



**Health & Safety
Handbook**

April 2014



DATA - TELEPHONE - ELECTRICAL - AUDIO - VISUAL

Distribution of Health & Safety Handbook

All Garden City Communications Ltd employees shall be issued with their own copy of the Health and Safety Handbook.

In addition, this Handbook is to be read by Contractors, and Sub-Contractors working for Garden City Communications Ltd.

Contractors, Sub-Contractors and Visitors are to observe the Company's Rules and Procedures, note the site hazards, Emergency Plans and take care to ensure the safety of those around them.

All visitors to our worksites must have permission and be accompanied by a staff member at all times.

The contents of this Health and Safety Handbook are designed as guidelines that if followed will reduce the risk of injury while at work. If further information is required seek advice from the Site Safety Officer, the company Safety Officer or your Manager.

Each work vehicle shall have a copy of the Health and Safety Handbook for reference purposes. Each job folder/worksheet shall have a copy of the Safety Management Plan / Job Safety Analysis.

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DATA - TELEPHONE - ELECTRICAL - AUDIO - VISUAL

Company Details

Garden City Communications Ltd

Postal: 100 Brynley Street, Christchurch 8042

Physical: Unit 9/8 Dakota Crescent, Wigram, Christchurch

Telephone: 03 348 9170

Website: www.gccomms.net

Key Staff

Managing Director: Ray Eade 021 497 520

Health & Safety Officer: Alex Lee 027 565 5695

Remember!

If in doubt— always ask!

**Never start a job if you are unsure
how to do it safely or correctly!**

**Read the job sheet before starting work
and look for potential hazards!**

**Do not handle chemicals unless
you have been shown how to use them safely!**

**Always check the label and know how to obtain
Safety Data Sheets (SDS) if required.**

HEALTH AND SAFETY POLICY

The Managing Director's Health & Safety Policy is:

I am committed to the protection of our employees, property and other persons from accidental injury or damage from work carried out by, and on behalf of the business. I adopt health, safety and welfare as a fundamental business objective. In meeting this commitment, management will comply with all legislative requirements and take all practicable steps to:

1. Provide and maintain a safe place of work, safe equipment and proper materials.
2. Provide supervision, training and instructions that enable the employees to perform their work safely and efficiently.
3. Establish and insist that safe work methods are practised at all times.
4. Make available all necessary devices and protective equipment and supervise their use.
5. Ensure employees and other persons understand and accept their responsibility to promote a safe and healthy place of work.
6. Ensure all staff will be encouraged to participate in the company's Health & Safety programme.
7. It is company policy that all staff obtains the appropriate Site Safe Passport for the work that they undertake.
8. Maintain a constant and continuing interest in health and safety matters applicable to the company's work environment and activities. In particular by consulting and involving the staff whenever possible.
9. Ensure that everyone works to continually improve the Health & Safety performance of the company.
10. Ensure that staff is kept aware of all Health and Safety issues and that all relevant information is made available to them.
11. When safe to do so injured staff will be encouraged to return to work at the earliest opportunity.
12. All workplace incidents and accidents will be accurately reported and recorded.
13. The company will undertake quarterly internal Hazard Assessments and six monthly independent Health and Safety audits.

Signature: Date:

Name: Ray Eade

Title: *Managing Director*



INDUCTION/ORIENTATION

On the first day of employment employees shall read the Health and Safety Handbook. On completion they must fill out and sign the Employment and Induction Form as acknowledgment.

Each manager shall ensure that every employee or person in a place of work has been given and understood the information about Emergency Procedures, Hazards on Site and the use of Protective Clothing, the general hazards section and the hazards sections specific to the areas they will be working in.

Contractors shall receive advice on hazards and be given access instructions and sign the acknowledgment form.

TRAINING AND SUPERVISION

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

Training will include the use of protective clothing and safety equipment, the physical location of the Safety Data Sheets if applicable and first aid cabinet(s). To assist in staff training, hazardous tasks shall, when appropriate, will be documented on a Safety Procedure Sheet.

Records of all training provided and competency levels will be recorded for each staff member.

If employees are not sure about anything they should report to their Manager, Safety Officer or Supervisor.

GENERAL PROCEDURES ON SITE

When working on a client site you are to follow the emergency procedures described in the induction programme. If not covered in the clients induction programme ask to see them, if not available contact your manager.

Alcohol and Drugs – (Garden City Communications Ltd has a Zero Tolerance Policy)

You will NOT be allowed to work if under the influence of alcohol, drugs or other substances. Staff face instant suspension if found to be taking or under the influence of alcohol or drugs at work. Inform your Manager or Safety Officer if you are on any medication that you suspect may have a side effect that could affect your ability to perform your assigned duties in a safe manner. Alcohol is strictly forbidden except where prior approval is given by management to allow the consumption of alcohol at an official function.

Cellphones

Use only where it is safe to do so, if not permitted on site or specified during toolbox talk – DO NOT USE them.

Contractors and Visitors

Watch out for contractors, customers and visitors and keep them safe. They may not be aware of all the hazards that exist on the site.

Emergency Procedures

The purpose of an emergency plan is to provide a system for emergencies that may occur on a work site. Possible causes are; fire, storm, earthquake, gas leak, structure collapse, explosion or an accident.

- Vacate danger area immediately.
- Assess the situation, without endangering your life.
- Isolate, disconnect or contain danger.
- Person in charge to ensure all personnel are clear of the danger area.
- Provide first aid to injured personnel if safe to do so.
- The accident scene is not to be interfered with unless absolutely necessary to save life, property etc.
- Advise the person in charge as soon as all the other details have been attended to.
- For emergency services, obtain an outside line and **CALL 111**.
- **Emergency Equipment:** Staff must know where fire extinguishers etc. are, how to use them and are to report immediately any interference or damage.
- **Exits:** Staff and contractors must know where exits to buildings are at all times. Exit ways must be clearly marked and kept clear at all times free from any flammable or dangerous goods in or near them.
- **Assembly Area:** As per onsite instructions given at site induction.

First Aid: Report all injuries and sickness immediately (see Accident Flowchart) no matter how minor, to your Supervisor. Treatment will be given or arranged and the incident recorded in the Accident Register. Should later medical care be required, you will have a record of the incident.

Health and Safety in Employment Act 1992 Section 19 applies:

Duties of Employees - every employee shall take all practicable steps to ensure:

- a) requires that all Company employees take all practical steps to ensure their own safety while at work.
- b) that no action or inaction of the employee while at work causes harm to any other person.

It is, therefore, company policy that all field staff obtains the appropriate Site Safe Passport for the work they undertake.

It is a condition of your employment and a legal requirement that safety equipment where supplied, is used at all appropriate times.

Safe practices benefit all employees. Should you observe a hazardous condition anywhere on our premises or at a customer site please advise your supervisor immediately.

Health & Safety Failure

It is the responsibility of all Garden City Communications Ltd employees and is specifically requested of all customers, that should they come across a Health & Safety failure to report it to the Managing Director so that Corrective Action can be taken.

No Smoking Policy

All areas shall be nominated either smoking or non-smoking as determined by the Smoke Free Environment Act 1990.

You can only smoke in designated smoking areas.

Smoking is prohibited in company vehicles.

Report Dangers

You must eliminate if practicable, or otherwise isolate or minimise, all significant hazards and report to the Manager or the person in charge IMMEDIATELY every hazard or safety problem that you notice (see Safety Management Plan / Job Safety Analysis sheet).

Signs

Where safety signs are displayed, they must be followed.

Where appropriate, signs will be displayed warning members of the public, staff and contractors of the hazards on the site.

ACCIDENTS, INJURIES and INCIDENTS

ACC considers an accident to be SERIOUS if it requires 5 or more days off.

Purpose

The purpose of this section is to describe procedures for defining:

- responsibility and authority for handling, reporting and investigating accidents, incidents and non-conformance.

and for using the Action Request System to:

- initiate and complete corrective and preventative action
- implement on-going improvements
- record changes in documentation.

Reporting

If you witness an accident or incident where someone was or could have been injured (a near miss), you **MUST** report it as soon as you can.

For serious harm accidents, the accident scene must not be interfered with until authorised by an inspector from Occupational Safety and Health, Department of Labour (OSH), unless absolutely necessary to save property, life etc. It is to be treated as a crime scene.

If you receive an injury while at work, it **MUST** be reported immediately to your Manager and if on site the client. The accident will be recorded on either (Record of Accident/Serious Harm) or (Minor Accident or Near Miss Report). If a work injury is not reported on the day the injury occurs it may not be accepted as a work related injury, which could affect your right to ACC compensation.

Accidents and Near Misses

ALL accidents or near misses that occur need to be investigated because:

- This will recognise and document hazards or potential hazards.
- This will identify work related accidents, distinguishing them from non-work related accident claims.
- The correct reason or reasons for injury, illness and damage to property will be known.
- It helps develop systems that will prevent similar occurrences.

Definition of Serious Harm: Any harm or injury that causes the person harmed to be hospitalised or incapable of working for a period of 48 hours or more, commencing within 7 days of the harms occurrence.

Please note: this is a working definition only.

Although all incidents should be recorded, the extent to which they are recorded, investigated and reported on will depend on the actual or potential impact of the incident.

Recording

Employers and employees are required to record all accidents or near misses. This includes any incidents involving contractors or visitors. The procedures to be followed are:

- **Serious Harm Accidents or Incidents**

The Managing Director will hold the official forms in respect of recording serious harm accidents.

The Managing Director, or in the absence of the Managing Director, the most senior person present, shall contact the Regional Office of Occupational Safety and Health, Department of Labour (OSH) no matter what time of the day, as soon as possible after the occurrence.

The Managing Director will complete the Department of Labour forms with the staff involved, as soon as possible after the occurrence, while the details are still fresh in everyone's mind. The written report must be with OSH within seven (7) days.

- **Minor Accident or Near Miss Report**

These forms will be held by the Managing Director. The forms will be readily available to all staff.

The forms will be completed by the appropriate staff and counter-signed by the Managing Director as soon as possible after the accident.

The completed form will be filed in the Health & Safety Folder no later than two (2) working days after the day of the accident and/or recorded for analysis and investigation.

Investigation

Serious harm accidents or incidents will be investigated by the Managing Director, who will involve the appropriate staff and appropriate external experts.

The accident scene in the case of a serious harm accident must not be interfered with until authorised by a Department of Labour (OSH) Inspector unless it is absolutely necessary to save life, property etc.

The investigation will be undertaken as soon as possible and concluded within five (5) working days.

In respect of minor accidents and near misses, the Managing Director will, as soon as possible after the accident, decide if an investigation is warranted. If so, the investigation shall be undertaken as soon as possible, but no later than five (5) working days after the minor accident or near miss. The investigation will be undertaken by a manager or supervisor nominated by the Managing Director.

Accidents or Sudden Illness at Work

What you should do! Firstly ensure the situation is safe to approach the injured or ill person(s). If safe ensure any people who are injured are cared for. Then take action to ensure no further injury or damage can occur.

In the event of an emergency **CALL 111** and request ambulance assistance. Do not move the victim if the accident or illness appears serious.

Building Evacuation Procedures are posted around the premises and Emergency Procedures are detailed in this handbook. Make yourself familiar with both.

Rehabilitation

GCComms will plan for the early return to work of any injured or disabled employee.

Each staff member will have a rehabilitation plan developed for them using the appropriate health professionals for support and advice.

The employee also has a duty to actively and positively contribute to their own recovery.

HAZARDS DEFINITION

A hazard is a "risk" or a "danger"

The Health & Safety in Employment Act 1992 and its' amendments require us to ensure that we have in place effective methods for:

- Systematically identifying existing hazards.
- Systematically identifying new hazards.
- Regularly assessing each hazard identified and determining whether or not it is a significant hazard.
- Eliminating, or if this is not practicable, isolating, or if this is not practicable, minimising, significant hazards. (Employees are to be protected where elimination and isolation is impracticable).

Please use Safety Management Plan / Job Safety Analysis form to identify and manage hazards on each work site. New hazards are to be added to the company's Hazard Register.

Significant Hazards

- A "Significant Hazard" is one that has or has the potential to cause serious harm or death. All significant hazards shall be examined by the Safety Team and the necessary controls put in place.
- All staff working on the site shall be advised of the significant hazards and how to eliminate, or if this is not practicable, to isolate and/or to minimise the hazard.
- New staff will be advised of the significant hazards before working in the area.
- Completed significant hazard forms shall be retained on file as a permanent record.

Safety System Monitoring

The following points should be regularly reviewed:

- Can a less hazardous substance or methods be substituted?
- How well are the employees educated to work with or around any hazards.
- That the correct protective clothing and equipment is being used and that it is well maintained and renewed when required.
- That all items are stored appropriately.
- That all items are handled appropriately.
- That the information that has been given is in a form and manner that is easily understood.

Action Request System

It is the responsibility of all Garden City Communications Ltd employees that come across an environmental, health and safety, product or service failure to bring it to the immediate attention of their Manager so that Corrective Action can be taken.

Any staff member or customer or supplier can raise an Action Request if they come across a system failure, the opportunity to prevent a failure or an opportunity for improvement.

If you need an Action Request Form see your supervisor or manager.

Health & Safety Staff Meeting

The Health and Safety staff meeting will be held at least quarterly and will cover the following:

- Review Health & Safety policy and procedures, including such matters as the recording system for accidents and hazardous incidents and the safety rules to be observed by employees.
- Analyse reports of accidents and hazardous incidents within the undertaking.
- Consider suggestions and complaints from customers, employees and/or management relating to Health & Safety. Analyse reports of Health & Safety inspections.
- Review the working environment, including workplace design and procedures.
- Report on the safety improvements achieved.
- Encourage staff to participate in the Health & Safety Programme.
- Initiate Health & Safety improvements.

HAZARD POLICIES & PROCEDURES

Asbestos Policy

This Policy is based on the document called ~Guidelines for the management and removal of asbestos~ issued by the Department of Labour.

When working on **asbestos cement** materials:

Limited drilling for conduit saddles and junction boxes may be required with the following precautions that should be observed.

- It should be avoided where possible, but if unavoidable; only use hand tools or tools with suitable dust extraction.
- If drilling or cutting, respiratory protection must be worn.
- Correct selection of respiratory protection device is dependent on fit to the wearer, face seal, freedom of movement, physical & thermal stress.
- Respiratory protection must be at least P1 grade.
- If drilling or cutting, good hygiene practices need to be employed including wetting down local areas, with any drill turnings/debris being placed in labelled bags and disposed of as asbestos waste.
- Cleaning of tools and protective equipment after work with asbestos product.
- Either disposable overalls used or regular overalls can be used as long as they can be immediately laundered.

If asbestos is suspected, samples must be taken of all suspect material.

- All samples to be labelled with exact location, site of sample, date, batch I.D.
- Must wear P1 or P2 rated mask when taking samples.

Remember if the asbestos is stable and not being disturbed no immediate action may be necessary, however, if there is any sign of asbestos being of a FRIABLE NATURE (i.e. asbestos that under ordinary conditions can easily be crumbled) then work in this material has possible serious long term health consequences.

This is classed as restricted work notifiable to OSH, and may only be carried out by a person holding a Certificate of Competence for restricted work or by a person under their direct supervision.

Boiling Water

Take care when using hot water as burns or scalds can result from bumping, slipping etc.

Cable Management / Extension Leads- Significant

- All cables should be contained, taped together or put overhead.
- Cables must not cause a tripping hazard.
- Extension leads used with portable equipment should be inspected before use.
- Damaged or knotted leads must not be used.
- Equipment and leads should be protected with an isolating transformer or portable generator or RCD.
- Tag or label all faulty equipment "Out of Order - Do Not Use" to warn others.
- Report faulty or damaged equipment immediately – *Action Corrective/Request Form*
- Do not use electrical equipment that does not have a certified lead.

Carrying Heavy or Bulky Objects - Significant

Risk - Back injuries, neck sprains etc.

Precautions

- Identify the "at risk" activities.
- Review the tasks.
- Change the methods and store the heavier items at heights above the knees and below the shoulders.
- Provide equipment, mechanical aids etc.
- Where aids are provided for lifting or transportation of materials they must be used.
- Change the environment, shelves, steps etc.
- Take short, frequent rests.
- Take care when carrying heavy or bulky objects. Obtain assistance to share the weight. **Do not attempt to lift weights in excess to 25kg on your own.**
- Obtain assistance when items cannot be moved safely without additional help.
- Employees are advised to use proper lifting techniques - bend the knees, test the weight and if you are confident, complete the lift keeping your back as straight as possible. Follow the same procedure when putting down the load - straight back, bent knees and watch out for fingers. If the load is too heavy or awkward get assistance.
- Where the object being carried impairs your ability to see where you are going, you must obtain assistance.
- If possible avoid using the stairs.

Chemicals

Including Cleaning Fluids and Materials

All chemicals introduced to site must not be used unless accompanied by a Safety Data Sheet (SDS). The SDS should not be more than 5 years old. If it is not possible to safely use any substance or there is a doubt about SDS information, then the substance must not be used until the correct information is available, or an alternative sought. Staff must use all protective gear recommended.

Cleaning Equipment

Cleaning equipment should be safely stored.

All containers are to be securely closed and stored in such a manner that children cannot access.

Safety Data Sheets are to be available and the manufacturer's safety recommendations are to be adhered to.

All cleaning materials are to be clearly labelled.

Rubbish should not be stored in the cleaning cupboard.

Concentration

Staff should be aware of their ability to concentrate.

Take extra care if tired, stressed or unwell.

Never do a job you cannot do safely.

Do not use machinery or equipment if you are not able to work safely.

Confined Spaces

Only qualified staff to enter a confined space and only if there is a current entry plan and emergency plan in place.

Before entering the space check that any gas meters used have a current calibration certificate.

Do not enter a confined space without an observer in place. Please refer to the “post-earthquake policy on under floor and ceiling work” below.

Earthquake Policy for Under floor and Ceiling work - as of 28th February 2011

1. Teams of two staff members or contractors on any job that requires ceiling space or under floor work.
2. One staff member will always be in free space and be in contact with the staff member in the “confined” space via UHF RT (radio telephone) set to a prearranged channel.
3. Overalls and face masks to be worn – face mask minimum standard is low asbestos and spore proof (prefer 3M). Hi Viz to be worn.
4. On sites where there is no provided rescue equipment GCOMMS will provide petrol powered cutting equipment in the form of a chain saw.
5. The free space staff member will have tested the chain saw before any confined spaces work is undertaken.
6. In the event of a major earthquake all staff will assemble at the predetermined assembly point and the onsite fireman will take a roll call.

In the event of a person becoming trapped under floor:

- a) The trapped person will use their UHF RT to raise help.
- b) The free space staff member will locate the trapped person and using the chain saw will cut an access hole 1m away from the trapped person.
- c) GCOMMS will repair any damage to building floors - so don't be concerned about it.

In the event of a person becoming trapped and unable to communicate:

- a) **CALL 111**, give address and type of problem – you will need Fire service and ambulance.
- b) DO NOT go under the floor looking for the trapped person.
- c) Use the UHF RT and call out to see if you can hear any sign of life.
- d) Wait for Fire service and guide them to last known location.

In the event of a person becoming trapped in a ceiling:

- a) DO NOT enter the ceiling space.
- b) Using the UHF RT find out the nature of the problem.
- c) If other staff are present and informed of the situation and you are ABLE – enter the ceiling space and render assistance.
- d) If the trapped person has suffered any physical injury **CALL 111** and ask for the fire service and ambulance.
- e) If the person is trapped by fallen debris do not attempt to move them, **CALL 111** and ask for the Fire service and ambulance.

Damaged or Malfunctioning Equipment

Report any malfunctioning equipment and machinery immediately – *Action Corrective/Request Form*
Isolate from the power source.

Hang tag "Out of Order - Do Not Use" to warn others.

Any intermittent noise or suspected faults should be reported immediately and if appropriate the machine/equipment turned off.

Dust, Fumes and Smoke

Examples Soldering, grinding, spray painting, environment under floors / in ceilings, animal droppings

Risk Breathing difficulties
Nausea and sickness
Reduced productivity
Threat to health

Precautions "No Smoking" zones
Provision of masks and breathing equipment – *see PPE*
Adequate ventilation and extraction system
Employees are to use the ventilation or extraction equipment and/or respirators when they are needed and not to work unprotected where there are hazards from fumes, dust and smoke.

Electrical Equipment- Significant

Tampering with equipment, tools or wiring by unqualified persons is not permitted.

Electricity seldom gives a second chance.

- Always use an isolating transformer or earth leakage circuit breaker (ELCB) when appropriate, such as when working outside or in damp conditions.
- Check all leads, plugs and tools before use, and report any damage or problems.
- Do not use damaged or defective equipment.
- Do not use electrical equipment that does not have a certified lead.
- Protect leads when in use.
- All electrical equipment or leads must be "tagged".
- Extension leads and cords must be placed in a manner which will not create a "Tripping hazard" or in a way which will lead them to be damaged by equipment or materials".

Grinders – Significant

GComms restricts the use of grinders for minor work, e.g. cutting threaded rod (maximum size 115mm cut of wheel)

The following precautions must be observed when using grinders:

- Items to be ground must be firmly held.
- Wear your safety goggles/glasses and earmuffs at all times.
- Ensure guards are in place before operating machines.
- Only experienced/qualified operators may use this equipment unless under close supervision.
- Grinding wheels are to be replaced only by authorised persons.

Guards, Gates & Rails - Significant

- Guards and gates must not be removed or modified.
- Machinery must not be operated unless all the guards are in place and operating correctly.
- It is an offence to override a guard unless you are qualified and authorised to do so.
- Perimeters, exposed sides and ends of working platforms and openings in floors and walls more than 3m in height must be provided with guardrails as shown below.
- Standard guardrail dimensions are:
 - Handrail 900 mm minimum - 1100 mm maximum height
 - Toeboard 225 mm minimum height or provide a midrail
- If you see a guardrail missing or damaged, fix if possible, if not, report it promptly - don't leave it for someone else to action - the "action" may be going over the side!
- Where using hired equipment, confirm they are certified and conduct your own survey of the equipment before use.

Hand Tools - Significant

- Staff not experienced in using hand tools will be given suitable training in the correct use of each type of hand tool.
- All hand tools will be maintained in good working order at all times.
- All hand tools will be adequately stored where they will not be a hazard.
- Staff and other persons using hand tools will wear appropriate safety equipment when using them.

Heat/Smoke Generating / Flammable Equipment

Check before using heat/smoke generating equipment such as drills, grinders, solders etc. that they are not near sensitive equipment, heat sensors or alarm systems. Where possible move the items outside. If not possible ask client/property manager to turn off detectors.

Two persons must be present in the vicinity of flammable products.

Housekeeping- Significant

- In the interests of good safety, work areas must be kept tidy.
- A clean and tidy workplace is an efficient workplace.
- All items not in use should be put away.
- All walkways are to be kept clean and clear.
- Rubbish lying around that can burn is a potential fire hazard. Put all rubbish in the waste bins provided.
- Keep access and egress areas clear.
- Fire equipment must be easily accessible at all times.

Ladders

What type of ladder can be used at work?

Ladders with an industrial rating must be used in a place of work. These ladders will be clearly labeled and will usually be labeled 'industrial use only'.

The rating will be either 120kg or 150kg. The majority of the ladders for sale in New Zealand for industrial use will be compliant with the AS/NZS 1892 standard. Ladders should be clearly labeled, structurally sound, and free of defects and not covered in chemicals or other materials.

Ladders used incorrectly or in bad condition have caused many serious falls.

Before using any ladder check for:

- Defective rungs
- Warping, cracking or splintering of stiles
- Faulty Feet

When using a ladder remember to:

- Stand the ladder on a level base
- Set the ladder at the correct angle
- Secure the ladder by lashing at the top and bottom, or have someone holding the bottom securely
- Ensure the ladder is long enough to do the job
- Ensure the ladder is not upside-down
- Ensure the ladder is not back to front
- Always face the ladder and use both hands when climbing or coming down
- Don't use a metal ladder near electricity
- Never wear shoes with heels when climbing a ladder
- Never over-reach sideways - get down and move the ladder
- A ladder should project at least one (1) metre above any landing place
- The correct angle for a ladder is one (1) unit of measurement out at the base for every four units of height
- Do not use extendible step-ladders as anything other than step-ladders
- When not in use ladders will be safely stored where they cannot be accessed by children

Noise

Risk Damage to hearing
 Communication problems
 Decrease in productivity
 Mental and physical health problems
 Accidents from "not hearing" hazards

Precautions Noise surveys
 Training of employees
 Protective equipment
 Records to be maintained

Hearing protection **MUST** be used by employees. As a general rule you should wear hearing protection if it is necessary to raise your voice to be heard by someone less than 60cm away. If hearing protection signs are displayed in the work area then the appropriate level of hearing protection **MUST** be worn. If uncertain, about the type of hearing protection required, check with the client.

Hearing protectors are now assigned to one of five hearing protector classes according to their acoustic performance. They should be selected on the basis of the Noise Exposure Level (LAeq,8h) to which an employee is exposed, see below:

NOISE EXPOSURE CLASSES

Earplugs or Earmuffs – Are Suitable Hearing Protectors with the following Class Ratings

Hearing Protection Class	L _{Aeq,8h} (dBA)	Examples <i>based on 8 hrs exposure</i>		Max. time of exposure before permanent loss of hearing WITHOUT protection
1	Less than 90	60dB*	Normal Conversation	80 mins 40 mins
		85dB*	Hand Saw	
		88dB*	Power Drill	
2	90 to < 95	91dB*	Heavy Truck	20 mins
		93dB*	Table Saw	
3	95 to < 100	97dB*	Power Saw	30 mins
		99dB*	Bulldozer	
4	100 to < 105	100dB*	Pneumatic Drill	15 mins 8 mins
		103dB*	Concrete Saw	
		104dB*	Hammer on Nail	
5	105 to < 110	109dB*	Jackhammer	
		115dB*	Chain Saw	30 seconds
		120dB*	Threshold of Pain	IMMEDIATE
		140dB*	Jet Plane taking off	

Occupational Overuse Syndrome- Significant

Risks Damage to muscles, tendons etc
 Reduction in productivity
 Absence of staff
 ACC experience rating

Precautions GComms to note the precautions that can be taken, and will work to apply them when feasible Identify the "at risk" activities – e.g. cabling tie offs on large work sites
 Spread workload - spell periods
 Training in technique and posture
 Early reporting to be encouraged

Occupational Stress

Stress arises when a person's capabilities are overwhelmed by demands. Workplace stress can have a negative impact not only on the individual sufferer but on the work environment as well.

Some stress factors;

- Uncertainty, constant change
- Lack of clear objectives
- Lack of management support
- Inflexible work schedule
- Excessive workload
- Lack of autonomy
- Poor communications
- Poor role definition
- Conflict
- Harassment and violence
- Noise and temperature

Power Tools - Significant

- Where appropriate, transformers or earth leakage circuit breakers (ELCB) will be used at all times. Don't use electrical equipment that doesn't have a certified lead.
- Power cords will be maintained in good order at all times. Any breaks or cuts will be properly repaired at the time they occur.
- Power sockets and electrical wiring will be maintained in safe condition. Where appropriate, isolating switches may be incorporated in circuits.
- Only qualified trades staff or staff under supervision may use cutting tools.
- Special protective clothing and equipment, e.g., masks or goggles will be used when using steel cutting, steel drilling, and steel grinding.

Practical Jokes and Horseplay

Practical jokes and horseplay may lead to dismissal and may result in prosecution.

There is nothing wrong with having a bit of fun, but people have been hurt and even killed by practical jokes and horseplay that went wrong. Remember to ensure your fellow work people are kept safe at all times.

Rubbish Handling – removal from clients' site

see also Housekeeping

All rubbish to be removed from work sites at the end of each day.

Take precautions when handling sharp or heavy objects.

- Lamps
- Cardboard
- Cabling offcuts
- Capping offcuts
- Metal, board offcuts

Rubbish to be disposed of in an appropriate manner, e.g. recycling, chemical waste etc.

Safety Data Sheets

Safety Data Sheets (SDSs) are designed to protect the health and safety of people in the workplace by providing information on the hazards of substances and how they should be safely used, stored, transported and disposed of. SDSs also describe emergency procedures, such as what to do in the event of a spill or fire.

Hazardous substances, including petrol, solvents, industrial chemicals, agrichemicals, household cleaners and cosmetics, need to be approved before they can be used in New Zealand.

The responsible Manager will ensure that the use of these products will not be harmful to those workers handling such, or the environment, and that the correct procedures for use are observed and the appropriate type of protective equipment is provided and used.

If it is not possible to safely use any substance or there is a doubt about SDS information, then the substance must not be used until the correct information is available, or an alternative sought.

Sharp Objects

Take care when using sharp and pointed objects. Such objects will be adequately maintained, cleaned and stored where they will not be a hazard.

Employees will be advised of the hazards associated with the use of sharp and pointed objects.

Slippery Floors/Environment

Take immediate action: Put out warning signs if slipperiness is due to a spill or unusually uneven surfaces.

Advise onsite management of hazard.

Where possible cover or clear up surface.

Wear appropriate footwear.

Take ground surface into account if using powered or electrical equipment in the vicinity.

Soldering

See also Heat/Smoke Generating

Check equipment is in good working order before using.

Always wear eye protection.

Make sure work area is well ventilated.

Thoroughfares & Access-ways to Buildings

Any hazards are to be isolated and reported to the Manager immediately.

All access and exit ways must be kept clear and free of obstacles at all times

Vehicles

Drivers may only drive a vehicle if a current Registration and Warrant of Fitness are being displayed. All vehicles are to be maintained in good repair and not to be driven when known to be unsafe.

Drivers may only drive a vehicle with a current licence appropriate to the vehicle.

All freight should be properly secured.

Load and unload vehicles on even ground.

Rubbish to be removed from vehicles on a daily basis.

Working at Heights – Significant

No staff member is to work at height (above 5 metres) if not trained and qualified to do so. All staff working at height must wear a certified harness or restraint.

Before climbing scaffolding staff are to ensure it has a safety certificate attached and undertake a visual check that it is safe.

Register of Forms

- a) Employment and Induction
- b) Job Safety Analysis
- c) Safety Management Plan
- d) Site Specific Safety Plan Checklist
- e) Hazard Register
- f) Hazardous Substances/Dangerous Goods Register
- g) Task Analysis Worksheet
- h) Toolbox Safety Meeting
- i) Pre-Start Site Assessment
- j) Self Safety Inspection
- k) Emergency Plan and Procedures for Hazardous Work
- l) Emergency Plans and Contacts
- m) Action Request/Corrective Form
- n) Accident Procedure Flowchart
- o) Accident/Incident Register
- p) Notice or Record of Accident/Serious Harm
- q) Accident and Incident Investigation Report
- r) School Site management – MoE Risk Plan
- s) School Site management – Earthquake MoE Risk Plan



Employment/Induction – Personnel Details

Commencement Date: _____

Full Name: _____ Job Description: _____
 Address: _____ Date of Birth: _____

Home Phone: _____
 Mobile: _____

Email: _____ Emergency Contact: _____

Bank: _____ KiwiSaver: Y / N Emergency Number: _____

Bank Account No: _____ IRD No: _____ Tax Code: _____

Next of Kin 1: Name: _____ Address: _____
 Relationship to you: _____ Phone: _____

Next of Kin 2: Name: _____ Address: _____
 Relationship to you: _____ Phone: _____

Health Issues/Allergies: Y / N **First Aid certified:** Y / N
 If yes please state: _____

Criminal Convictions Y / N
 If yes please state: _____

PPE (personal protection equipment):

Hard Hat	Y / N	High Viz Vest	Y / N	Eye Protection	Y / N	Ear Protection	Y / N
Gloves	Y / N	Safety Boots	Y / N				

Induction Training:

Correct use of PPE	Y / N	Signed	_____
H&S Manual Supplied & Read	Y / N	Signed	_____
Ladder Safety	Y / N	Signed	_____
Vehicle Safety	Y / N	Signed	_____
Lifting	Y / N	Signed	_____
Soldering	Y / N	Signed	_____
Best Practice	Y / N	Signed	_____
Others.....	Y / N	Signed	_____
.....	Y / N	Signed	_____

Company Clothing:

Shirts	Size	Qty
Tee Shirts	Size	Qty
Jackets	Size	Qty
Other

Company Tools responsible for: _____

JOB SAFETY ANALYSIS

Date:



Technician:.....

Site Description:.....

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Records

Job Step	Potential Hazard	Hazard Control	Person Responsible
<i>(break the job down into key steps)</i>	<i>(what can cause harm to you or others)</i>	<i>(how you can make the job as safe as possible)</i>	<i>(puts controls in place)</i>
Travel to and from job	Traffic accidents - Low driving skill	Drive to the conditions, follow the road signs and The Highway Code	Driver
Induction onto Site	Lack of familiarity with the site	Tour of work area with hazards being identified along with the controls	Principal
Assess work site	Identify additional hazards on site that are peculiar to the work being done	Toolbox Meeting or Quick 5	Staff
Work that involves working in confined or restricted space	Being trapped or suffocated or poisoned	Entry permit, Escape Plans, qualified staff, atmosphere monitoring	Staff/Principal
Students and staff in work area	Student activities interfering with work	Isolate work area, display warning signs, be vigilant of student activities	Staff/Principal
Running cables	Trip hazard, entanglement and strains	Keep cables tidy, lift within your capabilities, do not use excessive force	Staff
Live circuits	Electrocution, electrical burns, death	Never work on a live circuit, always check the circuit is not live before commencing	Staff
Working at height over 15m	Falls causing broken bones, concussion, sprains, bruising, wounds etc.	Make sure what you are standing on is secure, isolate area to avoid knocks	Staff
Working at height under 15m	Falls causing broken bones, concussion, sprains, bruising, wounds etc.	Only work above 15m if you are trained to do so. Ensure you have a valid permit	Staff/Principal
Manual handling of equipment	Serious & permanent injuries including crushing, wounds, strains & sprains	Only try to lift what you are capable of lifting, use aids if possible	Staff
Positioning equipment	Serious & permanent injuries including crushing, wounds, strains & sprains	Equipment can be heavy and awkward get assistance and use lifting aids	Staff
Use of power tools	Electrocution, burns, wounds, amputations, eye injuries, death	Ensure equipment in good condition before use, cables certified etc.	Staff
Use of hand tools	Wounds, amputations, eye injuries	Ensure equipment in good condition before use	Staff
Testing of equipment	Electrocution, electrical burns, death	Check that testing equipment is operational & has a calibration certificate	Staff



Customer:.....

Have I been inducted onto Site?

YES / NO Job No:.....

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SAFETY MANAGEMENT PLAN

Step back from the job and spend 5 minutes planning.

Think and observe your surroundings.

Step through the work in your mind.

What will you be doing?

What are the Hazards?

How can you get hurt?

What plant and equipment do you need?

Can I	YES / NO	Location	Controls	State
Come in contact with an energy source?				E I M
Come in contact with a Hazardous material?				E I M
Be struck by or strike against anything?				E I M
Be caught in, on or between anything?				E I M
Slip, trip or fall on the same or lower level?				E I M
Be injured by poor job or plant design?				E I M
Strain or sprain a muscle?				E I M
Make the surrounding area safe?				E I M

Eliminate Isolate Minimise

Checked by: _____

Authorised by : _____

Date: _____



Site Specific Safety Plan Checklist

To be completed and handed to Principal/Site Management prior to commencement of work on site

To: *(Main Contractor)* For: *(Project/Site)*
(Client)

From: *(Sub-Contractor)* For: *(Contracted Works)*
(Contractor)

(Delete which does not apply)

We undertake as follows:

1. Workplace Control and Management:

On site Safety Representative (SR) for this project is:*(name)**(phone)*

The person in control of the workplace is: **Principal/Client/Main Contractor/Other**

Notifiable Works:

We have Notifiable Works associated with our Sub-Contract Yes No

DoL has been advised of our Notifiable Works Yes No

(A copy of the Notification must be attached)

Actioned?

Hazard Management:

We will maintain an onsite Hazard Register of all existing and new hazards and appropriate controls Yes No

Written Task Analysis covering all significant hazards associated with our works to be prepared in conjunction with employees and provided to site management before any work involving that hazard commences on site Yes No

Are there hazardous products/processes associated with our sub-contract works? Yes No

(If yes, the appropriate Material Safety Data Sheets must be attached)

Communication/Employee Participation:

The methods of communicating safety information to our employees are by: *(tick methods used)*

Toolbox Talks Pre-task Planning Meetings Health and Safety Meetings Co-ordination Meetings
 Frequency..... Frequency..... Frequency..... Frequency.....

Other Frequency

Emergencies:

Our first aid kit is located: *(State where)*

Our First Aid person is:*(Phone)*.....

We have trained First Aid personnel and procedures in place on site to render assistance in the event of an accident/ emergency Yes No

An Emergency Plan for all hazardous products and processes we have said yes to in Section 3 is attached. Yes No

In the event of a site emergency or evacuation our personnel will report to our SR and assemble at the evacuation area shown on the Project Emergency Evacuation Plan Yes No

Accident/Incident: Reporting/Investigation/Recording:

We have an Accident/Incident Reporting/Investigation system in place and keep an Accident Register Yes No

We will immediately notify all serious harm accidents to site management and follow up within 7 days with a completed copy of the Accident Report and Investigation Yes No

Safety Inspections and Safety Reviews:

We agree to undertake safety inspections and reviews at the intervals required by the Safety Activity Register Chart Yes No



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A sample of documentation of our Safety Inspections is attached

Yes No

Training/Induction:

All persons under our control hold a current Site Safe Passport, Workplace Safety – “Advanced Passport” or Supervisor Gold Card

Yes No

All persons under our control on site are given a Site Specific Safety Induction

Yes No

All persons under our control on site are appropriately qualified, competent or fully supervised

Yes No

Sub-contractors:

Will you have sub-contractors working for you on this project?

Yes No

If yes, then attach a schedule of details for all sub-contractors and agree to provide to the site management completed SSSP’s from all sub-contractors for approval before they be allowed to work on the site

Yes No

Signed:

Name:**Date:**

(Sub-Contractor Representative)

Signed:

Name:**Date:**

(Principal/Site-Project Manager)

Sub-Contractor Notes:

Main Contractor Notes:

Safety Advisor Notes:



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Hazardous Substance/Dangerous Goods Register (Safety Data Sheets – SDS)

PROJECT/SITE				EMPLOYER			
"SDS" records concise health, safety and technical information held for all Products used and stored by the Organisation							
Date	Substance, Chemical, Material or Solvent	Supplier MSD Report Held Y/N	Hazard Potential	Safer Alternative	Protective Clothing Required	Action Recommended	Action Review Date

Completion guide and action sign-off

Completed Safety Data Sheets are held for all products and the information, health risks and the directive to use protective equipment has been conveyed to employees and recorded in the Safety Training Register.....signed (Site Management)(Date)

For Hazardous Substance compliance information call ERMA on 0800 376 234



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Task Analysis Worksheet

JOB DESCRIPTION		PROJECT/SITE		EMPLOYER	DATE
PPE REQUIRED					T/A COMPLETED BY
PLANT REQUIRED					
SIGNAGE REQUIRED					
SEQUENCE OF BASIC STEPS		POTENTIAL SIGNIFICANT HAZARDS		HAZARD CONTROL METHOD	
List the four-eight steps required to complete the job. (Follow the flow of the Product or the Process.)		List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what can go wrong. Use Seven Point Analysis as a guide.		List the control methods required to ELIMINATE, ISOLATE or MINIMISE each SIGNIFICANT hazard.	
STEP NO		STEP NO		E/I/M	

Seven Point Analysis

To help identify hazards, for each step ask – Can I?

- Strain or sprain my back or other muscle
- Be caught in, on or between anything
- Slip, trip or fall from height, on the same or lower level
- Be injured by poor plant/job design
- Be struck by or against anything
- Come in contact with a hazardous substance
- Come in contact with an energy source

Toolbox Safety Meeting

PROJECT/SITE	EMPLOYER	
FOREMAN/SUPERVISOR	DATE	
PRINCIPAL		
Attendees:	Signatures of attendees:	
Site activity/safe work practices/accident/incident investigations discussed:		
Employee issues raised:		Date to be resolved by:
Safe observations reviewed/discussed:		
Task Analysis completed/reviewed:		Date:

Toolbox Safety Meeting – an assortment of Toolbox Training is in our GComms Staff Training document. Others can be found at - www.sitesafe.org.nz
Each new project has individual Toolbox Safety Meetings dependent on site.

Pre-Start Site Assessment

PROJECT/SITE	ASSESSOR	SIGNED DATE
Hazards	√	Controls
Height/Overhead Work:		
Falling Material		
Ladders		
Scaffolds		
Roofs		
Cranes		
Elevated Work Platforms		
Trenches/Confined Spaces:		
Pits and Trenches		
Tanks		
Shafts		
Confined Spaces		
Plant:		
WoF/Current Test Tag		
Machine Guards		
RCDs		
Leads		
Vibration		
General Environment:		
Public Access/Protection		
Signage/Barriers		
Organisation/Housekeeping		
Wet/Slippery Environment		
Hazardous Materials		
Chemicals		
Services (Gas/Water/Power)		
Exposure to Weather		
Extreme Temperatures		
Traffic		
Noise		
Dust and Debris		
Explosion/fire		
Machinery		
Mobile Plant		
Personal Protective Equipment:		
Safety Boots		
Hearing Protection		
Eye Protection		
Hi Viz Clothing		
Safety Helmet		
Respiratory Protection		

Self Safety Inspection

PROJECT/SITE				EMPLOYER	
Safety Representative:				Inspection by:	
				Date:	
Remedial Complete (Sign/Date)					
	Site Control	✓/x	9	Welding/Gas Cutting	✓/x
1.1	Hazard board and signage up-to-date		9.1	Hot works permits being issued	
1.2	Environmental plan - issues		9.2	Fire extinguishers on hand	
1.3	Toolbox meeting last date / /		9.3	Operators using PPE	
1.4	Safety inductions for all on site		10	Electrical Equipment	
1.5	Safety notice board current		10.1	Main board lockable/weatherproof	
2	Site Facilities		10.2	Current tagged and damage free leads	
2.1	Offices – Clean, adequate and good lighting		10.3	Current tagged plant	
2.2	Smoko sheds – clean portable water		10.4	Current tagged Lifeguards	
2.3	Toilets – clean, washing water		10.5	Leads safely placed	
2.4	Tool/equipment sheds adequate		10.6	Equipment in good condition	
3	General Site Tidiness and Access ways		10.7	Appropriate guards on equipment	
3.1	Clear, safe access to work areas		10.8	Adequate temporary lighting	
3.2	Stairways and access ways clear		11	Chemicals	
3.3	Hoardings/fence and gates secure		11.1	Correctly stored	
3.4	Loose materials secure from wind		11.2	SDS available	
4	Personal Safety Equipment		11.3	Operators using PPE	
4.1	Signage displayed and legible		12	Tools	
4.2	Hardhats being worn		12.1	PAT tool WOF current and secure	
4.3	Correct footwear being worn		12.2	Staff trained in tool use (SWPS)	
4.4	Glasses/ear muffs/vests/masks used		12.3	PAT signage on site	
5	First Aid/Fire Prevention		13	Scaffolding	
5.1	First aid box	Available	Current	13.1	Notifiable weekly Scafftag/current
5.2	Accident Register			13.2	Handrails/mid-rails
5.3	Fire Extinguishers	Available		13.3	Toe boards
5.4		Current (12 mth)		13.4	Platforms
5.5		Sufficient #		13.5	Ladders/stairs
5.6	Evacuation	Procedure current		13.6	Base sound
5.7		All emergencies Incl		13.7	Work platforms clear
6	Cranes/Hoist/Lifting equipment		13.8	Platforms trip free	
6.1	Proper lift assessment plan done		13.9	Planks tied down	
6.2	Crane Certification current		13.10	Headroom clear	
6.3	Slings/chains certified		13.11	Ties/bracing adequate	
6.4	Operator procedures in place		14	Ladders	
6.5	Inspections being done		14.1	Good condition	
6.6	Man cage available		14.2	Secured top and bottom	
6.7	Emergency plan in place		14.3	Stays to step ladders	
7	Compressed Air Equipment		14.4	Working 2 steps down	
7.1	In good condition		15	Fall Hazards	
7.2	Appropriate guards fitted		15.1	Floor edges	Floor openings
7.3	Trained User		15.2	Lift shafts	Stairs
8	Excavations Correctly shored			Excavations	



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Emergency Plan and Procedures for Hazardous Work

PROJECT/SITE		EMPLOYER
Potential Emergency Situations	List separately:	Procedure:
Responsibilities	Personnel:	Key responsibilities:
Evacuation Procedures		Visitors: Assembly areas: Alarms:
Medical Treatment	First Aiders: Location of nearest medical centre:	Emergency services: Key sub-contractors' telephone numbers:
Training and Communication		Procedure to advise site staff:

Emergency Plan and Contacts

Emergency Evacuation Plan

In the case of emergency requiring evacuation of the project, being:

FIRE, EARTHQUAKE, SERIOUS ACCIDENT, STRUCTURAL COLLAPSE, TSUNAMI, EXPLOSION, AVIATION INCIDENT, HAZARDOUS SPILL OR PRACTICE EVACUATION.

The following warning will sound:

*If this warning sounds, SHUT DOWN all plant and equipment.
All Personnel on the Project are to proceed IMMEDIATELY by the
SAFEST IDENTIFIABLE ROUTE to the SAFE ASSEMBLY POINT*

And REMAIN there, so ALL Personnel can be ACCOUNTED FOR

DO NOT RETURN to the Project until the Project Manager has given the
OFFICIAL CLEARANCE

MEDICAL FACILITIES LOCATED AT:

When calling 111, read the following: - We have an emergency at:

We need help from Ambulance/Fire:

Directions to the emergency are:

Our phone number is:

The medical problem seems to be:

Send someone outside to meet the emergency services

EMERGENCY TELEPHONE NUMBERS:

CALL 111 for:

FIRE, AMBULANCE, POLICE, GAS, CHEMICAL SPILLS

PHONE NUMBERS MAY DIFFER – CHECK YOUR LOCAL DIRECTORY

HOSPITAL

Dept of Labour

0800 20 90 20

CIVIL DEFENCE

POISON CENTRE

(03) 474-7000

POWER (Customer Service)

24hr Faults

Sub-Contractors on Site:

SAFETY MANAGER IS: _____

TRAINED FIRST AIDER IS: _____

FIRST AID KIT AND FIRE EXTINGUISHER LOCATED AT SITE OFFICE

OR:



Action Corrective/Request Form

Tools, Plant, Equipment

Date: _____ Person requesting action: _____

Item/Description: _____

Fault: _____

Required Action: _____

When: _____

Who: _____

Quote Cost: _____ Capital Sign Off: _____ Ray

Work Done:

Operations Manager

Repaired Y / N Signed _____

Replaced Y / N Signed _____

Discarded Y / N Signed _____

Vehicles

Date: _____ Person requesting action: _____

Registration No: _____ WOF Expiry: _____

Mileage: _____ kms Road User Kms: _____

General Condition: _____

Fault: _____

Required Action: _____

When: _____ Who: _____

Quote Cost: _____ Capital Sign Off: _____ Ray

Work Done:

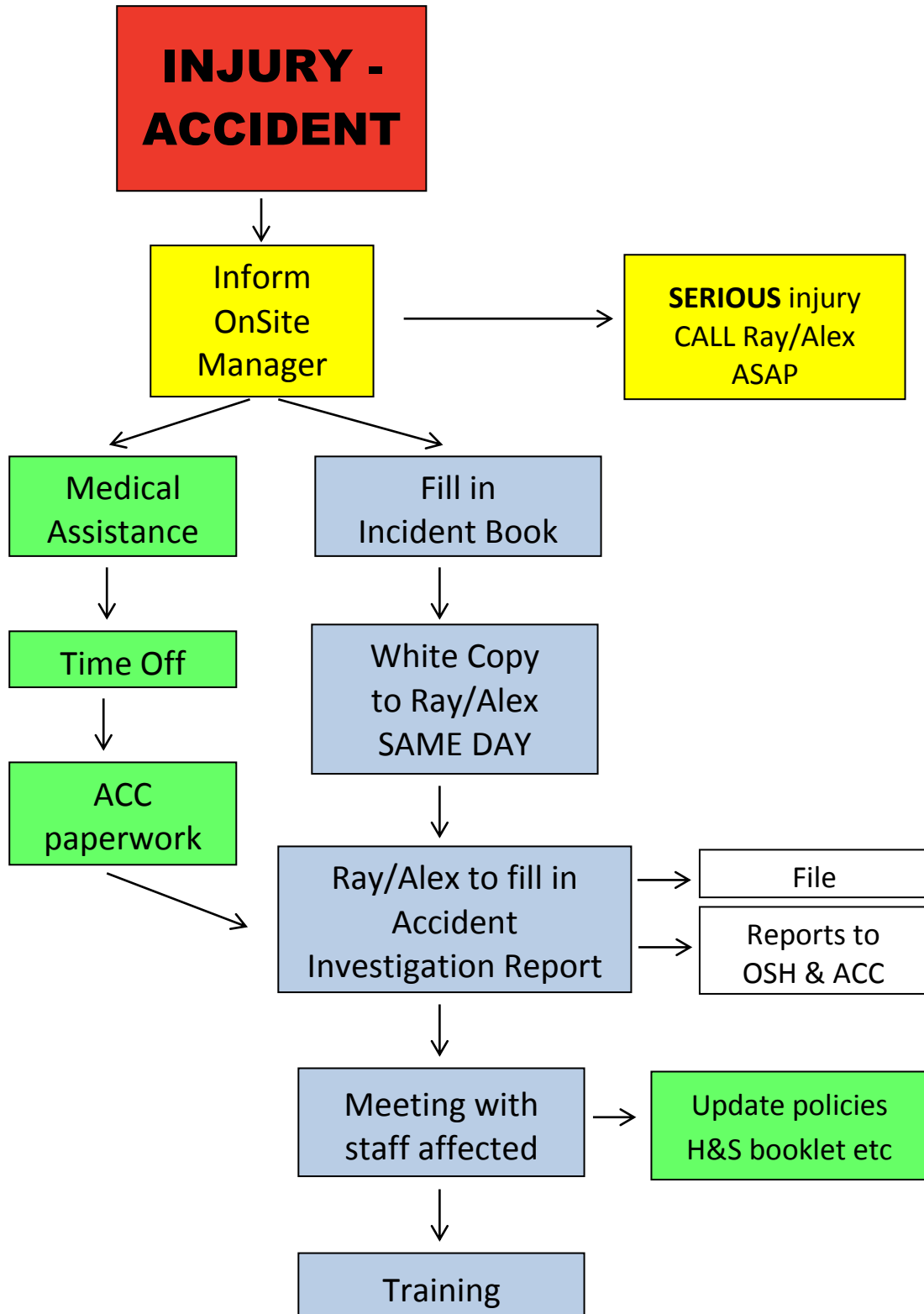
Repaired Y / N Signed _____

Replaced Y / N Signed _____

Discarded Y / N Signed _____

Notify Operations Manager immediately to action this request.

Accident Procedure





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Accident/Incident Register

PROJECT/SITE		EMPLOYER				
Date and Time	Details: Name of person (injured or observer): • Description of accident/incident/near miss • Cause of harm (if any) • Type of injury/disease (if any)	Immediate action taken: • First Aid • Corrective action • Review Hazard Register	Serious Harm Y/N	DoL Notified Y/N Date	Investigation actioned and documented Y/N (Separate form 12)	Investigation outcomes discussed at safety meeting on:

Notice or Record of Accident/Serious Harm

Required for section 25(1), (1A), (1B) and (3)(b) of the Health and Safety in Employment Act 1992

For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1. Particulars of employer, self-employed person or principal:

(Business name, postal address and telephone number)

2. The person reporting is:

an employer a principal a self-employed person

3. Location of place of work:

(Shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4. Personal data of injured person:

Name

--

Residential address

Date of birth

--

Sex (M/F)

--

5. Occupation or job title of injured person:

(Employees and self-employed persons only)

--

6. The injured person is:

an employee a contractor (self-employed person)
 self other

7. Period of employment of injured person:

(Employees only)

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

8. Treatment of injury:

None First Aid only
 Doctor but no hospitalisation Hospitalisation

9. Time and date of accident/serious harm:

Time

--

am/pm

Date

--

Shift

Day Afternoon Night

Hours worked since arrival at work

(Employees and self-employed persons only)

--

10. Mechanism of accident/serious harm:

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

11. Agency of accident/serious harm:

Machinery or (mainly) fixed plant
 Mobile plant or transport
 Powered equipment, tool or appliance
 Non-powered handtool, appliance or equipment
 Chemical or chemical product
 Material or substance
 Environmental exposure (e.g. dust, gas)
 Animal, human or biological agency (other than bacteria or virus)
 Bacteria or virus

12. Body part:

Head Neck Trunk
 Upper limb Lower limb Multiple locations
 Systemic internal organs

13. Nature of injury or disease:

Fatal

(Specify all)

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

14. Where and how did the accident/serious harm happen?

(If not enough room, attach separate sheet or sheets)

15. If notification is from an employer:

(a) has an investigation been carried out? Yes No
 (b) was a significant hazard involved? Yes No

Signature and date: _____ / ____ / ____

Name and position:
(Use capitals)

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



Accident and Incident Investigation Report

EMPLOYER		BRANCH/DEPARTMENT	
NAME OF INVESTIGATOR			
PARTICULARS OF INCIDENT			
Day of Incident (circle) M T W T F S S	Time	Project/Site	Date Reported
INJURED PERSON			
Name:		Address:	
Age:	Phone number:		
Reported date of incident:		Length of employment:	Time on job:
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	Remarks: Injured part of body:
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal	
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction	
DAMAGED PROPERTY			
Property/material damaged:		Nature of damage:	
		Object/substance inflicting damage:	
INCIDENT			
Description			
Describe what happened (space overleaf for diagram – essential for all vehicle incidents):			
Analysis			
What were the causes (root and contributing causes) of the incident?			
Root causes – safety system failures:			
Contributing causes – unsafe acts and conditions:			
Prevention			
What action has or will be taken to prevent a recurrence? Tick items already actioned (use space overleaf if required)		Completed ✓ X	By whom
TREATMENT AND INVESTIGATION OF INCIDENT			
Type of treatment given:	Name of person giving First Aid:		Doctor/Hospital:
Incident investigated by:	Date:	DoL advised: Yes / No	Date:

Signed by: Employer..... and Employee.....

MoE RISK PLAN

RISK ID	RISK DESCRIPTION	PROBABILITY	IMPACT	RISK SCORE	ACTION REQUIRED
1.	Disruption or outage to existing services normal day to day operations	Low	High	Medium	Ensure all new cabling is run and operational before removing old equipment
2.	Hazardous area or materials and handling	Medium	Medium	Medium	Identify Hazard, remove hazard if possible, If not possible, contain or provide barriers if hazardous substances call ERMA on 0800-376-234 as per site safe requirements. For Asbestos refer to our asbestos policy.
3.	Schedule Slippage	High	High	High	Follow gnatt chart daily, if slippage occurring advise Torque IP and arrange more resources for site to bring back on schedule also monitor critical pathways of project.
4.	Delays to AS built documents, Including test results, drawings, warranty etc	Medium	Medium	Medium	As built to be completed progressively after each stage of the project as it progresses thus avoiding a backlog at the end of the project
5.	Outages caused by removing any existing infrastructure	Low	Low	Low	Ensure cutover is done after hours and also insure new network is fully tested first
6.	Outages that may occur when removing any existing cabling	Medium	Medium	Medium	Ensure new network is fully cutover before removing old network and take care to correctly identify old network.
7.	Ensure phones continue to work during upgrade	Medium	Low	Low	See 5 & 6 above
8.	Hazards caused by equipment and installation hazards need to be isolated	Medium	Medium	Medium	All mechanical trenching done out of school hours (weekends or holidays) all work areas isolated by safety tape and barriers where possible.
9.	Loss of Power during the school day	Low	Low	Low	Schedule all power outages to be after 3.00 pm
10.	Switch implementation	Low	Low	Low	All existing switches left on old network while new ones are fitted and patched to new network.
11.	Quality of workmanship	High	High	High	Project manager oversees site weekly to check progress and quality also Certified personal check work daily.
12.	Interruption of Security Alarm monitoring	Low	Low	Low	Check alarm dialler work after cutover.
13.	Interruption of Fire alarms	Low	Low	Low	All Fire alarm cabling to be identified before working in that particular section.
14.	Site Works, ensuring underground services running through the school aren't damaged	Medium	Medium	Medium	Ensure Subcontractor locates all existing underground services before digging by checking underground services plans, Cable location equipment and checking with the school and exercising visual observation

Earthquake MoE RISK PLAN

RISK ID	RISK DESCRIPTION	PROBABILITY	IMPACT	RISK SCORE	ACTION REQUIRED
1.	Strategy for working under floor & ceilings	Low	High	Medium	Teams of two staff members or contractors on any job. Overalls to be a bright colour.
2.	Contact strategies for installers working under floor & ceilings	Low	High	Medium	One staff member will always be in free space and be in contact with the staff member in the "confined" space via RT (radio telephone) set to a prearranged channel.
3.	Exit Strategy for trapped installer under floor – being in contact with installer	Low	High	Medium	The trapped person will use their RT to raise help. The free space staff member will locate the trapped person and using a large crowbar or chain saw will cut an access hole 1m away from the trapped person. GComms will repair any damage to building floors.
4.	Exit Strategy for trapped installer in ceiling – being in contact with installer	Low	High	Medium	DO NOT enter the ceiling space. Using the RT find out the nature of the problem. If you are ABLE – make a hole in the ceiling to allow trapped person to exit. If the person is trapped by fallen debris do not attempt to move them unless the building is in imminent danger of collapse. If the trapped person has suffered any physical injury CALL 111 and ask for the fire service and ambulance.
5.	Exit Strategy for trapped installer under floor or ceiling – NOT being in contact with installer	Low	High	Medium	In the event of a person becoming trapped and unable to communicate: CALL 111 , give address and type of problem – you will need Fire service and ambulance. DO NOT go under the floor looking for the trapped person. Use the RT and call out to see if you can hear any sign of life. Wait for Fire service and guide them to last known location.
6.	Ladder work	Low	High	Medium	Extension ladders to be footed by another staff member or secured at the top. There must be a clear area around the base of the ladder in case of falling.
7.	Roof work	Low	High	Medium	No staff member is to work at height (above 5m) if not trained and qualified to do so. All staff working at height must wear a certified harness or restraint.
8.	Electrical work	Low	High	Medium	Staff member (Registered Electrician) must know how to isolate electrical circuits. Electricians must NOT work on live switchboards.