



Paintrod Quality Painters  
Limited  
Health and Safety Manual

September 2022

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# 1 INTRODUCTION

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## 1.1 HEALTH AND SAFETY IN THE WORKPLACE

Paintrod Quality Painters Limited (**the Business**) will do everything reasonably practicable to ensure that workers can undertake their work in a healthy and safe manner. We all play a crucial role in achieving a workplace that is free of injury and illness. The Business will work towards achieving this goal by providing workers with the necessary resources.

## 1.2 PURPOSE OF THE HEALTH AND SAFETY MANUAL

The purpose of this Health and Safety Manual is to establish the minimum standards and guidelines that are reasonably practicable for this Business to manage the hazards and risks in the workplace. In addition to this manual, the Business utilises a Health and Safety Handbook and a number of forms to assist in managing health and safety.

These standards will provide greater consistency, certainty and clarity across the Business to make it easier to understand health and safety duties and responsibilities.

All workers will be given the opportunity to read this information and are encouraged to participate in following and improving health and safety in the Business.

## 2 DEFINITIONS

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### 2.1 HSWA

The acronym HSWA represents the Health and Safety at Work Act 2015.

### 2.2 NZ

The acronym NZ represents the country of New Zealand.

### 2.3 HSW

The acronym HSW represents the term Health and Safety at Work.

### 2.4 PCBU

A PCBU is a 'person conducting a business or undertaking'. While a PCBU may be an individual person or a business, in most cases the PCBU will be a business (for example, a business entity such as a company). An individual, such as a sole trader, can also be a PCBU.

While the terms 'business' and 'undertaking' are not defined in HSWA, the usual meanings of these terms are:

- 'Business': an activity carried out with the intention of making a profit or gain
- 'undertaking': an activity that is non-commercial in nature (e.g. certain activities of a local authority)

### 2.5 REGULATOR

The New Zealand national Regulator for health and safety as determined by the HSWA is WorkSafe NZ (WorkSafe). Other Regulatory agencies who may also hold certain enforcement powers under the HSWA are:

- The Environmental Protection Authority (EPA)
- Maritime New Zealand
- New Zealand Police
- Fire and Emergency New Zealand
- New Zealand Transport Authority
- The Civil Aviation Authority
- A Medical Officer of Health
- The Ministry of Health
- The Accident Compensation Insurer (ACC)

- Local Authorities (City and District Councils), and
- The Ministry of Business, Innovation and Employment.

## **2.6 BUSINESS**

For the purpose of this manual the term 'Business' refers to the PCBU as defined in Part 1, Section 17 of the HSWA. As prescribed by the HSWA this does not include volunteer associations.

## **2.7 OFFICER**

An officer is a person who holds a senior leadership position and has the ability to significantly influence the management of a PCBU. Businesses can have more than one officer. Officers are:

- company directors (even if they do not have 'director' in the title)
- any partner in a partnership (other than a limited partnership)
- any general partner in a limited partnership
- any person who holds a position comparable to a director in a body corporate or an unincorporated body, and
- any person who exercises significant influence over the management of the business or undertaking (e.g. the Chief Executive).

An officer does not include any person who merely advises or makes recommendations to one of the above persons.

## **2.8 DUE DILIGENCE**

Officers must exercise due diligence to make sure that the Business complies with its health and safety duties. They must exercise the care, diligence and skill a reasonable officer would exercise in the same circumstances, taking into account matters including the nature of the business or undertaking, and officer's position and nature of their responsibilities.

## **2.9 WORKER**

A worker is an individual who carries out work in any capacity for the Business, including work as:

- an employee
- a contractor or subcontractor
- an employee of a contractor or subcontractor
- an employee of a labour hire company who has been assigned to work in the Business
- an outworker (including a homeworker)
- an apprentice or a trainee

- a person gaining work experience or undertaking a work trial
- a volunteer worker, and
- a person of a prescribed class.

## **2.10 VOLUNTEER WORKER**

A volunteer worker is an individual who carries out work in any capacity for the Business:

- with the knowledge or consent of the Business
- on an ongoing and regular basis
- that is an integral part of the Business

This definition does not include a volunteer worker undertaking any of the following voluntary work activities:

- participating in a fund-raising activity
- assisting with sports or recreation for an educational institute, sports club, or recreation club:
- assisting with activities for an educational institute outside the premises of the educational institution, or
- providing care for another person in the volunteer's home.

## **2.11 REASONABLY PRACTICABLE**

Reasonably practicable means what is or was reasonably able to be done to ensure health and safety taking into account and weighing up relevant matters including:

- the likelihood of the risk concerned occurring or workers being exposed to the hazard
- the degree of harm that might result
- what the person concerned knows, or ought reasonably to know, about:
  - the hazard or risk, and
  - ways of eliminating or minimising the risk
- the availability and suitability of ways to eliminate or minimise the risk, and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.



### 3 HEALTH AND SAFETY POLICY STATEMENT

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Paintrod Quality Painters Limited and its officers recognise that the health and safety of all workers and visitors is of the utmost importance and vital to the success of our Business. As such we aim to continuously improve health and safety in the workplace through consultation and increased health and safety awareness of management and workers.

Through the co-operative efforts of management and workers, we are committed to:

- complying with the Health and Safety at Work Act 2015, and all other legislative requirements and relevant codes of practice
- the provision and maintenance of a work environment that is without risks to health and safety
- the provision and maintenance of safe systems of work
- ensuring that management has an understanding of health and safety management relative to their position
- the safe use, handling, and storage of plant, substances, and structures
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- providing the information, training, instruction and supervision necessary to maintain a healthy and safe workplace
- the provision of 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 or undertaking, and
- ensuring that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

The focus of Paintrod Quality Painters Limited's health and safety management system is preventing hazards. We will develop a framework for health and safety management and a plan for systematic risk assessment and control of hazards, to progressively improve safe behaviours and safe systems of work across the Business.

Rodrigo Ovalle Vargas  
Director

on behalf of **Paintrod Quality Painters Limited**  
September 2022

Review date: September 2023

## **4 HEALTH AND SAFETY RESPONSIBILITIES**

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### **4.1 BUSINESS RESPONSIBILITIES**

The Business has a duty to ensure, so far as reasonably practicable, the health and safety at work of all its workers. In particular, it is responsible for:

- the provision and maintenance of a work environment that is without risks to health and safety
- the provision and maintenance of safe systems of work
- the safe use, handling, and storage of plant, substances, and structures
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the Business or undertaking, including ensuring access to those facilities
- providing the information, training, instruction and supervision necessary to maintain a healthy and safe workplace
- the provision of 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 or undertaking, and
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

### **4.2 OFFICER AND MANAGEMENT/SUPERVISOR RESPONSIBILITIES**

Officers, as defined in section 2.7 of this Health and Safety Manual, will take reasonable steps:

- to acquire, and keep up to date, knowledge of work health and safety matters
- to gain an understanding of the nature of the operations of the business or undertaking of the Business and generally of the hazards and risks associated with those operations
- to ensure that the Business has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
- to ensure that the Business has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information
- to ensure that the Business has, and implements, processes for complying with any duty or obligation of the Business under the HSWA, and
- to verify the provision and use of the resources and processes referred to above.

The Business recognises that the successful implementation of any process or procedure is dependent on workers at all levels playing their part. To ensure that all workers have a good understanding of their responsibilities, all workers at a management or supervisory level will have the same responsibilities as those listed above for officers of the Business. The Business recognises that this does not absolve officers of their responsibilities and all workers at this level will take reasonable steps to ensure that their responsibilities are met.

### 4.3 WORKER RESPONSIBILITIES

Workers are responsible for:

- not undertaking any work required without the appropriate training, skills, experience, qualifications or authorisations to undertake the work safely and without risk to themselves or others at work
- taking reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions in the workplace
- co-operating with management to ensure all health and safety obligations are complied with
- co-operating with any reasonable health and safety policy, procedure or instruction given by the Business or employer that has been notified to workers
- ensuring all health and safety equipment is used correctly
- using and maintaining the required Personal Protective Equipment (**PPE**)
- reporting any incidents or injuries sustained while working and seeking appropriate first aid when required
- advise management as soon as practicable of any symptoms that may lead to adverse health issues arising from work activities or of any health issue, or of any health issue or condition that may be adversely affected by work activities
- reporting any unsafe conditions, equipment or practices to management, as soon as practicable
- not using any plant or equipment that has not been deemed safe to use
- rectifying minor health and safety issues where authorised and safe to do so
- co-operating with any health and safety initiative, review, inspection or investigation
- actively participate in the development and review of procedures designed to eliminate or minimise work related risks
- actively participating in any return to work or recovery at work program
- ensuring that any plant or equipment that may be issued to them or used by them has undergone any required and applicable inspection and/or testing within the prerequisite timeframe
- ensuring they are not under the influence of alcohol, drugs or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently or be in breach of the Business's workplace policies, and
- ensuring that they present to the workplace fit for duty and do not undertake any task or work activity for which they are not fit to do or where their health, safety or welfare may be compromised by undertaking such a task or activity.

## 5 NOTIFICATION OF HAZARDOUS WORK

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The Health and Safety in Employment Regulations 1995 require all NZ businesses to provide at least 24hours notice to WorkSafe before commencement of any hazardous work as defined below.

The types of work that must be notified to WorkSafe are:

- Any licensed asbestos removal work, as required by the Health and Safety at Work (Asbestos) Regulations 2016, at least 5 days before work commences.
- Any commercial logging operation or tree-felling operation.
- Any construction work of one or more of the following:
  - Work where workers could fall 5 m or more, excluding work on a two-storeyed house, or work on a power or telephone line, or work carried out from a ladder only, or maintenance or repair work of a minor or routine nature
  - The erection or dismantling of scaffolds from which a person could fall 5 m or more
  - Every excavation which is more than 1.5 m deep and which is deeper than it is wide at the top
  - Any form of tunnel or drive where workers work underground, irrespective of timbering or support
  - Those excavations where the excavated face is steeper than 1 horizontal to 2 vertical
  - Any construction work where explosives are used or stored
  - Work such as diving, where construction workers breathe air or any other gas that has been compressed or is under pressure
  - Any construction work in connection with asbestos fibres
  - Lifts of half a tonne (500 kg) or more (a vertical distance of 5 m or more) carried out by mechanical means other than by a mobile crane, excavator or forklift, and
  - 'Restricted work' as defined by the Asbestos regulations is also notifiable work.

Notification of hazardous works will be made by management using the online notification form on the WorkSafe website prior to any of the above works being completed.

## **6 WORKER ENGAGEMENT AND PARTICIPATION**

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### **6.1 INTRODUCTION**

The Business will ensure that it has appropriate processes in place to engage with any person who carries out work for the Business if that person is, or likely to be, affected by matters relating to workplace health and safety. Worker representatives will also be given a chance to participate in engagement and participation processes as and when this is required.

The Business will consult with these persons regarding the implementation of practices and systems that will ensure that they are protected against harm to their health and safety. Engagement and participation at all levels is essential for ensuring the successful implementation of these practices and systems. The primary medium for engagement and participation will be direct dialogue between management and workers.

The arrangements regarding worker engagement and participation at the Business will be monitored and reviewed as the need arises to ensure they continue to be meaningful and effective.

### **6.2 BUSINESS'S RESPONSIBILITIES**

There are a number of situations in which a worker may be affected by workplace health and safety matters. The Business will ensure that appropriate worker engagement is undertaken when:

- identifying hazards and assessing risks arising from the work carried out or to be carried out
- making decisions about how to eliminate or minimise identified hazards and risks
- making decisions about the adequacy of facilities for the welfare of workers
- changes are proposed that may affect the health and safety of workers, and
- there are proposed changes to key health and safety policies and procedures, including those relating to consultation, issue resolution, the monitoring of the health of workers, conditions in the workplace, and the provision of information and training for workers.

To ensure that the Business has meaningful engagement processes in place, worker engagement will be undertaken in a way which:

- ensures that relevant information about matters are shared with workers in a timely manner
- gives workers a reasonable opportunity to raise and express their views on health and safety issues, and
- gives workers an opportunity to contribute to any health and safety decision-making processes which are undertaken by the Business.

## 6.3 WORKER ENGAGEMENT AND PARTICIPATION PROCEDURES

### i) Staff meetings

The Business recognises the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before incidents or injuries occur. To facilitate this, the Business will make health and safety an agenda item at regular staff meetings.

Staff/team meetings will be used to:

- notify and remind workers of health and safety policies and procedures
- provide a forum for workers to have their say about health and safety issues, and
- maintain awareness of health and safety.

Where required, specific health and safety issues will be raised, incidents and accidents reviewed, procedures developed and communicated, and health and safety alerts discussed.

Meetings will be used to induct workers into new or amended health and safety procedures and 'sign off' their understanding of the controls provided for the specific work in which they will be involved.

If a worker is absent from a staff meeting, the worker will be provided with any relevant information and training upon their return to work.

### ii) Team toolbox meetings and communication

To assist in the identification and control of hazards, the Business will conduct toolbox meetings at regular intervals and on an 'as needed' basis.

Toolbox meetings will be conducted to help supervisors manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained. Where required, specific safety issues will be raised, accidents reviewed, safety procedures developed and presented for evaluation and familiarisation, and safety alerts discussed.

Toolbox meetings will also be used to induct workers into and 'sign off' their understanding of the controls provided in safety procedures for the specific work which they will be involved.

All toolbox meetings will be recorded on the **Toolbox Talk form** and signed off by participants. Where corrective actions are identified, these will be followed up and signed off by the nominated person.

## 7 RISK MANAGEMENT PROCESS

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### 7.1 INTRODUCTION

Risk management is the key process in ensuring a safe and healthy workplace. In health and safety terms, risk management is the process of identifying situations which have the potential to cause harm to people or property, and then taking appropriate steps to prevent the hazardous situation occurring or reduce the risk of injury and illness to workers.

The Business has a duty to undertake risk management activities to ensure the health and safety of its workers, contractors, visitors and others in the workplace. The Business will as far as is reasonably practicable, ensure that the workplace is free from hazards that could cause injury or illness.

Control of hazards takes a variety of forms depending on the nature of the hazard and must be based on the hierarchy of control options emphasising the elimination of the hazard at its source.

### 7.2 THE RISK MANAGEMENT PROCESS

The risk management process consists of four well-defined steps. These are as follows:

**Step 1:** *Identifying* - Identifying the problem that could cause harm, this is known as hazard identification

**Step 2:** *Assessing* - Determining how serious a problem it is, the likelihood of an incident/accident occurring and the consequence and potential severity, this is known as risk assessment

**Step 3:** *Controlling* - Deciding what needs to be done to solve the problem, this is known as risk elimination or control

**Step 4:** *Monitoring and Reviewing* – This involves reviewing the actions taken to determine the effectiveness of the controls implemented.

#### i) Hazard identification

Hazard identification aims to determine what hazards exist (or could foreseeably exist), so that control measures can be implemented to address the hazard before it causes any harm.

Hazard identification activities will include:

- conducting workplace inspections to identify hazards
- regular work area observations and discussions with workers
- identifying and assessing hazards on an ongoing basis
- assessing products and services prior to purchasing to identify potential risks
- undertaking incident and injury investigations and reviewing past incident and accidents data
- talking to workers performing the task to find out what they consider as safety issues

- reviewing any information already available, for example safety data sheets, manufacturer's specifications and instructions and safe operating procedure to see what hazards have already been identified and how these are controlled and
- thinking creatively about what could happen if something went wrong.

Hazards identified will be recorded using the Business's online health and safety tool system, **BrightSafe**, either through the web or on its mobile platform.

## ii) Risk assessment

Once a hazard has been identified and recorded, the Business, in consultation with workers, will conduct a Risk Assessment using the **BrightSafe Risk Assessment** tool to determine how likely it is that someone may be harmed by the hazard and how serious the injury or illness could be.

The risk assessment will provide the Business knowledge to make informed decisions about controlling risks in the workplace. In doing so, the Business will consider:

- the effectiveness of existing control measures in controlling all types of harm
- how work is actually undertaken
- situations that may occur infrequently or would be considered abnormal
- any harm that may be caused during maintenance and cleaning and
- any harm that may be caused during breakdowns of plant or equipment or failures of health and safety control measures.

To estimate the severity or degree of harm that could result from each hazard the Business will consider all factors that may impact upon the severity of the injury or illness, such as:

- the type of harm that may be caused
- the factors that may influence the severity of harm that occurs
- the number of persons exposed to the hazard or activities undertaken by the Business that may cause harm and
- potential emergency situations that may occur.

If a hazard is obvious and the risk of injury or illness is high, action will be taken immediately to control the risk, even if only as an interim measure. Where a control is implemented as an interim measure, a thorough risk assessment will be conducted to decide on more permanent control measures.

When assessing the risk of injury or illness the following information regarding the hazard will be reviewed where relevant:

- any hazard information supplied with a product or substance such as safety data sheets
- workers experience with similar hazards or from incident/injury data
- guidance materials available from government health and safety bodies/regulators in relation to particular hazards, processes or work tasks
- industry codes of practice



- relevant New Zealand Standards
- the working environment, including the layout and condition of the premises and equipment and the materials used in the workplace
- the capability, skill, experience and age of people ordinarily undertaking the work
- the training, supervision and work procedures being used and
- any reasonably foreseeable changes in the working conditions and environment.

Once the above information has been considered, an initial risk ranking can be applied to the hazard to enable the Business to set priorities for control measures. The likelihood that a hazard will cause harm and the potential consequence or severity of the harm will influence decisions about the control measures required.

As such, the risk ranking matrix provided in the **BrightSafe Risk Assessment** tool will be used to help provide a priority list for control actions.

The Business will rate the likelihood of a hazard causing harm as one of the following:

- almost certain – expected to occur in most circumstances
- likely – has occurred before and will probably occur in most circumstances.
- possible – might occur occasionally and could happen
- unlikely – could possibly happen at some time or
- rare – is practically impossible but may happen in exceptional circumstances.

The Business will rate the seriousness of the injury or illness that the hazard can cause as one of the following:

- severe – extensive damage to property or fatality
- major – major damage to property or hospitalisation with potential to result in permanent impairment
- moderate – moderate damage to property or multiple injuries, and person unable to resume normal duties in the short-medium term
- minor – minor damage to property or first aid treatment/precautionary medical attention only, and person likely to immediately resume normal duties or
- marginal – no injury/minor first aid treatment only or consequences that can be dealt with by routine operations.

In consultation with the relevant workers, the Business will confirm the risk rating, and the control measures to be implemented and actions will be recorded using the **BrightSafe Risk Assessment** tool.

### iii) Hazard elimination or risk control

Once the hazards in the workplace have been identified and assessed, priorities will be set determining what action is to be taken to eliminate or control the hazard. Control of risk takes a variety of forms depending on the nature of the hazard and will be based on the 'hierarchy of control' options emphasising the elimination of the hazard at its source, or if this is not reasonably practicable, then reducing the risks to the worker. The hierarchy of control measures will be applied when determining control measures for each identified hazard in the workplace.

Where a hazard is identified, the Business will use the below hierarchy to determine the most effective and appropriate control measure:

- **Level 1** controls provide the highest level of health and safety protection and are the most reliable in preventing harm. They involve eliminating the hazard from the workplace, for example, by bringing a job to ground level to eliminate the need to work at heights
- **Level 2** controls provide a medium level of health and safety protection, and as such will only be used if a Level 1 control is not reasonably practicable. Level 2 controls may involve:
  - substituting (either wholly or partly) the hazard from the workplace with something that presents a lesser risk. For example, substituting a non-toxic, organic cleaner for a toxic cleaner
  - isolating the hazard so that no worker is exposed to it. For example, removing power or energy from a malfunctioning piece of equipment, or blocking access to an area of the workplace deemed hazardous and
  - implementing engineering solutions that reduce the risk of the hazard impacting the worker. For example, erecting a guard or barrier to prevent a worker from reaching into machinery whilst it is operating
- **Level 3** controls provide the lowest level of health and safety protection, and as such will only be used if a Level 1 or Level 2 control is not reasonably practicable. These controls will be used in conjunction with a Level 2 control to reduce the risk to an acceptable level. This may involve:
  - implementing administrative controls to reduce the exposure of workers to the remaining risk. For example, training everyone to work safely, writing a safe work method statement, rotating the work or managing the time workers are exposed to the risk and
  - providing PPE in conjunction with other Level 2 and Level 3 controls.

Agreed control measures should not introduce any new hazards or risks to the workplace. The implemented controls are recorded through the **BrightSafe Risk Assessment** tool. Periodic review of control measures must be undertaken to determine their suitability and effectiveness.

Any risks which have not been eliminated and/or still require a control measure, should be updated on a **Risk Register**, which will be used to assist in the monitoring and review process.

Management of the Business will ensure that controls are being appropriately and consistently applied throughout the workplace.

### iv) Monitoring and review

The risk management process requires regular monitoring and review to ensure that the actions taken are effective and the control measures implemented are appropriate. The review may include

reviewing related policies, procedures, risk assessments and control measures and will be undertaken whenever:

- the control measure is not effective in controlling the risk
- a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- a new hazard or risk is identified
- the results of consultation indicate that a review is necessary and
- there is an incident in a related area of work.

A review date to monitor and review implemented control measures will be selected on the **BrightSafe Risk Assessment** tool and responsibilities for the review will be recorded.

### 7.3 WORKER RESPONSIBILITIES

The overall success of our risk management program is very much dependent upon the active participation of workers who will be given the opportunity to express their views and contribute in a timely manner to the resolution of health and safety issues that affect them.

These views will be valued and considered by those making decisions. To this end, in addition to their overall health and safety responsibilities, workers are responsible for:

- identifying any hazards that could present a risk to the health and safety of themselves, their colleagues or others and where it is safe to do so, immediately take steps to prevent the hazard from posing a health or safety risk
- reporting any hazards to management that they may identify and completing the **Hazard Report Form**
- actively participate in the risk management program, including workplace inspections, risk assessments using the **BrightSafe Risk Assessment** tool and the development and review of controls and procedures designed to eliminate or minimise work related risks and
- actively participate in the defined consultation and issue resolution forums to help to continuously improve our management and control of workplace risks.

## 8 JSA – JOB SAFETY ANALYSIS

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### 8.1 INTRODUCTION

This procedure relates to the template for a site Job Safety Analysis (JSA) and provides guidance on the use of this assessment.

### 8.2 WHY DO A JSA?

This is a procedure that allows normal safety procedures to be integrated into a “job” – a specific work assignment. In a JSA each step of the job is considered to identify potential hazards and to recommend the safest way to complete the job.

Generally these are undertaken at temporary worksites or in circumstances that may differ to normal work routines. Whilst a Safe Work Method Statement (SWMS) or safety procedure may already exist it is not always possible to foresee every possible hazard and a JSA assesses the conditions and circumstances on the day. For example, you may have a procedure for working at heights, but at a worksite still need to assess whether there are high winds or overhead power lines.

A JSA may also identify a new hazard and indicate that a formal risk assessment should be undertaken. Likewise a risk assessment and SWMS or safety procedure may need updating as the result of one of these JSAs.

### 8.3 WHEN DO YOU DO A JSA?

A JSA will be used for:

- non routine tasks;
- new tasks;
- tasks which have not previously been covered by a risk assessment;
- a task that has not had a SWMS or Safe Operating Procedure (SOP) / Safe Work Procedure (SWP) written for it;
- when something has changed since the procedure or SWMS was written eg environmental factors; and or
- high hazard tasks.

When the need for a JSA is identified the Manager/Team Leader must ensure a team approach is adopted where ever possible to ensure the best outcome.

The process can use the knowledge, skills and experience of the work team members, the Manager/Team Leader and if deemed necessary, other specialist roles such as safety and engineering personnel.

### 8.4 FOUR BASIC STEPS

There are four basic steps involved in the development of a JSA. These steps are as follows:

- select the job to be analysed;
- break the job down into a sequence of steps;
- identify potential hazards; and
- identify control measures.

## **8.5 HOW DO YOU CONDUCT A JSA?**

Conduct a JSA by following the steps below:

- identify the hazards for each job step;
- list in detail all hazards and using the risk matrix give each a risk a rating;
- identify controls to minimise the risk from each hazard and then decide on a new risk rating;
- have all workers undertaking the job sign the JSA to show they have read and understood it;
- implement the control actions;
- maintain a copy of the JSA at the work location to allow workers new to the job to read it and sign it before they commence work;
- comply with and reference the JSA at all times. If changes are required these are to be made in consultation with all members of the work group;
- record any further actions required on the JSA;
- copies of completed JSA's should be kept for future reference and to share with other teams or work groups as appropriate; and

Completed JSA's should be reviewed:

- on a regular basis;
- after any changes in the work process;
- when any changes are introduced to the site, eg new plant or equipment introduced;
- following an incident or accident; and/or
- to identify if a risk assessment is needed or changes should be made to existing SWMS or safety procedures.

## **8.6 FURTHER CONSIDERATIONS**

- The job steps need enough detail to enable a person not performing the task to understand the JSA.
- The number of job steps should not exceed 10 – more than 10 may indicate more than one task is being covered by the JSA. If there are multiple tasks (with multiple steps in each) serious consideration should be given to breaking the task down and developing a JSA for each major part of the job.

- The hazard identification process will identify all hazards associated with each job step; where possible the hazards should be described in a short phrase.
- For every hazard identified at least one control must be listed applying the “hierarchy of controls”. Specific information about the controls must be detailed. A control such as “wear PPE” is not acceptable. A statement such as “wear P1 disposable dust mask” that provides concise information is acceptable.
- Where a job carries over a number of shifts, all employees should resign the JSA for each successive shift.

## **8.7 THE BENEFITS OF COMPLETING A JSA**

- Observing workers doing a job does not rely on memory of the job and prompts recognition of hazards (for new or infrequently performed jobs observation alone may not be enough).
- Experienced workers and supervisors can do their analysis through discussion – this brings together a wide range of experience and more ready acceptance of the new procedure.
- If there are any health and safety representatives, safety committee members or safety officers it is an easy way to involve them in the analysis.
- The job knowledge of the workers involved is increased.
- The process may identify previously unknown hazards and increase job knowledge for those involved.

## 9 SAFE WORK METHOD STATEMENTS

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### 9.1 INTRODUCTION

Safe Work Method Statements (SWMS) will enable supervisors, workers and any other persons at the workplace to understand the requirements that have been established to carry out the high risk construction work in a safe and healthy manner. Work activities must be set out in a logical sequence to enable hazards to be identified and control measures to be clearly described.

SWMS must break down the activity into a series of basic steps that allows the systematic analysis of each part of the activity for hazards and the potential for incidents to occur.

The SWMS must be able to be read by those persons responsible for managing risks, implementing control measures and ensuring the work is being undertaken in accordance with the SWMS. These will include:

- the supervisor of the high risk construction work;
- the worker carrying out the high risk construction work; and
- the principal contractor if the work is deemed to be a construction project, or the person who has management and control over the high risk construction work.

### 9.2 RESPONSIBILITY FOR SWMS

When undertaking high risk construction activities, the Business must ensure that a SWMS is prepared before the proposed work commences. This will be done in consultation with workers who will be directly engaged in the high risk construction work.

The Business will ensure that:

- all workers understand the hazards involved in the activities covered by the SWMS, the risk control measures being indicated in the SWMS and have the necessary training, skills competence and experience to implement the controls required; and
- all workers are aware of what actions to take if they believe the SWMS is not being adhered to.

The Business will also ensure that the SWMS are being implemented, monitored and are reviewed as necessary and will ensure they meet the requirements as follows:

- includes the details of the Business as required;
- includes the details of the person or persons responsible for ensuring implementation, monitoring and compliance with the SWMS;
- clearly identifies if the work is being carried out at a construction project;
- includes the name of the principal contractor;
- includes the address where the high risk construction work will be carried out;
- includes the date the SWMS was prepared and the date it was provided to the principal contractor; and

- includes the review date of the SWMS.

### **9.3 PREPARING A SWMS**

When preparing a SWMS the following will be taken into account:

- the circumstance at the workplace that may affect the way in which the high risk construction work is carried out; and
- on a construction project, the HSW management plan.

The SWMS must:

- identify the work that is high risk construction work;
- specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards;
- describe the measures to be implemented to control the risks; and
- describe how the control measures are to be implemented, monitored and reviewed.

Directions regarding control measures in the SWMS must be clear enough for any person involved in the applicable activities to understand what is required of them.

### **9.4 RETENTION OF SWMS**

The SWMS will be maintained and made available to any person engaged to carry out the high risk construction work or the HSW regulator until the high risk construction work to which it relates is completed or for at least 2 years following the occurrence of a notifiable incident.

Where a SWMS is revised, all versions will be maintained on record.

Where possible, the Business will ensure that the SWMS is maintained at the work site where the applicable work is being carried out.

### **9.5 REVIEWING A SWMS**

The Business will ensure that all SWMS will be appropriately reviewed and revised if necessary, and in particular, whenever control measures are revised. Such reviews will be undertaken in consultation with all workers, including contractors and subcontractors, who may be affected by the operation of the SWMS.

When a SWMS has been revised, the Business will ensure that:

- all persons involved with the high risk construction work are advised that a revision has been made and how the revised document can be accessed;
- all persons who will be required to change, alter or modify a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and



- all workers that will be involved in the high risk construction work are provided with the relevant information and instruction to help ensure they understand the requirements of the revised SWMS.

## 10 INCIDENT AND INJURY REPORTING

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### 10.1 INTRODUCTION

The reporting of incidents, injuries and near hits/misses is essential for the identification of hazards in the workplace. Depending on the nature of an incident or injury, there may also be a legal obligation to report this to WorkSafe.

To ensure compliance with these obligations, incidents and injuries will be reported in accordance with the below procedures.

### 10.2 REPORTING REQUIREMENTS

All incidents resulting in or with the potential for injury or property damage will be reported. Investigations of incidents will be undertaken at a level consistent with the actual or potential for injury/damage, with the goal of preventing future occurrences.

#### i) Internal reporting and investigation procedures

Minor injuries which require no treatment or first aid treatment only should be recorded on the **First Aid Treatment Log**.

An incident, injury, illness or near hit/miss that requires (or has the potential to require) medical treatment should be reported on the **Incident Report Form**. This should be done as soon as possible by the affected worker (or delegate) and no later than 24 hours after the event.

If full details of the incident, injury, investigation and corrective actions are not available within this timeframe, the essential details of the incident or injury as they are known should be submitted initially.

Reported incidents and injuries will be promptly investigated by appropriate management using the **Incident Investigation Form**. The investigation will identify the causes of the incident and assess any hazards that need to be controlled. management will discuss the incident with relevant workers and decide on suitable risk controls to be implemented using the risk management process.

The investigation and corrective actions are to be summarised on the **Incident Investigation Form**.

#### ii) External reporting requirements

The Business will notify WorkSafe as soon as practicable of any notifiable event, either by telephone on 0800 030 040, or by using the online notification form. Notification must be made using the fastest means possible in the circumstances. The Business will provide further details to WorkSafe NZ if this is requested following notification of an incident or injury by telephone.

A notifiable event is:

- an incident involving the death of a worker or an incident involving a *notifiable injury or illness* of a worker, or
- an incident otherwise considered a *notifiable incident*

A *notifiable injury or illness* of a worker means an injury or illness requiring the worker to have:

- immediate treatment as an in-patient in a hospital

- immediate treatment for:
  - the amputation of any part of his or her body
  - a serious head injury
  - a serious eye injury
  - a serious burn
  - the separation of skin from an underlying tissue (such as de-gloving or scalping)
  - a spinal injury
  - the loss of a bodily function
  - serious lacerations
  - a serious infection which occurred, or may have occurred, due to the work being carried out by a worker
- medical treatment within 48 hours of exposure to a substance

A *notifiable incident* means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to health and safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the HSW regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel
- a collision between two vessels, a vessel capsize, or the inrush of water into a vessel

The Business will ensure that it reports any other events that are required to be notified in accordance with Health and Safety regulations. Records relating to any notifiable events will be kept on file for at least 5 years from the date on which notice of the event was given to WorkSafe.

### **iii) Site preservation (notifiable events)**

When a notifiable event has occurred, the Business will take all reasonable steps required to preserve the site where the event has occurred. The site will not be disturbed except for in the following situations:

- where an injured person requires assistance
- to remove a deceased person
- where it is essential to make the site safe or to minimise the risk of a further notifiable event
- where the site is disturbed under the instruction of a constable acting in the execution of his or her duties, or
- when authorisation has been given by an inspector or the Regulator.

## **10.3 INCIDENT NOTIFICATION**

One of the most important initial actions to any accident or incident is to notify those who have input, support and resources which may be required to ensure the injured worker is cared for, legislative obligations are met, and effective investigation and control measures established.

As little time as possible will be lost between the time of the accident or incident and the beginning of the response.

For significant injuries, fatalities and incidents notifiable to the authorities, management will arrange, without delay, to contact and advise the following as applicable:

- directors/other management as soon as possible following the event and not more than 24 hours after the event
- return to work coordinator
- the Police, where there has been a fatality
- trauma debriefing service
- next of kin (either the workers manager or supervisor should communicate this information)

# 11 INJURY MANAGEMENT AND RETURN-TO-WORK

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## 11.1 INTRODUCTION

The Business is committed to the return to work of workers suffering a workplace related injury or illness.

As part of this commitment, it will:

- prevent workplace injury and illness by providing a safe and healthy working environment
- participate in the development of an injury management plan where required and ensure that injury management commences as soon as possible after a worker is injured
- support injured workers and ensure that early return to work is a normal expectation
- provide suitable duties for injured workers as soon as possible
- ensure that injured workers (and anyone representing them) are aware of their rights and responsibilities and the responsibility to provide accurate information about the injury and its cause
- consult with workers and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible, and
- maintain the confidentiality of records relating to injured workers.

## 11.2 PROCEDURES

To support the above, the Business has established the below procedures:

### i) Notification of injuries

All injuries must be notified to management as soon as practicable.

All minor injuries will be recorded on the **First Aid Treatment Log**.

All injuries requiring medical treatment must be notified to management as soon as practicable using the **Incident Report Form**.

### ii) Recovery

All injured workers will receive appropriate first aid or medical treatment as soon as possible.

Injured workers will be permitted to nominate a health practitioner who will be responsible for the medical management of the injury and assist in planning return to work.

### iii) Return to work

A suitable person will be arranged to explain the return to work process to injured workers.

The injured worker will be offered the assistance of an accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

**iv) Suitable duties**

An individual return to work plan will be developed when injured workers are, according to medical advice, capable of returning to work.

Injured workers will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the worker's physical and psychological condition.

Depending on the individual circumstances of injured workers, suitable duties may be at the same workplace or a different workplace, the same job with modified duties or a different job, and may involve modified hours of work.

**v) Non work-related injury**

Where the Business can accommodate a worker with a non work-related injury, it will make every endeavour to do so. A return to work plan will be developed, in consultation with the worker and his/her treating health practitioner, when modified duties can be provided.

**vi) Dispute resolution**

If disagreements about the return to work program or suitable duties arise, the Business will work with injured workers and their representatives to try to resolve the issue.

If all parties are unable to resolve the dispute, the Business will seek to involve ACC, an accredited rehabilitation provider, the treating health practitioner or an injury management consultant.

## 12 EMERGENCY PROCEDURES

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### 12.1 INTRODUCTION

Building and premises emergencies may arise at any time. They can develop from a number of causes including fire, chemical spills, gas leaks, bomb threats, structural faults and civil disturbance. Any of these may threaten the safety of workers.

The Business is committed to establishing and maintaining procedures to control emergency situations that could adversely affect workers.

### 12.2 EMERGENCY PLANS

The Business will ensure the workplace has procedures in place to address emergency situations.

Where necessary, emergency personnel will be nominated, trained and ready to act in an emergency situation. Training of such personnel may include attendance at emergency procedure training conducted by the building owner.

Where an emergency situation does arise, the emergency personnel will be responsible for taking control of the situation and ensuring all workers are evacuated from the workplace in accordance with the workplace emergency procedures.

Emergency evacuation exercises will be conducted annually to test emergency procedures. All workers will be required to participate in the emergency evacuation exercises. The exercises will be observed, and the outcomes reviewed, to determine the effectiveness of the procedures in place.

The emergency procedures will be communicated to all workers and visitors as part of the induction process.

Where hazardous substances are stored in a workplace, the Business will determine the relevant emergency procedures.

The emergency procedures, or a summary of, will be readily accessible by workers or displayed in a prominent location within the workplace.

#### **i) Medical emergencies**

In the event a medical emergency arises, and someone requires emergency medical attention, the following procedure will be adopted:

- the situation will be assessed to ensure personnel safety
- help will be summoned from others in the immediate vicinity, or a nominated first aid officer. The affected worker will not be left alone unless it is unavoidable, and
- the alarm will be raised, and emergency services contacted. Clear instructions will be provided to emergency services on:
  - the location of the worker and directions to the workplace
  - the details of casualty (type of injury, age and condition of worker)

- the time of injury or illness.

## **ii) Bomb threat**

In the event a bomb threat is received, the following procedure will be adopted:

- the worker receiving the bomb threat by telephone should not hang up, but instead should stay on the phone and take notes of the conversation
- the caller should be kept on the line for as long as possible, and asked to repeat the information provided and for additional information about the threat
- where possible, someone else should listen in to the call, and
- management, and any building security/management, should be contacted to evaluate whether an emergency evacuation is required.

If an evacuation is ordered in response to a bomb threat, all workers should quickly check their work area for any unusual objects and mark these with a sheet of paper without touching the object. They should then leave the building as instructed. The location of any unusual objects must be reported to the floor warden, building security or the attending emergency services.

## **iii) Fire**

In the event a worker discovers a fire, the following procedure will be adopted:

- the worker should assess the situation and the safety of anyone in the immediate vicinity
- the worker should immediately call for help or operate the nearest fire alarm and have someone advise the nominated emergency co-ordinator or fire warden
- where it is safe to do so, the worker should attempt to put out the fire with a nearby fire extinguisher, aiming the extinguisher at the base of the flame, and
- if it is not safe to do so, the fire increases in size, or the extinguisher runs out, the worker should evacuate to the nearest evacuation assembly point.

In the event a fire alarm is sounded, the following procedure will be adopted:

- warden/management staff will contact emergency services
- all workers should leave the building immediately via the nearest emergency exit to the nearest evacuation assembly point, and
- any missing worker will be reported to a fire warden or emergency services.

Fire exits will be kept clear from obstruction at all times. Fire extinguishers will be located in conspicuous, readily accessible locations in the workplace. A clearance of 1000mm must be maintained around each fire extinguisher. Signage that complies with NZS4503:2005 will be displayed. All workers must know their evacuation route and assembly point in case of a fire.

At all times workers should remain calm. Workers should not run, panic or take belongings with them when evacuating. The building will not be re-entered until it has been cleared as safe to do so by the emergency co-ordinator/fire warden or emergency services.



**iv) Infield or remote emergency**

In the event an infield or remote emergency takes place, the following procedure will be adopted:

- determine physical location by urban street reference, rural address number, geographical feature and/or GPS coordinates (where available)
- contact the appropriate emergency service or breakdown service to respond to the last known location of the worker
- establish who will be responsible to coordinate the recovery of workers and assets
- draft a log of events, maintain contact with workers requiring assistance, and relay instructions for the emergency response, and
- maintain contact with affected workers until emergency services or breakdown services reaches location.

**v) Environmental incident**

In the event an environmental incident occurs, the following procedure will be adopted:

- immediately implement control or containment measures if safe to do so
- request medical aid where worker exposure warrants health intervention
- notify Environment Protection Authority (EPA) and any other relevant agencies
- where remediation is required, engage an accredited waste management company to clean up the site
- establish and maintain an accurate record of incident notifications, communication and actions, and
- complete appropriate health assessments of workers exposed to contaminants, seek advice from a registered health practitioner on requirements for medical intervention.

**vi) Earthquake**

In the event of an earthquake, the following procedure will be adopted:

- all workers should stop, drop and hold onto secured furniture, and
- if possible, stay away from shelves, windows or equipment that may fall.

Following the earthquake, the following procedure will be adopted:

- remain indoors until the shaking stops
- follow Civil Defence instructions
- if the fire alarm has been disarmed follow the above fire evacuation procedures
- check for any immediate hazards or risks

- ensure workers are advised to notify the Business of aftershocks that they notice, and
- the PCBU is to determine when it is safe for workers to return to work and where possible have the building inspected prior to workers return to the workplace.

### **12.3 INCIDENT REPORT**

Where the workplace is affected by an emergency, the Business will complete an **Incident Report Form** as soon as reasonably practicable to identify the causes of the emergency, any control measures that can be implemented to prevent re-occurrence and improvements to the above emergency procedures.

## 13 FIRST AID

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### 13.1 INTRODUCTION

First aid is the emergency care of sick or injured persons.

The Business is committed to ensuring that a first aid service is available and accessible at all times to provide immediate and effective first-aid to workers or others who have been injured or become ill at our workplace.

The overall objective of this service is to reduce the severity of the injury or illness.

### 13.2 FIRST AID KITS

When considering how to provide first aid, the Business will consider all relevant matters including:

- the nature of the work being carried out in the workplace
- the nature of the hazards in the workplace
- the size, location and nature of the workplace, and
- the number and composition of workers in the workplace.

First aid kits provided in the workplace will:

- be constructed of hardy material, and if appropriate, be capable of being locked (the key being easily accessible in cases of emergency)
- be clearly and legibly marked on the outside with the words FIRST AID and a safety information sign complying with AS/NZS 1319:1994
- contain nothing except first aid equipment and resources in appropriate quantities
- provide a minimum of one first aid kit on each floor of a multi-level workplace
- have at least one first aid kit available for every 50 workers, and at least one additional kit will be provided for every additional 50 workers
- be audited on a regular basis and contents replenished as required, and
- be kept clean.

The first aid kit will have attached to the inside of the lid:

- an inventory of the first aid equipment and resources which the kit is required to contain
- a notebook and pen for the purposes of recording information regarding treatment and usage
- cardiopulmonary resuscitation (CPR) flow chart
- names, job titles and contact details for the first aider, including emergency contact details, and

- a **First Aid Treatment Log**, or instructions on where to obtain the log.

The Business will nominate a person(s), who will be responsible for monitoring and maintaining the first aid kit. The nominated person will:

- undertake regular checks to ensure the kit contains a complete set of the required items
- ensure any items used are replaced as soon as practicable after use
- ensure that the contents are in good working order, have not deteriorated, are within their expiry date and sterile products are sealed and have not been tampered with, and
- maintain a record of first aid kit inspection details indicating the date of inspection and the person who undertook the inspection.

### 13.3 FIRST AID PERSONNEL

A first aid officer will be appointed to be in charge of the first aid kit and will be readily available to render first aid when necessary.

A notice will be displayed in a prominent position near the first aid kit clearly showing:

- the name and telephone number (if applicable) of the appointed first aid officer(s), and
- the place where each first aid officer is normally located in the workplace.

### 13.4 ADDITIONAL FIRST AID PERSONNEL

The Business will consider the following factors in determining whether additional first aid officers are required:

- the maximum number of workers in the workplace at any one time
- the nature of the work being carried out in the workplace, in particular whether workers are at a risk of being exposed to hazards that could require immediate first aid treatment
- the location and proximity of the workplace to emergency services
- the way in which work is arranged and the access each worker has to a first aider, and
- any other factors that indicate that additional first aiders may be needed (for example, engaging workers on shift work, seasonal work, number of other persons in the workplace and industry specific hazards).

### 13.5 REGISTER OF INJURIES AND TREATMENT

The Business will provide and maintain a workplace **First Aid Treatment Log**. management will ensure the details of any workplace injury or illness are recorded on this log.

The first aid treatment log will:

- be kept in a readily accessible area of the workplace

- be made available for inspection when requested by an authorised inspector, and
- be kept for at least 5 years after the date of the last entry made in it.

In the event of a reportable incident being recorded in the **First Aid Treatment Log**, the Business must also notify WorkSafe in accordance with the notifiable events policy.

### **13.6 INCIDENT RESPONSE**

The Business will take all steps necessary to provide emergency rescue and medical help to workers suffering a workplace related injury or illness.

Where an injury or illness requires immediate urgent attention, an ambulance will be called. When calling an ambulance, clear concise information will be relayed identifying the workers location and severity of the injury or illness.

Where the injury or illness requires the worker to leave the workplace for medical treatment, management will accompany the affected worker to provide all appropriate assistance. Where management are unavailable, another worker will accompany the affected worker, especially if there are concerns about the workers ability to travel.

Management will take any actions that will prevent or minimise the risk of further accidents, injury or property damage. For example, the accident site or equipment involved will be secured rendering it safe.

## 14 HEALTH AND SAFETY TRAINING

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### 14.1 INTRODUCTION

The Business will provide the necessary health and safety training to ensure that work can be performed in a healthy and safe manner in the workplace.

Training will focus on the hazards and risks associated with the work, along with the control measures required to ensure the health and safety of the workers.

The Business will ensure that no worker will commence work where they may be exposed to a hazard(s) without having received the appropriate level of induction and/or training and instruction to complete the tasks safely.

### 14.2 AIMS OF HEALTH AND SAFETY TRAINING

The Business's commitment to health and safety training is communicated through the **Health and Safety Policy**.

Health and safety training is conducted to ensure that:

- appropriate health and safety information, instruction, training and supervision is provided to all workers
- health and safety competencies for all workers are identified and reviewed and the appropriate training provided
- health and safety competencies of contractors, labour hire workers, volunteers and visitors are assessed prior to engagement
- workers receive training in the health and safety requirements appropriate to their position and tasks (including re-training where necessary), and
- workers are protected from harm and exposure when using hazardous substances in the workplace.

Records of training conducted will be retained by the Business.

### 14.3 HEALTH AND SAFETY TRAINING PROVIDED

The Business will provide the following:

- health and safety inductions for all workers
- first aid training for nominated first aid officers
- emergency evacuation training for nominated fire wardens if appointed
- training on health and safety obligations for officers
- risk management training for workers, and

- skill training for plant and equipment.

A record of training will be kept using the **Skills Matrix** form, detailing when a worker was trained, and if required, when the skill expires and retraining is required. For example, first aid training renewal is required every 2 years.

## **15 INSPECTION AND TESTING**

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### **15.1 INTRODUCTION**

A requirement of health and safety legislation is to inspect and/or test particular equipment and processes. The Business will conduct inspections and testing in accordance with health and safety legislation as part of the ongoing management of hazards in the workplace. A risk assessment will determine the frequency of the inspections if no prerequisite time frame exists.

### **15.2 REQUIREMENTS FOR INSPECTION AND TESTING**

This Business will inspect and/or test the following:

- site inspection – weekly
- portable electrical appliances – in accordance with the outcome of the risk assessment
- emergency procedures – at least once every six months, and
- plant and equipment – before every use and as per the manufacturer's recommendations.

Records of the inspection/testing activities will be maintained on either an internal register, record/report supplied by the tester or in item specific records such as a logbook or checklist

Any item failing an inspection/test will be tagged out of service and isolated from use until it has been repaired and deemed safe for use.

Items that cannot be repaired will be disposed of in an appropriate manner.

### **15.3 REVIEW OF INSPECTION AND TESTING INTERVALS**

Inspection and testing intervals will be reviewed as follows:

- at least annually
- after an incident or accident where a failure is attributed to inadequate inspection and testing
- when manufacturer or legislative requirements change, and
- in response to safety alerts.

### **15.4 INSPECTION AND TESTING OF REGISTERED PLANT**

The Business will ensure that the regulatory requirements for the inspection and testing of registered plant and equipment complies with the requirements of the Regulator.



## **16 HSW MONITORING AND MEASURING**

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### **16.1 INTRODUCTION**

The Business will establish and maintain procedures to monitor and measure the performance of the Health and Safety Management System (HSMS) and its requirements. This will allow the Business to identify those activities requiring corrective action to ensure continuous improvement in the development, implementation and management of the HSMS.

These processes will define responsibilities and requirements for the monitoring and measurement of the activities such as hazard identification, incident investigation, inspections and reviews.

### **16.2 BUSINESS'S RESPONSIBILITIES**

The Business will establish and maintain processes for the following:

- monitoring and measuring the degree to which health and safety objectives and targets are being met
- monitoring and evaluating the effectiveness of risk controls in providing a safe and healthy working environment
- monitoring of effectiveness of corrective and preventive actions from hazard and incident reports and investigations
- undertaking any necessary health surveillance programs, monitoring of outcomes and reviewing effectiveness of corrective and preventive actions
- internal auditing of key activities and the HSMS
- analysis of injury/incidents and illness reports and data as part of the HSMS review process
- evaluation of effectiveness of HSMS elements as part of the annual HSMS review, and
- monitoring legislative compliance.

### **16.3 REVIEW OF HAZARD MANAGEMENT PROCESSES**

The Business will review and evaluate the hazard management processes, including the risk assessment methodology as part of the management review process. The review will evaluate the effectiveness of the hazard management process and the outcomes of the HSMS activities.

Control measures will be monitored and reviewed as part of this process to evaluate their effectiveness to determine whether:

- the controls have eliminated or reduced the identified risks
- control measures have created new hazards
- workplace changes have impacted the risk (or introduced new hazards), and
- additional controls need to be considered.

The Business will ensure that **Hazard Report Forms** and the **Risk Register** are reviewed. The review will be conducted in consultation with workers and consider any changes to tasks, activities, legislation, relevant Codes of Practice, Standards, supplier or manufacturer recommendations or Industry Guidelines. The **Risk Register** will be updated to reflect the outcomes of the reviews and will provide an input into the HSMS review and management review processes.

In addition to these management reviews, additional reviews may also be conducted at any time as a result of any of the following:

- information being received of new hazards being identified
- consultation with relevant workers, or
- incident or hazards occurring.

#### **16.4 HAZARD AND INCIDENT REPORTING**

The Business will ensure that the appropriate level of hazard and incident reporting is occurring and that investigations undertaken are effective in identifying root cause and the implementation of effective controls to eliminate or manage hazards. The review process will be conducted in consultation with workers or their representatives.

The review will evaluate the effectiveness of existing controls and determine whether changes to controls are required.

#### **16.5 WORKPLACE INSPECTIONS**

The Business will ensure that workplace inspections are conducted and are undertaken in accordance with the criteria provided. Workplace inspections will monitor the effectiveness of existing hazard controls and relevant corrective and preventive actions.

#### **16.6 HEALTH SURVEILLANCE**

The Business will ensure that where appropriate, there is systematic health surveillance and monitoring processes for all Business personnel where the need is identified through risk assessment or legislative requirements.

The primary aim of health surveillance is to:

- contribute to the detection of hazards and assessment of risk

- prevent and detect at an early stage any adverse health effects to workers, and
- assist in the evaluation of risk control measures.

Health Surveillance programs will be implemented to monitor and measure the impact of relevant hazards on the health of workers. Monitoring results will be reviewed by management in consultation with appropriately qualified persons and the worker involved. Confidentiality of results will be maintained through the effective management of health surveillance records.

The effectiveness of risk control measures arising from health surveillance will be evaluated by management and follow-up action taken accordingly.

## **16.7 HEALTH AND SAFETY AND SYSTEM AUDIT**

The Business will audit the level of implementation and conformance with the HSMS. The audit process will identify where improvements are required in the HSMS and will help determine the actions required to improve performance.

The effectiveness of the HSMS and the Business's hazard management processes will be reviewed through the regular undertaking of internal audits. Internal audit processes will also be developed and implemented for activities, processes or services that present an ongoing risk. Findings from audits will be tracked for close-out via the Business's corrective and preventive action processes.

## **16.8 MONITORING AND MEASUREMENT OF HEALTH AND SAFETY OBJECTIVES AND TARGETS**

The Business will monitor the achievement and performance against the Business's overall goals, objectives and targets developed from the management plans as part of the continual improvement process.

The management review process will monitor progress towards the achievement of health and safety goals and performance against targets and performance indicators that are developed as part of our planning process.

## **16.9 REVIEW OF STATISTICAL DATA**

The Business will develop a process for monitoring and analysing statistical data arising from incident and injury statistics (lag indicators) as well as proactive achievements (lead indicators).

The monitoring and analysis will be conducted within the management review process and form part of the annual HSMS review. Functional specialists will be provided with monitoring and analysis data for their review and input.

The Business will ensure consultation occurs with the relevant workers in relation to the identification, implementation, monitoring and review of all HSMS activities related to monitoring and measurement.

The Business will ensure as part of this consultation, relevant records will remain confidential at all times.

## 17 HSW OBJECTIVES AND TARGETS

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### 17.1 INTRODUCTION

The planning of a Health and Safety management System (HSMS) includes the development, implementation, monitoring and review of the annual business HSMS Plan. This includes the allocation of an appropriate budget and resources to facilitate its effective implementation and overall management of health and safety. The aim of such a plan will be the continuous improvement in overall health and safety performance.

### 17.2 BUSINESS'S RESPONSIBILITIES

The Business will design, develop and implement a HSMS plan that will be effectively monitored and reviewed. To facilitate this, in consultation with workers, the Business will:

- establish appropriate objectives, targets and performance indicators for the HSMS
- define the responsibilities, actions, resources and timeframes required to meet the requirements of the HSMS
- ensure the allocation of adequate resources, including budget, to meet the requirements of the HSMS and to satisfy legislative requirements, and
- ensure that those with responsibility for any part of the design, development, implementation, monitoring and review of the HSMS have the sufficient knowledge, skills, level of competency and appropriate authority to undertake their defined role.

### 17.3 OBJECTIVES AND TARGETS

Health and safety objectives and targets for each planning period will be based upon performance analysis and outcomes identified in the HSMS review process and the Business's health and safety policy.

Objectives will be quantifiable and measurable and will include both outcome and process objectives.

The Business will measure the effectiveness of the HSMS plan through both outcome related objectives, or Key Performance Indicators (KPIs) and process related objectives, or Positive Performance Indicators (PPIs).

KPIs will include reduction and minimisation of the following areas:

- lost time injuries
- other injuries and near-miss incidents
- specific types of injury (eg manual handling)
- health of personnel, and
- any other objective arising from analysis of performance measurement and management reviews.

PPIs will include:

- HSMS implementation

- development, issue and implementation of HSMS procedures and work instructions
- the percentage (%) complete of audit and inspection actions, and
- number of hazards identified and improvements suggested by personnel.

The systematic approach required to achieve the strategic objectives and targets will:

- identify the resources required to undertake the various tasks
- assign responsibility for ensuring these tasks are completed
- determine the timetable of these tasks, and
- review and report on progress towards achieving the tasks.

#### **17.4 VERIFICATION ACTIVITIES**

The Business will ensure that suitable verification activities are undertaken periodically to measure the overall and/or ongoing performance of the HSMS. These will include:

- inspection and testing
- workplace inspections and monitoring
- health and safety reviews and/or audits
- process verification, particularly in relation to purchasing/procurement, design, training and competency assessment, contractor management and risk management, and
- document control and records management.

#### **17.5 ANNUAL PERFORMANCE REVIEW**

The Business will review the HSMS plan on an annual basis addressing objectives, targets, performance indicators and the actions, resources and timeframes required at the business level.

This review will also include an annual health and safety budget review which will be an integral part of the Business's health and safety and business planning process. The budget will detail the health and safety resource, its cost, the need and the consequences of non-approval.

## 18 ISSUE RESOLUTION

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### 18.1 INTRODUCTION

Issues may arise anywhere within the Business in relation to health and safety matters. Often these can be resolved at the source or where the original issue is raised. However, where an issue cannot be resolved to the satisfaction of any party following consultation and discussion on the matter, an issues resolution process will ensure that the matter is resolved in a fair and equitable manner.

When a health and safety issue arises, the parties must make reasonable efforts to achieve a timely, final and effective resolution of the issue.

Any party to the issue may inform the other party of the issue as it may relate to:

- work carried out at the workplace, and/or
- the conduct of the Business.

When informing any other party of an issue, there must be a defined issue to resolve and the nature and scope of the issue must be identified. All parties involved in the issue must make reasonable efforts to come to an effective, timely and final solution of the matter.

### 18.2 BUSINESS'S RESPONSIBILITIES

The Business will consult with workers to ensure that there is genuine agreement on the issues resolution procedure and will ensure that:

- all workers have sufficient knowledge and understanding of the issues resolution procedures, and
- all issues raised are addressed in a timely and effective manner.

Where issues are raised by other parties within the Business that have not been resolved at the local level, the Business will agree to meet or communicate with all parties to the issue in a genuine attempt to resolve the issue, taking into account:

- the overall risk to workers or other parties to the issue
- the number and location of workers and other parties affected by the issue
- the measures or controls required to resolve the risk, and
- the person responsible for implementing the resolution measures or controls.

The Business will ensure that their representative to any consultation and communication designed to resolve an issue is sufficiently competent to act on its behalf, has sufficient knowledge and understanding of the issues resolution process and has the appropriate level of seniority in the decision-making process.

### 18.3 SUPERVISOR'S RESPONSIBILITIES

When presented with a health and safety issue, the supervisor will ensure that the individual reporting the issue has completed a **Hazard Report Form** or an **Incident Report Form**. Where an issue cannot be resolved

at the localised level and/or the supervisor is unable to resolve the issue through effective consultation with the worker(s) affected, the matter will be escalated to the next level of management.

#### **18.4 WORKER RESPONSIBILITIES**

Workers are encouraged to resolve minor health and safety issues at the source of the issue, where they are authorised and it is safe to do so.

Where the issue cannot be resolved at the initial level, the issue should be raised with the supervisor of the area concerned. Every endeavour should be made to resolve health and safety matters at departmental level before referring them to the next level within the Business.

Where an issue raised by workers has been considered by all levels within the Business and cannot be effectively resolved following genuine consultation and communication, a worker or their representative may refer the HSW issue to their union, representative association or health and safety Regulator for assistance with resolution.

#### **18.5 ISSUES RESOLUTION OUTCOMES**

Where an issue is resolved, all identified health and safety issues and their subsequent resolution will be recorded to allow the Business to identify potential future risks and endeavour to prevent a recurrence.

Where the issue is resolved and any party to the issue requests, details of the issue and the resolution will be set out in a written agreement.

Where a written agreement is prepared:

- all parties to the issue must be satisfied that it accurately reflects the resolution, and
- the agreement will be provided to all people involved with the issue and/or their representative if requested.

Where an issue remains unresolved following all reasonable efforts being made to resolve it, any party to the issue can ask the Regulator to appoint an inspector to assist at the workplace. Such a request can be made regardless of whether or not there is agreement about what is deemed to be reasonable efforts to resolve the issue.

## 19 MENTAL HEALTH

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### 19.1 INTRODUCTION

The working environment can often present hazards that may impact on the mental health of workers, potentially causing the worker to suffer a psychological injury or exacerbating a pre-existing condition. This may occur at a physical workplace, or any location or situation related to work or in which work is performed.

Hazards in the workplace that may impact upon the mental health of workers, and therefore potentially result in psychological injuries, include the physical workplace environment, the nature and complexity of the work itself, work procedures, behaviour of workers towards one another, the structure of the Business and the potential exposure to violent or traumatic events.

The Business is therefore committed to helping to support the overall mental wellbeing of its workers and ensuring that the risk of psychological injuries in the workplace is eliminated as far as is practical and is effectively and pro-actively managed through a risk management approach.

### 19.2 IDENTIFYING MENTAL HEALTH RISKS

Workplace hazards that may result in mental health risks and psychological injuries include anything in the overall design or management of work and/or the workplace that increases the risk of work-related stress and results in a physical, mental or emotional reaction.

Such hazards may be identified by:

- having conversations with workers, supervisors and managers
- inspecting the workplace to see how work is carried out
- identifying how workers interact with each other during work activities
- reviewing relevant information and records such as reporting systems including incident reports, ACC claims, staff surveys, grievance records, absenteeism and staff turnover data, and
- using surveys to gather information from workers, supervisors and managers.

The Business recognises that individuals respond to hazards in different ways and that individual differences such as age, existing disabilities, injuries or illnesses as well as life experiences may make some workers more susceptible to harm from exposure to the same hazard. It is also recognised that there may be more than one aspect of the working environment or workplace that is contributing to the mental health of workers and the risk of psychological injuries.

To clearly identify the risk of psychological injuries to workers, the Business will ensure that the job, task and role hazards are identified, particularly where:

- work requires sustained high physical, mental and or emotional effort, including long work hours, shift work and related fatigue, excessive workloads, emotionally distressing work or episodes, exposure to traumatic events, and exposure to extremes in the work environment such as prolonged exposure to physical and environmental workplace hazards
- work requires only low levels of physical, mental or emotional effort, including repetitive and/or monotonous tasks



- workers have a low level of control over the work being undertaken and are not involved in decisions that may impact upon them
- work is performed in an area of the workplace that may have minimal support from supervisors and co-workers such as remote or isolated workers
- workers may not have received sufficient training, information and instruction to undertake the work required safely and correctly
- there may be known or potential poor relationships or conflict between management and workers or between co-workers. This includes the identification of workplace bullying, aggression, harassment (including sexual harassment), discrimination, or other unreasonable behaviour by co-workers, supervisors or clients
- there may be a perceived lack of fairness by workers in addressing business issues and resource allocation or where performance issues have not been previously addressed
- the role being undertaken by workers is not clearly defined, involves frequent changes or conflicts in expectations, procedures or performance standards, and
- the workplace is undergoing structural or business change.

### **19.3 ASSESSING MENTAL HEALTH RISKS**

As part of the risk management approach, the Business will ensure that any work-related hazards that could impact upon a worker's mental health are assessed to determine the seriousness of these hazards.

The first step in assessing mental health risks will be to focus on those parts of the Business where risks to the mental health of workers have already been identified or where a potential of such risk has been identified.

The most suitable assessment methodology must be used, taking into account the nature of the risk and the process must also take into account the workers views of any known or potential work-related mental health hazards.

In assessing these risks, the following factors should be taken into account:

- the social and physical environment, such as the individual or group of workers':
  - role within the Business
  - opportunities for career development and their overall status within the Business, including remuneration levels
  - conflicting home/work demands
  - overall working environment, including physical and environmental conditions, the condition of plant and machinery used at work and the presence of workplace hazards such as hazardous noise, hazardous manual handling and hazardous chemicals
- the way that work and systems of work are organised, such as:
  - the complexity, content and demands of the work required
  - the workload expectations and pace of the work

- work schedules and working hours
- work procedures
- the extent of participation and control that workers have over the work
- the way that work is managed, including:
  - the level and quality of supervision provided to workers
  - the level of information, instruction and training provided to workers and whether it is sufficient to enable workers to do their work safely and correctly and allows them to meet the Business's expectations
  - the level of resources allocated to undertake the work
- interpersonal relationships, particularly where there may be poor existing relationships resulting from:
  - breakdowns in relations between management/supervisors and workers
  - breakdowns in relationships between co-workers
- business or structural change within the business, including restructures or potential sale of the business, and
- the introduction of new or additional resources or processes that may change the way work is undertaken.

#### **19.4 CONTROLLING MENTAL HEALTH RISKS**

The Business recognises that the management of work-related mental health issues and the psychological health and safety of workers starts with a clear and open commitment from the Business. To this end, the Business will ensure as far as is practical that:

- any work-related factor that may impact upon the mental health of workers is identified, recognised, assessed and controlled
- the work expectations of workers are clearly identifiable, for example through job descriptions, relevant policies and work procedures
- all workers are provided with an appropriate induction that includes information related to the Business's commitment to the mental health of workers and the workers responsibilities related to helping to ensure a healthy and safe workplace
- all workers have sufficient training, instructions, tools and equipment to do their work safely
- the skills and experience of workers is appropriately utilised by the Business, and workers are not routinely underutilised or used in areas of work where they have not been deemed competent
- all managers and supervisors are provided with sufficient training in the identification, prevention and management of mental health risks and in good management practices

- all managers and supervisors understand the procedures and processes in place, including those relating to the taking of reasonable management action, to eliminate or minimise the risks of work-related mental health risks and psychological injuries to workers
- there is adequate and appropriate supervision of workers and that there is a mechanism for consultation between management, supervisors and workers in relation to mental health risks in the workplace
- all managers and supervisors understand the Business's operations, including the hazards to the mental health of workers and the overall health and safety of workers
- all workers understand the applicable business operations that may impact upon their mental well-being and the processes and procedures in place to eliminate, minimise and report any mental health risks
- the physical work environment is safe with appropriate and adequate plant and equipment for workers to perform their jobs properly and safely
- the systems of work are safe when properly followed and that they take into account the establishment of realistic deadlines, access to adequate breaks and leave and include fair and equitable work scheduling and rostering
- there are appropriate resources and processes in place to eliminate or manage mental health risks and the risk of work-related psychological injuries
- the resources and processes designed to eliminate or manage mental health risks and the risks of work-related psychological injuries are effectively and efficiently implemented, managed and utilised
- there are appropriate processes for receiving, monitoring and reviewing information on incidents, hazards and risks related to the mental health of workers
- any reports or information related to potential work-related mental health issues are responded to in a timely way
- investigations in relation to mental health issues will be completed in a timely manner, and (if substantiated) appropriate action will be taken promptly to prevent re-occurrence
- it acquires up to date knowledge of work-related mental health matters, the risks to the psychological health of workers and general health and safety matters
- a process is in place to verify that resources and processes are provided and used to manage work-related risks to the mental health of workers
- there are sufficient resources in place to assist workers with non-workplace related mental health issues and their overall mental health, including the provision of confidential counselling for affected workers, whether work related or not
- workers receive adequate and appropriate feedback on work performance and that due recognition is given for positive performance
- it is able to offer a safe and effective return to work to any worker who may be returning to work following mental health issues or may have sustained a psychological injury, and
- regular monitoring and review of the effectiveness of measures are in place to eliminate or reduce mental health hazards and the risks of workers sustaining a psychological injury.

## 19.5 BULLYING AND HARASSMENT

A major risk to the mental health and wellbeing of workers is bullying or harassment at the workplace. Regardless of whether bullying or harassment occurs via physical, verbal or non-verbal conduct, it can be a major risk factor for psychological injuries potentially resulting in anxiety, depression and suicide, and can adversely affect the psychological and physical health of a worker.

In line with its policy in relation to mental health risks, the Business will ensure that effective control measures are put in place to address and resolve workplace issues early, thereby minimising the risk of workplace bullying or harassment.

Bullying is repeated, offensive, abusive, intimidating, insulting or unreasonable behaviour directed towards an individual or a group, which makes the recipient(s) feel threatened, humiliated or vulnerable. Whether intentional or not, bullying creates a risk to health and safety and will not be tolerated by the Business. It includes, but is not limited to:

- abusive, insulting or offensive language or comments
- physical or emotional threats
- aggressive and intimidating conduct
- belittling or humiliating comments
- victimisation
- practical jokes or initiation
- unjustified criticism or complaints
- deliberately excluding someone from work-related activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours, and
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

Harassment is any unwanted physical, verbal or non-verbal conduct based on grounds of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation which affects the dignity of anyone at work or creates an intimidating, hostile, degrading, humiliating or offensive environment. Whether intentional or not, harassment creates a risk to health and safety and will not be tolerated by the Business. It includes, but is not limited to:

- insensitive jokes and pranks
- lewd or abusive comments about appearance

- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- unwelcome touching, and
- abusive, threatening or insulting words or behaviour.

Where any incidents of bullying or harassment are identified, it will be addressed via a disciplinary procedure in line with our disciplinary policies and procedures.

If the behaviour involves violence such as physical assault or the threat of physical assault, the matter will be reported to the Police.

## **19.6 WORKER RESPONSIBILITIES**

The Business recognises that the management of work-related mental health issues and the psychological health and safety of workers starts with a clear and open commitment from the Business. However, the overall success of our risk management strategies is also dependent upon workers understanding their responsibilities in relation to helping to minimise the risks to their own mental health and the mental well-being of others at work.

To this end, workers are responsible for ensuring that they:

- have received an appropriate induction that includes information related to the Business's commitment to the mental health of workers and the workers responsibilities related to helping to ensure a healthy and safe workplace
- understand the Business's commitment to the overall mental health of workers and the policies and procedures developed to help identify, assess and control risks to mental health in the workplace
- understand their role at work, ensure that it has been clearly identified and it is clearly within the scope of their skills, knowledge and experience
- have received sufficient training, instructions, tools and equipment to do their work safely
- actively participate in the consultation mechanisms or forums designed to help ensure their health and safety at work, including those targeted at the overall mental health of workers
- understand the applicable business operations that may impact upon their mental well-being and the processes and procedures in place to eliminate, minimise and report any mental health risks
- comply with all systems of work and procedures that are designed to help ensure their health and safety and the health and safety of others at work, including those specifically designed to eliminate or minimise mental health risks
- utilise the applicable reporting procedure to report any work-related hazard to their own mental health or the mental wellbeing of others at work as soon as it becomes evident, include any incidence of bullying or harassment (as outlined below) affecting themselves or another worker, and
- receive adequate, appropriate and timely feedback on work performance.

In minimising the mental health risks to others in the workplace, workers must not act or behave in a manner that could be considered bullying or harassment. Such behaviour creates a risk to health and safety and, whether intentional or not, will not be tolerated by the Business.

## 20 DRUGS AND ALCOHOL

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### 20.1 INTRODUCTION

The misuse of drugs or alcohol by workers can affect their health or safety, as well as that of others (including other workers and members of the general public). Drug and alcohol misuse can also have an adverse effect on work performance, behaviour or attendance at the workplace.

The Business is committed to ensuring the health, safety and welfare of all workers and to preventing and reducing harm associated with being impaired by drugs or alcohol at work.

The Business may require screening for alcohol and drugs. This may include pre-employment testing or onsite testing prior to commencing work or at random intervals. Testing may be conducted based on reasonable suspicion or following an incident or accident. The Business reserves the right to carry out random testing across all levels of workers. Testing may include urine and/or swab testing.

The Business is also committed to providing a smoke-free workplace in accordance with the Smoke-free Environments and Regulated Products Act 1990 (previously known as the Smokefree Environments Act 1990). Smoking in the workplace is not permitted. Smoking includes to smoke, hold or otherwise have control over an ignited tobacco product, weed, plant or object whose customary use includes inhaling smoke and includes using a vaping device or heated tobacco product.

### 20.2 MANAGER/SUPERVISOR RESPONSIBILITIES

Managers/supervisors are responsible for assessing the risks associated with workers who are under the influence of drugs or alcohol in the workplace and taking appropriate action to ensure these risks are managed.

This will include:

- directing any worker reasonably suspected of being under the influence of drugs or alcohol away from the work area
- where necessary, instructing any worker accused of being under the influence of drugs or alcohol to attend a health practitioner nominated by the Business for the purpose of undertaking a drug and alcohol test
- where necessary, arranging for on-site testing of any worker accused of being under the influence of drugs or alcohol
- arranging transport home for any worker accused of being under the influence of drugs or alcohol
- counselling workers who are found to be in breach of these guidelines
- authorising appropriate assistance for a worker whose performance is affected by drugs or alcohol
- initiating the appropriate disciplinary processes where any breach of this policy is identified
- ensuring that workers comply with the smoke-free workplace policy
- ensuring day to day compliance with this policy and any other necessary requirements to ensure health and safety in the workplace

### 20.3 WORKER RESPONSIBILITIES

Workers are responsible for:

- ensuring they are fit for duty at all times while working
- ensuring they are not under the influence of alcohol, drugs or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently
- complying with statutory limits for blood alcohol and drug content while driving any motor vehicle, or operating any machinery, or in connection with the performance of their duties
- complying with the smoke-free workplace policy
- questioning their doctor or pharmacist as to the potential effects or side effects when using any prescription or over-the-counter medication, and whether they are still able to perform their job safely (including driving, where applicable)
- notifying management when using any prescription or over-the-counter medication that may impair their ability to safely and effectively perform their job
- ensuring they do not use, possess or distribute any alcohol, drugs or medication of any kind while at work, nor use the Business's resources to do so at any time
- notifying management if they suspect another worker or visitor to be adversely affected by alcohol, drugs or medication of any kind
- complying with any reasonable request by management, or an authorised tester, to undergo testing and participate in rehabilitation programs in accordance with the Business's Policy

In addition, when working on client sites or at any other place of work, workers must comply with any site-specific drug and alcohol policies.

If a worker in this situation has any doubt about how to comply with both policies, or if the policies are inconsistent, the worker should contact management for clarification as soon as possible. In the interim, the worker should refrain from any conduct which is likely to breach either of the policies.



## 21 HAZARDOUS MANUAL HANDLING

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### 21.1 INTRODUCTION

Hazardous manual handling describes any work requiring a person to lift, lower, push, pull, hold, carry, move or restrain any animate or inanimate object and involves one or more of the following:

- high or sudden force
- repetitive or sustained force
- awkward posture, and/or
- exposure to vibration

Some manual handling and ergonomic activities are hazardous and may cause musculoskeletal disorders.

The Business and particularly the managers and supervisors have a duty to ensure that effective procedures are implemented to identify, assess and control manual handling hazards. Hazardous manual handling tasks in the workplace will be addressed via a risk management approach.

The risk management process is to be carried out in consultation with the workers who are required to perform manual handling. Representatives of workers, such as health and safety committee members or representatives, will also be consulted as required or requested.

### 21.2 IDENTIFYING MANUAL HANDLING HAZARDS

Manual handling hazards can be identified by:

- observing how workers perform the work
- reviewing injury and incident records, and
- consulting with the workers performing the manual handling.

### 21.3 ASSESSING MANUAL HANDLING RISKS

As part of the hazard management approach, the Business has an obligation to ensure that any manual handling that poses a risk of injury to workers are assessed to determine the seriousness of these hazards. In assessing risks arising from manual handling, the following factors will be taken into account:

- the positions, posture, actions and movements adopted by workers in performing manual handling tasks
- the layout of the workplace and workstation
- the duration and frequency of tasks performed by workers
- the location of loads and distances moved manually
- the weights and forces of loads that are manually handled

- the characteristics of loads and equipment available to assist in manual handling tasks
- the skills and experience of workers who are performing manual handling tasks, along with any special needs or requirements they may have
- any clothing (including protective clothing) that is available or worn whilst performing manual handling tasks, and
- any other factors considered relevant to the workers.

This risk assessment process is to be carried out in consultation with the workers who are required to perform manual handling. Representatives of workers, such as health and safety committee members or health and safety representatives, will also be consulted.

#### **21.4 CONTROLLING MANUAL HANDLING RISKS**

The Business will ensure, as far as reasonably practicable, that the risks associated with manual handling in the workplace are controlled. The process of controlling manual handling risks will be determined in consultation with the workers who are required to carry out the manual handling.

In the event that manual handling has been assessed as a risk, the Business will redesign the manual handling to eliminate or control the risk factors and ensure that workers involved in manual handling receive appropriate training, including training in safe manual handling techniques.

Where redesign of the manual handling is not possible, the Business will:

- provide mechanical aids or PPE
- arrange for team lifting in order to reduce the risk, and/or
- ensure that workers receive appropriate training in safe methods of manual handling appropriate for the work identified, and in the correct use of mechanical aids, protective equipment and group lifting procedures.

## 22 HIGH PRESSURE WATER JETTING

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### 22.1 INTRODUCTION

High pressure water jetting is a process using a stream of pressurised water to remove material, coatings or contamination and debris from the surface of a work piece or material substrate including:

- high pressure water jetting systems pressurised by positive displacement pumps with an output capability greater than 800 bar litres per minute, and
- water jetting systems operating below 800 bar litres per minute where there is a foreseeable risk of injury to operators or other people.

Risks associated with high pressure water jetting will be addressed via a risk management approach.

### 22.2 IDENTIFYING HIGH PRESSURE WATER JETTING HAZARDS

Some examples of high-pressure water jetting hazards include:

- cutting and reaction forces from high pressure water jets
- flying debris
- hazardous substances and biological materials
- noise, and
- water jetting equipment.

High pressure water hazards can be identified by:

- conducting a walk-through assessment of the workplace
- observing the work and talking to workers about how water jetting is carried out
- inspecting plant and equipment used during high pressure water jetting operations
- reading product labels, safety data sheets and manufacturer's instruction manuals
- talking to manufacturers, suppliers, industry associations and health and safety specialists, and
- reviewing incident reports.

### 22.3 ASSESSING HIGH PRESSURE WATER JETTING HAZARDS

As part of the risk management approach, the Business has an obligation to ensure that any high-pressure water jetting operation that poses a risk of injury to workers are assessed to determine the seriousness of these hazards.

However, it must be noted that high pressure water jetting must not, under any circumstances, be used to blast any asbestos containing material (ACM). Where the surface to be blasted is suspected to be ACM, it must be tested by an authorised person before any jetting operation takes place.

In assessing risks arising from high pressure water jetting, the following factors will be taken into account:

- identifying which workers are at risk
- determining the sources and processes causing the risks
- identifying the control measures required, and
- assessing the effectiveness of existing control measures.

The likelihood of each hazard actually causing harm in a specific situation will be assessed taking into consideration:

- the severity of any potential injury from the jetting operation
- the substrate or surface being blasted
- the overall working environment of the proposed operation, taking into consideration the need to comply with related requirements, such as working on roads
- the surface coatings of the items being blasted, taking into account potential risks such as exposure to toxins such as lead or hazardous chemicals
- the conditions under which jetting is being carried out, considering potential oxygen depletion in areas such as confined spaces, and
- the skills, competence and experience of the operators.

## **22.4 CONTROLLING HIGH PRESSURE WATER JETTING HAZARDS**

The Business will ensure, as far as reasonably practicable, that the risks associated with high pressure water jetting in the workplace are controlled. The process of controlling high pressure water jetting risks will be determined in consultation with the workers who are required to carry out the task.

In the event that high pressure water jetting has been assessed as a risk, the Business will ensure:

- that all jetting operations are appropriately planned, taking into account the potential work environment, the potential hazards and emergency procedures
- that the number of operators is appropriate for the planned work
- all operators have the level of competence, skills, training and/or qualifications to undertake the planned work, including taking into consideration the need for licenses and/or specialist skills such as working on elevated work platforms or scaffolding
- all equipment used in the jetting operation meets the requirements of the relevant New Zealand Standard, and is maintained and used in accordance with the manufacturer's instructions
- appropriate isolation procedures are in place including locking and tagging

- all operators have the appropriate equipment required for the operation, including all PPE which is considered in addition to all other control measures
- that the area or zone being blasted has suitable barricading, signage or where necessary an observer to prevent the entry of non-authorised persons
- all other workers nearby are appropriately notified of the planned operation
- that safe work instructions are developed for the planned operation and are clearly communicated to workers
- that when manual gun operations take place the reaction force is equal to or below the maximum reaction force of 250 N or 25.5 kg, and
- the operation's crew complete a pre-start hazard assessment before starting jetting operations.

## 23 MOTOR VEHICLES

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### 23.1 INTRODUCTION

Road crashes represent the most common cause of work-related fatality in New Zealand. Driving for work purposes is therefore a considerable risk to a worker's health and safety and those risks are considered to increase as the time driving on the roads also increases.

Some of the biggest health and safety risks for drivers include:

- time pressures for deliveries, pick-ups or meeting schedules
- work cycles, particularly where shift work may be involved
- driver fatigue - even multiple short trips can result in driver fatigue
- vehicle selection and design
- manual handling of goods or products
- working at height, particularly if driving vehicles other than cars, and
- exposure to gases and fumes.

The Business acknowledges that the driving of a motor vehicle is governed by a range of specific road rules. Therefore, nothing in this policy, either defined or implied, is designed to mitigate the responsibilities of drivers to obey the applicable road rules that apply.

However, the operation of a motor vehicles is a normal part of the Business's activities and where driving or travelling in a motor vehicle is required in the course work, the motor vehicle is considered as the worker's place of work.

The Business therefore recognises that it has health and safety obligations in respect of workers who drive or travel in motor vehicles as a part of their work. Risks associated with operating a motor vehicle as a part of work will be therefore addressed via a risk management approach.

### 23.2 IDENTIFYING MOTOR VEHICLE HAZARDS

Motor vehicle hazards can be identified by:

- reviewing the tasks associated with motor vehicles
- observing how workers perform their tasks
- reviewing any documentation regarding the use of the vehicle that is provided by the motor vehicle manufacturer or that is otherwise available
- checking workplace specific documentation regarding the motor vehicle, for example pre-start checklists, and
- consulting with the workers carrying out the tasks.

### 23.3 ASSESSING MOTOR VEHICLE HAZARDS

As part of the risk management approach, the Business has an obligation to ensure that any motor vehicle operation that poses a risk of injury to workers is assessed to determine the seriousness of the hazard.

In assessing risks arising from motor vehicles, the following factors will be taken into account:

- the size, type and condition of motor vehicles in use
- the licensing requirements for the motor vehicle
- the distances and recommended driving times of trips
- loading and restraining of loads, regardless of size
- the power source of the vehicle (petrol, diesel, electricity)
- road and traffic conditions, and
- services and amenities on route for refuelling, recharging, rest breaks, break downs and emergencies.

In addition, any legislative requirements regarding the use of the motor vehicle (including prescribed work, rest, driver fatigue and logbook requirements) will be considered.

### 23.4 CONTROLLING MOTOR VEHICLE HAZARDS

The Business will ensure, as far as reasonably practicable, that the risks associated with motor vehicles in the workplace are controlled. The process of controlling motor vehicle risks will be determined in consultation with the workers who are required to carry out the task.

Only authorised persons will be permitted to operate the Business's motor vehicles. The Business will put in place systems to ensure that authorised persons are appropriately licensed to drive such motor vehicles, and that the motor vehicles being driven are registered and insured in accordance with the relevant legislation. Photocopies or other records of these checks will be retained.

In the event that motor vehicle operations have been assessed as a risk, as far as is practical, the Business will:

- ensure that workers have the appropriate and current licences or certificates and authority from the Business to operate the motor vehicle and the appropriate training to undertake any role or task related to the vehicle's operation such as loading and unloading
- ensure that records and details of licenses held by drivers is retained by the Business and recorded in the **Skills Matrix** or equivalent
- ensure that all motor vehicles used by workers and staff have been deemed appropriate for the task
- ensure that drivers are familiar with the motor vehicle they are required to operate and the safe operation of the vehicle
- ensure workers comply with any legislative requirements relating to the use or operation of motor vehicles for example by scheduling trips to ensure that a suitable or prescribed work/rest ratio is in place, that driver fatigue is effectively controlled, and logbook requirements are adhered to where required

- ensure that workers understand the Business's instruction and requirements to minimise the risk of injury or illness from operating a motor vehicle, including the scheduling of trips to minimise the risk of fatigue, adhering to any recommended maximum driving times, ensuring adequate rest breaks are taken and using appropriate lifting techniques or aids when loading or unloading the vehicle
- ensure that the motor vehicle is inspected, tested and maintained in accordance with the manufacturer's requirements or in accordance with any applicable legislative requirement and prescribed timeframe
- provide mechanical aids where possible to reduce manual handling risks associated with motor vehicle operations, or otherwise train workers on appropriate manual handling techniques (in particular when loading/unloading the vehicle) and safe operating loads
- provide training where applicable to reduce hazards associated with refuelling or recharging of the particular vehicle type, be they a flammable, toxic and/or electrical hazard
- ensuring that workers undertake an inspection of the vehicle before use, preferably using the defined checklist, to confirm that as far as is practical, all safety features of the vehicle are fully functional, and the vehicle is considered roadworthy, and
- ensuring workers understand the Business's vehicle breakdown and vehicle accident procedures or in the event of an accident.

## 23.5 PROCEDURES

### i) Vehicle breakdown procedure

When a motor vehicle breaks down, drivers can become distracted and unwittingly place themselves and others in danger. To minimise the risks associated with a breakdown, drivers should:

- stop and park the motor vehicle in a safe place as far off the road as practical
- avoid stopping around blind corners, just over the crest of a hill, on bridges or where roads are very narrow
- use the motor vehicle's hazard lights to warn other road users
- know who to call for assistance and have the contact details of roadside assistance providers in the motor vehicle's glove box, and
- advise the Business of the breakdown as soon as practical and provide details of their location, the fault/issue, and immediate actions they have taken.

Drivers should not:

- attempt to repair the motor vehicle unless they are qualified and authorised to do so
- stay in the motor vehicle unless this is the safest option. Generally, it is safer for drivers (and passengers) to keep well clear of the motor vehicle and wait for help to arrive
- exit the motor vehicle on the traffic side, unless this is the safest option. Generally, it is safer for drivers (and passengers) to exit via the passenger side, and



- leave the motor vehicle's bonnet up once help has been arranged. Other drivers may stop which could compromise their safety.

#### **ii) Motor vehicle accident procedure**

If drivers are involved in a motor vehicle accident, they are required to follow the breakdown procedure if the vehicle is damaged to the extent that it cannot be operated. In addition, they should:

- exchange insurance details with involved parties
- seek medical attention if required
- notify the relevant emergency services as required, and
- advise the Business of the accident as soon as practical and provide details of the location of the accident, damage to motor vehicle, third parties involved and immediate actions they have taken.

#### **iii) Use of mobile phone while operating a motor vehicle**

Drivers must operate motor vehicles in compliance with all road rules and in particular ensure that they:

- do not use a mobile phone whilst driving unless via an approved hand free or cradle device
- limit their usage whilst using an approved device to short conversations only
- do not use SMS, video and/or email whilst driving, and
- do not hold or touch a phone at any time whilst driving unless the motor vehicle is legally parked (even if they are just passing it to a passenger).

#### **iv) Reversing**

When reversing a motor vehicle and a clear line of sight from internal and external rear view mirrors is impeded or obscured in any way such as a load, drivers must use a spotter to assist. Any damage done to the vehicle when not using a spotter will be considered negligent.

### **23.6 WORKER RESPONSIBILITIES**

To ensure that workers operate motor vehicles in a manner that eliminates or minimises the risk of injury or illness from driving or undertaking task related to the driving of a motor vehicle, they must:

- have the appropriate licence or certificate and authority from the Business to operate the motor vehicle and the appropriate training to undertake any role or task related to the vehicle's operation such as loading and unloading
- advise management immediately if they are disqualified or suspended from driving and be able to produce their license for scrutiny by management as requested
- be familiar with the motor vehicle they are required to operate and are able to operate the vehicle in a safe manner, taking into consideration the applicable road conditions and prevailing weather
- comply with any legislative requirements relating to the use or operation of the motor vehicle

- follow any reasonable health and safety instruction given to them by the Business, including scheduling of trips to minimise the risk of fatigue, adhering to any recommended maximum driving times, ensuring adequate rest breaks are taken and using appropriate lifting techniques or aids when loading or unloading the vehicle
- not drive or operate a motor vehicle if they are under the influence of alcohol or drugs, including prescription drugs where such a drug may diminish their perception, reflexes, responses or cognitive thinking
- comply with the Business's vehicle breakdown procedures when required
- in the event a vehicle accident, first seek medical attention if required. However, if they are able to do so, they must then ensure that they follow the Business's accident procedures
- ensure that the motor vehicle they are to drive has been inspected, tested and maintained in accordance with the manufacturer's requirements or in accordance with any applicable legislative requirements and is suitable for the work to be undertaken, and
- ensure that they undertake an inspection of the vehicle, preferably using the defined checklist to confirm that, as far as is practical, all safety features of the vehicle are fully functional, and the vehicle is considered roadworthy.

## **24 REMOTE/ISOLATED WORK**

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### **24.1 INTRODUCTION**

Remote work can be performed by workers who are off-site, or by workers travelling in the course of their duties. It can also be work that is isolated from the assistance of others because of the location, time or nature of the work being performed. It includes workers who are working by themselves or in isolated areas.

Remote workers can face higher levels of exposure to hazards than workers in a controlled environment. In addition, remote workers may not have the same access to support and emergency services.

### **24.2 IDENTIFYING REMOTE/ISOLATED WORKING**

Workers may be deemed working remotely or in isolation if they:

- physically work alone, for example, at night or isolated from other workers
- work separately from others, for example, in a regional office building
- work at home or engage in teleworking activities
- work outside normal working hours, for example, on call workers
- work shift work or night work
- travel as part of work
- travel long distances, for example, freight transport drivers
- work unsupervised, for example, teleworkers
- work in geographical isolation, for example, workers carrying out field work
- work on a reduced roster, for example, on public holidays, and
- work in isolation with members of the public, for example, health and community workers.

### **24.3 ASSESSING REMOTE WORK RISKS**

As part of the risk management approach, the Business has an obligation to ensure that any remote work that poses a risk of injury to workers is assessed to determine the seriousness of these hazards. This will include determining:

- whether there is a possibility of exposure to violence or aggressive customers
- how long the worker will be working alone for
- what forms of communication and assistance the worker has access to
- the type of work they are undertaking, for example high risk work, and

- if the risks of the work can be controlled by one person, for example:
  - where there is risk of a fall
  - working with electricity, hazardous chemicals and/or plant
  - working near or on the road
  - working in confined spaces
  - working in an excavation

(in these situations, it would be unlikely that working alone would be appropriate).

#### **24.4 CONTROLLING REMOTE WORK RISKS**

The Business will ensure, as far as reasonably practicable, that the risks associated with remote work are controlled. The process of controlling remote working risks will be determined in consultation with remote workers.

In the event that remote work has been assessed as a risk, the Business will:

- provide a mobile phone or cover the cost of a mobile phone for the remote worker. Where the provision of a mobile phone is not practical (for example, because the remote worker is working on a site where mobile phones cannot be used), the Business will consider alternatives such as satellite phones, digital two-way radios, GPS tracking devices, pagers or land line phones
- agree on arrangements for how frequently remote workers should call in. This may be at the start and end of each shift, at pre-set four hourly intervals, or as often as reasonably required based on the nature of work being performed
- ensure that appropriate management are contactable by the worker at all times whilst they are engaged in remote work
- ensure that there are procedures in place to manage any emergency situation that may arise, and
- ensure the worker is provided with appropriate training on emergency procedures.

## 25 WORKING OFFSITE

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### 25.1 INTRODUCTION

At times, workers are required to work offsite in settings that are not under the control of the Business. This may result in the worker being exposed to additional risks to their health and safety.

Despite not being under its control, the Business recognises that offsite work locations may form part of the workplace and therefore health and safety obligations in respect of these sites do apply.

### 25.2 BEFORE WORKING OFFSITE

Where workers are going to work offsite at a location under the control of a host employer, the Business will verify with the host employer that all hazards and risks within that setting and associated with the work activity have been identified, assessed and controlled.

This may include:

- seeking written confirmation/evidence, and
- requesting the host employer complete and provide their own documentation or complete the Business's.

Where workers are working offsite in a setting that is not under the control of a host Business (for example, a public domain), a manager or supervisor of the worker is responsible for ensuring that a site risk assessment is completed prior to the work activity commencing. Where it is not practicable for this to occur, the workers will be directed to conduct the risk assessment when they first arrive onsite.

### 25.3 AT THE SITE

Where engaged on offsite work, workers will be directed to comply with any relevant site-specific health and safety policies and procedures. In particular, workers will be directed to:

- report to the site's reception area or designated contact person and announce arrival
- sign into the site's visitor attendance log, where required
- carry/wear any visitor passes whilst on site, as requested
- attend any site-specific health and safety induction, where required
- wear/use relevant safety protection clothing issued by the Business of the site, including any hard hats, personal hearing protection, hi visibility vests, coats, water proof coats, boots, non-slip soled shoes or goggles
- abide by all instructions issued by the site, in particular safety instructions
- remain on any designated walkways or access paths, and obey any signage on the site
- report any hazards detected to the site, such as exposed leads or loose railings

- assess the risk posed by any hazards and determine whether it is safe to continue work. In the event it is not safe to do so, workers will be directed to take necessary steps to prevent an incident occurring and immediately report the hazard to the Business, and
- in the event of an emergency, follow the site-specific emergency evacuation response plan.

If a health and safety issue or hazard cannot be resolved, the worker will be directed to contact their manager immediately.

## 26 PLANT AND EQUIPMENT

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### 26.1 INTRODUCTION

Plant is any machinery, equipment, appliance, implement or tool and any component or fitting used within the workplace.

Plant is machinery that processes material by way of a mechanical action which:

- cuts, drills, punches or grinds
- presses forms, hammers, joins, or moulds material, or
- combines, mixes, sorts, packages, assembles, knits or weaves material.

Plant also includes lifts, cranes, tractors, earth moving equipment, pressure equipment, hoists, powered mobile plant, plant that lifts or moves people or materials, chisels, chainsaws, photocopiers, desks, filing cabinets and temporary access equipment.

Risks associated with plant and equipment in the workplace will be addressed via a risk management approach.

### 26.2 IDENTIFYING PLANT AND EQUIPMENT HAZARDS

Hazard means the potential to cause injury or illness. Examples of potential harm that plant or associated systems of work may cause to people at work include, but are not limited to:

- injury from entanglement
- crushing by falling or moving objects, or plant tipping over
- crushing from people falling off or under plant
- cutting or piercing due to sharp or flying objects
- burns (friction, heat, chemical)
- injury from high-pressure fluids
- injury from electricity
- injury from explosion
- slips trips and falls
- suffocation
- ergonomic requirements, and
- dust, vibration, noise, or radiation.

### 26.3 ASSESSING PLANT AND EQUIPMENT HAZARDS

As part of the risk management approach, the Business has an obligation to ensure that any plant or equipment that may pose a risk of injury to workers is assessed to determine the seriousness of these hazards.

When assessing potential risks and hazards associated with specific plant and equipment considerations will be given to the following throughout the life of the plant:

- design and construction
- installation or erection and positioning plant in the workplace
- commissioning and operation
- electrical, radiation and thermal energy
- emergency procedures
- hazardous substances and dangerous goods
- machine guarding for plant with moving parts
- maintenance, repairs, servicing and cleaning requirements
- manual handling issues
- noise and vibration
- PPE requirements
- work environment including lighting, ventilation, interaction with others
- safe work procedures and auditing
- decommissioning, demolition and disposal of plant, and
- the relevant New Zealand and international standards.

### 26.4 CONTROLLING PLANT AND EQUIPMENT HAZARDS

The Business will ensure, as far as reasonably practicable, that the risks associated with plant and equipment are controlled from purchase through to disposal.

#### **i) Installation, erection and commissioning**

Commissioning is a process of verification. This involves an extensive check carried out during the trial phase, prior to the plant being accepted for use. It ensures that the plant performs according to the design criteria and is a process, agreed to by the manufacturer or supplier. The extent and complexity of the commissioning will vary between items of plant.

Plant installation, erection and commissioning must be performed by a competent person who has access to any necessary health and safety information, including any instructions from the designer or manufacturer.



Commissioning methods will:

- be in accordance with the manufacturer's/supplier's specifications
- not impose stresses which exceed the limitations of design capabilities include tests to ensure that the plant will perform to its design specifications
- include typical maintenance checks used by the operator and service personnel
- be documented, and
- ensure the location is suitable for the type of plant and provide sufficient clear space for the plant to be operated, maintained and repaired safely.

The results of the commissioning will include:

- information about any problems identified during commissioning that suggest the plant cannot be operated safely, and
  - confirmation that the plant will perform the task for which it has been purchased.
- High risk plant may need to be registered. The Business will assess any plant to see if there is a requirement for the plant to be registered.

#### **ii) Usage and competency**

The Business may control a wide variety of plant and equipment in the workplace with workers performing a range of activities and tasks with this equipment. To ensure these activities are conducted in a safe manner, the following processes will be adopted:

- workers must only use plant when it is capable of performing safely within the design criteria and manufacturer's instructions
- workers are to be appropriately trained to use/operate the plant and equipment in a safe manner
- specific work instructions will be developed for the operation of each piece of plant and equipment
- maintenance and manufacturer's manuals will be kept for all relevant plant and equipment
- appropriate information that states the use for which the plant or equipment has been designed and tested and the conditions that must be followed to ensure the safe use of that plant, will be made available to workers
- plant and plant equipment are to be used and maintained according to manufacturer's guidelines, inspected and checked for any faults
- items of heavy plant and machinery need to be checked regularly and recorded in a logbook (a **daily pre-start checklist** is required)
- specific inspection checklists may need to be designed for items of plant, such as overhead cranes
- any incident associated with plant or equipment will be reported to the person's supervisors and they are required to complete an **Incident Report Form**

- workers are to be advised of the reporting requirements through conducting a toolbox talk, and
- supervisors are to regularly check if plant is being operated correctly.

Some plant and equipment and their use and operation are considered to be high risk work and as such any person who operates or uses the plant or equipment must hold a current National Certificate of Competency or recognised equivalent. The Business will maintain a register of licenced operators. Examples of high risk work include:

- **scaffolding**
- dogging and rigging
- crane and hoist operation (tower cranes, self-erecting tower crane, derrick crane, portal boom cranes, bridge and gantry crane, vehicle loading crane, non-slewing mobile crane, slewing mobile cranes, materials hoist, personnel and materials hoist, boom-type elevating work platform, vehicle-mounted concrete placing boom)
- forklift operation
- pressure equipment operation (boilers, turbine, reciprocating steam engine operation)
- load-shifting equipment (front-end loader/backhoe, front-end loader – skid steer type, excavator)
- formwork
- explosive-powered tools, and
- operation of motor vehicles requiring the relevant driver's licence.

### **iii) Modification of plant**

As part of the risk management approach, the Business will consider all safety issues when considering any alterations to plant and equipment, by:

- consulting with the designer and manufacturer, and
- where the original designer or manufacturer cannot be contacted, the alterations will be carried out by a competent person in accordance with the relevant technical standards.

A competent person is one who has acquired through training, qualification or experience the knowledge and skills to carry out the task.

The Business will, so far as is reasonably practicable:

- ensure that the design and construction of the plant is such that persons who use the plant properly are not, in doing so, exposed to risks to their health and safety, and
- ensure that adequate information is supplied about any dangers associated with the plant and about conditions necessary to ensure that persons using the plant properly are not exposed to risk to their health and safety.

Modifications to protective systems, such as drilling holes or welding, may destroy the integrity of the protective structure. Modifications will not be undertaken unless they have been assessed and specified by a competent person.

#### **iv) Guarding**

In the event that machinery operations have been assessed as a risk, the Business will install machinery guarding according to the hierarchy of controls. This may include:

- installing a permanent barrier of a solid and secure nature so that it cannot be removed or interfered with by any non-authorized person, with automatic cut-off or starter prevention when the guarding is removed for any reason
- installing an interlocked physical barrier or a barrier requiring removal by a tool where access is required to a dangerous area of the machine during operation, and
- if the above are not practicable - installing a presence-sensing safeguard system.

Guarding that is provided will be maintained and will be designed so that it:

- does not create a risk in itself and should not introduce new hazards such as rough or sharp edges
- controls any risks arising from finished products being ejected from the machine, and
- allows for servicing and maintenance of the machine.

The Business will ensure that all hot and/or moving parts of plant and equipment are guarded against accidental contact, including:

- all shafts, pulleys, flywheels, gearing, cables, sprockets, belts, chains, clutches, couplings and all blades and wings of fans
- keyways, keys and grease nipples that protrude from moving parts
- run-on point of any belt, chain or cable
- ground wheels or tracks adjacent to the operator's position and (where provided) passenger seat, and
- all exhaust systems or hot surfaces likely to cause burns.

#### **v) Decommissioning and disposal**

When decommissioning and planning for the disposal of plant, the Business will:

- identify and control hazards involved in the process of decommissioning and dismantling the plant
- dismantle plant in accordance with the designer's and manufacturer's instructions if available
- if re-selling, ensure that the plant is safe to load, transport, unload and store. Any available information relating to the plant design, registration, installation, operation and maintenance will be provided with the plant

- if scrapping, ensure that the plant is safe to load, transport, unload and dispose of, and
- inform the receiver of the scrap or spare parts (in writing) that they are not to be used as plant in their present form.

## 27 SUN SAFETY

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### 27.1 INTRODUCTION

Workers who work outdoors for all or part of the day have a higher than average risk of skin cancer. This is because ultraviolet radiation in sunlight or 'solar UVR' is a known carcinogen.

All skin types can be damaged by exposure to solar UVR. Damage is permanent and irreversible and increases with each exposure.

As part of the risk management approach, the Business has an obligation to ensure that any risks associated with exposure to solar UVR are eliminated or controlled. Through adopting a hierarchy of controls and as far as reasonably practicable, the Business will eliminate or minimise the risks from exposure to solar UVR for outdoor workers.

### 27.2 BUSINESS RESPONSIBILITIES

The Business will:

- assess the risks in consultation with workers to identify those workers who have a high risk of exposure to solar UVR and work situations where exposure to solar UVR occurs
- minimise, so far as is reasonably practicable, workers' exposure to solar UVR by consulting with workers and ensuring workers use sun protection control measures during sun protection times and at all times when working outdoors for extended periods
- recognise the SunSmart UV Alert as a means of identifying when it is necessary to use sun protection control measures while working outdoors
- actively supervise outdoor workers and monitor their use of sun protection control measures
- ensure injury reporting procedures are followed when an incident of sunburn or excessive exposure to solar UVR occurs in the workplace
- provide training to workers to enable them to work safely in the sun
- ensure training is provided as part of induction for new workers
- ensure managers and supervisors act as positive role models
- promote the use of sun protection control measures 'off the job', and
- recognise that a combination of sun protection control measures provides the best protection to workers from exposure to solar UVR.

### 27.3 IDENTIFYING AND ASSESSING THE RISK

The primary focus in identification of the risks is to ensure that the Business identifies those workers who have a high risk of exposure to solar UVR and work situations within the Business where exposure to solar UVR occurs. This will be achieved taking into consideration the:

- geographical location of the relevant workplace
- time of year that the work is being undertaken, particularly outdoor work
- time or times of day when the work is being undertaken
- pattern and length of exposure to solar UVR
- the nature of the work being undertaken
- relevant control measures available
- presence of reflective surfaces that may impact upon exposure levels, and
- potential impact, or presence, of photosensitisers, either to the worker directly or in the localised working environment.

#### **27.4 CONTROLLING THE RISKS**

In accordance with the risk management approach and using the hierarchy of controls, the Business will:

- provide shaded areas or temporary shade
- encourage workers to move jobs to shaded areas
- modify reflective surfaces
- identify and minimise contact with photosensitising substances
- provide indoor areas or shaded outdoor areas for rest and meal breaks
- schedule outdoor work tasks to occur when levels of solar UVR are less intense eg earlier in the morning or later in the afternoon
- schedule indoor and shaded work tasks to occur when levels of solar UVR are strongest eg in the middle part of the day
- encourage workers to rotate between indoor, shaded and outdoor tasks to avoid exposure to solar UVR for long periods of time
- ensure there is sufficient drinking water available for workers, and
- provide PPE, including:
  - sun protective work clothing such as long-sleeved shirts with some collar and trousers or knee-length shorts
  - sun protective hats covering the face, head, ears and neck
  - sunglasses meeting New Zealand Standards, and
  - broad-spectrum, SPF 30 or higher, water resistant sunscreen.

## 27.5 WORKER RESPONSIBILITIES

To ensure that the Business is able to eliminate or control the risk to workers health and safety from exposure to solar UVR, workers will ensure that they:

- have received sufficient training and instruction on the risks associated with exposure to solar UVR and the safe work practices implemented by the Business to reduce your risk of injury and illness from exposure to solar UVR
- actively participate in the development and review of safe work practices related to the elimination or control of exposure to solar UVR
- have a supply of consumable water sufficient to prevent dehydration
- utilise and wear appropriate and approved PPE and if working outside ensure they have a broad brimmed hat, protective clothing covering to at least the elbows and knees, sunscreen and sunglasses
- follow any reasonable instruction or work practice implemented by the Business designed to eliminate or control their risk of injury and illness from exposure to solar UVR, including the wearing of appropriate PPE and sunscreen, and
- advise the Business if there is any illness, disease or condition they may have that may be impacted by excessive exposure to solar UVR, or if you are currently taking any medication or are in contact with any substance that may increase your risk if exposed to solar UVR.

## **28 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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### **28.1 INTRODUCTION**

Exposure and injury can be prevented with the use of PPE where preventative measures for a hazard require additional control. Use of PPE is only to be considered when more effective control measures have been ruled out.

Hearing protection, eye protection, skin protection, respiratory protection and other personal protection can be achieved by wearing specific items developed to prevent injury.

Risks associated with PPE in the workplace will be addressed via a risk management approach.

### **28.2 BUSINESS'S RESPONSIBILITIES**

The Business will ensure:

- suitable PPE and protective clothing are supplied
- PPE and protective clothing meet relevant legislative, New Zealand Standard and/or industry requirements or guidelines
- information and training are provided in the correct use, wear and maintenance of PPE and protective clothing supplied
- tasks are assessed to determine correct level of PPE required
- PPE and protective clothing being used are in an appropriate condition for the works being performed
- damaged or worn PPE and protective clothing is replaced, and
- workers wear and use such items supplied to them.

### **28.3 WORKER RESPONSIBILITIES**

Workers have a responsibility to:

- wear and use PPE and protective clothing provided as instructed
- maintain and care for the PPE and protective clothing supplied, and
- report damaged or worn PPE to their manager.

### **28.4 DETERMINATION OF PPE AND PROTECTIVE CLOTHING**

Determination of whether PPE and/or specific protective clothing are required will be based on a risk assessment of a hazard or task and, where relevant:

- information contained in the SDS for hazardous substances



- operating procedures for plant
- SWMS, and
- safe operating or work procedures.

## **28.5 SELECTION OF PPE AND PROTECTIVE CLOTHING**

All PPE selected shall conform to the appropriate legislative, New Zealand Standard and/or industry requirements or guidelines.

PPE supplied by the Business remains the property of the Business.

Before any PPE is used it should be inspected to ensure:

- a good fit on the user
- it is appropriate for the task and will protect the user from the hazards it is intended to control
- it does not introduce any new hazards
- is in good condition, and
- the user understands the correct usage of the equipment.

If there are any defects or deficiencies found with the PPE after inspection it must be taken out of service immediately and reported to the manager.

New products are continually being developed and made available this may mean an item that has been in use may be superseded and no longer available.

If new equipment requires selection, the most effective PPE should be chosen according to the risk assessment or SDS information.

## **28.6 PROTECTION**

Where defined by signage on plant, entrances to buildings/rooms or work sites all identified PPE must be worn.

## 29 HAZARDOUS NOISE

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### 29.1 INTRODUCTION

Hazardous noise can destroy the ability to hear clearly. It can permanently damage the nerve cells in the inner ear causing what is called noise induced hearing loss and can also result in a permanent ringing in the ear known as tinnitus. The degree of hearing loss caused by hazardous noise is generally dependent on how loud the noise is and how long a person is exposed to it. However, if the noise is loud enough, it can cause an immediate loss in hearing ability.

Hazardous noise can also present as an added risk to the workplace as it can make it more difficult to hear sounds necessary for working safely such as instructions or warning signals.

The Business is committed to ensuring the risk to workers from hazardous noise is eliminated as far as is practical. Implementation of this policy will help to ensure that all relevant workers are informed about hazardous noise and have received sufficient training in the identification and control of potential noise hazards at work to help prevent noise induced hearing loss and other noise related illnesses.

Risks associated with hazardous noise in the workplace will be addressed via a risk management approach.

### 29.2 IDENTIFYING HAZARDOUS NOISE IN THE WORKPLACE

In consultation with workers, the Business will identify work tasks, processes and equipment that may present the risk of exposure to hazardous noise.

Indicators of hazardous noise at the workplace include:

- workers having to raise their voice to communicate with one another at a distance of one metre or less
- workers complaining of temporary reduction in hearing or ringing in the ears after leaving work
- the ability of workers to clearly hear work instructions or warning signals, and
- warnings that may accompany newly purchased plant or equipment.

Therefore, the Business will initially identify hazardous noise through:

- workplace inspections and consultation with workers
- reviewing available information regarding noise levels from manufacturers and/or suppliers of plant and equipment, and
- assessing the length of time workers are exposed to noise either from individual machines or tools or to the overall work environment.

### 29.3 ASSESSING HAZARDOUS NOISE

The international standard unit for measuring sound levels is called the Decibel (dB) and this is used to indicate the level of noise in the workplace. Legislative requirements for hazardous noise are defined by two noise exposure standards because noise can either cause gradual hearing loss over a period of time or be so loud that it can cause an immediate loss of hearing. These two standards are:

- $L_{Aeq, 8h}$  means the eight-hour equivalent noise exposure. Using this exposure standard, an unacceptable risk of hearing loss occurs at levels above 85 dB (A), and
- $L_{C,peak}$  means the peak or maximum sound level and usually relates to loud sudden noises such as a gunshot or hammering. Using this exposure standard, noise levels above 140 dB (C) can cause immediate damage to hearing.

An increase in 3 dB represents a doubling of the sound energy which means that the exposure time of workers will be halved for every 3 dB increase in sound.

The table below demonstrates the length of time a person without hearing protection can be exposed before the standard is exceeded.

Equivalent Noise Exposure $L_{Aeq, 8h} = 85 \text{ dB (A)}$	
Noise Level dB (A)	Exposure Time
80	16 hours
82	12 hours
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes

Where noise has been identified as a potential risk to workers, the Business will undertake a risk assessment in accordance with the risk management process in this manual to determine the level of risk from exposure to noise.

The risk from noise being emitted from a single piece of machinery can be assessed considering length of time a particular machine or tool is operated and the number of workers who may be exposed to the emitted noise.

However, where there are multiple sources of noise in the workplace and the combined impact of the sources of noise levels is not easily determined, the Business will engage a noise specialist to undertake a formal noise assessment.

A noise assessment will quantify the noise to determine the extent of the risk over a typical working day and to help determine the appropriate control measures to be implemented. Such an assessment will be undertaken by a competent person with appropriate sound level measuring equipment.

## 29.4 CONTROLLING HAZARDOUS NOISE

Where noise is assessed as being potentially hazardous, in consultation with workers, the Business will develop and implement a noise control or hearing conservation program. This program will include regular monitoring of the workplace, education and training of workers and may include regular audiometric testing for workers exposed to hazardous noise.

To facilitate the implementation of the program the Business will address hazardous noise as part of the risk management approach. This will ensure, as far as practical, that risk to workers from hazardous noise is eliminated or minimised through the application of the hierarchy of controls such as:

- eliminating the source of the hazardous noise, for example ceasing the use of noisy machinery
- regular inspection and maintenance of machinery to ensure they are running efficiently and all components are appropriately secured and free from vibration
- substituting production methods or noisy plant with quieter alternatives where possible
- engineering modifications such as sound proof isolation barriers, the installation of anti-vibration mountings for machinery or dampening material to machinery panels, the fitting of silencers to compressed air exhausts and the fitting of sound absorbing material to hard surfaces
- ensuring noise emissions below the exposure standards are considered as criteria in the purchasing of plant and equipment
- administrative controls to reduce worker's daily exposure to noise such as relocating workers for periods of time throughout the working day, and
- implement a hearing protection program involving the use of PPE.

## 29.5 PERSONAL HEARING PROTECTION

Hearing protection will only be considered as hazardous noise control method:

- when the risks arising from exposure to noise cannot be eliminated or minimised by other means or where the noise exposure cannot be reduced below the exposure standards by more effective control measures
- as an interim measure until other control measures are implemented, or
- when protection is required in addition to what has been achieved using other noise control measures.

Where personal hearing protection is required to be worn by workers, the Business will ensure the hearing protection is:

- selected to minimise risk to health and safety
- suitable for the nature of the work and any hazard associated with the work
- a suitable size and fit and reasonably comfortable for the person wearing it
- maintained, repaired or replaced so it continues to minimise the risk, and
- used or worn by the worker, so far as is reasonably practicable.

Areas where people may be exposed to hazardous noise will be designated and sign-posted as hearing protection areas and the boundaries of these areas will be clearly defined. Workers and other persons, including managers and visitors, are not to enter these areas without wearing appropriate personal hearing protection, regardless of the length of time they will be in the area. Where sign-posting is not practicable, the Business will make other arrangements to ensure that workers and others know when personal hearing protection is required, for example:

- attach prominent warning notices to tools and equipment indicating that personal hearing protection should be worn when operating them
- provide written and verbal instructions on how to recognise circumstances in which personal hearing protection is needed, and
- ensure effective supervision of identified hazardous tasks.

## **29.6 AUDIOMETRIC (HEARING) TESTS**

The Business will provide audiometric testing for all workers who are required to rely upon, and therefore frequently use, personal hearing protectors as a control measure for noise that exceeds the exposure standard. Audiometric testing will be provided within 3 months of the worker commencing work to provide a baseline as a reference for future audiometric test results. Regular follow-up tests will be carried out at least every 2 years.

## **29.7 WORKER RESPONSIBILITIES**

Where working in and around hazardous noise, they are responsible for:

- ensuring that they have received sufficient training and instruction to understand the risks associated with working with noise, how to identify potentially hazardous noise sources and understand the use and function of any control measure implemented for their protection
- following any reasonable procedure, guidance or instruction given by the Business that is designed to reduce their risk of exposure to hazardous noise, including the effective use and maintenance of PPE
- actively participate in the development and/or review of any program designed to help eliminate or minimise the risk to workers of exposure to hazardous noise
- ensuring that they do not interfere with, or remove any noise control apparatus or device installed or any machine modification designed to reduce noise emissions
- ensuring that they do not enter a work area where hazardous noise has been identified and designated until all control measures required are implemented
- taking reasonable care to prevent risks associated with hazardous noise to themselves and other workers, and
- notifying management of any hazardous noise risk that they become aware of that may not have been previously identified, including where maintenance may be required to machinery to reduce noise levels.

## 30 SELECTING HEARING PROTECTION

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### 30.1 INTRODUCTION

Hazardous noise can destroy the ability to hear clearly. It can permanently damage the nerve cells in the inner ear causing what is called noise induced hearing loss and can also result in a permanent ringing in the ear known as tinnitus. It can also present as an added risk to the workplace as it can make it more difficult to hear sounds necessary for working safely such as instructions or warning signals.

The degree of hearing loss caused by hazardous noise is dependent on how loud the noise is and how long a person is exposed to it. The nature of the sound can also have an effect on hearing loss as some high pitched sounds are more damaging than low pitched sounds.

Damage to hearing usually happens over a number of years and is known as noise induced hearing loss (NIHL). It is often a permanent condition that can have a negative impact on your life.

Some loud noises, such as explosive powered nail guns, firearms, stamping presses and forges, can damage your hearing instantly. This is known as acoustic trauma.

### 30.2 IDENTIFYING NOISE HAZARDS

Refer to the Noise Procedure for the hazard identification process, this guidance information compliments that with how to select the appropriate hearing protection for your circumstances.

### 30.3 WHAT TYPE OF PROTECTOR?

**Bigger Isn't Always Better** People often think that because ear-muffs are big, they provide the most protection. Hearing protectors are tested according to the guidelines in the Australian/New Zealand Standard, AS/NZS 1270: 2002. Once tested, hearing protectors are given a class rating from 1 to 5, where Class 5 currently offers the greatest level of noise reduction. Ear-muffs and earplugs are both available as Class 5 hearing protectors.

Ear muffs work by suppressing unwanted noise by completely covering the outer ear and are generally better for intermittent use.

Disposal ear plugs are compressed foam that once inserted in the ear expand to suppress unwanted noise.

Re-usable ear plugs are made from moulded silicon designed to be washed for re-use.

Filtered reusable ear plugs and custom made ear plugs are designed for both comfort, a secure fit and to reduce the occlusion effect ie, removing all sounds

### 30.4 NOISE SAFETY THRESHOLD

Any noise above 85 – 90 decibels can cause permanent hearing loss and so hearing protection must be worn. The only way to be absolutely sure about the noise level to have a competent person engaged to perform an exposure measurement. Manufacturers can also provide information about the noise output from plant and equipment. Remember that music and public address systems add to the noise load that is generated in operations.

### **30.5 DON'T OVER PROTECT YOUR EARS**

Avoid hearing protection that cuts out too much noise. They can:

- reduce your ability to hear warning signals; and
- tempt you to remove the hearing protectors to hear what other people are saying to you.

Hearing protectors should be used the entire time you are exposed to noise as removing your earplugs for even a short time drastically reduces their effectiveness. For example, removing your hearing protector for just 5 minutes out of an 8 hour day will reduce your hearing protection by 40%. Another way to consider this is that a hearing protector that gives a 30 decibel of noise reduction if worn continuously over an eight hour day is reduced to only approximately 9 decibels of noise reduction if taken off for one hour whilst exposed to the hazardous noise.

### **30.6 COMMUNICATION BREAKDOWN**

If you currently use foam earplugs consider that these reduce high frequency sound much more than the low to mid frequencies. The frequencies of speech occur in the mid to high frequencies. This is why it is often difficult to engage in conversations while you are wearing foam earplugs. Amongst your options are filtered earplugs (reusable and custom), which reduce the volume of the noise more evenly across all frequencies and provide better sound quality than foam earplugs. This means you can communicate with fellow workers, answer telephones and hear warning signals.

Avoid that “Closed In” Feeling. Traditional forms of hearing protection can cause you to feel “closed in” and isolated from your surroundings. The so called “occlusion effect” can make some people feel uncomfortable about wearing hearing protection as it feels like you’re talking inside your own head. By comparison, filtered earplugs (reusable and custom) along with the appropriate class protection ear muffs are designed to minimise the occlusion effect and make outside noise sound as natural as if you weren’t wearing hearing protection.

### **30.7 COMFORT**

Don’t buy hearing protection that is uncomfortable to wear for long periods of time. If the job depends on wearing hearing protection all day, every day, you need to be sure it will be comfortable to wear for long durations. Otherwise workers will be tempted not to wear anything, which may result in permanent hearing loss.

For example, for work in high temperature environments, you may consider using earplugs in preference to ear-muffs to minimise discomfort. Workers may also find their ear canals get sore from repeated use of single use foam hearing protectors. Custom made hearing protectors will fit the ear perfectly, making them comfortable to wear for long periods.

### **30.8 POINTS OF DIFFERENCE**

The choice of hearing protection is governed by a number of factors including the level of the noise, comfort of the user and appropriateness of the type of protection for the environment in which it is used. When choosing a product you should ask the following questions:

- what material are the hearing protectors made from?;
- how long do the hearing protectors last for?;
- is there a choice in the level of attenuation (noise reduction) available?;
- what guarantees do the suppliers offer on the hearing protectors?; and

- what is the after-sales service if I find they don't fit properly?



## 31 HAZARDOUS DUST

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### 31.1 INTRODUCTION

Dust is a significant hazard in many workplaces. It can cause significant health effects on workers and some dusts can also produce an explosive atmosphere if the conditions are allowed to exist where it can become combustible.

In relation to the potential health effects of dust exposure, dust is generally referred to as either:

- inhalable dust, where the particles are large enough to become trapped in the nose, mouth, throat or upper respiratory tract and cause damage, or
- respirable dust, where the particles are small enough to enter the lungs and potentially cause significant, irreversible lung damage.

In addition, dust related diseases can also be caused through ingestion of dust and dust contacting the skin and/or eyes.

Depending on the composition of the dust, and the degree and type of exposure, the effects of dust can become apparent immediately or may take many years to develop.

Some types of dust may cause skin irritation, while others may cause respiratory problems or allergic reactions. More hazardous types of dust may have a permanent and disabling effect on organs such as the lungs which may lead to serious conditions which may take many years to fully develop but may be incurable such as lung cancer or silicosis.

Dusts may also be a significant fire hazard in the workplace as many are combustible. A combustible dust is any fine material that has the ability to catch fire and explode when mixed with air such as grain dusts and dusts caused from the abrasion of many metals.

Regardless of the type of dust, it can be extremely hazardous to workers and accordingly, risks associated with dust in the workplace will be addressed via a risk management approach in consultation with workers.

### 31.2 BUSINESS'S RESPONSIBILITIES

The Business has a duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of all its workers whilst working with dust hazards. In particular, as far as is reasonably practicable, it is responsible for ensuring that:

- in consultation with workers, any dust hazards that pose a risk of injury to workers are identified, assessed, controlled and regularly reviewed
- all risks associated with hazardous dust are either eliminated or controlled to ensure that the relevant individual exposure limits are not exceeded
- the appropriate training, instruction and supervision is provided so that risk minimisation strategies to control dust exposure are implemented and any potentially excessive exposure to hazardous dust is identified and reported
- general housekeeping procedures are in place to eliminate or minimise exposure to hazardous dust

- where necessary, appropriate health monitoring is provided to affected workers and
- injuries or illnesses resulting from exposure to dust are clearly identified and appropriate steps are taken to prevent future reoccurrence.

### **31.3 IDENTIFYING DUST HAZARDS**

Dust hazards can be identified by:

- inspecting the workplace to identify whether visible dust has accumulated on any surfaces, and considering whether this is liable to being disturbed
- if necessary, utilising a dust lamp that provides a powerful beam of light to identify whether any fine dust particles are present in the air, or to identify the source and movement of dust
- if necessary, undertaking air sampling to determine whether any dust is present which may not be visible to the naked eye and identify whether that dust is potentially hazardous
- assessing the materials used in the workplace to determine if they are naturally dusty
- assessing the work being completed to identify whether it creates dust by any mechanical or other means, for example if the following types of work activities are conducted:
  - filling bags or emptying them into skips or other containers
  - weighing or handling loose powders, such as cement
  - cutting materials such as sandstone, paving stones or even timber
  - sieving and screening operations
  - conveying materials by mechanical means or by hand
  - stockpiling large volumes of processed materials
  - crushing and grading
  - milling, grinding, sanding down or other similar operations, and
  - cleaning and maintenance work.

### **31.4 ASSESSING DUST HAZARDS**

As part of the risk management approach, the Business has an obligation to ensure that any dust hazards that pose a risk of injury to workers are assessed to determine the seriousness of these hazards.

In assessing dust hazards, it should never be assumed that the dust is safe. All uncontrolled dusts are potentially hazardous, particularly any uncontrolled dry process or dusty work activity may create a dust problem. However, dusts are not all equally hazardous. Different dusts or even the same type of dust in different work situations may create different risks to health and require different control measures.

In assessing risks arising from dust exposure, the following factors should be taken into account:

- information on the hazardous nature of the dust
- the type of exposure (inhalation, dermal or ingestion)
- the environment in which exposure occurs, for example whether it is indoors or in the open air
- what the exposure levels are, with air sampling to be undertaken if necessary
- how the exposure occurs
- details of the controls to be used, and
- if appropriate, arrangements for emergency procedures.

### **31.5 CONTROLLING DUST HAZARDS**

Where dust has been assessed as a hazard the Business will eliminate the dust as far as is reasonably practicable. Where dust hazards cannot be eliminated, or it is not reasonably practical to do so, in consultation with workers, the Business will control workers exposure to dust, as far as is reasonably practicable through:

- substituting of a harmful product or substance with a less harmful one
- using of a less harmful form of the product, eg paste rather than powder
- designing and implementing changes to processes such as cutting techniques and material handling processes to reduce or eliminate dust emissions
- enclosing the work process to eliminate or reduce dust emissions
- extracting of dust emissions near the source
- minimising the number of workers that are at risk, and
- applying suitable administrative controls, such as reducing the length of time that workers are exposed to dust emissions, or any combination of the above controls.

Where dust emissions cannot be effectively controlled using any one of the controls above, or any combination of the controls above, the Business will ensure that all affected workers are provided with suitable PPE such as gloves, coveralls and a respirator. Where PPE is required to control exposure to dust, it will be used in addition to any one or any combination of the above controls and the Business will ensure that the worker is fully trained in the use and maintenance of the PPE. The Business will also ensure that any issued PPE meets the relevant New Zealand Standard and that the PPE is fit for the use that it was intended.

### **31.6 HEALTH MONITORING**

Where exposure to a specific dust requires health monitoring of a worker under legislation, or where there is a reasonable likelihood that a worker or workers have been exposed to dust that may lead to a particular disease or adverse health effect, the Business will ensure that affected workers are provided appropriate health monitoring, where such valid monitoring techniques are available.

### 31.7 WORKER RESPONSIBILITIES

Where working with dust hazards workers are responsible for:

- ensuring they are familiar with any hazards associated with working with dust and the contents and location of any applicable Safety Data Sheets
- following any guidance or instruction they receive on how to perform work that may involve the generation of dust
- ensuring that they have received the appropriate training and instruction in relation to risk minimisation strategies designed to control exposure to hazardous dust, dust generation and the accumulation of dust in the workplace
- taking reasonable care to prevent exposure to dust to themselves and other workers and to minimise the generation and accumulation of dust
- ensuring that all control mechanisms such as dust extraction, ventilation and exhaust systems are functional when undertaking work that may generate dust
- notifying management of any dust risk that they become aware of
- ensuring they utilise any PPE that is provided to you that is designed to minimise exposure to dust, and
- where required and where provided, undertaking any health monitoring related to assessing exposure to hazardous dust.

## 32 RESPIRABLE CRYSTALLINE SILICA (RCS)

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### 32.1 INTRODUCTION

Silica is a natural substance found in most rocks, sand and clay and in products such as bricks, concrete and stone (including artificial or engineered stone found in composite kitchen benchtops). Work processes such as cutting, sanding, grinding and blasting materials containing silica can generate respirable crystalline silica (RCS).

RCS dust particles are so small they cannot be seen under ordinary lighting. RCS is hazardous to health as the small particle size can be easily inhaled deep into the lungs. Inhaling RCS can lead to serious illness or death. The main health effect is silicosis which is a serious and irreversible lung disease that causes permanent disablement and early death. Silicosis usually follows exposure to RCS over many years but extremely high exposures across the short term can cause it to develop rapidly.

RCS can be found in construction, foundries, tunnelling, brick, tile and concrete product manufacturing, monumental masonry, some abrasive blasting operations and metal polishing. Construction workers are more likely to be exposed to RCS when performing:

- tunnelling
- labouring
- demolition
- concrete grinding or scabbling
- brick, concrete or stone cutting, especially using dry methods
- excavation, earth moving and drilling plant operations or
- paving and surfacing.

Activities like dry cutting of bricks, concrete and manufactured stone with diamond tipped blades can produce very high levels of silica dust.

As the activities of the Business may involve the generation of a range atmospheric contaminants, this policy is designed to support and supplement the Businesses' **Hazardous Chemical** and **Hazardous Dust** policies.

### 32.2 BUSINESS RESPONSIBILITIES

The Business has a duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of all its workers whilst working with RCS. In particular, it is responsible for ensuring:

- exposure to RCS is reduced through safe work practices
- workers are educated in the hazards associated with RCS
- workers are trained in safe work practices to reduce the liberation of dust and
- workers are supplied with appropriate PPE to reduce the risk of exposure.

The Business must also provide atmospheric monitoring if they suspect that exposure levels may be approaching the workplace exposure limit. Air monitoring, which involves measuring the amount of RCS in the atmosphere at the workplace, may be used to determine the effectiveness of control measures, the extent of workplace exposure and to assess any risks. The Business will make air monitoring results available to affected workers.

The Business will provide health monitoring to workers if the worker is carrying out ongoing work at a workplace where there is a significant risk to the worker's health because of the exposure to RCS.

### **32.3 HEALTH EFFECTS**

Inhaling RCS can lead to silicosis which is a serious and irreversible lung disease that causes permanent disablement and early death, and it is made worse by smoking. Silicosis usually follows exposure to RCS over many years but extremely high exposures across the short term can cause it to develop rapidly.

Exposure to RCS has been linked to lung cancer and may also contribute to chronic obstructive pulmonary disease (COPD). Silicosis can develop or continue to progress even after exposure to RCS has stopped. Silica dust is also linked to the development of auto-immune disorders and chronic renal (kidney) disease.

Medical monitoring is recommended during pre-engagement, annual and at the time of termination of work for workers who are carrying out ongoing work using, handling, generating or storing RCS where there is a significant exposure risk to the worker's health.

### **32.4 WORKPLACE EXPOSURE STANDARD**

The national workplace exposure standard (WES) for RCS is 0.05 mg/m<sup>3</sup> 8h time weighted average (TWA), which is the maximum average airborne concentration allowable when calculated over an eight-hour working day, for a five day working week.

However, PCBUs are required to ensure that exposure to any hazardous chemical or substance is kept as low as reasonably practicable. As such, whilst the WES must not be exceeded, PCBUs should try and achieve exposure levels well below it.

### **32.5 IDENTIFYING RCS HAZARDS**

When identifying and assessing the risk related to exposure to RCS, consideration must also be given to other airborne contaminants (fumes or mists) that workers could also be exposed to and control measures must provide sufficient protection to workers from all possible exposures.

The business will identify all tasks that use or generate RCS, in consultation with workers. For example, dry cutting of cement RCS may be generated. Sometimes these products will have a label warning of silica content.

#### **i) Atmospheric and medical monitoring**

Workplace health and safety regulations require atmospheric assessments of the level of exposure to workers undertaking tasks which regularly liberate silica dust. The assessment and interpretation of results will be undertaken by a competent professional such as an occupational health practitioner from the New Zealand Occupational Health Nurses' Association, from the HASANZ Register, and/or the Australian and New Zealand Society of Occupational Medicine, to perform health monitoring.

As such, air monitoring will be carried to determine the airborne concentration of RCS at the workplace and to determine:

- the exposure to RCS by workers
- the processes or products that are the source of the exposure and
- if our current control measures are working.

To ensure that the exposure standard for RCS is not being exceeded, air monitoring will also be carried out:

- at least once a year in all areas where work is undertaken with silica containing products
- whenever a worker becomes unwell or if a health monitoring report recommends that control measures be reviewed
- whenever work practices, hours of work or the types of tools or equipment used change and
- if new control measures are introduced or existing control measures are changed in any way.

If there is a risk to the health of workers because of exposure to silica dust, health monitoring will be undertaken for all workers who are directly or indirectly exposed to generated dust or may be in contact with silica dust in other ways such as through cleaning work areas or equipment or administration activities.

Medical monitoring will be undertaken or supervised by a registered medical practitioner with experience in health monitoring. Monitoring may include chest X-ray, lung function testing, questionnaire and taking an exposure history.

## **ii) Record keeping**

The Business will keep the results of atmospheric monitoring for 30 years or as otherwise legislated. The records of monitoring may be kept in any form, as long as the information contained in them is readily retrievable, easy for workers to access and presented in plain English.

The record of atmospheric monitoring results needs to be reviewed to ensure effectiveness of any control measures and where necessary, any action that needs been taken as a consequence of the monitoring results.

Health monitoring reports will be retained for at least 30 years or as otherwise legislated and the worker will be provided a copy of their report. A report will be provided to the health and safety regulator if:

- the report indicates that the relevant worker has contracted a disease, injury or illness as a result of carrying out work using, handling, generating or storing silica or
- recommends remedial measures be taken such as removing the worker from work.

## **32.6 CONTROL THE RISKS**

The Business will continue to utilise air monitoring and health monitoring programs to review and confirm our control measures are effective. However, it is most likely that a range of control measures will be required to protect workers from exposure to silica dust.

Workers will be consulted in the development of control measures, which will take into account the results of atmospheric monitoring and their ability to reduce exposure to below threshold limit values (TLVs).

**i) Primary control measures**

The Business will consider the following primary control measures for managing exposure to RCS risks:

- adopting production processes that generate less dust such as wet cutting
- treating the dust at the point of generation
- treating the dust on its transmission path using dust suppression techniques such as water sprays, chemical additives, local exhaust ventilation (LEV) such as an extraction hood fitted directly to the cutting tool that ensures the dust does not pass the breathing zone of the worker
- adopting a purchasing policy designed to reduce the risk of exposure to RCS such as ordering cut to size material to reduce the need to cut material or purchasing material with a lower silica content
- adopting alternate work practices such as vacuuming instead of sweeping using industrial vacuum cleaners and filters that comply with the H Class requirements i.e. HEPA filters and
- isolating workers from the work area such as in operation booths.

**ii) Administrative controls**

Appropriate administrative controls will be developed to support our primary control measures. These will include:

- the development of appropriate safe working procedures in consultation with the relevant workers
- the management of work rosters to reduce workers exposure time
- the development of policies and procedures for the inspection and maintenance of control devices
- the development of policies and procedures for the selection, use, cleaning, decontamination, maintenance and storage and disposal of PPE
- clearly identifying dust hazard areas within the workplace and the areas where respiratory protective equipment (RPE) is mandatory
- ensuring that all workers are made aware of the hazards related to exposure to silica and the control measures in place at the workplace. Such training will take place at inductions and reinforced regularly with workers and whenever changes occur at the workplace that may change the risk level and
- ensuring appropriate housekeeping policies and procedures are developed that are designed to eliminate or minimise the exposure to silica dust within the workplace.



### iii) Respiratory protective equipment (RPE)

As RPE does not prevent or control RCS from becoming airborne, the Business will only consider its use to support its primary control measures. Where RPE is to be used by workers, the Business will:

- ensure the RPE is appropriate for the work to be undertaken and will be selected in accordance with *AS/NZS 1715:2009 Selection, Use and Maintenance of Respiratory Protective Devices* (or as revised)
- ensure all workers required to wear RPE are face fit tested by a competent person, manufacturer, supplier or consultant before wearing a new respirator for the first time and regularly thereafter to ensure the integrity of the respirator is maintained
- ensure that alternate types of RPEs, including powered air purifying respirators, are considered where a complete face fit of an RPE cannot be achieved by a specific worker, eg those with facial hair
- maintain records of fit tests for each worker that will include:
  - type of test performed
  - make, model, style and size of respirator tested and
  - date and result of the test
- ensure all workers required to wear RPE are appropriately trained in its use, cleaning requirements, maintenance and storage requirements to ensure its ongoing integrity.

## 32.7 TRAINING AND INFORMATION

The Business will provide induction, and training about silica hazards and supervise workers undertaking tasks which may liberate RCS to ensure safe work methods are followed. Information provided to workers should cover:

- the health risks from inhaling RCS
- where to gain information about RCS (eg safety data sheet or labels)
- how the work operations will expose workers
- how the control processes are intended to operate
- any use of respiratory protection and worker respirator fit and check processes
- what air monitoring results indicate
- the health monitoring process and the health monitoring report and
- accessing all appropriate records on their work with and exposure to RCS.

The training given will take into account the level of risk posed by the RCS exposure. A record of who was trained, who conducted the training, when it was given, and the topics covered will be kept on the **Skills Matrix** and **Toolbox Talk Form**.

## 32.8 MAINTAINING AND REVIEWING CONTROLS

The Business will regularly review the effectiveness of controls to ensure they maintain their effectiveness. This may include engaging a competent person such as an occupational hygienist to undertake air monitoring.

Control measure will be reviewed when:

- a worker's health monitoring report shows an injury, illness or disease
- the doctor supervising a worker's health monitoring requests a review of your control measures
- air monitoring shows airborne silica dust is at or above 50 per cent of the workplace exposure standard
- before any changes occur at the workplace or workplace procedures that may change the risk of exposure to silica dust
- a new hazard or risk is identified
- workers raise a concern during consultation
- required by the regulator or at least once every five years and
- new legislation or information becomes available that may indicate that current control measures may no longer be the most effective.

## 32.9 WORKER RESPONSIBILITIES

When working with silica dust hazards, workers are responsible for:

- ensuring they are familiar with any hazards associated with working with silica and the contents and location of any applicable safety data sheets
- following any guidance or instruction they receive on how to perform work that may involve the generation of RCS
- ensuring they have received the appropriate training and instruction in relation to risk minimisation strategies designed to control exposure to RCS, dust generation and the accumulation of dust in the workplace
- taking reasonable care to prevent exposure to RCS to themselves and other workers and to minimise the generation and accumulation of dust
- ensuring that all control mechanisms such as water suppression systems, dust extraction, ventilation and exhaust systems are functional when undertaking work that may generate RCS dust
- not undertaking any uncontrolled dry cutting of any RCS containing material
- ensuring they are aware of and follow all housekeeping, decontamination or clean up procedures designed to eliminate or reduce exposure to RCS
- notifying management of any risks that they become aware of
- ensuring they utilise any PPE, including RPE that is provided and is designed to minimise exposure to RCS dust and

- where required and provided, undertaking any health monitoring related to assessing exposure to any hazardous dust.

## **33 ASBESTOS CEMENT PRODUCTS - PATCHING, SEALING, PAINTING, COATING AND CLEANING OF**

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As a first priority, planning for the maintenance of Asbestos Containing Material (ACM) must include consideration of the removal of the ACM as the most preferred control option. Where removed, asbestos products must be replaced with a non-asbestos product.

These tasks should only be carried out on asbestos containing (AC) products that are in good condition, for this reason the AC material should be thoroughly inspected before commencing the work. There is a risk to health if the surface of asbestos cement sheeting is disturbed (eg from hail stones, storms and cyclones) or if the sheeting has deteriorated as a result of aggressive environmental factors such as pollution. In addition if asbestos cement sheeting is so weathered that its surface is cracked or broken, the asbestos cement matrix may again be eroded, increasing the likelihood that asbestos fibres will be released. If treatment of asbestos cement sheeting is considered essential, a method that does not disturb the matrix of the asbestos cement sheeting should be used.

Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.

A risk assessment should be undertaken before any patching of ACM sheeting is commenced and only competent persons should carry out work with ACM. You can't tell whether a material contains asbestos simply by looking at it, unless it is labelled. If in doubt, treat the material as if it contains asbestos. When patching asbestos cement sheeting do not use a power drill as it may release asbestos fibres into the atmosphere.

Removal of asbestos products must be done in accordance with the approved Code of Practice for the Management and Removal of Asbestos and the Health and Safety at Work (Asbestos) Regulations 2016.

### **33.1 EQUIPMENT**

In addition to any equipment required to complete the particular task, the following equipment may be required on-site prior to commencing the work:

- disposable cleaning rags;
- a bucket of water, or more, as appropriate and/or a misting spray bottle;
- detergent;
- sealant;
- duct tape;
- spare personal protective equipment (PPE);
- a suitable asbestos waste container (eg 200 µm plastic bags or a drum, bin or skip lined with 200 µm plastic sheeting) and 200 µm plastic sheeting;
- warning signs and/or barrier tape; and
- an asbestos vacuum cleaner with high efficiency particulate air (HEPA) filters.

### **33.2 PERSONAL PROTECTIVE EQUIPMENT**

- protective clothing;
- respirator: It is likely that a class P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed and the mask is kept fitted during the activity; and
- disposable gloves or wash hands after patching.

### **33.3 ASBESTOS WORK AREA PREPARATION**

- if the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls;
- before starting, assess the asbestos cement for damage;
- ensure appropriately marked asbestos waste disposal bags are available;
- carry out the work with as few people present as possible;
- segregate the asbestos work area to ensure unauthorized personnel are restricted from entry (eg close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment;
- if working at a height, segregate the area below;
- if access is available to the rear of the asbestos cement, segregate this area as well, as above;
- if possible, use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area that could become contaminated;
- ensure there is adequate lighting;
- avoid working in windy environments where asbestos fibres can be redistributed ;
- never use high pressure water cleaning methods;
- never prepare asbestos surfaces using dry sanding methods. Where sanding is required, consideration should be given to removing the ACM and replacing it with a non-asbestos product;
- wet sanding methods may be used to prepare the AC material provided precautions are taken to ensure all the runoff is captured and filtered where possible;
- wipe dusty surfaces with a damp cloth. If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, fold the rag so a clean surface is exposed or use another rag.

### **33.4 PATCHING, PAINTING AND SEALING**

- make sure no one else is in the room when the patching work is being undertaken;
- shut down any heating or cooling systems to minimize the spread of any released fibres;
- determine the actions necessary to repair the damage while creating minimal disturbance of the ACM;

- can a temporary external patch of wall sheeting be glued over the damaged section;
- does the damaged section need to be filled with an approved wallboard filler;
- or does a backing piece need to be installed behind the damage and then filled;
- place a plastic sheet on the floor below the area to be sampled and secure the edges with tape;
- if possible wet the material using a fine mist of water containing a few drops of detergent before commencing work, the water/detergent mist will reduce the release of asbestos fibres;
- fill the damaged area with approved filler and sand the patch back to the appropriate level taking care not to pierce the underlying asbestos sheet;
- use a damp cloth or paper towel to clean up the patch; and
- seal the filler with a primer/undercoat type paint.

### **33.5 DECONTAMINATING THE ASBESTOS WORK AREA AND EQUIPMENT**

- use damp rags to clean the equipment. If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water, instead, fold the rag so a clean surface is exposed or use another rag;
- carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected;
- if necessary, use damp rags and/or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area;
- place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container; and
- wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.

### **33.6 CLEARANCE PROCEDURE**

- visually inspect the asbestos work area to make sure it has been properly cleaned;
- clearance air sampling is not normally required for this task.

### **33.7 PERSONAL DECONTAMINATION**

- remove all visible asbestos dust/residue from protective clothing using an asbestos vacuum cleaner and/or wet wiping;
- remove disposable coveralls (while still using a respirator), and place in an asbestos waste bag and dispose of as asbestos waste;
- clothing and footwear worn during the asbestos work should be vacuumed using an asbestos vacuum cleaner, and the footwear should also be wet wiped;

- disposable respirators should then be discarded as asbestos waste. Non-disposable respirators should be removed and thoroughly cleaned;
- after removing the respirator, workers should wash their head, face and hands, paying particular attention to their fingernails.

Dispose of all waste as asbestos waste. Refer to the appropriate Code of Practice for the Management and Removal of Asbestos and the Health and Safety at Work (Asbestos) Regulations 2016.

## **34 ELECTRICAL SAFETY**

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### **34.1 INTRODUCTION**

Electrical risks are risks of death, electric shock or other injury caused directly or indirectly by electricity and may include:

- electric shock causing injury or death
- arcing, explosion or fire causing burns
- toxic gases from burning and arcing associated with electrical equipment
- falls from ladders, scaffolds or other elevated work platforms after contact with electricity, and
- fire resulting from an electrical fault.

### **34.2 IDENTIFYING THE RISK**

The Business will consult with workers to identify electrical hazards arising from electrical equipment or installations. The following will be considered to assist in the identification of electrical risk:

- the design, construction, installation, maintenance and testing of electrical equipment or electrical installations
- inadequate or inactive electrical protection, for example no or damaged safety switches
- where and how electrical equipment is used, for example electrical equipment may be at a greater risk of damage if used outdoors or in a factory or workshop environment
- electrical equipment being used in an area in which the atmosphere presents a risk to health and safety from fire or explosion, for example using grinders in areas where flammable fumes may be present
- type of electrical equipment, for example 'plug in' electrical equipment that is moved from site to site, including extension leads, are particularly liable to damage
- the age and condition of electrical equipment and electrical installations
- work carried out on or near electrical equipment or electrical installations such as electric overhead lines or underground electric services, and
- reviewing incident reports.

### **34.3 ASSESSING THE RISK**

The Business will consult with workers to assess the risk associated with electrical hazards considering the following:

- the conditions under which the electrical equipment is used, for example wet conditions outdoors or at construction sites



- work practices and procedures, for example using electrical equipment in flammable atmospheres, and
- the capability, skill and experience of relevant workers.

#### **34.4 CONTROLLING THE RISK**

The Business will consult with workers to determine control actions for eliminating or minimising electrical risks.

Where the hazard cannot be eliminated, for example by using hand tools in place of power tools in flammable atmospheres, or de-energising equipment and circuits prior to conducting work, the Business will minimise the risk associated with electrical equipment and installations considering the following:

- replacing a power tool that is plugged into mains electricity with an extra-low voltage battery-operated tool
- using safety switches (portable or fixed) to minimise the risk, for example installing residual current devices to reduce the risk of receiving a fatal electric shock, and
- administrative controls and safe work practices, for example determining electrical and gas lines prior to the use of tools to penetrate walls, floors and ceilings, use of permits and warning signs.

Unsafe electrical equipment must be disconnected or isolated from its electricity supply. It must not be reconnected unless it is repaired by a competent person or tests by a competent person have confirmed it is safe to use. Alternatively, it could be replaced or permanently removed from use.

Unsafe electrical equipment will be labelled indicating it is unsafe and must not be used. This is to prevent inadvertent use before the electrical equipment can be tested, repaired or replaced.

Serious injuries and fatalities may be prevented by the use of properly installed and maintained residual current devices (RCDs), commonly referred to as 'safety switches'. An RCD is an electrical safety device designed to immediately switch off the supply of electricity when electricity 'leaking' to earth is detected at harmful levels. RCDs offer high levels of personal protection from electric shock.

#### **34.5 ELECTRICAL EQUIPMENT TESTING AND TAGGING**

Although electrical risks can be controlled by means such as RCD protection and regular inspections, the Business recognises that testing and tagging can be an effective method of identifying unseen defects. To ensure that these defects are identified and eliminated, the Business will arrange for a competent person to conduct inspections and testing of electrical equipment.

The exact frequency of inspection and testing required will vary depending on the environment in which the equipment is operated, and accordingly the Business will consult with a competent person to determine the frequency of this. The following table indicates the maximum recommended intervals between inspection and testing.

**Portable electrical equipment: appliances, flexible cords, cord extension sets, portable socket outlet assemblies (eg powerboards), generators, inverters**

		Residual Current Devices (Safety Switches)			
		Push button test by user		Operating time/ current test	
Environment	Portable electrical equipment	Fixed	Portable	Fixed	Portable
Construction work	3 months	monthly	daily	12 months	3 months
Manufacturing work: factories, workshops, places of manufacture, assembly, maintenance or fabrication.	6 months	6 months	N/A	12 months	N/A
Service work: environments where the equipment or flexible cord is subject to flexing in normal use OR is in a hostile environment.	12 months	6 months	3 months	12 months	12 months
Residential type areas: hotels, residential institutions, motels, boarding houses, halls, hostels, accommodation houses, and the like	2 years	6 Months	6 months	2 years	2 years
Office work: environments where the equipment or cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment.	5 yearly	6 months	3 months	2 years	2 years
Rural industry work (all plug in equipment)	visual examination before each use	N/A	N/A	N/A	N/A
Commercial cleaning equipment	6 months	daily	N/A	6 months	N/A

## 35 WORKING AT HEIGHTS

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### 35.1 INTRODUCTION

Falls are the third highest cause of deaths in New Zealand workplaces. Fall hazards are found in many workplaces where work is carried out at heights (for example, stacking shelves, working on a roof, or unloading a large truck). Fall hazards may also arise at ground level, for example trenches or service pits. Predominantly, fall hazards pose a risk to the individual worker, however hazards may also arise for workers on ground level where the risk of falling objects is a concern.

The workers performing work from heights (using harness - fall arrest systems, elevated work platforms, scissor lifts or man cage (forklift)) must have a rescue plan in place and all workers performing tasks must be trained in the plan.

Risks associated with falls in the workplace will be addressed via a risk management approach.

### 35.2 IDENTIFYING WORKING AT HEIGHTS HAZARDS

The Business, in consultation with workers, will identify working at heights risks in the workplace by:

- reviewing tasks that are carried out, including those that are carried out:
  - on plant or structures at an elevated level or to gain access to an elevated level
  - on or in the vicinity of an opening, void or fragile surface through which a person could fall (for example, cement sheeting roofs, rusty metal roofs, fibreglass sheeting roofs and skylights)
  - on or in the vicinity of an edge over which a person could fall
  - on or in the vicinity of a slippery, sloping or unstable surface
  - on or in areas where there is restricted and or limited access, or
  - on any structure or plant, including those being constructed, installed, demolished, dismantled, inspected, tested, repaired or cleaned
- observing how workers perform their tasks
- reviewing plant and equipment in the workplace and any documentation regarding the use of fall prevention, fall arrest and PPE provided by the equipment manufacturer or that is otherwise available
- checking workplace specific documentation regarding the work area or task
- consulting with the workers carrying out the tasks, and
- considering the risk of falling objects when working at heights.

### 35.3 ASSESSING WORKING AT HEIGHTS RISKS

When assessing the risks arising from working at heights, the Business will consider the following:

- the design and layout of elevated work areas, including the distance of a potential fall
- the number and movement of all people at the workplace
- the adequacy of inspection and maintenance of plant and equipment (for example, scaffolding)
- the adequacy of lighting for clear vision
- the nature of the work area and the potential impact of weather conditions, including rain, wind, extreme heat or cold
- the suitability of worker footwear and clothing for nature and location of work being performed
- the suitability and condition of any plant or equipment (for example, ladders) used to access heights or whilst working at heights, including where and how they are being used
- the level of knowledge of workers working at heights, and any training required to allow the worker to perform the task safely, particularly for young, new or inexperienced workers
- the adequacy of procedures for all potential emergency situations, and any amendments that may be required for workers working at heights
- the proximity of overhead power lines and the movement of workers, plant and equipment around the work site, and
- work practices where goods, materials and tools must be carried whilst ascending or descending stairs ramps and walkways.

In addition, the Business will consider the proximity of workers to elevated working areas (for example, loading docks) where loads are placed, and areas where work is carried out above people, to assess the risks associated with falling objects.

#### **35.4 CONTROLLING WORKING AT HEIGHTS RISKS**

The Business will ensure, as far as reasonably practicable, that the risks of falls and falling objects associated with working at heights are controlled. The process of controlling these risks will be determined in consultation with workers.

In the event that falls and falling objects have been assessed as a risk, the Business will wherever practicable eliminate the need to work at heights by carrying out work on the ground or on a permanent structure that complies with legislative requirements.

Where the above controls are not practicable, the Business will do the following where necessary and reasonably practicable:

- provide and maintain fall prevention devices (for example, guard rails)
- provide a work positioning system (for example, an industrial rope access system)
- provide a fall-arrest system, for example a harness
- provide appropriate PPE (for example, gloves and footwear)
- ensure that workers required to work at heights have any required licenses/certificates, and

- provide task specific training to workers required to work at heights, for example on the use of fall arrest devices, elevated work platforms or scaffolds.

## **36 SCAFFOLDING WORK**

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### **36.1 INTRODUCTION**

A scaffold is a temporary structure erected to support access or working platforms. Scaffolds are commonly used so workers have a safe, stable work platform when work cannot be done at ground level or on a finished floor of a construction site.

A scaffold is constructed of scaffolding which are the individual components, for example tubes, couplers or frames and materials that when assembled form a scaffold. Scaffolding is classified as plant.

Scaffolding work is the erecting, altering or dismantling of a temporary structure erected to support a platform and from which a person or object could fall more than four metres from the platform or the structure.

A primary objective of scaffold planning and design is to prevent scaffold collapse before, during and after placement of the scaffold. The collapse of a scaffold can cause death or significant injury to workers or passers-by and damage to structures.

### **36.2 IDENTIFYING SCAFFOLDING RISKS**

The Business, in consultation with workers, will identify any scaffolding risks in the workplace and will ensure that the scaffolding is safe to assemble and is used for the purpose it was designed for. All scaffolding work will be undertaken by a person competent to do so. Competency may be demonstrated by workers holding one or more of the following unit standards: 9184, 13016 and 13053. Where the highest point of the scaffolding is 5 metres or higher from the ground, any workers who erect, alter, repair or dismantle the scaffold must hold the appropriate class of certificate of competence.

### **36.3 CONTROLLING SCAFFOLDING RISKS**

The following will be taken into consideration whenever scaffolding is required:

- the intended use of the scaffold
- the need for a Safe Work Method Statement (SWMS)
- hazards and risks for people who erect, dismantle, use or are near the scaffold
- the foundations including ground conditions
- the load bearing capacity of the surface where the scaffold is to be erected or the suspension systems for hung or suspended scaffolds
- dead loads, for example resulting from the size and weight of the scaffold
- live loads, for example workers, plant and material on the scaffold
- environmental loads for example wind loads
- bracing, tying and anchors for example, where anchors will be placed on the supporting structure and types of anchors to be used

- supporting structures
- edge protection
- protection against falls and falling objects
- emergency arrangements
- the need for containment sheeting
- safe entry and exit
- the need for exclusion zones
- any overhead services which are located near the location of the scaffold
- how non-authorised persons will be prevented from accessing the scaffold
- the need for a permit-to-work system
- the need for fall arrest systems, and
- inspection and maintenance of the scaffold.

Where necessary, improved scaffold stability will be achieved by:

- tying the scaffold to a supporting structure
- guying to a supporting structure
- increasing the dead load by securely attaching counterweights near the base
- adding bays to increase the base dimension, and
- worker competency and licensing requirements.

Where scaffolding is to be erected above 2 metres in height, a Safe Work Method Statement (SWMS) will be prepared that establishes the method to safely erect, use and dismantle a scaffold.

The potential for powered mobile plant and/or vehicular traffic may at times also be present in and around where scaffolding is constructed or where scaffolding work is being undertaken and may potentially affect worker safety and the structural integrity of the scaffold. Therefore, additional control measures that will need to be considered to minimise the risks associated with moving plant and traffic include:

- re-routing vehicles and mobile plant away from where the scaffold is located eg by using traffic controllers to redirect traffic
- using barricades, signs, posts, buffer rails, guards, concrete or timber kerbs to prevent mobile plant and traffic from coming into contact with a scaffold, and
- ensuring the scaffold does not have unnecessary protrusions eg over-length transoms, putlogs, tie tubes or over-height standards.

#### **36.4 SCAFFOLD CERTIFICATION AND INSPECTION**

Before any scaffold is used it must be certified by the installer as being safe to use. The following information must be recorded on a tag which must be located at any access point to the scaffold:

- the status of the scaffold (ie SCAFFOLD UNSAFE or SCAFFOLD SAFE)
- the name and contact phone number of the certified scaffolder (or erector if under 5 metres)
- the purpose (intended use) of the scaffold
- the duty loadings of the scaffold
- the maximum number of platforms or bays that may be loaded
- any limitations on the use of the scaffold, and
- a record of each inspection (these should be done weekly or after a significant storm or earthquake) or alteration, including who inspected or altered the scaffold and when it was done.

Minor scaffolds may be excluded from this requirement if appropriate for the situation. Minor scaffolds are lightweight, portable, single bay, with a working platform which can be no higher than 2 metres.



## 37 HAZARDOUS SUBSTANCES

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### 37.1 INTRODUCTION

Hazardous substances are substances that have the potential to harm the health and safety of any person in the workplace. More specifically, hazardous substances are those substances which are explosive, flammable, corrosive, toxic, ecotoxic or have the capacity to oxidise. Substances which have the capacity to generate other substances with these properties upon contact with air or water are also considered to be hazardous.

This procedure will help to ensure that all relevant workers are informed about hazardous substances and exposures to prevent disease and injury to the workers involved in using any hazardous substance.

### 37.2 SAFETY DATA SHEETS AND REGISTERS

The Business will maintain a current Safety Data Sheet (SDS) issued within the last 5 years for all substances to be used.

Before a substance is used for a work activity, the Business will review the SDS to determine if the substance is classified as hazardous.

All workers involved in the use of substances classified as hazardous will be provided with information and training to allow safe completion of the required task.

No substances will be brought to the workplace without a current SDS. Copies of the SDS will be kept in the area where the substance is used.

Management will maintain the **Register of Hazardous Substances** for all substances used by the Business and provide notification to the Regulator of any manifest quantities if required.

#### i) Safety Data Sheets and the GHS

The Globally Harmonized System of Classification and Labelling of Substances (GHS) is a system used to classify and communicate substance hazards using internationally consistent terms and information on substance labels and SDSs.

Health and safety regulations impose a duty on manufacturers, importers and suppliers of substances supplied to a workplace to determine if a substance is hazardous and to correctly classify the substance according to the GHS. Manufacturers and importers are also responsible for ensuring that correct labels and SDS are prepared for hazardous substances.

### 37.3 IDENTIFYING HAZARDOUS SUBSTANCE RISKS

The manufacturer's SDS and labels of all substances will be checked prior to use to determine whether the substance is either hazardous or dangerous, or both.

Likewise, the risks associated with storing hazardous substances will be considered.

#### **37.4 ASSESSING HAZARDOUS SUBSTANCE RISKS**

As part of the risk management approach, the Business has an obligation to ensure that any substances that pose a risk of injury to workers are assessed to determine the seriousness of these hazards.

In assessing risks arising from substances, the following factors will be taken into account:

- the nature of the substance
- the label and/or a current SDS for the substance
- the uses of the substance
- the storage of the substance
- the potential for exposure to the substance, including through direct skin contact and inhalation, and
- whether there is an exposure standard for a hazardous substance and if so that it is not exceeded.

#### **37.5 CONTROLLING HAZARDOUS SUBSTANCE RISKS**

The Business will ensure, as far as reasonably practicable, that the risks associated with hazardous substances are controlled. The process of controlling hazardous substance risks will be determined in consultation with workers.

In the event that substances have been assessed as a risk, the Business will:

- eliminate the substance or task if it is not essential
- substitute the hazardous substance with something less hazardous
- isolate exposure by using barriers or distance
- use engineering controls, such as local exhaust ventilation or automation of the process
- minimise the volumes of hazardous substances used
- establish safe work practices, such as restricting access to the area, keeping the area free of clutter, replacing lids on containers, safe storage and disposal of substances, being prepared for spills
- provide spill containment systems such as spill kits or bunding appropriate to the type of substance on site
- ensure that the prescribed signage is in place to inform workers, visitors and emergency personnel of the type of hazard
- ensure appropriate emergency plans are in place where this is required by regulations
- provide instruction and supervision appropriate to the level of expertise of the worker involved, and/or
- provide PPE such as gloves and safety glasses as a secondary measure to supplement the other controls outlined above.

### 37.6 HEALTH MONITORING

The Business has a duty to monitor the health of its workers if they are exposed to any substance which has the potential to affect that worker's health. The Business will also ensure that health monitoring is completed when regulations or safe work instruments require this.

When workers are exposed to particularly hazardous substances in the course of their work, such as those listed below, health monitoring will also be conducted.

- Acrylonitrile
- Arsenic (inorganic)
- Benzene
- Cadmium
- Creosote
- **Crystalline silica**
- Isocyanates
- Mercury (inorganic)
- Methylene bis (2-chloroniline) (MOCA)
- Organophosphate pesticides
- Pentachlorophenol (PCP)
- Polycyclic aromatic hydrocarbons (PAH)
- Thallium
- Vinyl chloride, and
- **Lead.**

Health monitoring will be undertaken by a registered health practitioner who will provide a report to the Business detailing relevant results including any adverse health effects, recommendations regarding exposure to a worker(s) and an interpretation of the results.

The Business will keep these records for a period not less than 30 years or as determined by the Regulator.

### 37.7 STORAGE OF HAZARDOUS SUBSTANCES

The Business will determine safe storage requirements for hazardous substances in conjunction with the SDS and the risk assessment.

In storing hazardous substances, the Business will ensure that:

- incompatible hazardous substances are stored at the appropriate separation distances

- placards and signage are located on the outside of storage areas and site perimeters as required by the relevant health and safety laws and/or New Zealand Standards
- appropriate fire protection and other emergency equipment are provided (for example, first aid equipment, emergency eye wash and safety showers)
- adequate lighting and ventilation and temperature control is provided in areas where hazardous substances are stored and/or decanted
- hazardous substances are not used or stored in proximity to any water or where they can potentially be released to water, such as via storm water drains
- all containers of hazardous substances are in good condition with no damage/corrosion or leaking contents wherever possible, hazardous substances will be stored in their original containers, labelled as supplied. When transferring substances or keeping them in other containers, these new containers must be compatible, suitable for the purpose and labelled. Containers, lids, caps and seals will be checked regularly for deterioration and containers replaced when necessary. Food and drink containers will not be used to store hazardous substances under any circumstances, and
- storage requirements for the specific hazardous substances will be detailed in the risk assessment.

Some hazardous substances may also fall into the classification of dangerous goods and may be subject to requirements under the Land Transport Rule: Dangerous Goods 2005.

The Business will ensure it is aware of any specific requirements of the Environmental Protection Authority (EPA) relevant to any hazardous substances held on site or used in the conduct of its business.

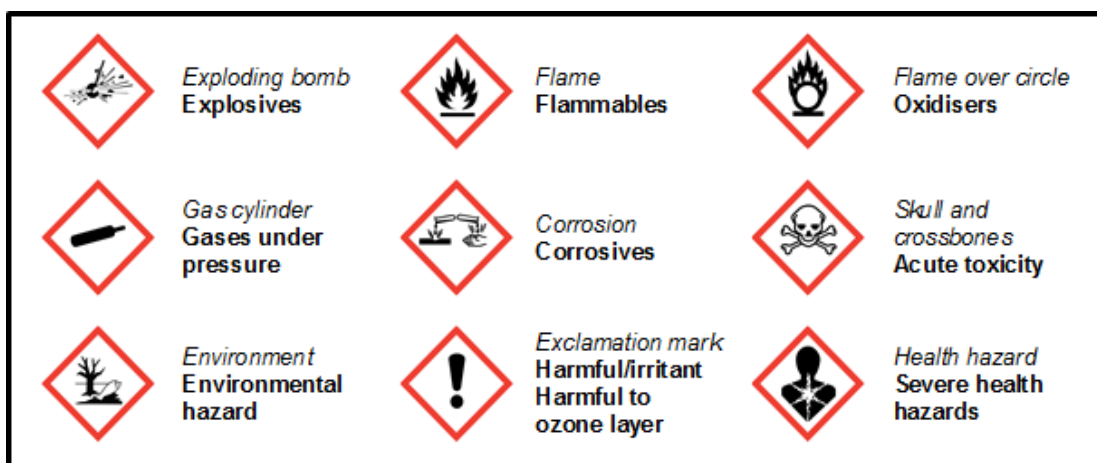
### **37.8 LABELLING OF HAZARDOUS SUBSTANCES**

The GHS is a system used to classify and communicate substance hazards using internationally consistent terms and information on substance labels and Safety Data Sheets. The GHS provides criteria for the classification of physical hazards (eg flammable liquids) health hazards (eg carcinogens) environmental hazards (eg aquatic toxicity).

The GHS updates the way in which information about substance hazards is communicated to ensure safe storage, handling and disposal. The GHS uses pictograms, signal words, and hazard and precautionary statements to communicate this information.

#### **i) Pictograms**

There are nine hazard pictograms in the GHS which represent the physical, health and environmental hazards.



## ii) Signal Words

The GHS uses 'Danger' and 'Warning' as signal words to indicate the relative level of severity of a hazard. 'Danger' is used for the more severe or a significant hazard, while 'Warning' is used for the less severe hazards.

## iii) Hazard and Precautionary Statements

Hazard statements are assigned to a class and category that describes the nature of the hazards of a substance, including, where appropriate, the degree of hazard. For example, the hazard statement 'Toxic if swallowed' is the hazard statement for Acute toxicity category 3 (Oral).

Precautionary statements describe the recommended measures that should be taken to minimise or prevent adverse effects resulting from exposure, or improper storage or handling of a hazardous substance.

## iv) Decanting and Labelling

The Business will ensure that any hazardous substance decanted at the workplace is decanted into a container which is correctly labelled. The following will be displayed on the label as a minimum:

- the product identifier, and
- a hazard pictogram or hazard statement consistent with the correct classification of the hazardous substance.

In addition to the information listed above, the Business will aim to provide as much information on the label as possible, pertaining to hazards and safe use of the hazardous substance.