Ensure that all power leads are in good condition, without nicks or exposed wires.Faulty leads must be tagged out and repaired by a qualified person.Always use an RCD if the main power supply does not have an RCD or isolation switch built into it.Avoid trailing power leads across the floor of the working area, where they may create a trip risk. Run leads above doorways where you can and alongside walls whenever possible.All electric leads, tools and equipment must be checked as per AS/NZS 3760.					
Initial Risk:	High	Residual Risk:		Low	

24 Practical Jokes in the Workplace					
Controlling the Risk:		Elimination	Administrative		
<ul style="list-style-type: none">Practical jokes that could cause injury are forbidden and could result in immediate dismissal.If, due to a practical joke, a fellow employee is injured, it is very likely you could also be faced with a prosecution from WorkSafe NZ.					
Initial Risk:	Extreme	Residual Risk:		Moderate	

25 Retractable Blades/Box Cutters					
Controlling the Risk:		Engineering	Administrative		
<ul style="list-style-type: none">Never carry a box cutter or similar without retracting the blade.Always retract the blade as soon as you have finished an action.When cutting, don't put any part of your body in front of the blade i.e. stand to the side.Use caution when using retractable blades. <p>Note: Many sites do not permit retractable blade knives unless the blade is spring loaded and is auto retractable. With these knives, you must hold your finger on the button for the blade to remain out, so minimises the chances of cutting yourself. Other options are knives with a form of guard over the blade. Either of these types of knives are a preferable and safer option.</p>					
Initial Risk:	Moderate	Residual Risk:		Low	

26 Rushing Jobs			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Employees must never be pressured into rushing a task that could compromise their health & safety. Always allow time for the task to be completed in a safe manner. A rushed task causing injury will take far longer in the end than a task done at a safe speed. 			
Initial Risk:	High	Residual Risk:	Low
27 Skin Cancer (Working Outside)			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Melanoma can be caused by the sun's ultraviolet rays. Protect yourself from sunburn. Seek jobs in the shade during the middle of the day and early afternoons (11am-3pm) when possible. Wear clothing such as hats, long-sleeved shirts and long pants to protect your skin. Sunglasses should be worn to protect your eyes from the sun. Take care on windy and cloudy days. Although you remain cool, you can still burn. Consult your doctor if a freckly spot or mole changes shape, colour or size. Use a broad-spectrum high-level (30+) sunscreen on any skin that is not protected with clothing. 			
Initial Risk:	High	Residual Risk:	Moderate
28 Slippery/Wet Floors			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Slippery floors and spillages need to be cleaned up immediately, whenever possible. Otherwise put up a sign or tape off the area until the spillage can be dealt with. Install non-slip or anti-fatigue matting to improve staff safety and comfort where practicable or provide specialised footwear where necessary. 			
Initial Risk:	Moderate	Residual Risk:	Low
29 Stress and Fatigue			
Controlling the Risk:		Elimination	Substitution
<ul style="list-style-type: none"> Stress and fatigue can be caused by time pressures, issues at home, long hours etc. If you are feeling stressed, talk to the Health and Safety Officer or PCBU. Do not ignore it. 			
Initial Risk:	High	Residual Risk:	Moderate
30 Training			
Controlling the Risk:			Administrative
<ul style="list-style-type: none"> Do not do any task that you are not trained or authorised to do. If you are asked to do a task or use a piece of equipment that you are not familiar with, inform your supervisor and get training before usage. Do not be shy to ask for training, or if you are unsure about something ask your supervisor or a colleague. It is better to ask and get training than pretend you know how to do a task and end up injured. 			
Initial Risk:	Extreme	Residual Risk:	Low
31 Trip Risks			
Controlling the Risk:			Elimination
<ul style="list-style-type: none"> Keep bins, mats, power leads and other items that can create trip risks out of foot traffic areas. Keep items off the ground where possible or stack them in an area that won't create a direct risk. If you see something that could be a trip risk, remove it. 			
Initial Risk:	Moderate	Residual Risk:	Low

32 Unfamiliar Sites (Engaging in Contract Work)				
Controlling the Risk:		Administrative	PPE	
<ul style="list-style-type: none">Unfamiliar sites could have a variety of risks you are not familiar with, so be cautious.Report to the person in charge, to be inducted and made aware of risks or conditions you may encounter.Follow all on site instructions about risks.If you are uncomfortable with a situation or task you are to perform on the site, contact your supervisor before proceeding any further.				
Initial Risk:	High	Residual Risk:	Low	
33 Vehicles on Site (General)				
Controlling the Risk:		Engineering	Administrative	PPE
<ul style="list-style-type: none">Always stay away from areas where vehicles are being loaded/unloaded unless necessary to be there.If you are required to approach a vehicle on site do it in a manner so you can be clearly seen approaching.In the carpark area, always be aware of vehicles backing out driving forwards as often the driver is looking for a car park and not looking ahead.Stay on the footpath and use the designated crossing areas whenever practicable.				
Initial Risk:	High	Residual Risk:	Low	
34 Working Alone and at Night				
Controlling the Risk:		Elimination	Engineering	Administrative
<ul style="list-style-type: none">If you are working alone after standard work hours, do welfare checks at least hourly or as required.Do not use any machinery or equipment which could put yourself at risk of injury.Always have a torch available and be made aware of light switches and lighting.Avoid going in to unlit areas whenever possible.				
Initial Risk:	High	Residual Risk:	Moderate	
35 Work Left in an Unsafe Condition				
Controlling the Risk:		Elimination	Engineering	
<ul style="list-style-type: none">Ensure your work is left in safe condition whenever possible or put up signage, tape/barriers, etc. to protect and warn people of the risk.Ensure all work is stable and cannot be affected by adverse weather or injure any other person.				
Initial Risk:	High	Residual Risk:	Low	
36 Workplace Aggression/Harassment				
Controlling the Risk:		Elimination	Engineering	Administrative
<ul style="list-style-type: none">If confronted by an aggressive person, be polite and leave the area.Report events of aggression or harassment to your supervisor and avoid physical confrontation.Make a record of specific events which you feel are inappropriate. Include the date, time and place and who was present, what was said, how you felt, how you responded, and what other people said and did.If a workmate/manager's ongoing behaviour makes you feel uncomfortable, stressed or threatened and you are unable to change this situation yourself, speak to someone senior about the issue.				
Initial Risk:	Moderate	Residual Risk:	Moderate	

New Lynn Business Association Incorporated

Significant Risk Register

Office Risks

Risk Index

Risk Type		Page
1	Aggravated Robbery	3
2	Air Conditioning/Heat Pumps	3
3	Computer Workstations	3
4	Displays and Showcases	3
5	Drawers in Work Area	3
6	Filing Cabinets, Cupboards Shelving and Other Office Equipment	3
7	Lighting in the Office	4
8	Office Furniture, Chairs, Desks	4
9	Reaching to High Places	4

1 Aggravated Robbery				
Controlling the Risk:		Engineering		Administrative
<ul style="list-style-type: none">If confronted by an armed robber demanding money, do not argue with them.Give them what they require and do not antagonise them in any way.Always be security conscious when handling cash.Try to remain calm and comply with their instructions.Take extra care when cashing up, or any activity where cash is openly available.Keep all doors well secured when on your own, or with restricted staff numbers.As soon as it is safe to do so, call the Police on 111.Obtain a copy of the WorkSafe NZ 'Guidelines for the safety of staff from the threat of robbery' booklet and implement the procedures.				
Initial Risk:	Extreme	Residual Risk:		Moderate
2 Air Conditioning/Heat Pumps				
Controlling the Risk:		Elimination	Substitution	Engineering Administrative
<ul style="list-style-type: none">Ensure that the air conditioning is working correctly and that you have good, clean fresh air.Be aware that air conditioning filters must be cleaned and sanitised on a regular basis, as there can be bacterial build-up.				
Initial Risk:	Low	Residual Risk:		Low
3 Computer Workstations				
Controlling the Risk:		Substitution		Administrative
<ul style="list-style-type: none">A poorly set out workstation and posture can, over time, create an OOS problem.Follow the recommendations in the "Pocket Ergonomist" on the WorkSafe website.Report any feeling of discomfort or pain experienced while at your workstation.				
Initial Risk:	Moderate	Residual Risk:		Moderate
4 Displays and Showcases				
Controlling the Risk:		Elimination	Substitution	Engineering Administrative
<ul style="list-style-type: none">Arrange displays and showcases in a safe manner which does not create a risk.Ensure that they are stable and well secured to prevent falling over even if they are moved or climbed on by a customer or child.Allow sufficient area around/beside a display to allow a walkway, away from passageways or walk areas.Check that no display could cause injury to either customers or employees.				
Initial Risk:	Low	Residual Risk:		Low
5 Drawers in Work Area				
Controlling the Risk:				Elimination
<ul style="list-style-type: none">Do not leave drawers open and unattended.Always close fully after use.				
Initial Risk:	Low	Residual Risk:		Low
6 Filing Cabinets, Cupboards Shelving and Other Office Equipment				
Controlling the Risk:		Substitution	Engineering	Administrative
<ul style="list-style-type: none">Furniture must be placed securely on the floor and not "wobble".Shelving must be secure and of sufficient strength to bear the weight of whatever is to be stored on it.Evenly load shelves drawers and cabinets so they do not become top heavy.Store heavy items between waist and chest height.Do not overload or cram things onto shelves.				
Initial Risk:	Low	Residual Risk:		Low

7 Lighting in the Office			
Controlling the Risk:			Substitution
<ul style="list-style-type: none"> Always ensure that you have good lighting. Natural light should be used if possible, otherwise use good artificial light. 			
Initial Risk:	Moderate	Residual Risk:	Low
8 Office Furniture, Chairs, Desks			
Controlling the Risk:			Substitution
<ul style="list-style-type: none"> Office furniture should, wherever possible, be ergonomically designed. Use only furniture that is adjustable for the user and designed for the purpose. 			
Initial Risk:	Moderate	Residual Risk:	Low
9 Reaching to High Places			
Controlling the Risk:		Substitution	Administrative
<ul style="list-style-type: none"> Only use stable ladders or stools to reach elevated areas and ensure that they are set up properly. All stepladders must have the front and back locked together. Do not stand on any furniture to get items from heights. Use a ladder or specifically designed equipment. Climbing onto shelving is not permitted under any circumstances. 			
Initial Risk:	High	Residual Risk:	Moderate

New Lynn Business Association Incorporated

Significant Risks Register

Events & Association Vehicles Risks

Risk Index

Risks Type		Page
1	Accidents	3
2	Association Vehicles	3
3	Breakdowns or Flat Tyres	3
4	Carrying Goods and Samples	4
5	Events	4
6	Fatigue	4
7	Faulty Vehicles	4
8	Loss of Driver's Licence	5
9	Personal Security	5
10	Vision	5
11	Visiting Customer Sites	5

1 Accidents			
Controlling the Risk:	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Risk controls over vehicle accident sites are controlled by the emergency services when on the scene i.e. Police, Fire Department etc. However, there are some basic procedures to follow when driving Association vehicles on Association business. If you are involved in a motor vehicle accident under these circumstances, then you must: <ul style="list-style-type: none"> Give all practical first aid to any injured persons. Unless it is necessary to do so (i.e. fire) you should never attempt to move an injured person. Ensure that someone has called the emergency services. Give the police any information you can, to assist them in their enquiries. Try to ensure that the road is cleared of all debris, where possible. Contact your base/office as soon as possible. Wear a Hi-Visibility vest or clothing to maximise your visibility. 			
Initial Risk:	High	Residual Risk:	Moderate
2 Association Vehicles			
Controlling the Risk:	Engineering	Administrative	
<ul style="list-style-type: none"> Only drive Association vehicles you are familiar with and are licensed and/or certified to drive. Ensure that the vehicle is in good order and is registered and warranted. Always wear a safety belt. Vehicles should be equipped with a current first aid kit and a fire extinguisher. Keep the vehicle tidy. Ensure everything is secure so should heavy braking or an accident occur, tools, materials and other items will not be thrown around the vehicle and injure any occupants. Do not carry loose articles in the cabs of vehicles, as they could jam the pedals of the clutch, brake or accelerator and distract the driver, causing an accident. Never drive a Association vehicle after drinking alcohol, taking drugs or prescription medication that could affect your ability to drive. If driving long distances, take regular breaks and if you feel tired, pull over. Only authorised personnel approved by management are permitted in Association vehicles. Pets are not permitted in Association vehicles. You are not permitted to carry hitchhikers when driving a Association vehicle. Do not make calls on a cell phone while driving unless your vehicle is equipped with a hands-free kit, or you have an ear piece or similar and voice control is available. Otherwise pull over and ring the person back when it is safe to do so. Never read or do texts, emails or anything that takes your attention off driving under any circumstances. 			
Initial Risk:	High	Residual Risk:	Moderate
3 Breakdowns or Flat Tyres			
Controlling the Risk:	Engineering	Administrative	PPE
<ul style="list-style-type: none"> In the event of a breakdown or flat tyre, always ensure that you move the vehicle over to the side of the road as far as possible. Keep out of the way of traffic. Contact the office to get a mobile mechanic or heavy haulage to tow the vehicle or a roadside vehicle repair service. Use warning devices such as reflective triangles or cones, hazard lights, to give other road users plenty of warning of your situation and location. Wear a Hi-Visibility vest or clothing to maximise your visibility. 			
Initial Risk:	Moderate	Residual Risk:	Low

4 Carrying Goods and Samples			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none">Do not store heavy items on the back seat of a car.Wherever possible, store goods or equipment in the boot or on the floor behind the front seats.Station wagons should be fitted with a robust cargo barrier.			
Initial Risk:	Moderate	Residual Risk:	Low
5 Events			
Controlling the Risk:		Elimination	Substitution Administrative
<ul style="list-style-type: none">When hosting an even on another site you should contact the management to discuss any risks that may affect the association members that they should be aware of.If alcohol is involved familiarise yourself with Host responsibility rules. (See below)If you are using a venue on a regular basis it is recommended to have them complete a contractor’s form (page 5.3) <p>https://www.alcohol.org.nz/alcohol-management-laws/managing-alcohol/host-responsibility</p>			
Initial Risk:	High	Residual Risk:	Low
6 Fatigue			
Controlling the Risk:		Elimination	Substitution Administrative
<ul style="list-style-type: none">Common effects of fatigue can lead to crashes. These can include:<ul style="list-style-type: none">Difficulty keeping your vehicle within a laneDrifting off the roadMore frequent and unnecessary changes in speedNot reacting in time to avoid a dangerous situationDo not drive any vehicle if you are fatigued or ill. Make sure you have a good night’s sleep before driving and be fully awake before commencing trip.Do not drive over the specified driving time limitations.If you feel tired pull over and have a rest. Avoid driving during the hours when you would normally be sleeping, if possible.Share driving if possible. Take a rest stop every two hours.Keep the air in the vehicle cool, with plenty of fresh air.Avoid driving for several days following long distance air travel, to avoid fatigue caused by jet lag.Avoid taking medication that can cause drowsiness.If you feel you are unable to complete your run, contact base and wait for assistance.			
Initial Risk:	High	Residual Risk:	Moderate
7 Faulty Vehicles			
Controlling the Risk:		Elimination	Substitution Administrative
<ul style="list-style-type: none">Before using any vehicle, do a thorough check for any sign of faults.Move the vehicle and check the ground for oil or fluid leaks.Check the brake, clutch and transmission fluid.Check tyre pressure and for bulges, cuts or any other tell-tale signs of damage.Generally, check the entire vehicle over and do not use it unless completely satisfied that it is in good working order.			
Initial Risk:	High	Residual Risk:	Low

8 Loss of Driver's Licence			
Controlling the Risk:			Elimination
<ul style="list-style-type: none"> If you lose your driver's licence or it is suspended for any reason, you must not operate any vehicle. You must advise your manager of this situation as soon as it happens or if it is pending. 			
Initial Risk:	Moderate	Residual Risk:	Low
9 Personal Security			
Controlling the Risk:			Administrative
<ul style="list-style-type: none"> When travelling out of town or overseas, leave an itinerary or trip schedule with your manager. If this changes during the trip, advise your manager Wherever possible, use the hotel or room safe to store your travel and personal documents. Do not leave valuables in sight when leaving your vehicle. 			
Initial Risk:	High	Residual Risk:	Low
10 Vision			
Controlling the Risk:		Elimination	Substitution Administrative
<ul style="list-style-type: none"> Do not drive any vehicle if you are having trouble with blurred vision. If you are having problems with your vision, pull over and have a rest. If you feel you are unable to complete your run, contact base and wait for assistance. Should you have any problems with your vision while driving, it is the responsibility of the individual to visit your Doctor or Optometrist. 			
Initial Risk:	High	Residual Risk:	Low
11 Visiting Customer Sites			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> Report to reception and sign in, or follow Association visitor procedure, as soon as you arrive on site. Stay within designated safe areas. Always wear any PPE, as instructed. 			
Initial Risk:	Moderate	Residual Risk:	Low