# Clauses 7.3 and 7.4 - Operations – Health and Safety

##

## Hazard Identification, Assessment and Control

**Purpose and Scope**

The purpose of this procedure is to effectively and systematically identify, document review and control actual and potential hazards onsite.

**Associated Documents**

Risk Management Module

**Procedure**

1. Hazard Identification - On identification of a new hazard it will be entered into the Report a Risk module along with the potential harm that the hazard is likely to cause.
2. Risk Analysis - The module will step you through the process of assessing and developing appropriate controls based on significance.
3. Once the hazard has been entered and controls set, attach the new hazard to the appropriate register.
4. Once attached, print off the updated register and circulate to the appropriate employees or areas.
5. Register Review - Mango will notify the organisation when a register is due for review. The organisation will review any changes that have a bearing on the health and safety of employees to ensure that procedures can be updated or training arranged.
6. Monitoring of Hazards - Mango will notify the organisation when any hazard monitoring is due. Examples of this include noise monitoring, atmospheric monitoring

Identification

1. Hazards may be identified by the following methods
	1. Initial and routine plant inspections of the workplace.
	2. Employee may raise the hazard concern at a meeting
	3. Hazard is drawn to the attention of the Safety rep, Supervisor or Manager.
	4. Accident and incident or critical event identifies a new hazard.
	5. New equipment and tasks will be subject to a hazard review before use

Assessment

1. Hazards will be assessed for significance/ risk.
2. Risk assessment matrix and risk scores will be recorded for all new hazards reported and will also be recorded in hazard registers.

Documentation and registers

1. Hazards that are significant are documented in the company hazard register
2. Task analysis (TA), Job safety analysis (JSA), Safe Work Statement Methods (SWMS) or Site Specific Safety Plans (SSSP) may also be used to identify hazards and document the associated controls.

Application of controls

Hazards that are significant will be controlled by applying all reasonably practicable steps. Controls will be applied in the following order

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal protective equipment

Induction and training of staff in relation to hazards

1. All new staff will be inducted and sign an induction record
2. The hazard reporting process will be explained
3. The expected work methods, standards and controls will be covered at induction

Induction of visitors, suppliers and sub-contractors

1. Visitors, suppliers and sub-contractors will typically sign in at reception and be inducted on site.
2. The induction content typically relates to the hazards they will be exposed to during their visit as a minimum general hazards and emergency procedures are covered.

Reviews

Review of hazards onsite will completed as follows:

1. On a determined frequency (annual as a minimum) the hazard register is reviewed and updated if necessary. Review is documented in the Event Management Module in Mango.
2. Work sites are reviewed and records held
3. Vehicles are checked and records held
4. Workshops and offices are checked and records held

Critical events

1. Critical events are recorded on an accident, incident or near miss form.
2. The investigation and actions are recorded and these events are tabled at the safety committee meeting for review.
3. The need for health monitoring may arise from a critical event and this monitoring will be completed and results supplied to the employee.

Purchasing policy and associated reviews of new equipment and processes

1. The company shall assess and record at pre purchase and upon arrival or commissioning stage the relevant H & S aspects of the plant, process or substances.
2. Refer to purchasing procedure.

Specialist advisors and external audits

1. Hazards that require specific specialist advice or monitoring then the Management Representative may authorise these services.
2. A list of specialist advisors is held in the Documents module
3. External audits may be commissioned as requested by the Managing Director

Legal compliance and access to relevant information

1. The compliance module in Mango is used to record all legal compliance.
2. A review of compliance with relevant and new legislation or industry guidelines will be conducted annually.
3. Access to relevant information and codes of practice can be sources from the following:
	1. Documents folder
	2. Legislation – [www.legislation.govt.nz](http://www.legislation.govt.nz)
	3. Industry guidelines and approved codes - Worksafe NZ – [www.worksafe.govt.nz](http://www.worksafe.govt.nz)
	4. Industry publications: (add relevant standards or industry publications)
	5. Other web sites – Chemwatch - http://www.chemwatch.net/
	6. Consultants

Health monitoring

1. The control of hazards may involve the regular monitoring of employees or the workplace e.g. noise levels and audiometry. The frequency and type of monitoring (including exit testing) is detailed in the table below and typically established as an event within Mango.
2. Employees will be required to provide written and signed consent to the health monitoring provider.
3. The health monitoring provider may release relevant health information to employer (PCBU) so the employer can execute their duties under the Act and ensure that hazards are adequately controlled to protect workers from harm.
4. Results for monitoring - Results for monitoring in the workplace will be made available to employees.
5. Sub optimal or adverse results from monitoring will be reviewed and necessary controls applied and employee's medical and vocational needs will be considered. See process flow below.

Personal Protective Equipment

1. The company name will provide:
	1. All PPE required to protect employees from hazards while at work.
	2. The necessary PPE if worn out or expired and parts for basic maintenance.
	3. The necessary training in respect to the wearing or operation of the PPE
2. The PPE provided will comply with all relevant standards
3. PPE issued is recorded on the:
	1. Induction record
	2. Human Resources module
4. An employee may provide PPE for their own use. This will be noted on the PPE issued record and signed. If the PPE supplied by the employee is not of the required standard or worn out the employee will be requested to replace it.
5. The hazard register or task analysis/ SWMS will detail the necessary tasks/ machinery hazards that require PPE to be worn.
6. The company will take all practicable steps to ensure employees wear PPE.
7. Employees failing to wear PPE as instructed may be subject to the companies’ disciplinary procedure.
8. Visitors will be issued PPE necessary for the hazards and area they will be visiting.
9. Contractors and subcontractors will provide and wear PPE appropriate to the task they are completing.
10. A list of the standard issue of PPE is held in PPE module

Safety Data Sheets (SDS) previously known as (MSDS - Material Safety Data Sheets)

1. The Management Representative will obtain Safety Data Sheets from the relevant suppliers.
2. Controls outlined in the SDS will be incorporated into training, documentation and site procedures where necessary.
3. Employees will be suitably trained.
4. MSDS will be filed in an appropriate documents folder.
5. Where requested by the Site Specific Safety Plan (SSSP), site owner or main contractor, copies will be held on sites for reference.

#### References:

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| **ISO 9001** | **ISO 14001** | **ISO 45001** |
|  |  | 8.1, 8.2 |

## Accidents / Incidents

**Purpose and Scope**

The organisation will ensure an active reporting, recording and investigating all incidents and accidents.

**Associated Documents**

Accident / Incident Module

Return to work plans

Medical documentation

**Procedure**

1. All accidents, incidents or near misses (involving injury, illness, persistent or unusual pain) will be reported early and promptly on the accident report form.
2. If necessary, the trained first aiders on site will attend to the accident.
3. The employee will forward all Medical documents to the Co-ordinator who will action and file these as required.
4. All Notifiable events need to be advised to the Co-ordinator as soon as practical
5. The accident scene of a “Notifiable events” is not to be interfered with or disturbed until given a clearance.
6. An accident investigation may be required (refer to below)
7. Rehabilitation plans will be established as outlined in the rehab procedure.

Accident Investigation

1. Only people with the appropriate skills and experience should investigate accidents.
2. Gather all the facts; all investigations will be initially recorded on an Accident / Incident Module:
	1. Interview witnesses and describe events in detail, using any photos, diagrams or other exhibits that may be appropriate.
	2. Have the prescribed agencies, been informed?
	3. Be sure that you understand the sequence of events fully before any analysis takes place.
	4. Identify all the hazards involved.
	5. Consider:
		1. equipment,
		2. materials,
		3. work practices and procedures,
		4. work environment,
		5. health issues,
		6. hazards
3. Assess the Hazard Controls in place. What controls were in place, and why didn't they work? What is needed? Is there a need to train or inform employees?
4. Decide on Future Action. Describe fully what needs to be done to prevent further accidents or incidents. Who should do what and by when?
5. Records of those who hold relevant investigation skills are recorded in Human Resources module.
6. Inform all those affected. Inform everyone who needs to know, not only those directly involved. Health and Safety meeting agenda will include the results of any findings and actions to be undertaken.
7. Follow up. There must be checks to ensure that recommended changes have been made and results achieved.
8. The Manager or Supervisor will implement any corrective actions or improvements that arise from the accident investigation. Actions must be signed off as they are completed.

Injury Management and Return to Work

1. Medical documents and medical certificates are received. They will be filed as necessary.
2. Employee having more than 5 days off and/or the injury would benefit from rehabilitation.
3. Signed consent form is required by the employee to authorise the release of information from the doctor.
4. Consult doctor or treatment provider as to possible duties the injured employee could undertake.
5. Employee, Employee’s Manager/Supervisor and Co-ordinator meet and discuss possible options and formalise the options in a rehabilitation plan. The employee may have a Union or support person present.
6. A Third party rehabilitation provider may assist with the plan and monitoring of progress.
7. Rehabilitation plan and set milestones are monitored as agreed.
8. If rehabilitation milestones or the rehabilitation plan are not proceeding as agreed an occupational health specialist or physician may be involved. Typical transitional duties include:
	1. Admin/ paper work e.g. electrical compliance certificates.
	2. Non lifting site work
	3. Reduced hours per day
	4. Motor vehicle driving/ deliveries
9. Early intervention with a rehab programme is the best option. Remember that an employee has a fitness level and muscle toning from the type of work they have been doing and the longer they are out of the workforce the longer it will take them to get back to full fitness.
10. The threat of re-injury is also a serious possibility if the rehabilitation is not designed and handled correctly.
11. Remember an employee may feel threatened by the meeting format and the desire for the company to get them back to work earlier than they may be happy with.
12. Always offer the employee the option of having a support person or H & S rep present.
13. It is good policy to clearly explain to the employee that the companies aim is the smooth reintroduction back into the workforce.
14. Remember that high achievers and very active people can also overdo their return to work and reinjure themselves.

## Employee Participation

**Purpose and Scope**

The organisation will ensure that employees have the opportunity to be fully involved in the development, implementation and operation of safe workplace practices.

The organisation actively encourages employees to be involved in the Health and Safety meetings.

**Associated Documents**

Health and Safety Meeting Minutes.

Event Management Module

**Procedure**

Meetings are scheduled in the Event Management module. When completed, the event will be signed off and the minutes attached.

The following events may be used to facilitate participation:

Toolbox Meeting

1. The site foreman will chair and take minutes of site toolbox meetings.
2. The frequency of toolbox meetings is determined by the:
	1. Main Contractor/ Principal
	2. Site contract requirements
	3. Company directive
3. All employees and contractors on the site at the time of the meeting MUST attend unless excused by the foreman for an extraordinary reason.
4. Site foreman will record
	1. Names of all attendees
	2. Concerns or hazards raised
	3. Accident reported
	4. Concerns raised
	5. A brief summary of specific topics covered or instructions given
5. Completed site safety toolbox meeting records shall be held in Adhoc Training Module.

Health and Safety Meeting

1. The Health and Safety Meeting is made up of representatives from all levels within the organisation. The meeting can be a committee or it can be a full company meeting.
2. The meetings will be minuted with action points clearly identifying responsibility with target date for completion. The following items will be discussed:
	1. Previous minutes and actions taken
	2. Reviews of policies
	3. Correspondence, i.e. new laws and legislative requirements
	4. Objectives achieved
	5. Hazards/risk
	6. New equipment and new work processes (including hazards associated with new equipment or processes)
	7. Training undertaken and training for next period
	8. Accidents and incidents
	9. Upcoming and overdue events from Mango
	10. Changes that affect workplace safety
	11. General business Excellence

Appointment of Employee Health and Safety Representatives

If required annual nominations will be asked from employees for representatives to be elected. If more nominations are received for the positions available, an election will be held by ballot

Trained representatives have the following duties as outlined in the responsibilities section.

#### References:

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| --- | --- | --- |
| **ISO 9001** | **ISO 14001** | **ISO 45001** |
| 7.3, 7.4 | 7.3, 7.4 | 7.3, 7.4 |

## Emergency Planning – Health and Safety

**Purpose and Scope**

The purpose is to ensure that the organisation has an emergency plan to manage and test all types of potential emergencies.

**Associated Documents**

Emergency Plans

Event Management Module

**Procedure**

Emergency Plans

1. All potential emergencies will have document plans.
2. A copy of the emergency plan will be in a readily accessible location for all staff to refer to.
3. The emergency plan will incorporate all of the potential emergency situations that can affect the site that the plan has been developed for, and how to respond to them.

Testing Emergency Plans

1. Trial Emergencies will be scheduled in the Manage Events module.
2. When completed, the event will be signed off and the evidence attached.
3. All emergency wardens will undertake in house training every 12 months in their role and the emergency plan and procedures.
4. Training will be recorded on the individuals training record.
5. Any corrective actions or improvements will be recorded in the Improvement module in Mango.
6. Tests will be conducted every 6 months.
7. Following each test the Chief Warden will review the drill and implement any actions identified with the other wardens.

#### References:

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| --- | --- | --- |
| **ISO 9001** | **ISO 14001** | **ISO 45001** |
|  | 8.2 | 8.6 |