



Health and Safety Manual

April 2018

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HEALTH AND SAFETY SYSTEM

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1.0 GENERAL INFORMATION AND REQUIREMENTS

1.1 HEALTH AND SAFETY INFORMATION

The Health & Safety System for Hampton Downs Motorsport Park (HDMP) includes not only HDMP's primary location but also any other location/site where HDMP may conduct business.

A complete health & safety manual (hard copy) is available at HDMP's Head Office and a soft copy of the manual is available on the company computer system. This manual describes policies and procedures relating to incident reporting, recording and investigation, hazard identification, assessment management, health & safety training, contractors working on-site and emergency response procedures. Information on relevant sections of the Health and Safety at Work Act 2015 (HSWA) is available online: <http://www.worksafe.govt.nz/worksafe/hswa/understanding-hswa>

In addition, the Employers & Manufacturers Association's website <http://www.emacentral.org.nz/> may be used for any updates in relation to health & safety in the workplace and issues which pertain to employers and employees.

These two sources are where up-to-date information relating to health & safety legislation, human resources and employment matters can be found.

Any new information that is relevant to HDMP must be relayed to relevant employees in a timely and effective manner. It is the responsibility of the Company Health and Safety Representative to ensure this takes place as required.

1.2 HEALTH AND SAFETY SYSTEM OBJECTIVES

It is the responsibility of the company health and safety representative to ensure the following health and safety system objectives are reviewed at least annually.

- To comply with Health and Safety Legislation: <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>
- To ensure all staff are trained in hazard identification.
- To train a select employee in hazard management.
- To develop health and safety procedures that meet the Workplace Safety Management Practices (WSMP) requirements.
- To have quarterly health and safety meetings.

1.3 SPECIFIC HEALTH AND SAFETY OBJECTIVES

The following objectives must be reviewed at each and every quarterly health and safety meeting.

- To ensure all employees are familiar with workplace hazards.
- To identify significant hazards.
- To ensure all significant hazards are controlled.
- To ensure all employees are provided an individual working environment assessment.
- To review incident data.

1.4 ANNUAL MANAGEMENT REVIEW

The Company Health and Safety Representative must undertake a management review of the entire Health and Safety System on an annual basis. Elements to be included in the review are listed below:

- Review of the health and safety manual including policy.
- Review of health and safety system objectives.
- Review the performance of the Health & Safety Representative with regard to health and safety responsibilities including provision of accurate reports and records.
- Review of incident data for accuracy.
- Review of the Hazard Management Register.
- Review compliance of the Health and Safety manual with the Health and Safety at Work Act 2015 and any other relevant legislation.

At the discretion of the Company Health and Safety Representative additional elements may be added into the management review.

The Company Health and Safety Representative must date and sign each item reviewed on the Annual Review Checklist (Appendix A), kept at the end of this Manual.

1.5 DOCUMENT CONTROL

The Company Health and Safety Representative shall be responsible for this Health and Safety document and must ensure current documents are available for employees / contractors as and when required. Relevant parts of this manual may also be displayed on company walls / sites to increase health and safety awareness and understanding.

When an amendment is required, the Company Health and Safety Representative or third-party Health and Safety consultant shall update the document and change the version number and date of amendment. Any amendments shall be noted on the Document Amendments Register, kept at the end of this manual. The Company Health and Safety Representative or third-party Health and Safety consultant shall then remove the obsolete document, file in the obsolete file and ensure only the current Health and Safety information is displayed and available.

Currently the following documents are displayed in the company primary location:

- Health and Safety Policy
- Relevant Emergency Procedures

2.0 RESPONSIBILITIES

2.1 HEALTH AND SAFETY RESPONSIBILITIES

Any employee who wishes to become part of the Health & Safety Team or become the Health and Safety Representative shall be given the opportunity. Discussions / elections shall be held during the quarterly health and safety employee meetings.

The Company Health and Safety Representative shall be a nominated employee who will have overall responsibility for health and safety in the workplace.

The annual management review shall include an agenda item to review the Company Health and Safety Representatives' performance relating to health and safety responsibilities documented in this manual over the previous year.

2.2 EMPLOYER RESPONSIBILITIES

Employers shall:

- Ensure the safety of employees.
- Identify all workplace hazards.
- Control all significant hazards.
- Investigate serious incidents.
- Ensure employees are given appropriate health and safety training with regard to specific equipment or chemical substances.
- Report and record any incident / near miss as and when they occur in the workplace.
- Keep accurate records of all health and safety data for monitoring purposes.
- Report serious harm incidents to WorkSafe NZ.
- Have an emergency evacuation plan.
- Ensure visitors to the site are safe from harm.
- Support injured employees in a safe and early return to work when and if required.

2.3 HEALTH AND SAFETY REPRESENTATIVE RESPONSIBILITIES

The nominated Company Health and Safety Representative shall:

- Be competent in Health and Safety Management.
- Ensure objectives as stated in Sections 1.2 and 1.3 are met.
- Ensure a review of HDMP's health and safety system is undertaken each year.
- Schedule and facilitate health and safety meetings, at least quarterly, include all nominated committee members (if applicable) or all employees.
- Coordinate the Health and Safety committee, if applicable.
- Encourage and support employee participation in health and safety management
- Review and take effective remedial action as soon as possible after hazards or potential hazards have been identified and reported.
- Take steps to eliminate, minimise and / or control where appropriate and practical identified hazards or potential hazards in the workplace.
- Supervise and ensure that regular health and safety meetings are held and that all reasonable steps are being taken to ensure the maintenance of performance levels pursuant to this manual and the legislation are being met
- Ensure safety takes precedence over short cuts of expediency at all times.
- Report all serious harm injuries to WorkSafe NZ as soon as practicable after they have occurred.
- Ensure employees are competent in relevant health and safety issues.
- Recognise health and safety innovation and participation by staff.

For an overview of the Health and Safety Representatives responsibilities mentioned throughout this document, please refer to Monthly Checklist for Health and Safety Representative (Template 17).

2.4 EMPLOYEE RESPONSIBILITIES

Employees of HDMP shall:

- Read and comply with the Health and Safety information provided on employment and at all times.
- In the normal course of their duties, observe, identify and promptly report any hazards or potential hazards in the workplace environment (e.g. prohibited waste containing hazardous substances, damaged equipment and / or faulty tools and equipment). Reporting includes documenting the incident, near miss incident or hazard in the register.
- Take all necessary care to avoid incidents and near misses in the workplace environment.
- Observe safe work practices, rules and instructions relating to their work.
- Be considerate to their co-workers' health and safety.

2.4.1 Right of Worker to Cease Work

A worker may cease, or refuse to carry out, work if the worker believes that carrying out the work would expose the worker, or any other person, to a risk to the worker's or other person's health or safety arising from an immediate or imminent exposure to a hazard.

A worker may continue to refuse to carry out the work if:

- a) the worker attempts to resolve the matter with the PCBU as soon as practicable after first refusing to do the work; and
- b) the matter is not resolved; and
- c) the worker believes on reasonable grounds that carrying out the work would expose the worker or any other person to a risk to their health or safety arising from an immediate or imminent exposure to a hazard.

2.5 OVERLAPPING DUTIES

2.5.1 The Definition of Overlapping Duties:

When more than one person conducting a business or undertaking (PCBU) has health and safety duties in relation to the same matter. For example, there may be a number of different businesses working together or alongside each other on a single worksite, and through contracting or supply chains. The HSWA 2015 requires all PCBUs that work in the same workplace to consult, cooperate and coordinate their activities.

2.5.2 What is Reasonably Practicable where Overlapping Duties are Concerned:

The duty to consult, cooperate or coordinate is qualified by what is reasonably practicable in the circumstances. However, 'so far as is reasonably practicable' in this context is not defined in the HSWA and will likely depend on the circumstances, including the nature of the work and the extent of interaction between the PCBUs. For example, two contractors working together may engage in direct discussions and planning as part of their everyday work, whereas the owner of a large shopping centre may need formal mechanisms with the retail businesses, such as written agreements and consultative committees.

3.0 HEALTH AND SAFETY EMPLOYEE PARTICIPATION

3.1 TOOLBOX MEETINGS

Tool box meetings will be held at the commencement of each working day on a construction site, at the commencement of each week at the main office and prior to the commencement of any new activities. It is the responsibility of the Company Health and Safety Representative to ensure these meetings take place and employees discuss anticipated activities and address any existing and/or potential new hazards. Utilise the Toolbox Checklist & Discussion Sheet (Template 1) to facilitate and document toolbox meetings.

A site Hazard Board must be displayed on the site and updated at the completion of each toolbox meeting as required.

3.2 HEALTH AND SAFETY MEETINGS

Health and safety meetings shall be held at least **quarterly** and include all nominated employees. Minutes of the meeting highlighting all health and safety issues discussed, must be distributed and made available for all employees to reference.

A standard health and safety agenda (outlined below at 3.3) shall be followed to ensure all employees are aware of current issues and so all employees have the opportunity to report issues to management regarding health and safety. The agenda is followed to ensure all agenda items are discussed.

3.3 STANDARD AGENDA

1. **Hazard Controls** –
Review the current controls in place for significant hazards to ensure they are working. Each committee member shall ask fellow employees if they have identified any new hazards or have any comments to make regarding hazards
2. **Incidents** – Discuss any incidents that have occurred since the last meeting. Decide if an investigation is necessary and assign a person(s) to investigate the incident to establish the cause, if one has not already been undertaken.
3. **Health and Safety Training** –
Discuss any health and safety training needs and how they will be addressed.
4. **Review of Health and Safety Specific Objectives** –
Look at the specific objectives and review and update as necessary. Delete objectives that have been met and develop new ones pertaining to hazards and incidents or other health and safety issues.
5. **General Health and Safety Issues** –
Allow any other issues to be discussed at the end of the meeting which includes the review of the company's evacuation procedures.

The Company Health and Safety Representative shall ensure minutes of health and safety meetings are retained and that they are available for employees to view after the meeting.

3.4 VISITORS

Any persons other than employees visiting the premises shall be met by an employee and escorted to whoever they are to meet.

All visitors to site must register and sign the Visitors Register (Template 2) when they first arrive and sign out when they leave. The Visitors Sign In Register will be located at either the main reception area if one is available or be held by the Site Supervisor.

Visitors shall be the responsibility of the employee they are with and are to be made aware of relevant workplace hazards and emergency response procedures and shall comply with the company's Health and Safety System while on site (e.g. wearing of personal protective equipment).

Visitors shall be escorted off the premises upon completion of their business.

3.5 HAZARD REVIEW

The Company Health and Safety Representative shall ensure hazards are monitored on a regular basis to ensure controls are effective. The Hazard Management Register (Template 3) shall be reviewed annually and post incident. The Company Health and Safety Representative shall assign responsibility for the review. Any new hazards identified during an incident investigation or arising from the purchase of significant plant and equipment, shall be added to the register.

3.6 HEALTH MONITORING

Baseline monitoring of health can be undertaken for those significant hazards that cannot be eliminated or isolated for example:

Hazard	Condition
Noise	Hearing Loss
Dust Inhalation	Asthma

The Company Health and Safety Representative at his/her discretion may, if necessary, assess prospective employees prior to employment. Prospective employees may be required to undergo a pre-employment health check which may include drug testing.

For minimised hazards (e.g. dust inhalation or excessive noise) the company must choose to undertake on-going regular health monitoring for these hazards. The employer shall be entitled to require an employee to undergo a medical examination, at the employer's cost, by a registered medical practitioner nominated by the employer.

3.7 SMOKING POLICY

HDMP has a smoking policy which shall be observed by employees, contractors and visitors at all times. HDMP stipulates the following:

- Smoking is only permitted in designated smoking areas.
- Smoking is only permitted during breaks.
- Cigarette / cigar butts must be fully extinguished after use and disposed of in designated ash bins.
- Ash bins must be cleaned regularly to prevent build-up of ash and potential fire risk.
- No smoking is permitted in company vehicles.

3.8 DRUG TESTING

Where HDMP has reasonable grounds for suspecting an employee is under the influence of illegal drugs while at work, or in the event of an incident, the employer may require the employee to undergo a non-intrusive drug test (e.g. urine test) and/or alcohol test. This will be conducted by a registered medical professional. The testing process followed will be such as to ensure a safe and accurate test.

Random unannounced drug testing may be introduced at any time and undertaken by a certified drug and alcohol testing agency.

3.9 PERSONAL PROTECTIVE EQUIPMENT

HDMP will insist employees wear appropriate personal protective equipment and clothing, as determined by the Company Health and Safety Representative to protect them while in the workplace.

The employee is responsible for inspecting PPE regularly, at a minimum quarterly, and replace as required.

3.10 CLEANING

HDMP shall aim to maintain a clean and tidy workplace. The premises shall be cleaned as required to eliminate the possibility of disease through dust, contamination or incidents occurring due to hazardous / dangerous material.

3.11 LIGHTING

HDMP shall meet the lighting requirements outlined in the Australian / New Zealand Standard: AS / NZS 1680 Series (including amendments), for their buildings and facilities.

4.0 HAZARD IDENTIFICATION

4.1 PROCEDURES FOR IDENTIFYING NEW AND EXISTING HAZARDS

Hazards shall be identified by the Company Health and Safety Representative and employees by any of the following means. The Company Health and Safety Representative shall allow employees the opportunity to identify and report hazards or potential hazards and may use a Job Safety Analysis (JSA) (Template 4).

4.1.1 Physical Inspections

A physical inspection involves the inspection of the work place to identify hazards and potential hazards in each area of operation. A Site Inspection Checklist is provided (Template 5).

4.1.2 Task Analysis

Task analysis involves looking at the tasks in each job and observing the actions of the employees to identify any potential hazards associated with the job.

4.1.3 Process Analysis

Process analysis involves following the process from start to finish to identify any potential hazards.

4.1.4 Incident Investigation Details

Incident investigation details involve investigating an incident to identify the cause and associated hazards.

4.1.5 Visitor Suggestions

A visitor suggestion is when a visitor identifies a hazard whilst on site that has not yet been reported.

All identified hazards shall be listed in the Hazard Register (Template 3) held by the Company Health and Safety Representative.

4.2 PROCEDURES FOR IDENTIFYING SIGNIFICANCE OF HAZARDS

Once a hazard or potential hazard has been identified it will be assessed for significance based on the following criteria.

Is the hazard an actual or potential source of harm? This may include harm that may be significant due to extent and frequency of exposure to the hazard, or harm that does not usually occur or is not easily detectable until a significant time following the exposure.

A 'Risk Matrix' is a matrix that is used during a hazard/risk assessment to define the various levels of risk as the product of the harm probability categories and harm severity categories. This is a simple mechanism to increase visibility of risks and assist management decision making.

For example, the harm severity can be categorized as:

- Fatality – Single or Multiple Deaths
- Significant – Hospitalisation or Severe Injuries including multiple injuries
- Moderate – One Severe Injury or Multiple Minor Injuries
- Minor – One Minor Injury
- Insignificant

The probability of harm occurring might be categorized as 'Almost Certain', 'Likely', 'Possible', 'Unlikely' and 'Highly Unlikely'. However, it must be considered that very low probabilities may not be very reliable.

Risk Matrix:

		Consequence				
		Insignificant	Minor	Moderate	Significant	Fatality
Likelihood	Almost Certain	Medium	High	Very High	Very High	Very High
	Likely	Medium	Medium	High	Very High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Highly Unlikely	Low	Low	Medium	Medium	High

4.3 HAZARD MANAGEMENT REGISTER

All hazards will be listed in the Hazard Register (Template 3) and held by the Company Health and Safety Representative.

The hazards identified in this register are not sighted as an exhaustive list and shall be considered along with general potential hazards as identified in other sections of this Health and Safety Manual.

The Company Health and Safety Representative shall report on the control of significant hazards at the quarterly health and safety meeting.

4.4 CONTROLLING HAZARDS

Significant hazards will be controlled by working through the following steps:

- **Eliminate** the hazard from the work place if this is possible. If it is not possible or practicable to totally eliminate then,
- **Minimise** the likelihood of harm from the hazard e.g. use safe work practices, protective clothing and equipment, monitoring and ensure information and training is given.

After these steps have been taken the Company Health and Safety Representative shall monitor whether the hazard is under control. In particular, the Company Health and Safety Representative shall ensure all new hazards are being identified and appropriate controls are put in place for each new significant hazard.

The Company Health and Safety Representative shall ensure information pertaining to hazards is used to develop employee training and emergency procedures as appropriate.

Where specific hazards require specialist advice the Company Health and Safety Representative shall ensure this is obtained where internal competency is not available. Where HDMP requires information from relevant legislation, regulations, codes of practice, safe operating procedures or material safety data sheets, the Company Health and Safety Representative shall contact the Supplier or contact the Department of Labour as appropriate.

The Company Health and Safety Representative shall report on the control of significant hazards at each quarterly health and safety meeting.

4.5 NEW PURCHASES OF PLANT, EQUIPMENT AND MATERIALS

The Company Health and Safety Representative shall ensure that health and safety considerations have been taken into account prior to purchase. This consideration shall be demonstrated on the purchase order or other supporting documentation.

Where new equipment, materials or work processes are introduced into the workplace, the Company Health and Safety Representative shall ensure a hazard assessment is undertaken. New hazards shall be documented and processed in the Hazard Register (Template 3).

5.0 HEALTH AND SAFETY TRAINING

5.1 PRE-EMPLOYMENT ASSESSMENT

As per section 3.6, the Company Health and Safety Representative shall assess prospective employees prior to employment. Prospective employees may be asked to undergo pre-employment health checks.

5.2 INDUCTION TRAINING

The Company Health and Safety Representative shall provide training for new employees and complete the Employee Induction Checklist (Template 6). Upon signing the checklist, the employee acknowledges they have read and understood the induction information.

Induction training shall consist of:

- Emergency procedures
- Incident reporting
- Knowledge of hazards and hazard identification process
- Employee and employer responsibilities
- Employee participation
- Health and Safety Representatives
- Knowledge of the Health and Safety Manual
- Claims and Rehabilitation Policy
- Personal Protective Equipment

Once induction has been completed for the new employee, the Company Health & Safety Representative shall check the Employee Induction Checklist (Template. 6) to ensure that it is completed and carried out effectively and accurately.

On completion of the induction, a buddy system may be put in place to 'buddy' the new employee by assisting in familiarising them with the company's systems and clients.

5.3 EMPLOYEE COMPETENCY TRAINING

Employees shall be trained to ensure they have adequate knowledge to carry out their job safely and correctly. Records of training relevant to job requirements for employees, either provided by the company or external training organisations, must be documented, reviewed and updated by HDMP, e.g. induction training, first aid training, SOP training, licensing, etc. A training register is provided with this manual - see Training & PPE Register (Template 16).

The Company Health and Safety Representative shall provide training for the following tasks:

- Safe operation of tools and equipment;
- Correct work methods and site operations; and
- Health and safety training relevant to specific hazards.

The need for formal Health and Safety training (e.g. professional Health and Safety training courses held off-site) will be assessed by the Company Health and Safety Representative and carried out if required.

Behaviour based assessments can be conducted on any employee at the discretion of the Company Health and Safety Representative. Behaviour Based Observation Form (Template 7).

5.4 TRAINER SELECTION

Personnel selected as Health and Safety and/or on-the-job Supervisors of new employees shall display:

- Competency at the task;
- Experience, skill and knowledge;
- Maturity; and
- Ability to relate to staff

The need for formal Health and Safety training (e.g. professional Health & Safety training courses) will be assessed by the Company Health & Safety representative. The Company Health and Safety Representative will hold a Certificate for Workplace First Aid.

The Company Health and Safety Representative, suitably trained employees or contracted safety consultants (e.g. Wormald for fire safety training) can be called upon to train employees in safe work procedures, emergency procedures etc. as required.

6.0 INCIDENT REPORTING

6.1 PURPOSE

The Health and Safety at Work Act 2015 requires all work-related incidents involving employees, visitors and / or contractors be reported and recorded.

The purpose of this is to:

- Recognise and document hazards or potential hazards to both company personnel and clients.
- Clearly identify work-related incidents, distinguishing them from non-work related accident compensation claims.

6.2 DEFINITIONS

As defined by the Health and Safety at Work Act 2015:

- **“NOTIFIABLE EVENT”** means any of the following events that arise from work:
 - death of a person,
 - a notifiable injury or
 - illness or a notifiable incident

- **“NOTIFIABLE INJURY OR ILLNESS”** means any of the following that require the person to have immediate treatment (other than first aid):

• Amputation of any body part	• Loss of bodily function
• Serious head injury	• Serious lacerations
• Serious eye injury	• Injury requiring hospital admission
• Serious burn	• Serious infection attributable to work
• Separation of skin from underlying tissue	• treatment required within 48 hours of exposure to a substance
• Spinal injury	• Bone fracture

- **“NOTIFIABLE INCIDENT”** means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or other person to serious risk to that person’s health or safety. Some of the notifiable incidents are:

• Escape, spillage, leakage of a substance	• Electric shock
• Implosion, explosion or fire	• Fall or release from height of any plant, substance or thing
• Escape of gas or steam	• Collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations
• Escape of pressurised substance	• Collapse or partial collapse of a structure

A more detailed list of notifiable incidents can be found in the Health and Safety at Work Act 2015 <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html>

6.3 PROCEDURES

All incidents or near misses occurring in the work place involving employees, customers, clients, visitors and or contractors are to be reported and recorded in the Incident Register (Template 8) held by the Company Health and Safety Representative.

- Any serious incident is to be reported immediately to the Company Health and Safety Representative who will in turn promptly notify WorkSafe NZ.
- Minor incidents or injuries are reported to the Company Health and Safety Representative and are recorded in the First Aid Treatment Register (Template 10). This will be collated and reviewed during the quarterly Health and Safety Meetings.
- The Incident Register (Template 8) will be held by the Company Health and Safety Representative and be readily available to all employees.
- The Incident Form (Template 9) is to be completed as soon as possible after the incident / near miss by the person involved or if necessary, by a witness.
- The completed Incident Form is to be given to the Company Health and Safety Representative within 24 hours of the incident for comment.
- If further investigation is required, the Company Health and Safety Representative or a nominated representative will conduct an investigation and involve the employee concerned.
- Once actions are completed, every Incident Form involving an employee is to be forwarded to the Company Health and Safety Representative for filing as appropriate, pursuant to the Privacy Act 1993.
- General information on incidents will be tabled at each committee meeting for comment and action as required.
- All investigations should be completed within five working days and accurately reported on, signed by the appropriate parties (investigator and injured person) and filed.
- Legal requirements require all serious harm incidents be reported to WorkSafe NZ as soon as possible and by the fastest means.
- If a motor vehicle crash / incident occurs, adopt the same procedure as above. Any serious vehicle incident is to be reported promptly to WorkSafe NZ and if not already done so, to the New Zealand Police.
- In cases where there has been contact with blood / serum / including known or possible contact with Hepatitis and HIV, immediately notify the local hospital or Accident & Emergency centre and the company Health and Safety Representative.

6.4 INCIDENT INVESTIGATION

Incidents are classified into categories that will determine whether an investigation is carried out.

MINOR

Examples - scratches, small shallow cuts, bee stings, slight bruise.

Reported – not investigated

MODERATE

Examples - cuts, sprains and strains, small burns.

Reported and investigated

SERIOUS

Any temporary or permanent loss of bodily function.

Examples - noise-induced hearing loss; vision impairment; bone fracture; laceration; crushing; amputation; burns; loss of consciousness from lack of oxygen; loss of consciousness, or acute illness from absorption, inhalation, or ingestion of any substance.

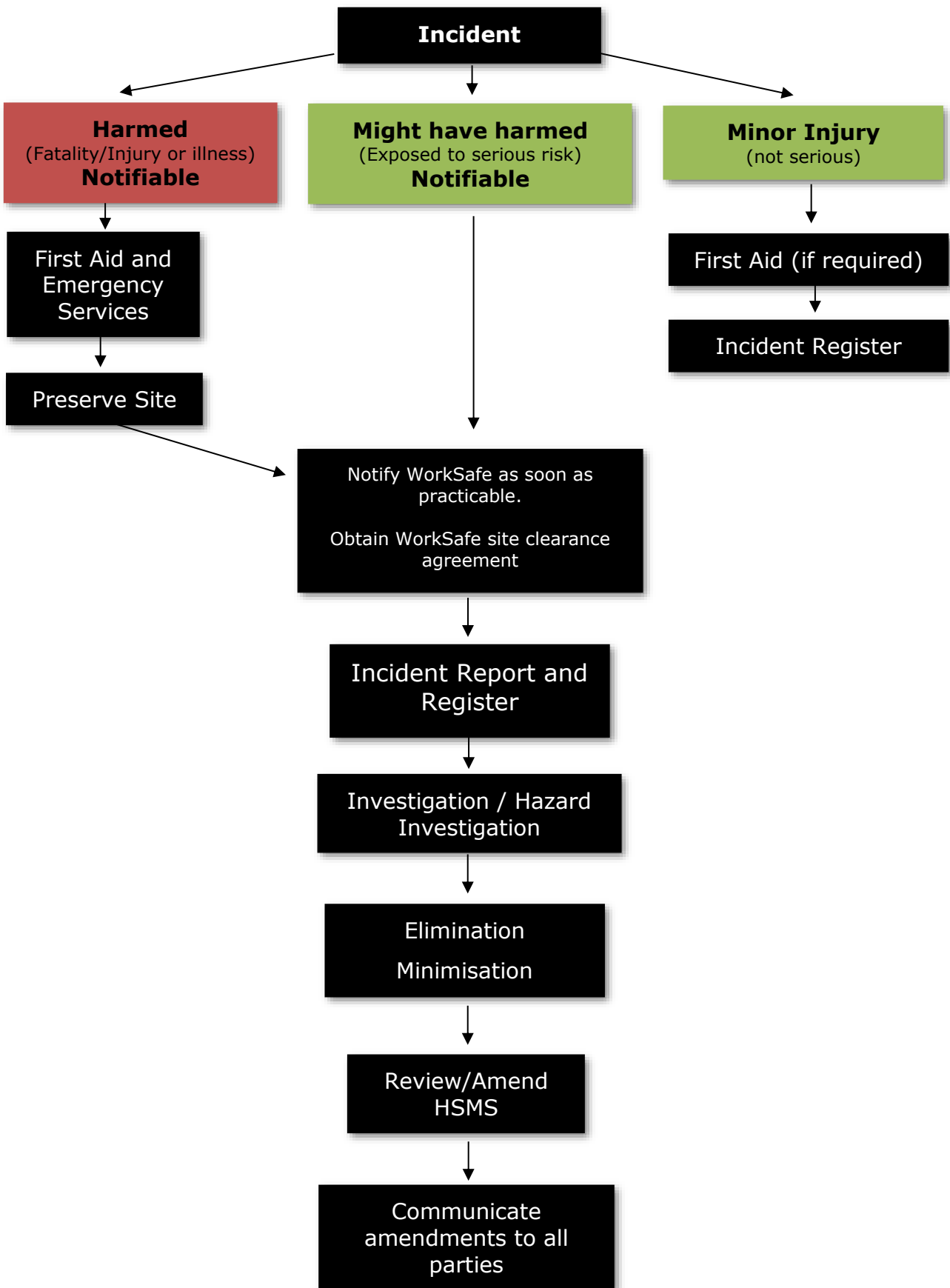
Report and notify WorkSafe NZ as soon as possible and by the fastest method possible. Investigate.

All moderate and serious harm incidents shall be investigated by the Company Health and Safety Representative who shall decide if input from particular employees are also necessary. Each investigation shall follow the steps outlined below:

- Obtain all the facts pertaining to the incident.
- Identify all the hazards involved and thus the cause of the incident.
- Establish a timeframe for completion.
- Assess the current hazard controls in place.
- Decide on future actions e.g. prevention, elimination or minimisation.
- Inform all employees affected.
- Follow up.
- Document the investigation and file for records.

The Company Health and Safety Representative must maintain and update the incident register with all injuries that occur within the business. This information is kept as data and allows HDMP to monitor injuries and put in place mechanisms to manage them as necessary.

6.5 INCIDENT FLOW CHART



7.0 FIRST AID FACILITIES

7.1 PURPOSE

To ensure adequate first aid facilities and supplies are available for all HDMP employees, contractors and visitors.

7.2 PROCEDURE

Every HDMP site will have a first aid kit. The location of the first aid kit must be clearly sign posted so all employees, contractors and visitors are aware of its location.

The first aid kit contents shall be documented on a list located in the first aid kit. The first aid kit is to be audited and re-stocked at least monthly by the Company Health and Safety Representative.

7.3 TRAINED FIRST AIDERS

Trained first aiders will be identified on the Trained First Aider Register (Template 11) with the expiry date of their workplace first certificate noted.

8.0 MANAGING WORKPLACE INJURIES

8.1 EARLY RETURN TO WORK POLICY

HDMP has a policy on rehabilitation of injured employees. The Company Health and Safety Representative shall endeavour to make every effort to keep in contact with injured employees and provide alternative duties where possible to support their early return to work. Records of this process in action will be documented and retained.

The General Practitioner (GP) for the injured employee will provide information on the medical certificate that may indicate whether the injured worker is safe to return to work. The treating doctor needs to know what sort of work the person does and the level of rehabilitation support that is available in the workplace.

The medical certificate can indicate whether the injured employee may be fit for either:

- Alternative duties
- Modified working conditions (e.g. no lifting)
- Shorter hours of work

The GP may also request further assistance for the injured employee, such as:

- Additional treatment, e.g. physiotherapy, counselling, pharmaceuticals;
- A workplace and / or specialist assessment;
- Pain management;
- Home help;
- Surgery.

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HDMP has duties as set out in the Accident Compensation (ACC) Act 2001.
<http://www.legislation.govt.nz/act/public/2001/0049/latest/DLM99494.html>

The company will take all practicable steps to assist an injured employee to return to work in the same job, according to an agreed rehabilitation plan.

HDMP will pay levies to fund worker's compensation.

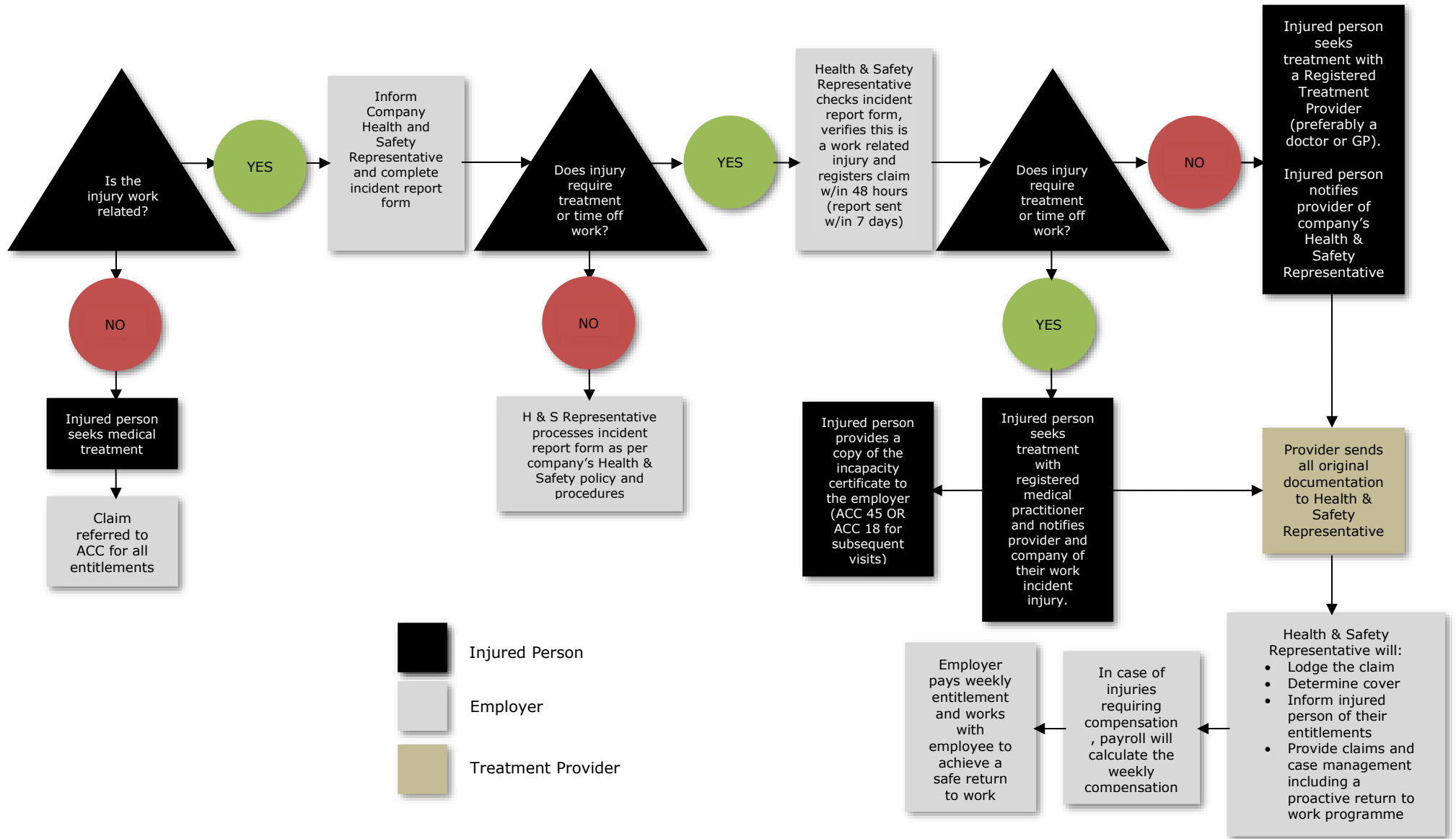
HDMP will not discriminate on grounds of disabilities (Human Rights Act 1993 <http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html>, but note the competing obligations / rights under the Health and Safety at Work Act 2015).

HDMP will protect personal information (Privacy Act 1993 <http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>, and Health Information Privacy Code <http://privacy.org.nz/health-information-privacy-code/>).

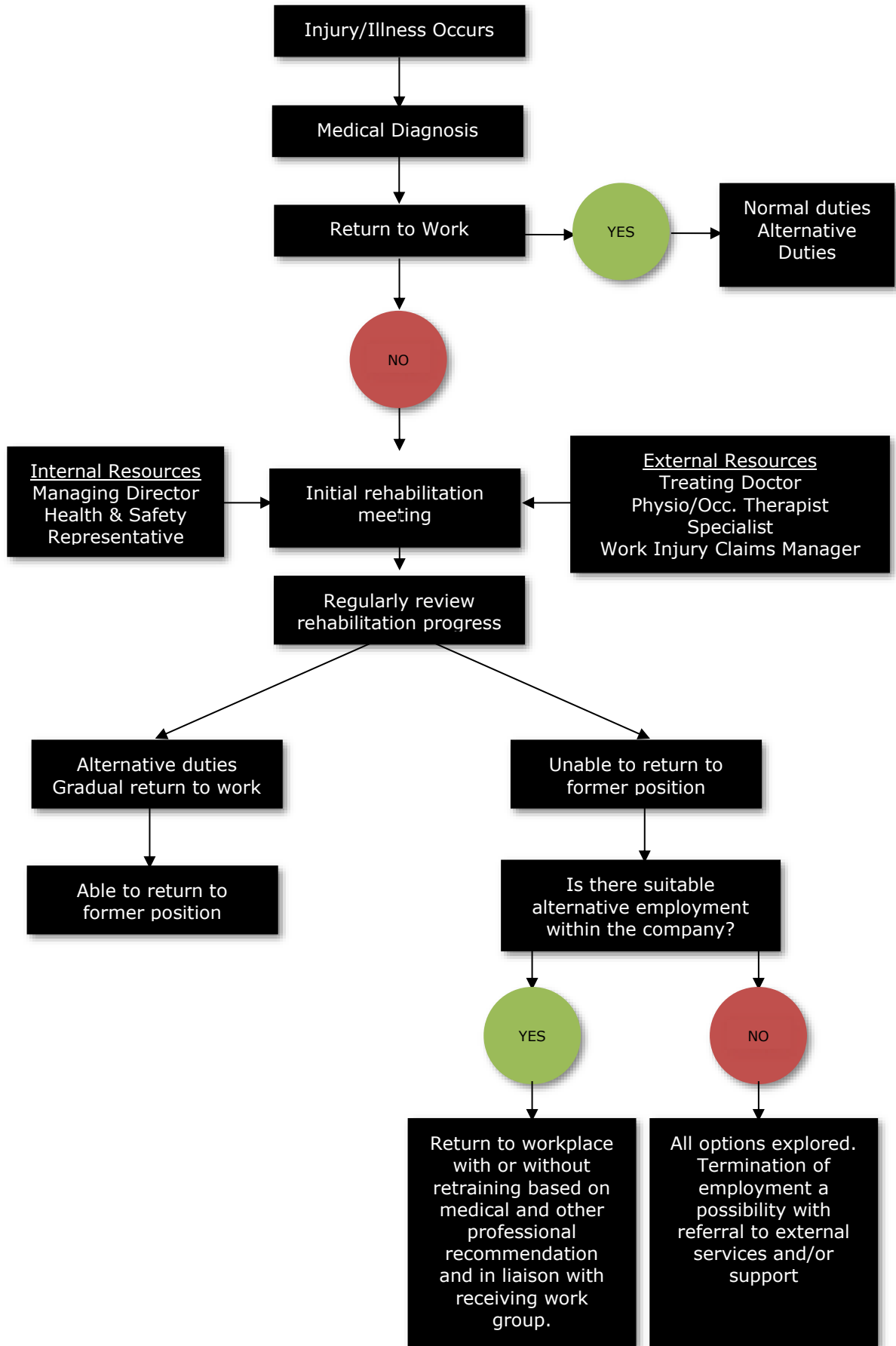
8.2 WORK INJURY CLAIM PROCESS

Work related, personal injuries are covered by ACC. To qualify an employee must immediately notify the Company Health and Safety Representative of the incident. If further treatment is required, the employee must provide a copy of the ACC form to the Company Health and Safety Representative within 24 hours. If required, employees must participate in a HDMP rehabilitation plan.

8.3 WORK RELATED PERSONAL INJURY CLAIMS PROCESS FLOW CHART



8.4 REHABILITATION FLOW CHART



9.0 EMERGENCY RESPONSES

9.1 EMERGENCY PREPAREDNESS

HDMP has an Emergency Response procedure (Template 12) in place each of its facilities. The following general recommendations can be used as a guideline.

An emergency situation may arise as a result of one or any of the following, however it is not limited to this list:

- * Earthquake
- * Fire
- * Chemical spill
- * Bomb threat or armed confrontation
- * Any other life-threatening situation

EVACUATION PROCEDURES	ARMED ROBBERY
Follow HDMP Employee or Responsible Person instructions.	Keep calm, make no sudden movements.
Walk to the nearest exit.	Do what the offender asks.
Keep together with the nearest people around you.	Try to memorise as many details about the offender as possible.
Do not go back to collect personal items.	Note the direction and method of escape.
Meet at the Assembly Point and report to HDMP Employee or Responsible Person.	Notify police as soon as it is safe to do so. Leave the phone line open until the police arrive.
DO NOT LEAVE THE ASSEMBLY AREA UNTIL RELEASED BY THE HDMP EMPLOYEE OR RESPONSIBLE PERSON	Provide first aid to victims, and lock outside doors.

EARTHQUAKE	FIRE
Keep calm.	Activate the alarm.
Move away from windows, equipment and shelves that may fall.	Make sure you have an outside line, then dial 111.
Take cover under solid furniture such as tables and desks.	Alert people in your area and the HDMP Employee or Responsible Person
When the shaking stops:	Do not extinguish the fire unless there is no personal danger to you or anyone else. See Site Map for extinguisher location.
<ul style="list-style-type: none"> • Keep calm and help those who need assistance. 	If time permits and there is no danger, switch off all machines and appliances and close all doors and windows.
<ul style="list-style-type: none"> • HDMP Employee or Responsible Person to turn off all electrical sources and gas taps. 	After evacuation, meet at the Assembly Point in teams.
<ul style="list-style-type: none"> • Wait for orders from your HDMP Employee or Responsible Person 	If the fire alarm sounds:
If you need to evacuate or the fire alarm sounds:	<ul style="list-style-type: none"> • Walk quickly to your nearest exit.
<ul style="list-style-type: none"> • Keep together. 	<ul style="list-style-type: none"> • Do not stop to take personal items with you.
<ul style="list-style-type: none"> • Follow the HDMP Employee or Responsible Person Instructions. 	<ul style="list-style-type: none"> • Meet at the Assembly Point and report to HDMP Employee or Responsible Person.
<ul style="list-style-type: none"> • Meet at the Assembly Point and report to HDMP Employee or Responsible Person. 	DO NOT LEAVE THE ASSEMBLY AREA UNTIL RELEASED BY HDMP EMPLOYEE OR RESPONSIBLE PERSON
DO NOT LEAVE THE ASSEMBLY POINT UNTIL RELEASED BY THE WARDEN	

9.2 VISITORS

Visitors will be briefed on the emergency response procedure by the employee responsible for the visitor.

9.3 ACCIDENT AND EMERGENCY CLINIC

The nearest Accident & Emergency Clinic for the site / location is noted on the Emergency Response Procedure (Template 12).

9.4 FIRE EVACUATION

Any person discovering a fire should –

- Activate the fire alarm or raise the alarm immediately by shouting **FIRE FIRE**.
- Call the fire brigade - dial 111.

All Employees Shall:

1. Switch off all machines and equipment near them.
2. Close all windows near them (warden / supervisor will check doors).
3. Proceed in an orderly manner out of the building / off the site by the nearest doorway or exit.
4. If the building is smoke-logged, keep near the floor.
5. Do not endeavour to obtain personal effects from some other part of the building nor attempt to return to your own room if temporarily absent.

9.5 WARDEN / SUPERVISOR AUTHORITY (IF APPLICABLE)

- During any emergency, the **WARDEN / SUPERVISOR HAS ABSOLUTE AUTHORITY** until emergency services arrive.
- The nominated Warden / Supervisor must be noted on the Emergency Response Procedure (Template 12). Warden / Supervisor should be identifiable by wearing an orange fluorescent safety vest labelled "WARDEN".

9.6 WARDEN RESPONSIBILITIES

- Know how to obtain a list of all people who are on the premises at any point in time.
- Check total floor / site area to ensure all persons have evacuated. Don't forget toilets, staff facilities and storerooms.
- Close all doors as each area is checked.
- Do not turn off lights.
- When area of responsibility is checked, leave by the nearest exit.
- Check people at assembly point.
- Participate in 6 monthly evacuation drills (minimum).
- Records of drills must be maintained by the Warden and a copy forwarded to the Health and Safety Representative.

9.7 EMERGENCY SPILL RESPONSE PLAN (ESRP)

If HDMP have chemicals on site that are recognised as dangerous goods, they will ensure there is an effective and efficient response process in place in the event of a chemical spill. An appropriate Spill Kit will be located in a designated area on site, the spill kit location will be noted on the Emergency Response Procedure (Template 12). The Spill Kit shall be fully stocked and replenished immediately after use.

10.0 CONTRACTOR AND SUB-CONTRACTORS

10.1 CONTRACTOR INDUCTIONS

The Company Health and Safety Representative shall ensure on-site contractors are aware of workplace hazards and on-site health and safety information.

Contractors shall be subjected to an induction process by Company Health and Safety Representative. Contractors will be made aware of printed copies of HDMP policies and procedures relating to:

- Emergency Response procedure
- Incident Reporting
- Workplace Hazards

Records of contractor's induction shall consist of signed acknowledgement by the contractor and shall be retained by the Company Health and Safety Representative. Contractor Induction Form (Template 13). All personnel contracted to conduct work on a HDMP site shall be identified in the Site Induction Register (Template 14).

10.2 EMPLOYEE SAFETY FOR ON SITE CONTRACTORS

Prior to contract acceptance the Company Health and Safety Representative shall undertake an assessment of the Contractors previous health & safety performance.

The Company Health and Safety Representative shall ensure that the contract documentation includes health and safety management procedures as appropriate. The contract proposal should include health and safety management procedures. The Contractor is required to provide a detailed health and safety plan and relevant signed permits.

The Contractor should provide feedback to HDMP on hazard identification and incident reporting as it occurs, and any other relevant health and safety issues encountered while undertaking the contract.

The Company Health and Safety Representative or delegated person shall undertake an assessment of the Contractor's health and safety performance on completion of the contract or at agreed regular intervals throughout the duration of the contract. The assessment shall include managing the Contractors to prevent the introduction of hazards wherever possible.

All Contractors who undertake work on-site for HDMP are to be certified to carry out the work and proof of permit to work shall be in the form of an ID badge or company business card. Verification of the Contractor's credentials can also be obtained by calling their company to confirm such details of the Contractor.

11.0 TRACK HIRE

Organisations wishing to hire the track and general facility must comply with HDMP's Health & Safety Management System.

Hirers are required to complete the Hirer Health & Safety Plan relevant to their event. This is to ensure there is consultation, cooperation and coordination between HDMP and the Hirer for every event i.e. a clear understanding of overlapping duties, the hazards on site and for the event, and to ensure adequate controls are in place to manage all foreseeable risks.

The Hirer Health & Safety Plans outline the procedures and measures to be implemented regarding communications, driver and vehicle safety, track management, access, parking, waste and sanitation, noise, alcohol, contractor management, emergency procedures and incident response. Once submitted, HDMP will review these plans to ensure measures are adequate to cover associated risks.

12.0 OFF SITE WORK

12.1 EMPLOYEE SAFETY WHEN WORKING OFF SITE

If an employee is required to work on-site at clients' premises, not managed by HDMP, they shall agree to adhere to the client health and safety policy, if there is no such thing, they must adhere to the health and safety standards set by HDMP.

In the event HDMP employee notices a health and safety issue while off-site and carrying out work for a client, the employee shall report the issue to the client and to HDMP Company Health and Safety Representative. Any HDMP employee has the authority to cease or to not commence an activity if they believe a risk is too high.

The reporting of these safety issues is important so all employees who may in the future attend a similar job / site are aware of the hazard and can minimise the risk of injury.

13.0 COMPANY VEHICLES

13.1 VEHICLE MANAGEMENT AND MAINTENANCE

- The Company Health and Safety Representative is responsible for maintenance and management of company vehicles.
- Company vehicles must be maintained in accordance with the manufacturer's recommendation, be fit for purpose, and appropriately licensed at all times.
- All company vehicles that are used on the road must be registered, have a current warrant of fitness and / or certificate of loading and fitness. In case of a motor vehicle accident, insurance details are to be located in the glove box.
- Company vehicles must be selected on the basis that the model and type is fit for purpose.
- Smoking is not permitted in company vehicles.

13.2 VEHICLE SECURITY

Employees are responsible for ensuring vehicles under their control are locked when unattended and parked in a secure location. Precautions should be taken to store valuable items and equipment out of sight.

13.3 COMPLIANCE WITH NEW ZEALAND LAW

- Drivers must comply with all traffic laws, and practice good road safety habits.
- Drivers must have an appropriate and valid Driver's Licence / Truck Licence and must provide these details to Managers on request. HDMP may check the validity of licence information.
- To avoid distractions, drivers of vehicles must use hands-free mobile devices when required to use a mobile phone when driving and must not attempt to complete any work-related paper work whilst driving.
- Other distractions while driving may include use of a two-way radio, eating, drinking and adjusting the radio. Drivers' judgement on these distractions is required to avoid being held liable for careless / reckless driving.
- Employees will inform their managers of any suspension or disqualification of their licences.
- Employees will inform their managers of any traffic offence incurred while driving a company vehicle. The payment of all speeding fines and parking tickets incurred while in charge of a company vehicle is the responsibility of the employee.
- Employees will report all driving incidents, using the Incident Form (Template 9).

14.0 MACHINERY & EQUIPMENT

14.1 MACHINERY / EQUIPMENT REQUIREMENTS

All machinery / equipment shall meet the following requirements as required by relevant legislation:

- Have a clearly visible and operating emergency shut-off mechanism.
- Be in safe working condition and legally compliant.
- Be maintained according to manufacturer's instructions.
- Machinery requiring employees to work from unsafe heights must have slip resistant flooring, safety railing, and provision for harnesses to be attached.

15.0 SPECIFIC HAZARDS IN THE WORKPLACE AND FACTORS TO CONSIDER

15.1 MANUAL HANDLING

HDMP has a duty to manage manual handling hazards systematically. Guidance for this process is contained in the Department of Labour 'Code of Practice for Manual Handling' (2001) - <http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/manual-handling-code-of-practice-for>

Some factors to be considered are:

- The use of mechanical aids as part of a no-lift policy or clear instructions of correct lifting procedures.
- The layout of the workplace.
- The location of objects in well-lit areas without slipping or tripping hazards.
- Systems of work.
- Human factors, fitness for task.
- Workloads and speeds.
- Ergonomics/
- Training and education.

Common causes of manual handling injuries include:

- Sprains and strains.
- Back injuries or pain.
- Foot injuries.

- Repetitive Strain Injury (RSI).

15.2 ENVIRONMENTAL HAZARDS

Environmental hazards include elements contained within the environment that can cause harm where work is being undertaken, such as fumes, dust, noise, vibration, temperature and poor visual conditions.

Some factors to be considered are:

- Elements inherent to the environment (e.g. exposure to the sun)
- Elements that might arise as a result of the work being conducted, (e.g. fumes, dust, noise and vibration)
- Inadequate ventilation
- Hazardous thermal conditions (hot in summer, cold in winter)
- Isolation or dampening of vibrating mechanical parts
- Training and education
- Hydration and nutrition
- Workplace stress and fatigue
- Shift work
- Appropriate personal protective clothing and equipment
- The level of exertion (e.g. the speed at which work is performed)

15.3 NOISE

Guidelines for managing hazards related to noise are found in the 'Approved Code of Practice for the Management of Noise in the Workplace' (1996)

<http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/acop-%20noise-in-the-workplace>

Some factors to be considered are:

- Regularly monitoring workplace noise levels, particularly equipment such as power tools, pumps etc.
- Engineering controls
- Isolating the noise from employees
- Providing hearing protection
- Training and education
- Baseline and regular health monitoring with employee consent

15.4 ELECTRICAL HAZARDS

HDMP must ensure there is systematic management of electrical hazards.

Some factors to be considered are:

- Plant is not to be used if the plant, or the conditions under which it is to be used, gives rise to a hazard of electrical shock due to the presence of electricity.
- There is a nearby electrical hazard
- Residual Current Devices (RCDs) shall be used wherever there is uncertainty around the safety of the power source.
- Compliance with the relevant legislation, such as Testing and Tagging ASNZ3760.

15.5 PERSONAL WELLBEING

Personnel suffering from poor health (mental and physical), such as fatigue, heat stroke, heat stress, mental stress and illness / disease can have symptoms that could impact their ability to work safely and effectively. Symptoms could result in increased error rates, lapses in concentration, increased reaction times, and lack of physical or mental strength. The following factors can occur and have the potential to put employees at risk if not managed correctly:

Workload factors could include:

- High physical workload – long periods standing, walking, carrying
- High mental workload – long periods concentrating, computer work
- Low mental workload, or boredom
- Environmental conditions that increase the demands of work, such as adverse weather conditions or demanding terrain

Organisational factors could include:

- Work schedules that do not provide sufficient time for sleep or rest
- Long hours of work
- Hours of work that require employees to work or commute during normal sleeping hours
- Unpredictable hours of work
- Extended hours of work.

This can be exacerbated by payment and chain-of-supply systems that encourage employees to work when fatigued.

Individual factors could include:

- General health
- Age
- Gender
- Nutrition
- Hydration
- Duration and quality of sleep
- Circadian rhythm (the 24-hour biological clock)

Psychological factors such as:

- Attitude to work
- Motivation
- The use of stimulants to cope with fatigue

Life away from work factors such as:

- Family commitments
- Social commitments
- Socio-economic factors
- Commuting
- Other work
- Study

HDMP needs to assess the health and safety hazards of fatigue and implement appropriate controls. Controls can include:

- Modifying the work design, such as the physical and mental work demands, the work intensity and rest breaks
- Modifying organisational factors such as work schedules, payment systems and chain-of-supply issues
- Modifying environmental factors that contribute to fatigue, such as ensuring a comfortable thermal work environment
- Introducing administrative controls, such as developing work practices to reduce fatigue in the workplace.
- Further information can be found in 'Healthy Work, Managing Stress in the Workplace'.

15.6 POWER AND HAND TOOLS

Power tools can present hazards of physical contact, electrocution, noise, vibration, and eye injuries from flying objects.

15.7 FALLING OBJECTS

Objects have the potential to fall onto or hit people at the workplace or adjoining areas if precautions aren't taken. Adjoining areas may include a public footpath, road, square or the yard of a dwelling or other building beside a workplace. Equipment, material, tools and debris that can fall or be released sideways or upwards are also considered falling objects. HDMP must manage risks to health and safety associated with an object falling on a person if the falling object is reasonably likely to injure the person.

Falling objects that aren't controlled can contain many risks, these include but aren't limited to; being struck by a falling object such as roof scaffolding, tools, rock, soil, bricks, fixtures including pictures, ceiling panels, and materials from over-stacked shelving. Other risks include objects falling from lifting machinery, objects ejected while using machinery or hand tools and the collapse of unstable structures such as shelves, benches and mezzanine floors not strong enough to bear the weight of objects kept on them.

15.8 ERGONOMIC HAZARDS

An ergonomic hazard is a physical factor within the environment that harms the musculoskeletal system. Ergonomic hazards include themes such as repetitive movement, manual handling, workplace/job/task design or poor body positioning.

Although ergonomics is a broad field, the main areas of concern for workplaces and employees will often relate to:

- workstations (sitting and standing)
- equipment layout and operation
- computer systems and monitors
- noise
- lighting
- thermal comfort
- maintenance tasks performed on plant items.

15.9 INTERACTING WITH HEAVY MACHINERY

Where employees are likely to be exposed to the movement of heavy machinery on or off site, factors to be considered are:

- Prevent the risk of crush or entrapment by ensuring personnel are clearly visible i.e. High Vis.
- Areas where maintenance is undertaken shall be coned or barricaded off to ensure a safe work zone.
- Communication shall be made with other plant or machinery operators to advise of any proposed movement.
- During testing of machinery operation and/or movement, the machine or plant operator has absolute authority. Operator must ensure a clear path of travel/movement prior to initiation of that movement.

15.10 HAZARDOUS SUBSTANCES (INCLUDING DANGEROUS GOODS)

Where employees are likely to be exposed to hazardous substances (e.g. chemicals, paints and solvents etc.) in the workplace, employers need to consult and comply with information on the safe handling of each substance, such as Material Safety Data Sheets (MSDS) and any instructions on packaging. The employer shall provide appropriate equipment, information and training for application of chemicals used on-site.

Controls for hazardous substances can include:

- Induction and training of employees to identify and manage hazardous substances
- Segregated storage facilities
- MSDS location is easily accessible
- Emergency response procedures, including spill management
- Issuing of personal protective equipment

LIST OF TEMPLATES & REGISTERS

1. **Toolbox Checklist & Discussion Sheet**
2. **Visitor Register**
3. **Hazard Management Register**
4. **Job Safety Analysis Template**
5. **Site Inspection Checklist**
6. **Employee Induction Checklist**
7. **Behaviour Based Observation Form**
8. **Incident Register**
9. **Incident Form**
10. **First Aid Treatment Register**
11. **Trained First Aiders Register**
12. **Emergency Response Procedure**
13. **Contractor Induction Form**
14. **Site Induction Register**
15. **Contractor – Request for H&S Information**
16. **Training & PPE Register**
17. **Checklist for H&S Representative**

Appendix A – Annual Review Checklist

Amendments Register

