



**Asset property
services Ltd**

**Health and Safety
Policy and Procedures**

Table of contents

Page

1.	Health and Safety Policy	3
2.	Overview of Health and Safety Procedures	4
3.	Health and Safety Management	4
4.	Emergency Management	5
5.	Event Reporting and Investigation	5
6.	Worker Induction	6
7.	Training and Supervision	6
8.	Worker Participation	8
9.	Health Monitoring	7
10.	General Workplace Hygiene and Outbreak of Infection/Illness	9
11.	Contractor Management	10
12.	Inductions	11
13.	Monitor and Review	11
14.	Hazardous Substances	12
15.	Lock Out / Tag out	12
16.	Permit To Work	13
17.	Vehicles	13
18.	Lone Worker	13
19.	Hazard Identification and Risk Management	13
20.	Personal Protective Equipment (PPE)	14
21.	Safe Plant, Machinery or Equipment	15
22.	Standard Operating Procedures (SOPs) and Manufacturer's Instructions	15
23.	Task Analysis	15
24.	High Risk Work	16
25.	Notification of Hazardous Work to WorkSafe Nz	17
26.	Resources	17
27.	Legal Obligations and Duties	19
28.	Definitions	24

1. Health and Safety Policy

Asset property services Ltd is committed to health and safety and 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, so far as reasonably practicable:

- Complying with the Health and Safety at Work Act (HSWA) 2015 and Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, standards, relevant codes of practice and guidelines;
- Providing and maintaining a work environment, or work premises, that is without risks to health and safety;
- Providing and maintaining safe plant, machinery and equipment, 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 of the health of our workers and the conditions in 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 events (injury/illness/incident/near miss);
- 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 and egress to and from places of work;
- Reviewing, revising and evaluating our health and safety management systems and processes at regular intervals 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 the 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 policy 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.

Name:

Signature:

Date:

2. Overview of Health and Safety Procedures

We are using HazardCo's Health and Safety System to assist us in addressing the requirements of the Health and Safety at Work Act (HSWA) 2015 and Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

This health and safety system consists of a set of workplace resources supported by documented procedures, an 0800 advice and event reporting (injury, illness, incident, near miss) service and online resources, such as the App and online health and safety courses.

When implemented correctly, the system helps to ensure we 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 notifiable works; and
- Visible evidence of our system in operation.

For the purpose of continuity in this document, the term worker is defined as "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)", and workplace is defined as "any place where a worker goes, or is likely to be, while at work" and includes "a vehicle, vessel, aircraft, ship or other mobile structure".

3. Health and Safety Management

The HazardCo system provides us with resources that include a document to assist us with our Health and Safety Objectives.

These objectives help us manage our health and safety duties, ensure we implement our health and safety system effectively and demonstrate continuous improvement in workplace health and safety. The objectives will help guide us through the process and will be put in place over the next 6-12 months.

Where applicable a health and safety committee will be formed, which will include representation from management, workers and safety representatives. 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 Health and Safety Meetings using the Health and Safety Meeting Checklist.

4. Emergency Management

As required under the Fire Safety and Evacuation of Buildings Regulations 2006, we will ensure our buildings have an appropriate fire evacuation plan or scheme for the safe exit from the building in the event of a fire. All exits are marked and kept clear of stacked materials or obstruction.

We will ensure that any required fire equipment is maintained to a schedule and appropriate Fire Evacuation Notices are provided throughout our workplace.

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

- Emergency situations;
- Emergency 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 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 Hazard Board and Site Safe Specific Plan (if applicable).

The supervisor/manager 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 Job Induction.

As a PCBU we will ensure we provide up to date first aid equipment and facilities for health and safety in our workplace/s. We will also ensure an adequate number of workers are trained to administer first aid or that our workers have access to a trained first aid person.

Training needs will be discussed with workers at our regular Health and Safety Meetings and training recorded in our Training Register.

5. Events (injury/illness/incident/near miss)

When an event occurs that causes a person to be injured, our priority is to preserve life by providing first aid and calling the emergency services on 111.

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

We will ensure that if there is a notifiable event our workers will preserve the scene 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 scene as a record of what has happened.

All events will be recorded and investigated using the process outlined below.

Event reporting and investigation

We will ensure that there are suitable recording and reporting processes in place.

All workers are expected to report all events to their supervisor/manager, as well as to HazardCo (0800 555 339 option 2) for recording purposes. HazardCo will email the appropriate Event Investigation form to the person reporting the event. All notifiable events will be immediately reported to WorkSafe NZ by the fastest means available. We will also report in writing using the prescribed form if required by WorkSafe NZ.

All events will also be recorded on the Event Register by the supervisor/manager and discussed at the next Health

and Safety Meeting.

We will investigate events to determine whether they were caused by risks to health and safety. Where applicable, we will find out what risk controls were in place, were absent, or should be put in place to manage any risk and prevent a repeat of the same occurrence. HazardCo will assist in this process to ensure that the Event Investigation form is completed correctly, any causes are identified and that any remedial action proposed is appropriate. Where required we will complete a WorkSafe NZ Duty Holder Review Investigation Report. All persons present at the time of an event are expected to assist in any investigation.

Once we have completed the Event Investigation Form we will forward this to HazardCo to review. All event documentation will be kept for a minimum of five years.

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

6. Worker Induction

All new workers will be inducted to our workplace using our Worker Induction Checklist, this is to ensure they have the required knowledge to carry out their work safely. General health and safety, hazards, worker safety, worker participation, worker duties and workplace rules will be discussed as part of the induction process.

All worker inductions will be recorded on the Worker Induction Checklist and signed by both the new worker and the person carrying out the induction. Copies will be kept on workers' personnel files.

Worker inductions will be raised as an agenda item and discussed at Health and Safety Meetings.

7. Training and Supervision

We will ensure all workers are sufficiently competent to carry out 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 information, training, instruction and supervision relevant to the work they are doing.

Inexperienced workers will be supervised at all times until they are deemed competent to carry out work unsupervised.

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

We will maintain a record of worker training and competency on our Training Register and ensure it is updated regularly.

Supervisors will complete the relevant HazardCo Course or equivalent, to ensure they are competent in health and safety management.

The HazardCo resources will be used at regular intervals to refresh workers on the workplace hazards and the required risk controls. Worker training sessions and training needs will be discussed and documented at our Health and Safety Meetings and scheduled as part of our ongoing upskilling programme.

Any event (injury/illness/incident/near miss) where training has been identified as a factor contributing to an event, will be raised and discussed at our Health and Safety Meetings.

8. Worker Participation

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 provided with the required health and safety representative training.

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 Representatives 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 health and safety representatives (where applicable) ;
- 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.

9. Health Monitoring

Where there is a risk of illness or injury through exposure to hazards and where 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 workers will be issued with AS/NZ 1270:2002 Class 5 hearing protection for any work that exceeds noise levels of 85 decibels. Workers will get the option between ear muffs and ear plugs of a Class 5 level. Any workplace that requires the use of hearing protection at any time, would require health monitoring to ensure that no workers are being exposed to potentially harmful peak noise levels.

Dust, airborne particles and hazardous atmospheres

Where exposure to dust, airborne particles and hazardous atmospheres is present in the workplace, we will ensure the area is monitored in accordance with Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 and WorkSafe NZ's fact sheet, which outlines the following steps to be taken:

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

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

Loose Materials

Where a worker could become entrapped or engulfed by loose materials eg excavations etc, we will provide a suitable and fit for purpose safety harness attached to a securely fastened lifeline as required by Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

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

Monitoring requirements

Where required in Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, we will ensure that health monitoring is provided to our workers who may be exposed to substances or conditions hazardous to their health. This includes where there is a reasonable chance of contracting a disease or illness:

- Illnesses would include noise induced hearing loss, back injuries, 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.
- Diseases include known diseases such as leptospirosis, hepatitis and tuberculosis.

Where applicable, we would obtain a baseline of our workers' health by conducting pre-employment health checks

and by regular ongoing monitoring of workers in the workplace. This may involve obtaining specialist health monitoring advice.

We will be proactive in seeking approval and take responsibility for informing workers about health monitoring. We will also inform workers of the results of any health and safety monitoring undertaken to meet the risk management requirements in the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

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

10. General Workplace Hygiene

Guidance will be given on how to carry out both personal and operational hygiene.

We will provide our workers with access to the following (where applicable):

- First aid facilities
- Clean water facilities for drinking/washing
- Clean toilet facilities
- PPE such as gloves, masks
- Sanitising products
- Waste bins
- Clean surfaces
- Clean and well-maintained plant, machinery and equipment
- Wash down area for plant, machinery, and equipment
- Health monitoring
- Working ventilation systems
- Pest control.

We will monitor and review hygiene practices within the workplace through workplace reviews and health and safety meetings.

Outbreak of infection/illness

In the event of an outbreak of infection or illness that could have an effect on the workplace, we will ensure all workers and visitors follow the appropriate protocols recommended by the NZ Government.

Worker participation

We ask that all workers co-operate and take steps to reduce the transmission of infectious illness in the workplace including following basic hygiene levels such as:

- thorough hand washing and drying with soap and single-use paper towels, or using sanitiser
- avoiding touching your face
- sneezing or coughing into your elbow or a tissue.

If anyone entering the workplace is feeling unwell they will be asked to stay at home.

Workplace

Workers will be provided with appropriate hand washing and drying facilities, which will include soap, water, and drying equipment (single-use paper towel or clean individual towel), or hand sanitiser.

Frequent cleaning will be carried out, with disinfectant, of:

- surfaces
- equipment
- high-use areas (e.g break out rooms, meeting rooms, work areas, bathrooms, and door handles).

Workers will be encouraged not to share PPE, hand tools, and machinery. Where this is not possible workers will need to clean them after use with disinfectant.

We will track people entering and leaving the workplace. This will include all employees, contractors, visitors, and deliveries.

Where possible we will set up a contactless delivery or managed entry (inside and outside the premises).

Physical distancing

Where necessary, we will ensure that physical distancing guidelines set by the NZ Government are followed by everyone in the workplace, including visitors.

When required, to help minimise contact with others, we will:

- stagger lunch breaks
- hold team meetings in an open space, over the phone, or via a video call
- limit different contracting companies working in the same area if applicable.

PPE

Where required, appropriate PPE will be issued.

Workers will be asked not to share PPE and follow instructions to limit the spread of infection eg remove gloves inside out and dispose of correctly.

Where disposable PPE cannot be sourced then the appropriate reusable PPE and cleaning arrangements will be provided to the employee.

Ventilation

Where applicable, we will ensure ventilation systems are well maintained in the workplace, and windows opened regularly to circulate fresh air.

Travelling

If vehicles are shared, employees will be provided with appropriate cleaning equipment to wipe down after use, focusing on high touch areas.

11. Contractor Management

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

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.

The HazardCo Contractor Pre Qualification form can be used to assist in this pre qualification process.

If any of our work involves the engagement of, or working alongside other PCBU's (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.

12. Inductions

Contractors, clients and visitors will be made aware of the potential risks that they may face while in the workplace. This will be communicated through Hazard Boards, workplace rules and other relevant information applicable to the workplace.

The workplace rules will outline the do's and don'ts that must be followed by any contractor, client or visitor.

All contractors, clients and visitors will be briefed on the procedures that must be followed in the event of an emergency while in the workplace.

Contractor Induction

All contractors will be pre-qualified prior to commencement of work to ensure that they are trained and competent and working without risk to health and safety.

The supervisor/manager is responsible for inducting contractors (workers) to the workplace and for finding out what hazards, if any, they have brought to the workplace. The Hazard Board will be updated to reflect the additional hazards (if any).

Client and Visitor Induction

Clients and visitors to the workplace will be taken through the Induction Procedures and shown the hazards they may encounter in the workplace. They will sign the Induction Register as proof that an induction has taken place. Where possible visitors to the workplace will be escorted for the duration of their visit.

13. Monitor and Review

Workplace Reviews

We will ensure all workers are meeting the required standards of health and safety by conducting regular workplace reviews using the HazardCo resources.

The supervisor or worker in control of the workplace is responsible for conducting reviews. They will use their experience and the information on specific hazards contained in the HazardCo Resources to visually review the workplace for any of the listed hazards or any new hazards. Any identified hazards and the risk controls required to eliminate or minimise risks to health and safety, will be recorded at the time of the review using the relevant HazardCo review resources.

The appropriate risk controls will be put in place (as soon as possible), to ensure workers are protected from harm.

Any hazards identified during the Workplace Review that could affect visitors to the workplace will be added to the Hazard Board/Register, along with the appropriate risk control to prevent them from causing any harm. Workplace Review findings will be discussed at our Toolbox Meetings and Health and Safety Meetings.

Monitoring Health and Safety

Toolbox Meetings will be conducted regularly to ensure appropriate health and safety measures are in place and the risks that were identified in the Workplace Reviews are being managed effectively.

To review our overall health and safety practices and performance we will hold regular Health and Safety Meetings. We will use the relevant HazardCo resources as a guide to conduct our meetings. Meetings will discuss findings from Workplace Reviews, Toolbox Meetings, any recorded events (injury/illness/incident/near miss) 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, machinery and equipment, other regulatory requirements and the sign off of Health and Safety Objectives.

Meetings will include participation and representation from all areas of the organisation including workers, supervisors and management. All representatives are expected to participate.

14. 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.

We will manage any risks associated with the hazardous substances in our workplace using the hierarchy of controls, where possible we will eliminate the hazardous substance, else we will put multiple minimisation controls in place.

We will ensure the correct and safe use, handling, labelling, storage and transportation of hazardous substances. Where required we will also have a storage licence (location test certificate) and our workers will have the correct training and handling licences (approved handler certificate, dangerous goods licence endorsement etc).

All hazardous substances and waste held in our workplace will be recorded by type and quantity on our Hazardous Substance Register. We will ensure that the appropriate Safety Data Sheets (SDS) are readily available in the event of an emergency. We will also ensure that the required safety warning signage is displayed.

Workers will be provided with the correct PPE (and training) appropriate to the hazardous substance being used, as per the SDS. Where applicable workers will be provided with annual health monitoring.

15. Lock Out / Tag Out

All work that affects 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 reinstated 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) as well as (where possible) isolated using a Lock Out/Tag Out system when undergoing maintenance and/or servicing.

16. Permit to Work

A Permit to Work form 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 out in accordance with the permit requirements. If the work changes, the permit must be updated or a new one issued.

17. Vehicles

We will ensure that all workers using vehicles at work, are trained and competent in their use, and hold a valid clean drivers licence.

All company vehicles will have a current Warrant or Certificate of Fitness, Registration, correct Road User licences (if applicable) and will be regularly serviced and maintained.

All drivers are expected to eliminate or minimise the risks associated with vehicle hazards by complying with all road rules. It is expected that when driving long distance that regular breaks are made to avoid fatigue.

It is expected that our workers who drive company vehicles will complete and submit regular Vehicle Checklists.

Any identified safety hazards that relate to vehicles, will be discussed at our Health and Safety Meetings.

18. Lone Worker

When workers are working alone, or in isolated areas, where they can't physically see or talk to other workers, the following risk controls will be put in place:

- An Emergency Plan that includes a method of regular communication;
- Access to a first aider and a first aid kit available;
- Workers will be trained and competent in the task being completed (not an apprentice or inexperienced worker);
- Workers will be provided with the correct tools and PPE for the task; and
- Lone or isolated workers will be regularly checked on.

19. Hazard Identification and Risk Management

We will consider the following when a hazard is identified:

- Where does the initial hazard stem from, is it reasonably practicable to eliminate the root cause?
- What is the likelihood that the hazard will cause an injury or incident, what controls can we put in place to decrease the likelihood of this?
- What are the consequences or effects of the hazard? Who will be affected and how could this impact on the business and productivity?

Hazards and their risk controls are identified in the following places:

- Hazard Register;
- Written on workplace Hazard Board(s);
- Task Analysis (TA), Standard Operating Procedures (SOPs) or manufacturer's instructions;
- HazardCo resources;
- Safety reviews; and
- Health and Safety Meetings.

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 injury, illness or death.

Minimise: Where we cannot eliminate the risk, we will as far as reasonably practicable reduce the chance of the hazard causing injury, illness or death 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;
- Prevent any person from coming in contact with the hazard; and/or
- Implement engineering controls e.g. guards, auto cut offs etc.

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

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

Hazards that relate to visitors to the workplace and the actions to control risks to health and safety are written on our Hazard Boards and will be displayed at the entrance(s) to the workplace. All new identified hazards and risks will be added to our Hazard Register, and new and existing actions to control the risk of a hazard causing injury, illness, incident or death will be reviewed at our Health and Safety Meetings.

20. 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;
- A suitable size, 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 with information, training, supervision, and instruction on the proper use, storage and maintenance.

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

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 HazardCo resources.

The PPE provided may include, but is not limited to, equipment such as safety footwear, hard hats/helmets, overalls, gloves, dust masks, respirators, eye wear, hearing protection etc.

Where applicable, PPE such as respirators, hearing protection, harnesses etc will be maintained to a schedule and recorded in the PPE Register.

We will ensure that contract workers supply suitable PPE appropriate for the task they are undertaking and make sure it is used and maintained correctly.

PPE will be discussed at our regular Health and Safety Meetings.

21. Safe Plant, Machinery or Equipment

We will ensure that all plant, machinery or 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.

Where required, plant, machinery and equipment will have a Standard Operating Procedure (SOP), manufacturer's instructions or both, containing information on its safe operation and maintenance.

If any plant, machinery 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, machinery and equipment will be recorded in the Plant, Machinery and Equipment Register. 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 supervisor/manager, 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, machinery or equipment and to immediately stop work and report to the supervisor/manager if any damage or fault poses a risk of injury, incident or death.

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

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

22. Standard Operating Procedures (SOPs) and Manufacturer's Instructions

The SOP or manufacturer's instructions will contain information on how to manage risks to health and safety that relate to the plant, machinery or equipment, its maintenance, the required risk controls (guarding, PPE etc), any worker training or supervision requirements and any operator safety rules. We will ensure that these are available for all major machinery operated, including maintenance work.

The SOP or manufacturer's instructions (where required), will be used as part of our induction of new workers, discussed with all workers involved in the machine use and signed off by the supervisor as part of workplace training, prior to the commencement of any work.

Hazards relating to specific plant, machinery or equipment, not already listed in the Hazard Register, will be discussed at our Health and Safety Meetings and then added to the Register

23. 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;
- Removing asbestos;
- Excavations;
- Scaffold;
- Demolition.

A TA may be required in addition to the overall risk management process described previously.

When applicable, we will use the TA method outlined in the HazardCo resources to identify hazards relevant to the task we are undertaking.

Hazards identified will be documented on the TA Form or as a diary entry. (TA templates are available from the downloads page on HazardCo's website).

The supervisor/manager will consult with other workers present and ensure a TA is completed for any high-risk work, prior to the start of the task. Once completed, the TA will be discussed with all workers involved and all involved will sign off the TA prior to starting the task. The Hazard Board will be updated to ensure all hazards are specified.

24. 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.

Asbestos

All work involving the identification, removal, handling and disposal of asbestos containing material (ACM) or asbestos contaminated dust (ACD) will be conducted in accordance with Health and Safety at Work (Asbestos) Regulations 2016 and the Management and Removal of Asbestos Approved Code of Practice (ACOP).

Where our work creates a risk of asbestos contamination, asbestos has been identified or it is assumed asbestos is on site, we will ensure that we obtain and review an Asbestos Management Plan from the building owner or the person who has management or control of the site.

Where required to remove and dispose of asbestos a licensed asbestos removalist (Class A or B) will be used. If a licensed removalist is not required (up to and including 10 square meters of non-friable ACM or ACD, cumulatively over the whole course of the removal project for the site), we will ensure the removal process is in accordance with the Asbestos Regulations and Management and Removal of Asbestos ACOP. Only competent workers will perform these tasks and all works will be suitably supervised. An Asbestos Task Analysis (TA) document will be used for this purpose.

Confined Spaces

All work carried out in a confined space as defined by AS 2865 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 and US 18426. All confined space work will be completed under a Permit to Work system and a High-Risk Response Plan.

Electrical Work

A qualified and registered electrician, with a current practising licence, must carry out all prescribed electrical work as outlined in AS/NZS 3000:2018 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 practising licence, 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 to 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 MEWP. Any worker required to operate a MEWP will be trained to the relevant US for the type of MEWP as outlined in the guidelines.

25. Notification of Hazardous Work to WorkSafe NZ

Where hazardous work is to be carried out (see WorkSafe NZ website to identify what is defined as hazardous work), WorkSafe NZ will be informed in writing at least 24 hours (asbestos notification is five working days) prior to commencement of such work. Notification is completed online, via WorkSafe NZ's website.

Notifications of hazardous work assist WorkSafe NZ's workplace health and safety services to plan workplace visits to promote prevention of harm to all persons at, or in the vicinity of, a place of work.

When WorkSafe NZ is notified online, an electronic confirmation will be received and a copy of the notification will be kept for our records and will be held in the workplace for the duration of the job.

Workers engaging in hazardous work will be competent to perform the work, and will be holders of an appropriate qualification where applicable.

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

26. Resources

HazardCo App

The HazardCo App provides a simple and effective way to review and manage health and safety in our workplace.

Features of the App include:

- Easy to complete Site Reviews and Risk Assessments
- Toolbox meetings, pre-populated with corrective actions based on review findings
- Site inductions
- Automatically generated pdf reports

The HazardCo App also provides access to a web based portal where all reports and documentation from the App can be stored and accessed by individual users and as a whole by the account admin.

HazardCo Website

The Hazardco website provides a platform to access all HazardCo products and downloadable forms.

Site Packs

Site packs are a complete set of tools and resources designed to aid in the implementation management of health and safety systems. Site Packs are required for major construction projects, complex project, new house builds, large alterations/additions or any job where multiple contractors will be used.

The Site Pack resources include:

- A Site Specific Safety Plan (SSSP) generated by an online hazard identification process;
- A documentation booklet that contains, safety procedure documentation, hazard identification processes, client/visitor induction forms and relevant HazardCo forms.
- A Site Hazard Board with a unique QR code.

Site Packs are provided for each job and are kept on site for the duration of the job.

Team Pack

Team Packs are a set of site tools, including documents and resources, that assist in the identification and management of hazards that are a risk to health and safety.

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 documentation booklet that contains safety procedure documentation, hazard identification processes, client/visitor induction forms and relevant HazardCo forms;
- Site box that acts as a portable Hazard Board that is taken from job to job;
- First Aid kit for 1 to 5 people;
- 1kg dry powder fire extinguisher.

A Team Pack is recommended for each team of workers on a job and are kept on site or in the vehicle for the duration of the job.

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:

- Contact details for the main contractor, site supervisor and safety manager;
- Address of site or place of work;
- Description of the job;
- Emergency plan;
- Information about hazard ID, risk management and the hierarchy of control;
- Know hazards/risks and that are likely to be encountered on site and the controls that should be put in place to manage the hazards;
- Identified hazards/risks that will be encountered on site and the controls that will be put in place to manage the hazards;
- List of high risk work that has been identified and requires a Task Analysis (TA);
- Any notifiable works for the job;
- Safety training requirements;
- The minimum PPE required for the job;
- Event reporting procedures;
- Job and visitor induction;
- Site reviews;
- Toolbox meetings;
- Sub-contractors;
- Plant, machinery and equipment;
- SSSP acceptance;
- A list of forms and checklists attached (including Task Analysis documents).

A SSSP is usually created for large or complex building projects involving multiple PCBUs or when requested by a

main client. A single PCBU or Lone Worker managing high risk work may not require a SSSP, however they will need a Task Analysis or similar (and an emergency plan) for the work being undertaken. 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 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 site. The SSSP will be discussed during the Job Induction process.

Online Training

HazardCo offers a number of online training courses to ensure that you and your workers are sufficiently trained for the work/task you will be completing.

27. 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 (General Risk and Workplace Management) Regulations 2016. 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.

Duty to 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 preserve sites

PCBUs must take all reasonable steps to ensure that any site where a notifiable event occurs is not disturbed until authorised by an inspector.

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.

General PCBU Health and Safety obligations

- PCBUs cannot contract out of health and safety obligations.
- PCBUs must manage risks to health and safety.
- PCBUs must not levy workers.
- PCBUs cannot transfer their obligation to another 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 possible to;

- Minimise those risks so far as reasonability practicable

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, cooperate with, and coordinate activities with all other PCBUs who have a duty in relation to the same matter.

Duty of Officers

Officers of a PCBU must exercise due diligence to ensure that the PCBU complies with its duties or obligations.

Due diligence

To exercise due diligence, you 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.

Duties of Workers

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.

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.

Duty to manage risk (hierarchy of control)

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.

To the extent you have, or would reasonably be expected to have, the ability to influence and control the risks.

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 we will further minimise the risk by using:

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

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

Duty to 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.

Duty to provide general workplace facilities

PCBUs must ensure they provide workers with adequate facilities that are without risks to health and safety so far as reasonably practicable, such as:

- Layout of workplace so person can enter, exit and move within;
- Work area with sufficient space;
- Floors and other surfaces designed, installed and maintained;
- Suitable and sufficient lighting;
- Suitable and sufficient ventilation;
- Adequate toilets, drinking water, hand washing facilities, break area.

Duty to 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.

Duty to 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.

Duty to 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.

Duty to 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.

Duty to 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 workers are trained in the use and maintenance of PPE.

Duty to 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.

Duty to 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.

Duty to 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.

Duty to 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.

Duty to manage containers of liquids

PCBUs with management or control of a workplace must ensure that where there is a container (fixed vessel, pit, sump, vat, or other container or a similar kind) that contains liquids at the workplace:

- It is securely covered; or
- Enclosed by a secure fence that extends one metre above the floor, ground or platform and positioned to provide adequate protection.

Duty to manage hazardous substances

PCBUs must manage risks to health and safety associated with substances hazardous to health at the workplace. Where required exposure monitoring must be carried out in accordance with the regulations.

Duty to provide health monitoring

PCBUs must ensure that health monitoring is provided to any worker who may be carrying out ongoing work using a substance hazardous to health that is specified in a safe work instrument as requiring health monitoring and there is a serious risk to the worker's health because of exposure to the substance hazardous to health.

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.

28. Definitions

Reasonably Practicable: means what can reasonably be done to ensure health and safety. It takes 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: means 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: means 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: (not defined in the Act) means the possibility that death, injury or illness might occur when a person is exposed to a hazard.

Hazard: (not defined in the Act) means 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: means controlling a hazard through Elimination or Minimisation.

Visitors: include 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.

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

Notifiable Event: means the death of a person or a notifiable injury or incident.

Notifiable Incident: an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

- an escape, a spillage, or a leakage of a substance;
- an implosion, explosion, or fire;

- an escape of gas or steam;
- an escape of a pressurised substance;
- an electric shock;
- the fall or release from a height of any plant, substance, or thing;
- the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations;
- the collapse or partial collapse of a structure;
- the collapse or failure of an excavation or any shoring supporting an excavation;
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel;
- the interruption of the main system of ventilation in an underground excavation or tunnel;
- a collision between two vessels, a vessel capsize, or the inrush of water into a vessel; or
- any other incident declared by regulations to be a notifiable incident for the purposes of this section.

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

- the amputation of any part of his or her body;
- a serious head injury;
- a serious eye injury;
- a serious burn;
- the separation of his or her skin from an underlying tissue (such as degloving or scalping);
- a spinal injury;
- the loss of a bodily function;
- serious lacerations;
- an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment;
- an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance;
- any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
 - with microorganisms;
 - that involves providing treatment or care to a person;
 - that involves contact with human blood or bodily substances;
 - that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products;
 - that involves handling or contact with fish or marine mammals; or
 - any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.