

POLICY- INCLUDED



INCLUDED DOCUMENTATIONS AND POLICIES

Because every Plan is unique, not every business will require every single one of these documents. The following is a list of documentations commonly included in the policy.

FORMS AND TEMPLATES

- Site Specific Safety Plans
- Asbestos Surveys / Identification
- Induction Register
- Site Specific Safety Plans
- Hazard, Near Miss, Incident Reporting and Investigations.
- MASTER RISK / HAZARD REGISTER
- INCIDENT, NEAR MISS, AND HAZARD REPORT REGISTER
- Training Register

POLICIES AND PROCEEDURES

Workers and Officer Responsibilities	Stress
Alcohol and Drugs	ACC
Asbestos	Site Management
Aggressive / Difficult People	Contractors / Sub Trades
Strain Disorders (RSI, DPI, OOS) Prevention Policy	Site Inspections
Equipment Maintenance	Staff Inductions
Fatigue Management	Staff Training
Hazard Identification and Management	Notifiable Works
Hazard, Near Miss, Incident Reporting and Investigations.	Engagement and Consultation with other PCBU's
Ladders	Emergency Procedures
PPE and Safety Gear	Health and Safety Representative
Vehicle Operations Policy	Staff Health and Safety Committee.
Working alone policy	Review Process.
Occupational Health and Rehabilitation	
Health Assessments and Monitoring	

Nailed It Safety Solutions – providing practical, innovative Health and Safety Solutions.



COMPANY NAME

HEALTH AND SAFETY POLICY

Disclaimers

Whilst every care has been taken in preparing the information contained in this policy and its corresponding documents, Nailed It Safety Solutions Limited and its directors and shareholders, do not accept any liability for any errors or omissions. The systems, policies, procedures and content of this policy are subject to continual development and review. Nailed It Safety Solutions accepts no liability whatsoever for any loss or damage howsoever arising. It is your responsibility to ensure that the actions and methods stated in this plan are put into action, that they are reviewed on a regular basis, and that the controls recommended remain effective in preventing damage to persons, property, or loss of life. You understand that duties imposed on persons under the act cannot be contracted out of or transferred to another person. By using this policy, you hereby agree to the terms contained in this disclaimer.

We gratefully acknowledge the material provided by Worksafe NZ which has influenced this policy. This policy is not endorsed by Worksafe NZ.

Recommended Schedule

Follow the suggested schedule below to help comply with your obligations under the HS Legislation.

Frequency	Event	Responsibility	Supporting Information
Weekly	Request from Staff any near miss / incident reports. Process these per Section 2	Health and Safety Rep (HSR)	2.7
Weekly	Hold a Toolbox Talk for staff and contractors	Foreman / Supervisor	4.3
1 Months	Vehicle Maintenance Check	Health and Safety Rep (HSR)	2.9
1 Months	Ladder and Equipment Maintenance Check	Health and Safety Rep (HSR)	2.9
1 Months	Internal Safety Audit	Management	4.1
1-2 Months	Internal Safety Meeting	Management	6.2
3 months	Test and Tag electrical Equipment (portable)	Appointed Person / Contractor	Hazard / Risk Register
4 Months	External Audit (if applicable)	Management	4.1
6 Months	Review Hazard Register	Health and Safety Rep (HSR)	2
6 Months	Fire Drill	Health and Safety Rep (HSR)	5
6 Months	Test and Tag electrical Equipment (fixed workshop / cleaner)	Appointed Person / Contractor	Hazard / Risk Register
1 year	Review Entire Policy, ensure current and relevant to company requirements	Management	1
1 year	Check Contractor details on file for currency. Request updates	Health and Safety Rep (HSR)	4.8
1 year	Safety meeting / forum with contractors to review performance and provide feedback (both directions)	Management	4.8
3-5 yearly	Test and Tag electrical equipment (office, fixed)	Appointed Person / Contractor	Hazard / Risk Register

Note, many companies will not have a HSR or Committee – therefore the duties assigned to this person should be carried out by the Management team instead, or can be delegated to an assistant. This concept will be explained further in this policy. Please contact your advisor if you have any questions.

1.1 Purpose

COMPANY NAME Ltd recognises the importance of its people along with the people of the wider community we serve and require Health and Safety to be integrated into our daily activities. It is our policy to comply with all relevant legislation and we pledge our commitment as an organisation to do this. Our concerns range from planning stages through to the work being conducted to ensure that controls are in place, that all of our work teams understand the requirements, and that we take all practical steps to prevent harm to our workforce or any others that we interface with.

This manual serves as a tool to guide our workers and subcontractors towards maintaining and improving our company safety record, and ensuring that firstly; our people are at all times protected and working in the safest possible environment, and secondly; equipment, machinery and property are protected from harm. This policy is updated on an annual basis to ensure our HS policies and procedures are industry leading.

This manual in its entirety should be made available to all workers and contractors at the office for their reference.

1.2 Objective

COMPANY NAME's health and safety programme aims to:

1. promote excellence in health and safety management;
2. continually improve current health and safety performance;
3. provide a safe and healthy work environment;
4. identify and control actual and potential hazards;
5. establish and maintain communication on health and safety;
6. support our workers participation in health and safety matters;
7. identify needs and provide training on health and safety;
8. demonstrate a commitment to the accurate reporting and recording of health and safety matters; and
9. comply with legal and organizational obligations.

1.3 Review Process

This policy shall be reviewed in its entirety on an annual basis.

1. The HSR should research, plan, develop the policies, and write the plan to be reviewed by the managing director.
2. The HS committee should be consulted where policy changes are made.

Individual components of this plan should be reviewed when deemed necessary due to a new hazard being ID'd by a TWC report, OR, on a yearly basis, whichever is the more frequent.

1.4 Legislative Requirements

The Health and Safety At Work Act (2015) is the main governing Act of Parliament for our company in relation to Health and Safety. The duties of the PCBU, officers, and workers are explained in this document. The Resource Management Act, the Building Act, the Fire Service Act, the Hazardous Substances and New Organisms Act, and the Injury Prevention Rehabilitation and Compensation Act also include health and safety elements.

1.5 Workers and Officer Responsibilities

2.5 Equipment Maintenance Policy

Scope

The purpose of this policy is to ensure that the PPE and equipment utilised by COMPANY NAME is of fit condition for use by any competent/trained staff member, and that faulty equipment is not used. This policy does not include motor vehicles or hire equipment.

Fault Finding

Reporting a fault

- Any Officer or Worker may report a fault in a piece of equipment using the Hazard Reporting feature of the TWC Form system.
- Urgent faults that affect the safety of the user or personal around the equipment should be reported verbally to Management and the equipment immediately returned to the lockup and removed from service. A TWC still needs to be completed and as soon as practical.

Regular Maintenance Programs

Individual pieces of equipment shall have their own maintenance schedules, as recommended by the manufacturer. Management shall be responsible for ensuring these are adhered to. Results should be kept in the HS Tracking spreadsheet.

Removal from Service / Repair Procedure.

- Items marked as faulty should be stored in a designated area in the lockup
 - Larger items can have the attached sign affixed
 - Smaller items should be stored in a storage container with this sign clearly displayed.
- Management should oversee the repair by competent personal

2.6 Fatigue Management

Our Company recognises that fatigue is a major risk-multiplier when it comes to safety onsite. Tired workers are far more likely to sustain an injury and quality of workmanship may be affected.

To minimise the risk of fatigue, the following guidelines shall be adhered to.

- Workers must take regular, quality, rest breaks in their working day. Workers are required to take all breaks given at some point during the day. Workers may stagger these breaks to fit them around their duties. Breaks allowed are specified in all employee's contract, as per the Employment Relations Act 2000
- Workers should schedule their breaks throughout the day, where possible, to best recover from demanding work and conditions eg take a break during the hottest part of the day and do heavy lifting when it's cooler
- Workers should turn up in a state fit for work, having done everything practicable to get a good sleep and rest.
- Workers should inform management if a task is beyond their capabilities.
- Staff will not be required by the company to work before 6:30am and after 6pm. In the event that staff do work between these hours, management should monitor their performance throughout the following day to ensure that fatigue is not placing the staff member or others at risk
- If workers are working more than 45 hours per week, the employee and their colleges should informally monitor their performance to ensure fatigue is not a risk.
- If fatigue is an issue with one or more staff, management should take steps to ensure the staff member is not causing undue risk to themselves or others through their fatigue. It is the workers responsibility also to monitor themselves and their colleagues for fatigue, and to encourage rest breaks etc in accordance with a good safety culture.

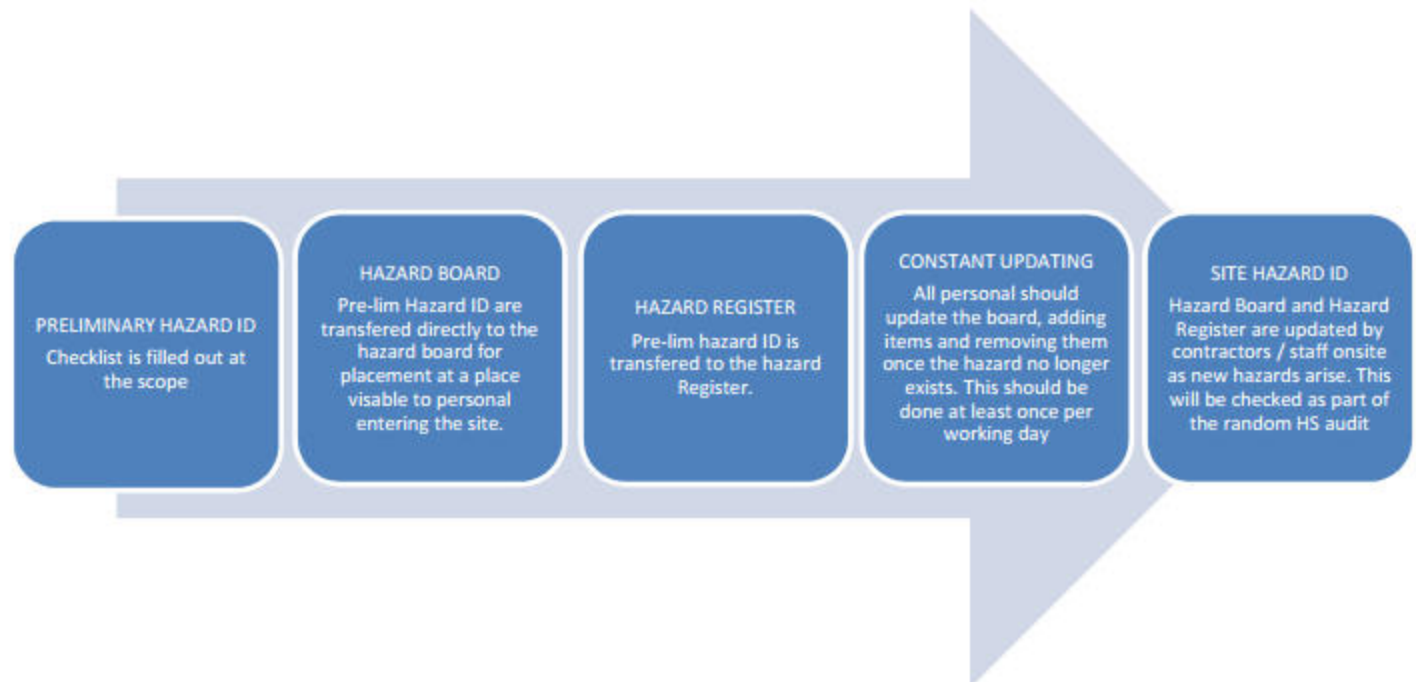
Steps taken may include

- Additional, unpaid rest break(s)
 - Sending the staff member home for the day
 - Any other approach deemed appropriate by management.
- Fatigue related incidents and near misses should be reported using the standard TWC form and dealt with according to the company incident reporting policy

2.7 Hazard Identification and Management

The purpose of Hazard Identification is to ensure that all workers and officers of the PCBU have adequate protection from hazards.

It shall be the responsibility of the PCBU Officers to ensure that the following procedures are carried out:



Pre Job Start and Overall Hazard ID

1. The officers shall establish and maintain a current Master Hazard Register.
2. Workers and contractors shall be given the opportunity to be involved in the Hazard Identification and Control Process by providing information for the Hazard Register.
3. Relevant specialists will be used as required when the situation is complex, not understood or in-depth technical information is required.
4. A pre-lim Hazard ID form should be completed prior to the job being started by the scoper, to identify hazards present at the start of the job. This information should be transferred to the Hazard Board during the site set up at commencement of works.
5. Workers should receive regular updates on current hazard trends through the weekly toolbox talk. For example, new sources of Asbestos or current trends of slips and trips during colder periods, could be discussed where appropriate.

Introduction of New Plant or Equipment

1. When introducing a new piece of plant or equipment (ie earthmoving, machinery, heavy tools), a hazard assessment should be carried out according to the procedures outlined below. Hazards discovered should be listed in the register.
2. The manufacture or a consultant should be consulted as part of this process.
3. Safety should be a key deciding factor in the purchasing of new plant or equipment.

During the Job

1. Hazards onsite shall be recorded in a Hazard Register inside the SSSP, which shall be maintained and available to all workers at all times.
2. A hazard board system should be placed in a place visible to all persons entering the site. This should be updated when new hazards are introduced or at least once per day; whichever is the more frequent.
3. Personal entering site for the first time should receive a briefing or induction, where they will be made aware of all relevant hazards on the site.

- Workers and Contractors are able to report hazards using the standard incident reporting procedure, which will be actioned by the HS officer according to its urgency, as defined by the risk matrix (below).
- Project Management should conduct regular site safety checks and record the results inside the SSSP. They should make every effort to involve the workers in this procedure, as to build a positive safety culture.
- In cases where the electricity is isolated, the electrician should provide a lockout tag to ensure that it is not livened again by unauthorised personal.

Developing Controls

All identified hazards shall be evaluated according to the risk matrix and have the most appropriate controls implemented and maintained. The key to managing risk is "So far as is reasonably practicable"

Where required / practical, HSRs, contractors + consultancy services (see Consultancy and External Advice) should be consulted for advice on the best way to deal with Hazards.

External Contractors should also be used for specialist testing and advice, for example:

- Hearing and Lung testing
- Benchmark pre-employment drug/medical
- Asbestos confirmation testing
- Test and Tag.

The following criteria shall be adhered to when implementing controls:

- ELIMINATE:** First all practicable steps will be taken to eliminate the hazard.
- MINIMIZE:** Where the hazard cannot be eliminated, personal shall be protected from the hazard by the provision of isolation, training, education, adequate supervision, safe work procedures, protective clothing, equipment and devices.

High Risk Work Task Analysis

For tasks deemed High-Risk a TA should be prepared. The PCBU officers may also require TA to be created at their discretion.

Define High Risk

High-Risk work on a job site encompasses the following:

- Work in a confined space eg under the floor, inside a crawl space.
- Work at height eg on the roof
- Work involving confirmed asbestos (both friable and non-friable)
- Lead based paint removal

This definition may be updated as the core business of the PCBU changes.

TA Preparation and Implementation Procedure.

- The TA should be created at the same time as the SSSP for the appropriate hazards identified in the Hazard ID checklist prepared at scope.
- The TA should be created from a template and add any further information gathered from the Pre-start Hazard ID checklist. Relevant consents, permits etc should also be prepared at this time. There should be enough blank spaces for trades/subbies to add/subtract information onsite. Place the TA in the back of the SSSP.
- Onsite before the job starts the supervisor should discuss the TA with the workers before commencing the job as a toolbox talk. Make any changes in pen on the TA in the spaces provided.
- Once they understand, each worker should sign the SSSP.

Sub-Contractor preparation of TAs.

4.7 Notifiable Works

Legal Requirement for Notifiable Work

The Health and Safety at Work Act 2015 requires the reporting of particular types of dangerous work to be reported to WORKSAFE NZ Services prior to the commencement of the work.

The forms for reporting such work can be found at www.worksafe.govt.nz

Examples of Notifiable Work:

1. Restricted Asbestos removal or placement
2. Construction work where:
 - Work in which a risk arises that any person may fall five metres or more, other than –
 - Work in connection with a residential building up to and including two full storeys:
 - Work on overhead telecommunications lines and overhead electric power lines
 - Work carried out from a ladder only
 - Maintenance and repair work of a minor or routine nature
3. The erection and dismantling of scaffolding from which any person may fall five metres or more
4. Work using a lifting appliance where the appliance has to lift a mass of 500 kilograms or more, a vertical distance of five metres or more, other than work using an excavator, a fork-lift, or a self-propelled mobile crane:
5. Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top:
6. Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
7. Work in any excavation in which any face has a vertical height of more than five metres and an average slope steeper than a ratio of one horizontal to two vertical:
8. Work in which any explosive is used or in which any explosive is kept on the site for the purpose of being used:
9. Work in which any person breathes air that is or has been compressed or a respiratory medium other than air:

It is a requirement that all notifiable works is to be reported to WORKSAFE NZ Services office at least 24 hours prior to commencement of the work.

The receipt of Notifiable works must be kept on file in the job folder and a copy onsite.

Notifiable Work Procedure

1. Establish work specifications from clients or project specifications.
2. Ascertain the nature of work, the extent of the hazards involved and the methods of controls to be used.
3. Email notification to WORKSAFE NZ Services using the prescribed form at least 24 hours prior to commencement.
4. State details on forms to WORKSAFE NZ:
 - The nature and location of the work
 - The name, address and contact details of the person in charge
 - The intended date of commencement for the work
 - The estimated duration of the work
5. Send or give copy of notification made to WORKSAFE NZ to principal PCBU or contractor in control if subcontracting.
6. Supervise work activities to ensure conducted within safe manner.

5 Emergency, Accident, and Near Miss Reporting

7.3 TRAINING REGISTER

Name	Course	Provider	Qualification / Competency	Date Completed	Date Renew / Review
EXAMPLE Jim Builder	Site Safety Passport	Site Safety	Platinum Card	7/7/2015	7/7/2017

7.4 EQUIPMENT / GEAR REGISTER

Item	Location / User /	Date Last Checked	Good Condition	All parts accounted for	Ticket / Service up-to date				
EXAMPLE Ladder 1	Lock Up	Site Safety							

Task Analysis – (Task Name)

Site Specific ID

Site Address		Date	23/9/2016
Contractor		Supervisor	
Client		HS advisor	Nailed It Safety Solutions
		Contact	021594694

Task Details

Description of the work	
START Date	FINISH Date

Persons Conducting the Work

Person In Charge of Task		Accreditation ID (if required)		Contact	
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Name	Signed	Date

Name	Signed	Date

Basic Steps		Potential Significant Hazards	Hazard Controls		Responsibility
List in order the steps required to complete the task.		List the potential significant hazards for each step. Focus on what can cause harm and what can go wrong.	E/ M, ?	List the controls required to ELIMINATE, ISOLATE or MINIMISE each significant hazard listed	List the person(s) responsible for ensuring the controls are implemented.
Setup					
Task					
Clean-up					