



Health and Safety Policy and Procedures

How we manage Health and Safety in our business

Version 1.0
7/1/2020

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Introduction

The Health and Safety (H&S) Manual details our commitment and the practical steps we have taken to prevent harm to all of our employees, contractors, visitors or any other person. This Manual is aimed at providing the ‘need-to-know’ information for the majority of employees.

Our complete H&S System is made up this H&S Manual, the H&S Guide and a comprehensive series of training videos. If employees and management require further clarification to supplement and inform actions and decisions, then reference should be made to these other components of the H&S System. Furthermore, the H&S System can be used as a source of training for any employee wanting to further their knowledge in H&S management.

Our Commitment - Health and Safety Policy

The management of 'Little digger hire limited' is committed to a safe and healthy working environment for everyone using the premises as a place of work, or visiting on business.

Management will:

- Set health and safety objectives and performance criteria for all managers and work areas
- Annually review health and safety objectives and managers' performance
- Encourage accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action
- Actively encourage the early reporting of any pain or discomfort
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any significant hazards
- Ensure that all employees are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner
- Encourage employee consultation and participation in all health and safety matters
- Enable employees to elect health and safety representatives
- Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees
- Promote a system of continuous improvement, including annual reviews of policies and procedures
- Meet our obligations under the Health and Safety in Employment Act 2015

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5977397.html#DLM5977397>

Every employee is expected to share in the commitment to health and safety.

- Every manager, supervisor or foreperson is accountable to the employer for the health and safety of employees working under their direction.
- Each employee is expected to help maintain a safe and healthy workplace through:
 - Following all safe work procedures, rules and instructions
 - Properly using all safety equipment and clothing provided
 - Reporting early any pain or discomfort
 - Taking an active role in the company's treatment and rehabilitation plan, for their 'early and durable return to work'
 - Reporting all incidents, injuries and hazards to the appropriate person.

The Health and Safety Committee includes representatives from senior management and union and elected health and safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

Signed by Leonard Blake & Cody Knight , Company directors.

Date 1/04/2019

We expect mistakes will be made, and view mistakes as our way to learn and improve and become a more responsible company. We are so committed to this principal that we will reward individuals that demonstrate a personal commitment to reporting any incident.

However, any intentional neglect e.g. not using hazard controls, failure to report any immediate safety risks or hazards or criminal activity will result in disciplinary action. We are separating mistakes from intentional actions and disregard for safety standards and expect the highest safety standards from all employees and contractors.

Process

Once an incident occurs some kind of emergency response may be required, in any instance where physical harm has occurred and requires immediate medical attention, or in the event of an accident where human life is in danger, emergency services must be notified as soon as possible as the first response. Once the situation is safe and people have been treated, then it is important to report the incident to the health and safety representative (H&S rep). We expect all accidents and incidents to be reported to the H&S rep. These include near misses, or things that occur which make you think 'that was lucky'. This can be done verbally or in writing – by just jotting a few details on a piece of paper or even better, using the reporting form in this chapter.

The H&S rep will then document the incident and investigate using the form in Appendix A. If the injury is a Serious Harm, then the H&S rep will inform management immediately. The H&S rep will then inform the Department of Labour both verbally and in writing using the required form¹. This process is detailed in the following 'Reporting and Investigation Flowchart'.

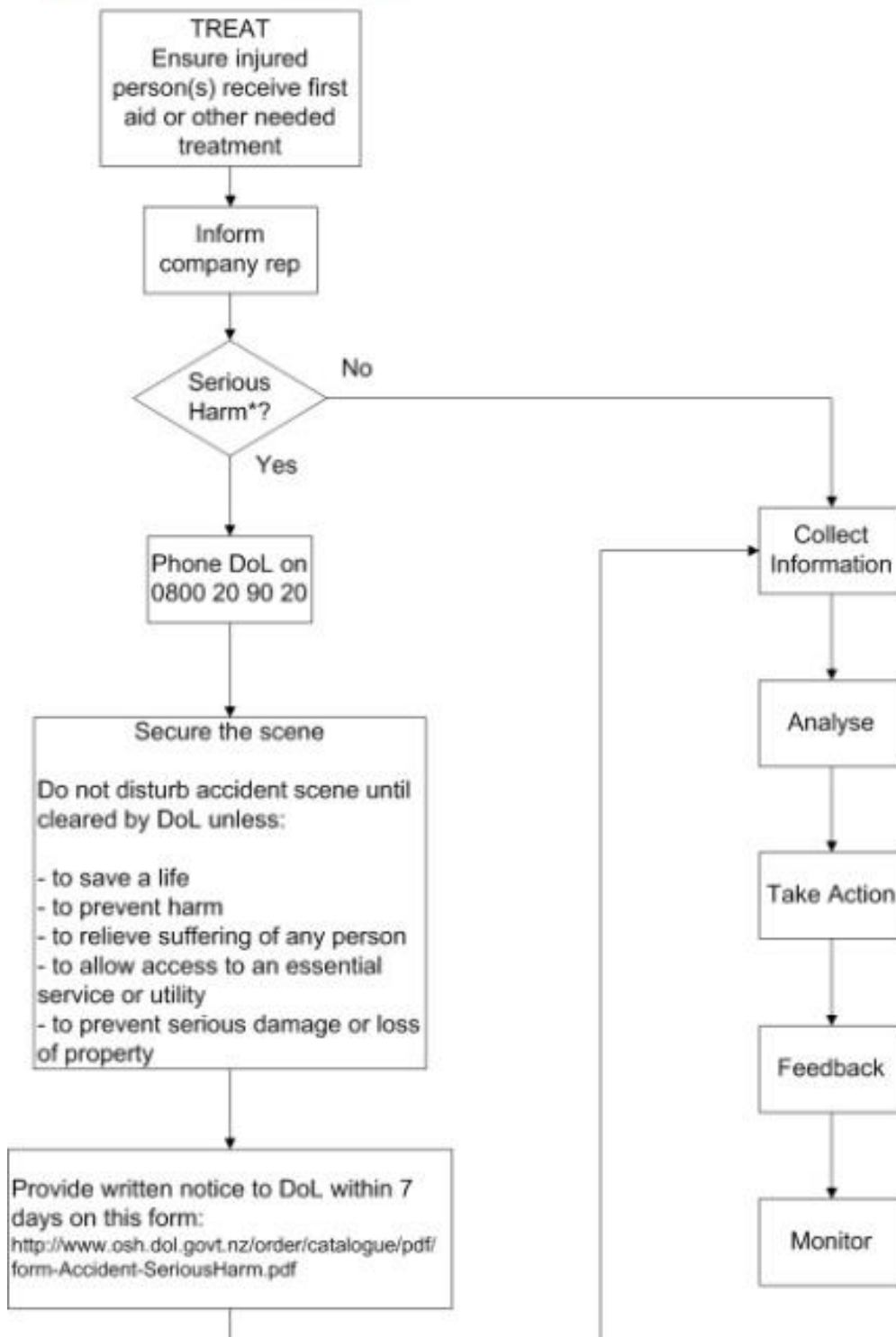
The key to learning comes down to a thorough investigation of each incident. The only reason to investigate is to determine action steps we can put in place to prevent future occurrences. These recommendations will often come from the person on the 'shop floor' – you. Please speak up if during the investigation or at any other time. There are no dumb questions or ideas in our business.

Reporting and Investigation Flowchart

NZ Health and Safety Reporting and Investigation flow chart

IMMEDIATE RESPONSE

INVESTIGATE



*Serious Harm definition:
<http://www.osh.govt.nz/law/hse-harm.shtml>



Return to Work

The return to work procedure was developed from the ACC1695 document². The benefits of having a return to work procedure are that:

- It improves the culture and cooperation in our workplace.
- It demonstrates that we are a supportive employer.
- It helps retain our employees.
- It reduces lost work time.
- It reduces the costs of recruitment and training.
- It reduces the costs associated with long-term disability.
- It provides a consistent approach to managing workplace absence (whether the injury happens at work or away from work, or is an illness).

The first steps are to treat any injury and ensure any reporting and investigation obligations are completed. Depending upon the severity of the injury, a return to work and rehabilitation plan will need to be developed between the employer, employee, ACC and treatment provider e.g. the doctor.

Manager's will then need to analyse the type of work being conducted, and determine if this work will be suitable for the returning employee. Answers to the following questions will help manager's determine a suitable work options.

1. Is there anything about this injury that prevents your employee travelling to their usual place of employment?
2. Is there anything about this injury that prevents your employee being at their usual place of employment for full normal hours?
3. Is there anything about this injury that prevents your employee performing their usual duties for some of the time? Ideally here you should analyse the job and work out the demands e.g. is it physical work, what type, how much, how often. What is the working environment, the level of productivity required?
4. Is there anything about this injury that prevents your employee performing their usual duties for full normal hours?
5. Does the injury cause any safety problems?

With this information provided to the treatment provider (by a Manager, Supervisor or in writing), an informed and workable plan will be developed. It is both the employee's responsibility to implement the plan, and our responsibility to ensure the plan is working.

² ACC1695 Available at <http://www.acc.co.nz/publications/>

Hazard Management

Our business follows a systematic process to identify, record and manage potential hazards in the workplace. This process is detailed in the Health and Safety (H&S) Guide and training videos and is not replicated in this document.

What is important is that all employees must be aware of any object, process or person that looks dangerous; what could harm us? If you notice anything potentially dangerous (hazardous) then we expect you to inform a manager, supervisor or the H&S rep verbally, or completing the Hazard ID form available in Appendix C.

We have already put a lot of effort into identifying and managing hazards to prevent harm to you, contractors or visitors to our workplace. These hazards have been included in the Hazard Register.

The identification and management of these hazards have been conducted in consultation with all employees. Therefore, all employees will ensure they do understand how to operate safely when facing these hazards. We will provide any necessary training and equipment and expect our employees to operate to these standards.

Employee Participation

Our company encourages and supports any employee who wants to be involved in improving health and safety. We encourage participation because it makes business sense, and is the right thing to do. We will recognise and reward staff participation and innovation in H&S. If we can reduce accidents, we reduce injuries to our people and equipment, and provide an environment and expectation of everyone returning home in one piece at the end of the day.

Our employees though are the people who will see the dangerous situations - you are the eyes and ears that will keep you and your mates safe. But not only will you see these hazards, you will probably have ideas on how to fix them. Therefore, we want to give you every opportunity to be involved in supporting health and safety. This includes providing informal feedback or ideas to becoming a H&S rep and being a member of the Health and Safety Committee. If you wish to become a H&S rep then please approach the current H&S Committee.

The role of the H&S rep is to represent the views of employees with employers on health and safety matters. The H&S rep will be provided appropriate H&S training, which will include the Safety Hub training videos and reading the complete H&S System. The health and safety rep's duties include:

- Fostering positive health and safety management practices in the workplace
- Identifying hazards and informing all employees about them
- Discussing with the Committee ways to manage any hazards
- Promoting employees' interests in health and safety
- Promoting the interests of employees who have been injured or harmed at work
- Carrying out other agreed functions.

The Health and Safety Committee will hold quarterly meetings to discuss any safety issues raised, outcomes of any accident investigations, and trends that could show inadequacy of hazard controls and update on any industry H&S developments.

In addition, the H&S Committee as consulted and contribute to any decisions made to purchase or implement new or modified equipment, material, services or processes. These findings and decisions will be documented and distributed to all employees. More details on the duties and typical Committee agenda are contained in the H&S Guide.

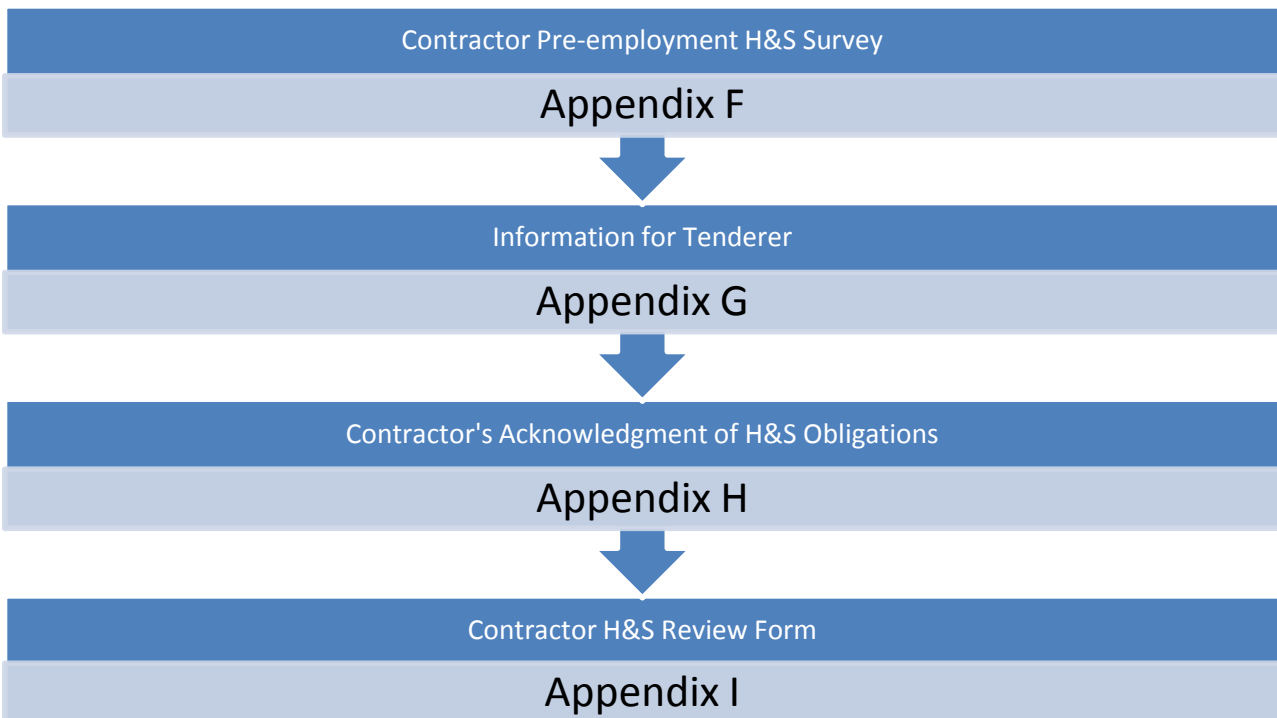
The current H&S reps and Committee members are detailed in Appendix J.

Contractors and Temporary Staff

'Little digger hire' will ensure that contractors, subcontractors and their employees do not cause harm to employees or themselves, or anyone else, while undertaking the work required by the contract. This requires that 'Little digger hire' and the contractor first identify potentially hazardous equipment or processes that exist both within our work processes or that the contractor experiences in the delivery process, and then to communicate these hazards to each other.

To achieve this requirement, the 'Little digger hire' team are responsible for ensuring an appropriate induction has occurred. An induction may be a simple conversation for irregular, short-term contractors to a more formal process for long term contractors. The 'Little digger hire' hazard register and emergency procedures form the basis of such an induction. The Contractor Induction Checklist will ensure we conduct a thorough induction. Records of the induction must be made. **Contractor H&S Management Process**

For the longer term and more complex contracts, we will conduct a more thorough analysis of a potential contractor's H&S performance as part of the tender process and as part of a regular review. The H&S Committee and Management will need to determine what detail is required, and the complete process is completed below.



Management will determine if a Contractor Pre-employment H&S Survey (Appendix F) is required. The survey is designed to ensure all contractors tendering for the work do have H&S systems in place. We will then quickly eliminate those potential contractors that are not serious about H&S, and allow us to focus on evaluating the rest.

We will then provide potential contractors with the Information for Tenderer (Appendix G) document, which will allow contractor to submit a comprehensive plan. The successful contractor will acknowledge ongoing H&S responsibility when signing the contract for service using either the Appendix H or incorporating the content of Appendix H into the contract.

In order to monitor ongoing contractor performance we will conduct Annual or post-contract evaluations, using the Contractor H&S Review Form (Appendix I). By default we plan contractor reviews to occur as detailed in the H&S Annual H&S Plan (Appendix B), but management must ensure reviews are conducted upon completion of a contract or if any concerns are raised about the contractor's performance.

Review and Planning

Like any business practice we must plan and review to ensure we are continuously improving our H&S performance. Appendix B details our current Annual Health and Safety Plan, which is our opportunity to check on our performance and make improvements. However, reviews can and should also be conducted whenever:

- We have achieved planned goals
- Hazard controls or recommendations from investigations are still open
- Feedback from staff that hazard controls may not be working
- Evidence that hazard controls are clearly not working

Appendix A – Accident Reporting and Investigation Form

Accident Investigation

Name of organisation: Branch/department:

PARTICULARS OF ACCIDENT			
Date of accident	Time	Location	Date reported
MTWTFSS			

THE INJURED PERSON				
Name		Address		
Age	Phone number			
Date of accident	Length of employment — at plant		on job	
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	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	Remarks	
<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

THE ACCIDENT			
Description			
Describe what happened (space overleaf for diagram — essential for all vehicle accidents)			
Analysis			
What were the causes of the accident?			
HOW BAD COULD IT HAVE BEEN?		WHAT IS THE CHANCE OF IT HAPPENING AGAIN?	
<input type="checkbox"/> Very serious <input type="checkbox"/> Serious <input type="checkbox"/> Minor		<input type="checkbox"/> Minor <input type="checkbox"/> Occasional <input type="checkbox"/> Rare	
Prevention			
What action has or will be taken to prevent a recurrence? Tick items already actioned			By whom
Use space overleaf if required			When

TREATMENT AND INVESTIGATION OF ACCIDENT			
Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident investigated by	Date	OSH advised YES / NO	Date

Appendix B – Annual Health and Safety Plan

Action – 2020	Completion Date	Responsibility
H&S Committee Meeting Jan- April	12/02/2020	H&S Committee
Fire/Evacuation drill (6th monthly)	31/07/2020	H&S Committee
Planned review to monitor significant hazards. The significant hazards should be detailed in here separately. They may also be spread out right throughout the year.		H&S Rep
Review DoL/ACC for legislative or policy changes to regulation, guides or new control measures, definition changes e.g. Significant Hazard, Serious Harm.	31/07/2020	H&S Committee
H&S Committee Meeting May-August	29/07/2020	H&S Committee
H&S Committee Meeting Sept- December		
H&S Contractor Review (Appendix H)		
Reconfirm and signoff next YYYY plan, policy etc		Management

Appendix C – Hazard Identification Template

Hazard Identification Template

Site.....

Occupation..... Date.....

Potential Hazard

Where

Type

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Appendix E – Contractor Induction Checklist

Requirement	Yes	No or N/A
Have you outlined your health and safety policy to contractors and visitors?		
Have you explained how to get in and out of the building (especially if the contractor is working outside normal hours)?		
Have you introduced key personnel (if appropriate)?		
Have you explained your smoking policy?		
Have you detailed the hazards on site and their controls?		
Have you asked what hazards the contractors bring to the site and how they plan to control them?		
Have you explained that contractors cannot use any of your equipment on site? (If you allow contractors to use your equipment, you will become responsible for ensuring they are competent to use it.)		
Have you explained your emergency procedures and evacuation procedures?		
Have you explained the reporting requirements for hazards and incidents?		
Do you know the contractor's first aid arrangements, especially if they are working outside normal hours?		

Appendix F – Contractor Pre-employment H&S Survey

Before engaging a contractor

Before entering a contract, the contractor will complete a health and safety pre-employment survey. This will provide an overview of their commitment and performance record in health and safety.

Business name

Address

Phone number

Commitment to health and safety

Do you have a health and safety policy statement? Yes No (Please supply a copy)

How is your policy statement communicated to your staff, subcontractors and visitors?

Hazard management

How do you systematically identify hazards?

How do you assess hazards for significance?

How do you decide on controls for significant hazards?

How do you review the effectiveness of your controls?

Information, training and supervision

What information do you have available on the hazards you will bring to the site?

How do you determine employees' training needs?

How do you assess the competency of employees and subcontractors before allowing them to work unsupervised?

Incident and injury reporting and investigation

How do you record incidents and injuries?

How do you determine if an injury is the result of a 'serious harm accident'?

What arrangements do you have to report serious harm accidents?

How do you investigate incidents to determine the hazard(s) involved?

How do you enter the identified hazard(s) into your hazard management system?

Emergency readiness

What potential emergencies have you prepared for?

How have the plans been communicated to your staff?

Have you had practice drills as appropriate?

Will you have a trained first aid person available on-site during your contract?

Contractor details

Who in your company will be responsible for managing H&S while you are on our site?

Has your company ever been targeted by the ACC Workplace Safety Evaluations programme?

Has your company ever been served improvement, infringement or prohibition notices by the Department of Labour?

Appendix G – JOB HAZARD ANALYSIS

JOB HAZARD ANALYSIS	
Tender title	
Description of job/project	
Site/place of work	
Materials/equipment to be used	
Hazards relevant to the job	
Environmental hazards	
Steps undertaken	
Other information provided by the principal	
specification documents	Available? Yes " No " Provided? Yes " No " Detail the relevant information that is available to the tenderer.
Drawings	Available? Yes " No " Provided? Yes " No " Detail the drawings that have been prepared by the principal for the tender, and any pre-existing drawings, plans, specifications or other documents that are relevant. Provided with invitation to tender? Yes " No "

Site rules for contractors	
Emergency procedures	
Contact and liaison	
Completed by	Name: Position: Contact details: Date: <div style="text-align: right;">Signed:</div>

Appendix H - Contractor's Acknowledgement of H&S Obligations

Little Digger Hire

Name and address:

[Contractor]

Name and address:

Description of service :

The Contractor hereby acknowledges that:

1. They understand their obligations to themselves, their subcontractors and their employees under the Health and Safety in Employment Act 1992, and confirm their intention to comply at all times while working on this contract.
2. They recognise that the Principal can be responsible for only advising the nature of, and methods of controlling, hazards specific to the Principal's business or worksite and that the Contractor shall apply best industry practice to ensure the safety of all involved at all times.
3. The Principal has advised the Contractor of the emergency procedures, location of emergency equipment, location and use of safety equipment, basic safety rules, hazards and hazard controls, go and no-go areas and access and authorisation requirements relevant to the service being performed.
4. The Contractor shall ensure that all their subcontractors and employees are informed of the same and that no person shall be permitted to work on the contract without being so informed.
5. The Contractor has a health and safety management system in place, which ensures their compliance with the health and safety in Employment Act 1992 in connection with this contract.
6. The Contractor agrees to make available for inspection on demand by the Principal any documentation related to health and safety in connection with this contract.
7. The Principal has the right to monitor the Contractor's activities and carry out a safety audit from time to time during the progress of the contract.
8. The Principal has the right to suspend work at the Contractor's expense where the Principal is not satisfied that all practicable steps are being taken to ensure the health and safety of employees and others in connection with the contract. The Contractor will advise the Principal immediately of any accidents, including those in which serious harm is caused or a significant hazard is involved, and, meet the requirements of the Health and Safety in Employment Act 1992 in reporting serious harm accidents to the Department of Labour.
10. The Contractor will advise the Principal immediately of any new hazard created during the contract and will take all practicable steps to avoid harm being caused to any person as a result of such hazards.
11. Before beginning work on the contract, the Contractor will carry out a systematic identification of hazards likely to be encountered and will develop controls for all those identified as being significant hazards.

Signed for and on behalf of the Contractor

Full name:

Signature:

Date:

Signed for and on behalf of Little Digger Hire

Full name:

Signature:

Date:

Appendix I - Contractor H&S Review Form

Review of contractor health and safety performance

Name of reviewer
Name of contractor
Address
Phone

Feedback on the contractor

Were there any problems?

How did the contractor deal with them?

Hazard management

Were all hazards identified and controlled?
Was all work done using safe operating methods?
Was all permitted work signed off and tested?

Incident investigation

Were there any incidents or injuries?
Were they reported, recorded and investigated?
Were there any serious harm incidents?
Have they been reported to the Department of Labour?

Emergency readiness

Were plans available for likely emergencies?
Was a trained first aid person on-site?
Would you recommend this contractor for future work? Yes No

Appendix J - H&S Reps, Emergency Wardens and Committee members

Name	Position	Location	Phone Numbers
Leonard Blake	H&S Rep	Central	0212944895
Cody Knight	H&S Rep	Central	0211106905
	H&S Rep		
	H&S Rep		
Tyronne de Wet	H&S Committee Member	North shore	0210522006
Phillip Whiteford	H&S Committee Member	South Auckland	0272945733
Layne Sorensen	H&S Committee Member	East Auckland	0274586895
	H&S Committee Member		
Leonard Blake	Emergency Wardens	Central Auckland	
	Emergency Wardens		
	etc		