

# Health & Safety

## Policies Manual



**Last Revision:** July 2019

This document shall be used as a guideline for general Health & Safety practices within our company, both at our office and on-site.

Be sure to always have the most updated version of this document.



## 1. Introduction

This document is set to outline the general Health & Safety practices within our company and details our commitment to maintain a healthy and safe working environment and brings the practical steps we use to prevent harm to all our employees, visitors, contractors, clients or any other person directly or indirectly involved with our company.

## 2. Our Commitment

The management of **New Zealand Consulting Group Limited** is committed on maintaining a safe and healthy work environment for anyone using our premises as a place of work or visiting our business, in accordance with the **Health & Safety at Work Act 2015**.

The overall purpose of the **Health & Safety at Work Act 2015** is *to provide for a balanced framework to secure the health and safety of the workers and workplaces* and it seeks doing it by:

- Protecting workers and other persons against harm to their health, safety and welfare by eliminating or minimising risks arising from work or from prescribed high-risk plant; and
- Providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues in relation to work health and safety; and
- Encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting PCBUs and workers to achieve a healthier and safer working environment; and
- Promoting the provision of advice, information, education, and training in relation to work health and safety; and
- Securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
- Ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under this Act; and
- Providing a framework for continuous improvement and progressively higher standards of work health and safety.

The Act aims to give workers and other the highest level of protection that is reasonably practicable against harm to their health, safety and welfare from hazards and risks arising from specific types of working environments.

### The Management Will

- Encourage accurate and timely reporting and recording of all incidents and injuries;
- Investigate all reported incidents and injuries to identify all contributing factors and – where appropriate – formulate plans for corrective action;
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work;
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any significant one;
- Ensure that all employees are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties on a safe manner;
- Encourage employee consultation and participation in all health and safety matters;
- Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees;



- Meet our obligations under the **Health and safety at Work Act 2015**.

#### **Every employee is expected to share in the commitment to Health & Safety**

- Every manager, supervisor or foreperson is accountable to the employer for the health and safety of employees working under their direction;
- Each employee is expected to help maintain a safe and healthy workplace through;
  - o Following all safe work procedures, rules and instructions;
  - o Properly using all safety equipment and clothing provided;
  - o Reporting early any pain or discomfort;
  - o Taking an active role in the company's treatment and rehabilitation plan, for their *early and durable return to work*;
  - o Reporting all incidents, injuries and hazards to the appropriate person;

### **3. Information, Training & Supervision**

All new employees will receive a comprehensive Health and safety Induction and resources from Worksafe for them to read regarding specific Health and safety procedure relating to the jobs they will be doing, and the company will conduct health and safety induction refreshments periodically.

#### **Employees are expected to follow the company's Health & Safety general policies and:**

- Always wear the appropriate PPE provided;
- Always work in accordance with the specific procedures for the job they're doing, such as working at heights and in confined spaces;
- Ensure fitness for work, avoiding working under the influence of drugs or alcohol, when tired, sick or under any other condition that could be a risk to their personal and the collective safety;
- Report to a manager or supervisor always that a risk is detected;

### **4. Hazard Management**

Our business follows a systematic process to identify, record and manage potential hazards in the workplace.

What is important is that all employees must be aware of any object, process or person that looks dangerous; what could harm us? If you notice anything potentially dangerous (hazardous) then we expect you to inform a manager, supervisor or the health and safety rep verbally.

We have already put a lot of effort into identifying and managing hazards to prevent harm to you, contractors or visitors to our workplace.

The identification and management of these hazards have been conducted in consultation with all employees. Therefore, all employees will ensure they do understand how to operate safely when facing these hazards. We will provide any necessary training and equipment and expect our employees to operate to these standards.

Hazards should be managed using the following tools are reference to how immediately and what should be done to manage the risk:



Likelihood of injury or harm to health	Consequences of injury or harm to health			
	Insignificant <i>no injuries</i>	Moderate <i>first aid and/or medical treatment</i>	Major <i>extensive injuries</i>	Catastrophic <i>fatalities</i>
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Extreme = immediate action

ACTION	WHAT IS THIS?	EXAMPLE
Eliminating	Removing the sources of harm (eg equipment, substances or work processes).	Removing a trip risk or getting faulty equipment repaired. Prefabrication of components to eliminate cutting (to eliminate risks from airborne contaminants, vibrations and noise). Using non-toxic glue instead of a toxic glue. Using water-based paint instead of solvent-based paint.
Minimising	Substituting	Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk (eg using a less hazardous thing, substance or work practice).  Buying quiet plant, equipment and vehicles.  Using methods that produce less vibration (eg using a cut off saw instead of an angle grinder).
	Isolating/preventing contact	Isolating the hazard giving rise to the risk to prevent any person coming into contact with it (eg by separating people from the hazard/preventing people being exposed to it).  Isolation focuses on boxing in the hazard or boxing in people to keep them away from the hazard.  Fitting screens or putting up safety barriers around the hazard for example: - welding screens to isolate welding operations from other workers - barriers and/or boundary lines to separate areas where forklifts operate near pedestrians.  Using fully automated processes, for example: - an automated arm to remove objects from degreasing baths - fully automated spray booths that don't require anyone to enter.
	Using engineering control measures	Using physical control measures including mechanical devices or processes.  Modifying tools or equipment, or fitting guards to machinery.  Using extraction ventilation to remove harmful substances.
Minimising	Using administrative control measures	Using safe methods of work, processes or procedures designed to minimise risk.  It does not include an engineering control measure, or the wearing or use of personal protective equipment.  Requiring all people to walk only within the painted pedestrian zones when on the factory floor.  Having emergency plans and evacuation procedures in place.  Having exclusion zones so workers don't unnecessarily go near noisy or dangerous equipment or tasks.
	Using personal protective equipment (PPE)	Using safety equipment to protect against harm. PPE acts by reducing exposure to, or contact with, the hazard.  Using safety glasses, overalls, gloves, helmets, respiratory gear and ear muffs associated with jobs such as handling chemicals or working in a noisy environment. PPE is the least effective type of control and should not be the first or only control measure considered.

## 5. Employee Participation



Our company encourages and supports any employee who wants to be involved in improving health and safety. We encourage participation because it makes business sense and is the right thing to do.

Our employees though are the people who will see the dangerous situations - you are the eyes and ears that will keep you and your mates safe. But not only will you see these hazards, you will probably have ideas on how to fix them. Therefore, we want to give you every opportunity to be involved in supporting health and safety. We will listen to your concerns and ideas relating to health and safety.

The role of the Health and safety Representative is to represent the views of employees with employers on health and safety matters. The health and safety rep's duties include:

- Fostering positive health and safety management practices in the workplace;
- Identifying hazards and informing all employees about them;
- Discussing with the management the ways to manage any hazards;
- Promoting employees' interests in health and safety;
- Promoting the interests of employees who have been injured or harmed at work;
- Carrying out other agreed functions;

The company will hold regular meetings to discuss any safety issues raised, outcomes of any accident investigations, and trends that could show inadequacy of hazard controls and update on any industry health and safety developments.

In addition, employees can contribute to any decisions made to purchase or implement new or modified equipment, material, services or processes.

## 6. Reporting and Investigation

We expect mistakes will be made, and view mistakes as our way to learn and improve and become a more profitable company. We are so committed to this principal that we will reward individuals that demonstrate a personal commitment to reporting any incident.

However, any intentional neglect e.g. not using hazard controls, or criminal activity will result in disciplinary action. We are separating mistakes from intentional actions and disregard for safety standards and expect the highest safety standards from all employees and contractors.

### Process

Once an incident occurs emergency response may be required. This may be anything from a complete shut-down and evacuation to using the first aid kit – or nothing at all. Once the situation is safe and people have been treated, then it is important to report the incident to the health and safety representative (HEALTH AND SAFETY rep). We expect all accidents and incidents to be reported to the HEALTH AND SAFETY rep. These include near misses, or things that occur which make you think 'that was lucky'. This can be done verbally or in writing – by just jotting a few details on a piece of paper or even better, using the reporting form in this chapter.

The HEALTH AND SAFETY rep will then document the incident and investigate using the proper form. If the injury is a Serious Harm, then the HEALTH AND SAFETY rep will inform management immediately. WorkSafe must be notified immediately if the event is a Notifiable Event:



Duty to notify certain events as soon as possible after learning of a notifiable event, the employer must ensure that Worksafe is notified. A notifiable event is a work-related death, or a notifiable injury or illness, or a notifiable incident.

**A notifiable injury or illness is:**

(a) 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.

A notifiable incident is “an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person’s health or safety ...”. The Act lists possible causes of a serious risk.

When a notifiable event occurs, the employer must take all reasonable steps to ensure that the site is not disturbed until authorised by an inspector. However, this does not prevent treatment of the injured or actions required to make the site safe. An employer must keep a record of each notifiable event for at least five years.



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The key to learning comes down to a thorough investigation of each incident. The only reason to investigate is to determine action steps we can put in place to prevent future occurrences. These recommendations will often come from the person on the 'shop floor' – you. Please speak up if during the investigation or at any other time. There are no dumb questions or ideas in our business.



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