

HEALTH & SAFETY HANDBOOK

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HEALTH & SAFETY POLICY

CMP Construction Limited are committed to the protection of our employees and any other people on or in the vicinity of our building sites or work areas from any accidental injury. We adopt health, safety and welfare as a fundamental business objective.

In accordance with this commitment, management and staff will comply with all legislative Requirements and take all practical steps to :-

1. Provide a safe working environment.
2. Provide safe and appropriate equipment and tools.
3. Establish, insist on, and monitor safe working practices.
4. Provide training and supervision.
5. Ensure employees and others accept their responsibilities in promoting safety and health in the work place at all times.

Signature:

Name: Michael van Luyt

Position: General Manager

Date:

Emergency Contact Phone Numbers

	Phone
Ambulance / Fire / Police	111
Construct Management Pacific Ltd	442 0937
OSH Penrose	525 0268
Ron Macrae Managing Director	021 933 316
Mike Van Luyt General Manager	021 535 686
Geoff Burns Site Manager	0274 785 615
Alfred Mucunabitu Quantity Surveyor	021 1154 794
White Cross Accident & Medical	
Ponsonby	
202 Ponsonby Rd	376 5555
Auckland Hospital	367 000

HEALTH & SAFETY PLAN

EMERGENCY ASSEMBLY POINT = (job Specific) :

SAFETY MEETINGS

Will be held weekly and minuted by the CMP with the General Site Meeting

WORK PERMITS Are not required

To be completed on a daily basis to obtain clearance for the days activities.

EMERGENCY EXIT PLAN

As per appendix 1, the A3 plan showing the emergency exit routes

INDUCTIONS (Are required)

All personal working on site shall be inducted.

FIRST AID KIT

Located in the site office

SITE VISITORS

Must sign the Visitors Register (Form E page 29).and not left unattended on the premises.

HOARDING / SAFETY FENCE

As per the A3 site plan (Appendix 2)

Type A (1.8m high link mesh fencing)

Type B (1.2m Orange Safety Mesh and Warritars)

Type C (Plywood hoarding on timber framing as required)

Type D (Orange Safety Mesh on timber framing as required)

SIGNAGE SCHEDULE

Visitors to Report to Site Office

Hard Hat & Safety Boots

Terms & Conditions of Entering Site

Mobile Scaffold Diagram

Site Safety Board

NOTIFIABLE WORKS REQUIRED TO BE REPORTED TO OSH:

Scaffold or Risk from a fall more than 5m high.

Work in narrow pits or trenches deeper than 1.5m.

The use of lifting appliances to lift 500kg or more to a height of 5cm or more vertically, but excluding the use of mobile plant such as excavators, mobile cranes, forklifts, and



HARNESSES: Will be required to be worn by workers whom may be at risk of falling more than 3 meters where no handrails are. These areas will be highlighted when each work area is assessed

ROOFING ASSOCIATION REQUIREMENTS:

Have been checked & satisfied.

FIRE RISKS

(Note any potential, out of the ordinary, fire risks on site ?)

.....
.....

MATERIAL SAFETY DATA SHEETS

All personnel are requested to advise and provide records if they will be bringing dangers onto the site. (ie Dangerous Materials or Construction Methods) Please list any anticipated M.S.D.S.

.....
.....
.....

HAZARD IDENTIFICATION

Any Potential Risk that can be Isolated, Minimised or Eliminated should be recorded in the form provided at the back of this handbook.

CONSTRUCTION METHODS

List any specific construction methods that will help prevent accidents.

.....

Register of Hazards

Excessive Noise

RISK

- Damage to hearing.
- Communication problems.
- Mental and physical health problems.
- Accidents from "not hearing" hazards.

PRECAUTIONS

- Training of employees.
- Protective equipment or sound proof covers etc.
- Records to be maintained.

Hearing protection MUST be used by employees where necessary. As a general rule, you should wear hearing protection or leave the area, if it is necessary to raise your voice to be heard by someone less than 60cm away.

Poor Visual Conditions

RISK

- Damage to sight.
- Accidents from "unseen" hazards.
- Decrease in productivity.

Do not work in the dark if this can be avoided. Arrange lighting.

Advise your Manager if a light is not functioning so that it can be promptly repaired.

Chemical Reactions - Hazardous Goods

RISK

- Pollution.
- Fire.
- Explosion.
- Damage to health from poisonous gas, radioactive substances, burns to skin etc.

There shall be a list of all hazardous substances. Chemicals or substances must not be used unless accompanied by a Material Safety Data Sheet.

All containers are to be clearly and correctly labeled, with tops securely tightened.

Follow suppliers instructions as set out on the Material Safety Data Sheets. Do not smoke or consume food whilst working with chemicals.

Store properly and keep secure so that the chemicals are safe from young children or the public in general. Use the appropriate type of protective equipment. Employees are NOT to use hazardous substances unless they have been trained in their use or are under direct supervision.

The responsible person 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 MSDS information, then the substance must not be used until the correct information is available, or an alternative sought.

Where appropriate, employees will be advised of the procedures to be followed if spillage etc of hazardous substance occurs.

Dust, Fumes and Smoke

RISK

- Breathing difficulties.
- Nausea and sickness.
- Reduced productivity.
- Threat to health.

PRECAUTIONS

- "No Smoking" zones.
- Provision of masks and breathing equipment.
- Adequate ventilation and extraction system.

Employees and other persons are to note the precautions, to use the equipment when this is necessary and not to work unprotected where there are hazards from fumes, dust and smoke. Ventilate or extract where necessary. If unprotected or not

adequately protected, leave the contaminated area until it is safe to return.

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Fire

The risk of fire is always present, but can be reduced by keeping work areas clean, and by taking care when using machinery or tools which produce sparks or heat. Don't smoke anywhere near petrol, solvents or other flammable materials. Know where the fire extinguishers are and how to use them. Know your fire evacuation assembly point location.

Fire fighting facilities are available on site. You must not interfere with this vital equipment. **FIRE HOSES AND EXTINGUISHERS ARE EXCLUSIVELY FOR THE FIGHTING OF FIRES.** Ensure that any empty or faulty equipment is reported. Fire fighting equipment must be able to be easily accessed at all times.

Make yourself familiar with all the fire fighting appliances. Check procedures with your Supervisor and learn how to use the fire extinguishers in your work area. **NEVER USE CONDUCTIVE EXTINGUISHERS SUCH AS WATER OR FOAM ON ELECTRICAL FIRE.**

Report any fire that you see.

If you discover a fire, extinguish it if possible, then advise the Supervisor. If you cannot extinguish it, **call Emergency Service immediately.**

Fire Extinguishers

Fire extinguishers must be clearly labelled to identify their type. Their location must be identified by a sign and the sign must remain visible.

Fire extinguishers must not be covered up by stored goods.

Fire Extinguishers must be easily accessible at all times.

Used extinguishers must be reported to Management.

Lifestyle/Environment

RISK

- Diseases and serious illness.
- Threat to life.

Staff facilities such as toilets and personal facilities are to be kept clean.

Protect your skin from the sun by covering with clothes, shading with a hat or by applying effective sun blocks.

8

Smoke Free Workplace

No smoking in the building.

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

This is also important from a fire safety aspect.

Radios

Radio noise can prevent you from hearing a warning or a cry for help. In some activities, for safety reasons, your attention must remain on the job.

Radio's and Personal radios with headphones are not permitted.

Carrying Heavy or Bulky Objects

Take care when carrying heavy or bulky objects. Use lifting or moving aids if these are available.

Obtain assistance to share the weight.

Where the object being carried impairs your ability to see where you are going you must obtain assistance.

If possible avoid using the stairs.

Occupational Overuse Syndrome

RISKS

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

Employees are to note the precautions that can be taken, and should work with management to apply them when feasible.

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- Identify the "at risk" activities.
- Spread workload - spell periods.
- Workstation ergonomic design.
- Training in technique and posture.
- Early reporting to be encouraged.
- Any pain or discomfort experienced as a result of repetitive work must be reported immediately.

9

Security

The site must be secured at the end of the working day.

Alcohol and Drugs

You will not be allowed to work if under the influence of alcohol, drugs or other substance. Alcohol consumption on site shall be restricted and drugs are strictly forbidden.

Practical Jokes and Horseplay

It is good to have fun, but people have been hurt and even killed by practical jokes or horseplay that went wrong. Remember to ensure your fellow work people are kept safe at all times.

Sexual Harassment

Staff at all levels are not to discuss or attempt to deal in any way with any allegations of sexual harassment. The complaint **MUST** be referred directly to the Site Safety Officer or Construction Manager for such allegations, who will deal with complaints or infringements in the first instance.

Precautions with Visitors

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Take good care to ensure the safety of the general public. They are often not aware of the dangers and do not understand what may happen.

- Visitors to the property will be advised that there are hazards.
- Visitors will be notified of any serious hazards to be avoided.
- Visitors will be warned to keep a safe distance from dangerous machinery.
- Children are not allowed on Construction Site unless accompanied by Management.
- All visitors must report to Site Office so that their presence on site is recorded should there be an emergency.

10

Storage of Materials

Storage of goods and materials will comply with the Code of Practice ie Safe Stacking and Storage.

Stacks must be stable to avoid the risk of items falling or of the stack collapsing.

Materials stored in racks, bins, trolleys, stacks etc. should be kept tidy and items should not be allowed to protrude. If any item presents a danger and that item cannot be safely stored or otherwise be isolated, it must be highlighted in such a manner that it no longer presents a hazard. Avoid stacking near electric lights.

Protective Clothing and Safety Equipment

These items are for your safety and benefit.

You can be taken to Court by the OSH for not using safety equipment.

When a person persistently fails to wear protective gear that person will be suspended until he or she complies. After two such warnings, his/her employment may be terminated.

- Use barrier creams or gloves when working with hazardous chemicals.
- Use safety goggles when there is a risk of flying particles, dust, chemical splash, etc.
- Wear safety footwear as protection against crushing or slippery surfaces.
- Wear ear muffs as protection against noise.
- Wear respiratory protection as protection against fumes, dust etc.
- Wear your hard hat when working near equipment such as excavators or when on construction sites, in a designated, or otherwise deemed to be, a hard hat area.
- When on another organisations site, wear or use protective clothing or safety equipment required for protection from the hazards that exist on their site.

If in any doubt, ask your Supervisor or if on a site under someone else's control, ask the person in authority.

Dangerous Goods

Dangerous goods must be kept in the Dangerous Goods Storage Area.
The requirements for safety signs must be adhered to and remain visible.
Decanting for production use is to be controlled and will conform with licensing and insurance requirements.
All containers are to be clearly and correctly labelled, with tops securely tightened.
Material Safety Data Sheets are to be readily available for those using the substance and all the safety recommendations and procedures are to be adhered to.

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Ladders

Only ladders conforming to NZS 5233: 1986 or NZS 3609: 1978 may be used on site.

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

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Don't use a metal ladder near electricity.

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.

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Machinery - General

RISKS

- Piercing or cutting.
- Crushing.
- Entanglement.
- Bacterial build-up.
- Ejection of flying objects.
- Occupational Overuse Syndrome.
- Pollution/emissions of harmful substances.
- Electric shocks.

Employees are to note that the following precautions are designed to make equipment and machinery safer to operate.

- Cut off switches.
- Guards.
- Regular maintenance.
- Training of employees.
- Isolation of machinery by turning off power, pneumatic, or hydraulic supply lines.
- Test runs.

Guards are never to be removed. Only properly trained/experienced staff are permitted to use hazardous equipment, unless they are under direct supervision. Engines, equipment, machinery and plant will be maintained in good working order.

Electrical Equipment

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**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. Protect leads when in use.

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".

Always assume wiring is "live".

Housekeeping

- 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.

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Floors

Any damage or defect to the floor surfaces or coverings must be isolated and reported immediately.

Floors are to be kept tidy and free from items that may present a tripping hazard.

Take care as some floor areas can be slippery.

Where required, to avoid the floor being slippery, sweep or clean regularly.

Any spillages must be cleaned up immediately.

Warning signs are to be placed when necessary.

Wear appropriate footwear.

Ability to Concentrate

Staff should be aware of their ability to concentrate.

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Take extra care if tired, stressed or unwell.
Never do a job you cannot do safely.
Do not use machinery if you are not able to work safely.

Public Safety

Take good care to ensure the safety of the general public. They are often not aware of dangers and do not understand what may happen.
Children under the age of 16 years are not allowed on site for any reason unless **accompanied by management.**

Powder Power Tools

These are tools which use an explosive charge to drive fixings into concrete, steel or timber and like a firearm, are potentially lethal.
Operators must wear safety goggles and ear protection. **"Firing" must be called out prior to triggering the charge.** Powder driven tools can only be used by a person who is the holder of an accredited operators card or who is under the direct supervision of such a person.
Powder driven nails should only be removed using the proper tools.

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Compressed Air

Check all air lines and tools before use.

Fasten all hose connections securely.

Ensure the correct fittings are available and tied.

DO NOT use compressed air to blow dust from clothing or skin it could be fatal.

Treat compressed air with respect.

Construction Site Safety Officer

The Site Supervisor will be the Safety Officer.

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There will be at least one Safety Officer appointed on each job. They are there to help ensure the job progresses safely and efficiently. They are very important to the construction team, having received specialised training to make your job easier.

They have responsibility and accountability for overall safety and any instructions they give must be observed.

Each sub-contractor should have a Safety Officer.

Guard Rails

For acceptable solutions, refer to F4-ASI and DI-ASI of the Building Code. Perimeters, exposed sides and ends of working platforms and openings in floors and walls more than 1m in height must be provided with guardrails as shown below.

Standard general guardrail dimensions are:

Handrail	1000 mm minimum - 1100 mm maximum height
Toeboard	225 mm minimum height or provide a midrail
Stairways	900 mm minimum

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!

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Scaffolding

Suitable and sufficient scaffolding and working platforms must be provided for construction work to be carried out safely.

Scaffolding above five (5) metres in height must be erected by qualified persons.

Scaffolding over three (3) metres high requires a guardrail and midrail.

Mobile scaffolds must have the wheels locked when people are working on them.

Don't ride mobile scaffolds.

Never attempt to modify scaffold over five (5) metres in height yourself.

Make sure toe boards are securely in place and that guard rails are installed, and planks sound and secure.

Do not use scaffold planks as saw benches.

Your Supervisor/Site Foreman must inform OSH that this activity is being carried out.

Requirement to notify O.S.H. if erecting scaffolding over five (5) metres in height. This

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notification must be advised 24 hours prior to commencing the work.
Conform to the requirements as stated in the Scaffolding Code.

Swinging Stages

Swinging stages must be checked by a qualified OSH Health and Safety Officer before use and only to be used by trained personnel. The anchorages for swinging stages can only be moved by a certified scaffolder of the appropriate class.

Adjustable Props

Tampering with adjustable props may lead to the death of many people ... including yourself! For this reason any person discovered to have been tampering will be instantly dismissed.

All props must have a hardened steel pin at the screw adjuster. Ordinary steel will give way at only 1/5th of the load the correct pin is designed to take.

Moving Plant

Keep your distance and be aware! **Only those employed to operate plant should do so. Watch out for swinging crane hooks and never work underneath a suspended load. Don't ride on any machinery unless you are the operator.**

Leave crane signals to the dogman.

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Cranes

All crane operators and dogmen are required to have completed an extensive course on crane operations and safety procedures.

Other site workers are forbidden to take part in any crane operations unless instructed to do so by the Foreman.

Ensure all crane equipment is in safe working order.

Under no circumstances will "Riding the Hook" be permitted.

Dogmen are responsible for slinging of loads. They must ensure a load is slung safely and

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checked before lifting commences. If there is any uncertainty about the safety of a load, the Safety Supervisor must be contacted and he will advise on the correct method.

Check slings and chains before use.

Report any frayed or kinked wires and any worn chain links.

Keep hands well clear of pinch points.

Follow the directions of the Dogman or Foreman.

Dogs

Dogs and other animals are NOT allowed on any site unless on a leash.

Excavations

Where appropriate suitable signs/lights must be displayed to advise people of possible hazards. Never work alone in an excavation.

Work in an excavation over 1.5m deep requires the supervision and control of a qualified Safety Supervisor.

Excavations where appropriate should have protective guard rails/fencing/taping etc. All legal requirements regarding excavations must be adhered to.

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Construction Site Evacuations

In the event of an emergency on a construction site involving evacuation, all personnel are to assemble at the nominated evacuation marshalling area.

Personnel must not leave the marshalling area unless advised by the supervisory staff.

The evacuation signal for each site shall be determined by the Safety Supervisor.

Each site shall carry out evacuation drills at regular intervals.

Stacking of Bricks

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All bricks stored on site will be kept secure. Bricks being used for construction will be stored in such a way that they do not fall onto some unsuspecting person.

Brick Cutting Saws

Staff must wear safety glasses when using brick cutting saws.

Ropes and Chains - Cargo Straps or Load Securing Devices

All ropes, chains and straps will be maintained in good working order. Employees will be warned of the dangers associated with the use of ropes, chains or straps that do not have sufficient "breaking strength" for the given task.

Cement

All staff will be aware of the need to avoid ingesting cement through the skin or by breathing it in.

Precast Concrete

A copy of the guidelines is available for staff to be informed of practical procedures.

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Glass

All production glass should be safely stored and not protrude from storage racks.

Gas (LPG, etc)

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Any staff detecting a gas (LPG, etc) smell or leakage from cylinders should ventilate the area, eliminate the leakage, if possible, and immediately notify the Safety Officer. Others in the area must be advised of the danger and guard from suffocation, explosion and combustion.

Suspended Hooks

Suspended hooks should be "stored" at not less than 2.5m above ground when not in use.

Combustible Rags

Rags used in paint shops or painting booths are in contact with flammable substances that can self-ignite.

The rags must be carefully stored in airtight containers when disposed of (or held overnight). Non compliance with this procedure could create a serious fire.

First Aid

Report all injuries and sickness immediately, 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.

Pallets

Never use a damaged pallet. Arrange for its disposal.

Working Alone

Where ever possible always work with a minimum of two people.

When needing to work alone never do a job you cannot do safely and always inform another

person before you commence a job.

Working on Another Site

When first entering a site, report to the person in charge and obtain information of Emergency Procedures the hazards and Safety Precautions.

Hireage of Equipment and Machinery

Always make sure when receiving Hire Equipment or Machinery that it is in good and safe working order.

Also get clear operating instructions which must include all safety precautions.

Malfunctioning Equipment and Machinery

Never use any malfunctioning equipment or machinery. Report it and hang label "Do not use Out of Order" to warn others.

Reinforcing Starters

Ensure exposed reinforcing starters are capped where appropriate.

Hazardous Materials Register



Item Description	Hazchem Number	U.N. Number	Poison Code	Nature of Hazard

FORM A

THE LAW REPRODUCED

Requirements of the Health & Safety in Employment Act 1992 Relating to Employers' Obligations to Record and Report Accidents & Serious Harm

25 Recording & Notification of Accidents & Serious Harm -

1. Every employer shall maintain (in the prescribed form) a register of accidents and serious harm; and shall record in the register the prescribed particulars relating to -
 - (a) Every accident that harmed (or as the case may be, might have harmed) -
 - (i) Any employee at work; or
 - (ii) Any person in a place of work controlled by the employer; and
 - (b) Every occurrence of serious harm to an employee at work, or as a result of any hazard to which the employee was exposed while at work, in the environment of the employer.
- 2 Subsection (3) of this section applies to:
 - (a) Serious harm in respect of which an employer is required by subsection 1 (b) of this section to record particulars; and
 - (b) Accidents of a kind or description required by regulations made under Section 21 of this Act to be notified to the Secretary (of Labour).
- 3 Where there occurs any serious harm or accident to which this subsection applies, the employer concerned shall:
 - (a) As soon as is possible after its occurrence, notify the Secretary of the occurrence; and
 - (b) Within 7 days of the occurrence give the Secretary written notice, in the prescribed form, of the circumstances of the occurrence.

Definition of 'Serious Harm' from the First Schedule of the Health & Safety in Employment Act 1992

1 Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

- respiratory disease
- noise-induced hearing loss
- neurological disease
- cancer
- dermatological disease
- communicable disease
- musculoskeletal disease
- illness caused by exposure to infected material
- decompression sickness
- poisoning

- vision impairment
- chemical or hot metal burn of eye
- penetrating wound of eye

-
- bone fracture
 - laceration
 - crushing

- 2 Amputation of body part.
- 3 Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- 4 Loss of consciousness from lack of oxygen.
- 5 Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.
- 6 Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

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OSH

OCCUPATIONAL SAFETY & HEALTH SERVICE

Record of Accident/Serious Harm

FORM A (Cont)

1 Particulars of employer:

(Business name & address)

2 Location of place of work:

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

3 Personal data of injured person:

Name _____

Residential address _____

Date of Birth _____ Sex (M/F) _____

4 Occupation or job title of injured person:

5 Period of employment of injured person:

- 1st week 1st month
- 1-6 months
- 6 months-1 year 1-5 years
- over 5 years

non-employee

6 Treatment of injury:

- Nil First-aid Doctor (not hospitalised)
- Hospitalised

hospitalised)

7 Time and date of accident/serious harm:

Time _____ am/pm

Date _____

Shift Day Afternoon Night

Hours worked since arrival at work _____

8 Mechanism of accident/serious harm:

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

9 Agency of accident/serious harm:

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

10 Body part:

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

11 Nature of injury or disease: (specify all)

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

12 Where and how did the accident/serious harm happen?

If not enough room, attach separate sheet or sheets

13 Has an investigation been carried out? Yes No

Was a significant hazard involved? Yes No

Completed by: Employed or employer's representative (delete which is not applicable)

Name and Position:	Signature:	Date:
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FORM B

MINOR ACCIDENT OR NEAR MISS REPORT
(Not Causing, or Not Likely to have Caused, Serious Harm)

1 Accident/Near Miss *(delete one)*

2 Particulars of Employer if not our Employee
(business name & address)

.....

3 Location of Place of Work

.....

4 Details of Injured/Near Miss Person

SD
 Name:
 Department:
 Sex: M F

5 Occupation & Job Title of Injured Person

.....

6 Period of Employment of Injured/Near Miss Person

1-6 months 6 months-1 year
 1-5 years Over 5 years
 Non-employee

7 Treatment of Injury

Nil First Aid

8 Time & Date of Accident/Harm/Near Miss

Time: am/pm
 Date:

Hours worked since arrival at work:

9 Mechanism of Accident/Harm/Near Miss

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

Completed By:

Name & Position: **Signature:** **Date:**

Closed & Filed: *(Signature)*

10 Agency of Accident/Harm/Near Miss

Machinery or (mainly) fixed plant
 Mobile plant or transport
 Powered equipment, tools or appliances
 Non-powered handtools, appliances & equipment
 Chemical or chemical products
 Material

11 Body Part

Head Neck
 Trunk Upper Limb
 Lower limbs Multiple locations
 Systemic (internal organs)

12 Nature of Injury or Disease *(specify all)*

Dislocation Head Injury
 Sprain/Strain Superficial Injury
 Open Wound Foreign Body
 Bruising/Crushing Puncture Wound
 Burns

13 Where & How did the Accident/Harm/Near Miss Happen?

14 Has an investigation been Carried Out?

Yes No

Was a significant hazard involved?

Yes No

FORM C: SIGNIFICANT HAZARD IDENTIFICATION

DATE: _____

STEPS:

- (1) **Identify significant hazards, then,**
- (2) **Eliminate if practicable**
- (3) **Isolate it, if not practicable**
- (4) **Minimise the risks**

Hazard (Specify)	Practical to:		Action to Eliminate, Isolate or Minimise	By Date	Action Completed Authorised Signature	Date Actually Completed
	Eliminate Isolate					
	Yes No	Yes No				
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....+

Tick possible deficiencies which may have contributed to the accident:

- | | |
|---|--|
| <input type="checkbox"/> Planning layout and design | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Safety rules or equipment | <input type="checkbox"/> Employee training |
| <input type="checkbox"/> Enforcement of safety rules | <input type="checkbox"/> Employee safety consciousness |
| <input type="checkbox"/> Operational procedures | <input type="checkbox"/> Availability of equipment/tools |
| <input type="checkbox"/> Enforcement of proper procedures | <input type="checkbox"/> Maintenance of equipment/tools |

Describe:

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What action can/has/will be taken to prevent recurrence?:

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<p>Accident Investigated by:</p> <p>Date of Investigation:</p> <p>Name of Doctor/Hospital:</p> <p>Witness (Name):</p>
