

MCB Plumbing Ltd

Health and Safety Management Policy

Updated September 2016



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1 MCB Plumbing– Health and Safety Policy Statement

Our organization is committed to ensuring that the health and safety of our workers, sub-contractors and visitors is not put at risk by our work.

Management will ensure that MCB Plumbing will:

- Provide and maintain a safe and healthy work environment.
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare of our workers
- Provide information, training, instruction, or supervision to protect our workers and visitors from risks to their health and safety arising from our workplace.
- Monitor the health of workers and the conditions of our workplace to prevent injury or illness.
- Engage with workers regarding their Health and Safety and ensure they have the opportunity to participate in improving Health and Safety in our business.
- Support injured staff to return to work safely as early as possible
- Consult with employee representatives on a regular and formal basis regarding health and safety management
- Ensure that up to date industry specific health and safety information is available
- Ensure there is trained and competent resources available to carry out required Health and Safety duties
- Actively encourage the accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries
- Ensure all employees are aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner;
- Promote a system of continuous improvement
- Review the overall policy document at least every two years
- Comply with all Legislative requirements, and any relevant Regulations, Standards, Codes of Practice

Every manager and supervisor has a responsibility for the health and safety of employees while at work, under their direction

Every employee is expected to share in this commitment to health and safety in the workplace by:

- Taking reasonable care of their own Health and Safety at work.
- Complying with reasonable instructions MCB Plumbing and cooperate with policies and procedures
- Wearing appropriate Personal Protective Equipment for the work being carried out
- Ensuring their actions (or inactions) does not adversely affect the health and safety of other persons.
- Ensuring all incidents, injuries and hazards are reported to the Safety Officer.
- Report any pain or discomfort early on and take an active role in the company's Return to Work plan.

Mike Bassett – Director

Review date: 31 July 2016

2 Introduction

This document provides

3 Health and Safety Responsibilities

3.1 PURPOSE OF THE SAFETY AT WORK ACT 2015

To provide for a balanced framework to secure the health and safety of workers and workplaces by:

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

Regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from hazards and risks arising from work or from specified types of plant as is reasonably practicable.

HSWA, regulations, safe work instruments (SWIs), approved codes of practice (ACOPs), and WorkSafe information, guidance and advice work together to improve work health and safety.

3.2 FOUR TYPES OF DUTY HOLDERS

A person may have more than one duty (e.g. a person can be a PCBU and a worker). More than one person may have the same duty (e.g. different PCBUs may have the same duty towards the same worker).

1. Persons conducting a business or undertaking (PCBUs) – these may be individuals or organisations (Section 17)
2. Officers – a person who can exercise significant influence over the management of the business (Section 18)
3. Workers – include employees, contractors, subcontractors, labour hire, apprentices and trainees (Section 19)
4. Other persons at workplaces – include visitors and casual volunteers

3.2.1 DUTIES OF PCBUS (SECTION 36) - "MCB PLUMBING LIMITED"

The primary duty of care requires a PCBU to ensure health and safety so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. (Section 36)

PCBUs must:

- Provide and maintain a work environment that is without risks to health and safety
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare at work of workers in carrying out work for the business, including ensuring access to those facilities
- Provide any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business
- Monitor the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.
- Must engage with workers who carry out work for them on health and safety matters that may directly affect them (Part 3)
- Have practices that give their workers reasonable opportunities to participate effectively in improving health and safety in the business on an ongoing basis. (Part 3)
- Must manage work risk (Section 30)
- Must consult with other PCBUs (Section 34)

3.2.2 DUTIES OF OFFICERS (SECTION 44) – "SENIOR MANAGEMENT/DIRECTORS"

Officers must exercise due diligence to make sure the PCBU complies with its health and safety duties. They must exercise the care, diligence and skill a reasonable officer would exercise in the same circumstances

3.2.2.1 DIRECTOR

- Ensure responsibilities and duties required under the Health & Safety at Work Legislation are complied with.
- Ensure the requirements of MCB Plumbing Limited's Health and Safety policies are complied with through safety reports and auditing.

- Monitor safety statistics, accident/incident reports, and investigations and advise employees of remedial actions to be taken.
- Involve employees in the design and implementation of MCB Plumbing Limited's operational procedures.
- Provide reasonable opportunities for the employees to participate effectively in the ongoing management and improvement of Health and Safety in MCB Plumbing Limited's places of work.
- Issue safety instructions to employees when required.
- Take into account any approved Code of Practice for employee participation in workplace Health and Safety.
- Participate in the authorisation, setting the priority and timetable for implementation operational procedures.
- Monitor progress to ensure authorised systems are put into place by the appropriate employees.
- Annually review and audit the Health and Safety Management Systems with Project Managers to measure the degree of compliance and effectiveness of the procedures in meeting the goals and Objectives of MCB Plumbing Limited and the Health & Safety at Work Act.
- Required resources are provided, personnel and/or expenditure, where practicable to maintain the safety of MCB Plumbing Limited's operations.

3.2.3 DUTIES OF WORKERS (SECTION 45) – “PROJECT MANAGERS, EMPLOYEES & SUB-CONTRACTORS”

Workers need to:

- Take reasonable care for their own health and safety and that of others.
- Comply with reasonable instructions from the PCBU and cooperate with policies and procedures.
- Notify the PCBU's health and safety officer and management of any possible health and safety breaches by others in the organisation
- Participate fully in all health and safety policy development, implementation and compliance
- Comply with all accident and near miss reporting policies
- Ensure all Personal Protective Equipment (PPE) is worn correctly at all times.

3.2.3.1 PROJECT MANAGERS.

- Provide the motivation and encouragement in all MCB Plumbing Limited's operations to ensure the authorised procedures are implemented.
- Ensure implemented procedures are maintained, reviewed and audited.
- Notify the Director of any accidents, ensure the Accident Report Form and Accident Register are completed, and an investigation is carried out and preventative actions are put in place.
- Ensure all employees under their control are involved in the development and trained in MCB Plumbing Limited's procedures.
- Carry out weekly safety and housekeeping inspections to maintain industry leading standards.
- Carry out Monthly Health and Safety toolbox meetings with their team.
- Carry out regular planned inspections to ensure hazard controls are effective and any new hazards are identified.
- Identify workers who do not have the required knowledge and experience to perform appointed tasks, and ensure suitable supervision is provided.
- Ensure that the correct plant, equipment, safety equipment and tools are used, and are in good order.

- Ensure suitable clothing and equipment is supplied, made accessible, worn and maintained by employees who are aware of the correct use of the equipment.
- Ensure employees, contractors and other persons in the vicinity receive advice on specific hazards arising from MCB Plumbing Limited's operations through toolbox meetings and inductions.
- Provide Senior Management with feedback on improvements, modifications, identified hazards etc arising from MCB Plumbing Limited's operations.
- Participate in an Annual Performance Review (Project Managers only)
- Participate in the Annual Review of the Health and Safety Management System.

3.2.3.2 ALL EMPLOYEES, APPRENTICES AND SUBCONTRACTORS.

- Act in a safe manner at all times.
- Take all practicable steps to ensure their own safety while at work.
- Ensure no action or inaction on their part causes harm to any other person.
- Follow authorised MCB Plumbing Limited's Health and Safety procedures and rules.
- Identify weaknesses of implemented procedures, and participate actively in the improving and formulating of MCB Plumbing Limited's procedures.
- Ensure that the correct plant, equipment, safety equipment and tools are used, and are in good order in accordance with MCB Plumbing Limited's procedures.
- Ensure suitable clothing and equipment is supplied, made accessible, worn, maintained and are aware of the correct use of the equipment in accordance with MCB Plumbing Limited's procedures.
- Advise the Project Manager or the Director of any hazards identified during operations.
- Report immediately, any unsafe conditions or potentially unsafe conditions, to develop suitable control measures.
- Report all accidents and incidents immediately to their Supervisor, Foremen, whether the incident affects the employee, other employees, plant or the environment.
- Identify operations where the employee is unfamiliar with operations and request training or supervision prior to operating machinery and/or equipment.
- Participate in Toolbox or Safety Meetings.

A worker can refuse to work, or stop work, if they believe that doing the work would expose them or others to a serious health or safety risk arising from immediate or imminent exposure to a hazard (Section 83)

3.2.4 DUTIES OF OTHER PERSONS (SECTION 46) "VISITORS AND CLIENTS"

- Keep themselves safe and not cause others harm.
- Comply as far as they are reasonably able, with the PCBUs reasonable health and safety instructions that are given.

3.3 THE REGULATOR

WorkSafe is New Zealand's work health and safety regulator, along with the designated agencies. The tools available to WorkSafe include the following:

- Improvement Notice: Issued by an inspector who believes that a breach of HSWA or regulations is or may occur. This notice requires changes to be made within a reasonable time period. If changes are not made within specified time-frames they may be fined.
- Prohibition Notice: Issued by an inspector who believes a workplace activity involves or will involve a serious risk to health and safety arising from an immediate or imminent exposure to

a hazard. This notice requires the activity to stop immediately until inspector is satisfied the risks have been remedied.

- **Non-Disturbance Notice:** Issued by an inspector requiring a PCBU who manages or controls a workplace to preserve a site where a notifiable event has occurred, or prevent a site being disturbed for a specified period.
- **Infringement Notice:** Issued by WorkSafe for offences against HSWA or regulations. Infringement fees are charged.
- **Enforceable Undertaking:** This is an alternative to prosecution. When agreed by WorkSafe, it allows a person to voluntarily enter a binding agreement to take action to remedy an alleged breach of the law.
- **Prosecution:** WorkSafe may prosecute duty holders for breaches of HSWA or regulations.

3.4 FINES AND PENALTIES:

OFFENCE	INDIVIDUAL WHO IS NOT A PCBU OR OFFICER (EG A WORKER OR OTHER PERSON AT A WORKPLACE)	OFFICER OF A PCBU OR AN INDIVIDUAL WHO IS A PCBU (EG SELF-EMPLOYED)	ANYONE ELSE (EG AN ORGANISATION THAT IS A PCBU)
Section 47 (reckless conduct in respect of duty that exposes an individual to a risk of serious injury, serious illness or death)	Five years in prison or \$300,000 fine, or both	Five years in prison or \$600,000 fine, or both	\$3 million fine
Section 48 (failure to comply with a duty that exposes an individual to a risk of serious injury, serious illness or death)	\$150,000 fine	\$300,000 fine	\$1.5 million fine
Section 49 (failure to comply with a duty)	\$50,000 fine	\$100,000 fine	\$500,000 fine

Maximum penalties for health and safety duty offences.

There are offences under HSWA for failing to meet or comply with other health and safety obligations. Depending on the offence, maximum penalties range from \$5,000 - \$100,000 for an individual and \$25,000 - \$500,000 fines for other persons.

4 Health and Safety Objectives

Ref No.	Goal/Objective	Due Date
2016 - 01	Carry out monthly Health and Safety Toolbox meetings with each team. Led by Project Managers	August 2016
2016 - 02	Carry out monthly Health, Safety and Environmental Audits on 10% of all sites	September 2016
2016 - 03	Ensure Training and Competency Register is regularly reviewed and actioned monthly in H & S Toolbox Meetings	October 2016
2017.-01	All new employees will have completed the Company Health and Safety Induction within two weeks of their starting date	January 2017
2017- 02	Put in place Reward system for Health and Safety Reporting and Safe Practice Observations	February 2017
2017 - 03	Gain Secondary ACC Accreditation	March 2017

5 Specific Safety Rules

When working for our organisation you must observe our stated policies on health and safety, and comply with all safety rules. All personnel must follow our safety procedures, plant operating manuals and instructions, both verbal and written. Safety shall be an essential element of everything that you do and must not be compromised. The Site Specific Safety Plan for each site will be used as a guide for health and safety in our workplace.

Work Habits

The following safety rules apply to work habits:

- Perform hazard ID checks on the work you are about to perform.
- Have the correct equipment for the job.
- Wear your safety equipment.
- Keep all walkways, access-ways clear at all times.
- Store materials safely.
- Watch where you are walking.
- Know where the first aid cabinet is.
- Take care of your personal hygiene.
- Clear away rubbish promptly.
- Sort waste into correct bins for reuse, recycle or disposal.
- Know your emergency plan. Have necessary emergency equipment on hand, eg; first aid kit, fire extinguisher, spill kit.
- Report all accidents, incidents and safety hazards to the Site Manager and your Project Manager.

Behaviour at Work

The following safety rules apply to behaviour at work:

- No horseplay or silly antics.
- No alcohol.
- No drugs.
- Do not interfere or tamper with safety equipment.

Alcohol and Drugs

The following safety rules apply to alcohol and drugs at work:

- You will not be allowed to work if under the influence of drugs or alcohol.
- If you are on medication, please let your Project Manager know.
- It is dangerous to let someone continue at your workplace if you know they are affected by alcohol or drugs. For their sake and yours tell your Project Manager.

Working hours Fatigue Management

Workers must be in a fit and healthy state to work.

Hearing

The following safety rules apply in relation to hearing:

- Hearing protection will be provided and must be used.
- As a general rule, you should wear hearing protection if it is necessary to raise your voice to be heard by someone less than 1m away.

Industrial Hygiene

The following safety rules apply to industrial hygiene:

- Keep "smoko" and "wash-up" facilities clean.
- Keep body and clothing clean – quite serious infections can enter a minor scratch.
- Maintain normal hygiene standards such as washing hands before and after toilet use and before eating.
- Wear gloves when necessary to keep hands protected.
- Use barrier cream when necessary to keep hands protected.

Lifting

Many painful injuries caused by lifting are avoidable by proper lifting techniques. The following safety rules apply to lifting:

- Plan your lift, check weight first.
- Bend the knees, test the weight, and if you are confident you are able then complete the lift keeping your back as straight as possible.
- Follow the same procedure when putting down the load; straight back, bend knees and watch out for your fingers.
- Single person lifts should be 25 kg maximum.
- If the load is too heavy, get some assistance!

Eyes

The following safety rules apply to vision safety:

- Eye personal protective safety equipment must be worn in all instances where flying particles are likely.
- New eyes just can't happen. Once damaged its forever.

Machines and Equipment

The following safety rules apply to machines and equipment:

- Ensure all machine guards are in place.
- Only use equipment you have been trained to use.
- Check electrical leads for damage before using.
- Check equipment is serviceable prior to use.
- Ask if unsure.

Electrical Equipment

The following safety rules apply to electrical equipment:

- Check all leads, plugs and tools before use and report any damage or problem.
- Ensure Test and Tag has a current date.
- Do not use damaged or defective equipment.
- Protect leads when in use.
- Always use an isolation transformer or earth leakage breaker when connecting to mains power.
- Tampering with equipment, tools or wiring by unqualified persons without authority will lead to dismissal.

Electrical Work

- Any electrical work eg. Isolating electricity to light boxes will be performed by licenced electricians who are authorised to work on the clients electrical assets.
- The authorised electricians will follow approved procedures when isolating or performing electrical work.
- Electrical work may require permits. Refer to Permits and Authorisations.
- Non Conductive equipment may be required.
- Correct PPE must be worn for all work performed.
- Any work on electrical installations will require all equipment and PPE to be checked as per manufacturers specifications prior to performing work.

Portable Power Tools

The following safety rules apply to portable power tools:

- Power tools must have proper guards in place at all times.
- Power tools must be only used for their correct purpose.
- Leads are to be placed where they are not in the way or damaged by other equipment.

Ladders

The following safety rules apply to ladders

- The ladder must be Industrial Quality, minimum 120 kg capacity and AS/NZS Standard compliant.
- Before using any ladder check for defective rung, warped, cracking or splintering of stiles and faulty feet
- Stand the ladder at the correct angle 1-4.
- Ensure that the ladder is secure and is long enough to do the job.
- Always face the ladder, have tools in a tool belt and use both hands when climbing up or down.
- Do not use metal ladders near electricity.
- Always wear shoes with heels when climbing a ladder.

Fire

The following safety rules apply to fire safety:

- Keep workplace tidy to avoid possible fire hazards.
- Take care when using machinery or tools which produce sparks.
- Do not smoke anywhere near petrol, solvents and other flammable materials.
- Know where the fire extinguishers are and how to use them.
- Know your fire evacuation assemble point location.
- Fire safety information, emergency data and phone numbers are posted up in the physical work sites.

Working on the Road

The following safety rules apply to working on the road:

- Follow the instructions of the Site Traffic Management Supervisor at all times.
- All signs, cones and barriers must be clean, secure, visible and facing the right way.
- All workers must wear high visibility vests to COPTTM requirements.
- Work within the barriers; make sure equipment does not project outside it.
- Always cover conflicting signs or signs that do not apply.
- Beware of overhead wires. Check before you start work.
- Do not work in the dark, ensure suitable lighting.
- Keep site tidy. Pick up debris that might cause accidents.

Working Alone

The following safety rules apply to safely working alone:

- Complete a job start hazard ID check prior to commencing work at each job site.
- Carry suitable operational communication devices for use in an emergency.

First Aid and PPE (Personal Protective Equipment)

As all work is carried out on site, all staff have the responsibility to ensure that they have the required PPE for the task they are completing (goggles, hearing protection, work boots, etc). If any of this equipment is worn, staff must purchase new PPE as required via credit accounts from suppliers.

First Aid equipment has been issued to all vehicles, staff must ensure that as they use first aid equipment that they replace items as they get low, purchasing new equipment as required. The staff will do three monthly inspections on first aid kits to ensure supplies are maintained, records are kept by HSQE Administrator.

All workers must discuss issues regarding PPE and first aid equipment with the Regional Manager or their Health, Safety and Environment Reps.

Observe all safety signs posted in our building/s and at job sites. They are for your protection and will inform you both of safety equipment requirements and hazards that you may encounter.

Every worker must report a hazardous situation as soon as practicable and may need to cease work activity when that work is considered to be dangerous or likely to cause harm or damage.

All staff must be familiar with the procedures for stopping all items of equipment and machinery, in the event of an incident with that item or of a general emergency.

6 Process for Hazard Identification Assessment and Control

All employees have a responsibility to be involved in the identification, assessment and control of hazards that could harm them or others in the work place.

The Project Managers must communicate these hazards and their controls to all employees and involve all staff in the development, identification, assessment, control and review of these hazards. The Hazard Register is used to record, maintain and review all hazards found in the work place.

Where MCB Management do not have sufficient knowledge or competency to be able to manage specific hazards, equipment or processes, external specialist health and safety advice will be sought. The advisors will be well recognised trainers in the industry and where possible be members of a relevant association; their selection will be based on the service and price offered.

6.1 IDENTIFY THE WORK HAZARDS THAT COULD HARM WORKERS OR OTHERS:

Hazard identification is carried out by assessing tasks, processes and areas in the business. Consideration is made when using plant, equipment, vehicles, machinery, and structures at the workplace, especially if they are being safely used, handled stored and maintained.

6.2 ASSESS THE RISKS/HAZARDS TO BE MANAGED:

Hazard assessment rates each hazard by comparing the possibility of harm occurring versus the severity of the injury or illness that could result. This is carried out using *Figure 1: Hazard Assessment Risk Matrix*.

Figure 1: Hazard Assessment Risk Matrix

		Severity of Injury					
		Minor cuts/bruises (Insignificant)	Injuries strains, sprains, illness. (Minor)	Temporary Disablement (Moderate)	Permanent Disablement (Serious)	Fatality (Critical)	
		1	2	3	4	5	
Actual/Potential Likelihood	Rare (Might not ever happen): i.e. once in 100 years	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MEDIUM (5)
	Unlikely (Could occur) i.e. once in 10 years)	2	LOW (2)	LOW (4)	MEDIUM (6)	MEDIUM (8)	HIGH (10)
	Possible (Likely to occur at some point) i.e. Once in a year	3	LOW (3)	MEDIUM (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
	Likely (Likely to occur in most circumstances) i.e. once in a month	4	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	EXTREME (20)
	Almost Certain (Likely to occur) i.e. once in a week	5	MEDIUM (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)

Refer to the definitions and determine your assessment of likelihood and consequences i.e. Low, Medium, High or Extreme.		
E	EXTREME (Critical)	Do not commence Work. Extreme Hazard or Risk must be CONTROLLED prior to commencement of work.
H	HIGH RISK (Significant)	Significant Hazard or Risk – Detailed research and management planning required to develop Significant Hazard Control Plans or work instructions, - ELIMINATE, MINIMISE.
M	MEDIUM RISK (Moderate)	Management responsibility and controls must be specified & followed up.
L	LOW RISK(Low)	Manage by routine procedures

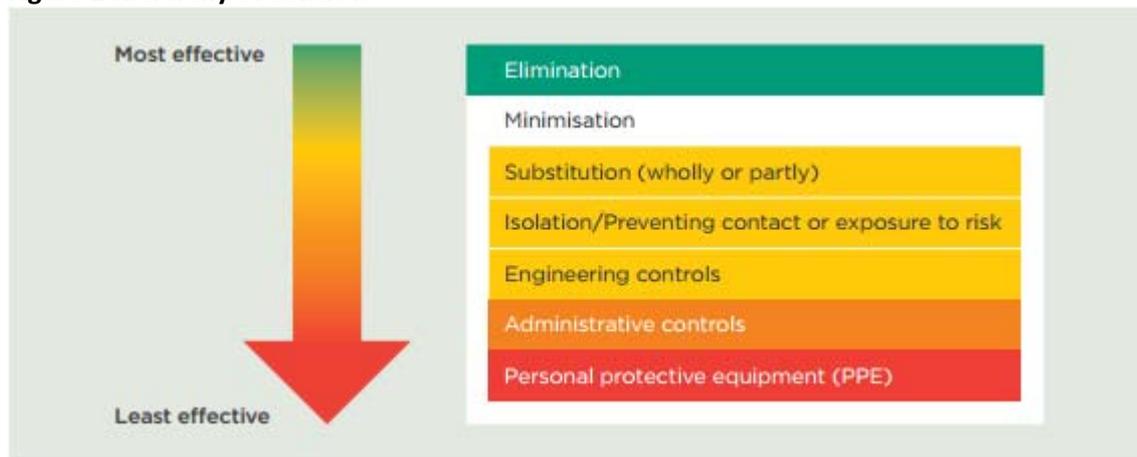
6.3 MANAGE THE HAZARD/RISK

Identify options to manage the risk. Refer to Legislation, Standards and Regulations when identifying control options for best practice.

Decide which controls to use which are reasonably practicable to reduce how serious the harm is if it does occur, and prevent or reduce the chances of the harm occurring.

Record how the risks are managed.

Figure 2 Hierarchy of Controls



Eliminate: Avoid/remove the sources of harm (e.g. equipment, substances or work processes).

Minimise: Either reduce how serious the potential harm could be, or reduce the chances of it occurring:

- Substituting: Using a less hazardous thing, substance or work practice.
- Isolating/preventing contact or exposure to risk: Separating people from the hazard/preventing people being exposed to the risk.
- Imposing engineering controls: Using physical control measures (e.g. mechanical devices or processes)
- Imposing administrative controls: Using safe methods of work, processes or procedures designed to minimise risk.
- Using Personal Protective Equipment (PPE): Using safety equipment to protect against harm. PPE acts by reducing exposure if an incident occurs.

6.4 MONITOR THE CONTROL MEASURES

Regular and systematic review of the hazard management controls to make sure they are still effective, fit for purpose and suitable for the nature and duration of the work, and be installed, set up and used correctly. This will be done through the following means:

- site visits;
- regular and systematic review of incident register
- new or changed work processes
- new equipment to be purchased/purchased

6.5 DEFINITIONS:

ACCIDENT means an event that;

- (a) Causes any person to be harmed; or
- (b) In different circumstances, might have caused any person to be harmed.

ACCIDENT/INCIDENT REGISTER;

A register required by the Health and Safety at Work Act to be kept to record all accidents and near misses which occur in the place of work.

REASONABLY PRACTICABLE;

The PCBU is not expected to guarantee the safety of their workers and others from work activities. Instead, PCBUs are held to 'reasonably practicable' standard. It's a judgement call, The PCBU must weigh the risk against the resource (time and cost) needed to manage it. First try to eliminate the risk, if the risk can't be eliminated, then minimize it.

Follow industry standards or commonly accepted guidelines for carrying out a tasks.

If you are not using a common control to manage the risk, then you should think about:

- (a) How likely is the hazard or risk to occur,
- (b) How severe is the harm that might result from the risk,
- (c) What you know or ought to reasonably know about the risk and the ways of eliminating or minimizing it,
- (d) The availability of the control measures, and how suitable are they for the specific risk,
- (e) The cost of setting up control measures is grossly disproportionate to the risk.

HARM means;

- (a) Illness, injury, or both; and
- (b) Includes physical or mental harm caused by work-related stress.

HAZARD means;

- (a) An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and
- (b) Includes a situation where, for example, because of physical or mental fatigue, a person may be an actual or potential cause or source of harm.
- (c) 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)

HAZARD ASSESSMENT;

Obtaining sufficient information about the hazard to determine;

- The type of risks the hazard presents.
- The circumstances under which harm can be experienced.

HAZARD IDENTIFICATION;

- Identifying situations or events that could give rise to the potential for injury, illness or damage to plant or property.
- Methods of Hazard Identification include; Physical Inspections, Task Analysis, Process Analysis, Accident/Incident investigations.

RISK;

Means likelihood of harm occurring from exposure to a hazard, i.e.

- Harm to people
- Harm to property
- Harm to equipment
- Harm to materials
- Harm to environment

SIGNIFICANT HAZARD

A hazard that is an actual or potential cause or source of—

(a) death; or (b) notifiable injury or illness the severity of whose effects on any person depends (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or (c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

6.6 NOTIFIABLE WORK

Certain types of work are classified as notifiable and notification must be made to WorkSafe NZ (or a designated agency) by telephone or in writing (including email or other electronic means) i.e. the fastest possible means:

- Restricted Asbestos work as defined in the Asbestos Regulations
- Tree felling or logging work for commercial purposes
- Construction work where a person may fall 5 metres or more (excluding 2 storey residential, telecommunication and electricity lines, work from a ladder only and minor maintenance and repair work)
- Erection or dismantling of scaffolding work above 5m
- Using a lifting appliance to lift 500 Kg 5 metres high
- Work in any pit, shaft, trench or excavation deeper than 1.5m
- Work in any drive, excavation or heading - with ground cover overhead
- Demolition work on any structure above 5m
- Any work involving Explosives and Blasting
- Work requiring a person to breathe compressed air or respiratory medium

7 Accident and Incident Reporting and Investigation

A decision must be made as to whether the accident/incident is serious or not serious (minor) harm or near miss. The Manager or Safety Officer will refer to the definition of a notifiable event below. If it is a notifiable event then formal accident reporting procedures are required. Non-notifiable events and near misses must be investigated and recorded but they are not to be reported to Worksafe. A photocopy of the forms is to be forwarded to the Project Manager.

7.1 NOTIFIABLE EVENT

A notifiable event or serious harm is when the following occurs:

1. A death
2. A notifiable illness or injury.
 - a) Any of the following injuries or illnesses that require the person to have immediate treatment (Other than first aid).
 - Amputation of any body part
 - Serious head injury
 - Serious eye injury
 - Serious burn
 - Spinal injury
 - Loss of bodily function
 - Serious lacerations
 - Skin separating from underlying tissue (eg degloving or scalping)
 - b) An injury or illness that requires, or would usually require, hospital admission for immediate treatment:
 - c) An injury or illness that requires, or would usually require, medical treatment within 48 hours of exposure to a substance:
 - d) Any serious infection where work is a significant contributing factor, including any infection that is attributable to carrying out work
 - with micro-organisms; or
 - that involves contact with human blood or bodily substances.
3. A notifiable incident
 - a) A substance escaping, spilling, or leaking
 - b) An implosion, explosion or fire
 - c) Gas or steam escaping
 - d) A pressurised substance escaping
 - e) Electric shock
 - f) The fall or release from height of any plant, substance or object
 - g) Damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use.
 - h) The collapse or failure of an excavation or any shoring supporting an excavation

7.2 SERIOUS ACCIDENT PROCEDURE

1. Victim to be given immediate first aid treatment. If necessary call Ambulance.
2. In all appropriate cases refer victim to medical centre or hospital.
3. Isolate the scene of the accident or harm soon as possible. Inform Manager.
4. Obtain a written report from witness/es and if appropriate take photographs.
5. PCBU to report to Worksafe verbally soon as practicable but within 24 hours.
6. The accident scene must not be interfered with.

7. Formal report to Worksafe within 7 Days. Use Worksafe Serious Harm/Accident Form.

Only with Management approval may staff give verbal or written statements to a Worksafe inspector – they could incriminate themselves, other staff or the employer.

PCBU must keep records of notifiable events for at least five years from the date the regulator was notified about the event.

7.3 ACCIDENT AND INCIDENT INVESTIGATION

In carrying out an investigation into an accident, the main purpose is to thoroughly analyse the causes with a view to addressing each of them to make sure a similar accident could not happen again.

The Project Manager must obtain approval from WorkSafe before disturbing the scene of a serious harm accident except to the extent necessary;

- a) To save the life of, relieve the suffering of, any person.
- b) To maintain access to essential service or utility.
- c) To prevent damage or loss of property.

Following an accident, a review will be conducted to determine:

7.3.1 *WHAT HAPPENED. DESCRIBE THE ACCIDENT, NEAR MISS OR INCIDENT:*

The full description of what happened is the first step in the analysis. It should cover:

- The location and time
- Who was involved including witnesses
- What activities were being undertaken before, and when the incident happened
- What plant or equipment was involved
- Any weather conditions that are relevant
- Safety training of those present
- Any safety instructions that were given before or during the incident
- What injuries were sustained
- Any property, environmental, or equipment damage that resulted from the incident

If the incident was a near miss, the description should also include what the consequences could have been (in terms of injuries or damage to property, the environment, or equipment)

The Project Manager will obtain all information first hand (in written form) from the employee/s or persons involved in the accident or incident.

Using this information, the Project Manager will complete the Accident Report, ensuring that each section on the Accident Report Form is fully and accurately answered.

7.3.2 *ACTIONS TAKEN IMMEDIATELY AFTER THE INCIDENT*

Now describe what actions were taken as soon as those on site were aware of the incident. This could include:

- Attendance to injuries
- Making the site safe
- Call 111 for assistance if an emergency
- Notifying Management and/ or emergency services
- Isolating the site
- Photographs, reports and/ or drawings made

7.3.3 FOLLOW UP RESPONSIBILITIES

The investigation now needs to identify/ allocate responsibilities to company personnel in the follow up. This should include those responsible for:

- Identifying all the contributing factors to the incident
- For each of these factors, delegating staff responsible for rectifying or reducing future risk of recurrence
- Injury, rehabilitation, and employment management for any injured personnel
- Completion of reporting records including liaison as required with the Contract Principle, WorkSafe or EPA.
- Organising repair of any equipment
- Organising reinstatement of any damaged property or environmental reinstatement
- Staff receive safety updates via emails, weekly toolbox meetings, text messages to company phones and/ or Safety Information Notices.
- Any changes in procedures are fully documented, updates are circulated, and staff receive training as appropriate in changed procedures.

It is the responsibility of the Project Manager, supported by the Director, to conduct accident investigations in the event of a serious harm accident.

- Records of investigations will be recorded on the Accident Investigation Form
- Conduct a post incident interview with those involved including witnesses using Accident Investigation Form

The Director has ultimate responsibility for ensuring that all of these areas are covered comprehensively.

8 Injury and Rehabilitation Management

Our company will provide support to staff to make a full recovery by providing appropriate rehabilitation assistance, which includes vocational and social aspects. MCB Plumbing will, where ever possible, offer alternative duties.

Where an employee can not be returned fully to pre-injury occupational duties or other suitable work within the company, consultation will take place with all relevant parties to determine the most appropriate course of action.

Where injury incurs in excess of one week lost time the consultation between parties may include representations from ACC. In these circumstances MCB Plumbing undertakes to work cooperatively with ACC in the development and management of rehabilitations plans as applicable to the circumstances.

MCB Plumbing will continue to;

- Protect the individual's employment and assist with their rehabilitation back to the job.
- Maintain the privacy of the individual.
- Minimise stress for the absent employee by liaising with them and resolving issues and concerns regarding their employment.
- Ensure other staff are not unduly affected by increased workloads.
- Fund medical examinations requested by MCB Plumbing for the purpose of obtaining accurate medical reports.

MCB Plumbing employees will;

- Inform the Project Manager of injury or illness and when they are unable to work and are due to return.
- Consent to undergo further medical examination for the purpose of evaluating the employees capacity to perform tasks and identify if light duties are appropriate.
- Not act in any way that will or is likely to compromise the safety of themselves or others.
- Inform their supervisor/manager of any medical condition that may affect their ability to perform the functions, duties and obligations of their position.
- Take personal responsibility for their own rehabilitation by actively participating in the activities described in the rehabilitation programme.
- Maintain the privacy of the individual.
- Adopt a caring attitude and to co-operate with any changes in work practices that may be required.

8.1 MEDICAL TREATMENT**8.1.1 IMMEDIATELY FOLLOWING AN INJURY;**

When an worker reports an injury, they should seek appropriate medical treatment; first aid on site and/or a visit to a GP or Accident & Emergency facility.

In emergencies call 111 for assistance

The worker should inform the Project Manager of the diagnosis and treatment prescribed, and whether time off work or reduced duties is part of the treatment.

8.1.2 ONGOING MEDICAL TREATMENT

It is important that, if ongoing medical treatment is needed following an accident, workers are supported to follow that treatment in order to make a full recovery and return to duties as quickly as possible.

MCB Plumbing will encourage staff members to undertake physio or other rehabilitation treatment as recommended by their medical practitioner.

8.2 REHABILITATION**8.2.1 REHABILITATION PLAN**

When a staff member is injured MCB Plumbing will try to get them back to work as soon as is practicable. The Director and the injured staff member jointly agree on a rehabilitation plan for early return to work along with other professionals' input as required.

Upon their return to work the Director, Project Manager and the staff member and others as required (Doctor, ACC Case Manager, other staff, etc) will hold a meeting to ascertain the staff member's suitability for alternative duties.

If external specialist advice is sought for the injured staff member's rehabilitation plan, then this will be sought on a case by case basis as determined by the Director.

This meeting will formulate a plan for alternative duties until full recovery is achieved. The plan will be documented, covering who attended the meeting and what the proposed plan will be for the injured person.

8.2.2 REVIEW OF REHABILITATION PROGRESS

During rehabilitation, and worker's health progress will be reviewed by their ACC Case worker, medical professional and the Director.

The rehabilitation plan will be adjusted as necessary to take into account the physical capabilities and progress of the injured worker as they work towards full recovery.

9 Staff Training Programme

The company will make sure that all workers are suitably trained, supervised, and given the knowledge and experiences to work in a controlled and safe manner.

9.1 INDUCTION AND ORIENTATION

All new employees are required to read our Health and Safety Manual and to sign the induction acknowledgement form provided.

The Project Manager will show employees:

- the physical layout of the land and buildings
- where emergency exits are
- where the hazards are
- where fire equipment is located
- where First Aid Kits are located.

9.2 TRAINING AND SUPERVISION

Unless under the direct supervision of an experienced operator, trainees or unskilled employees may not use any plant or equipment, or use any chemical or substance unless they have been trained in the safe use of the item.

Further training by the Project Manager will include:

- the use of protective clothing and safety equipment
- the physical location and interpretation of the Material Safety Data Sheets
- the precautions to take with hazardous substances
- procedures for dealing with emergencies
- accident reporting requirements
- hazard identification requirements
- work injury claims process and rehabilitation process
- employer responsibilities and designated roles
- employee responsibilities and designated roles
- employee and management consultative processes

If employees are unsure they should seek help from their Project Manager.

9.3 INTENSIVE TRAINING

Intensive training by the Project Manager will include:

- for hazardous tasks, the use of Job Safety Check sheets
- the Operating Procedure Sheets for Plant and Equipment
- the study of relevant Codes of Practice
- how to recognise and report hazards.

Where competency is not available through the Director or Project Manager, specialist advice for managing specialist hazards, equipment or processes will be obtained outside of the company. The advisors will be well recognised trainers in the industry and where possible be members of a relevant association; their selection will be based on the service and price offered.

9.4 EVALUATION OF TRAINING AND TRAINING RECORDS

The Project Manager is required to ensure that employees have a complete understanding of Health and Safety issues relating to the workplace. In appropriate cases, the Health & Safety Officer will conduct **tests on comprehension**. The safety rules in the hazard register will be used for such tests.

Trainers or the Project Managers will also keep records of Staff Training completed. Project Managers should attend a formal Safety Supervisor Certificate Course for specialist training.

9.5 EMPLOYMENT AGREEMENT

A suitable clause will be included in our Employment Agreement advising staff of the legal requirements under the Health and Safety at Work Act 2015.

9.6 JOB DESCRIPTIONS AND PERFORMANCE APPRAISAL

All job descriptions will contain specific reference to the Health and Safety responsibilities of members of staff. Health and Safety performance standards will be set for all managers, supervisors and employees. Periodic Performance Appraisal of individual members of staff will include evaluation of their Health and Safety record and achievements. Standards of Excellence in safety by staff and management will be recognised by the employer.

10 Exposure Monitoring and Health Monitoring

In reference to The General Risk and Workplace Management Regulations 2016 (GRWM Regulations).

Exposure Monitoring is required

- a) when the concentration of a substance hazardous to health exceeds the relevant prescribed exposure standard
- b) at appropriate intervals and after any significant change at the workplace that may affect exposure, and
- c) by, or under the supervision of, a competent person with knowledge, skills, and experience in the techniques and procedures, including the interpretation of results.

The results of exposure monitoring are recorded and kept for 40 years after the record date if monitoring related to Asbestos. 30 years after the record date for any other case. These records are readily accessible to any person at the workplace who may be, or may have been, exposed to the health hazard. These records do not refer to or disclose any information that identifies an individual worker.

Health Monitoring is required for

- a) a worker who is carrying out ongoing work involving a substance hazardous to health
- b) a person who is likely to carry out work that involves a health hazard, and
- c) a worker, prior to work commencement that involves a health hazard

The purposes of Health Monitoring are:

- a) Reduce the risk of exposure to health hazards
- b) Enable company to take remedial action
- c) Facilitate treatment and protection of workers
- d) Inform the regulator regarding any disease, illness or injury suffered as a result of the health hazard.

All workers that may require Health Monitoring will be given the following information:

- a) What the hazard is that triggered the monitoring requirements.(i.e. noise)
- b) How the monitoring will be carried out.
- c) What information will be given to the Occupational Health Practitioner.(OHP)
- d) What information if reported by the OHP
- e) Regulators will be notified
- f) Records will be stored securely and confidentially

The company will pay for the health monitoring, and will make sure the report is given to the worker.

Following a critical event or an employee is leaving the company testing may be required.

If sub-optimal test results are found, the employee will be referred to the appropriate medical assistance, review will be made of the workers role and investigation will be carried out. Following investigation, the findings will be used to further control the hazard through elimination or minimisation.

11 General Emergency Procedure

The first priority in the event of an emergency is for the safety of all people present.

Raise the alarm.

1. Call from a safe place
2. Use a cordless or mobile phone if practical
3. Tell the operator which emergency service you want
4. Wait until that service answers
5. Give the following address
6. Do not hang up until told to do so by the emergency service
7. Make sure someone is available to direct the emergency service to the scene

Immediately after calling 111, activate the emergency procedure

Use an alternative phone if emergency services ask you to keep the line available.

11.1 SITE AND COMPANY CONTACTS:

Position	Name	Phone (Mobile)
Director	Mike Bassett	021 654 432
Project Manager	John Rigby	021 224 6206
Project Manager	Reece Leich	022 494 2442
Project Manager	Micah Davidson	021 224 8956

11.2 EMERGENCY INFORMATION AND PHONE NUMBERS:

Fire, Ambulance, Police	111
Workplace Address	1/10 Tait Place, Albany
Evacuation Assembly Point	Footpath outside property.
First Aid Kits	In storage cupboard behind reception desk
MSDS Sheets	
Company First Aider	
Fire Extinguishers	
Medical Treatment	Apollo Medical Centre 119 Apollo Drive, Rosedale. Ph: 09 448 5379 Hours: 7 Days - 8:00 am – 8:00pm
	Windsor Medical Centre B3/51 Corinthian Drive, Albany Ph: 09 415 0888 Hours: 5 Day 9:00am – 5:00pm
Worksafe	0800 030 040
Power	0508 832 867
Gas	0800 764 764
Telecom	124
Watercare	09 442 2222
Auckland Council	09 301 0101

11.3 IF YOU HIT AN ELECTRICITY CABLE OR OVERHEAD LINE

WHAT TO DO:

1. Raise the alarm
2. Treat the cable or overhead line as live – get back at least 10 metres
3. Evacuate the immediate area
4. If you are in a machine, stay there
5. If you have to leave the machine, jump well clear. Do not touch the machine and ground at the same time.
6. Never cover up a broken cable or try to fix it yourself

BE CAREFUL:

- Do not endanger yourself
- Make sure you have an escape route
- Advise your manager of the incident

Call VECTOR immediately
0508 832 867

11.4 IF YOU HIT A GAS PIPE

WHAT TO DO:

1. Raise the alarm
2. Switch off all machinery and remove all sources of ignition, including mobile phones
3. Call the fire service on 111
4. Evacuate the immediate area.
5. Leave the damaged pipe to vent.
6. Do not try to cover the damaged pipe with any material, including digger buckets.

BE CAREFUL:

- Do not endanger yourself
- Make sure you have an escape route
- Advise your manager of the incident

Call VECTOR immediately
0508 832 867

11.5 IF YOU HIT A TELECOMMUNICATIONS CABLE

Call **124** immediately (select Option 1)

11.6 TRENCH COLLAPSE PROCEDURE

WHAT TO DO:

1. Call emergency services.
2. Start hand excavation to locate the victim. Use prodders carefully to assist.
3. Keep all dewatering plant in operation.

4. Avoid using mechanical equipment in the same trench.
5. If a machine must be used, excavate a new trench alongside the cave in, then hand shovel loose material across into the new trench.
6. Do not shift the victim when uncovered, clear their face, keep them warm and comfortable.
7. Take precautions to prevent further collapse

BE CAREFUL:

- Do not endanger yourself
- Make sure you have an escape route
- Advise your manager of the incident

11.7 FIRE EVACUATION PROCEDURE

You must know and understand what to do if a fire occurs

Your first concern is the immediate safety of all people present

Next call emergency services

Contain the fire but only if it is safe to do so

If help is available, allocate responsibilities to others to create a competent fire fighting team

WHAT TO DO:

1. Raise the alarm
2. Evacuate people from the area
3. Activate any emergency shut down systems
4. Call emergency services (dial 111)
5. Call your manager

BE CAREFUL:

- Do not endanger yourself
- Make sure you have an escape route
- Do not use water on petroleum or electrical fires
- Do not leave the site unattended if there is a risk of further outbreak
- Advise your manager of the incident

USING A FIRE EXTINGUISHER:

- Make sure the extinguisher is of the correct type
- Make the extinguisher ready for use by breaking the seal/removing the safety pin
- Carry the extinguisher to the fire
- Keep yourself low to reduce the effect of heat and smoke
- When in position, aim the extinguisher at the base of the flames
- Discharge the extinguisher in a sweeping motion across the base of the flames
- Keep going until you have completely extinguished the fire
- If the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately

Always keep between the fire and your escape route

After the event

- Complete an incident report
- Review the effectiveness of the emergency plan

11.8 CARDIO-PULMONARY RESUSCITATION (CPR) PROCEDURE

Danger: Check for the safety of yourself, the casualty and bystanders

Response: Check for response, tap the casualty, gently shake and shout

Send for Help: Phone 111 and ask for an ambulance

Airway: Open airway, tilt head back

Breathing: If not breathing normally start CPR

CPR: Start CPR, 30 chest compressions, two breaths

WHAT TO DO:

To check for normal breathing

1. Tilt head back and raise chin forward
2. Checking for normal breathing
 - a. Look for movement
 - b. Listen for breathing
 - c. Feel for breath on your cheek
 - d. If casualty is not breathing normally, turn on back, start CPR
3. CPR

First - Position hands in centre of chest, push down firmly and quickly 30 times

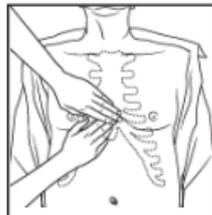
- a. Breathing: With head tilted back, pinch nose and seal your mouth over patient's mouth. Blow twice into casualty's mouth. Take care if poisoning is suspected. Make sure there is no residual poison in the mouth, consider mouth to nose resuscitation
- b. Chest Compressions: Push down on chest firmly and quickly 30 times

Continue with two breaths and 30 pumps until help arrives

Call, pump, blow



CALL
Dial 111



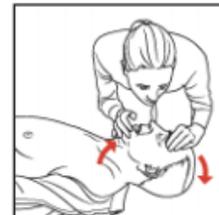
PUMP
Position hands in the centre of the chest



Firmly push down five centimetres on the chest 30 times



BLOW
Tilt head
Lift chin
Check breathing



Give two breaths. Continue with 30 pumps and two breaths until help arrives

If reluctant to give mouth to mouth, continue with chest compressions.

CPR is needed if a patient has collapsed, is not responsive and is not breathing normally.

Casualties who have collapsed should be carefully assessed to decide what emergency care is needed.

Chest compressions are the most important part of CPR.

If for any reason you cannot give rescue breaths to a patient, DO attempt chest compressions.

After the event

- Complete an incident report
- Review the effectiveness of the emergency plan

11.9 EMERGENCY FIRST AID

Have the product label or safety data sheet available and read the instructions on what to do in an emergency

11.9.1 CONTROL OF BLEEDING

1. Apply direct pressure to wound – use your hand(s),(wear gloves)
2. Elevate (raise) the limb
3. Apply a pad and firm bandage
4. If necessary use clean rags or clothing
5. Remember always check circulation below the bandage
6. If there is tingling, numbness or blueness, loosen the bandage

11.9.2 POISONING

1. Seek medical advice or call an ambulance

Remember

- Do not make the person vomit without advice from a medical professional
- Do not give fluids without advice from a medical professional

11.9.3 FOREIGN BODIES IN THE EYE(S)

1. Wash the eye(s) with clean cool water
2. If the foreign body is stuck to the eye surface, do not attempt to remove it
3. Place a covering over both eyes and send for, or take the person to, medical aid

11.9.4 CHEMICALS IN THE EYE(S)

1. Wash the eye(s) with clean cool water for at least 15 minutes
2. Wash from near the nose outwards and always wash under the upper eyelid
3. Send for, or take the person to, medical aid

11.9.5 MANAGEMENT OF MINOR WOUNDS

1. Clean the wound with soap and water
2. Cover lightly with clean dressing
3. Seek medical help, if necessary

11.9.6 BREATHING DIFFICULTIES

1. If a person is breathing but unconscious, turn them onto their side
2. Clear airway of obstructions, such as tongue or vomit
3. Seek medical help, if necessary

11.9.7 MANAGEMENT OF BURNS

1. Cool the burnt area with cool water for 10-15 minutes
2. If necessary, cover the burn with a clean dressing or plastic wrap before removing person to medical aid

Remember

- Do not burst blisters
- Do not remove clothing that is stuck
- Do not apply creams

11.10 CIVIL DEFENCE EMERGENCY

During the earthquake

- Keep calm
- Stay indoors where practical
- Keep away from windows and heavy furniture
- Take cover – use a doorway or get under a strong table or other sturdy structure

After the earthquake, if the building is damaged

- Turn off water, electricity and gas at mains
- Conserve your water
- Treat injuries
- Get in touch with neighbours – they may need help
- When help is needed go to your nearest civil defence post
- Advise manager of damage sustained

During a Volcanic Eruption

- Stay indoors as much as possible
- Save water at early stage as supplies may become contaminated
- Keep gutters and roof clear of ash to prevent roof collapse
- If you must go outside, use protective clothing, cover your head, breathe through a mask, carry a torch

12 Purchase or Hire of Plant or Equipment

PCBUs who are designers, manufacturers, importers or suppliers must, so far as is reasonably practicable, make sure that the plant, substances, and structures designed, manufactured, imported or supplied (as relevant) are without health and safety risks when they are used for their intended purpose in a workplace.

12.1 DESIGNS TO BE SAFE

Section 39 applies to Designers and requires that so far as is reasonably practicable, they ensure that the equipment and plant is designed to be without risks to the health and safety of all persons in the workplace, including if the manufacture stage produces plant or equipment in accordance with the design, when installed, adjusted, used, cleaned, maintained, repaired or dismantled, there is no likelihood that the plant will cause any harm to any person.

12.2 MANUFACTURE AND SUPPLY OF PLANT

Section 40 applies to Manufacturers and requires that so far as is reasonably practicable, they ensure that the plant, substance or structure is manufactured to be without risks to the health and safety of persons, including when installed, adjusted, used, cleaned, maintained, repaired or dismantled - there is no likelihood that the plant will cause harm to any person.

Manufacturers are also required to ensure that suppliers of the plant receive comprehensive and comprehensible information including detailed instructions about the use and safe operation of the plant.

Section 41 applies to the supplier and requires that so far as is reasonably practicable, ensure that the plant, substance, or structure is without risks to the health and safety of persons. Every supplier of plant shall take all practicable steps to ensure that every purchaser or hirer of the plant receives comprehensive and comprehensible information including detailed instructions about the use and safe operation of the plant.

12.3 PROTECTIVE CLOTHING AND EQUIPMENT

Designers, manufacturers and suppliers of protective clothing and equipment are required to ensure that each product will give adequate protection from the harm against which it is intended to protect.

12.4 PURCHASE OF PLANT AND EQUIPMENT

In all appropriate instances there will be consultation between the Director and Project Managers regarding proposed new or used major plant and equipment.

13 Quality Assurance, Monitoring and Reviews

We ensure our health and safety system is monitored and reviewed:

- We use the H & S Review timetable to do this.
- We monitor known hazards to determine whether the hazards continue to exist and the controls remain effective. We record inspections and update the hazard register.
- We annually review our systems using the ACC WSMP self-assessment audit.
- We review and update our health and safety plans and objectives each year.
- We review all procedures and hazard management controls after a critical event such as a serious harm injury or major incident involving property damage, a potentially serious 'near miss' event, or any changes in work practices or systems.
- We review all injury data each year and use this information to identify appropriate goals for the safety plan.
- We review this health and safety manual each year, to ensure the policy has been updated and signed and documentation is updated.
- We review the health and safety responsibilities designated to staff, each year.

13.1 LEGISLATIVE AND SPECIAL REVIEWS

- There will be recognition of any important legislative changes and appropriate updating of the system
- There will be special reviews where there have been major site changes, major process changes or major staffing changes (review of training needs).