

Techno Links New Zealand Ltd

Health and Safety Policy

This policy has been approved by:

Name: _____

Title: _____

Date: _____

Signature: _____

Site Name: _____

Site Address: _____

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Techno Links New Zealand Ltd

Policy Statements and Procedures

Techno Links New Zealand Ltd

Health and Safety Policy Statement

Techno Links New Zealand Ltd is committed to ensuring full compliance with all current versions of the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work Regulations, Codes of Practices and any other relevant Standards, Guidelines or Legislation.

To meet this commitment, Techno Links New Zealand Ltd will provide healthy and safe working conditions for all staff, contractors, visitors and members of the public at this or any other company controlled site.

This is to be achieved through commitments to:

- Consultation between management, employees, elected health and safety representatives, and staff members in health and safety management and practices in the workplace.
- Conducting health and safety workplace and/or toolbox meetings at least quarterly. These meetings will include management and elected staff representatives, to present and review any issues. (In the case of a notifiable event see Incidents section cover page).
- Annual reviews of management performance against health and safety responsibilities.
- Providing the appropriate training for senior management and staff in health and safety awareness, understanding, management and responsibilities.
- Taking all practicable steps to eliminate or minimise workplace risks/hazards and to provide all personal protective equipment for staff to wear, where applicable.
- Providing a safe working environment for all staff and any others that may come into contact with Techno Links New Zealand Ltd or their activities.
- An annual self-assessment of our Health and Safety System, with management and safety representatives setting objectives, plans and performance measures with targets, so that we can make continuous improvements to our system.
- Ensuring all staff are committed to health and safety, and are aware of their responsibility to provide a safe work environment for themselves and each other.
- Accurately reporting and recording of all workplace incidents and near misses, and identifying appropriate follow-up to avoid reoccurrence.
- Supporting and promoting a safe and early return to work of any injured staff, where possible, through prompt treatment and active rehabilitation.
- Appointing a senior manager with specific responsibility to coordinate health and safety in the workplace.
- Provision of resources to accomplish these goals.

Name: _____

Title: _____

Date: _____

Signature: _____

Techno Links New Zealand Ltd

Planning, Review and Evaluation Policy

Techno Links New Zealand Ltd will audit the system annually, to aid in keeping its health and safety documentation up to date. This is also to review the effectiveness of the policy, the associated risk/hazard identification and controls, and to ensure staff training etc. is current. It also allows for changes which may be required, due to legislation or changes in the business. The audit is then reviewed via the annual meeting, which is to include management, staff, union representatives (where applicable) and any other relevant staff.

Techno Links New Zealand Ltd is to audit its Health and Safety System annually, to review:

- Any changes, whether they be internally or externally (i.e. changes to the business or changes to the HSWA or legislation) which may affect the system.
- Hazard controls, management and their effectiveness.
- Overall health and safety performance.
- Training of staff and management.
- Involvement of employees in health and safety management.
- Any issues from the previous year.
- Appointing a management representative to have a defined roll ensuring WorkSafe NZ requirements are established, implemented and maintained.

Process to review a critical event and/or a change in work procedures or policy:

- In the case of a “notifiable event” an emergency meeting of the Health and Safety Committee will be held within 48 hours of the incident, to review any investigation findings and any changes to be made to the policy, processes or equipment.
- A review of the incident, to establish any further training which may be required.
- The understanding of employees of their responsibilities in a critical event is to be reviewed.
- All staff to be made aware of the event and any changes being made to the policy, and the reasons why.
- All staff to be made aware of new or amended processes or equipment.

Process to provide current health and safety related information to the employees:

- Health and safety information available on the WorkSafe NZ website and by having information relayed via verbal instructions and memos from health and safety committee staff and relevant consultants.
- The PCBU will have copies of site inspection reports (maximum of six monthly intervals) so that they are aware of any compliance issues in relation to any existing equipment, machinery or process in place, due to changes in legislation or requirements.
- In the case of new equipment, machinery or process being bought into the work place, it will be reviewed (see “Hazard Identification, Assessment and Management”).

Techno Links New Zealand Ltd

Company Commitment to Health and Safety

A PCBU is defined as follows:

“a **person conducting a business or undertaking** or **PCBU**— means a person conducting a business or undertaking—

- (i) whether the person conducts a business or undertaking alone or with others; and
- (ii) whether or not the business or undertaking is conducted for profit or gain”

Health and Safety at Work Act 2015 Part 1, s18, ss17

An **Officer** is the Representative of the PCBU.

A **Worker** is defined as follows:

“a **Worker**— means a person who carries out work in any capacity for a PCBU, including work as:

- An employee, a contractor or subcontractor, an employee of a contractor or subcontractor
- An employee of a labour hire company or an outworker
- An apprentice or trainee, or a person gaining work experience
- A volunteer worker”

Health and Safety at Work Act 2015 Part 1, s19

PCBU is responsible for: (For the purposes of this policy, it includes Managers, Directors and CEOs)

- Promoting safe work practices, with the aim of prevention of incidents as its goal.
- Supporting the safe and early return to work of any injured employee.
- Annually review of health & safety systems for adequacy, effectiveness and changes required to achieve this.
- Commitment to annual self-assessment of our Health & Safety, so we can make continuous improvements.
- The overall development and implementation of Techno Links New Zealand Ltd’s Health and Safety System.
- Ensuring full compliance with HSWA, Codes of Practices, and relevant Standards, Guidelines or Legislation.
- Ensuring accurate reporting and recording of health and safety issues.
- Hazard identification and controls.
- Provision of resources to achieve objectives.

The Health and Safety Coordinator is responsible for:

- Ensuring that each job progresses safely and efficiently.
- Overall safety. They have a specific responsibility and have received special training.
- The development, review and implementation of Techno Links New Zealand Ltd’s Health and Safety System.
- Direct two-way line of communication and promotion of the Health and Safety System, within or outside of Techno Links New Zealand Ltd structure. Monitoring any measures taken by management, in regards to health & safety.
- Providing access to staff, and ensuring that codes of practice, standards, WorkSafe NZ issues and other health and safety legal requirements are current.
- Hazard identification and controls.
- Health and safety induction and training.
- Ensuring that the incident and near miss reporting procedure is followed accurately.
- Ensuring reporting and recording procedures are adhered to.
- Collation of incident data, to establish any trends.
- Communicating to all staff any health and safety related changes which may affect them.
- Informing staff of whom their safety management and staff representatives are.

Company Commitment to Health and Safety (Continued)

Each employee/temporary employee/contractor/sub-contractor is responsible for:

- Being familiar with and complying with all health and safety conditions of their employment contract, if applicable, and Techno Links New Zealand Ltd's Health and Safety Policy. This includes using all personal protective equipment provided, and other safety equipment and devices as required.
- Ensuring the health and safety of themselves and others at all times.
- Being actively involved in promoting the Health and Safety System, which includes:
 - Identifying and reporting potential risks/hazards in the workplace.
 - Prompt reporting of all incidents and near misses to the appropriate person.
 - Discouraging and preventing other workers from working in an unsafe manner, if necessary.
 - Taking an active role in Techno Links New Zealand Ltd's rehabilitation plan, and if applicable participating in health and safety training.
 - Being involved in the development of the policies and in hazard/risk identification which affects them.
 - Nominating a safety officer to represent them.

Techno Links New Zealand Ltd

Drug and Alcohol Policy

Introduction

Techno Links New Zealand Ltd is committed to creating a drug and alcohol impairment free workplace to safely achieve its business objectives. This Drug and Alcohol Policy applies to all people working on all sites and while in company vehicles.

Contractors will maintain their own drug and alcohol policies which they will engage with their workers and sub-contractors. Techno Links New Zealand Ltd policy will be deemed as the minimum standard. Rehabilitation of their workers will be managed in conjunction with their own policies.

Education and Training

An educational programme on drugs and alcohol and their adverse effects, the implications of Techno Links New Zealand Ltd's Drug & Alcohol Policy, testing options, how tests are conducted and how to access the drug and alcohol rehabilitation programme is available to all employees and may be extended to Contractors.

Education and management training will be conducted by expert trainers who are qualified in the relevant specialist fields.

Testing procedures

Urine specimens may be collected by a certified collector, qualified to collect specimens and conduct on-site drug screens. The screen is conducted using an AS/NZS 4308: 2008 verified "On Site" device or at an accredited collection agency or screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a "Non-Negative" screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.

Breath alcohol tests may be conducted using an Approved Testing Device which meets the Australian Standard: AS 3547-2000 (Type 2) "Breath Alcohol Testing devices for Personal use". The threshold levels will be 250 micrograms of alcohol per litre of breath for people 20 years old or greater. The limit is zero for people less than the age of 20.

Testing Options

Workplace drug and alcohol testing may occur in the following circumstances:

- Pre-employment testing – All prospective workers must pass a workplace drug and alcohol test. This includes changing jobs from a non-safety-sensitive to a safety sensitive role within the same company.
- Reasonable cause testing – People are tested where there is reasonable cause to suspect drug and/or alcohol use.
- Post-accident/incident testing – People involved in a significant accident/incident may be tested.
- Random testing – People involved in safety-sensitive operations and/or employed on a safety sensitive site may be tested on a random, unannounced basis.
- Follow-up testing – Occurs after rehabilitation has progressed to the stage when the person is fit to resume normal duties and has returned a negative test.

NB: Random testing can mean the periodic random selection of people to be tested, the random selection of work sites where all people on the site will be tested, or all people within a group being retested at random times within a certain period. The selection will be made by the independent provider.

Drug and Alcohol Policy (Continued)

Drug Testing

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will comply with the strict criteria dictated by AS/NZS 4308: 2008: "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine."

Alcohol Testing

People of or above 20 years of age: For the test to be non-negative, there must be a level of alcohol in the person's system higher than 250 micrograms of alcohol per litre of breath.

People under 20 years of age: For the test to be non-negative, there must be a level of alcohol in the person's system higher than zero micrograms of alcohol per litre of breath.

Pre-employment Testing

Appointment of a new employee may be conditional on the applicant returning negative drug and alcohol tests.

- Prospective employees must demonstrate a recent history free of drug and alcohol related issues.
- The applicant will sign an informed consent form (section 6.5) and any applicant refusing to take drug or alcohol tests will not be considered for a position on Techno Links New Zealand Ltd estate.
- The applicant may be asked during formal interview if they have a history of drug and alcohol related employment issues with previous PCBUs within the last two years. Failure to answer this question or subsequent proof of a dishonest answer will be classed as serious misconduct.
- Where an applicant is to be offered a position, they may be sent for a urine drugs screen and on occasion an alcohol screening test. If Techno Links New Zealand Ltd has an approved, calibrated breath-testing device and an approved process, trained managers can conduct the alcohol test.
- If the drug screening result is non-negative or the specimen integrity is in question, laboratory confirmatory testing must be carried out, unless the applicant states they do not wish to proceed.
- The applicant must not have their job confirmed nor start work until negative drug and alcohol tests have been returned.

Post-Accident/Incident Testing

A person may be tested for the presence of drugs or alcohol where they are involved in any incident where circumstances affect workers or customers.

Where a person refuses to undergo a test, the refusal shall be treated under the serious misconduct procedures in Techno Links New Zealand Ltd's rules and appropriate disciplinary procedures will be applied.

Reasonable Cause Testing

A person may be tested for drugs/alcohol where a manager/supervisor determines that the person's appearance, actions, or behaviour suggest they may be affected by drugs/alcohol. Normally there will be more than one indicator present. It is recommended that (where possible) the manager/supervisor obtains a second opinion to support their reasonable cause observation(s).

Drug and Alcohol Policy (Continued)

Random Testing

Random drug testing may be carried out on all people working in safety-sensitive operations.

Random 'unannounced' on-site drug screening must be conducted by an accredited agency. The alcohol testing will either be conducted by the collector or a trained manager. From the time the person has been notified that he/she has been randomly selected, he/she must be accompanied by a representative at all times until delivered to the collector. The person will be required to provide verification of identity to the collector. All people tested must comply with the instructions of the collector administering the tests.

Follow-Up Testing Requirements

People who have recorded a non-negative drug or alcohol test and have taken part in a rehabilitation programme must undergo six unannounced follow-up drug and/or alcohol tests per year, over the next two years. There must not be more than four months between any two consecutive tests.

A second non negative test outside the treatment period will result in disciplinary action including dismissal.

Serious Misconduct

The following circumstances are strictly prohibited:

- The use, sale, supply, transfer or possession of drugs or controlled substances in the worksite.
- The use, sale or supply of alcohol on operational worksites.
- Reporting to and undertaking work with risk amounts of drugs or alcohol in the person's system.
- To have a level of drug(s) in the person's system higher than the accepted international standard AS/NZS 4308: 2008 "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine."
- If of, or over the age of twenty years to have a level of breath alcohol higher than 250 micrograms of alcohol per litre of breath. If under the age of twenty years to have a breath alcohol level of more than zero micrograms of alcohol per litre of breath.
- Refusal to take a drug/alcohol test when requested to do so by the PCBU.

Rehabilitation

If a Techno Links New Zealand Ltd direct employee tests non negative for drugs or alcohol for the first time:

- The staff member will be offered rehabilitation by an approved rehabilitation provider.
- The employee is prohibited from working until they return a negative test result. The employee will be required to take this period as leave, if they have insufficient leave available they will be required to take leave without pay.
- Random drug tests may be conducted during rehabilitation to determine the progress of the employee. These are not 'follow-up' tests.
- When the employee is fit to return to work, the follow-up testing programme commences.

If the employee tests non negative for drugs or alcohol for a second time, he or she will be subject to the serious misconduct process, which may lead to dismissal.

Refusal to participate in, or complete the rehabilitation programme will be deemed as serious misconduct.

Drug and Alcohol Policy (Continued)

Company Functions and Events

Alcohol will only be permitted and supplied for Techno Links New Zealand Ltd functions and events at the discretion of the manager who is responsible for the control of alcohol consumption for each Techno Links New Zealand Ltd function, both on-site and off-site. Any alcohol consumption will be limited to controlled social functions or meetings.

All participants must take personal responsibility for their own behaviour and actions with regard to the consumption of alcohol at Techno Links New Zealand Ltd functions and events, and other occasions.

Privacy

All information gathered as a result of drug/alcohol testing is collected for the purpose of implementing Techno Links New Zealand Ltd policy and achieving its objectives. Management will hold information in a secure filing system.

Information to others outside Techno Links New Zealand Ltd may be disclosed only with written consent of the employee.

Process for Review

Techno Links New Zealand Ltd Workplace Drug & Alcohol Policy will be reviewed periodically and changes may occur at the discretion of Techno Links New Zealand Ltd, where they are deemed to be necessary.

Techno Links New Zealand Ltd

Safety Meetings

Safety Meetings

Introduction

The general purpose of health and safety meetings is to create and provide a forum whereby issues and incidents involving health and safety can be discussed by staff members at all levels of Techno Links New Zealand Ltd, to ensure that those issues are managed to a standard which complies with the HSWA.

There are two types of safety meeting: Health and Safety Committee meetings and Toolbox meetings.

The attendance at and topics discussed in both cases must be recorded and documented. The HSWA in Section 66 requires businesses to establish and maintain a Health and Safety Committee and hold regular meetings at no greater than three monthly intervals, in certain situations:

“The following persons may request that the PCBU at a workplace establish a health and safety committee for the business or undertaking or part of the business or undertaking:

- (a) a health and safety representative for a work group of workers carrying out work at that workplace; or
- (b) 5 or more workers at that workplace.

The PCBU must, within 2 months of receiving a request, decide whether to establish a health and safety committee for the business or undertaking or part of the business or undertaking.”

Health and Safety at Work Act 2015 Part 3 s66 ss1

Health and Safety Committee Meetings

The structure of a normal Health and Safety Committee includes:

- The Health and Safety Coordinator or Officer - They are responsible for running the meeting. It is also their responsibility to monitor any measures taken by management, in regards to health & safety.
- Management representative(s) - Their role is to ensure the management’s business objectives are included in the discussions and decisions of the committee. They are also required to ensure that adequate resources are available for health and safety. This role is generally appointed by the management of Techno Links New Zealand Ltd.
- Staff Representatives - Their role is to bring staff health and safety related issues for discussion and resolution at the meeting. Ideally, these people are volunteers or are nominated and elected by the staff, however in the absence of volunteers they can be invited to attend by the management.
- Union Representatives (if applicable) - They must be included in the meeting to further represent staff. Health and safety professionals may also be included in the committee membership, at the approval of the committee members.

All meetings must be recorded and those minutes freely circulated to the staff.

Use the form on Page 2.2 to record the meeting.

Meetings should be held at regular intervals e.g. the third Thursday of the month at 10:30am, and may be held monthly, bi-monthly or at the very least quarterly. Frequency may depend on items for discussion.

When working on other company’s sites, a safety meeting should be held prior to commencement of work, and then weekly. Should there be any significant event within the project, this would also require an additional meeting. These are generally referred to as Toolbox meetings. Use the safety meeting sheet for there.

Incidents are to be discussed at safety meetings (for incident reporting and investigation see page 3.1/2) to review how they happened, did they involve a significant hazard and has the situation been resolved? Incident data is to be collated during each meeting (or at least annually) to see if there have been any trends, and if so to implement initiatives for injury prevention, where applicable.

It is important that these meetings are held in an environment where the overriding objective is to find solutions which make the workplace safer.

Safety Meeting Minutes

Site:		Location:	
Attendees Name	Attendees Name	Attendees Name	
Previous Meeting Minutes: Brought Forward/Objectives			Completion Date
New Business/Issues/Recent Training/General Safety/Objectives			Assigned to
Hazard/s Reviewed. (Task Analysis, SOP, JSA, or Hazard Control(s) from Register)			Action Required
Incidents/Near Miss (Discuss all incidents & investigations)			
Injury Type	Machine/Process Involved	Investigated	Actioned
Time		Chaired by	
Date		Signature	

**Add any objectives brought forward during the safety meeting to the annual review form*

Techno Links New Zealand Ltd

Incidents

Incident Reporting and Investigation Procedures

All incidents and near-miss incidents must be investigated. The depth of the investigation is determined by the severity of the occurrence. This process applies whether the incident occurred on this site or on a customer's site.

Investigation is carried out immediately or as soon as possible after the occurrence.

The immediate supervisor and or Health and Safety Coordinator will carry out the initial investigation to:

- Establish the cause. Assess whether or not serious misconduct was involved.
- Compile an accurate record of the event. Ensure that the investigation covers a description of the site, the operation, processes, plant/equipment (including PPE), events and people present or who were involved in the accident, incident or near miss. Interview all witnesses.
- Carry out a complete site examination, with photographic evidence or description and/or diagrams and documentation.
- Define the action, responsibility and measures to take to prevent reoccurrence, within a predetermined time frame.
- Update the hazard register, where necessary. Ensure it is reviewed for new hazards identified as a result of the accident/incident/near miss and also existing hazard contributing factor(s) and management controls.
- Supply the manager with documents and reports, so that they can review the report, carry out any further investigation if necessary and ensure that action is taken to avoid a recurrence, then sign off the report.
- In the case of a notifiable event, ensure that any injured party and assistants cannot be subjected to further injury by (if safe and practicable) removing them to a safe distance from the cause of the incident and then have a trained first aider attend to the injured party. An ambulance should be called if there are any doubts about the severity of the injury.
- In the case of a notifiable injury, management or the Health and Safety Coordinator is required to contact the nearest WorkSafe NZ office as soon as is practicable. (Or at least within 24 hours).
- DO NOT alter or move any machinery or equipment (unless it may cause immediate danger to others) and tape off the area of the incident. Machinery or equipment cannot be used again until it has been cleared by WorkSafe NZ.
- Notifiable Event forms must be filled out and sent to WorkSafe NZ within seven days. This can be done by completing the appropriate online notification form www.business.govt.nz/worksafe/notifications-forms/notifiable-events/forms
- Make enquiries as to the extent of the injuries to the employee and of the potential of any long term effects.

Process to Review a Critical Event and/or a Change in Work Procedures or Policy

- Ensure that the investigation has identified the contributing hazards whose management controls are to be reviewed, or that any newly identified hazards are added to the hazard register with their respective management controls defined.
- Make enquiries as to the extent of the injuries to the employee and of the potential of any long term effects.
- Evidence that the hazard register has been reviewed as a result of the investigation, with links of time and date of review which match the event that triggered the investigation.
- A review of any further training required is to be completed.
- All staff are to be made aware of the event and the reason for changes being made to the policies, processes, equipment and/or the hazard register. They are to be given the opportunity to discuss the event, to help prevent reoccurrence.

Incident Reporting and Investigation Procedures (Cont.)

Notifiable Event Definitions

Meaning of notifiable injury or illness

“Unless the context otherwise requires, a **notifiable injury or illness**, in relation to a person, means—
(a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid)

The amputation of any part of his or her body, a serious head injury, a serious eye injury, a serious burn, the separation of his or her skin from an underlying tissue (such as degloving or scalping), a spinal injury, the loss of a bodily function, serious lacerations

(b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment

(c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance

(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
with micro-organisms; or that involves providing treatment or care to a person; or that involves contact with human blood or bodily substances; or that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or that involves handling or contact with fish or marine mammals

(e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.”

Meaning of notifiable incident

“Unless the context otherwise requires, a **notifiable incident** means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person’s health or safety arising from an immediate or imminent exposure to—

An escape, a spillage, or a leakage of a substance; or an implosion, explosion, or fire; or an escape of gas or steam; or an escape of a pressurised substance; or an electric shock; or the fall or release from a height of any plant, substance, or thing; or the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or the collapse or partial collapse of a structure; or the collapse or failure of an excavation or any shoring supporting an excavation; or the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or the interruption of the main system of ventilation in an underground excavation or tunnel; or a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or any other incident declared by regulations to be a notifiable incident for the purposes of this section.”

Meaning of notifiable event

“In this Act, unless the context otherwise requires, a **notifiable event** means any of the following events that arise from work:

- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable incident.”

Health and Safety at Work Act 2015 Part 1, s23-25

Rehabilitation

Techno Links New Zealand Ltd actively supports rehabilitation by ensuring that the return to work is a part of the recovery process. To achieve this, our Rehabilitation Program seeks to provide appropriate selected duties for all injured employees, to enhance recovery.

Cooperation with the treating Medical Practitioner, ACC case manager and/or any other designated providers is essential, to choose selected duties which will benefit the injured employee both in the physical and psychological sense.

Continued support will be offered by Techno Links New Zealand Ltd during the recovery of all injured employees, in an attempt to minimise the trauma associated with industrial incidents.

Managers will keep in regular contact with any employee on long term compensation, with the objective of them returning to work as soon as possible.

First Aid Kits

Suggested minimum contents for a workplace first aid kit

Here is a list of recommended contents for first aid kits for workplaces with no special risk:

- a manual, giving general guidance on first aid
- individually wrapped moist wipes or saline solution
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work in question. Dressings may be of a specific type, for food handlers
- two sterile eye pads
- two individually wrapped triangular bandages (sterile) and clasps or safety pins to secure bandages
- two stretch bandages
- six medium sized, individually wrapped unmedicated wound dressings – approximately 12cm x 12 cm
- two large, sterile, individually wrapped unmedicated wound dressings – approximately 18cm x 18cm
- two pairs of disposable gloves
- one resuscitation mask

This is a suggested contents list only. You may want to use equivalent items.

When you do your Needs Assessment you may identify a need for additional items. These could include:

- scissors
- adhesive strips or Band-Aids for minor wound dressing
- non-allergic adhesive tape
- disposable aprons
- forceps or tweezers, to remove foreign bodies
- plastic bags for waste disposal
- hand sanitiser

Ideally, these items are stored inside the first aid kit. But if necessary, they may be stored separately so long as they are available for use as required.

Suggested minimum contents for vehicle or lone worker's first aid kit

- a leaflet giving general guidance on first aid
- six individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work
- two individually wrapped triangular bandages (sterile)
- one stretch bandage
- clasps or safety pins to secure bandages
- one large, sterile, individually wrapped unmedicated wound dressing – approximately 18cm x 18cm
- one pair of disposable gloves
- one resuscitation mask

First Aid Kits (Cont.)

This is only a suggested contents list; equivalent items will be considered acceptable. This kit can be carried in individual belt pouches by people working alone.

Once the PCBU has completed their assessment of the first aid items required, a need for additional items may be identified. This could include, for example:

- scissors
- adhesive strips or Band-Aids, for minor wound dressing
- non-allergenic adhesive tape
- disposable aprons
- forceps or tweezers, to remove foreign bodies
- plastic bags for waste disposal
- individually wrapped moist wipes or saline solution
- plastic bags for waste disposal

The contents of vehicle or lone worker first aid kits should be stocked from backup stock at the main work site.

Consideration also needs to be given as to how mobile and lone workers can summon help if they are injured. Examples being the provision of mobile phones, radio access, GPS or a phone check-in procedure.

To do an assessment of any additional first aid kit requirements visit <http://www.business.govt.nz/worksafe/tools-resources/health-and-safety-templates/workplace-first-aid-needs-assessment-checklist-pdf/view>

Also for the First Aid for Workplaces - A Good Practice Guide visit <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/first-aid-for-workplaces-a-good-practice-guide/first-aid-2009.pdf>

Non-Notifiable Event Form

Complete in the case of an event which is non-notifiable i.e. incident or near miss					
Complete the following form in the case of a Notifiable Event http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events/forms/form-notifiable-death-injury-illness.pdf/view					
Particulars of event					
Date of incident	Time	Reported by	Location	Date reported	
The injured person					
Name		Date of Birth		Sex (M/F)	
Address					
Occupation		Period of employment		Hours worked since arrival	
The incident					
Description					
Describe what happened					
Body Part affected					
<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Trunk	<input type="checkbox"/> Upper Limb	<input type="checkbox"/> Multiple location	<input type="checkbox"/> Internal
Nature of injury/disease					
<input type="checkbox"/> Superficial	<input type="checkbox"/> Wound	<input type="checkbox"/> Sprain/strain	<input type="checkbox"/> Bruise/crushing	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Burn
<input type="checkbox"/> Other -					
Treatment					
<input type="checkbox"/> None	<input type="checkbox"/> First Aid only	<input type="checkbox"/> Doctor	<input type="checkbox"/> Hospital	<input type="checkbox"/> N/A	
If hospitalisation is required, you will need to complete an online Notifiable Event form (see website link above)					
Mechanism of incident					
<input type="checkbox"/> Fall, trip, slip	<input type="checkbox"/> Heat, energy	<input type="checkbox"/> Radiation	<input type="checkbox"/> Sound, pressure	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Substances
<input type="checkbox"/> Hitting object	<input type="checkbox"/> Body stress	<input type="checkbox"/> Mental stress	<input type="checkbox"/> Biological	<input type="checkbox"/> Other	
Agency of incident					
<input type="checkbox"/> Machinery	<input type="checkbox"/> Mobile plant	<input type="checkbox"/> Transport	<input type="checkbox"/> Tool - Powered	<input type="checkbox"/> Non-powered	<input type="checkbox"/> Chemical
<input type="checkbox"/> Material	<input type="checkbox"/> Substance	<input type="checkbox"/> Environment	<input type="checkbox"/> Biological	<input type="checkbox"/> Bacteria/virus	<input type="checkbox"/> Other
Investigation of incident					
Investigated by		Signature	Position	Date	

Techno Links New Zealand Ltd

Emergency Procedures

Emergency Plan and Procedures

Fire Warden Duties

If you discover a fire in the building:

1. Activate the Alarms.
2. Put on your Fire Warden Identifier (Vest, Hat or Arm Band).
3. Begin your patrol of the building and instruct all staff to evacuate immediately and proceed to the Assembly Point.
4. This is at: _____
5. Once you have reached the assembly point, conduct a roll call for the staff in your area.
6. Report to the Building Warden.

If the alarms activate without your knowledge, carry out tasks 2 to 5 above.

Your target time for a complete evacuation is a maximum of 2:00 minutes.

The 30 Second Rules are:

1. Fire will double in size every 30 Seconds. This is without any accelerants.
2. It will take you 30 seconds from the time you discover a fire, activate the alarms, get the correct fire extinguisher and return to the fire.
3. 30 seconds is the approximate life of an extinguisher once it has been activated.

Use the Correct Firefighting equipment for the type of fire:

- Type A - Wood, Paper, Textiles – Use a water based extinguisher (Hose or Stored Pressure).
- Type B – Liquids (Oil, Petrol, Chemicals) – Use a Dry Powder or CO2 extinguisher.
- Type E – Electrical Equipment – Use a CO2 or Dry Powder (Must be labelled ABE) extinguisher.
- Type F – Cooking oil/fat.

Fire extinguishers can be easily recognised by the colour band on them:

- Red – Water/water-based
- White – Dry powder
- Black – CO2 (Carbon dioxide)
- Blue – Foams
- Beige – Wet chemical

Look for the labels on the fire extinguisher for the type of fire it is most effective on.

Never put yourself at the risk of getting burnt or trapped by the fire.

Heat + Oxygen + Fuel = FIRE

N.B. Trial Evacuations are to be conducted at 6 month intervals or 6 months from the previous evacuation (real or trial)

Tsunami

The following rules apply:

- The Ministry of Civil Defence and Emergency Management will issue a national warning on the television and radio.
- Move inland to high ground.
- Stay away from streams and rivers.
- Never go to the coast.

Volcanic Eruption

The following rules apply:

- Listen to the radio for information and advice.
- Conserve water and save in containers.
- Stay inside as much as possible.
- Wear a mask and goggles if you are going outside.
- If possible, keep clothes worn outside separate from clothes worn inside.
- Avoid basements and or confined spaces as gases can accumulate.
- If possible, keep the roof and guttering free of ash to avoid the roof collapsing under the weight.
- Unless necessary do not leave the building unless advised by Civil Defence Emergency Management officials.
- Turn your electricity and gas off at the mains.

Medical Emergency

The following rules apply:

- Do not move the injured/ill person unless they are in danger of further injury and you are not endangering yourself.
- Have someone get the first aider to attend to the injured/ill person.
- Call ambulance if required.

Earthquakes

The following rules apply:

- Store heavy items near or on the floor.
- Implement the recognized self-protection process of: **“Drop – Cover – Hold”**.
- Know how to turn off water, electricity and gas.
- Have adequate fire extinguishers for small fires.
- Have a survival kit.
- Treat injuries.
- If you are in a damaged building, try to get outside into an open safe place.

All staff and visitors MUST follow the instructions of the Emergency Wardens during an Evacuation

Emergency Personnel and Contacts

Safety Representatives		Fire Wardens	
Name	Area	Name	Area
	Management Representative		
	Staff Representative		
First Aiders		Other	
Name	Area	Name	Area
Emergency Locations			
Locations		Locations	
First Aid Kit			
First Aid Kit			
Evacuation Point			
Emergency Contacts			
Contacts		Contacts	
Civil Defence	Ph. _____ www.civildefence.govt.nz	WorkSafe NZ	0800 030 040 www.business.govt.nz/worksafe
EPA	0800 429 7827 www.epa.govt.nz	National poisons Centre	0800 764 766
Dial Out Prefix		Power Supplier	
Ambulance	111	Gas Supplier	
Police	111	Fire	111
Local or Regional Authority		Doctor	

Evacuation Checklist

Date of Evacuation: _____ Time of Evacuation: _____

Location: _____

1. Time taken to complete evacuation of the building?			
2. Was any person injured during the evacuation? (details below)	Yes	No	
3. Could the evacuation alarm be heard in all areas?	Yes	No	
4. Were all smoke and fire control doors closed?	Yes	No	
5. Were all permanent occupants and staff familiar with the procedure?	Yes	No	
6. Did all evacuation team members know their role?	Yes	No	
7. Did all occupants meet at the designated assembly point?	Yes	No	
8. Did person(s) with a disability understand their evacuation procedure?	Yes	No	N/A
9. Are all evacuation procedure notices in place?	Yes	No	
10. Are all exits clear and all doors able to open?	Yes	No	
11. Has firefighting equipment been serviced in the last 12 months?	Yes	No	
12. Did the person responsible know to make the call to the fire service using 111?	Yes	No	
13. Is a copy of the approved evacuation scheme available?	Yes	No	
14. Did all occupants evacuate safely, promptly and efficiently?	Yes	No	
15. Does the building have a current building warrant of fitness?	Yes	No	
Debriefing Actions		Completion Date	
Fire Wardens Present at Evacuation			
Supervisor	Signature		

If a 'dummy' call is to be made to switchboard/emergency services ensure they are aware this is a drill, and include an override code in case of real emergency.

Chemical Emergency Response

If the business holds varying quantities of chemicals and substances which are categorised as Hazardous Materials, you must have a procedure in place in case of a chemical spillage.

Chemical Spillage Procedure

- Assess the need to call emergency services (Fire, Ambulance). It is always better to call the emergency services - 111 - and not need them, than vice versa.
- Always consider your personal safety and the safety of others.
- Notify management and spill response staff as soon as possible.
- Have a plan of your site storm water and sewage drainage systems. Have a plan of the storm water system from your gate to the local stream, lake, etc. to enable a quick response to major spills.
- Refer to Safety Data Sheets (information for the correct absorbents, equipment, containers for waste and Personal Protective Equipment required).
- If necessary, evacuate staff and/or secure the area by cordoning off with rope or barrier.
- If it is safe, stop or reduce flow of spill using tools in the spill kit. This should consist of long handled brooms, bags of absorbent material (sawdust, kitty litter, etc.), and disposable plastic bags (heavy duty grade).
- PPE - Ensure the proper Personal Protective Equipment is worn by all personnel involved, during isolation, clean up and recovery, or disposal of the product.
- If an emergency cannot be handled safely by trained (company) personnel, dial 111 and ask for emergency services support e.g. Fire Service.
- If the spill is outside the building or has the potential to escape from the building, ensure the valve in the yard storm water sump is closed to avoid any discharge through storm water system to natural water sources e.g. stream, lake or sea.
- Never put this type of material out for council collection. Have a specialist company remove the waste (e.g. Chemwaste, Salter's, Nuplex, etc.).
- A spill of a chemical to an unbunded area could be a violation of the RMA, and should be reported to management, who will determine whether environmental authorities should be notified and can assist with corrective action.

Note: Any spill outside a banded area that contaminates soil or reaches the storm water system should be reported to the local Regional Authority Pollution Hotline, including any remedial action. This should be done within 24 hours.

Hazardous Substances

Techno Links New Zealand Ltd is committed to ensuring that in the case of hazardous substances, we minimise the risk of adverse effects caused by exposure in compliance with the Hazardous Substances and New Organisms Act 1996 (HSNO) and Regulations.

The definition of a hazardous substance is any substance that has one or more of the following intrinsic hazardous properties:

- Explosiveness.
- Flammability.
- Ability to oxidise (accelerate a fire).
- Human toxicity (acute or chronic).
- Corrosiveness (to human tissue or metal).
- Eco-toxicity (with or without bioaccumulation).
- Capacity, on contact with air or water, to develop one or more of the above properties.

Example of Hazardous Substances

- Solvents
- Paints
- Cleaners
- Resins
- Adhesives

Hazardous Substances

- Hazardous substances must have a Safety Data Sheet (SDS) or the equivalent, and these are to be kept near the hazardous substances for reference and so that they are available to emergency services, if required. A copy should also be kept near the front desk, so it can be accessed and removed for emergency services use in an emergency.
- A Hazardous Substances Register is required to be kept near the hazardous substances. A trained staff member must be assigned responsibility for each listed hazardous substance.
- All hazardous substances must be clearly labelled and stored to the manufacturer's instructions and/or as required by the appropriate legislation.
- Staff using/exposed to hazardous substances are required to be trained and supplied with information on the nature of the hazard, and the means of reducing or controlling any exposure to the hazardous substance.
- When disposing of hazardous substances, relevant information, authority, and/or consent must be sought from the supplier, manufacturer, or Regional or District Council.
- Where practical, always use a safer alternative.

For further information on hazardous substances refer to www.ermanz.govt.nz

Techno Links New Zealand Ltd

Contractors



Inducting Contractors or Sub-Contractors

In general, the HSWA regards all people working at a particular place or site to be the responsibility of the primary PCBU of that site, in reference to the health and safety on that site. This means there should be no distinction between staff, visitors or a person visiting that site for the purposes of their particular business; be they a cleaner, an air-conditioning repairman, or a computer system support technician. Their health and safety on this site is your responsibility.

In the HSWA, PCBUs are required to take all reasonably practicable steps to ensure the safety of all non-company people, while on site.

This section sets out the procedures which need to be completed by a PCBU, to ensure compliance with the above Act and Standard. Remember too that there is no point in just having a contractor sign the agreement on Page 5.2 if you are not going to then correctly induct them onto the site and regularly monitor and evaluate whether or not they have complied with the agreement that you have both signed.

When selecting contractors, their Health & Safety practices should be considered, as well as their ability, experience, qualifications, work history, costs, etc.

Contractors Acknowledgement

Prior to the commencement of any project on a Techno Links New Zealand Ltd site this form must be completed, signed and the criteria as stated below must be met. I/we will abide by and follow any health and safety management initiatives implemented by Techno Links New Zealand Ltd whilst working on the site.

When working on another site (e.g. Techno Links New Zealand Ltd is doing contract work), the Contractor/Sub-Contractor must be inducted to that site by the site Manager/Controller, so that they are made aware of any specific site hazards.

Definition of:

“**The Contractor**” is to include any of the contractor’s workers, sub-contractors or their subsequent workers.

“**Techno Links New Zealand Ltd**” being management, supervisor or a nominated representative.

Site			
1.	Submission to Techno Links New Zealand Ltd of your health and safety policy (reviewed and updated within 2 years) and/or any further relevant documentation showing hazard controls, task analysis, licences, certificates, etc. required to complete the contract.		
2.	The contractor will participate in the induction process of the site and be made aware of the hazards of the site and the personal protective equipment staff are required to wear.		
3.	Any sub-contractors (or subsequent sub-contractor’s workers) contracted to you have provided the appropriate documentation (as per point 1), and are to be inducted and will comply with the conditions noted in this document.		
4.	Any plant/equipment that you bring onto Techno Links New Zealand Ltd’s site shall meet safety and compliance requirements, be correctly maintained, and be suitable for the purpose it is to be used for, and may be inspected upon request.		
5.	The contractor understands their obligations under the Health & Safety at Work Act (2015) and will comply at all times while working on this contract.		
6.	Prior to commencement of work, the contractor will advise Techno Links New Zealand Ltd of any risks/ hazards which may be created during the contract (Task Analysis and Hazard Assessment Controls). If unexpected hazards are created Techno Links New Zealand Ltd will be informed immediately, so appropriate actions can be taken and documentation amended.		
7.	The contractor will not undertake any tasks or duties that will affect the safety of themselves or others, and work may be suspended if Techno Links New Zealand Ltd is not satisfied that all reasonably practicable steps are being taken.		
8.	Techno Links New Zealand Ltd shall audit the contractor’s health and safety performance periodically during the term of the contract.		
9.	The contractor will report to Techno Links New Zealand Ltd immediately if any incidents or Incidents occur.		
10.	The Contractor shall advise Techno Links New Zealand Ltd of any other emergency procedures that have been identified.		
11.	The contractor shall provide “Task Analysis or Job Safety Analysis” for all jobs they are going to carry out, as requested by Techno Links New Zealand Ltd or the Site Manager, and the contractor shall adhere to them.		
12.	The contract will be for the period of the job they are to do, commencing from the date the acknowledgement is signed below unless stated otherwise. Or for the term of the contract of working on external sites for Techno Links New Zealand Ltd		
Contractor		Company	Techno Links New Zealand Ltd
Name		Name	
Signed		Signed	
Date		Date	

Inducting Contractors

The following induction ensures that all contractors are made aware of risks/hazards on Techno Links New Zealand Ltd’s site. Once completed, it must be signed by the contractor to show that they are able to perform their required function with confidence and not endanger themselves or any other person.

In the case of contracting work on another site, the Contractor is to be inducted onto the site they are working on:

- A guided tour of the site or relevant work area must be given, along with clear instructions as to where their work area is.
- Introductions made to the site supervisor and safety representative who will be responsible for health and safety on the site.
- All areas that the contractor is required to work in or go to have been identified and all no-go areas have been explained. This includes toilets, lunchroom, and any other area that the employee may need to use.
- The contractor has been shown the hazards and knows how to identify hazards that are present on the site.
- Techno Links New Zealand Ltd’s emergency procedures and any site emergency procedures have been shown to the contractor.
- All safety/protective equipment required to be worn on site and any additional requirements needed have been explained.
- The location of the first aid kit has been identified, and Techno Links New Zealand Ltd’s procedures for reporting Incidents have been explained.
- The contractor has shown any relevant certificates etc. to show that they are appropriately licensed (where required), trained and capable of completing their tasks in a safe and competent manner.
- That the contractor while working on this site will comply with the HSWA and/or any relevant regulations.
- That any plant/equipment that the contractor brings onto Techno Links New Zealand Ltd’s site shall meet safety and compliance requirements, be correctly maintained, is suitable for the purpose it is to be used for, and may be inspected upon request.

I have been shown, had the opportunity to discuss and agree to comply with all of the areas listed above and have a clear understanding of all the points noted:

Contractor:		Site:	
Date	Name	Signature	Trainer Signature

Techno Links New Zealand Ltd

Induction



Workplace Induction

Whenever a person first begins working at this site, whether they be a new employee, an existing employee transferring to this site, a temporary person employed via an agency or a person working on the site as a specialist contract employee (long or fixed term), they must all be informed of the special nature of the site and of the particular function within the business. This section does not apply to those people who are working on site as part of their business skills e.g. a plumber making repairs in a bathroom. This is covered in the section entitled “Contractors”.

This task should generally be carried out by a current staff member to whom the new person would report to or work alongside. The HSWA requires that the PCBU ensures that all reasonably practicable steps are taken, to advise employees of any risks/hazards that exist or may be created in the workplace during the course of normal work activities, plus any special actions that must be taken in the event of an emergency.

The appropriate form on Page 6.2 must be used on every occasion a person begins work at this site for the first time.

These forms, when fully implemented, cover the requirements of the Health & Safety at Work Act (2015).

Inducting New Employees

The checklist below is a requirement for the induction of all new employees or existing employees transferring to this site. This is to ensure that all new employees are made aware of any risks/hazards they may incur, training that may be required and other information requested before starting in their new position. The employee is not to start work until the checklist has been completed, ticked off and signed by the trainer and employee. Training is to be done by the appropriate supervisor or appointed person.

In the case of working on another site (e.g. Techno Links New Zealand Ltd is doing contract work), the employee must be inducted to the site they are working on, to be made aware of specific risks/hazards by the Site Manager/Controller.

Site		
Checklist		Tick
A guided tour of the site has been given and introductions to area supervisors and relevant other staff members i.e. the person(s) who will be training them.		
All areas that the employee is required to work in or go to have been identified and all no-go areas have been explained. This includes toilets, lunchroom, and any other area that the employee may be required to use.		
The employee has read Techno Links New Zealand Ltd's health and safety systems hazards relevant to their area and has had the hazard identification process explained, and the actions to take.		
Techno Links New Zealand Ltd's emergency procedures have been shown to the new employee.		
All personal protective equipment (PPE) required to perform the job has been provided and an explanation has been given on when and where it must be worn. Also how and/or where to get more or replacement PPE as required.		
Incident and Injury reporting has been explained, and the names of Techno Links New Zealand Ltd's first aid trained staff have been given.		
The employee has been made aware of the work injury claims process and Techno Links New Zealand Ltd's rehabilitation responsibilities and procedures.		
The safety meetings process and frequency has been explained and the employee has been introduced to the relevant site safety representatives.		
It has been explained that if they have any health and safety concerns, they can discuss it with either their supervisor or safety representatives.		
Arrangements have been made to provide training for the staff member, until such a time that the trainer is confident that the employee can perform the task in a safe and competent manner.		
The employee has read Techno Links New Zealand Ltd's policy statement and has been made aware of the PCBU and employee responsibilities.		
The Employee has provided any certificates, licences etc. pertinent to the job he/she is required to do and these have been added to training renewals/reviews (page 7.2).		
The Employee has been added to the training chart (page 7.4) and will be reviewed and updated as required.		

I have received training in all of the above areas and have a clear understanding of all of the points noted.

Employee		Trainer	
Signed		Signed	
Date		Date	

Techno Links New Zealand Ltd

Training



Training

Effective training is a crucial component of any successful business and part of that effectiveness is recording that training. These records, when fully implemented, cover the requirements of the HSWA.

There are two types of training that should be recorded by any PCBU. The first is that of job competency, the other is of training that is associated with an employee's role but may not directly be part of their daily work.

Associated Training

These are the records of training undertaken by staff members that, while not directly having an effect on the ability of the staff member to do their particular job, may in part be a requirement of the role. An example of this may be an electrician doing a first aid course, as it is a requirement of Electrical Registration.

Other training would be, but is certainly not limited to; Site Safe, Working at Heights, Health and Safety Representative or Workplace First Aid.

We recommend the use of the form found on Page 7.2.

External trainers are to be selected via skill level, experience, competency, responsibility and relevant qualifications where applicable. These can be found on page 7.3.

Job Competency

This is the record of training that directly relates to the ability of a particular employee to perform their role, as defined in their job description e.g. fitter/welder or accountant. These records must also show the level to which the employee has been trained, in terms of whether they require supervision, are capable of working unsupervised, or are perhaps suitably experienced or qualified to be a staff trainer.

Internal trainers are to be selected via skill level, experience, competency, responsibility and relevant qualifications, where applicable.

The form we recommend for these records can be found on Page 7.4. This format allows for the recording of an employee's development as their skill level grows.

"More sweat in training, less blood in battle"

Techno Links New Zealand Ltd

Inspections

Inspections

Regular inspections of the workplace are an integral part of the process, to ensure workplace safety. The HSWA requires all PCBUs to regularly assess all risks/hazards and determine whether or not they are (still) a significant hazard. As the word “Regularly” is used, it infers that there must be more than one initial inspection, and so ongoing inspections must be carried out.

These inspections will cover the general workplace appearance, risks/hazards (including vehicles, equipment, maintenance and other workplace procedures which involve significant hazards) and the completion of procedures. They will include among other topics; incident reporting, safety meetings, emergency procedure drills and the various forms of training and licensing.

The inspection process (page 8.2) is to be carried out at a maximum of six monthly intervals or sooner if there is a significant change to the workplace. These inspections will be carried out by an IBSL consultant or a suitably trained safety or management representative, in order to minimise the potential of risks/hazards new or existing being ignored because “they are always there.” That being said however, it does not mean that issues that affect health and safety should wait until the next meeting or inspection before being corrected.

Note: When working on other’s sites, an inspection is to be done prior to commencement of the contract, and then completed weekly.

It is also worth considering that this process is also a way of showing how well you and your employees are performing in this important business process.

The importance of regular maintenance and servicing of machinery and equipment also cannot be overestimated, in order to have safe and efficient equipment at your disposal. The form on page 8.4 can be used to keep track of these events.

Techno Links New Zealand Ltd

Miscellaneous Forms

NOTIFICATION OF PARTICULAR HAZARDOUS WORK

Use this form to notify WorkSafe New Zealand of particular hazardous work, under reg 26 of the Health and Safety Regulations 1995.



Did you know you can save time by completing this form online, [click here](#)

Work start and completion dates

Intended start date:	Estimated duration:
----------------------	---------------------

Location of work:

Physical address:	
Town/city:	Postcode:
Main access road:	
Location (provide directions on access as needed):	

Particular hazardous work details

Nature of particular hazardous work (tick all that apply):
<input type="checkbox"/> Logging or tree felling undertaken for commercial purposes.
<input type="checkbox"/> Construction work with a risk of falling 5 Metres or more. <i>(See the last page of this form for exclusions)</i>
<input type="checkbox"/> Erecting or dismantling scaffolding with a risk falling 5 metres or more.
<input type="checkbox"/> Use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more. <i>(See the last page of this form for exclusions)</i>
<input type="checkbox"/> Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top.
<input type="checkbox"/> Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead.
<input type="checkbox"/> Work involving the use of explosives, or storage of explosives for use.
<input type="checkbox"/> Work that in which a person breathes compressed air, or respiratory medium other than air (not diving)
<input type="checkbox"/> Work that in which a person breathes compressed air, or respiratory medium other than air (diving)

NOTIFICATION OF PARTICULAR HAZARDOUS WORK

Description of work:

Provide a description of the particular hazardous work being carried out:

Control of work:

What is the status of your business in relation to this work?

Principal (engaging a contractor or sub-contractor to do the work) PCBU (using own employees to do the work)

If an employer, are you a contractor engaged by a principal to do the work?

Yes No

Contact details:

Legal entity name:
(the name that is used on legal documents)

Trading name:
(if different to legal name)

Industry:
(See the last page of this form for a list of industry options)

New Zealand Business Number (NZBN):
(if applicable)

Business address:

Town/city: Postcode:

Name of contact:
(first name, last name)

Phone number: Mobile number:

Email:

Certificate of competence:

This section only applies for work involving one of the following:

- Scaffolding (all kinds)
- Use of explosives
- Work in, or breathing, compressed air or air substitute (diving)
- Restricted work involving asbestos

Certificate holder: Certificate number:

Certificate expiry date: Mobile number:

NOTIFICATION OF PARTICULAR HAZARDOUS WORK

Declaration

I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name: (first name, last name)	Date:
Phone number:	Mobile number:
Email:	
<i>Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification</i>	

Where to send your completed form

Please complete this form online if possible. The online version of the form can be found [here](#).

If completing this form online is not practical you may print it and post it to:

The Registrar
WorkSafe New Zealand
PO Box 105-146
Auckland 1143

Exclusions

Construction work with a risk of falling 5 Metres or more. Excludes:

- work in connection with a residential building up to and including 2 full storeys,
- work on overhead telecommunications lines and overhead electric power lines,
- work carried out from a ladder only, or
- maintenance and repair work of a minor or routine nature.

Use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more. Excludes:

- work using an excavator,
- work a fork-lift, or
- work using a self-propelled mobile crane.

Industry options

Use these options to complete the industry question, under contact details on page 2 (select one)

- Accommodation and food services
- Administration and support services
- Agriculture
- Arts and recreation services
- Construction
- Education and training
- Electricity, gas, water and waste services
- Financial and insurance services
- Fishing
- Forestry
- Health care and social assistance
- Information media and telecommunications
- Manufacturing
- Mining — Minerals
- Mining — Other services
- Mining — Petroleum
- Not elsewhere included
- Other services
- Professional, scientific and technical services
- Public administration and safety
- Rental, hiring and real estate services
- Retail trade
- Transport, postal and warehousing
- Wholesale trade

Techno Links New Zealand Ltd

Hazards

Hazard Identification, Assessment and Management

Techno Links New Zealand Ltd is committed to the identifying, understanding and controlling risks/hazards in the workplace, including the active management of any existing hazards and hazards associated with any new or modified equipment, materials or work processes. This is to be done with the aid of relevant/affected staff, management, suppliers of equipment and contractors (where applicable). Where specialist advice is necessary, they will be contacted to aid in the process (e.g. noise level monitoring, hazardous substance management). With the aid of the relevant aforementioned people, significant hazards are to be controlled and the process to either Eliminate or Minimise the hazard is to be actioned.

The definition of a significant hazard in Section 184 of the Health & Safety at Work Act is:

Significant hazard means a hazard that is an actual or a potential cause or source of—

- (a) death; or
- (b) notifiable injury or illness the severity of whose effects on any person depends (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- (c) notifiable injury or illness that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

Health and Safety at Work Act 2015 Part 4, s184 ss3

Defined under the Interpretations section (Subpart 3) of the Health & Safety at Work Act is:

Hazard includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour)

Health and Safety at Work Act 2015 Part 1, s16

The hazard's significance is calculated by considering the likelihood of the incident occurring and the severity of the possible resulting injury, as illustrated by the formula on page 10.6

Risk/Hazard ID Reporting Form

Hazard Report Source		
Name of Hazard:		
Location of Hazard:		
Description of Hazard:		
Recommendation:		
Reported by	Signature	Date

Risk Rating (Refer to table page 10.6)		
Hazard (Likelihood)	Injury (Consequences)	Risk

Manager, Supervisor or Health and Safety Coordinator Action Plan		
Brief Detail of Action Required:	Date	Signature
Health Monitoring Required (Y/N): (If the answer is yes, add to page 10.5 Health Monitoring)		
Hazard Register Updated (Y/N):	Section:	Number:
Approved by (Senior Manager)	Signature	Date

Standard Operating Procedure (SOP)

Process/Machine							
Purpose of Machine/Process							
Licence, Certification or Training required							
Hazards							
Preparation Check							
Procedure							
In Case of Emergency or Breakdown							
Persons Trained and Permitted for Process/Machine Use							
Name	Signature	Name	Signature				
Personal Protective Equipment Required (Cross out any that are not applicable)							
 Gloves	 Hearing Protection	 Safety Boots	 Welding Mask	 Mask	 Overalls	 Eye Protection	Other:
Authorised By		Signature		Date			

Job Safety Analysis

Job/Operation:		Location:	
Sequence of Steps List the steps required to complete the job. (including travel to site)	Potential Significant Hazards List the potential SIGNIFICANT hazards that could can cause harm	Risk Level Refer to Chart Page 10.6	Hazard Control Method List the control methods required to ELIMINATE or MINIMISE each SIGNIFICANT hazard
Personnel Involved			
Completed by		Approved by	
Company		Company	
Position		Position	
Signature		Signature	

Health Monitoring

Utilise the Health Monitoring Checklist to determine if employees have been exposed to risks/hazards which may require health monitoring. If they have been exposed to this hazard, then they must undergo an annual or bi-annual medical assessment. This may include:

1. Noise levels above 85 dB (A); and
2. This can also include exposure to chemicals, sprays solvents, etc.

Monitoring should also be performed at times of initial employment, post-critical event or at the time of an employee leaving Techno Links New Zealand Ltd. (See page 6.4).

In the event of any test producing sub-optimal standards then that employee shall be referred to their G.P. In the event that the G.P. refers the employee to a specialist, then the PCBU shall determine from the specialist's report whether further action is required i.e. review of the hazard responsible for the sub-optimal result and/or if WorkSafe NZ is required to be consulted.

Fill in the checklist below, to determine if health monitoring is required:

Health Monitoring Checklist

Hazard	Uses/Task	Testing Required	Requires Monitoring	Monitoring Type
Chemical/Material Hazards	Substances (solvents and fumes)	Equipment Used		
Physical hazards	Tasks that will expose you to the hazard			
Noise above 85 dB(A) (example)	Process or equipment whereas noise is generated at a constant above 85 dB	Decibel meter attached to a staff member over an 8-hour period	Yes	Hearing testing
Biological hazards	Tasks that will expose you to the hazard			

Understanding the Hazards/Risk Rating

Risk Rating Matrix

The hazard's Risk Factor is calculated by considering the Likelihood of the incident occurring and the Consequences of the possible resulting injury. For example, if something is Likely to happen and the Consequences are considered to be Moderate, then the Risk Factor is High.

Likelihood/Consequences	Negligible	Minor	Moderate	Significant	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

Risk Rating Chart Explanation

The Consequences of a potential hazard are rated from Negligible to Severe.

The Likelihood of a potential hazard occurring is rated from Rare to Almost Certain.

Consequences	How severely could someone be hurt?
Severe	Death or permanent disability
Significant	Serious injury, hospital treatment required
Moderate	Injury requiring medical treatment and some lost time
Minor	Minor injury, first aid only required
Negligible	Unlikely to result in an injury

Likelihood	How likely are the consequences?
Almost Certain	High Probability of an incident
Likely	Likely Probability of an Incident
Possible	Possible Probability of an Incident
Unlikely	Unlikely Probability of an Incident
Rare	Rare Probability of an Incident

Actions Required

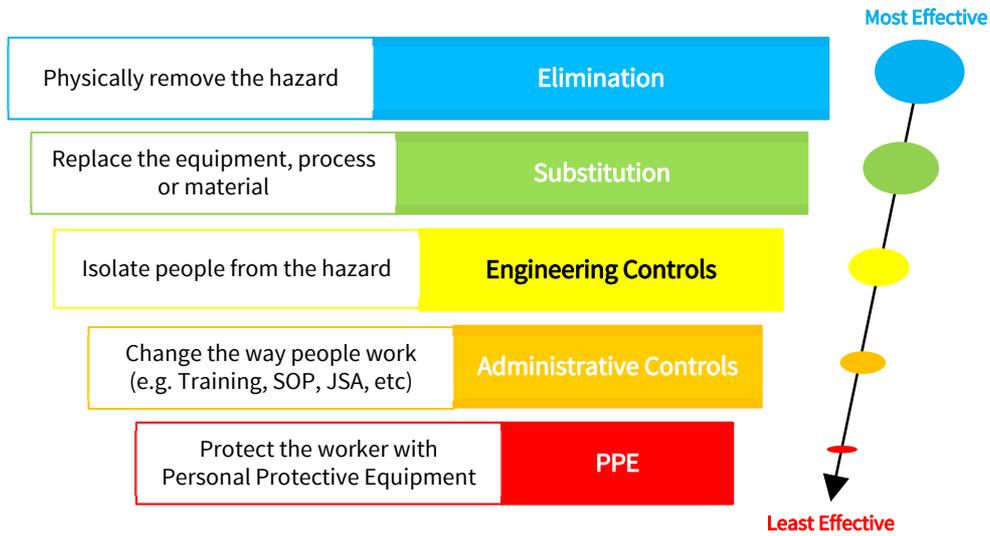
Once the significance of the hazard and the appropriate controls have been assessed, the level of required action can be ascertained. This ranges from Extreme (immediate action required) through to Low (action required within a reasonable timeframe).

Risk Factor	Required Action
Extreme	Immediate action needed. Access to the hazard should be restricted until the risk can be lowered to an acceptable level. Short term action may be required, to lower the risk level. Medium and long term plans are to control the risk to as low risk as reasonably practicable, using the Hierarchy of Controls.
High	Action needed quickly (within 1-2 days). The task should not proceed unless the risk is assessed and control options selected, based on the Hierarchy of Controls.
Moderate	Action required this week to eliminate or minimise the risk, using the Hierarchy of Controls.
Low	Action required within a reasonable timeframe (2-4 weeks) to eliminate or minimise the risk, using the Hierarchy of Controls.

Controlling the Hazard

The hierarchy of controls ranges from the most effective Elimination (removing the hazard), through Substitution (replacing the hazard), Engineering Controls (isolating people), Administrative Controls (changing work habits), to the least effective PPE (protecting people).

Hierarchy of Controls



Techno Links New Zealand Ltd

Significant Hazard Register

General Hazards

General Index

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Risk	Controlling the Hazard				
1 Alcohol, Drugs or Medication					
High			Elimination	Administrative	
<ul style="list-style-type: none"> Alcohol of any type must not be consumed on the premises unless it is a Company approved function. If you are over the legal driving alcohol limit you must find an alternative means of getting home. If you are on prescribed medication which may affect your performance, you must inform management of this fact before you begin work. Any employee who causes an accident injuring another person as a result of drugs or alcohol will be instantly dismissed and could face serious prosecution under the Health & Safety Act. Drug testing may be required on various sites. Refer to the Drug and Alcohol section of the H&S policy and testing for further information (section 1). 					
2 Allergies					
Moderate			Administrative	PPE	
<ul style="list-style-type: none"> If you suffer from allergies, then you must make management aware of this, before you undertake any work which may create an allergic reaction. Should your allergy be severe enough to require medication or similar, always have it available e.g. Asthma inhaler for asthma, antihistamines for bee stings etc. 					
3 Amenities					
Moderate				Administrative	
<ul style="list-style-type: none"> Toilets must be clean and well serviced at all times. Lunchrooms are to be clean, tidy and hygienic at all times. If any amenities are unclean or not hygienic, contact the appropriate person. 					
4 Broken Glass					
High				Elimination	
<ul style="list-style-type: none"> Clean up broken glass immediately. Large pieces may be picked up by hand if this can be done safely and without cutting the person. The remainder should be swept up with a brush and pan. Dispose of glass in the correct recycling container. 					
5 Changing Attachments on Tools or Equipment					
Moderate			Engineering	Administrative	
<ul style="list-style-type: none"> When changing attachments on tools or equipment unplug the tool completely. Never replace with an attachment not designed for the tool. Do not leave a tool without the attachment change not completed, as someone may use it not realising this and be injured. On machinery (generally bigger fixed machinery) where the process may take a period of time, follow the "Lock Out" procedure if you have to leave an uncompleted change. 					
6 Chemicals, Sprays, Paints, Poisons and Solvents					
High		Substitution	Engineering	Administrative	PPE
<ul style="list-style-type: none"> All chemicals etc. must be kept in correctly marked, well-sealed containers. If you find Chemicals, Poisons, Paints, Sprays or Solvents in your work area inform the site supervisor and have them removed. If you need to use Chemicals, Poisons, Paints, Sprays or Solvents: <ul style="list-style-type: none"> Wear the appropriate safety protective clothing, masks etc. as recommended by labelling on the product and on the information provided. Have Safety Data Sheets (SDS) available at all times. Ensure that there is sufficient ventilation and no ignition points. If you interact with a substance you don't recognise, inform your supervisor immediately. Do not allow oils, chemicals and fuels to run away into drains or waterways. Chemicals are to be stored as per HAZNO regulations. <p>For further information on hazardous substances refer to: http://www.hazardoussubstances.govt.nz/media/13982/epa_your_practical_guide_2.pdf.</p>					

Risk		Controlling the Hazard	
7 Children in the Workplace			
Extreme		Elimination	Engineering
<ul style="list-style-type: none"> For their own safety, children must be supervised at all times while on site or be in a child approved area. Do not allow children to play with, or climb on, desks or equipment. Children ARE NOT permitted in any High Hazard areas. Always be aware of children and if they enter a work area which may be hazardous and could cause injury to themselves or others, stop what you are doing and ask them to leave, or ask their parents to remove them from the area. 			
8 Company Vehicles			
High		Engineering	Administrative
<ul style="list-style-type: none"> Only drive company vehicles you are familiar with and are licensed and/or certified to drive. Ensure that the vehicle is in good order, and is registered and warranted. Always wear a safety belt. Vehicles should be equipped with a current first aid kit and a fire extinguisher. Keep the vehicle tidy at all times. Ensure everything is secure so should heavy braking or an accident occur, tools, materials and other items will not be thrown around the vehicle and injure any occupants. Do not carry loose articles in the cabs of vehicles, as they could jam the pedals of the clutch, brake or accelerator and distract the driver, causing an accident. Never drive a company vehicle after drinking alcohol, taking drugs or prescription medication that could affect your ability to drive. If driving long distances, take regular breaks and if you feel tired, pull over. For further information, refer to http://www.nzta.govt.nz/resources/your-safe-driving-policy/4.html. Do not use a cell phone while driving unless your vehicle is equipped with a hands free kit, or you have an ear piece or similar. Otherwise, pull over and ring the person back when it is safe to do so. Only authorised personnel approved by management are permitted in company vehicles. Pets are not permitted in company vehicles. 			
9 Contractors, Subcontractors			
High		Engineering	Administrative
<ul style="list-style-type: none"> All contractors are to be inducted and made aware of the hazards on the site. Ensure all contractors are inducted with the appropriate forms from section 5 of this policy. Stay away from contractor's work areas and equipment. Do not alter or interfere with any work done by a contractor. Do not assist a contractor in their work, unless it is part of your job description and you're trained to. 			
10 Dehydration			
Moderate			Administrative
<ul style="list-style-type: none"> Keep well hydrated when working during warmer months of the year. Dehydration causes fatigue and can impair judgement, especially when operating machinery. If you feel thirsty, you are already becoming dehydrated. Water is the best. 			
11 Dust			
Moderate	Low	Engineering	PPE
<ul style="list-style-type: none"> Keep your work area as clean as possible to eliminate dust build-up and keep dust levels to a minimum. You should always wear dust masks in any area where dust is a problem. If the dust is affecting you, then you should inform your supervisor immediately. 			

Risk	Controlling the Hazard			
12 Electrical Equipment				
High	Elimination	Substitution	Administrative	
<ul style="list-style-type: none"> Do not use portable electric equipment if there is a chance that the equipment itself could become dangerously wet. Use RCDs (Residual Current Devices) wherever practicable when using mains powered equipment. Do not attempt to repair any faulty equipment yourself. If the leads of the equipment become damaged, DO NOT use the equipment until after it has been repaired. Never pull the plug out from the socket by pulling on the cord. All portable electric equipment must be checked and certified in accordance with AS/NZS 3760. Do not unplug any equipment while you have wet hands. Dry your hands first. Turn switch off before unplugging. 				
13 Equipment Maintenance and Servicing				
High	Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none"> All equipment and machinery must be serviced and maintained according to the manufacturer's instructions or in accordance with Techno Links New Zealand Ltd's own maintenance schedule. The maintenance schedule/report must be completed by a designated person on completion of each service. All new equipment must be added to the maintenance schedule within one month of being installed/commissioned. If you discover any equipment or machinery that has not been serviced or has been serviced incorrectly, report this to your supervisor. 				
14 Eye Damage				
Moderate				PPE
<ul style="list-style-type: none"> Wear safety glasses when using machinery, equipment or if you are engaged in a process where something could come in contact with your eyes. If dust is a problem, then wear eye protection. 				
15 Faulty Machinery/Equipment				
High	Elimination	Substitution	Administrative	
<ul style="list-style-type: none"> If the equipment or tool you are using is faulty or not operating correctly, you must stop using it and advise your supervisor. Do not attempt to repair the fault unless you have been trained to do so. Follow "lock out" procedure. 				
16 Fire Fighting Equipment and Exits				
Moderate		Elimination	Administrative	
<ul style="list-style-type: none"> Make sure that fire exits are clear and accessible at all times. If you see anything blocking a fire exit, extinguisher or hose reel remove it immediately. Ensure that all fire extinguishers and hose reels are visible and accessible at all times. Never use extinguishers or hose reels as hangers or hooks to place other items on. 				
17 Flammable Substances				
Moderate	Elimination	Engineering	Administrative	
<ul style="list-style-type: none"> Keep flammable materials or substances away from exits and entrances. Never store any flammable items where they may be at risk of catching fire. Use appropriate storage containers as required by the Hazardous Goods (HSNO) regulations, giving consideration to the type and quantity of products held on premises. 				
18 Foot Injuries				
Moderate				PPE
<ul style="list-style-type: none"> You must wear the appropriate safety footwear when on site, or if required on any site you visit. This includes contractors or visitors, where applicable. 				

Risk	Controlling the Hazard		
19 General Public and Visitors			
High	Engineering	Administrative	PPE
<ul style="list-style-type: none"> All visitors who are visiting a specific staff member are to sign the Visitors Book on arrival and sign out when leaving, where applicable. The general public are not allowed in the work area. If you see anyone you do not know in the workplace, ask them to leave. 			
20 Ladders			
High		Substitution	Administrative
<ul style="list-style-type: none"> Only use ladders as they are designed to be used. All ladders shall be set up on a firm level surface, unless a secure method is used to ensure an even distribution of weight between the stiles. In the case of a step ladder, this includes the back frame. All “A-frame” ladders must lock across the two uprights. Only industrial approved ladders are permitted to be used on site. All ladders must meet NZS 5233: 1986 or NZS 3609: 1978. Ensure that the feet of the ladder are placed on clear, level ground and that it is placed so that it cannot slip or topple. Leaning ladders should always be approximately 1/4 of the height of the ladder away from the wall. Never climb any ladder unless you feel completely safe doing so. Leaning ladders must be tied and secured at the top if the operator is working above three metres. Before using any ladder, ask yourself: <ul style="list-style-type: none"> Is using a ladder the safest and best work method for the job? Is the ladder in good condition and suitable for the type and height of work? While using a ladder: <ul style="list-style-type: none"> Do not carry a load that will prevent both hands from being able to hold or grab the rungs. Do not over-reach – the waist should always remain within the confines of the stiles. Unless there is a secure handhold, do not stand on a rung or step that is closer than 0.9 metres from the top of the ladder or steps, while working. Always ensure that all loose tools or other items have been removed from the steps or rungs before moving the ladder. Where the ladder encroaches onto a passage or roadway, place cones or barricades around the base. Ladders shall be withdrawn from service immediately on suspicion of any structural damage such as: <ul style="list-style-type: none"> Bent or twisted stiles; Loose, bent, worn, or split rungs or steps; Loose, bent or disconnected braces between steps and stiles or back frame; Damaged or missing locking bars; Missing rivets or non-slip feet. 			
21 Locking Out Machinery/Equipment			
High	Engineering	Administrative	PPE
<ul style="list-style-type: none"> If a machine or equipment has to be stopped for service or repair it must be “locked out”. The machine should be prevented from starting e.g. unplugged or physically prevented from being activated and a lockout tag or the like placed on it. 			
22 Manual Handling			
Moderate		Elimination	Administrative
<ul style="list-style-type: none"> Lift by keeping your back straight and bending your knees, reduce twisting from side to side. Do not lift anything that is too heavy for you and could cause you an injury. If something is too heavy use a mechanical lifting device if available, or ask for assistance. 			
23 Microwave Oven			
Low		Elimination	Administrative
<ul style="list-style-type: none"> Do not use metallic utensils or containers in a microwave. Use only microwave approved utensils and containers. 			

Risk		Controlling the Hazard			
24	Noise				
High		Elimination	Substitution	Engineering	Administrative
					PPE
	<ul style="list-style-type: none"> Loud and/or long term moderate noise can cause hearing loss. As a guide if you cannot hold a conversation at normal levels with someone 600mm away you should be wearing hearing protection. If after using hearing protection you can still hear a lot of noise, you should wear a higher rated grade. Avoid exposure to excessive noise whenever possible, otherwise wear hearing protection. 				
25	OOS/RSI				
Moderate		Elimination	Substitution	Engineering	Administrative
	<ul style="list-style-type: none"> OOS (Occupational Overuse Syndrome) or RSI (Repetitive Strain Injury). Do not continue doing the same activity if you are suffering from any pain or discomfort. Have a change of work after 40 minutes of repetitive activity, or at any time if you are uncomfortable with the work you are doing. Set yourself up in a comfortable position if doing repetitive work. Take micro breaks and do the exercises in the office module (pages 8-9). If you find yourself showing signs of OOS/RSI report it to the H&S Officer. 				
26	Pathways, Stairwells and Exits				
Moderate				Elimination	Administrative
	<ul style="list-style-type: none"> Pathways, stairwells and exits are to be kept clear at all times. Never leave items on stairways or in pathways as it will create a trip hazard to other people using them. Be constantly alert for stock, goods, materials, rubbish and other items which may be blocking walkways and remove them from the area. Handrails on staircases must be sturdy and able to support the people who use them. Always be cautious when carrying items up or down stairways, take care that you can see where you are walking. Do not speak to others when using the stairs, as they may turn and fall. 				
27	Power Leads				
High		Elimination	Substitution	Engineering	Administrative
	<ul style="list-style-type: none"> Ensure that all power leads are in good condition, without nicks or exposed wires. Always use an RCD if the main power supply does not have an RCD or isolation switch built into it. Avoid trailing power leads across the floor of the working area, where they may create a trip hazard. Leads in workshops, factory environments or similar are to be tested biannually and office environments every two years. All electric leads, tools and equipment used on construction, demolition or similar sites must be checked before use and tagged every 3 months. As per AS/NZS 3760. Refer for further information to http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/fact-sheet-electrical-safety-on-construction-and-demolition-sites/factsheet-electrical-safety-construction-demolition-sites.pdf. 				
28	Practical Jokes in the Workplace				
Extreme				Elimination	Administrative
	<ul style="list-style-type: none"> Practical jokes that could cause injury are forbidden and could result in immediate dismissal. If as a result of a practical joke a fellow employee is injured, it is very likely you could also be faced with a prosecution from WORKSAFE NZ. 				
29	Retractable Blades/Box Cutters				
Moderate				Engineering	Administrative
	<ul style="list-style-type: none"> Never carry a box cutter or similar without retracting the blade. Always retract the blade as soon as you have finished an action. When cutting, don't put any part of your body in front of the blade i.e. stand to the side. Use caution at all times, when using retractable blades. 				

Risk	Controlling the Hazard		
30 Rushing Jobs			
High	Elimination	Administrative	
<ul style="list-style-type: none"> Employees must never be pressured into rushing a task that could compromise their health & safety. Always allow time for the task to be completed in a safe manner. A rushed task causing injury will take far longer in the end than a task done at a safe speed. 			
31 Skin Cancer (Working Outside)			
High	Elimination	Administrative	PPE
<ul style="list-style-type: none"> Melanoma can be caused by the sun's ultraviolet rays. Protect yourself from sunburn. Seek jobs in the shade during the middle of the day and early afternoons (11am-3pm) when possible. Wear clothing such as hats, long-sleeved shirts and long pants to protect your skin. Sunglasses should be worn to protect your eyes from the sun. Take special care on windy and cloudy days. Although you remain cool, you can still burn. Consult your doctor if a freckly spot or mole changes shape, colour or size. Use a broad-spectrum high level (30+) sunscreen on any skin that is not protected with clothing. 			
32 Slippery/Wet Floors			
Moderate	Elimination	Administrative	
<ul style="list-style-type: none"> Slippery floors and spillages need to be cleaned up immediately, whenever possible. Otherwise put up a sign or tape off the area until the spillage can be dealt with. Install non-slip or anti-fatigue matting to improve staff safety and comfort where practicable, or provide specialised footwear where necessary. 			
33 Stress and Fatigue			
High	Elimination	Substitution	Administrative
<ul style="list-style-type: none"> Stress and fatigue can be caused by time pressures, issues at home, long hours etc. If you are feeling stressed, talk to the Health and Safety Officer or management. Do not ignore it. You can also refer to for further information on managing stress & fatigue: http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/healthy-work-managing-stress-and-fatigue-in-the-workplace. 			
34 Training			
Extreme			Administrative
<ul style="list-style-type: none"> Do not do any task that you are not trained or authorised to do. If you are asked to do a task or use a piece of equipment that you are not familiar with, inform your supervisor and get training before usage. Do not be shy to ask for training, or if you are unsure about something ask your supervisor or a colleague. It is better to ask and get training than pretend you know how to do a task and end up injured. 			
35 Trip Hazards			
Moderate		Elimination	
<ul style="list-style-type: none"> Keep bins, mats, power leads and other items that can create trip hazards out of foot traffic areas. Keep items off the ground where possible, or stack them in an area that won't create a direct hazard. If you see something that could be a trip hazard, remove it. 			
36 Unfamiliar Sites			
High		Administrative	PPE
<ul style="list-style-type: none"> Unfamiliar sites could have a variety of hazards you are not familiar with, so be cautious. Report to the person in charge, to be inducted and made aware of hazards or conditions you may encounter and should know about. Follow all on site instructions about hazards. If you are uncomfortable with a situation or task you are to perform on the site, contact your supervisor before proceeding any further. 			

Risk	Controlling the Hazard				
37 Vehicles and Machinery on Site (Commercial)					
High		Engineering	Administrative	PPE	
<ul style="list-style-type: none"> On sites with commercial vehicles, forklifts and machinery you should wear a safety vest to increase your visibility. Always stay away from any areas where vehicle being loaded or unloaded, or machinery is working, unless it is necessary to be there. If you are required to enter an area where forklift trucks or machinery are operating you must wear a fluoro jacket, shirt, or vest of some sort. The object is to raise the level of awareness of both forklift truck drivers and people walking near them. Be cautious of vehicles/machinery on site. If you are required to approach a vehicle on site do it in a manner so you can be clearly seen approaching. 					
38 Vehicles on Site					
High		Engineering	Administrative	PPE	
<ul style="list-style-type: none"> Always stay away from any areas where vehicle being loaded or unloaded unless it is necessary to be there. If you are required to approach a vehicle on site do it in a manner so you can be clearly seen approaching. In the carpark area always be aware of vehicles backing out and also driving forwards as often the driver is looking for a car park and not looking ahead. Stay on the footpath and use the designated crossing areas whenever practicable. 					
39 Weather Conditions					
High		Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none"> Do not try to work at heights exposed to the elements, if there is any concern about your safety. If weather conditions become an issue while working, secure any material and leave the area until conditions become favourable. Always be aware of wind when working in an exposed position. Do not endanger yourself. If weather conditions are of concern, find a safe environment to work in. 					
40 Working Alone and at Night					
High		Elimination	Engineering	Administrative	
<ul style="list-style-type: none"> If you are working alone after standard work hours, do welfare checks at least hourly or as required. Do not use any machinery or equipment which could put yourself at risk of injury. Always have a torch available and be made aware of light switches and lighting. Avoid going in to unlit areas whenever possible. 					
41 Working at Heights (General)					
High			Engineering	PPE	
<ul style="list-style-type: none"> When working at any height over 3.0 metres a safety harness must be worn if there is no other restraint barrier such as a safety rail. Never work above any height if you are not comfortable in doing so. Do not work at height in any conditions that may cause an accident, such as wet weather or high winds. 					
42 Work Left in an Unsafe Condition					
High			Elimination	Engineering	
<ul style="list-style-type: none"> Ensure your work is left in safe condition whenever possible or put up signage, tape/barriers, etc to protect and warn people of the hazard. Ensure all work is stable and cannot be affected by adverse weather, or injure any other person. 					

Risk	Controlling the Hazard
43 Work Place Aggression/Harassment	
Moderate	Elimination Engineering Administrative
<ul style="list-style-type: none"> • If confronted by an aggressive person, be polite and leave the area. • Report events of aggression or harassment to your supervisor and avoid physical confrontation. • Make a record of specific events which you feel are inappropriate. Include the date, time and place and who was present, what was said, how you felt, how you responded, and what other people said and did. • If a workmate/manager's ongoing behaviour makes you feel uncomfortable, stressed or threatened and you are unable to change this situation yourself, speak to someone senior about the issue. • Your Health and Safety Coordinator or a union rep are other useful sources of support and information. 	

Techno Links New Zealand Ltd

Significant Hazard Register

Office Hazards

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Risk	Controlling the Hazard				
1 Air Conditioning					
Low		Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none"> • Ensure that the air conditioning is working correctly and that you have good, clean fresh air. • Be aware that air conditioning filters must be cleaned and sanitised on a regular basis, as there can be large amounts of bacterial build-up. 					
2 Aggravated Robbery					
Extreme				Engineering	Administrative
<ul style="list-style-type: none"> • If confronted by an armed robber demanding money, do not argue with them. • Give them what they require and do not antagonise them in any way. • Always be security conscious when handling cash. • Try to remain calm and comply with their instructions. • Take extra care when cashing up, or any activity where cash is openly available. • Keep all doors well secured when on your own, or with restricted staff numbers. • As soon as it is safe to do so, call the Police on 111. • Obtain a copy of the WorkSafe NZ 'Guidelines for the safety of staff from the threat of robbery' booklet and implement the procedures. 					
3 Computer Workstations					
Moderate				Substitution	Administrative
<ul style="list-style-type: none"> • A poorly set out workstation and posture can, over a period of time, create an OOS problem. • Follow the recommendations in the "Pocket Ergonomist". http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/pocket-ergonomist-keyboard-clerical-or-industrial-retail-1. • Report any feeling of discomfort or pain experienced while at your workstation. 					
4 Displays and Showcases					
Low		Elimination	Substitution	Engineering	Administrative
<ul style="list-style-type: none"> • Arrange displays and showcases in a safe manner which does not create a hazard. • Ensure that they are stable and well secured to prevent falling over even if they are moved or climbed on by a customer or child. • Allow sufficient area around or beside a display to allow a walkway, away from passageways or walk areas. • Check that no display could cause injury to either customers or employees. 					
5 Drawers in Work Area					
Low					Elimination
<ul style="list-style-type: none"> • Do not leave bar drawers open and unattended. • Always close fully after use. 					
6 Entering the High Hazard Areas					
High			Engineering	Administrative	PPE
<ul style="list-style-type: none"> • If you are entering a high hazard area and it is not your work area, you must follow the following requirements. <ul style="list-style-type: none"> ○ Stay within the lines. ○ Do not go near or touch any equipment you are not trained or familiar with. ○ Wear the required Personal Protective Equipment. 					

Risk	Controlling the Hazard		
7 Filing Cabinets, Cupboards Shelving and Other Office Equipment			
Low	Substitution	Engineering	Administrative
<ul style="list-style-type: none"> Furniture must be placed securely on the floor and not “wobble”. Shelving must be secure and of sufficient strength to bear the weight of whatever is to be stored on it. Evenly load shelves drawers and cabinets so they do not become top heavy. Store heavy items between waist and chest height. Do not overload or cram things onto shelves. 			
8 Lighting in the Office			
Moderate			Substitution
<ul style="list-style-type: none"> Always ensure that you have good lighting. Natural light should be used if possible, otherwise use good artificial light. 			
9 Office Furniture, Chairs, Desks			
Moderate			Substitution
<ul style="list-style-type: none"> Office furniture should, wherever possible, be ergonomically designed. Use only furniture that is adjustable for the user, and designed for the purpose. 			
10 Reaching to High Places			
High		Substitution	Administrative
<ul style="list-style-type: none"> Only use stable ladders or stools to reach elevated areas, and ensure that they are set up properly. All stepladders must have the front and back locked together. Do not stand on any furniture unless it is completely stable and cannot move while you are on it. Climbing onto shelving is not permitted under any circumstances. 			
11 Servers and Server Rooms			
Moderate	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Ensure that server boxes are in a well ventilated position, to avoid fire risk. Have adequate light sources for working around servers. Leave an appropriate space around a server, so that work can be done. If the server is kept in a dedicated server room, ensure the room is designed correctly for the servers it contains and for the heat coming off them. This may include several or all of the following: adequate ventilation/climate control, fire protection, alarms (smoke and/or fire), a fire extinguisher nearby. If a sound level meter indicates particularly high noise levels, wear hearing protection when working in the server room. 			

Techno Links New Zealand Ltd

Significant Hazard Register

Contract Management Site Hazards

Hazard Index

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Risk	Controlling the Hazard			
1 Laser Level				
Low				Administrative
<ul style="list-style-type: none"> When using or working around a laser level, never look directly at the light beam source. 				
2 Scaffolding				
High	Engineering	Administrative	PPE	
<ul style="list-style-type: none"> Ensure that the scaffolding is secure and checked, before using it. Do not leave loose material or objects that could fall, on the scaffold Do not use the scaffold if it is excessively windy. Any scaffold over 3m must have a guard rail. Wear a hard hat around scaffolds. Do not use pressure or pulling tactics when on the scaffold. Do not alter scaffolding, unless you are certified to. If scaffolding is over 5m, a certified scaffolder must erect it. If you are climbing on a scaffold, first make sure that it is secure, has been cleared for use and has certification tags. Do not jump down from scaffolds and be careful of where you are putting your feet, make sure that it will support your weight. When climbing up, ensure that your means of access is safe and strong enough to support your weight, if in doubt check first. Use a ladder and do not carry objects while climbing. Pass them up first, or ask someone to pass them to you, or use a rope and/or pulley. 				
3 Scissor Platforms/Cherry Pickers/EWPs				
High	Engineering	Administrative	PPE	
<ul style="list-style-type: none"> Familiarise yourself with the operating instructions and do not exceed limitations of the equipment. Do not work in adverse weather conditions. Do not over reach from this equipment. If using a cherry picker above 3m, wear a harness connected to the purpose-built connection points. Do not put pressure on any equipment or yourself. Must be certified every six months. 				
4 Unfamiliar Sites				
High			Administrative	PPE
<ul style="list-style-type: none"> Unfamiliar sites could have a variety of hazards you are not familiar with, so be cautious. Report to the person in charge, to be inducted and made aware of hazards or conditions you may encounter and should know about. Follow all on site instructions about hazards. If you are uncomfortable with a situation or task you are to perform on the site, contact your supervisor before proceeding any further. 				
5 Vehicles and Machinery on Site				
High	Engineering	Administrative	PPE	
<ul style="list-style-type: none"> On sites with commercial vehicles, forklifts and machinery you should wear a safety vest to increase your visibility. Always stay away from any areas where vehicle being loaded or unloaded, or machinery is working, unless it is necessary to be there. If you are required to enter an area where forklift trucks or machinery are operating you must wear a fluoro jacket, shirt, or vest of some sort. The object is to raise the level of awareness of both forklift truck drivers and people walking near them. Be cautious of vehicles/machinery on site. If you are required to approach a vehicle on site do it in a manner so you can be clearly seen approaching. 				

Risk	Controlling the Hazard		
6 Working on Roofs			
High	Elimination	Administrative	PPE
<ul style="list-style-type: none"> • Do not go onto wet or slippery roofs. • If you are working on new iron and it starts to rain, get off as soon as possible, as it will become slippery. • When over 3m from the ground, ring scaffolding should be erected or a harness worn with a static line, or both if applicable. • On brittle roofs, inspect the underside first to check it, and provide temporary walkways of at least 450mm wide with handrails. • Use roof ladders. • Do not leave loose material on the roof. • Do not undertake any work that you cannot complete safely. 			
7 Working Under Buildings or in Ceilings			
Moderate	Elimination	Administrative	PPE
<ul style="list-style-type: none"> • Wear coveralls, gloves, a dust mask and eye protection. • Don't forget your torch. • Many buildings will have been sprayed underneath for termite & insect control. Overalls, gloves and a dust mask will give you the protection you need. Also, if it's an older house there may be asbestos fragments/dust present. If you suspect asbestos is present, stop work and inform the site supervisor. • Use a decent light and keep your eyes open for insect nests/other danger etc. 			

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Significant Hazard Register

Engineer/Rigger Site Hazards

Hazard Index

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Risk	Controlling the Hazard			
1 Arc, Mig or Tig Welding				
Moderate	Engineering	Administrative	PPE	
<ul style="list-style-type: none"> • Only trained, authorised staff are permitted to use the Arc, Tig or Mig welders. • Wear the appropriate, full-face mask for welding. • Put up shields where possible. • Keep your mask on when chipping slag, and wear protective clothing. • Ensure that there is good ventilation. • Do not weld near fumes or inflammables. • See also Hot Work/Welding & Gas Cutting. 				
2 Chains and Lifting Equipment				
High	Elimination		Administrative	
<ul style="list-style-type: none"> • Chains, strops and other lifting equipment should be tested and tagged six monthly. • Always check lifting equipment before using it for any damage, and ensure that it is in good condition. • Allow 20% above the load to be lifted. 				
3 Compressors and Air Lines				
Moderate	Elimination	Engineering	Administrative	PPE
<ul style="list-style-type: none"> • Check the hoses for leaks and that the fittings are secure. • Avoid trailing hoses across walkways. • Elevate hoses off the ground whenever possible. • Ensure that the compressor is set at the correct pressure and cuts out and in, when required • Wear hearing protection if you are working with, or near a compressor. • Do not use compressed air to blow dust from clothing or skin. • If you are using a compressor utility to clean an item, wear gloves and eye protection. • Roll hoses back up when you have finished using them. 				
4 Confined Spaces				
Extreme	Elimination	Engineering	Administrative	PPE
<ul style="list-style-type: none"> • You should never work in a confined space unless you have prior approval, have been trained, filled out an application form and are compliant with Standard AS/NZS 2865-1995 “Safe Working in a Confined Space” and WorkSafe NZ guidelines. • When working in confined spaces or poorly ventilated areas, drink plenty of fluids and wear the appropriate clothing. • Where necessary, use mechanical ventilation. • Carry a gas meter which must be checked and zeroed before use and set to go off should it drop below 20.9. You should check the meter every 10 minutes and if it does drop to 20.9 or below, you should notify the other person of this fact and then leave the confined space immediately. • Check the weather forecast prior to entry, in an area that could be affected by the weather. • The person entering the confined space must be wearing a harness with a safety line attached • Always have a reliable means of removing the person in the confined space (a winch, for instance). • Check all equipment and also have available escape respirators and first aid kit. 				

Risk	Controlling the Hazard			
5 Cranes on Site and Loads				
High	Elimination	Engineering	Administrative	PPE
<ul style="list-style-type: none"> • Only licensed and competent staff are to operate a crane. • Do not act as a dogman unless you have been trained. • Check that chains and slings are certified. • Do not ride on any load being lifted. • Do not position yourself under any load. • Must be certified every six months. • Do not attach or detach any load, unless you are competent to do so. • Stay away from a crane when it is operating, or if the driver is in the crane. • Wear a hard hat if you are working around cranes and stay out of their area. • Warn others when the crane is operating in your area. • Warn others of any approaching loads. • Only trained and authorised staff are permitted to hook up crane loads. • Lifting apparatus should be setup so the crane hook is centred and the load can be lifted evenly. • Make sure anyone in the area is aware and clear of the area the crane is going to lift the load over. • If weather conditions could affect the load (e.g. the case of high winds where the panel cannot be controlled) the operation should be halted until it can be done safely. • Never position yourself or any body parts where they could be crushed, should the load move suddenly. 				
6 Digging Spades/Shovels				
Moderate		Engineering	Administrative	PPE
<ul style="list-style-type: none"> • When digging, move your feet to move soil. Don't twist your body. • Take breaks occasionally and do stretches. • Do not leave holes open. If you have to leave a job, cover it and/or danger tape the area off. • Wear Steel Capped Boots 				
7 Disc Grinders and Cutters				
Moderate		Engineering	Administrative	PPE
<ul style="list-style-type: none"> • When using a grinder, wear safety glasses or a face mask (job dependent) and hearing protection. • Only trained staff are to use grinders. Do not remove the guard. • Make sure the material you are going to grind is secured and offcuts will not fall onto yourself or others. • Do not touch the ground or cut part of the material until it has cooled. • Make sure the area is clear of others before grinding/cutting. If this is not possible, put up shields (e.g. welding shields/curtains). 				
8 Drills				
Moderate		Engineering	Administrative	PPE
<ul style="list-style-type: none"> • Ensure that all material is properly restrained. • Do not lock the trigger switch on, unless you have a second handle on the drill. • Wear hearing and eye protection. • Keep hands clear of the drill bit when in operation. • Do not put too much pressure on the drill to avoid snapping the drill bit. 				
9 Drop Saw				
High		Engineering	Administrative	PPE
<ul style="list-style-type: none"> • Ensure that all material is properly restrained and that everyone is clear of the equipment, before operating it. • Keep your fingers clear of the blade. • Wear safety glasses and hearing protection. 				

Risk	Controlling the Hazard				
10 Gas Bottles					
High		Elimination	Administrative		
<ul style="list-style-type: none"> Always store all steel gas bottles by tying them back to a wall or a trolley so they cannot fall. (This includes empty cylinders) Any leaking cylinder must be removed and the supplier contacted immediately. Do not use cylinders until the gas has settled. Wait 5 minutes before use. 					
11 Gas Bottles (Transporting)					
High		Elimination	Substitution	Administrative	
<ul style="list-style-type: none"> Gas Bottles may be transported without a Dangerous goods licence up to <ul style="list-style-type: none"> Class 2.1 Flammable gases (hydrogen, acetylene etc.) 250kg/L. Class 2.2 Non-flammable non-toxic gases (CO₂, O₂, nitrogen etc.) 250kg/L <p>Above this:</p> <ul style="list-style-type: none"> You require a dangerous goods declarations and associated documentation The driver of the vehicle to have a dangerous goods endorsement The vehicle must display dangerous goods placarding There must be use of approved packaging and marking <p>(Important note: Cylinders should never be transported in car boots or the cargo areas of hatchbacks and station wagons.)</p>					
12 Gas Torches					
Moderate		Engineering	Administrative	PPE	
<ul style="list-style-type: none"> Check the torches are in good working order, before using them. Ensure that all material is secured and that the area is clear where the gas torch is to be used. Wear the correct PPE, such as glasses, masks, gloves and overalls Be aware of falling objects and hot metal. Use screens whenever possible or cordon off the area. Check first on the proximity of flammables such as fuels, chemicals and paper. 					
13 Hand Tools					
Moderate		Elimination	Substitution	Administrative	
<ul style="list-style-type: none"> Use the correct tools for the job. All hand tools should be in good condition. Do not exert too much pressure on tools, or put extra leverage onto them. 					
14 Hot Work/Welding and Gas Cutting					
Moderate		Elimination	Engineering	Administrative	PPE
<ul style="list-style-type: none"> A Hot Work Permit must be obtained from the Supervisor, before welding or gas cutting is undertaken. Cylinder must be upright and secured to a trolley or wall. If you are working near any flammable materials, you have another person present with a fire extinguisher. In normal conditions make sure the area is clean and a fire extinguisher is within 10m. If you are at risk of inhaling fumes (e.g. paint fumes from painted steel or galvanising) a specialised helmet may be required. Check equipment for condition before usage. Hose condition, flash back devices etc. Do not cut or weld containers that have had fuel in them, or any fume-filled or unvented container. If you smell gas leaking, stop work immediately. 					
15 Large Electric Drills/Dyna Drill					
Moderate		Engineering	Administrative	PPE	
<ul style="list-style-type: none"> Do not lock the switch unless the drill is equipped with a side handle, as they can jam during drilling. Always use an RCD. Wear safety glasses and hearing protection. 					

Risk	Controlling the Hazard		
16 Laser Level			
Low			Administrative
<ul style="list-style-type: none"> When using or working around a laser level, never look directly at the light beam source. 			
17 Loose Clothing/Long Hair			
Moderate		Elimination	Administrative
<ul style="list-style-type: none"> No loose clothing or hanging long hair is allowed around moving equipment, drills, pulleys, belts, conveyors, shafts, or chains. Tie hair back and tuck it down the back of your top. Strap or tape up loose sleeves or roll them up. 			
18 Magnetic Drill			
Moderate		Engineering	Administrative PPE
<ul style="list-style-type: none"> Make sure that the drill is fixed to a solid surface before using. Always connect safety chain on vertical surfaces, in case of power failure. Eye and hearing protection must be worn when using this equipment. 			
19 Platforms and Access Platforms			
High		Engineering	Administrative PPE
<ul style="list-style-type: none"> When stacking materials on platforms, toe boards of at least 6inches (150mm) must be in place to prevent objects falling off. Never load any platform beyond its weight restriction. Always stack materials properly and restrain them from falling. 			
20 Scaffolding			
High		Engineering	Administrative PPE
<ul style="list-style-type: none"> Ensure that the scaffolding is secure and checked, before using it. Do not leave loose material or objects that could fall, on the scaffold Do not use the scaffold if it is excessively windy. Any scaffold over 3m must have a guard rail. Wear a hard hat around scaffolds. Do not use pressure or pulling tactics when on the scaffold. Do not alter scaffolding, unless you are certified to. If scaffolding is over 5m, a certified scaffolder must erect it. If you are climbing on a scaffold, first make sure that it is secure, has been cleared for use and has certification tags. Do not jump down from scaffolds and be careful of where you are putting your feet, make sure that it will support your weight. When climbing up, ensure that your means of access is safe and strong enough to support your weight, if in doubt check first. Use a ladder and do not carry objects while climbing. Pass them up first, or ask someone to pass them to you, or use a rope and/or pulley. 			
21 Scissor Platforms/Cherry Pickers/EWPs			
High		Engineering	Administrative PPE
<ul style="list-style-type: none"> Familiarise yourself with the operating instructions and do not exceed limitations of the equipment. Do not work in adverse weather conditions. Do not over reach from this equipment. If using a cherry picker above 3m, wear a harness connected to the purpose-built connection points. Do not put pressure on any equipment or yourself. Must be certified every six months. 			

Risk	Controlling the Hazard		
22 Skill Saw			
High		Administrative	PPE
<ul style="list-style-type: none"> • Only use a skill saw if you are trained to use it and are familiar with the model you are going to use. • Make sure the blade is sharp and the spring guard is returning correctly, before use. • Wear safety glasses and hearing protection. • Always check that the guard has returned, before putting the saw down. • When changing blades, unplug the saw first. • Do not jam the guard back. 			
23 Stacking Material			
Moderate	Elimination	Engineering	Administrative
<ul style="list-style-type: none"> • When stacking material inside, or on an upper floor, distribute the weight evenly and check the maximum loading to be placed on the floor. • Keep material away from edges of mezzanine floors or landings and make sure that it is stable enough to allow for wind. • Do not stack too high or unevenly. 			
24 Traffic Management			
Extreme	Engineering	Administrative	PPE
<ul style="list-style-type: none"> • Traffic Management plans are only to be performed by trained staff • Ensure you have filled in the application form and informed The NZ Transport agency prior to work requiring a management plan • For further information and forms, refer to https://www.nzta.govt.nz/resources/code-temp-traffic-management/copttm.html 			
25 Working on Roofs			
High	Elimination	Administrative	PPE
<ul style="list-style-type: none"> • Do not go onto wet or slippery roofs. • If you are working on new iron and it starts to rain, get off as soon as possible, as it will become slippery. • When over 3m from the ground, ring scaffolding should be erected or a harness worn with a static line, or both if applicable. • On brittle roofs, inspect the underside first to check it, and provide temporary walkways of at least 450mm wide with handrails. • Use roof ladders. • Do not leave loose material on the roof. • Do not undertake any work that you cannot complete safely. 			