

Health & Safety Planning, Review and Evaluation

1. Purpose

EH have established a “Health & Safety Plan” which contains organisational objectives.

In addition, SM have created a Health and Safety Six Monthly checklist to reflect this plan. This guides the E in the activities that must be completed to remain compliant.

The Health and Safety Plan has been developed to meet the requirements of the Health and Safety at Work Act 2015 and supports continuous improvement of health and safety in the work place through:

1. Setting specific health and safety objectives
2. Establishing and supporting actions to achieve these objectives
3. Regular review of progress towards completing tasks and achieving objectives
4. Evaluating outcomes of tasks and objectives

Review on progress towards completing all the objectives and actions will be conducted on an Annual basis.

2. NZWSRA Commitment

As detailed in the Health and Safety Policy Section 2.1, Planning, Review and Evaluation, SM will;

- Annually review health and safety objectives
- Biannually review health and safety policies and procedures
- Review health and safety policies and procedures post ‘Notifiable injury or illness Injuries’ and ‘Potential Notifiable injury or illness Incidents’
- Review health and safety policies and procedures when any new legislation is introduced
- Review health and safety policies and procedures when any new codes of practice or guidelines are released

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Section 2 – Health and Safety Plan

3. SMART Procedures

3.1 Planning

Action Required Set **SMART** Health and Safety objectives

Responsible NZWSRA

Time Frame Annually

Action Required Complete the Six Monthly Health and Safety Checklist. Progress will be documented in the Health and Safety meeting minutes.

Responsible Executive

Time Frame Annually

3.2 Review

Review the NZWSRA Health and Safety Policy and Procedures annually to ensure compliance to changes in Legislation, Regulations and Codes of Practice. Also consider Industry Guidelines where relevant.

Action Required Review and document in meeting minutes

Responsible Executive

Time Frame Annually

Review Health and Safety Policy and Procedures and after a notifiable injury or illness incident, potential notifiable injury or illness injury, a change in Safe Operating Procedures/Safe Work Procedures or introduction of new equipment.

Action Required Complete comprehensive investigations ensuring all documentation is checked as part of the investigation process.

Responsible Executive

Time Frame As Soon as practicable after the event

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Section 2 – Health and Safety Plan

3.3 Document Approval

Any changes to the NZWSRA Health and Safety Policy are to be approved prior to release.

Responsible Executive

Any changes to NZWSRA procedures e.g. Safe Operating Procedures/Safe Work Procedures are to be approved prior to release.

Responsible Executive

3.4 Document Filing

Master copies of all documents are available electronically and in hardcopy filed in the main office, situated at _____.

4. Documents Relevant to this Section

- Six Monthly Health and Safety Checklist (refer Forms Appendix)

5. Definitions

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

- (i) the amputation of any part of his or her body:
- (ii) a serious head injury:
- (iii) a serious eye injury:
- (iv) a serious burn:
- (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping):
- (vi) a spinal injury:
- (vii) the loss of a bodily function:
- (viii) 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—

(i) with micro-organisms; or

(ii) that involves providing treatment or care to a person; or

(iii) that involves contact with human blood or bodily substances; or

(iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or

(v) 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.

Member Participation in Health and Safety Management

1. Purpose

To ensure that NZWSRA members are engaged in health and safety. They are to be given an opportunity to participate in improving health and safety on an ongoing basis, as per Part 3 of the Health and Safety at Work Act 2015.

2. NZWSRA Commitment

As detailed in the Health and Safety Policy Section 3.1, NZWSRA Commitment to Member Participation, NZWSRA will;

- Provide a system for member participation in health and safety matters
- Communicate health and safety matters to all members & participants
- Recognise and reward excellence, innovation and superior performance in the area of health and safety
- Have practices that provide reasonable opportunities for members to participate effectively in improving work health and safety in the business on an ongoing basis.

3. Procedures

Member participation in health and safety has been established to enable members to participate fully in health and safety matters in the work/event place and to make recommendations to the Executive. This is facilitated by;

- Fully documented health and safety meetings
- Tool Box meetings (Record of Toolbox Meeting)
- Providing reasonable opportunities for members to have an input into health and safety matters
- Providing health and safety induction and annual refresher training (Induction Checklist)
- Providing a reward system recognising member excellence in Health and Safety

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Section 3 – Member Participation

3.1 Health and Safety Meetings

Action Required Conduct Health and Safety Meetings with recorded minutes

Responsible Executive

Time Frame At least six monthly

3.2 Tool Box Meetings / Race Briefings

Action Required Conduct Tool Box Meetings / Race Briefing

Responsible Executive

Time Frame Prior to the start of each race event

3.3 Communication

Action Required Convey Health and Safety information and directions via notices, Email, meetings & briefings

Responsible Executive

Time Frame As required and at the pre-race briefings at each event

3.4 Reward System

Action Required Reward member excellence for Health and Safety initiatives

Responsible Executive

Time Frame Annually

Hazard and Risk Identification, Assessment and Management

1. Purpose

The purpose of this section is to provide a tool to ensure that actual and potential hazards and associated risk(s) in the workplace are systematically identified, recorded, assessed, managed, controlled and reviewed.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 4.1, Hazard Identification, Assessment and Management, NZWSRA will;

- Systematically identify all existing and new hazards and determine whether or not they are significant hazards
- So far as is reasonably practicable, eliminate or minimise the exposure to any hazards deemed to be significant - Job Hazard Analysis
- Ensure that all workers and contractors are made aware of the hazards and hazard controls in their work area.
- Provide appropriate personal protective equipment (PPE) and adequate instruction for its use, inspection and maintenance
- Provide safe plant and equipment
- Provide for the safe handling and use of hazardous substances

3. SMART Procedures

Harcourt & Gage-Brown Ltd use the **SAFER** hazard management process for the identification, assessment and management of hazards:

S	▪ See It
A	▪ Assess It
F	▪ Fix or Control It
E	▪ Evaluate It
R	▪ Review It

3.1 Objective

The **SAFER** process will be followed to assess each workplace task to determine the hazards, associated risks and their controls

3.1.1 The First step in the SAFER process is to look for hazards – ‘SEE IT’

Look for existing and potential hazards by carrying out:

- Routine site inspection checks
- A review of safety investigations to identify new hazards
- A risk assessment for all new and modified equipment, material, services or work processes in the workplace
Note: Use the information provided by designers, manufacturers, suppliers of new plant and equipment (e.g. Safety Data Sheets)
- A hazardous substances assessment – where substances which may be hazardous to health are used in the workplace e.g. solid, liquid, dust, gas, vapour, mist or fumes, refer to the Safety Data Sheets. These will provide information about the toxicity of the substance and the workplace exposure limits to determine if an assessment is required regarding the exposure to workers.
- An environmental hazards assessment – where there is noise over 85 dB(A), tasks are subject to prolonged vibration, respiratory hazards exist e.g. – airborne contaminants – fumes, dust, vapours which may be detrimental to health.

Additionally, all workers are to report all hazards and potential hazards to the Manager.

3.1.2 The Second step in the SAFER process is to – ‘ASSESS IT’

Assess the hazard:

There are two assessments to be made, firstly, determine the level of risk associated with the hazard. Use the Risk Assessment Matrix to determine the likelihood and consequence of harm the hazard may cause, which will determine the level of risk.

Secondly, determine whether the hazard could potentially cause notifiable injury or illness and therefore is a “significant hazard” (refer to section 5 for definition of “Significant Hazard”). All significant hazards need to be added to the Significant Hazard Register.

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Section 4 – Hazard and Risk

Risk Assessment Matrix:

Use the risk matrix to assess the likelihood and consequence of the hazard and to determine the level of risk.

The methodology below sets out how we assess and assign a risk rating based on potential frequency (how likely is this hazard to happen) and potential consequence (what harm may result).

Potential Frequency

1. Unlikely to happen
2. Remotely possible
3. Likely to have happened
4. Probably in the near future
5. Highly likely

Potential Consequence

1. Superficial injury or illness
2. Minor injury/illness
3. Moderate injury/illness
4. Serious injury
5. Fatality

Low risk would be $F=1 + C=1$ Risk Rating = 2 High risk would be $F=5 + C=5$ Risk Rating = 10

POTENTIAL FREQUENCY

	1	2	3	4	5
1	2	3	4	5	6
2	3	4	5	6	7
3	4	5	6	7	8
4	5	6	7	8	9
5	6	7	8	9	10

POTENTIAL HARM

3.1.3 The Third step in the SAFER process is to – ‘FIX OR CONTROL IT’

Fix or Control:

Fix or Control the hazard by following the hierarchy. The controls must be followed in this order.

Eliminate Eliminate means completely removing the hazard from the site

Minimisation

- Substitution** – Replace a hazard with a less dangerous one
- Isolation** – Separate people from the hazard
- Prevention** – Any person coming into contact with the hazard
- Engineering Controls** – Making a machine/work process safer
- Administration** – Put in place rules, signage, training, etc
- PPE** – Protective clothing and equipment

The objective of controlling hazards is to reduce the risk as low as reasonably practicable (ALARP)

Step 1 Complete Hazard and Risk Management Template

Step 2 Record the agreed controls (what you will do to reduce the risk)

1. Determine the level of residual risk (the risk that remains with the controls that are in place)
2. Engage external specialist advice if required
3. Significant hazards are to be recorded on the Significant Hazard Register

Step 3 Inform, train, instruct and supervise workers of the hazards and their controls by:

- Induction
- Staff training courses
- Health and Safety Committee meetings
- Health and Safety factored into regular staff meetings

Step 4 Manage contractors’ activities using the Job Safety Analysis

3.1.4 The Fourth step in the SAFER process is to – ‘EVALUATE IT’

Evaluate the effectiveness of the controls you have implemented

Use the risk matrix to check that the controls have reduced the risk to an acceptable level. Complete the Hazard and Risk Management template.

3.1.5 The Fifth step in the SAFER process is to – ‘REVIEW IT’

Review the Controls

Reviewing the controls of a hazard means assessing whether the hazard still exists and if the controls remain effective and follow current best practice. Hazards and their controls are to be reviewed on an annual basis or following a workplace injury or safety incident.

Once the controls have been implemented, they must also be monitored to ensure they are effective. Monitoring must be carried out within the first six weeks following identification. Monitoring can be carried out by:

- Safety Observations
- Regular inspections
- Regular environmental assessment
- Review of injuries, incidents, audits and investigations

Action Required	Review the Six Monthly Health and Safety checklist to make sure new hazards are identified and recorded. If required complete the Hazard and Risk Management template where new hazards have been identified.
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Responsible	Management
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Time Frame	Six Monthly
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Action Required	Complete the Hazard and Risk Management template to identify any new hazards when planning to purchase new equipment, material or services, equipment is modified, or work processes are changed.
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Responsible	Management
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Time Frame	Before new equipment, material or services are purchased, equipment is modified, or work processes are changed.
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Section 4 – Hazard and Risk

Safety Incidents and Investigations will be reviewed to determine if a previously unidentified hazard exists or a control for a significant hazard has failed.

Action Required Review Safety Incidents and Investigations

Responsible Management

Time Frame Six Monthly

It is recognised that we don't have specific health and safety expertise internally, after referring to this Health and Safety Operations Manual, refer to specialist Health & Safety advisors, e.g. Medical & Safety Consulting Ltd.

Action Required Seek further specialist advice

Responsible Management

Time Frame As required

Ensure that all workers, visitors and contractors are made aware of any hazards. New workers to complete the Induction. Contractors and visitors are to sign the Visitors Register and be advised of any significant hazards.

Action Required Complete Site Induction for new workers and contractors

Responsible Management

Time Frame When new workers commence work and when visitors and contractors enter the site.

4. Definitions

Adverse Health Effects

A general definition of adverse health effect is “any change in body function or the structures of cells that can lead to disease or health problems”

Adverse health effects include:

- bodily injury,
- disease,
- change in the way the body functions, grows, or develops,
- effects on a developing foetus (teratogenic effects, phototoxic effects),
- effects on children, grandchildren, etc (inheritable genetic effects),
- decrease in life span,
- change in mental condition resulting from stress, traumatic experiences, exposure to solvents, and so on, and
- effects on the ability to accommodate additional stress.

Harm

- (a) Means illness, injury, or both and
- (b) Includes physical or mental harm caused by work-related stress

Hazard

The meaning of the word hazard can be confusing. Often dictionaries do not give specific definitions or combine it with the term “risk”. For example, one dictionary defines hazard as “a danger or risk” which helps explain why many people use the terms interchangeably.

There are many definitions for hazard but the more common definition when talking about workplace health and safety is:

- (a) A **hazard** is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.
Basically, a hazard can cause harm or adverse effects (to individuals as health effects or to organisations as property or equipment losses).
- (b) Workplace hazards can come from a wide range of sources. General examples include any substance, material, process, practice, etc that has the ability to cause harm, or adverse health effect to a person under certain conditions:
- (c) A person’s behaviour can also be a hazard where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour).

Table 1

Examples of Hazards and their effects		
Workplace Hazard	Example of Hazard	Example of Harm Caused
Thing	Knife	Cut
Substance	Benzene	Leukaemia
Material	Asbestos	Mesothelioma
Source of energy	Electricity	Shock, electrocution
Condition	Wet floor	Slips, falls
Process	Welding	Metal fume fever
Practice	Hard rock mining	Silicosis

As shown in Table 1, workplace hazards also include practices or conditions that release uncontrolled energy like:

- an object that could fall from a height (potential or gravitational energy),
- a runaway chemical reaction (chemical energy),
- the release of compressed gas or steam (pressure, high temperature),
- entanglement of hair or clothing in rotating equipment (kinetic energy), or
- contact with electrodes of a battery or capacitor (electrical energy).

Types of hazards

A common way to classify hazards is by category:

- biological – bacteria, viruses, insects, plants, birds, animals, and humans, etc
- chemical – depends on the physical, chemical and toxic properties of the chemical
- ergonomic – repetitive movements, improper set up of workstation, etc
- physical – radiation, magnetic fields, pressure extremes (high pressure or vacuum), noise, etc
- psychosocial – stress, violence, etc
- safety – slipping/tripping hazards, inappropriate machine guarding, equipment malfunctions or breakdowns

Risk

1. Is the likelihood or probability that a person will be harmed or experience an adverse health effect and certain consequences (death, injury, or illness) occur if a person is exposed to a hazard. It may also apply to situations with property or equipment loss.
2. Risks arise from people being exposed to a hazard (a source of harm).
3. Factors that influence the degree of risk include:
 - how much a person is exposed to a hazardous thing or condition,
 - how the person is exposed (e.g. breathing in a vapour, skin contact), and
 - how severe are the effects under the conditions of exposure?
4. Risk assessment is the process where you:
 - identify hazards,
 - analyse or evaluate the risk associated with that hazard, and
 - determine appropriate ways to eliminate or control the hazard.

Notifiable Injury or Illness

Means any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid)

(i) the amputation of any part of his or her body:

(ii) a serious head injury:

(iii) a serious eye injury:

(iv) a serious burn:

(v) the separation of his or her skin from an underlying tissue (such as degloving or scalping):

(vi) a spinal injury:

(vii) the loss of a bodily function:

(viii) 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—

(i) with micro-organisms; or

(ii) that involves providing treatment or care to a person; or

(iii) that involves contact with human blood or bodily substances; or

(iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or

(v) 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.

Significant Hazard Means a hazard that is an actual or potential cause or source of –

- (a) Notifiable injury or illness; or
- (b) Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person’s exposure to the hazard, or
- (c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

5. References

- The Health and Safety at Work Act 2015
- ACC Workplace Safety Management Practices

Induction, Information, Training and Supervision

1. Purpose

Harcourt & Gage-Brown Ltd is committed to ensuring that our workers receive the appropriate training to do their job safely and are adequately supervised when using equipment or machinery. This includes Induction Training, Internal Safety Training and Specialised Training by external providers.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 5.1 We will:

- Ensure that Management are properly instructed (at least every two years) so that they understand their specific health and safety responsibilities.
- Ensure that all workers are adequately trained in the safe use of plant, equipment and substances that they are required to handle.
- Ensure that all unsafe behaviours are stopped and appropriately dealt with.
- Ensure that all staff receive Health and Safety training when inducted and receive training annually.

3. Procedures

We will provide workers with the information, training, instruction and supervision necessary to protect everyone from risks to their safety and health that may arise from our operations. We will ensure that workers receive appropriate training, including:

- Licencing/Qualification for the use of equipment and machinery
- Safe Working Procedures/Safe Operating Procedures
- Use and maintenance of PPE
- Hazard identification, control and management
- Worker Health and Safety Training
- First Aid procedures and
- Emergency procedures

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Section 5 – Training

3.1 Information

Health and Safety information is distributed to workers through:

- Posters, signs, training
- Safety meetings and briefings
- Health and Safety meeting minutes

Action Required Record minutes of Health and Safety meetings and distribute to workers to view

Responsible Health and Safety Representative

Time Frame As soon as possible after each meeting

3.2 Document Control

Harcourt & Gage-Brown Ltd have a system for controlling Health and Safety documents including notification of outdated documents. All Health and Safety documents will be dated and have a version attached.

Action Required When Health and Safety Policy and Procedures are reviewed the version and date will be updated and current versions will be communicated

Responsible Management

Time Frame As required

3.3 Induction Training

All workers will undergo Induction Training and be signed off prior to deployment. They will be buddied up with experienced staff members and their progress monitored and reported on. Once they are proficient at the tasks they are expected to perform, they are to be reassessed and signed off for unsupervised work. Induction training will also include a Health and Safety component at commencement of employment as follows:

- Emergency procedures
- Incident and injury reporting
- Hazard and Risk Identification and management
- Employer and Worker Responsibilities
- The process for worker health and safety representation
- Designated roles for health and safety
- Work injury claims process
- Rehabilitation responsibilities
- Use and maintenance of relevant health and safety equipment, including Personal Protective Equipment (PPE) where required

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Section 5– Training

Action Required Induction training prior to commencement of deployment

Responsible Management

Time Frame Prior to deployment and annual refresher training

3.4 Safety Training

All workers will be provided with training and be adequately supervised to enable them to carry out their job safely and ensure that they have the right skills and knowledge to meet legislative requirements.

Only trained and approved workers can use machinery and equipment. A buddy will be appointed to supervise them while they are new and until they have been trained and approved.

Role specific training will be provided for specialised roles, e.g. Health and Safety Training and First Aid Training

3.5 External Safety Training

Where it is recognised that there are no workers with the skills or experience to provide specialised internal training, external training providers will be selected.

External Safety Training is provided to workers where it is required to carry out their job safely and to meet legislation requirement. The preferred training providers will ensure competency of trainees through written/oral test, certifications, or practical skill demonstrations.

Action Required Identify the training needs of workers and make sure the training is provided. Ensure adequate training documentation.

Responsible Management

Time Frame As required

Action Required Participate in Health and Safety training and follow instructions

Responsible All Workers

Time Frame As required

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Section 5– Training

Action Required Provide workers with the appropriate level of supervision/a buddy where they don't have the knowledge and/or experience to carry out the work safely unsupervised.

Responsible Management

Time Frame Where required

Action Required Give approval for workers to operate equipment, plant or machinery when they have received the appropriate training and they are considered to be competent.

Responsible Management

Time Frame As required

Contractor Management

1. Purpose

To maintain a safe environment for all workers, visitors and contractors. We will appropriately manage and supervise all contractors working for Harcourt & Gage-Brown Ltd.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 6.1 – Management of Contractors, We will:

- Ensure that all contractors and subcontractors are actively managing their health and safety responsibilities through a process which includes pre-qualification, monitoring and review.

3. Procedures

3.1 Scoping the Work

Consider the Significant Hazards and likely risks associated with the proposed work and decide whether the work will proceed. If it does, determine what work needs to be contracted out and the broad safety implication of this work. Include these health and safety factors as part of any request for proposal, tender or contract.

Action Required Scope the work to be done and decide whether a contractor needs to be engaged

Responsible Management

Time Frame As required

3.2 Prequalifying the Contractor

To assess the capability of a potential contractor to complete the work safely and competently, request a Contractor Pre-Qualification Questionnaire be completed and the following documentation to be provided.

- Copy of their current Health and Safety Policy
- Copy of their current Hazard Register
- Copy of their current Public Liability Insurance Certificate
- Copy of relevant licences, certifications
- Copy of relevant Health and Safety staff training records and qualifications

Regular Contractors are to be pre-qualified on an annual basis so that their information can be kept current and that they can be pre-approved as a contractor.

Action Required	Ensure the contractor or sub-contractor completes a Contractor Pre-Qualification Questionnaire and provides the required documentation before being selected to carry out the work.
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Responsible	Management
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Time Frame	As required
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3.3 Select and Engage the Contractor

Consideration must be made on how any work undertaken by contractors will be completed safely.

Before awarding a contract or engaging a contractor Harcourt & Gage-Brown Ltd must ensure that: -

- Pre-qualification of the contractor has been completed
- A JSA or alternative robust risk assessment has been submitted
- Any “permit to work” requirements have been identified and will be met

Action Required	Engage the contractor after the pre-qualification requirements have been met.
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Responsible	Management
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Time Frame	As required
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3.4 Contractor Visits

All Contractors and sub-contractors visiting are required to sign in and out using the Visitor Control Register. Contractors and sub-contractors must be given a Site Safety Briefing covering; emergency procedures (including evacuation assembly point) and hazards they may be exposed to.

All contractors and subcontractors that visit are subject to the Medical & Safety Consulting Ltd Contractor Management Process.

Any contractors and sub-contractors who visit and introduce any uncontrolled hazard(s) as a result of their visit must either eliminate (remove) the hazard from site or complete a Job Safety analysis (JSA) so that the hazards(s) are controlled while they are on site. Where the contractor has already provided a robust safe work plan this may be accepted in place of a JSA.

Action Required Ensure all contractors and sub-contractors receive a site safety briefing

Responsible Management

Time Frame As required

Contractors and sub-contractors must report all injuries/safety incidents and hazards to the Manager as soon as possible.

Action Required Ensure all contractors have completed a Job Safety Analysis (JSA) or a Safe Work Plan to document significant hazards and how they will be safely managed, prior to commencing work.

Responsible Management

Time Frame Prior to the contractor starting work

3.5 Monitoring

We are required to monitor the safety performance of all contractors and sub-contractors while they are working for us – this is to ensure the safety of both the contractors/others on site and that the work site is safe. If the work involves any permit-to-work requirements, these must also be monitored to ensure they are adhered to. Time must be scheduled to monitor the contractor while they are at work. Report your observations on the Contractor Assessment and Performance Review section of the Contractor Pre-Qualification Form.

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Section 6 – Contractors

Note: The frequency of monitoring observations should reflect the duration and risk associated with the task.

Action Required	Monitor the performance of contractors and sub-contractors
Responsible	Management
Time Frame	Dependent on the duration of the work and the associated risk

Where there are any identified health and safety issues they must be addressed and resolved with the contractor to ensure that the work site is safe and that everyone is working safely.

Action Required	If you see any unsafe work – STOP IT
Responsible	Workers/Management
Time Frame	Immediate

3.6 Review

The safety performance of contractors working for Harcourt & Gage-Brown Ltd must be reviewed. If during review it is determined that a contractor did not perform at a standard that was acceptable, and as a result introduced risk into our business, then alternative contractors must be engaged. See “Contractor Pre-Qualification Questionnaire”.

Consideration should be given to whether:

- The conditions of the Job Safety analysis (JSA) were adhered to
- There were any injuries or safety incidents as a result of the Contractors work
- Any Health and Safety issues were identified as part of the monitoring process

Action Required	Complete a review of the contractor’s performance using the Job Safety Analysis Form.
Responsible	Worker engaging contractors
Time Frame	As soon as the job is completed

Action Required	Carry out an annual pre-qualification and review of regular contractor’s performance using the Contractor Pre-Qualification Questionnaire
Responsible	Worker engaging contractors
Time Frame	Annually

4. Documents Relevant to this Section

- Job Safety analysis (JSA) (refer Appendix)
- Contractor Pre-Qualification Questionnaire (refer Appendix)

5. Definitions

Contractor	Refers to a person who works as a Sole Trader, Corporate Entity, or on some basis other than as a worker.
Permit-to-Work	A written order giving permission to perform hazardous work, e.g. hot work, confined spaces; having considered the risk, agreed how the work will be performed safely and the emergency response plan.
Regular Contractor	A Contractor who performs regular maintenance and repair activities (e.g. painting contracts) or routine service contracts (e.g. cleaning).
Principal	Refers to the person who has engaged a person, or another business as a contractor. A Principal to a contract has duties under the Health and Safety at Work Act 2015.

Environmental Health Hazards

1. Purpose

While there are health hazards in the workplace environment which could cause adverse effects on worker health such as dust, chemical fumes, noise or vibration, Harcourt & Gage-Brown Ltd has a duty to minimise workers' exposure to these risks and to monitor the impact on their health.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 7.1 where it has been identified a potential environmental health hazard exists, Harcourt & Gage-Brown Ltd will engage a specialist to conduct environmental testing where required. Where health hazards are identified regular environmental assessments will be required. Annual worker health monitoring is to be carried out.

Action Required Conduct Environmental testing

Responsible Management and external Specialists

Time Frame As soon as practicable following identification of a potential environmental health hazard and then retest every five years.

Action Required Carry out worker health monitoring

Responsible Management and external Specialists

Time Frame Annually or as required

When there has been a critical event (i.e. a notifiable injury or illness injury or a potential notifiable injury or illness incident) which may have been hazardous to worker health, consider if health monitoring is to be conducted.

Action Required Consider conducting health monitoring

Responsible Management and external Specialists

Time Frame After every critical event that may have been hazardous to worker health

Electrical Safety

1. Purpose

To ensure that all legislative and organisational requirements are met. Harcourt & Gage-Brown Ltd utilise Electrical Tagging as a means of ensuring that electrical equipment and appliances are safe.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 8.1 We will so far as is reasonably practicable, eliminate or minimise the exposure to any hazards deemed to be significant and ensure that all workers are made aware of the hazards and hazard controls in their work area.

We will also ensure that all electrical equipment is safe by following the test and tag procedure.

3. Procedures

3.1 Electrical Testing and Tagging

All electrical equipment or appliances that 'Plug in' to a power source are to be tested by a qualified tester at intervals that reflect the likelihood of damage or wear and tear and display a current test tag. The Tester must test in accordance with AS/NZS 3760.

Tagging Frequency

In accordance with AS/NZS 3760 and is dictated by environment and use as follows:

- **6 monthly** – Factory, workshops and manufacturing environments
- **12 monthly** – In an environment where the power cord is subject to flexing in normal use (e.g. power tools, extension cords) or is open to abuse or in a hostile environment (i.e. when the power cord is located where it may be damaged).
- **5 yearly** – In an environment where the power cord is **NOT** subject to flexing in normal use (e.g. computer or fridge) or is **NOT** open to abuse and is **NOT** in a hostile environment (i.e. the power cord is located where it is unlikely to be damaged).

Action Required Ensure that all electrical equipment and plug-in appliances display a current test tag

Responsible Management

Time Frame As set out in the frequency table

3.2 Visual Inspection

Testing and tagging is vital as it can detect faults that will not be apparent from visual inspection alone. However, it is only an inspection on the day that the testing takes place. It is up to all Harcourt & Gage-Brown Ltd workers to visually inspect electrical equipment and appliances before they use them and to report any obvious faults as hazards that require immediate attention.

Action Required Visually inspect electrical equipment and plug in appliances and report all faults

Responsible All Workers

Time Frame Prior to use of electrical equipment and appliances and report as soon as possible after an incident

Action Required **Any faulty electrical equipment is to be immediately removed from use until repaired or replaced**

Responsible Management

Time Frame Immediately upon any electrical equipment being identified as faulty

3.3 New Equipment

All new electrical equipment or appliances that 'Plug in' to a power source must be tested and tagged in accordance with AS/NZS 3760 prior to use at the Business.

Action Required Ensure no new equipment is commissioned without appropriate inspections to ensure it is correctly tagged

Responsible Management

Time Frame Prior to use of electrical equipment and appliances and report as soon as possible after an incident

3.4 Hire Equipment

Action Required All hire equipment must be inspected prior to taking delivery/collection to ensure it has a current test tag

Responsible Management

Time Frame Prior to receipt of equipment

Media Policy

1. Purpose

Harcourt & Gage-Brown Ltd is committed to portraying a positive image at all times and ensuring any interaction with any media personnel, agency or medium provides the best possible outcome for Harcourt & Gage-Brown Ltd.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 9.1, Harcourt & Gage-Brown Ltd will outline our requirements for all workers and how they are to respond if approached by members of the media for any reason.

3. Procedures

Harcourt & Gage-Brown Ltd has the following Media Policy in place which applies to all staff members and is inclusive of visitors and subcontractors:

This policy outlines the coordination of contact between Harcourt & Gage-Brown Ltd and the media. It should apply to all staff at all times without exception. It is designed to ensure that in all dealings with the media, Harcourt & Gage-Brown Ltd acts in a professional, coordinated manner and that all statements made are accurate and appropriate

For the purposes of this policy, media contact includes: providing information via media releases or statements, letters to the editor, responding to media enquiries over the phone and via email, interviews or briefings, disclosing information to the media, comments on talkback radio, addressing a seminar or conference where the media are present, and media activities for events, reports, and launches.

Media Strategy:

All media relations' activity will be undertaken with the recognition that the media play an important role in influencing positive attitudes towards and perceptions of Harcourt & Gage-Brown Ltd.

Media Relations Manager:

The Media Relations Manager is responsible for approving all external content for media including media releases, media statements and letters to the editor. They are the official spokesperson and will coordinate all contact with the media.

General Media Contact:

Staff will not under any circumstances initiate media contact. If any person other than the Media Relations Manager is contacted directly by a journalist, they will request the journalist's name, contact details, publication or program deadline (date and time), topic, and what they are requesting – for example, a quote, statement, or background briefing and immediately forward to the Media Relations Manager.

Journalists are to be treated respectfully and courteously by all staff at all times.

Media responses should always be 'on the record'. They will be truthful and accurate, and not include speculation, guesswork or personal opinion. They will not include disparaging comments about other organisations or individuals.

Confidentiality:

Personal or contact details of staff, clients, spokespeople, ambassadors, board members or any other person or entity associated with Harcourt & Gage-Brown Ltd will not be provided to the media without prior consent.

Issues Management:

All staff will report emerging issues of potential media and public sensitivity relating to the organisation to the immediate attention of the Media Relations Manager.

4. Roles & Responsibilities

For the purpose of this policy the title Media Relations Manager is that person so designated by management as the sole interaction between our organisation and the media.

Drugs and Alcohol Policy

1. Purpose

Harcourt & Gage-Brown Ltd is committed to providing a safe and healthy workplace and to ensuring that staff can work in an environment free of alcohol and drug use.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 9.1, Harcourt & Gage-Brown Ltd will outline our requirements for creating and maintaining an alcohol and drug free work environment and for dealing with substance abuse in the workplace. We will provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.

3. Procedures

Harcourt & Gage-Brown Ltd has the following Drug and Alcohol Policy in place which applies to all staff members and is inclusive of visitors and subcontractors:

1. All individuals are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or ***after-effects*** of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
2. Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the wellbeing of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment.

We therefore want to emphasize that we have **zero tolerance** for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs.

3. We strictly prohibit the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol. To this end we reserve the right to conduct searches for drugs or alcohol in our work environment. Workers may also be subject to random drug and/or alcohol testing.

Any drugs or alcohol found as a result of such a search will be confiscated and the owner or user will be subject to disciplinary action up to and including termination of employment.

This action may in certain circumstances include advising the Police.

4. Roles & Responsibilities

It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they should advise management who will remove any staff member who is suspected of breaching this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

1. If a staff member, visitor or contractor arrives at our place of work and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, management shall immediately remove him/her from the work environment. If there is any doubt about whether they are, or are not impaired, we will err on the side of caution and remove him/her from the work environment.
2. Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.
3. Staff prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to notify management if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.
4. If a staff member or contractor believes an worker in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible.

5. In support of those who may have developed or are developing the disease of chemical dependence, all workers and contractors are required to document and report any violations of this policy. Any staff member, co-worker, contractor or management not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

4. Disciplinary Procedure

The disciplinary procedure will follow a three-step progression:

1. Warning with 1-week suspension
2. Warning with 2 weeks' suspension
3. Termination

Prevention of Bullying in the Workplace

1. Purpose

To maintain a safe environment where all workers are treated in a fair and respectful manner.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 10.1, Harcourt & Gage-Brown Ltd is committed to a workplace free from bullying and will neither accept nor tolerate bullying within the workplace.

3. Procedures

Harcourt & Gage-Brown Ltd will do the following to prevent and respond to workplace bullying. Management will prevent workplace bullying by:

- Actively looking for ways to create a positive workplace ('healthy work') that workers feel is pleasant, fair, rewarding and positively challenging.
- Encouraging positive leadership styles and investing in management to achieve this.
- Training key staff to receive bullying reports and give support and advice.
- Directing attention towards behaviour rather than people, and aiming to promote harmonious relationships across the company.
- Providing staff who believe they've been bullied, with a range of options to resolve the issue.
- Promoting low-key solutions before formal actions.
- Aiming to repair the working relationship and promote positive workplace values.
- Openly discussing bullying, in both formal and informal settings, and providing information and training about it.
- Identifying workplace factors that contribute to bullying, and putting control measures in place.
- Ensuring our workplace processes and systems are fit for purpose and regularly reviewed
- Having regular staff surveys on workplace culture.

5. Definitions

Bullying

Bullying is defined as unreasonable and repeated behaviour towards a person or group that creates a health and safety risk. Repeated behaviour is persistent and can include a range of actions. Unreasonable behaviour covers actions which a reasonable person wouldn't do in similar circumstances, including victimising, humiliating, intimidating or threatening a person. A single incident isn't considered bullying but can escalate if ignored.

Issue and Use of Personal Protective Equipment (PPE)

1. Purpose

To minimise the impact of workplace hazards Harcourt & Gage-Brown Ltd will ensure that workers receive the PPE required to do the job safely, that they understand its correct use and how to take care of it.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 11.1, We will provide appropriate personal protective equipment (PPE) and adequate instruction for its use, inspection and maintenance.

3. Procedures

3.1 Requirement for PPE

PPE shall be supplied by Harcourt & Gage-Brown Ltd to their workers who are carrying out tasks or working in an environment where there is risk of injury or harm to health.

PPE should not be solely relied upon to protect people from injury, there should be additional controls in place. Wherever reasonably practicable Elimination must first be considered, then minimise. **PPE is the lowest level of control.**

Action Required Issue PPE to workers as required

Responsible Management

Time Frame As required

3.2 Selection of PPE

The suitability of PPE should be evaluated based on the level of risk associated with the task, the type of hazards, e.g. chemical, physical, etc., and;

- The task requirements
- The duration of use
- The potential for the PPE to fail
- Maintenance requirements
- The durability of the PPE
- The physical attributes of the user (e.g. fit, comfort)

Action Required Select suitable PPE for the task

Responsible Management

Time Frame As new hazards are identified or existing hazards are reviewed which cannot be eliminated.

3.3 Issue of PPE

Any PPE that is issued for respiratory, hearing, or eye protection shall be fit tested by an appropriately trained person. All PPE shall be recorded.

Action Required Record the issue of PPE

Responsible Management engaging Specialist advice where required

Time Frame Prior to the respiratory, hearing, or eye protection being worn

Action Required Arrange fit testing prior to the PPE being worn

Responsible Management engaging Specialist advice where required

Time Frame As the respiratory, hearing, or eye protection PPE is issued

HEALTH & SAFETY OPERATIONS MANUAL

Section 11 – Personal Protective Equipment (PPE)

3.4 Use of PPE

After PPE has been issued, information and training shall be given to workers as to;

- Why it is required
- When it should be worn
- How it should be worn

Action Required Provide training on the correct use of PPE

Responsible Management

Time Frame After issue of PPE

3.5 Care, Maintenance and Replacement of PPE

All PPE is to be inspected, cleaned and maintained as per the manufacturer's instructions to ensure that it continues to minimise the risk to the user. When the PPE issued is either past its 'use by' date or is worn out and no longer effective it shall be replaced.

Action Required Inspect PPE to ensure it is current and effective

Responsible All Workers who have been issued with PPE

Time Frame After issue of PPE

Responsible Management to ensure PPE is maintained and replaced when necessary

Time Frame Maintenance checks on a regular basis and replacement when PPE is no longer fit for use

3.6 Signage

In areas where the wearing of PPE is mandatory the relevant signage shall be put in place where it is visible to all people either working in or passing through the area.

Action Required Install PPE signage as require

Responsible Management

Time Frame When a hazard or environmental assessment has been carried out and it has been determined that PPE is required in that area.

HEALTH & SAFETY OPERATIONS MANUAL
Section 11 – Personal Protective Equipment (PPE)

4. Definitions

**Personal Protective
Equipment (PPE)**

Means all clothing and equipment which is intended to be worn or used by a person to protect them from risks to health and safety while at work.

Emergency Planning and Readiness

1. Purpose

To secure the health and safety of workers, visitors and contractors, we have developed a process that practically identifies and communicates a response to a wide range of potential emergency situations.

2. Employer Commitment

As detailed in the Health and Safety Policy Section 12.1, We are committed to provide Emergency Response Plans to cover foreseeable adverse events. See Appendix B ["Emergency Procedures"](#)

3. Procedures

3.1 Reviewing and Updating the Emergency Response Plan

Action Required Review and update Emergency Response Plan information

Responsible Management

Time Frame Annually

Action Required Ensure that each site has a current Emergency Response Plan on display and that all out of date emergency response plans have been discarded.

Responsible Management

Time Frame Annually

3.2 Communicating the Emergency Plan

In February of each year all workers will be asked to sign the Emergency Response Plan ‘Sign-off’ to acknowledge that they have read and understood the updated Emergency Response Plan.

Action Required Ensure that all new workers have read and signed off the Emergency Response Plan

Responsible Management

Time Frame As part of their Induction process

Responsible All workers to read and sign off the Emergency Response Plan

Time Frame Annually

3.3 Emergency Drill Procedures

In February each year, we will dictate the months that the sites emergency plan is to be tested:

- Trial Evacuations annually

Emergency evacuations (including false alarms) cannot be treated as trial evacuations as only planned evacuations meet the requirements of the fire regulations.

Action Required Record all drills in writing

Responsible Management

Time Frame Annually

4. Definitions

Emergency	Is an unexpected extreme event that poses an immediate risk to health, life, property or the environment.
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Injury and Incident Reporting, Recording and Investigation

1. Purpose

Management are committed to ensuring the accurate and timely reporting and recording of all workplace injuries/safety and incidents to fulfil our obligations in regard to:

- Managing worker injuries and supporting them in a safe and early return to work post injury
- Identifying and managing 'Notifiable injury or illness' injury incidents according to the legislative requirements
- Identifying trends from safety reporting and taking appropriate remedial actions
- Identifying and managing hazards and risks

2. Employer Commitment

As detailed in the Health and Safety Policy Section 13.1, Incident and Injury Reporting, Recording and Investigation, we will:

- Require the accurate and timely reporting and recording of all workplace injuries and incidents
- Investigate all reported workplace injuries and incidents to ensure that all contributing factors are identified and implement appropriate corrective actions. Notifiable injury or illness Injuries and Potential Notifiable injury or illness Incidents will be investigated by trained safety investigators independent to the site where incidents occur
- Foster the early reporting of any pain, discomfort or injury
- Provide a treatment and rehabilitation plan which ensures a safe and early return to work

3. Procedures

3.1 Reporting

All workers must report any discomfort, pain or injury, safety incident or near miss incidents that occur at work to the manager as soon as possible and at least the same day as the injury, incident or near miss occurs. Reports can be made verbally or in writing.

All workers should report any pain, discomfort or injury that may affect their ability to complete their work safely as soon as possible to the manager.

HEALTH & SAFETY OPERATIONS MANUAL

Section 13A – Injury and Incident Reporting

Action Required	Report discomfort, pain, injury, or near miss incidents
Responsible	Management must ensure that all workers are accurately reporting all injuries, safety incidents and near miss safety incidents.
Time Frame	As soon as possible after the injury, safety incident or near miss incident occurs
Responsible	All workers must report all injuries and safety incidents
Time Frame	As soon as possible but on the same day for an injury and no later than 24 hours following a safety incident.

Notifiable Injury or Illness Incident Reporting

Action Required	Notify Management of all Notifiable injury or Illnesses Incidents
Responsible	Management
Time Frame	Immediately after ensuring the welfare/safety of the injured person/s

Action Required	Report all Notifiable injury or Illness Incidents
Responsible	All Workers
Time Frame	As soon as possible

Action Required	Verbally notify WorkSafe NZ of any Notifiable injury or Illness Incidents (phone notification 0800 030 040)
Responsible	Management
Time Frame	Verbal notification – as soon as possible and within 24 hours of the injury/incident occurring

Action Required	A written notification to be sent to WorkSafe NZ of any Notifiable injury or Illness Incidents. Complete the WorkSafe Notifiable injury or illness Notification form online at: http://www.employment.govt.nz/Tools/Accident/Home/SeriousHarmNotification
Responsible	Management
Time Frame	Written notification – as soon as possible and with 7 days of the injury/incident occurring

HEALTH & SAFETY OPERATIONS MANUAL

Section 13A – Injury and Incident Reporting

Action Required	Report in writing all Notifiable injury or Illness Incidents and Potential Notifiable injury or Illness Incidents to Management
Responsible	Management
Time Frame	As required

3.2 Safety Investigation

All reported workplace injuries and incidents must be investigated and appropriate corrective actions developed and implemented.

All recorded injuries and safety incidents require a base level investigation to be completed. It is the responsibility of Management to ensure that corrective actions are appropriate, assigned to the correct person, and completed prior to closing the investigation.

Action Required	Ensure corrective actions are developed and completed for all investigations
Responsible	Management
Time Frame	When an injury or incident is recorded in Work Safe Forms
Responsible	Management to ensure that all corrective actions identified through safety investigations and/or audits are completed
Time Frame	At the due date of the corrective audit/action

Action Required	All 'Medical Treatment Injuries', 'Lost Time Injuries' and Potential Notifiable injury or Illness Incidents must be investigated using the Safety Investigation Report form
Responsible	Management with support from external contractor firm
Time Frame	As soon as practicable but within 7 days of the incident occurring

Action Required	For Notifiable injury or Illness Incidents complete a Notifiable injury or Illness Investigation Report
Responsible	Management with support from a trained Safety Investigator
Time Frame	Within 24 hours and complete the Notifiable injury or illness Investigation Report within 7 days

Any hazards identified as part of a safety investigation must be managed in accordance with **SAFER** Hazard Management Process (refer Section 4 of this Health and Safety Manual). Corrective actions must be **SMART** (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime bound), assigned to the person who will complete them and implemented in the agreed time frame.

HEALTH & SAFETY OPERATIONS MANUAL
Section 13A – Injury and Incident Reporting

3.3 Injury and Incident Data Review

All incident data is to be reviewed to provide information to manager and workers that can be used in injury prevention initiatives.

Action Required Review all recorded Injuries/Incidents to identify trends and develop prevention initiatives

Responsible Management

Time Frame Annual reviews of the previous 12 months' data

4. Definitions

HEALTH & SAFETY OPERATIONS MANUAL
Section 13A – Injury and Incident Reporting

Potential Notifiable injury or Illness Incidents	Any incident that almost caused 'Notifiable injury or Illness' to someone, but fortunately did not, is considered a 'Potential Notifiable injury or Illness Incident'.
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Injury, Incident and Interaction Recording

1. Reporting

All Harcourt & Gage-Brown Ltd workers must report any injury or safety incident that occurs at work to their manager as soon as possible and at least the same day as the injury or incident occurs.

Reports can be made verbally or in writing.

All workers should report any pain, discomfort or injury that may affect their ability to complete their work safely.

2. Recording

Action Required Record all reported injuries and safety incidents or near miss incidents

Responsible Management must ensure that all injuries are reported and accurately recorded

Time Frame

- All injuries must be recorded as soon as possible and at least the same day that the injury occurred
- All incidents must be recorded as soon as possible and at least within 24 hours of the incident occurring

Advice to Management

1. Purpose

The purpose of this document is to advise Management that we are committed to providing alternative duties which support a safe and early return to work for all our workers – we must work with our workers and treatment providers to achieve this goal.

2. Emergency Response and/or Notifiable injury or illness

In the event of a serious injury

- Take immediate action in order to seek the appropriate medical treatment

In the case of notifiable injury or illness

- If required Phone Emergency Services – **111**
- Freeze the scene
- Call the Health and Safety Professional at the earliest opportunity to ensure WorkSafe NZ Notification and Reporting requirements are met

3. Discomfort and/or Pain

Early intervention for discomfort and/or pain can prevent a workplace injury. We will work with workers to manage their discomfort/pain even if they do not know the cause OR if the discomfort/pain occurred out of work. Consider alternative duties.

4. First Aid

Having skilled First Aiders, with an adequately stocked First Aid Kit, on site can ensure effective treatment for injuries in the first instance.

5. Medical Treatment or Lost Time Injury

We are committed to taking our injured workers to the doctor/treatment provider if they need to go. Management are encouraged to sit in on the consultation (with worker consent) and work with the worker and treatment provider to ensure a safe and early return to work.

Document the outcome of this process in an Agreed Work Plan and make sure all parties follow the plan.

Advice to Workers

1. Purpose

The purpose of this document is to advise all Workers that we are committed to providing alternative duties which support a safe and early return to work for you – we would like you to work with us and treatment providers to achieve this goal.

2. What You Must Do If You Are Injured At Work

- 1. Report it Immediately**
 - We will work with you to manage your discomfort/injury even if you do not know the cause or if the injury occurred out of work
 - We will take you to a medical provider for treatment if necessary
- 2. Undertake Alternative Duties**
 - If you cannot perform your usual job, we will ask the medical provider to approve the alternative duties that are available to you
- 3. Provide copies of all relevant documentation**
 - If an ACC45 or ACC18 is generated, you must ask for a copy and return it to the Manager as soon as possible (within 24 hours)
- 4. Look after yourself until you recover**
 - Follow the advice of the Medical Practitioner
 - Avoid aggravating your discomfort or injury – at work and at home!

Agreed Work Plan

1. Purpose

The purpose of the Injury Management Pack is to develop a work plan that is agreed by the injured worker, the Treatment Provider and the Manager.

2. Agreed Work Plan

See Template Form “**Agreed Work Plan**”

3. Deviation from the Plan

If the injured worker is unable to follow the agreed work plan and /or adhere to the conditions of a current medical certificate they will be required to visit a treatment provider and have their injury re-assessed; at this stage the agreed work plan should also be reviewed and updated to reflect any changes.

Safe Systems in Action

1. Purpose

We utilise a variety of methods to monitor and review the level of health and safety compliance with the aim of ensuring that documented policies and procedures are put into practice so that safety is visible as we work.

2. Policy Statement

As detailed in the Health and Safety Policy Section 14.1 we are committed to the continuous improvement of our future health and safety performance and to visible health and safety.

3. SMART Procedures

3.1 Safety Training

All workers must be trained in what they need to know, and do, to work safely. People working safely, reduces the risk of injury to workers and visitors.

Action Required	Refer to Section 5 of this Health and Safety Manual and ensure all workers have received the training they require to work safely.
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Responsible	Management
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Time Frame	As required
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Action Required	Complete the Annual Worker Health and Safety Quiz as refresher health and safety training
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Responsible	Management
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Time Frame	Annually
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HEALTH & SAFETY OPERATIONS MANUAL

Section 15 – Safe Systems in Action

3.2 Safety Checks

Documented safety checks pro-actively measure whether Harcourt & Gage-Brown Ltd site, machinery and equipment is safe and compliant. A safe place of work reduces the risk of injury to workers and visitors.

Action Required Complete Health and Safety checks

Responsible Drivers of company vehicles and Management

Time Frame As required

3.3 External Audit

As required, external audits will be conducted annually to provide an independent assessment of Harcourt & Gage-Brown Ltd level of compliance with legislative and organisational health and safety requirements.

APPENDIX A - HEALTH & SAFETY POLICY

POLICY STATEMENT SIGN OFF AND CONTROL

DOCUMENT CONTROL	
Policy Title	Health and Safety Policy
Policy Review Number:	Version 01
Effective Date:	08 November 2017
Review Period:	This Health and Safety Policy will be reviewed at least Bi-Annually
Policy Audience:	All Workers and Contractors
Responsible Role:	Senior Company Officer
SIGN OFF AND APPROVAL	
Approver Name:	
Approver Role:	
Approver Name:	
Approver Role:	
Approval Date:	

Emergency procedures

Stop, think, act!

The first priority in the event of an emergency is for the safety of all people present

Raise the alarm

Turn to the relevant page to confirm what to do

Emergency phone numbers

Dial 111 for Fire/Police/Ambulance

- 1. Call from a safe place
- 2. Use a cordless or mobile phone if practical
- 3. Tell the operator which emergency service you want
- 4. Wait until that service answers
- 5. Give the following address (*manager to complete*):

Street Number:	Street Name:	Suburb:
Nearest City/Town:		Region:

- 6. Do not hang up until told to do so by the emergency service
- 7. Make sure someone is available to direct the emergency service to the scene

Immediately after calling 111, activate the emergency procedure
Use an alternative phone if emergency services ask you to keep the line available

To be effective, this chart must be read and understood by all staff until it becomes second nature!

In any emergency

Turn to the relevant page to confirm what to do
 Contact the people below for support as appropriate
 Report to the manager all events:

- that result in harm to people, or damage to property
- where the spare emergency services are involved
- where workers are involved

Company contacts

	Name	Phone (Day)	Phone (Night)	Phone (Mobile)
Manager				
Owner				

Emergency contacts (other than 111)

	Name	Expertise	Phone (Day)	Phone (Night)	Phone (Mobile)
Fire Service					
Police					
Ambulance					
Doctor					
Medical centre					
Hospital					
Poison centre			0800 POISON / 0800 764 766		

Local/regional council

Neighbours

Fire and emergency procedures checklist

- You must know and understand what to do if a fire occurs
- Your first concern is the immediate safety of all people present
- Next call emergency services
- Contain the fire but only if it is safe to do so
- If help is available, allocate responsibilities to others to create a competent firefighting team

Fire emergency checklist	Precautions
1. Raise the alarm	Do not endanger yourself
2. Evacuate people from the area	Make sure you have an escape route
3. Activate any emergency shut down systems	Do not use water on petroleum or electrical fire
4. Call emergency services (dial 111)	Do not leave the site unattended if there is a risk of further outbreak
5. Call your manager	Advise your manager of the incident

Evacuation/assembly points (manager to complete):

Location of nearest phones (manager to complete):

Fire at a flammable storage facility

Raise the alarm by (manager to complete, for example, break glass, shout, sound hooter):

- Evacuate people from the area
- If it is safe to do so:
 - Activate emergency stop
 - Switch off power to all equipment
 - Shut off any isolation valves
- If a small fire, use your fire extinguisher – contain and extinguish the fire if it is safe to do so
- Call the Fire Service (dial 111)
- If a large fire, do not attempt to extinguish the fire – retreat to a safe distance
- If the fire involves a flammable gas or a compressed gas, apply water cooling if it is safe to do so
- Ensure someone is available to direct the Fire Service to

Using a fire extinguisher

- Make sure the extinguisher is of the correct type
- Make the extinguisher ready for use by breaking the seal/removing the safety pin
- Carry the extinguisher to the fire
- Keep yourself low to reduce the effect of heat and smoke
- When in position, aim the extinguisher at the base of the flames
- Discharge the extinguisher in a sweeping motion across the base of the flames
- Keep going until you have completely extinguished the fire
- If the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately

Always keep between the fire and your escape route

After the event

- Complete an incident report
- Review the effectiveness of the emergency plan

Cardio-pulmonary resuscitation (CPR)

- Danger:** Check for the safety of yourself, the casualty and bystanders
- Response:** Check for response, tap the casualty, gently shake and shout
- Send for Help:** Phone 111 and ask for an ambulance
- Airway:** Open airway, tilt head back
- Breathing:** If not breathing normally start CPR
- CPR:** Start CPR, 30 chest compressions, two breaths
- Defibrillate:** If you have a defibrillator and been trained in its use, attach an AED and follow the machine prompts

(manager to complete)

First aiders trained in CPR:

Doctor:

Medical Centre:

To check for normal breathing

1. Tilt head back and raise chin forward
2. Checking for normal breathing
 - a. Look for movement
 - b. Listen for breathing
 - c. Feel for breath on your cheek
 - d. If casualty is not breathing normally, turn on back, start CPR

3. CPR

First position hands in center of chest, push down firmly and quickly 30 times

- a. Breathing: With head tilted back, pinch nose and seal your mouth over patient's mouth. Blow twice into casualty's mouth Look for movement

Take care if poisoning is suspected, make sure there is no residual poison in the mouth, consider mouth to nose resuscitation

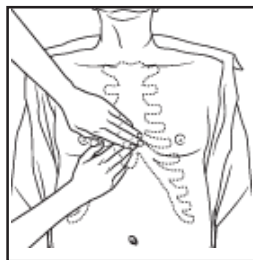
- b. Chest compressions – Push down on chest firmly and quickly 30 times

Continue with two breaths and 30 pumps until help arrives

Call, Pump Blow



CALL
Dial 111



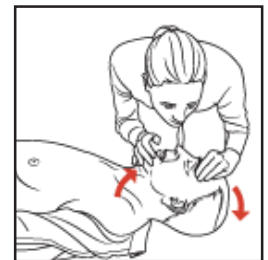
PUMP
Position hands in the center of the chest



Firmly push down five centimetres on the chest 30 times



BLOW
Tilt head
Lift chin
Check breathing



Give two breaths. Continue with 30 pumps and two breaths until help arrives

- If reluctant to give mouth to mouth, continue with chest compressions
- CPR is needed if a patient has collapsed, is not responsive and is not breathing normally
- Casualties who have collapsed should be carefully assessed to decide what emergency care is needed
- Chest compressions are the most important part of CPR
- If for any reason you cannot give rescue breaths to a patient, DO attempt chest compressions.

Emergency first aid

Have the product label or safety data sheet available and read the instructions on what to do in an emergency

(manager to complete)

First aid kits are located at: _____

The medical centre is: _____

First aiders: _____

Doctor: _____

Poison centre: 0800 POISON / 0800 764 766



<p>Control of bleeding</p> <ol style="list-style-type: none"> 1. Apply direct pressure to wound – use your hand(s) (wear gloves) 2. Elevate (raise) the limb 3. Apply a pad and firm bandage 4. If necessary, use clean rags or clothing <p><u>Remember</u> Always check circulation below the bandage If there is tingling, numbness, or blueness, loosen the bandage</p>	<p>Poisoning</p> <ol style="list-style-type: none"> 1. Seek medical advice or call an ambulance <p><u>Remember</u> Do not make the person vomit without advice from a medical professional Do not give fluids without advice from a medical professional</p>
<p>Foreign bodies in the eye(s)</p> <ol style="list-style-type: none"> 1. Wash the eye(s) with clean cool water 2. If the foreign body is stuck to the eye surface Do not attempt to remove it 3. Place a covering over both eyes and send for, or take the person to, medical aid 	<p>Chemicals in the eye</p> <ol style="list-style-type: none"> 1. Wash the eye(s) with clean cool water for at least 15 minutes 2. Wash from near the nose outwards and always wash under the upper eyelid 3. Send for, or take the person to, medical aid Seek medical advice or call an ambulance
<p>Management of minor wounds</p> <ol style="list-style-type: none"> 1. Clean the wound with soap and water 2. Cover lightly with clean dressing 3. Seek medical help, if necessary 	<p>Breathing difficulties</p> <ol style="list-style-type: none"> 1. If a person is breathing but unconscious, turn them onto their side 2. Clear airway of obstructions, such as tongue or vomit 3. Seek medical help, if necessary
<p>Management of burns</p> <ol style="list-style-type: none"> 1. Cool the burnt area with cool water for 10-15 minutes 2. If necessary, cover the burn with a clean dressing or plastic wrap before removing person to medical aid <p><u>Remember</u> Do not burst blisters Do not remove clothing that is stuck Do not apply creams</p>	<p>Management of chemical burns</p> <ol style="list-style-type: none"> 1. Protect yourself from the substance 2. Avoid skin and eye contact 3. Brush off dry chemicals, flush liquids from the skin using cool running water for 15 minutes or more 4. Remove any contaminated clothing 5. Treat for shock if faint, pale, shallow, rapid breathing 6. Wrap area with a dry sterile dressing or clean cloth 7. Protect from pressure and friction 8. If the skin has blisters or if there is an overall body reaction, get medical help immediately

When disaster strikes

Turn on your radio for advice and information
Know the civil defence warning signal
Know your nearest civil defence post and police station
Do not go sightseeing

Civil Defence

Your civil defence warning signal is: _____

Your nearest civil defence post is at: _____

Your nearest police station is at: _____

Your local radio station is: _____

Your civil defence cabinet/kit is at : _____

Earthquake

During the earthquake

- Keep calm
- Stay indoors where practical
- Keep away from windows and heavy furniture
- Take cover – use a doorway or get under a strong table or other sturdy structure

After the earthquake, if the building is damaged

- Turn off water, electricity and gas at mains
- Conserve your water
- Treat injuries
- Get in touch with neighbours – they may need help
- When help is needed go to your nearest civil defence post
- Advise manager of damage sustained

Flood	Volcanic eruption
<ul style="list-style-type: none"> • Be prepared to get to high ground • Turn off electricity and gas supplies • Do not go into floodwaters alone • Do not go sight seeing • Do not drink flood water • Move valuables, clothing, food, and medicines above likely reach of floodwater if it is safe to do so <p>Avoid backflow from drains and toilets – fit bungs or sandbags and weigh down</p>	<p>What warning systems are in place:</p> <hr/> <p>Before a volcanic eruption Your route to a safe location is:</p> <hr/> <hr/> <p>During the volcanic eruption</p> <ul style="list-style-type: none"> • Stay indoors as much as possible • Save water at early stage as supplies may become contaminated • Keep gutters and roof clear of ash to prevent roof collapse • If you must go outside, use protective clothing, cover your head, breathe through a mask, carry a torch.

Emergency equipment

Fire-fighting equipment

<i>(manager to complete)</i>	Location	Description <i>(e.g. 2kg dry powder or 9 litre foam/other)</i>	Test date
Fire extinguishers	1.		
	2.		
	3.		
	4.		
Hose reel			
Sprinkler systems			
Fire blanket			
Other			

Emergency response equipment

Civil defence kit contents		

People responsibilities and plan testing

First aid and training

Name	Location	Date trained		

Incident Reporting

Every incident resulting in harm to people, damage to property or damage to the environment must be reported to the manager immediately

- Respond to the incident promptly and positively
- Preserve scene in the case of notifiable injury or illness
- Collect relevant information about the incident
- Develop and take remedial actions
- Complete insurance claims and reports required

Report all incidents to:

Accident report forms are found at:

Enforcement Agencies contact numbers:

Worksafe

Local Body and National Authorities:

Regional Council

Police

Rural Fire
