Building Recruitment Ltd

Health and Safety Policy and Procedures

VALID TO: 30 March 2017

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1. Policy Statement

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

- Complying with the Health and Safety at Work Act 2015 (HSW Act) and Health and Safety at Work Regulations 2015 (HSW Regulations), standards, relevant codes of practice and guidelines;
- Providing and maintaining a work environment or work premises that are without risks to health and safety
- Providing and maintaining safe plant and structures;
- Providing and maintaining safe systems of work;
- Ensuring the safe use, handling, storage and transportation of hazardous substances;
- Providing and maintaining adequate facilities for the welfare of workers;
- Monitoring the health of our workers and conditions at the workplace to prevent illness or injury;
- Providing any information, training, instructions or supervision necessary to protect our workers from the risks relating to their work;
- Ensure all contractors are suitably qualified to undertake the work for which they are engaged;
- Accurately reporting and recording all workplace accidents, incidents and injuries (events);
- Consulting with and encouraging the participation of other duty holders, our workers and their representatives on matters affecting health and safety;
- Ensuring appropriate processes are in place for receiving, considering and responding in a timely manner to information regarding incidents, hazards and risks;
- Providing safe means of access to and egress from places of work;
- Reviewing, revising and evaluating our health and safety management systems and processes annually to ensure continuous improvement; and
- Supporting the safe and early return to work of injured workers.

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

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

DIRECTOR: **SIGNATURE:**   **DATE:**

Introduction

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

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

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

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

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

Our health and safety system is broken into two parts.

Part A Our organisation's procedures, which govern the overall health and safety management for the business.

Part B The work or job based health and safety procedures that are required on, or for each job.

Part A – Our Health and Safety Procedures

3. Health and Safety Management

Our health and safety system contains a set of Health and Safety Objectives (refer Appendix 1).

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

We will use these objectives as a guide and each objective will be put in place progressively over the next 12 months and beyond.

A health and safety committee will be formed and made up of representation from management, workers and safety representatives (when applicable).

The committee will be responsible for putting in place our health and safety objectives, creating new objectives and contributing to the overall implementation of our health and safety procedures.

As a Person Conducting a Business or Undertaking (PCBU) we will retain overall responsibility for the management of health and safety and the actions of the committee.

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

4.   Worker Engagement and Communication

We will establish appropriate communication and participation methods with all workers in our workplace, to ensure all information regarding safety is discussed and passed on.

As a PCBU we will engage our workers to help us:

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

This will involve:

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

We will do this by:

- Inducting all workers to our workplace;
- Providing sufficient information and training specific to the health and safety risks for the work being undertaken;
- Ensuring workers have an opportunity to participate in health and safety via health and safety meetings and (where applicable) health and safety representatives;
- Holding monthly Health and Safety Meetings with management, workers and their representatives (as applicable);
- Agreeing (as a group) on any required actions and documenting these in our Health and Safety Meeting Checklist; and
- Distributing/making the Health and Safety meeting outcomes available to all workers.

5.   Workplace Safety Representative

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

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

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

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

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

6.   Hazard Identification

Construction Hazards

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

- Visitors and contractors
- Trips and slips
- Electricity
- Ladders
- Plant, machinery and equipment
- Power and hand tools
- Falls from height
- Moving vehicles (trucks, forklifts)
- Noise
- Manual handling
- Stacked/stored materials
- Overhead hazards
- Biological hazards
- Hazardous atmospheres
- Airborne contaminants
- Knives
- Fatigue
- Hazardous substances
- Lone workers
- Young/inexperienced workers
- Drugs and alcohol

These hazards and others are listed in the Hazard Register and the Hazard Cards in our Site/Team Pack.

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

Hazard Register

Our Hazard Register (refer Appendix 1) will be held in the workplace and used as a reference document. This will be regularly reviewed at our Monthly Health and Safety Meetings and new hazards added once identified.

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

7. Risk Management

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

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

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

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

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

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

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

- Hazard Register (refer Appendix 1)
- Site Specific Safety Plan (SSSP) generated when an online hazard identification is conducted;
- The Hazard Cards in the Site/Team Packs taken to our workplaces;
- Task Analysis Forms and Checklists; and
- Written on Workplace Hazard Board(s).

Hazards that relate to visitors entering the workplace and the actions to control risks to health and safety are written on our Hazard Board and will be displayed at the entrance(s) to the workplace.

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

8. Information, Training and Supervision

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

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

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

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

We will maintain a record of worker training on our Training Plan and Register (refer Appendix 1) and ensure it is updated regularly.

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

The Hazard Cards in the Site/Team Pack will be used at regular intervals to refresh workers on the workplace hazards and the required risk controls.

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

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

Any event (accidents or incident) where training has been identified as a factor contributing to the event, will be raised and discussed at Monthly Health and Safety Meetings.

9.   Monitoring and Review

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

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

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

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

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

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

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

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10.   Hazardous Substances

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

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

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

We will ensure the correct and safe use, handling, storage and transportation of hazardous substances. Where required we will also have a storage license (eg. Location Test Certificate) and our workers will have the correct

training and handling licenses (eg. Approved Handler certificate etc), which will be listed on workers' individual Training Plan and Register (refer Appendix 1).

All hazardous substances held in our workplace will be recorded by type and quantity on our Hazardous Substance Register (refer Appendix 1 or Site/Team Pack). We will ensure that the appropriate Safety Data Sheets (SDS) are held on site and are readily available in the event of an emergency.

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

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

11. Accidents/Incidents (Events)

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

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

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

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

12. Event Reporting and Recording

We will ensure that there are suitable recording and reporting processes in our workplace. The Event Notification and Event Investigation Forms (refer Appendix 1) for recording and reporting any incident or injury will be available in the workplace.

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

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

Minor injuries and near miss incidents will be recorded on the Event Register (refer Appendix 1) by the workplace supervisor or worker in control of the workplace and discussed at the next Toolbox Meeting.

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

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

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

13. Event Investigation

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

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

All persons present at the time of the event are expected to assist in any investigation.

The supervisor or worker in control of the workplace is responsible for investigating events and documenting their findings using the Event Investigation Form (refer Appendix 1) or on a Duty Holder Review Investigation Report (if required by WorkSafe NZ).

We will also notify HazardCo of any event and they will email us the Event Investigation Form. Once we have completed the Event Investigation Form we will forward this to HazardCo for review, so they can provide us with assistance and advice to help manage any identified hazards in relation to any event.

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

14. Emergency Procedures and First Aid

Each HazardCo Pack contains an Emergency Plan template, which contains the following:

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

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

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

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

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

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

Training needs will be discussed with workers at our Monthly Health and Safety Meetings and training will be recorded in worker's individual Training Plan and Registers.

15. Notification of Hazardous Work

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

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

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

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

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

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

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

16. Safe Plant and Equipment

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

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

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

All plant and equipment will be recorded in the Plant and Equipment Register (refer Appendix 1 or Site/Team Pack). It will be regularly checked using an appropriate checklist and maintained to a schedule.

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

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

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

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

17.   Personal Protective Equipment (PPE)

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

We will ensure the PPE provided to our workers is:

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

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

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

The PPE provided may include equipment and clothing such as steel toecap boots, overalls, gloves, dust masks, respirators, eye wear, hearing protection etc.

Where applicable, PPE such as dust masks, hearing protection etc will be maintained to a schedule and recorded in the PPE Register (refer Appendix 1).

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

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

18. Health Monitoring

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

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

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

We will, so far as reasonably practicable, obtain our workers consent to the monitoring of their health in relation to these hazards. We will be proactive in seeking approval and take responsibility for informing and encouraging workers about health monitoring, where appropriate.

We acknowledge consent must be granted voluntarily and without any form of coercion or duress.

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

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

19.   Potentially Harmful Work Environments

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

Noise

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

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

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

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

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

Dust, Airborne Particles and Hazardous Atmospheres

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

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

Where appropriate we will undergo health monitoring of workers exposed to dust, airborne particles or hazardous atmospheres.

Loose Materials

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

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

20. High Risk Work

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

Electrical Work

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

Gas Installations

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

Working at Height

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

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

Confined Spaces

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

21. Permit to Work Systems

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

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

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

22. Isolation of Supply

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

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

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

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

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

23. Management of Contract Workers

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

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

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

- A work environment without risks to health and safety;

- Safe plant and structures;
- Safe systems of work;
- The safe use, handling and storage of substances;
- Adequate facilities for the welfare at work of workers;
- Any information, training, instruction or supervision that is necessary to protect all persons from risks relating to the work they are doing;
- Monitoring the health of workers and the conditions at the workplace to prevent illness or injury;
- A maintained premises, so that a worker occupying the premises is not exposed to risk; and
- Worker participation in health and safety.

HazardCo can be contacted to assist in this pre qualification process.

If any of our work involves the engagement of, or working alongside other PCBUs (eg. sub contractors working on the same job), we will consult and cooperate with all contractors involved and coordinate all activities to ensure risks are managed appropriately.

Contractor management will be raised as an agenda item and discussed at our Health and Safety Meetings.

Part B - HazardCo Workplace / Job Tools

24.   Job Health and Safety Management

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

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

25.   Site and Team Pack Resources

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

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

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

The resources include:

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

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

26.   Site Specific Safety Plans

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

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

    a)   Contact details for the main contractor and site supervisor

    b)   Description of the job;

    c)   Description of the site or place of work;

    d)   The workplace safety representative;

    e)   Hazard management including a list of hazards likely to be encountered in the workplace and the recommended risk controls that should be in place to manage the listed hazards;

    f)   Any notifiable works for the job;

    g)   Safety training requirements;

    h)   The minimum PPE required for the job;

    i)   Hazardous substances;

    j)   Accident (event) reporting procedures;

    k)   Communication and safety awareness requirements;

    l)   Safety reviews;

    m)   Emergency plan;

    n)   Subcontractors and visitors;

    o)   Plant and equipment;

    p)   Any additional requirements; and

    q)   A list of forms and checklists attached (including Task Analysis documents).

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

The SSSP will be discussed during the Job Induction process outlined below.

27. Job Based Safety Procedures

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

1. Work Preparation

2. Job Induction

3. Visitor Induction

4. Client Induction

5. Hazard Identification and Risk Management

6. Task Analysis

7. Workplace Reviews

8. Toolbox Meetings

9. Site Security

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

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

28. Work Preparation and Job Induction

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

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

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

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

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

Workers require only one full induction for each job.

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

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

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

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

29. Client and Visitor Induction

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

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

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

30.   Hazard Identification and Risk Management

The HazardCo system provides two ways to identify job-based hazards and these are outlined in the Hazard ID and Risk Management Procedure Card. These include a general hazard identification process and task analysis.

Hazard ID

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

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

If not already documented in a SSSP, the identified hazards and the risk controls required to Eliminate or Minimise hazards will be written down as a diary entry or on the Hazard ID and Risk Management Form in the HazardCo Pack.

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

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

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

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

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

Hazard ID and Risk Management Using a SSSP

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

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

The workplace supervisor or a designated person then selects (ticks) the controls to be used to Eliminate or

Minimise each hazard. Multiple controls should be selected.

Once completed, the SSSP is taken to the workplace to be used as part of the worker induction process and as a guide to the risk controls that should be in place on site.

Task Analysis

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

High risk hazards include but are not limited to:

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

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

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

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

The worker in control of the job will consult with other workers present and ensure a Task Analysis is completed prior to the start of any high-risk work.

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

31. Workplace Health and Safety Review

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

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

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

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

Site Review findings will be discussed at the next Toolbox Meeting as soon as possible.

32. Toolbox Meetings

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

The Toolbox Meeting Checklist found in HazardCo Packs will be used for this purpose.

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

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

33.   Legal Obligations and Duties

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

PCBU DUTIES UNDER THE ACT

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

Ensure the safety of workers and others

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

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

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

Duty to provide training and supervision

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

Duty to notify events

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

Duty to engage workers

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

Right of workers to refuse work

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

Health and Safety obligations

PCBUs cannot contract out of health and safety obligations.

Duty to ensure workplace is safe

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

Duty to consult with other duty holders

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

PCBU DUTIES UNDER THE REGULATIONS

Identify hazards

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

Review risk controls

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

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

Duty to maintain controls

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

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

Provide training and supervision

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

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

Manage airborne contaminants

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

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

Provide first aid

PCBUs must ensure:

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

Provide an Emergency Plan

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

The Emergency plan must provide emergency procedures that:

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

Provide PPE

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

PCBUs must ensure that the PPE selected is:

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

PCBUs must also ensure:

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

Manage remote or isolated workers

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

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

Manage hazardous atmospheres

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

Manage ignition sources

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

Manage falling objects

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

Manage hazardous containers

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

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

Duty to provide health monitoring

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

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

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

Officer Duties:

Officers of a PCBU must:

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

Worker Duties:

Workers engaged or employed by a PCBU must:

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

When using PPE, workers must:

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

Duty to Manage Risk

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

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

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

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

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

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

Minimisation controls include:

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

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

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

34.   Definitions

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

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

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

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

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

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

Risk: the possibility that death, injury or illness might occur when a person is exposed to a hazard.

Hazard: a situation or thing that has the potential to cause death, injury or illness (includes a person's behaviour).

Health: means physical and mental health.

Risk Management: controlling a hazard through Elimination or Minimisation strategies or controls.

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

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

Notifiable Event: means the death of a person or a notifiable injury or incident (refer www.legislation.govt.nz for full definition).

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

35.   Appendix 1 – Construction Forms

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

http://www.hazardco.com/construction

If you would prefer a paper copy, please phone the office on 0800 555 339 and we will post them out to you.

36.   Appendix 2 – Approved Codes of Practice and Guidelines

Approved Codes of Practice (ACOP)

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

Health and Safety Guidelines

11. A principal's guide to contracting
12. Concrete pumping
13. Demolition
14. Best practice guideline for working at height
15. Best practice guideline for working on roofs
16. Best practice guideline for scaffolding in NZ
17. Industrial rope access in NZ
18. Manual handling code of practice
19. Mobile elevated work platforms
20. Safe use of portable mechanically powered nailers and staplers
21. Respiratory protection
22. Safe use of safety nets
23. Guide for safety with underground services

These documents and related fact sheets can be viewed on WorkSafe NZ's web site at the following link:
www.business.govt.nz/worksafe/information-guidance/guidance-by-industry/construction-building-maintenance