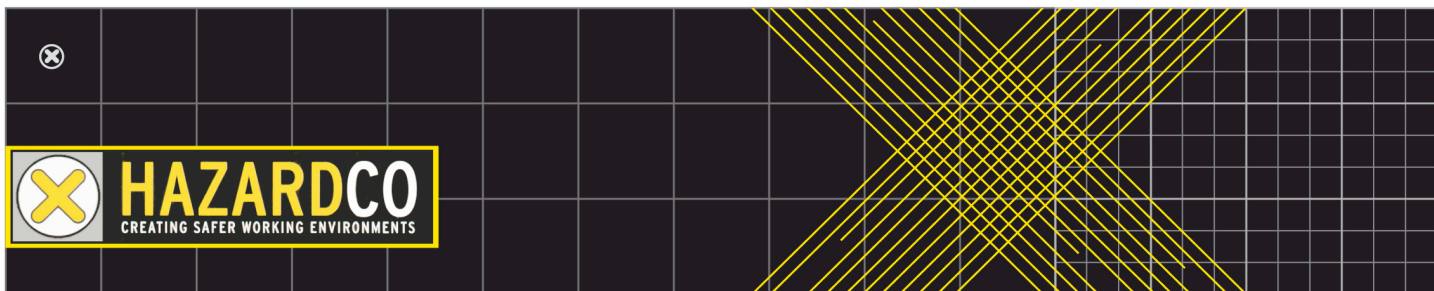


# **Health & Safety Policy & Plan.**

**Waipukurau Construction.**

**Valid: 07/2010 - 07/2011**

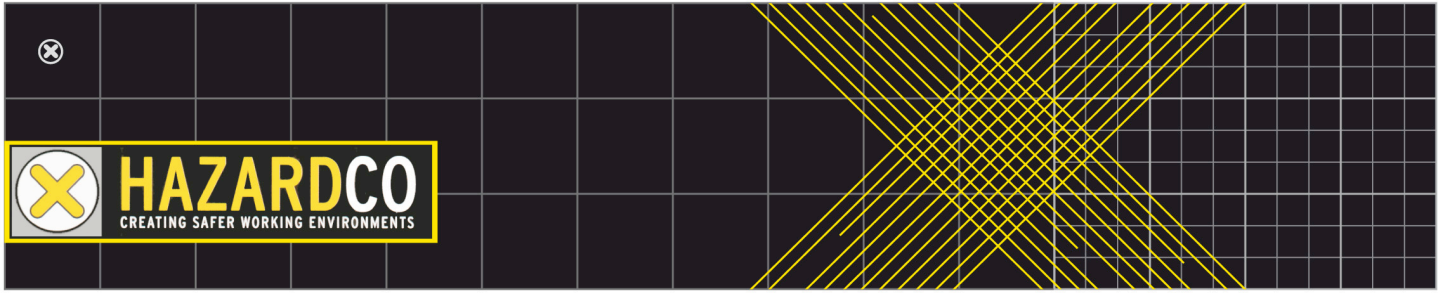




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## ( 1 ) Policy Statement.

Waipukurau Construction are committed to creating and maintaining a safe and healthy environment on all their worksites. We are committed to meeting the requirements of the Health & Safety In Employment Act 1992, Health & Safety Regulations 1995 and Relevant Codes of Practice.

We are also committed to meeting industry best practice standards such as those outlined in Section 8, of the Housing, Alterations and Small Building Contract, NZS 3902: 2004.

Waipukurau Construction will work to the Principals Site Safety Plan or prepare and work to our own Site Safety Plan. We will take all practicable steps to:

- Provide a safe place of work, safe equipment, and proper materials.
- Establish & insist that safe work methods are practiced at all times.
- Provide regular supervision, induction, and training of employees.
- Ensure all staff understand and accept their responsibility to promote and maintain a safe and healthy place of work.
- Ensure all contractors who work on Waipukurau Construction sites have a suitable and approved Health & Safety Programme.

Employees and contractors are expected to contribute to creating safe work sites by practicing safe work methods, ensuring PPE is used, and reporting any unsafe work conditions or equipment to Waipukurau Construction Site Supervisors immediately.

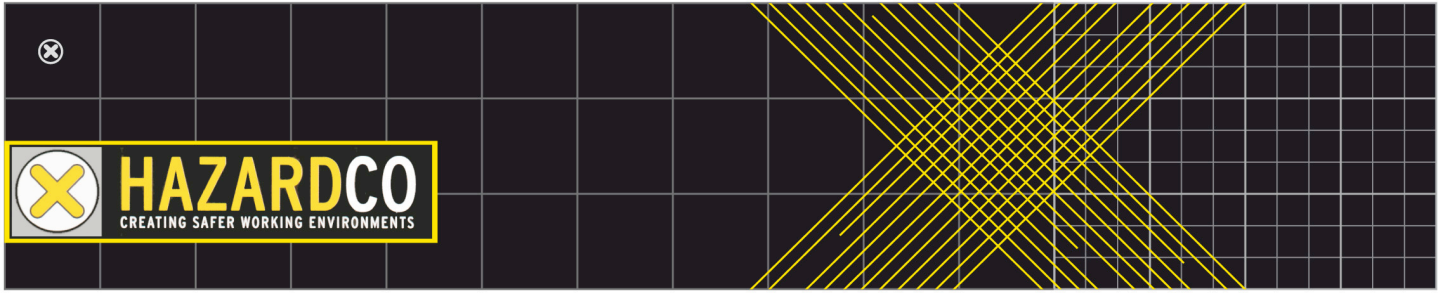
Waipukurau Construction

**Director or Senior Manager**

**Sign:**

**Date:**





## ( 2 ) Hazard Identification.

Hazard Identification is a major component of Waipukurau Construction's Health & Safety Programme.

The Company will use some or all of the following methods to identify and manage Hazards on its work sites:

**Site Analysis:** - (Principal) Identifying hazards through site inspections and recording site specific hazards for inclusion on site specific signage and plans. Ensuring HazardCo Site Packs are on site and Hazard boards displayed and updated regularly.

(Contractor) Refer to information on specific hazards contained in HazardCo Site or Team Packs, or any hazard registers provided by the employer. Reviewing and updating site hazards recorded and displayed on Site or Team Hazard Boards.

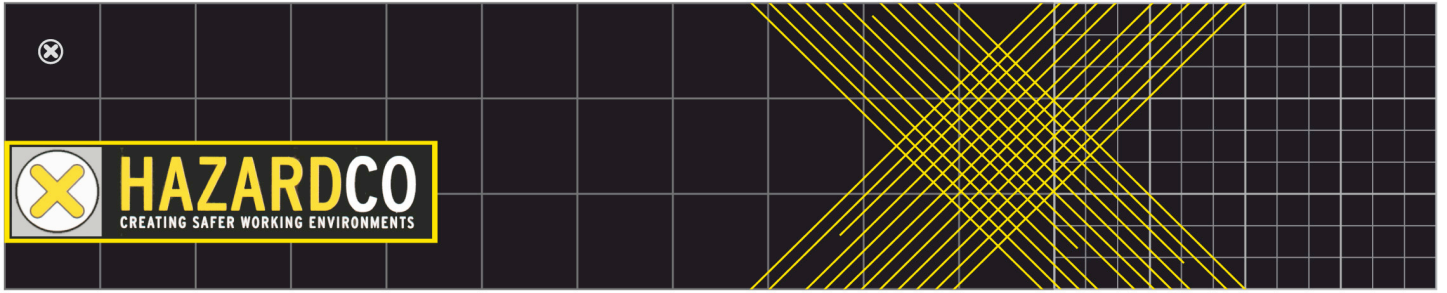
**Physical Inspections:** - (Principal) carrying out regular inspections of each worksite at regular intervals in the project.

(Contractor) Regular observation of the work site having referred to hazards listed on Site or Team Hazard Boards and contained in Induction & Training Cards held in the HazardCo Site or Team Packs.

**Task Analysis:** - Identifying the tasks performed in each job, having referred to hazard information contained in the HazardCo Site or Team Packs, or any hazard register provided, and identifying the hazards that are related to the task. Observing the actions of employees / contractors and identifying the hazards involved.

**Accident & Incidents:** - All accidents and near miss incidents will be reported using the form in the Site or Team Packs and then investigated to identify hazards involved. All employees and subcontractors will be made aware of their responsibility to participate in this process and report newly identified hazards to their Supervisor.





### ( 3 ) Hazard Management.

Identified hazards will be assessed and controlled using the required hierarchy of:

**Eliminate:** - can the hazard be removed completely?

**Isolate:** - If not can it be separated from those working around it?

**Minimise:** - If not how can you prevent it harming anyone?

If the hazard has the potential to cause injury or serious harm, or has delayed or cumulative effects, then it will be classified as a Significant Hazard and will be controlled.

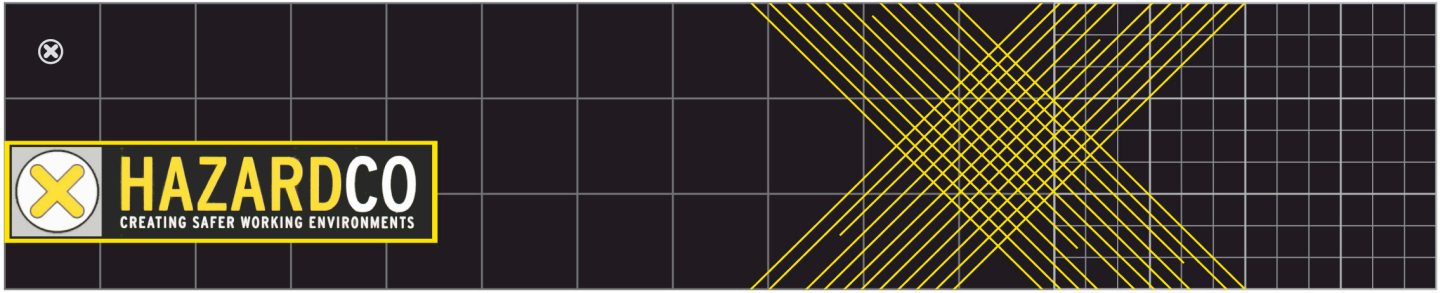
The appropriate action to manage each of the Significant Hazards will be determined and implemented on site. Common Hazards and their controls are listed and displayed in the Induction & Training Cards contained in the Site & Team Packs. Induction & Training Cards are a visual representation of a hazard register.

The identified hazards and the management steps / actions to control them will also be written on the Site Hazard Board or Team Hazard Board that is displayed at each entrance to the work site.

The Site Supervisor who is managing each site or the person 'in control of the worksite' will be responsible for keeping the Hazard Board updated daily and ensure that the hazard management steps are carried out.

The Site Supervisor or person 'in control of the worksite' is responsible to inform other employees /contractors and visitors to the site of existing hazards and the requirement to identify and report any potential hazards to the Supervisor. These hazards will also be recorded on the Site or Team Hazard Board.





## ( 4 ) Induction & Training.

Waipukurau Construction will ensure all employees are either sufficiently experienced to do their work safely or are supervised by an experienced person. Employees / Contractors will be trained to an appropriate standard (by a suitable provider) in the safe use of equipment, including the use and maintenance of PPE. Examples include working at height, confined spaces etc.

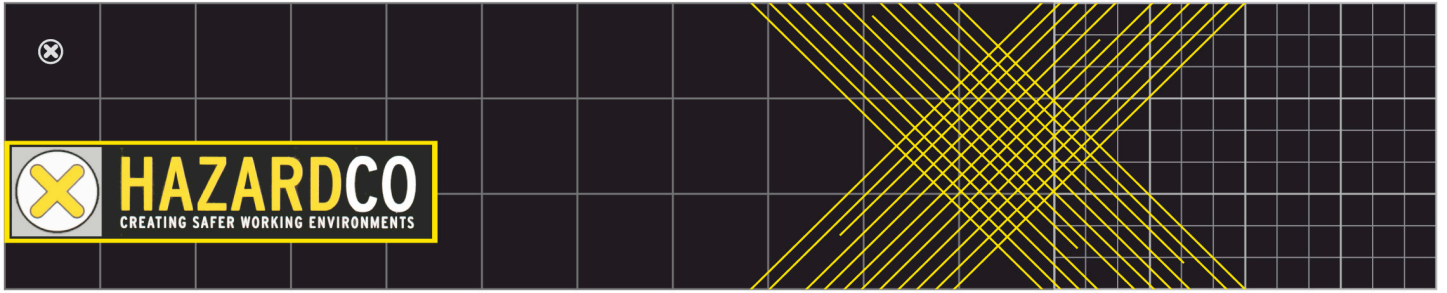
The Principal (where applicable) will provide a set of Induction & Training Cards on each individual work site to enable new employees and contractors to be inducted to the site and existing employees and contractors to participate in regular safety training.

Client Induction Cards will be shown to the client to inform them of the hazards they will encounter when visiting the site. The Client will be expected to induct visitors they bring to the site when a contractor is not present. Contractors are required to enforce the rules outlined in the induction cards to ensure visitor safety.

The Training Cards will be used at regular intervals to train all employees and contractors working on the worksite. Employees are required to participate in the training sessions.

Where a Principal does not provide Induction & Training Cards or a Contractor is solely in control of a worksite, the contractor will use their HazardCo Induction & Training Cards contained in their HazardCo Pack to induct staff and conduct regular training sessions.





## **( 5 ) Monitoring and Review.**

Waipukurau Construction (Where applicable) will ensure all employees are meeting the required standards of Health & Safety by conducting regular site inspections. Findings should be discussed at regular meetings and recorded in a diary.

## **( 6 ) Site & Team Safety Plans.**

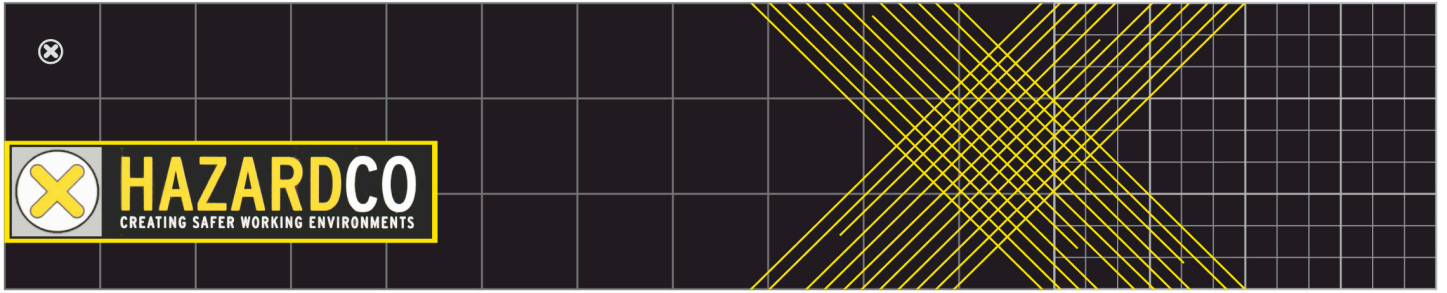
(Where applicable) Waipukurau Construction will provide a Site Safety Plan or a Team Safety Plan on all its worksites.

The Site & Team Safety Plans outline the following:

Contact Details for the Site Supervisor responsible for the work site.

- The responsibilities of the Site Supervisor, Employees and Contractors, working on the contract.
- The hazard identification and management process to be used on the work site.
- How the Health & Safety Programme outlined in this Policy & Plan will be implemented on each individual contract undertaken.





## ( 7 ) Recording / Reporting.

Waipukurau Construction will ensure that there is a suitable recording and reporting process in place on each of its work sites. This will include a process for each of the following areas:

**Injury Recording and Reporting:** - The forms for recording and reporting serious harm injuries will be available in each individual Site & Team Pack.

All injuries and near misses will be reported to Waipukurau Construction, HazardCo and or the Principal.

Minor injuries and near misses that are reported will be recorded using the prescribed form by the Site Supervisor or the person in control of the workplace and discussed at the next safety meeting.

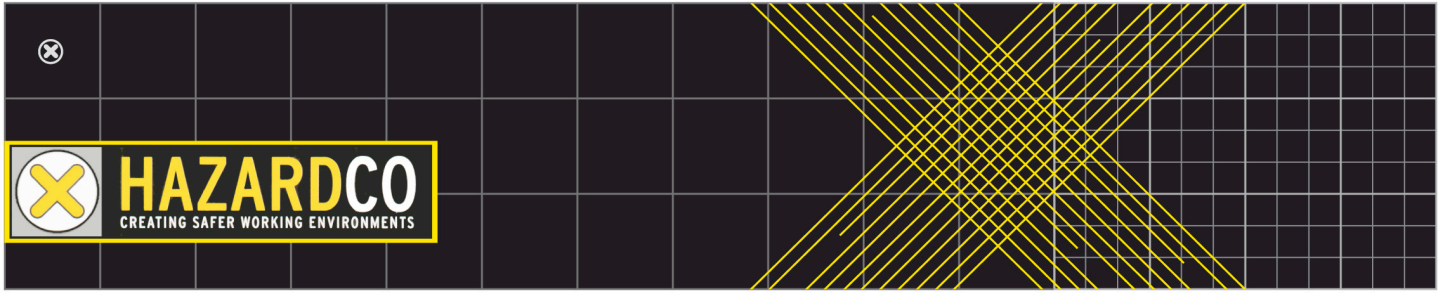
HazardCo will assist Waipukurau Construction with this process and ensure the forms are completed correctly and an investigation is conducted to identify the cause.

All serious harm injuries will be reported to the Department of Labour within the required timeframe.

**Emergency Procedures:** - In the event of an emergency each HazardCo Site & Team Pack contains an Emergency Plan. The Supervisor is responsible for ensuring all contractors and employees have read the emergency plan and are familiar with its content. All employees and contractors will be advised of the location of this form as part of the site induction.

**Notifiable Works:** - Waipukurau Construction will ensure all notifiable work is reported to the Department of Labour on the appropriate form contained in a HazardCo Site or Team Pack. HazardCo will assist Waipukurau Construction to submit the form within the required timeframe.





## **( 8 ) Safe Plant & Equipment.**

Waipukurau Construction will ensure that all plant and equipment supplied to employees and/or contractors is of the required standard and is in good working order with all safety mechanisms working and intact.

Employees and/or contractors will be made aware of their obligation to regularly inspect plant and equipment and immediately report any damage or fault to Waipukurau Construction.

Waipukurau Construction will provide their employees with suitable personal protection equipment (PPE) for the tasks they are undertaking and ensure they have been trained in the correct use and maintenance of such equipment.

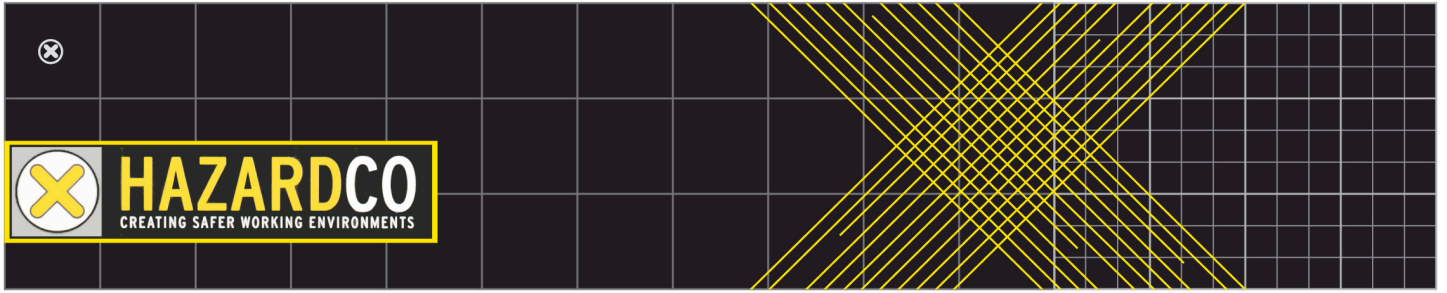
## **( 9 ) Contractor Management:**

Waipukurau Construction, as the "Principal" will take 'all practical steps' to manage the safety of their Contractors and Employees whilst working under a contract. We will ensure that our Contractors meet a minimum standard of Health & Safety compliance by having an effective Health & Safety system in place.

The minimum required standard includes on site active proof of the following elements

- Identification & control of hazards.
- Work site identification.
- Work site information & training.
- Emergency procedures.
- Accidents & incident reporting & investigation.
- Notification of notifiable works.





HazardCo will assist Waipukurau Construction with ensuring (where applicable) all contractors meet this minimum requirement.

## **( 10 ) Obligations & Definitions.**

The following is a summary of the main legal obligations contained in the Health & Safety in Employment Act 1992 and subsequent amendments. Definitions of relevant terms contained in the act are also included:-

Every employer and principal must comply with Health & Safety legislation. You are legally required to protect employees (including contractors) and any other person who enters your place of work.

As an employer or principal you are required to take "all practicable steps" to make the worksite safe.

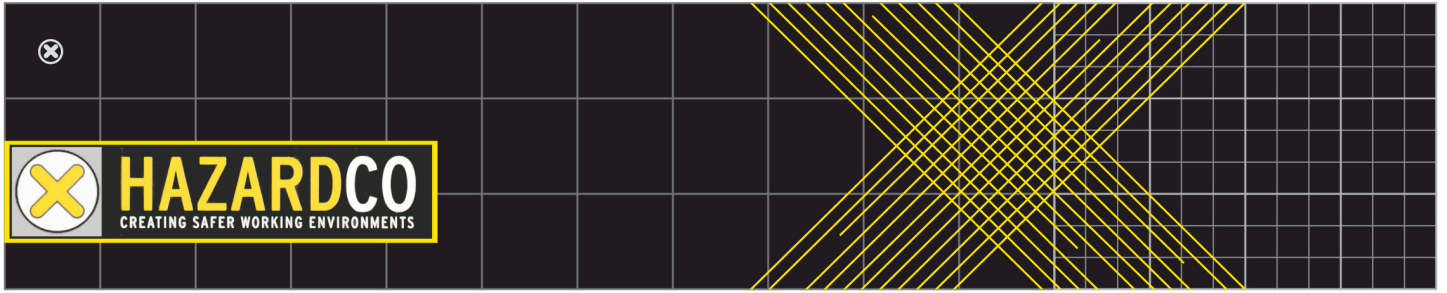
The most important part of this process involves the creation and use of a system that identifies and manages significant hazards.

Management of significant hazards involves taking "all practicable steps" to eliminate, isolate, or minimise those hazards. You must first look to eliminate – if not possible can it be isolated? If not how can the risk of injury be minimised?

Employers and principals are also required to take all practicable steps to provide staff training and supervision. Staff must be made aware of potential hazards and there must be a system for dealing with any emergencies that occur at work.

"All practicable steps" means what is reasonable and practical given the circumstances. Whether a safety measure is reasonable will largely depend on how much harm could be done, how much is known about the hazard, and how difficult or expensive it is to put protections in place.





Employers and principals must notify the Department of Labour of incidents involving serious harm.

Contractors are legally required to inform their Principal or employer of any hazards that arise from their work. Contractors should ensure they have received all necessary Health & Safety information from the principal or employer.

Principals cannot contract out of Health & Safety obligations.

## **( 11 ) Disclaimer :**

HazardCo directors or any persons involved in the preparation and distribution of this material expressly disclaim all and any contractual, tortious or other form of liability to any person or entity (being a purchaser of the material or not) in respect of the material and any consequences of its use by any person in reliance upon the whole or any part of the contents of this publication. The material is a guideline only to assist in the identification and management of hazards in the workplace and is not a substitute for the legal obligations imposed under the Health & Safety in Employment Act 1992 or its subsequent amendments or for legal advice.

