

Health, Safety, Environmental Manual

For **PRELIM**

[Postal Address]

[Site Address]

[Town / City]

This Health and Safety Manual was developed in partnership with Occupational Safety and Health Service, Tauranga as part of OSH's Together To Zero National Strategy

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Health, Safety, Environmental Policy Statement

PRELIM is committed to 3 core functions of business.

Health of employees

Prelim without people is not a business, so it is important that we make sure that all employees are healthy and able to work to their full potential. While we recognise that health is a personal thing, Prelim can assist to make sure that employees are aware of issues that may affect them due to their working environment.

Health checks for every employee should be a seamless process which includes their entire working career from -

- Pre Employment Checkups
- Annual Checkups
- Bi Annual Checkups

There are key health indicators that we should all have checked on an annual basis to ensure that any degradation is recorded and any steps to prevent further degradation is taken. We have identified the following key indicators .

- Vision
- Hearing
- Lung function
- Blood pressure
- Musculoskeletal Check
- Drug testing (random)

Prelim's Health & Safety Representative will coordinate with each employee to have a Health Care business check these indicators on an annual basis. The Health Care company will discuss the results of these tests with the employee, and jointly agree on steps that may need to be taken at work if there is any indication of degradation due to the working environment.

There are many other physical issues that affect peoples performance and health in general so it is desirable but not compulsory that all employees have a full medical check up biannually. To support employees Prelim will pay for these medicals to be carried out the results of which will remain confidential to the employee and their doctor. If an employee has a result of a test which indicates further test work needs to be carried out, this will be at the employees cost.

If tests indicate that an employee needs to take a course of action which might affect their work, this can be discussed with the Managing Director at the time.

A safe working environment

Safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind.

Every employee is expected to act safely at all times to ensure their own welfare and that of their fellow employees and others in their workplace.

This document is meant to be a minimum requirement for all of Prelim's employees to follow and is separated into 3 parts.

We will ensure the safety of employees by:

- Providing and maintaining a safe working environment
- Providing facilities for safety
- Ensuring all plant and equipment is safe
- Ensuring all employees are not exposed to unmanaged or uncontrolled hazards
- Developing and implementing emergency and evacuation procedures

To achieve this we will:

1. Systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to eliminate, isolate and or minimise these hazards to prevent any injury or damage.
2. Inform all employees of these hazards and the hazard controls.
3. Ensure all employees are properly trained and supervised.
4. Inform all employees of emergency and evacuation procedures.
5. Record all incidents and accidents in our workplace, and take all practicable steps to prevent these events from happening.
6. Carry out planned self-inspections to monitor health and safety issues.

Signed: _____

Dated: _____

The Managing Director

Signed by: Duncan Webb, Managing Director, PRELIM:

Personal Protective Equipment

Under the Health and Safety In Employment Act 1992 it is the responsibility of PRELIM to provide, make accessible to, and ensure the use by the employee of suitable clothing and equipment to protect them from any harm that may be caused by or may arise out of the hazard;

Prelim will provide suitable equipment to NZ standards from its suppliers as follows .

- Hard hat (with or without hearing protection)
- Safety glasses
- Grade 5 hearing protection if not part of a hard hat assembly
- High visibility ankle to wrist clothing
- Safety footwear
- Gloves
- Wet weather gear

Other safety equipment may be purchased if required and a request to the Managing Director has been approved.

If however any employee for comfort or convenience purposes wishes to provide his / her own protective clothing and Prelim is satisfied that the protective clothing is suitable in terms of the Act and reasonable in terms of expense then Prelim will allow the employee to purchase that clothing from its suppliers.

Employee Participation

Health and Safety of Prelims business is the responsibility of all members of the team and there is an expectation that all employees will participate as such. Under the %Act+ there is provision for companies where employees request a system to be set up. In order to start this process the Managing Director has appointed a Health and Safety Representative for the representation of the employees and the company.

The role of the Health and Safety Representative is as follows .

- to foster positive Health and Safety management practices in the places of work:
- to identify and to bring to the employers attention hazards in the places of work and discuss with the employer ways that the hazards may be dealt with:
- to consult with inspectors on Health and Safety issues:
- to promote the interests of employees in a Health and Safety context generally and in particular those employees who have been harmed at work, including in relation to arrangement for rehabilitation and return to work:
- to carry out any functions conferred on the representative by .
 - a system of employee participation (if a system is developed under section 19C of the %Act+);
 - or
 - the employer with agreement of the representative including any functions referred to in a code of practice
- assist the employer in investigations of incidents and accidents

This role includes but is not limited too representation to all Prelim employees .

- the forwarding and notes of publications on Health and Safety issues
- the tracking of Health and Safety training for
 - first aid
 - vehicle safety and handling
 - customer inductions
 - permits
 - receivers
 - confined space
 - hot work
 - excavation
 - OSH certified forklift license
 - work at height training
- customer site safety inspections
- office ergonomic audits
- Health Register and Consultations
 - Hearing, Vision, Inhalation Function (asbestos), Stress
- Drug and Alcohol

STEP 1: HAZARD IDENTIFICATION AND CONTROL PROCEDURES

It is our intention to systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to:

Eliminate the hazard,

Isolate the hazard, OR

Minimise the hazard

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment is provided and used by all employees, at all times necessary
- Good work practices are used and maintained
- Employees are properly trained and/or supervised
- Where appropriate, and with employees' consent, health monitoring in relation to exposure to significant hazards is undertaken
- Any new hazards identified, are incorporated into Hazard Register and all employees informed
- Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established
- All hazards and the hazard controls will be regularly assessed
- All employees are aware of emergency and evacuation procedures

Hazard Identification System HIS

Prelim people are busy people and so we need to ensure that we have a very simple and quick Hazard Identification System notification process which melds in with the Maintenance system which is the key interface between the site equipment and the Maintenance information. To help all Prelim people use this system to show the level of hazard and the training level required to carry out the work we have created a Hazard ID field in the Maintenance

ACTIONS REQUIRED BY PRELIM STAFF:

1. Gain health and safety certification to work the client(s) site and ask for a list of safety hazards you are likely to encounter on the site(s). Review the Client's hazard list and establish if the risk involved is an acceptable standard to you and within PRELIM's standards. Identify any other hazards not on the client's list and write these on the PRELIM form, Hazard Register.

2. **IMPORTANT:** Identify all plant, machinery and equipment individually on a site map. Also complete a site map and provide a status report of any environmental issues e.g. contamination, existing bunds etc. to become a footprint document. Discuss your findings with Duncan.

3. Identify the potential harm for each hazard. Discuss any unacceptable harm with Duncan. **Do not do** any job that you believe is unacceptable regardless of the site traditions.

4. **IMPORTANT:** Some hazards may cause a variety of harm e.g. using a slicer may cause electrocution, as well as, lacerations. Make sure you identify all possibilities and have a response for each accordingly.

5. Determine whether the hazard is a significant hazard, i.e. can it cause serious harm? Evaluate each hazard to determine whether it is practicable to:

1. **E**liminate the hazard [Get rid of, remove the hazard], if not then
2. **I**solate the hazard [Confine, totally enclose, separate, insulate the hazard], if not, then
3. **M**inimise the hazard [Reduce, decrease, downgrade the hazard].

With all hazards you have identified, the above process needs to be carried out in the correct order e.g. 1, 2, or 3.

6. **IMPORTANT:** Indicate on the Hazard Register form, under ~~Eq~~ or ~~M~~ the hazard control measure. Note, that some hazards may use more than one hazard control.

7. **IMPORTANT:** Identify all machine guards, work practices or safety clothing or equipment, required to operate safely as Hazard Controls.

8. Identify Training Required for each Hazard. You must attend all of the client's site health & safety training if they require it to obtain a site pass.

9. Check that Hazard Controls and other safety requirements are in place, at regular intervals. Record date checked, on the Hazard Register.

10. **IMPORTANT:** Ensure existing Hazard Controls are appropriate. Identify any new hazards including new plant and equipment.

11. Identify all chemicals and hazardous substances, including safe handling and emergency procedures. Enter this information on the Hazardous Substances Register.

12. **IMPORTANT:** Obtain all Material Safety Data Sheets (MSDS^s) from the supplier of chemicals or hazard substances. Keep these MSDS^s with Hazardous Substances Register form.

13. **IMPORTANT:** Display copies of MSDS^s near to where the chemicals or hazardous substances are being used or mixed.

! IMPORTANT: Your good health & safety practice is essential to PRELIM keeping its client contracts– it is your responsibility to ensure your practice is exemplary!

Hazard Register

Workplace / Location: Office / Administration Area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	TRAINING REQUIRED ✓	Regular Check of Hazard Controls in Place			
		Yes	No						Date Checked	Date Checked	Date Checked	Date Checked
Visual Display units (computers)	Occupational Overuse Syndrome (OOS) Stress Fatigue						<ul style="list-style-type: none"> ■ Ensure Approved Code of Practice for Safe Use of VDU is being complied with. ■ Assessment and correction of work station. ■ Training and Information on OOS and prevention ■ Alternate administration and computer workloads ■ Arrange for the site's occupational health nurse to help set up the ergonomics of your equipment 	✓				
Storage of tools, product,	Laceration, bruising, crushing, possibly death.						<ul style="list-style-type: none"> ■ Ensure goods are secured ■ Ensure safe means of access and egress. ■ Ensure environmental safety issues are catered for 					
Storage files books and records	Laceration, bruising, crushing, possibly death.	X				X	<ul style="list-style-type: none"> ■ Ensure goods are secured ■ Ensure safe means of access and egress. ■ Ensure environmental safety issues are catered for 					
Manual Handling, i.e. lifting, bending, stretching	Sprains, Strains, pain, discomfort.	X				X	<ul style="list-style-type: none"> ■ Identify and list high risk activities. ■ Use trolleys or manual handling aids ■ Reduce or split loads to manageable weight and/or size ■ Two person or team lifting. arrange for a client staff member to help you ■ Training in correct lifting and manual handling techniques ■ Always make sure the area is clear of items that you may trip over etc. 	✓				
Electrical Equipment/leads	Electrocution, possibly death.	X			X	X	<ul style="list-style-type: none"> ■ Use electrical appliance close to power source ■ Use isolating transformers or residual current device (where necessary) ■ Read manufacturers instructions before using an appliance. 					

E = Eliminate I = Isolate M = Minimise

Workplace / Location: Stores Area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Regular Check of Hazard Controls in Place				
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Cleaning, repairing and/or maintenance of machinery	Electrocution, crushing, lacerations, Serious injury	X			X	X	<ul style="list-style-type: none"> ■ Enforce and maintain strict isolation procedures ■ Undertake site training on correct isolation procedures ■ Do not perform these tasks around moving machinery unless absolutely necessary ■ Keep loose clothing clear of machinery ■ Advise client of any problems or issues with the machinery and advise the Managing Director if significant risk to PRELIM liability 	✓				
Fluids: <ul style="list-style-type: none"> - Oils - Fuels - Chemicals - Paints - Thinners - Cleaners 	Toxic effects Dermatitis Burns Eye injury Spills	X			X	X	<ul style="list-style-type: none"> ■ Complete environmental stamp register on site plan ■ Confirm environmental status with client ■ Complete register of all substances ■ Ensure Material Safety Data Sheets are available ■ Ensure correct storage (incl. incompatibles) ■ Ensure you are trained in the use of the product ■ Develop emergency procedures for each substance re personal harm, local contamination or environmental disaster 	✓				

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Manual handling i.e. lifting, bending , stretching	Sprains, Strains, pain, discomfort.	X		X		X	<ul style="list-style-type: none"> ■ Identify high risk activities. ■ Use trolleys or manual handling aids ■ Reduce or split loads to manageable weight and/or size ■ Two person or team lifting ■ Training in correct lifting and manual handling techniques ■ Undertake forklift certificate training if one is to be used by you on site 	✓				
Portable / manual power tools incl. - Lubricant guns - Drills - Grinders - Circular saws - Screw drivers	Eye damage, cuts etc.	X				X	<ul style="list-style-type: none"> ■ Wear eye, ear and hand protection at all times when using tools ■ Ensure machinery is secured before using tool on it ■ Keep hands well clear. <p>Ensure all guards are in place.</p>					
Dust, flying particles.	Eye injury Skin irritation	X				X	<ul style="list-style-type: none"> ■ Maintain good housekeeping practices. ■ Do not loose clothing catch ■ Do not blow down clothing or parts of body with compressed air. ■ Wear eye protection ■ Ensure good extraction of dust at source. ■ Wash off dust etc according to appropriate treatment instructions 					

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Workplace / Location: Workshop Area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place				
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Bench grinders	Eye , facial injuries	X				X	<ul style="list-style-type: none"> ■ Wear eye and ear protection at all times ■ Ensure grinding wheel is correct specification for machine ■ Ensure tongue and side guards fitted. ■ Ensure tool rest correctly positioned. 					
Electrical	Electrocution	X				X	<ul style="list-style-type: none"> ■ All electrics to be checked and tagged in accordance with %a-service safety inspection and testing of electrical equipment+ Standard AS/NZS 3760:1996. ■ Use residual current device as necessary. 					
Lighting	General (including visual defects)						<ul style="list-style-type: none"> ■ All working areas adequately illuminated to Standards NZS 6703: 1984 / AS/NZS 1680.2.4: 1997 					
Noise	Deafness; 85 dB(A) for 8 hours standard	X			X	X	<ul style="list-style-type: none"> ■ Reduce noise at source. ■ Enclose source of noise. ■ Wear appropriate hearing protection. ■ Annual hearing tests. 					
Forklifts/Vehicles	Physical Injury Damage to property	X				X	<ul style="list-style-type: none"> ■ Ensure all employees have the appropriate licence ■ All forklift Drivers to be certified. ■ Designate areas of forklift operations. ■ Vehicle maintenance ■ No person to ride on forks unless in an approved forklift cage. 	✓				

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Workplace / Location: Housekeeping / Facilities

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place				
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Emergency evacuation							<ul style="list-style-type: none"> ■ What is the site emergency evacuation procedures ■ Where is your designated meeting place? 					
Housekeeping							<ul style="list-style-type: none"> ■ All areas properly cleaned? ■ Are all goods stored safely? ■ Hot water, soap and drying means available? ■ What emergency spills procedures required by the client? ■ What emergency equipment is provided by the client? ■ Do the client standards meet those of PRELIM and yourself? 					
Office							<ul style="list-style-type: none"> ■ Kept clean and tidy. ■ Rubbish bin with lid. ■ Canteen facilities clean & tidy ■ Do you have the ergonomic equipment to cater for any past injuries / special needs you may have? 					
Ventilation							<ul style="list-style-type: none"> ■ Sufficient fresh air. ■ Extraction of contaminated air/steam ■ Safety mask 					
Contractors and/or Sub-contractors							<ul style="list-style-type: none"> ■ Ensure any PRELIM contractors maintain health and safety standards of both the client and PRELIM ■ Do not introduce anyone to the site who may have a conflict of interest with the client's business 					
First Aid Kit							<ul style="list-style-type: none"> ■ Establish what the cover is for you by site Occupational Health Nurse and site preferred GP ■ Ensure a first aid kit is kept accessible. ■ Ensure kit is stocked and maintained in accordance with First Aid Regulations. ■ For personal safety always tell someone where you are going if it is to an isolated area of the site 					
Accident Register							<ul style="list-style-type: none"> ■ Record all accidents/incidents in the PRELIM site register and the Client's site register. ■ Immediately inform the Managing Director of 					

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							an accident or incident					
Fire Extinguishers / Safety Equipment							<ul style="list-style-type: none"> ■ Identify where the nearest fire extinguisher and safety equipment is to where you are working around the site ■ Check that equipment is within the service period? ■ 					
Other people in the place of work							<ul style="list-style-type: none"> ■ Restrict access as per client's requirements ■ Report any breaches to client security immediately ■ Obtain Managing Director's agreement to take visitors on to site, including family 					

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STEP 2: INFORMATION AND TRAINING FOR EMPLOYEES

Employee's Responsibilities

Every employee shall take all practicable steps to ensure:

- Their own safety while at work; and
- That no action or inaction of the employee while at work, causes harm to any other person(s).

No untrained employees will be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience (unless closely supervised by some with such experience).

All employees are to be aware of:

- The hazards they will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property.
- What to do in an emergency.
- Where all necessary safety gear or safety equipment and materials are kept.

To ensure that we are complying and maintaining this system, we, as employees of PRELIM will:

1. Ensure new, and existing staff read and understand this Manual.
2. Ensure Manual is available and accessible to all new, and existing employees.
3. Review this Manual at least annually, or as need be.
4. Maintain records to ensure all staff have read and understood this Manual.

ACTION: The employee is to read and understand the Safety Manual, and sign and date %Employee's Acknowledgement+form, at the back of the Safety Manual.

ACTION: Employees must know of all hazards that they may be exposed to. You are required to understand all the hazard controls, lock out procedures and emergency responses to machinery and equipment you are servicing including appropriate personal protective clothing and equipment (PPE), and where it is kept. A breach of this requirement will be seen as serious.

ACTION: You must transfer all hazards that you have not had training for / require training to the individual %Employee\$ Induction / Training Record+form. Date when training occurred and have both the trainer and yourself sign form when you have completed the training.

- **IMPORTANT:** You are not to operate or service any plant or equipment, or undertake any activity unless properly trained and/or supervised.
- **IMPORTANT:** If you have a past injury or stress related problem that will be aggravated by operating or servicing any plant or equipment, you must agree with the Managing Director a strategy to deal with this issue before undertaking the activity.

ACTION: To verify competencies the Managing Director must sign off on %Employee\$ Induction/Training Record+form.

ACTION: You must be aware of the emergency and evacuation procedures. Refer to Step 4.

Employee Induction / Training Record

Employee Name: _____

Started on: _____

I N D U C T I O N				
	Date Induction	Trainee	Trainer Signed	Managing Director
Introduction PRELIM				
Safety Rules				
Hazards and Emergencies				
Accident and Incident Reporting and Recording				
<i>Introduction Client Site</i>				
<i>Safety Rules</i>				
<i>Hazards and Emergencies</i>				
<i>Accident and Incident Reporting and Recording</i>				

T R A I N I N G						
	Under Training			Fully Competent		
	Date	Trainee Signed	Trainer Signed	Date	Trainee Signed	Trainer Signed
PRELIM Products & Services						
Client Contract Specifications						
Reporting flowchart:						
Environmental Site Issues						
Isolation Procedures						
Chemical Handling						
Manual Handling						
Emergency Procedures						
Safety Committee meeting date						

UNDER TRAINING means: Received instruction on safety rules and hazards including safe operating procedures & practices. Must work under supervision.

FULLY COMPETENT means: Fully trained and able to operate unsupervised.

STEP 3: ACCIDENT AND INCIDENT RECORDING, REPORTING AND INVESTIGATION PROCEDURES

In order to help all employees understand the difference between an Incident and an Accident we have established the definitions below.

- Near Miss Nothing physical occurred but it was very close ie sweaty hand test
- Incident A physical event but no harm ie no MAI or LTI
- Accident A physical event with harm ie MAI but not an LTI
- Serious Harm Accident A physical event with harm ie LTI but not a fatality
- Fatality A loss of life

The following are the rules for Incident and Accident investigation procedures.

- All accidents and incidents must be notified to the Prelim Managing Director, Health & Safety Representative and the nominated client liaison person immediately. If any accident or incident is not notified on the day it happens, then it may not be accepted as a work related injury.
- Do not disturb the scene!
- All serious harm accidents to any PRELIM employee(s) are to be notified to OSH as soon as possible. (Refer to list of OSH Addresses and Phone Numbers).
- All incidents and accidents must be recorded on the Accident / Incident Register included in this Safety Manual.
- A Notice or Record of Accident/Serious Harm form, is to be forwarded to the nearest OSH Office within seven (7) days of the event. The Managing Director must be consulted before this form is sent in.
- The Managing Director and client liaison person will arrange the formation of the investigation team. Subsequently, the Managing Director will inform the employee(s) of the outcome of the accident/incident investigation, i.e. new hazard identified and the hazard controls.

ACTION: Ensure you are aware of the correct procedures for site safety and accordingly, you must advise your sub-contractors and visitors of these procedures.

ACTION: Transfer any newly identified hazards and hazard controls into the Hazard Register.

ACTION: Be advised that all accidents and incidents (or near misses) must be investigated by The Managing Director or by arrangement with the Client's health & safety officer. Incidents (or near misses) are often an indicator of potential harm.

Definition Of Serious Harm

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
 - respiratory disease
 - noise-induced hearing loss
 - neurological disease
 - cancer
 - dermatological disease
 - communicable disease
 - musculoskeletal disease
 - illness caused by exposure to infected material
 - decompression sickness
 - poisoning
 - vision impairment
 - chemical or hot metal burn of eye
 - penetrating wound of eye
 - bone fracture
 - laceration
 - crushing
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harms occurrence.



Notice of accident / serious harm

Check that the details on this copy are complete and forward it to your nearest OSH office

DEPARTMENT OF
L|A|B|O|U|R
T E T A R I M A H I

1 Particulars of employer: (Business name and address)

2 Location of place of work:

Shop, shed, unit no, floor, building; Street no and name; Locality / suburb

3 Personal data of injured person:

Name	
Residential address	

Date of birth		Sex (M/F)	
---------------	--	--------------	--

4 Occupation or job title of injured person:

--

5 Period of employment of injured person:

1 st week	1 st month	1-6 months
6 months-1year	1-5 years	Over 5 years
non-employee		

6 Treatment of injury:

Nil	First-aid	Doctor (not hospitalised)
Hospitalised		

7 Time and date of accident/serious harm:

Time am/pm

Date

Shift Day Afternoon Night

9 Agency of accident/serious harm:

Machinery or (mainly) fixed plant
 Mobile plant or transport
 Powered equipment, tools or appliances
 Non-powered handtools, appliances and equipment
 Chemical or chemical products
 Material or substance
 Environmental agency
 Animal, human or biological agency (not bacteria or virus)
 Bacterial or virus

10 Body part:

Head	Neck	Trunk
Upper limb	Lower limbs	MullImportantle locations
Systemic (internal organs)		

11 Nature of injury or disease: (specify all)

Fracture of spine	Puncture wound	Fatal
Other fractures	Poisoning and toxic effects	
Dislocation	MullImportantle injuries	
Sprain or strain	Damage to artificial aid	
Head injury	Disease, nervous system	
Internal injury of trunk	Disease, musculoskeletal	
Amputation, incl. eye	Disease, skin	
Open wound	Disease, digestive system	
Superficial injury	Disease, infectious or parasitic	
Bruising or crushing	Disease, respiratory system	
Foreign body	Disease, circulatory system	
Burns	Tumour (malignant or benign)	
Nerves or spinal cord	Mental disorder	
Occupational hearing loss		

12 Where and how did the accident/harm happen?

If not enough room, attach separate sheet or sheets
 See attached sheet

Hours worked since arrival at work

8 Mechanism of accident/serious harm:

- Fall, trip or slip
- Sound or pressure
- Body stressing
- Biological factors
- Mental stress
- Hitting objects with part of the body
- Being hit by moving objects
- Heat, radiation or energy
- Chemicals or other substances

13 Has an investigation been carried out?

Yes/No

Was a significant hazard involved?

Yes/No

Completed by: Employer or employers representative (delete which is not applicable)

Name and position

Signature

Date

OSH Branch Addresses

MANUKAU

12 Lambie Drive
Manukau
PO Box 63010
Papapotoetoe South
AUCKLAND

Phone: (09) 277-7415
Fax: (09) 277-7394

WHANGAREI

Manaia House
Corner Rathbone and Dent
Streets
PO Box 141
WHANGAREI

Phone: (09) 438-0552
Fax: (09) 438-4874

WEST AUCKLAND

Westgate Business Estate
5 Pinot Lane
Massey
PO Box 15348
New Lynn
AUCKLAND

Phone: (09) 833-5651
Fax: (09) 833-5157

PENROSE

638 Great South Road
Penrose
PO Box 11177
Ellerslie
AUCKLAND

Phone: (09) 525-0268
Fax: (09) 525-0372

NORTH HARBOUR

5 Argus Place
Glenfield
PO Box 33790
Takapuna
AUCKLAND

Phone: (09) 443-3460
Fax: (09) 443-4246

HAMILTON

93 Collingwood Street
Private Bag MBE 433
HAMILTON

Phone: (07) 838-1381
Fax: (07) 838-0054

ROTORUA

First Floor
Legal Chambers Building
1231 Haupapa Street
PO Box 2428
ROTORUA

Phone: (07) 347-9656
Fax: (07) 346-0229

TAURANGA

ProMed House
Cnr 10th Ave & Edgecumbe Rd
PO Box 66
TAURANGA

Phone: (07) 578-2090
Fax: (07) 577-6396

PALMERSTON NORTH

267 Broadway Avenue
PO Box 241
PALMERSTON NORTH

Phone: (06) 359-1919
Fax: (06) 359-1431

NEW PLYMOUTH

97 Gill Street
PO Box 342
NEW PLYMOUTH

Phone: (06) 758-0516
Fax: (06) 757-8166

NAPIER

6 Taradale Road
PO Box 546
NAPIER

Phone: (06) 835-7017
Fax: (06) 835-7102

WELLINGTON

Fifth Floor
Ballantrae House
192 Willis Street
PO Box 27463
WELLINGTON

Phone: (04) 385-7771
Fax: (04) 382-9159

LOWER HUTT

Woburn House
40 - 44 Bloomfield Terrace
PO Box 30556
LOWER HUTT

Phone: (04) 566-8962

Fax: (04) 566-7363

NELSON

60 Vickerman Street
PO Box 5079
PORT NELSON

Phone: (03) 546-8180
Fax: (03) 546-8136

CHRISTCHURCH NORTH

Carter House
81 Lichfield Street
PO Box 22165
CHRISTCHURCH

Phone: (03) 366-5500
Fax: (03) 365-2616

DUNEDIN

392 Hillside Road
South Dunedin
PO Box 537
DUNEDIN

Phone: (03) 455-0855
Fax: (03) 455-6680

INVERCARGILL

Victoria House
70 Victoria Street
PO Box 548
INVERCARGILL

Phone: (03) 218-2126
Fax: (03) 218-2152

HEAD OFFICE - CNS³ WELLINGTON

Fourth Floor
Aurora House
62 - 66 The Terrace
PO Box 3705
WELLINGTON

Phone: (04) 915-4317
Fax: (04) 915-4640

OSH WEB SITE ADDRESS

<http://www.osh.dol.govt.nz>

STEP 4: EMERGENCY AND EVACUATION PROCEDURES

In the event of any emergency, or natural disaster, the following will happen:

1. Prevention of harm to all persons on site.
2. Raise the alarm.
3. Contact Emergency Services on 111 (as required).
4. Do not put yourself or anyone else at any unnecessary risk!
5. Evacuate from building or area.
6. Assemble all personnel at _____.
7. Check all persons are accounted for.

We will ensure fire drills and evacuation procedures are practised at least annually.

ACTION: Establish a safe designated assembly area.

- **IMPORTANT:** Check with your local Site Safety Officer

ACTION: Participate in an evacuation drill, annually.

- **IMPORTANT:** Show date of evacuation drill completed, on Hazard Register.

STEP 5: DUTIES TO “OTHERS IN THE WORKPLACE ”

We have a duty to ensure the following persons are NOT HARMED:

- People in the vicinity of the workplace
- People who are lawfully at work
- People who are in the place with express or implied consent, and have paid to be here, or are buying or inspecting goods

We have a duty to ensure the following persons are advised of any significant hazards that we would not reasonably expect to find on our premises:

- Persons who are authorised to be here
- Persons who are on site under the authority of an Act, e.g. TrustPower, OSH, ACC

We do not have a duty to:

- Trespassers
- Persons on site solely for recreation or leisure (providing they were not authorised to be here)

ACTION: Define areas where entry restrictions apply.

- **IMPORTANT:** Display conspicuous sign to alert people where you are working, e.g. ~~No~~ unauthorised entry PRELIM working here+

STEP 6: CONTRACTORS AND SUB-CONTRACTORS

From time to time we may be a principal. A principal means a person who or that engages any person (otherwise than as an employee) to do any work for gain or reward.

As a principal, we are required to take all practicable steps for a contractor's safety (and the safety of any employees of that contractor).

To achieve this, all contractors will be advised of:

1. All specific hazards they may be exposed to, and the hazard controls, whilst the contractor is undertaking work on our premises.
2. Emergency and evacuation procedures.

Our policy is that:

- Contractors shall be informed they are responsible for any hazards that they may create while on the site; and;
- The contractors must provide documentation to confirm they have complied with their own responsibilities under the Health and Safety in Employment Act 1992;
- Ensure the following is given to all contractors / sub-contractors:
 1. Letter to Contractor / Sub-contractor;
 2. Safety Requirements for Contractors;
 3. Conditions of Contract;

ACTION: Together you and the Managing Director will write to all regular contractors to advise them of standards to be met. Refer to RELIM Sub-Contractors Agreement.

- **IMPORTANT:** Send two copies of Sub-Contractors Agreement. Ensure one copy is signed and returned by contractor/sub-contractor, with a copy of their Health and Safety Management Plan/Manual.
- **IMPORTANT:** Together you and the Managing Director will make a list of your preferred contractors. (A preferred contractor is one who meets all the health and safety requirements).
- **IMPORTANT:** The Managing Director will review preferred contractors annually and his decision is final on who may be used on site.

(Sub-) Contractor's Agreement

Date

Dear _____

re: **CONTRACT FOR** _____

To comply with the Health and Safety in Employment Act 1992, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:
 - Safety policy;
 - Hazards and the hazard controls; and
 - Accident reporting procedures

2. Contractors are reminded that all work is subject to the provisions of the Health and Safety in Employment Act 1992. In particular:
 - Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
 - We, as the Principal, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
 - All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
 - Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under Section 25 of the Health and Safety in Employment Act 1992, are to be reported to Us, as the Principal.
 - All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by any person engaged in the workplace.

3. Before commencing work on our premises, all contractors must ensure that all employees of the contractor, subcontractors on our premises, or if an individual, are conversant with:
 - Emergency procedures (to be followed in the event of an emergency);
 - Safety rules and procedures;
 - Hazards which have been identified, and the hazard controls.

4. We as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of:

Contractor's Name:

Contractor's Signature:

Date:

Contact Phone / Fax Number(s):

Sign the attached copy and return with your Health and Safety Management Plan / Manual.

Controlled environmental conditions

Employee Acknowledgement

I have read and understand, this Health and Safety Manual. In particular:

- Hazards I may be exposed to (including hazard control measures);
- Accident / Incident reporting requirements; and
- Emergency procedures.

Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

Master Forms

The following forms should be used for photocopying only:

- Hazard Register
- Hazardous Substances Register
- Employee Induction / Training Record
- Accident Investigation
- Accident / Incident Register
- Notice or Record of Accident / Serious Harm
- Accident Investigation
- Contractor's Agreement
- Employee Acknowledgement
- List of Publications
- Publication Order Form



Notice of accident / serious harm

Check that the details on this copy are complete and forward it to your nearest OSH office

DEPARTMENT OF
LABOUR
TERRITORY

1 Particulars of employer: (Business name and address)

2 Location of place of work:

Shop, shed, unit no, floor, building; Street no and name; Locality / suburb

3 Personal data of injured person:

Name	<input style="width: 95%;" type="text"/>
Residential address	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>

Date of birth	<input style="width: 150px;" type="text"/>	Sex (M/F)	<input style="width: 50px;" type="text"/>
---------------	--	--------------	---

4 Occupation or job title of injured person:

--

5 Period of employment of injured person:

1 st week	1 st month	1-6 months
6 months-1year	1-5 years	Over 5 years
non-employee		

6 Treatment of injury:

Nil	First-aid	Doctor (not hospitalised)
Hospitalised		

7 Time and date of accident/serious harm:

Time am/pm

Date

Shift Day Afternoon Night

9 Agency of accident/serious harm:

Machinery or (mainly) fixed plant
 Mobile plant or transport
 Powered equipment, tools or appliances
 Non-powered handtools, appliances and equipment
 Chemical or chemical products
 Material or substance
 Environmental agency
 Animal, human or biological agency (not bacteria or virus)
 Bacterial or virus

10 Body part:

Head	Neck	Trunk
Upper limb	Lower limbs	MullImportantle locations
Systemic (internal organs)		

11 Nature of injury or disease: (specify all)

Fracture of spine	Puncture wound	Fatal
Other fractures	Poisoning and toxic effects	
Dislocation	MullImportantle injuries	
Sprain or strain	Damage to artificial aid	
Head injury	Disease, nervous system	
Internal injury of trunk	Disease, musculoskeletal	
Amputation, incl. eye	Disease, skin	
Open wound	Disease, digestive system	
Superficial injury	Disease, infectious or parasitic	
Bruising or crushing	Disease, respiratory system	
Foreign body	Disease, circulatory system	
Burns	Tumour (malignant or benign)	
Nerves or spinal cord	Mental disorder	
Occupational hearing loss		

12 Where and how did the accident/harm happen?

If not enough room, attach separate sheet or sheets

See attached sheet

Hours worked since arrival at work

8 Mechanism of accident/serious harm:

- | | |
|--------------------|---------------------------------------|
| Fall, trip or slip | Hitting objects with part of the body |
| Sound or pressure | Being hit by moving objects |
| Body stressing | Heat, radiation or energy |
| Biological factors | Chemicals or other substances |
| Mental stress | |

13 Has an investigation been carried out?

Yes/no

Yes/no

Was a significant hazard involved?

Completed by: Employer or employees representative (delete which is not applicable)

Name and position

Signature

Date

Contractor's Agreement

Date

Dear _____

re: **CONTRACT FOR** _____

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 - All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
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 - Emergency procedures (to be followed in the event of an emergency);
 - Safety rules and procedures;
 - Hazards which have been identified, and the hazard controls.

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I agree to abide by all the above conditions, on behalf of:

Contractor's Name:

Contractor's Signature:

Date:

Contact Phone / Fax Number(s):

Sign the attached copy and return with your Health and Safety Management Plan / Manual.

Employee Acknowledgement

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- Hazards I may be exposed to (including hazard control measures);
- Accident / Incident reporting requirements; and
- Emergency procedures.

Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

.....
Signed: _____ Date: _____

Name: _____ Position: _____

List of Publications

Title of Publication	Cost (incl. GST)
Accident Register	\$16.00
Agriculture Guidelines	\$10.00
Arboriculture - Approved Code of Practice - Part 1	\$10.00
Armed Robbery	\$10.00
Boilers - Approved Code of Practice	\$10.00
Chronic Organic Solvent Neurotoxicity - Diagnostic Criteria	\$10.00
Commercial and Industrial Premises Guidelines	\$10.00
Confined Spaces - Safe Working in (Folder)	\$10.00
Construction Industry Guidelines	\$10.00
Cranes and Lifting Appliances - Approved Code of Practice	\$10.00
Cytotoxic Drugs and Related Waste - Guidelines for the Safe Handling of	\$10.00
Dairy Industry Spray Drying Plant - Approved Code of Practice for New Zealand	\$10.00
Demolition - Approved Code of Practice	\$10.00
Electroplating - Approved Code of Practice in the Safe Use of	\$10.00
Excavation and Shafts for Foundations - Approved Code of Practice	\$10.00
Forestry Work Guidelines	\$10.00
Glutaraldehyde in the Health Industry - Safe Occupational use of	\$10.00
Health and Safety in Employment Act 1992	\$5.35
Health and Safety in Employment Amendment 1993, No. 56	\$1.65
Health and Safety in Employment (Prescribed Matters) Regulations 1993	\$2.30
Health Care Industry Guidelines	\$10.00
Industrial Accidents - Approved Code of Practice for Managing Hazards to Prevent Major	\$10.00
Isocyanates - Approved Code of Practice for the Safe Use of	\$10.00
Lead Workers - Guidelines for Medical Surveillance of	\$10.00
Machinery Guidelines	\$10.00
Maintenance of Trees Around Power Lines - Approved Code of Practice	\$10.00
Machinery Guidelines	\$10.00
Management of Substances Hazardous to Health (MOSHH) - Approved Code of Practice	\$20.00
Management of Substances Hazardous to Health (MOSHH) - Kit	\$30.00
Noise in the Workplace - Approved Code of Practice for the Management of	\$10.00
Occupational Asthma - A Guide to the Management of	\$10.00
Occupational Skin Disease - A Guide to	\$10.00
Operator Protective Structure - Approved Code of Practice for	\$15.00
Organic Solvents - Practical Guidelines for the Safe Use of	\$10.00
Operator Protective Structure - Approved Code of Practice for	\$15.00
Paint, Printing Inks and Resins - Approved Code of Practice for Manufacture of	\$10.00
Pocket Ergonomist - Industrial / Retail	\$5.00
Powder-actuated Hand-held Fastening Tools - Approved Code of Practice for	\$10.00
Power Operated Elevating Work Platforms - Approved Code of Practice for	\$10.00
Powered Industrial Lift Trucks (Forklifts) - Approved Code of Practice for Training Operators and Instructors	\$10.00
Pressure Equipment, Cranes, and Passenger Rope-ways - Approved Code of Practice for	\$25.00
Scaffolding - Approved Code of Practice for the Safe Erection and Use of	\$10.00
Solar Ultra Violet Radiation - Guideline Notes for the Protection of Workers from	\$10.00
Stress and Fatigue in the Workplace	\$20.00
Sulphur Fires and Explosions - Approved Code of Practice for the Prevention of	\$10.00
Synthetic Mineral Fibres - Guidelines for the Selection of Safe Handling of	\$10.00
Temperatures in Places of Work (Folder)	\$10.00
Timber Preservatives and Antisapstain Chemicals - Approved Code of Practice	\$10.00
Timber Stacking, Packeting and Transportation - Approved Code of Practice	\$10.00
Violence at Work	\$10.00
Visual Display Units - Approved Code of Practice	\$10.00
Visual Display Units - Approved Code of Practice	\$10.00
Visual Display Units - Kit	\$20.00
Woodworking Machinery Guidelines	\$10.00



GST No. 14-290-427

PUBLICATION ORDER FORM

Name: _____

Position: _____

Organisation: _____

Purchase Order Number: _____

Postal Address: _____

Site Address: _____

Phone: _____

Fax: _____

PUBLICATIONS REQUIRED

Title	No. of Copies	Cost per Unit	Total Cost
A charge for postage and handling will apply.	TOTAL (includes		
GST):			

Signed: _____

Date: _____

Office Use Only. Order Actioned: _____ Initial:

Fax / Mail order to: Occupational Safety and Health Service
 Department of Labour
 PO Box 3705
 WELLINGTON
 Fax: (04) 915-4640
 Internet site: <http://www.osh.dol.govt.nz>

Attention: OSH Information Centre

Payment: Please tick preferred method.

Please Invoice:

