


# HEALTH AND SAFETY POLICIES AND PROCEDURES



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Master copy (electronic) Knox and Anderson Head Office

 <b>Knox &amp; Anderson Limited</b> <b>PAINTERS &amp; PAPERHANGERS</b> <i>Trusted decorators since 1953</i>	
<b>Health and Safety Manual</b>	Date printed: 17 January 2019

## **The aim of this manual is to outline how we manage Health and Safety and other related issues**

The safety of our staff and others who may be affected by our undertakings is of paramount importance to Knox and Anderson and this manual outlines how we both manage health and safety in the workplace and strive for continuous improvement.

The manual starts off with our policies which are statements of our expectations as to how things will be managed. The other sections are made up of procedures. Each procedure has the following headings and sets out the procedures in a user and auditor friendly format.


- What
- Why
- How
- Who
- When
- Review
- Linked Documents
- External References

The aim is to make our system both practical and effective but also compliant with legislative and best practice requirements.

All documents will have a header showing the company logo, the title of the document and its date of print.

**These policies need to be read in conjunction with the Staff Health and Safety Handbook**

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## 1.1 HEALTH AND SAFETY POLICY

Knox and Anderson is committed to maintaining a safe and healthy workplace. It is the company's expectation that management and staff will work together to ensure continuous improvement of our health and safety system.

### To achieve these aims management will:

- ❖ Ensure we comply with all relevant legislation and approved codes of practice
- ❖ Endeavour to meet standards outlined in guidelines, standards and industry best practice guidelines
- ❖ Ensure the safeguarding of employees, visitors and contractors from unnecessary hazards; and where such hazards cannot be eliminated, the exposure will be minimised
- ❖ Ensuring vehicles, equipment, properties and work sites are designed, operated and maintained in a safe condition
- ❖ Provide appropriate facilities
- ❖ Have an effective system to identify, risk assess, control and monitor hazards
- ❖ Ensure that all staff are provided with appropriate supervision and/or training to undertake their work in a safe manner
- ❖ Develop, implement and practice emergency and evacuation procedures
- ❖ Encourage the accurate and timely reporting and recording of all incidents and injuries and investigate these events
- ❖ Prepare an annual plan for Health and Safety and carry out reviews of our performance
- ❖ Encourage participation, engagement and consultation with employees in matters relating to health and safety.
- ❖ Review work being undertaken to identify means of improving health and safety
- ❖ Health and safety policies & procedures will be reviewed annually
- ❖ Ensure that staff understand that they must work safely, without injury to themselves, other staff, contractors or others
- ❖ Support the safe and early return to work of injured staff

Signed by:

Designation:

Date:

## 1.2 ENVIRONMENTAL POLICY

Knox and Anderson aim is to work in a manner that will not harm the environment.


### Our commitment to meet this is to:

- Minimise waste
- Recycle waste wherever possible
- Handle waste appropriately.
- Ensure all hazardous substances are disposed of appropriately. Hazardous substances will not be poured down drains or onto the ground.
- Ensure spillages will be cleaned up or contained immediately to ensure that the hazardous substance does not access drains or waterways. If major spillages occur then the appropriate Emergency Service will be called
- No unauthorised fires are allowed.
- As is practical minimise energy consumption
- Noise levels will be kept to within the requirements of the Council
- Dust emissions will be controlled/supressed
- Pollution Control - will meet the Councils requirements for toilet standards

Signed by:

Designation:

Date:

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### 1.3 DRUGS AND ALCOHOL POLICY

Knox and Anderson is responsible under the Health and Safety at Work Act to ensure the safety of our staff and others who may be effected by our undertakings

**In accordance with this obligation our staff are required to comply with the following:**

- You must not report for work under the influence of alcohol or drugs, unless the drugs are prescribed by a doctor. If prescribed drugs may effect your performance you must report that to your manager.
- No non-prescription drugs may be brought onto premises.
- We may, on reasonable suspicion, search employees personal property and vehicles while these are on PCBU premises, for drugs and alcohol. Refusal to allow such searches constitutes serious misconduct.
- If we believe there are reasonable grounds to suspect an employee is under the influence of alcohol or drugs we may require employees to submit to (non-intrusive) testing for prohibited or illegal substances, non-prescription drugs, stimulants and alcohol.
- Knox and Anderson may require employees working in safety sensitive areas to submit to random (non-intrusive) testing for prohibited or illegal substances, non-prescription drugs, stimulants and alcohol.
- Testing will be carried out by a registered medical professional appointed by us. You have the right to have your own testing carried out as well, provided it is by a registered medical professional and proper procedures are observed regarding the tests and samples.
- If a test result is positive we will discuss it with you and take into account any explanation you may have before deciding what action is needed.

**Refusal to submit to drug and alcohol testing constitutes serious misconduct and may result in termination of your employment.**

Signed by:

Designation:

Date:

	<b>1.4 HEALTH AND SAFETY ROLES AND RESPONSABILITIES</b>
What	This document outlines the health and safety roles for both the Officers and Workers of Knox and Anderson.
Why	Knox and Anderson believe ACC that to be effective a Health and Safety Management system must have the involvement and support of staff; in particular there must be a commitment from officers and management through leadership and the allocation of resources.
How	<p><b>Officers e.g.</b> Directors, Managing Directors, Chief Financial Officers</p> <ul style="list-style-type: none"> <li>• Provide leadership and policy that sets the direction for health and safety management.</li> <li>• Maintaining their knowledge of the business and health and safety matters relating to that business.</li> <li>• Verifying that the health and safety system is compliant and effective</li> <li>• Assigning a member of the Management team to undertake the role of Health and Safety Co-ordinator.</li> <li>• Reviewing the Health and Safety plan and objectives on an annual basis.</li> <li>• Ensuring that adequate resources have been allocated to allow the system to operate effectively; this may include staff time and financial resources.</li> </ul> <p><b>General Manager – Andy Campbell</b></p> <ul style="list-style-type: none"> <li>• Completing staff appraisals on an annual basis</li> <li>• Sign off all accident/incident reports</li> <li>• Providing resources relevant to the range of tasks completed and hazards exposed to</li> <li>• Reviewing the health and safety aspects within their control to ensure that workers harm is eliminated and/or minimised.</li> <li>• Fostering and promoting health and safety including the facilitation of regular meetings.</li> <li>• Ensuring that inductions are completed and training is maintained including their own knowledge and training in relation to health and safety.</li> <li>• Attend Annual Review</li> <li>• Complete a minimum 2 site audits annually</li> </ul> <p><b>Health &amp; Safety Coordinator – Andy Campbell</b></p> <ul style="list-style-type: none"> <li>• Facilitating the implementation of the Health and Safety Management System</li> </ul>

	<ul style="list-style-type: none"> <li>• Acting as a resource person in relation to Health and Safety.</li> <li>• Conducting audits, reports and plans as required.</li> <li>• Chair quarterly staff meetings</li> <li>• Chair quarterly safety team meetings</li> <li>• Liaise with external safety advisor</li> <li>• Acting as a resource person in relation to Health and Safety including the notification of incidents or events to Work safe NZ</li> <li>• <b>Supervisors/Leading Hands are responsible for:</b> <ul style="list-style-type: none"> <li>• Toolbox meetings</li> <li>• Ensure safe practices on site</li> <li>• Complete site audits</li> <li>• Ensure correct use of PPE/safety equipment on site</li> <li>• Site specific hazard/risk identification</li> <li>• Visitor/public safety</li> <li>• On site training</li> <li>• Report accidents/incidents to company/main contractor</li> <li>• Control and coordinate hazardous substances</li> </ul> </li> <li>• <b>Employees (workers) are responsible for:</b> <ul style="list-style-type: none"> <li>• Ensuring their own safety and ensuring that no action or inaction endangers others</li> <li>• Complying with any reasonable instruction</li> <li>• Wearing personal protective equipment that is provided</li> <li>• Assess jobs and work sites for hazards/risks and be proactive in the control of hazards</li> <li>• Report and record accidents/incidents/events in an accurate and timely nature.</li> </ul> </li> <li>• <b>Administration/Support Person</b> <ul style="list-style-type: none"> <li>• Take meeting minutes</li> <li>• Assist Health &amp; Safety Coordinator with keeping records up to date</li> </ul> </li> </ul>
Who	All staff have roles and responsibilities
When	At all times
Review	<p>This document is reviewed at every safety team meeting as part of the agenda, not only to reallocate roles left by vacant positions, but as a constant reminder of everyone's roles and responsibilities in their current positions.</p> <p>An overall review of our Health and Safety Management roles against the performance of designated health and safety responsibilities forms part of the Annual Review.</p>



	<b>1.5 PERFORMANCE ASSESSMENT</b>
What	This continues on from Knox and Anderson s responsibilities procedure and outlines how the company assesses performance of officers, management and staff
Why	This assessment looks at whether officers, management and staff with Health & Safety responsibilities have met their obligations
How	<p>The Health and Safety Team/Committee will look at each person's allocated responsibilities and ascertain whether these have been met and whether they have effectively fulfilled their role.</p> <p>Issues to be considered also are whether the person needs further training and whether sufficient resources including time have been allocated for them to meet their responsibilities.</p> <p>Issues that may also be considered include:</p> <ul style="list-style-type: none"> <li>❖ Knowledge of role</li> <li>❖ Whether sufficient resources including time are available</li> <li>❖ Completion of required tasks</li> <li>❖ Recording of Health and Safety related information</li> <li>❖ Effectiveness as part of the Health and Safety Team</li> <li>❖ What further training is required</li> </ul>
Who	Health and Safety Team
When	Annual Review Meeting
Review	This review is performed annually and is part of the Annual Review
Linked documents	<p>Safety Team/Committee Meeting Agenda Form 08</p> <p>Annual Health and Safety Review Agenda Form 22</p>

	<b>2.1 PARTICIPATION AND ENGAGEMENT</b>
What	This document details the employee participation and engagement programme as required by part 3 of the Health and Safety at Work Act 2015 and the associated regulations relating to participation and engagement.
Why	<p>Good health and safety is about having effective ways to deal with issues that can cause harm to workers or others. Under HSWA all businesses and undertakings must have worker engagement and worker participation practices, regardless of their size, level of risk or the type of work they carry out.</p> <p>Under HSWA, a PCBU (Knox and Anderson) must:</p> <ul style="list-style-type: none"> <li>• Engage with its workers on issues which will or are likely to affect health and safety, and</li> <li>• Have practices that provide reasonable opportunities for its workers to participate effectively in improving health and safety.</li> </ul>
How	<p>As a company we consider all staff to be representative of themselves and all other staff members and as such our regular <b>staff health and safety meetings</b> are attended by all staff and all are encouraged to take a full part. The company also has a <b>Safety Team</b> comprising of the company H&amp;S Coordinator, staff representative/s who has/have been elected under the company/staff agreed system of staff engagement/involvement, one of the managers and if required the companies' external safety advisor. Minutes of the meetings will be taken and these will be circulated to any staff member who was unable to attend and also displayed on the notice board</p> <p><b>Toolbox meetings</b> will also be held to pass on and share information</p> <p>The frequency of toolbox meetings is monthly and also determined by the:</p> <ul style="list-style-type: none"> <li>• Issues requiring attention</li> <li>• Principles direction</li> <li>• Site contract requirements</li> </ul> <p>The person delivering the TBT will record:</p> <ul style="list-style-type: none"> <li>• Names of all attendees</li> </ul>

- Concerns or hazards raised

A brief summary of specific topics covered or instructions given

**A formal safety committee** shall be established if requested by a trained H & S rep or requested by more than 5 employees.

**Set up a Health and Safety Team/Committee** - The staff are provided with an overview of the alternatives of the “mandatory” system or Knox and Anderson s “agreed” system and staff will vote on its continuation and staff representation. This will be repeated annually or sooner if requested by staff members. For the

**Team/Committee** to work successfully it needs several things:

- ❖ Involvement of senior management who are in the position of bringing about change if required
- ❖ Input of staff members who have an understanding of the issues in the workplace
- ❖ Representation from all work groups so that all staff feel adequately represented

#### **Staff Health and Safety representatives Formal/informal**

- Will be elected to the position if more than one nomination is received. (a re-election of reps may be called every 2 years if requested by the employees)
- May have attended an approved H & S rep course (Formal)
- May have attended an in house or appropriate Unit Standard external training course (informal)
- May be permitted study leave to attend approved H & S courses (Formal)
- Are permitted to issue improvement notices as detailed in the Health and Safety at Work Act 2015 (if formally trained)
- May order work to stop if significant injury is likely (if formally trained)
- Will be elected to cover areas of operation within the company e.g. typically 1 rep to cover each area of operation and ideally at a ratio of 1 rep to 19 employees

	<ul style="list-style-type: none"> <li>Will <b>not</b> hold a management position</li> </ul> <p><b>Training of Staff Health and Safety representatives</b></p> <p>The company will provide training to all Staff Health and Safety representatives</p> <p><b>Informal</b> – Either in house training provided by the company external safety advisor/trainer/assessor or appropriate Unit Standard training by external provider – This will be decided by the Safety Team</p> <p><b>Formal</b> - Unit Standard 29315</p>
Who	The Health & Safety Coordinator and all staff
When	<p>Full staff safety meetings will be held 3 monthly and or post any critical event that requires the consultation of all staff.</p> <p>Health and safety TBT's will be held monthly and/or as required</p> <p>The safety Team or Committee will meet 3 monthly and or post any critical event</p>
Linked documents	<p>Annual Review Form 22</p> <p>H&amp;S Meeting Agenda Form 07</p> <p>Safety Team/Committee Meeting Agenda Form 08</p>

	3.1 HAZARD IDENTIFICATION
What	<p>This outlines the ways in which the company identifies its hazards. An initial assessment has been made of current hazards and an additional assessment will be undertaken if the company introduces new services or work processes.</p> <p><b>Hazard:</b> Includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour)</p>
Why	<p>The Company is required to identify hazards that relate to all areas of operation, this includes both actual and potential hazards. To ensure that staff works safely a thorough assessment of what the hazards are must be completed. This must be updated if new work is introduced.</p>
How	<p>An initial assessment is undertaken as part of the system development this will be based on generic hazards known to relate to the work undertaken. These are used to give staff a starting point to then add company specific hazards.</p> <p>On an on-going basis hazards will be identified in a variety of ways including:</p> <ul style="list-style-type: none"> <li>❖ Employee contribution at Health and Safety meetings and other forums</li> <li>❖ Accident investigation</li> <li>❖ Task analysis</li> <li>❖ Site specific safety plans</li> <li>❖ Industry and Government sources – WorkSafe NZ</li> <li>❖ New equipment procedure</li> </ul> <p>This process will look at all types of hazards in all areas in which work is undertaken including the following types of hazards:</p> <ul style="list-style-type: none"> <li>❖ Chemical</li> <li>❖ Physical</li> <li>❖ Biological</li> <li>❖ Psychological</li> <li>❖ Ergonomic</li> </ul>

	Everyone shall be encouraged to report any new hazards, incidents or concerns, directly to Management. This reporting can be either verbal or in writing.
Who	<p>All staff are involved with hazard identification and recording.</p> <p>The Health and Safety Coordinator is responsible for ensuring the accurate recording of hazards and to facilitate the identification of hazards.</p> <p>If it occurs that a new range of work is undertaken all staff are encouraged to be involved in the initial hazard assessment.</p>
When	<p>Initial hazard register has been developed as part of the system development based on known existing hazards.</p> <p>Ongoing hazard identification happens as the hazards occur.</p> <p>In the event of new services or process being introduced a hazard identification process will be undertaken.</p>
Review	The effectiveness of this procedure will be reviewed as part of the Annual Review and can be measured by evidence of new hazards being identified.
Linked Documents	<p>New Hazard Report &amp; Assessment form 02</p> <p>Accident investigation form 13</p>
	<b>3.2 HAZARD ASSESSMENT</b>
What	This document follows on from the hazard identification procedure and outlines our process to assess significance for identified hazards.
Why	<p>Our efforts in Health and Safety should be focussed on issues that are most likely to cause serious harm therefore an effective method of assessment is critical.</p> <p>Once an issue is identified a decision needs to be made as to how urgent it is to address the problem.</p>
How	<p>All new hazards identified will initially be risk assessed by the Health and Safety Coordinator who must decide whether he/she is an appropriate person to make an initial assessment or refer it to an appropriate person. If it is their assessment that the issue is urgent then it should be dealt with.</p> <p>The assessment will be discussed/reviewed by the Safety Team/Committee at the next meeting where a new hazard report &amp; assessment form will be completed for it.</p>

The risk will be assessed using the risk matrix below. This will also be used to formulate the company hazard/risk register and assessing the residual risk when completing task analysis documentation

	Risk Assessment 4 x 4 Matrix				Risk Rating
L I K E L I H O O D	4	8	12	16	High
	3	6	9	12	Medium-High
	2	4	6	8	Medium-Low
	1	2	3	4	Low
	CONSEQUENCES				

	Likelihood		Consequences
1	<b>Extremely remote</b> – unlikely though possible	1	<b>Trivial or negligible</b> – hazard will not result in serious injury or illness, remote possibility of damage
2	<b>Possible</b> – could occur occasionally	2	<b>Minor injury</b> – hazard can cause illness, injury or equipment damage but the results would not be expected to be serious
3	<b>Probable</b> – not surprised, will occur in given time	3	<b>Serious injury</b> – hazard can result in serious injury and/or illness, property and equipment damage
4	<b>Likely or frequent</b> – likely to occur, to be expected	4	<b>Fatality, major injury</b> – imminent danger exists, hazard capable of causing death and illness on a wide scale

### Suggested actions as to what do with the Risk Rating:

If the Risk Rating is between

01-04. Continue with existing control, however monitor for changes

05-08. Requires attention to reduce the rating and regular ongoing monitoring

09-12. Requires immediate attention to bring the risk down to an acceptable level

13-16. Stop immediately- Risk is too high and not acceptable

Who

- The Health and Safety Coordinator is responsible for ensuring an assessment form is completed and if it is an urgent issue then advice on how to manage the hazard shall be obtained from a suitably experienced person with knowledge of the subject. If indicated the Health and Safety Coordinator should seek specialist expertise

	<ul style="list-style-type: none"> <li>The Safety Team/Committee</li> <li>Workers carrying out task analysis</li> </ul>									
When	The assessment of the hazards on the hazard/risk register form part of the initial system development. Ongoing - when new hazards are identified.									
Review	This will be reviewed at both staff and safety team meetings and as part of the Annual Review and can be measured by evidence of appropriate assessments completed for new hazards identified.									
Linked Documents	New Hazard Report & Assessment Form 02 Pre start hazard/control form 03, Task analysis form 04									
	<b>3.3 HAZARD CONTROL</b>									
What	This document carries on from the Hazard Assessment Procedure and outlines how the company develops controls for significant hazards									
Why	The company needs to show that it does not simply use the easiest or cheapest method for controlling identified hazards but has a robust process of evaluating control options and applying the most appropriate.									
How	<p>Hazards that are significant will be controlled by applying reasonably practicable steps to eliminate the hazard or if this is not reasonably practicable minimise the hazard. Controls will be applied in the following order:</p> <table border="1"> <thead> <tr> <th colspan="2">Hierarchy of Control</th> </tr> </thead> <tbody> <tr> <td rowspan="6"> <div> <div>Most effective (High level)</div> <div> </div> <div>Least effective (Low level)</div> </div> </td><td><b>Elimination:</b> remove the hazard completely from the workplace or activity</td></tr> <tr> <td><b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)</td></tr> <tr> <td><b>Redesign:</b> making a machine or work process safer (e.g. raise a bench to reduce bending)</td></tr> <tr> <td><b>Isolation:</b> separate people from the hazard (e.g. safety barrier)</td></tr> <tr> <td><b>Administration:</b> putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)</td></tr> <tr> <td><b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. gloves, hats)</td></tr> </tbody> </table> <p>If the company hasn't been able to eliminate the hazard, the hazard must be added to the hazard/risk register which will ensure that it is regularly monitored.</p>	Hierarchy of Control		<div> <div>Most effective (High level)</div> <div> </div> <div>Least effective (Low level)</div> </div>	<b>Elimination:</b> remove the hazard completely from the workplace or activity	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)	<b>Redesign:</b> making a machine or work process safer (e.g. raise a bench to reduce bending)	<b>Isolation:</b> separate people from the hazard (e.g. safety barrier)	<b>Administration:</b> putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. gloves, hats)
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	<b>Administration:</b> putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)									
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. gloves, hats)									



Who	The control of hazards should be facilitated by the Health and Safety Coordinator with the assistance of all staff via quarterly staff meeting. The input of other staff with specialist expertise may be sought if indicated. In addition specialist advice should be sought if required.
When	Health and Safety Meetings or following identification if urgent
Review	Review procedure at Annual Review
Linked Documents	Staff Handbook & Hazard Register Pre start hazard/control form 003, Task analysis form 004,
	<b>3.4 TAKING CARE FOR OUR EQUIPMENT</b>
What	How to take it out of service if its not safe to use
Why	<ul style="list-style-type: none"> <li>❖ The Health and Safety at Work Act places a duty on all PCBU's to ensure that all plant, machinery and equipment in the place of work is designed, made, set up and maintained to be safe for employees</li> <li>❖ In addition to this on a site which is under the control of the Knox and Anderson we have the obligation under the Health and Safety at Work Act to ensure that plant and equipment being used is safe.</li> <li>❖ Plant which is regularly maintained is likely to work better and last longer</li> </ul>
How	<ul style="list-style-type: none"> <li>❖ We require that all electrical equipment used by staff or contractors meets the requirements for electrical safety.</li> <li>❖ Overall the key concepts are that the equipment must be:</li> <li>❖ Fit for its intended purpose</li> <li>❖ Well maintained and safe to use</li> <li>❖ Electrically safe (if applicable)</li> <li>❖ Used by a competent person</li> </ul> <p><b>Our equipment:</b></p> <ul style="list-style-type: none"> <li>❖ All staff/workers are expected to check equipment prior to use and if it is found to be in an unsafe condition it must not be used.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ All portable electrical tools and appliances are regularly maintained and checked for electrical safety by an appropriately qualified person. The checking is performed to the standard AS/NZS 3760:2001 (or if applicable AS/NZS 3012:2003). All tools and appliances are tagged or labelled showing when they were last checked, who checked them, and when they are due to be checked again.</li> </ul> <p><b>Contractors/PCBU's Equipment:</b></p> <ul style="list-style-type: none"> <li>❖ Our expectation that all equipment used on our sites is maintained and used in a safe manner forms part of our contractor/PCBU induction and is reviewed as part of the Contractor/PCBU Performance process.</li> </ul> <p><b>Unsafe Equipment</b></p> <ul style="list-style-type: none"> <li>❖ If when checked equipment is found to be unsafe our expectation is that the staff member who identifies this should take this equipment out of service and either: <ul style="list-style-type: none"> <li>❖ Undertake the required repairs - only if competent or</li> <li>❖ Arrange for the repairs to be undertaken</li> <li>❖ Report the fault to their Supervisor or Manager</li> <li>❖ Under no circumstances should the equipment be used and if there is the potential for another person to use the equipment it is either: <ul style="list-style-type: none"> <li>❖ Attach a <b>Do Not Use</b> tag directly onto the equipment</li> <li>❖ Altered or adjust so as to make it unusable</li> <li>❖ Lock it away so that other can not gain access to it</li> </ul> </li> </ul> </li> </ul>
Who	It is the responsibility of all staff
When	As required
Review	Review procedure at Annual Review
Linked Documents	PPE & Vehicle Check form 05 Electrical Safety Check records Machinery Check records
	<b>3.5 PURCHASING NEW EQUIPMENT/MODIFYING EQUIPMENT</b>
What	This outlines how Knox and Anderson manages hazards associated with any new or

	modified equipment or materials introduced into the work place.
Why	<p>This is part of the company's hazard management process</p> <p>To ensure that we have a thorough understanding of the issues involved with new or modified equipment or materials being introduced. We want the best available equipment to be used to ensure that the job can be completed:</p> <ul style="list-style-type: none"> <li>❖ Safely</li> <li>❖ Correctly</li> <li>❖ In a timely manner</li> </ul>
How	<p><b>Prior to the purchase</b> of any significant plant item, purchase of a new chemical and implications considered at the design phase, all relevant safety information must be obtained and be within acceptable limits prior to purchase or commencement of work</p> <p>This may include in the design of a new structure or the purchase of a new item of plant:</p> <ul style="list-style-type: none"> <li>❖ Noise emissions</li> <li>❖ Access for workers</li> <li>❖ Access for maintenance</li> <li>❖ Appropriateness of guarding</li> <li>❖ Electrical Safety</li> </ul> <p>If new equipment is required which has not been used by the Knox and Anderson before we will complete a New/modified equipment Form.</p> <p>This form assesses whether there are any considerations such as training requirements or new hazards to be managed. Any new hazards identified are to added to the Hazard/Risk Register</p>
Who	<p>The liaison of the Health and Safety Team with designers or purchasing officers must be undertaken, documented and signed off prior to purchase or commencement of work.</p> <p>Any staff member that is purchasing equipment has the responsibility of ensuring that this procedure is complied with.</p>
When	As required
Review	Review procedure at Annual Review

Linked Documents	New modified equipment form 06
	<b>3.6 PERSONAL PROTECTIVE EQUIPMENT</b>
What	<p>Although the title states Personal Protective Equipment (PPE) the procedure has a broader scope. This procedure outlines how we manage all equipment that is used to protect staff when we haven't been able to eliminate a hazard. Under hazard management we try to identify other options for controlling hazards and generally PPE is seen as a last resort.</p> <p><b>Personal Protective Equipment</b> – All equipment which is issued to an individual for their use to protect them from a hazard e.g. safety glasses</p> <p><b>Protective Clothing</b> – refers to garments used to protect a staff member from a hazard this may include e.g. hi-visibility clothing</p> <p><b>Safety equipment</b> is equipment which is generally job specific and is used by a group of workers e.g. gas monitor</p> <p>It is crucial that all staff using this type of equipment have an understanding of:</p> <ul style="list-style-type: none"> <li>• Why they wear it</li> <li>• How to wear it</li> <li>• How to care for it</li> <li>• When to wear it</li> <li>• When to replace it</li> </ul> <p>The provision of this procedure relate to all staff including casual and temporary employees. In addition to this all contractors/PCBU will be advised of the requirements of this procedure as part of their induction and are required to meet its requirements.</p> <p>All visitors to our premises/projects will be provided with PPE to use however they may choose to wear their own provided their equipment is appropriate for its purpose.</p>
Why	<p>The Health and Safety at Work Act requires the provision of PPE and ensure the use by the employees/workers of suitable clothing and equipment to protect them from any harm</p>


	that may be caused by or may arise out of the hazard
How	<p><b>Choosing the right equipment</b></p> <p>All PPE purchased will meet the relevant standard.</p> <p><b>Provision of PPE</b></p> <p>The company will provide appropriate PPE to all Knox and Anderson staff/workers at no cost. This equipment will be replaced whenever this is required. The PPE remains the property of the company and failure to wear it, misuse or intentional damage of it will result in disciplinary action being taken against that staff member.</p>
Who	<p>The provision of appropriate PPE is a management obligation and it is the responsibility of all management to ensure that staff/workers under their control have been:</p> <ul style="list-style-type: none"> <li>• Provided with the correct equipment</li> <li>• Trained in the equipment</li> <li>• Are wearing it appropriately</li> </ul>
When	<p>As part of the quarterly Safety Team Meeting staff are required to complete a PPE and Vehicle check form.</p> <p>Staff may also request replacement for lost/damaged equipment at any time via site Forman/supervisor HS coordinator.</p>
Review	Review procedure at Annual Review
Linked Documents	<p>Issue of Personal Protective Equipment form 11</p> <p>PPE &amp; Vehicle Check form 05</p>
	<b>3.7 NOTIFIABLE WORK</b>
What	<p>Work that falls into the definition of “notifiable” under regulation 26 of the Health and Safety in Employment Regulations 1995 must be notified to the district office of the WorkSafe NZ.</p> <p><i>“Notifiable work” means</i></p> <p>(a) Any restricted work, as that term is defined in regulation 2(1) of the Health and Safety in Employment (Asbestos) Regulations 1998:</p> <p>(b) Any logging operation or tree-felling operation, being an operation that is undertaken for commercial purposes(c) Any construction work of one or more of the</p>

following kinds

- (i) Work in which a risk arises that any person may fall 5 metres or more, other than
  - (A) Work in connection with a residential building up to and including 2 full storeys
  - (B) Work on overhead telecommunications lines and overhead electric power lines
  - (C) Work carried out from a ladder only
  - (D) Maintenance and repair work of a minor or routine nature
- (ii) The erection or dismantling of scaffolding from which any person may fall 5 metres or more:
- (iii) Work using a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more, other than work using an excavator, a fork-lift, or a self-propelled mobile crane:
- (iv) 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:
- (v) Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
- (vi) Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical:
- (vii) Work in which any explosive is used or in which any explosive is kept on the site for the purpose of being used
- (viii) Work in which any person breathes air that is or has been compressed or a respiratory medium other than air

Notes further to definition above. These notes have been obtained from WorkSafe NZ to clarify what work needs to be notified

1. Construction work in which any person may fall 5 metres or more does not include work inside forklift cages, scissor lifts or platforms. It DOES cover employees in harnesses on structures, girders and beams where the fall is greater than 5 m
2. Work using a lifting appliance involving 500kg being lifted 5 meters vertically does

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	<i>not include mobile cranes, forklifts, Merlo etc. It DOES include a tower crane.</i>
<b>Why</b>	To ensure compliance under regulation 26 of the Health and Safety in Employment Regulations 1995
<b>How</b>	Notifiable work should be identified by assessor at pre-start survey and or identified as arising on the site by Project Manager/Supervisor and a Notifiable work form "WORKSAFE NZ 10048" completed and faxed or online notification to WorkSafe NZ branch 24 hours before work starts
<b>Who</b>	Pre-tender assessor, Project Manager, Supervisor
<b>When</b>	At least 24 hours before work starts
<b>Linked documents</b>	Online notification WorkSafe NZ website
	<b>3.8 SITE/CLIENTS PREMISES SAFETY MANAGEMENT</b>
<b>What</b>	<p>This section describes safety steps to be taken at key stages for all site/client's premises activities.</p> <p>The steps are not exhaustive as every situation may differ; however, the aim is to ensure that safety is given proper consideration at each stage of a contract.</p> <p>Work should not progress unless and until all aspects concerning safety on site have been addressed and actioned.</p>
<b>Why</b>	To ensure a safe environment for Knox and Anderson staff/workers, contractors/PCBU and any others who could be affected by our works.
<b>How</b>	<p>At initial site visit use the Pre-Start Site Survey this will enable issues relevant to both health and safety and costing prior to quotation process.</p> <p>Person visiting site for first time to undertake pre start survey must take the following steps:</p> <ul style="list-style-type: none"> <li>❖ Report to site office, client/PCBU or clients/PCBU's representative.</li> <li>❖ Ensure you have PPE and follow all client/site rules and procedures.</li> </ul>

- ❖ Only enter areas that are known to be safe especially in demolition/refurbishment areas.

Before sending staff/workers to site pass on the information gathered at the Pre-Start Site Survey they must then prior to any site work commencing;

- ❖ Complete hazard and control assessment on reverse of pre-start survey
- ❖ Reassess job daily and if required complete new task analysis as job progresses
- ❖ Ensure all those involved in task are consulted and informed of hazards/controls
- ❖ Ensure all involved have signed to confirm that they understand and will comply with control strategy

(The Hazard/risk Register and Staff Health and Safety Handbook can be used as a reference tool when completing this documentation)

#### **Sites controlled by us**

- ❖ Induction process in place
- ❖ All staff/workers, contractors/PCBU's and visitors must be inducted before being allowed on site
- ❖ Site hazard board displayed and kept current
- ❖ Site left in safe and secure manner before leaving unattended

#### **Contractors/PCBU's carrying out works for us**

Pass the information gathered at the Pre-Start Site Survey to the contractor/PCBU, this will assist the contractor to identify safety issues before sending staff/workers to site.

Contractors/PCBU's engaged to carry out works for us must be on our Approved Contractor/PCBU List and must be made aware that they must assess hazards/risks on site and complete a task analysis and tailgate talk this must be completed prior to work commencing and a copy provided to us,

**When making routine visits to sites managers/supervisors should always check that our staff/workers and contractors/PCBU's staff/workers are:**

- ❖ Working safely
- ❖ Wearing appropriate PPE
- ❖ Following control measures outlined at pre-start tool box talk



	<ul style="list-style-type: none"> <li>❖ Complying with site rules and procedures</li> </ul> <p><b>Checks should also be made on:</b></p> <ul style="list-style-type: none"> <li>❖ Housekeeping standards</li> <li>❖ Condition of equipment</li> <li>❖ The safety of the working environment i.e. general site conditions</li> </ul> <p><b>Health and Safety Site Inspection Sheet</b></p> <ul style="list-style-type: none"> <li>❖ Supervisors or external advisor must carry out a minimum of one <b>Site Inspection Sheet</b> per month and completed sheets put in health and safety Coordinator records</li> </ul> <p><b>Unsafe behaviour by other contractors/PCBU's</b></p> <ul style="list-style-type: none"> <li>❖ Any hazardous situations/conditions created by others not in our employ where the safety of our contractors/PCBU's or staff/workers is threatened should be reported to site management/PCBU. Do not allow work to continue if conditions are unsafe.</li> </ul>
Who	The pre-start assessor/estimator and all site staff and contractors
When	Pre-tender and throughout project
Linked documents	<p>New Hazard Report &amp; Assessment Form 02</p> <p>Pre-start hazard/control Form 03,</p> <p>Task analysis Form 04</p> <p>Contractor/PCBU performance assessment Form 20</p> <p>End of contract review Form 021</p> <p>Site inspection Form 17</p>

	<b>4.1 INDUCTION</b>
What	Before any Knox and Anderson workers (including volunteers) commence work a company induction checklist and Pre-employment health screening questionnaire will be completed.
Why	To ensure all new staff are aware of company structure, rules, protocols
How	<ul style="list-style-type: none"> <li>❖ The Health and Safety Coordinator will provide initial safety information as per the induction checklist and a company Staff/worker Health and Safety Handbook Hazard/Risk Register will be supplied.</li> <li>❖ New employees/workers will sign the staff/worker information and induction checklist to indicate that the rules and procedures outlined in the handbook and manual have been demonstrated, discussed and understood and that they will abide by them.</li> <li>❖ To ensure the new employee/worker understands the induction training they will be supervised for a period of time and asked questions about the information they have received to determine whether they have understood the induction information.</li> <li>❖ New employee/worker will be provided with PPE and given instruction around use, maintenance, storage and replacement.</li> <li>❖ Employees/workers will supply evidence of formal certification required for the tasks they will be completing e.g. drivers licence, trade registration, "Site safe" passport. This is held on a company database with expiry dates for training.</li> <li>❖ The Health and Safety Coordinator will sign the form indicating that the induction has been completed.</li> </ul>

	<p>❖ Induction checklist and pre-employment health screening will be held on the employees file.</p> <p><b>Procedure for the Specific Site Inductions</b></p> <p>As determined by the client/PCBU or contract, specific site or client inductions will be attended.</p>
Who	Health and Safety Coordinator, new staff member
when	<p>❖ Before starting work for Knox and Anderson</p> <p>❖ As requirement client/PCBU or contract</p>
Linked documents	Employee information/induction Form 09
	<b>4.2 IDENTIFYING TRAINING NEEDS</b>
What	This procedure outlines how we identify training needs both as a company/PCBU and for individual staff/workers.
Why	<p>In order to provide staff/workers with adequate training and supervision to undertake their work in a safe manner.</p> <p><b>Definition:</b></p> <p><b>Training</b> – Training in these documents relates specifically to the learning process when a trainer is providing specific knowledge to a trainee, this may be one to one or in a group and may or may not involve an assessment</p> <p><b>Competent</b> – Describes a state where a mixture of training and experience means that a person can be depended on to use a tool or complete a process in a consistent and safe manner.</p>
How	<p>Gaining this information can be achieved in a number of ways including:</p> <ul style="list-style-type: none"> <li>❖ Consulting staff/worker</li> <li>❖ Ask the staff/worker individually</li> <li>❖ Identify training needs through: <ul style="list-style-type: none"> <li>▪ Previous accidents – company and industry</li> <li>▪ Annual Review - Highlights issues relating to legal compliance and sessions</li> </ul> </li> </ul>

	<p>from previous year that require more training</p> <ul style="list-style-type: none"> <li>▪ Hazard/Risk Register – where the control measure identifies training</li> <li>▪ Industry Standards</li> <li>▪ Codes of Practice</li> </ul> <p><b>Internal training</b></p> <p>1. Identify plant or work processes that require on-the-job training</p> <p><b>External Training</b></p> <ul style="list-style-type: none"> <li>❖ Identify external training, this may include but not limited to: <ul style="list-style-type: none"> <li>▪ Licenses for plant and machinery e.g. Forklift</li> <li>▪ Certificates, passports e.g. First Aid, Site Safe</li> <li>▪ Fire Safety/Fire Extinguisher training</li> <li>▪ Hazardous Substances – Approved Handler</li> <li>▪ Specialised Equipment</li> </ul> </li> </ul>
Who	Experience has shown that staff often have a clear insight into training needs so a good place to start is ask them. Training both internal and external will be discussed at the quarterly health and safety meetings and all staff are encouraged to talk to the H&S Coordinator and or management if they have concerns or suggestions.
when	Quarterly safety team meetings and all times between.
Linked documents	<p>Hazard/risk register</p> <p>New Hazard Form 02</p> <p>Staff/Worker Health and Safety Meeting Form 07</p> <p>Safety Team Meeting Agenda Form 08</p>
	<b>4.3 TRAINING</b>
What	This procedure carries on from the identification of training needs and outlines how the company trains staff.
Why	Staff/workers will be provided with adequate training and supervision until they are trained to enable them to work in a safe manner. This will be focused on ensuring:

	<ul style="list-style-type: none"> <li>❖ Safety</li> <li>❖ Quality</li> <li>❖ Productivity</li> </ul> <p>Every PCBU shall take all reasonably practicable steps to ensure that every employee/worker who does work of any kind, or uses plant of any kind, or deals with a substance of any kind, in a place of work either has or is so supervised, by a person who has, such knowledge and experience of similar places, and work, plant, or substances of that kind, as to ensure that the employee's/workers doing the work, using the plant, or dealing with the substance, is not likely to cause harm to the employee/worker or other people; and</p> <p>Is adequately trained in the safe use of all plant, objects, substances and protective clothing and equipment that the employee/worker is or may be required to use or handle.</p>
How	<p>To structure an effective training system means that we need to know exactly what we want people to know;</p> <ul style="list-style-type: none"> <li>❖ Do we need to train a 45-year-old qualified electrician with 20 years experience how to use basic tools? Probably not.</li> <li>❖ What about a 16-year-old school leaver? Definitely yes.</li> </ul> <p>Who can train?</p> <p>Internally someone who has;</p> <ul style="list-style-type: none"> <li>❖ Technical knowledge – must have sufficient theoretical knowledge relating to subject</li> <li>❖ Work experience – must have enough practical experience to have credibility with candidates</li> <li>❖ Training ability – must be able to communicate the message</li> </ul> <p>A skills matrix may be maintained for skills that do not have recognised training pathway. A competency scale of 1, 2, 3 or 4 is used. Managers are expected to review skills at least annually.</p> <p>1) Not to use</p>

	<p>2) Can use under Supervision</p> <p>3) Trained – competent to use</p> <p>4) Trainer – can train others</p>
Who	<p>1. Internal trainers who demonstrate that they have the required technical knowledge, experience and people skills.</p> <p>External trainers who will provide evidence of their competency</p> <p>Selection criteria for external trainers will include</p> <ul style="list-style-type: none"> <li>❖ reputable company,</li> <li>❖ qualifications,</li> <li>❖ experience</li> <li>❖ practical knowledge</li> </ul>
when	Training undertaken as required
Linked documents	Employee/Worker information/induction Form 009

	<b>5.1 ACCIDENT REPORTING AND RECORDING</b>
What	<p>This outlines how the company reports and records all incidents, accidents or significant near misses.</p> <p>This also outlines the requirements for relating to notifiable events including the notification to the WorkSafe NZ.</p>
Why	<p>To ensure there is a system for the early and prompt reporting, recording and investigating incidents, accidents and work related illnesses. Knox and Anderson is then able to investigate these to ensure that corrective action is taken. This information can then be used at the quarterly safety meetings and annual review to identify trends and focus Health and Safety initiatives on issues which are causing problems.</p> <p><b>Definitions from Act (Health and Safety at Work Act 2015):</b></p> <p><b>Notifiable Event:</b></p> <p>In the Health and Safety at Work Act 2015 (section 23 - 25) a notifiable event means:</p> <ul style="list-style-type: none"> <li>(a) the death of a person; or</li> <li>(b) a notifiable injury or illness; or</li> <li>(c) a notifiable incident</li> </ul> <p><b>Notifiable Injury or Illness:</b></p> <p>(1) In this Act, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means—</p> <ul style="list-style-type: none"> <li>(a) an injury or illness requiring the person to have immediate treatment for any of the following: <ul style="list-style-type: none"> <li>(i) the amputation of any part of his or her body:</li> <li>(ii) a serious head injury:</li> <li>(iii) a serious eye injury:</li> <li>(iv) a serious burn:</li> <li>(v) the separation of his or her skin from an underlying tissue (such as de-gloving or scalping):</li> <li>(vi) a spinal injury:</li> </ul> </li> </ul>

- (vii) the loss of a bodily function:
- (viii) serious lacerations:
- (b) an injury or illness that requires the person to be admitted to a hospital for immediate treatment:
- (c) an injury or illness that requires the person to have medical treatment within 48 hours of exposure to a substance:
- (d) any infection 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:
  - (v) that involves handling or contact with fish or marine mammals:
- (e) the following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products:
  - (i) leptospirosis:
  - (ii) anthrax:
  - (iii) brucellosis:
  - (iv) non-seasonal influenza of animal or avian origin:
  - (v) psittacosis:
- (f) any other injury or illness prescribed by regulations.

**Notifiable Incident:**

- (1) In this Act, unless the context otherwise requires, a notifiable incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:
- (a) an escape, spillage, or leakage of a substance; or
  - (b) an implosion, explosion, or fire; or
  - (c) an escape of gas or steam; or



	<p>(d) an escape of a pressurised substance; or</p> <p>(e) electric shock; or</p> <p>(f) the fall or release from a height of any plant, substance, or thing; or</p> <p>(g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or</p> <p>(h) the collapse or partial collapse of a structure; or</p> <p>(i) the collapse or failure of an excavation or any shoring supporting an excavation; or</p> <p>(j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or</p> <p>(k) the interruption of the main system of ventilation in an underground excavation or tunnel; or</p> <p>(l) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or</p> <p>(m) any other incident prescribed by regulations.</p>
How	<p>All accidents, incidents or near misses (involving injury, illness, persistent or unusual pain) will be reported early and promptly on the accident report form or near miss/hit form. Ideally these are recorded and given to the H&amp;S Coordinator the same day as the occurrence.</p> <p>All <b>notifiable events</b> (definition above) will be advised to the Manager or H &amp; S Coordinator as soon as practical who will arrange for the immediate notification to Worksafe NZ via phone 0800 030 040 or by email via their on line notification (<a href="http://www.worksafe.co.nz">www.worksafe.co.nz</a>) or by faxing form 002. If the notification to Worksafe NZ is by phone then Worksafe will either request it is also received in writing (email or fax) or Worksafe will confirm the details and acknowledge their receipt and no further information is then required in writing.</p> <p>The accident/incident scene of a "<b>notifiable event</b>" is not to be disturbed until Worksafe NZ give a clearance. (this does not prevent assisting the injured, removing the deceased, making the site safe and minimising risk or completing directions given by the police or Worksafe)</p>
Who	Health & Safety Coordinator/ Senior staff member

When	As required
Review	At the Health and Safety Team/Committee meetings and this procedure reviewed at the Annual Review
Linked Documents	Accident/Event log Form 12 Accident/Event report/investigation Form 13 Notifiable Event Form 14
	<b>5.2 ACCIDENT/INCIDENT INVESTIGATION</b>
What	This follows on from the accident reporting and recording procedure and outlines how the Knox and Anderson investigates accidents
Why	The purpose of investigating incidents and injuries is not to find fault or lay blame, but to take action to prevent accidents, incidents and injuries from happening in the future. The accident investigation team consider whether there are any steps, which could be taken to reduce the likelihood of a similar incident happening again
How	<p>All accidents and significant near misses must be investigated. The Health and Safety Co-ordinator will convene the accident investigation team.</p> <p>This team is to include:</p> <ul style="list-style-type: none"> <li>❖ The Health &amp; Safety Co-ordinator</li> <li>❖ The Staff Health &amp; Safety Representative(s)</li> <li>❖ If applicable the injured staff member</li> <li>❖ If applicable the Manager</li> <li>❖ If applicable an external consultant</li> </ul> <p>The investigation will be documented on the Accident/Event Investigation Form, any deficiencies identified during the investigation will be documented and corrective actions that need to be taken to either eliminate this hazard happening or minimise the risk of this happening again will be authorised by the Manager.</p> <p>Responsibility for ensuring corrective actions are taken will be assigned to a specified staff member and a time period for the corrective actions will be set. These requirements must be signed and dated.</p> <p>Any hazard related issue identified during the investigation and corrective actions taken</p>

	will be reviewed by the Health and Safety Team/Committee and dealt with as part of the hazard management process to ensure controls are implemented and monitored. Once the investigation is completed it must be signed off by the Manager.
Who	Health and Safety Coordinator and Health and Safety Committee The Manager must sign off all accident investigation reports
When	As required
Review	Investigations reviewed at the Health and Safety Team/Committee Meeting and the procedure is reviewed at the Annual Review
Linked Documents	Near Miss/Hit Form 06 Accident/Event Log Form 12 Accident/Event Report/Investigation Form 13 Notifiable Event Report Form 14
	<b>5.3 REHABILITATION</b>
What	This outlines how the company manages the rehabilitation of injured employees. While we are keen to support an early return to work it must be safe, if a worker was allowed to undertake work which due to their injuries/illness they were unsafe to undertake the company is liable. This is irrespective of the worker being keen to do the work, saying that he would accept responsibility etc. – the PCBU still has the obligation under the Health and Safety at Work Act to ensure that the work the staff member is asked to do is safe for them to do.
How	The Health and Safety Coordinator must keep in contact with all staff/workers that are off work with an injury or illness. If the staff member is going to be off work for more than 30 days or if the nature of the injury suggests a rehabilitation plan will be needed then rehabilitation planning should start. <ul style="list-style-type: none"> <li>• Arrange a meeting with the injured staff member to discuss returning to work. Staff Representative and or other support person to attend if staff member wishes. Fill out letter for staff member to take to Doctor to notify of any work restrictions</li> <li>• Once notification received back from Doctor then the Health and Safety Coordinator to meet with the injured staff member. Others may include the Doctor</li> </ul>

or other health professionals or interested parties if appropriate. The purpose of this meeting is to look at options for an early and safe return to work and agree to an appropriate programme of duties suitable to their injuries for the staff member to perform for a time limited period. This is to include work restrictions, hours of work, review date.

- This return to work plan will be reviewed at regular intervals with the staff member in conjunction with other interested parties as appropriate until a complete return to work has been achieved. If the plan is not successful then a meeting is to be arranged with all interested parties for review
- If the absence from work is expected to last longer than six weeks, the Health and Safety Coordinator will make contact with the staff members ACC Case Manager to discuss the staff member's prognosis and the possibility of an early and safe return to work.
- In the event that the staff member is unable to get full sign off from their doctor for a complete return to work and such full return to work is not likely to be achievable within a reasonable period other options relating to the safe members on-going employment may need to be considered. However this will not be before all other reasonable options have been exhausted.

### **Working with an Insurer**

An insurer such as ACC may offer a Case Manager or Injury Management Consultant (who is often a contractor to the insurer) to assist with return to work. This support may be useful and worthwhile and certainly should be considered however it should be always remembered that their primary motivator is to get the injured person off the insurer's books.

Who

The **Health & Safety Coordinator** is the person responsible for facilitating the operation of the Safe and Early Return to Work Procedures. This will include:

- ❖ Liaising with medical staff providing treatment
- ❖ Liaising with the ACC Case Manager

	<ul style="list-style-type: none"> <li>❖ Coordinating appropriate duties for staff in the program</li> <li>❖ Review of staff on selected duties</li> <li>❖ The maintenance of records</li> </ul> <p><b>Employees/workers</b> are required to cooperate with all reasonable requests by the company/PCBU to return to duties suitable to their injuries, to assist with the recovery to full fitness.</p> <p>Employees/workers are required to work within safe limits whilst they are rehabilitating back to full health. Employees/workers must immediately alert their manager or supervisor if any of the tasks they are required to perform during their recovery period is having an adverse effect on their health.</p>
When	As required
Review	The procedure and its effectiveness will be reviewed annually at the Annual Review Meeting
Linked Documents	All documents relating to rehabilitation should be kept in the staff members confidential file
	<b>5.4 OCCUPATIONAL HEALTH MONITORING</b>
What	<p>This document outlines how Knox and Anderson will manage occupational health monitoring; that is how the company/PCBU assesses what monitoring will be performed, how it is undertaken and how the results are reviewed.</p> <p>Occupational Health Monitoring is often confused with other issues such as:</p> <ul style="list-style-type: none"> <li>❖ Health Insurance</li> <li>❖ Health Protection</li> <li>❖ Pre-Employment Screening</li> </ul> <p>Therefore, a clear scope for this procedure is important. For an issue to be covered under this procedure it must be linked to a hazard that staff are exposed to as part of their work and the monitoring is not related to a specific problem or illness but is a regular monitoring of staff's health and is used to assess the effectiveness of the controls that are in place to mitigate the hazard. Occupational Health monitoring is always linked to a</p>

	potential to develop an occupational disease and so therefore should not be confused with issues such as flu vaccinations (which is health protection) or drug testing (which is aimed at reducing drug related incidents).
Why	A duty is placed on PCBU's to have a process in place to identify tasks where significant hazards may make health screening appropriate to ensure that the potential for work injury or work-related illness through exposure to those particular tasks is minimised. ACC Audit Requirement – Section 3
How	<p>The Health and Safety Team/Committee will:</p> <ul style="list-style-type: none"> <li>❖ Identify issues which have the potential to cause an occupational disease/illness/injury</li> <li>❖ Establish whether or not there is a reasonably practicable means of monitoring staff health in relation to this issue</li> <li>❖ Establish whether or not it is a significant issues that is does it give rise to a significant hazard.</li> <li>❖ Is there a means of monitoring and is it available to the company/PCBU and will it give a meaningful result</li> <li>❖ Establish who should be monitored – specific staff or all staff</li> <li>❖ Offer to designated staff. It can only be made mandatory if you make it part of the employment agreement</li> <li>❖ Gain the informed consent of each staff member for the health monitoring. Staff must be provided with information on why the test if being performed, how it will be done, who will have access to the information, limits to what the information can be used for, how the information will be stored.</li> <li>❖ Staff to be offered a copy of the result.</li> <li>❖ If the results potentially require notification to the Worksafe NZ then this must be stated in the consent as the company has the potential to be in the situation that the Privacy Act means we cannot disclose the result but at the same time there is a requirement that we inform Worksafe NZ</li> <li>❖ It should also be considered whether a result could have a negative impact on the</li> </ul>

	<p>staff members employment or the work they are able to undertake, the potential for this must be stated in the consent e.g. elevated lead level means the staff member cannot return to normal duties until the lead level has lowered</p> <ul style="list-style-type: none"> <li>❖ Identify an appropriate supplier</li> <li>❖ Organise the testing</li> <li>❖ Review the results</li> </ul> <p>If the results are sub-optimal, a meeting needs to be held to look at implications of this and some of these issues may be:</p> <ul style="list-style-type: none"> <li>• Is this an isolated incident related to the person</li> <li>• Is it indication of systemic failure of equipment, procedure or training</li> </ul> <ul style="list-style-type: none"> <li>❖ Knox and Anderson will notify the staff member of the results and if required liaise with the medical practitioner to identify treatment and rehabilitation</li> </ul> <p>Each time sub-optimal results need to be reviewed, if the evaluation demonstrates a need for improvement then the system needs to be updated appropriately, this may include:</p> <ul style="list-style-type: none"> <li>• Identifying if this is on the hazard/risk register and if so reviewing the control to ensure it is adequate to prevent ongoing health issues</li> <li>• If it is a new hazard it needs to be assessed and added to the hazard/risk register</li> <li>• Identifying if this is a training issue or current training material needs upgrading</li> <li>• Identifying if the health monitoring procedure need to be altered</li> <li>• Is this an issue that needs to be discussed with staff at a Health and Safety meeting</li> </ul> <ul style="list-style-type: none"> <li>❖ Knox and Anderson will hold the results permanently as they may be required in the future relating to gradual process type injuries such as noise induced hearing loss. Results will be stored in the staff members personal record and should be considered to be confidential</li> </ul>
Who	The Health and Safety Coordinator is responsible to organise health monitoring.

When	On employment, at regular intervals (e.g. 1 or 2 yearly) , following a critical event e.g. explosion and on termination of employment
Review	Part of the Annual Review Meeting
Linked Documents	-



	<b>6.1 EMERGENCY PROCEDURE</b>
What	This outlines how Knox and Anderson will manage emergencies likely to occur within any part of the company's operation and to comply with legislative requirements.
Why	To ensure that Knox and Anderson have an effective general emergency plan to manage emergencies that are likely to occur. The plan covers all buildings, yards and car park in the event of fire, general evacuation, serious accident, and earthquake.
How	<p>The identified procedures are in the Staff Health and Safety Handbook and forms part of the company's induction process. Knox and Anderson also ensure that correct signage is in place in the workplace and that the emergency plans are on display.</p> <p><b>Emergency Drills</b></p> <p>Knox and Anderson undertake emergency drills every six months to ensure that all employees remain aware of how to react in an emergency situation and to identify areas for improvement. The drill is reviewed by the H&amp;S Coordinator and any corrective actions or improvements will be recorded and implemented.</p> <ul style="list-style-type: none"> <li>❖ Specific site/task emergency procedures will be addressed on a project basis and included in the project SSSP.</li> </ul>
Who	Health and Safety Coordinator is responsible for ensuring evacuation drills are held and documented.
When	<p>Staff induction training, staff meetings</p> <p>At Induction for visitors and contractors</p>
Review	Annual Review
Linked Documents	<p>Evacuation Report Form 15</p> <p>Site Specific Safety Plan Form 01</p> <p>Staff Health and Safety Handbook</p>

	<b>7.1 CONTRACTORS</b>
What	The outlines how the company manages its relationship with contractors/engaged PCBU's
Why	<ul style="list-style-type: none"> <li>To ensure that contractors/PCBU's and subcontractors/PCBU's are not harmed or exposed to unnecessary hazards while they are onsite and that a suitable induction process ensures information, hazard information and emergency plans is provided and understood.</li> <li>To ensure that the actions or inactions of the contractors/PCBU's and subcontractors/PCBU's do not harm employees or damage company property. and the contractors/PCBU's retained have comparable health and safety systems in place and to ensure that the actions or inactions of the engaged PCBU's do not harm Knox and Anderson employees/workers, other PCBU workers or members of the public or damage company or client property.</li> </ul> <p><b>Definition - Contractor</b></p> <p>Contractor / Sub contractor – any PCBU who is engaged to complete work by Knox and Anderson on a contract or subcontract basis. (excludes visitors, employees and volunteers)</p>
How	<p>The company will identify all companies who are deemed to be a contractor. A letter will be sent to each of these companies requesting information about their health and safety system including hazard, training, accident and contractor management. Once reviewed against a set criterion, the company either passes and is added to the Approved Contractors List or a new letter is sent to them requesting additional information.</p> <p><b>Review</b></p> <p>Each company is reviewed every 2 years to ensure that they continue to have appropriate Health and Safety in place. A letter is sent asking if the material provided remains accurate and up to date or provide further information</p> <p>Once reviewed against a set criterion, the company either passes and is added to the</p>

Approved Contractors List or a new letter is sent to them requesting additional information.

### **How it works**

This provides a list of preferred contractors of which will be used in the selection of contractors for suitable jobs.

When engaging a contractor from the database, the contractor may be asked to submit the following:

- ❖ Site specific hazards / Job analysis worksheet or similar.
- ❖ A site-specific safety plan
- ❖ Contractor's Agreement
- ❖ Other documents relating to specific jobs i.e.: Notifiable works.

### **Task/Site induction**

The Health and Safety Coordinator or project supervisor will supply a site-specific information sheet to the contractor which must be signed by all contractor staff before commencing work.

This will include:

- All specific hazards they may be exposed to, and the hazard controls, whilst the contractor is undertaking work on the specific site.
- Be informed that they are responsible for any hazards they create while on site.
- Reporting of hazards, accidents and incidents and who to report to.
- Site safety plan (if applicable) for that site.
- Emergency and evacuation procedures

The contractor will then be required to attend main contractors or Knox and Anderson verbal induction before commencing work.

### **Monitoring throughout contract**

Health and safety will be monitored by the Knox and Anderson project supervisor and foreman throughout the contract and will involve discussion of any health and safety

	<p>issues that arise between the Contractor and the company.</p> <p><b>Completion of Contract</b></p> <p>On completion of a contract, the health and safety management will be evaluated to identify any areas for improvements.</p>
Who	Health and Safety Coordinator, project supervisor and foreman
When	As required
Review	At Annual Review
Linked Documents	<p>Approved Contractor/PCBU List</p> <p>Contractor/PCBU Letter and Questionnaire Form 19</p> <p>Contractor Performance Assessment Form 20</p> <p>Site Specific Health and Safety Information for Contractors/PCBU's Form 18</p> <p>End of Contract review Form 21</p>
	<b>7.2 VISITORS</b>
What	This procedure outlines how the company will ensure the safety of visitors and members of the general public in work areas
Why	Legislation - Health and Safety at Work Act
How	<ul style="list-style-type: none"> <li>❖ Appropriate signage</li> <li>❖ Induction register</li> <li>❖ Escorting requirements</li> <li>❖ Clear demarcation of any restricted work areas</li> <li>❖ Floor markings</li> <li>❖ Emergency procedures covered with site visitors</li> <li>❖ Personal Protective equipment available if required</li> </ul>
Who	Health and Safety Coordinator
When	On arrival at Knox and Anderson premises or site.
Review	As part of the Policy and Procedure Review at the Annual Review
Linked Documents	Visitors register

	<b>8.1 REVIEW PROCEDURE</b>
What	<p>This outlines how the company goes about reviewing our system including procedures, forms and records.</p> <p>This includes both reviewing what the system produces e.g. hazard/risk register, as well as how well the system itself is working e.g. Are we identifying hazards adequately, are they recorded?</p>
Why	<p>To help Knox and Anderson have a focus on continual improvement. This means that instead of accepting that it is OK because it's the way we've always done it, we should be looking to identify means for improvement.</p>
How	<p>The following reviews are undertaken and recorded:</p> <ol style="list-style-type: none"> <li>1. The Annual Review Meeting is held to assess performance of the system as a whole; this is undertaken annually.</li> </ol> <p>Part of the Annual Review is to identify Health and Safety information that is relevant to the company and to ensure compliance with this. This includes Legislation, Regulations, current Codes of Practice and other Health and Safety Standards. An external Health and Safety Advisor will assist with keeping the company up to date with changes throughout the year and this will be reviewed at the Annual Review Meeting.</p>
Who	<p>The Health and Safety Coordinator is responsible to ensure that the requirements of this procedure are met.</p> <p>Attendance at the Annual Review will include:</p> <ul style="list-style-type: none"> <li>❖ Health &amp; Safety Coordinator</li> <li>❖ Staff Health &amp; Safety Representative(s)</li> <li>❖ The Health &amp; Safety Coordinator may also organise the input of suitably qualified outside expertise for their input if this is considered necessary.</li> </ul>
When	<p>The Annual Review will be undertaken annually but additional reviews may be undertaken as needed:</p> <ul style="list-style-type: none"> <li>• Following any critical event</li> </ul>

	<ul style="list-style-type: none"> <li>Following any significant alteration to work procedures</li> <li>Following any significant restructuring of the company</li> </ul>
Review	This procedure will be reviewed at the Annual Review.
Linked Documents	Annual Review Agenda Form 22
	<b>8.2 PLANNING PROCEDURE</b>
What	This procedure covers how the company goes about setting Health and Safety objectives each year. This will generally be done as part of the annual review however this may be applied at other times in the year if indicated.
Why	A key part of this system is to have specific plans and objectives that focus on what the company wants to achieve each year. To be effective there must be accountability so that management and staff know what is expected.
How	<p>The company needs to identify and document specific objectives and to develop a plan to achieve these objectives. This provides a measurable focus for health and safety performance over a year.</p> <p>Objectives will be</p> <ul style="list-style-type: none"> <li>❖ Specific – Clear and direct rather than vague and general</li> <li>❖ Measurable – It should be easy to establish whether the objective has been met</li> <li>❖ Achievable – The objective must be reasonably able to be achieved</li> <li>❖ Realistic – Similar to achievable – at the time of setting the objective you must be confident that you will be able to meet the goal</li> <li>❖ Time bound – There must be a clear date for completion, if the objective will take more than 12 months set stages to accomplish</li> </ul>
Who	The Health and Safety Coordinator with the assistance of all staff.
When	Annual Review - Additional objectives may be documented relating to specific issues as they arise throughout the year.
Review	This procedure will be reviewed at the Annual Review.
Linked Documents	Annual Review Agenda Form 22

No	FORM
01	SITE SPECIFIC SAFETY PLAN
02	NEW HAZARD FORM
03	PRE START HAZARD/CONTROL FORM
04	TASK ANALYSIS FORM
05	VAN EQUIPMENT CHECK
06	NEAR MISS/HIT FORM
07	STAFF HEALTH AND SAFETY MEETING AGENDA FORM
08	SAFETY TEAM/COMMITTEE MEETING AGENDA FORM
09	EMPLOYEE/WORKER INFORMATION/INDUCTION FORM
10	PRE EMPLOYMENT QUESTIONNAIRE
11	PPE ISSUE FORM
12	ACCIDENT/EVENT LOG
13	WORKSAFE NOTIFIABLE EVENT FORM
14	ACCIDENT/EVENT REPORT/INVESTIGATION FORM
15	EMERGENCY EVACUATION REPORT FORM
16	HAZARDOUS SUBSTANCE REGISTER
17	SITE INSPECTION FORM
18	SITE SPECIFIC HEALTH AND SAFETY INFORMATION FOR CONTRACTORS/PCBU's
19	CONTRACTOR/PCBU LETTER/QUESTIONNAIRE FORM
20	CONTRACTOR/PCBU PERFORMANCE ASSESSMENT FORM
21	END OF CONTRACT REVIEW FORM
22	ANNUAL REVIEW AGENDA FORM
23	TBT FORM
24	PRE START SITE HAZARD/CONTROL TASK ANALYSIS/JSA