

# **Health and Safety Manual**

**For**

**THOMPSON PLUMBING & GAS LIMITED**



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# Employer Commitment

## Purpose

This section lists the objectives of the health and safety manual, provides a brief summary of the health and safety legislation and defines accountabilities.

## Objectives

### **The Thompson Plumbing & Gas Limited health and safety programme aims to:**

- promote excellence in health and safety management
- continually improve current health and safety performance
- provide a safe and healthy work environment
- identify and control actual and potential hazards
- establish and maintain communication on health and safety
- support staff participation in health and safety matters
- identify needs and provide training on health and safety
- demonstrate a commitment to the accurate reporting and recording of health and safety matters
- Comply with legal and organisational obligations.

### **Objectives will be achieved through:**

- management's support and commitment to health and safety
- implementation of policies and procedures
- implementation of an annual health and safety programme Plan1
- staff education and participation
- maintaining a quality philosophy
- regular reviews and evaluations
- three-monthly health & safety meetings
- two-yearly health and safety manual review.

## **Legislative requirements**

Health & Safety at Work Act 2015 requires employers (PCBU) to take all reasonably practicable steps to ensure the health and safety of staff members at work by:

- the provision and maintenance of a work environment that is without risks to health and safety
- the provision and maintenance of safe plant and structures
- the provision and maintenance of safe systems of work
- the safe use, handling, and storage of plant, substances, and structures
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

## Health and Safety Policy Statement

Thompson Plumbing & Gas Limited is committed to maintaining a safe and healthy working environment for the safety and health of ourselves our workers and other persons in the workplace.

Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

Every employee is expected to act safely at all times to ensure their own welfare and that of their fellow workers and others in the workplace.

We will ensure the safety of workers by:

- Providing and maintaining a safe working environment
- Providing facilities for health and safety
- Ensuring all plant and equipment is safe
- Ensuring all workers (including any mobile), and other people at (or in the vicinity) of the place of work are not exposed to unmanaged or uncontrolled hazards
- Developing and implementing emergency and evacuation procedures

To achieve this we will:

1. Systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to eliminate, isolate and or minimise these hazards to prevent any injury or damage.
2. Inform all workers of these hazards and the hazard controls.
3. Ensure all workers are properly trained and supervised.
4. Inform all workers of emergency and evacuation procedures.
5. Record all incidents and accidents in our workplace, and take all practicable steps to prevent these events from happening.
6. Carry out planned self-inspections to monitor health and safety issues.
7. Ensure all workers are given reasonable opportunities to participate effectively in ongoing processes for the improvement of health and safety in our workplace.

Signed: \_\_\_\_\_

The Manager

Dated: \_\_\_\_\_

## Terminology under the Health and Safety at Work Act 2015

Under the Health and Safety at Work Act 2015 Thompson Plumbing & Gas Limited undertakes the role as PCBU (person conducting a business or undertaking).

Thompson Plumbing & Gas Limited will continue to be an employer and maintain an employer, employee relationship under Employment Relations Act 2000.

Thompson Plumbing & Gas Limited as PCBU must ensure, so far as is reasonably practicable, the health and safety of workers and that other people are not put at risk by its work. This is called the 'primary duty of care'.

This means ensuring, so far as is reasonably practicable:

- The health and safety of workers who work for the PCBU (eg employees or contractors, including their subcontractors or workers) while they are at work in the business or undertaking the health and safety of workers whose work activities are influenced or directed by the PCBU while the workers are carrying out the work. That other persons are not put at risk by the work of the business or undertaking (eg a visitor to the workplace, or members of the public who could be affected by a work activity).

Under the Health and Safety at Work Act 2015 all employees of Thompson Plumbing & Gas Limited undertake the role, title and duties of a "Worker"

Worker means an individual who carries out work in any capacity for a PCBU, including work as:

- an employee; or
- a contractor or subcontractor; or
- an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in business or undertaking; or
- an outworker (including a homeworker); or
- an apprentice or a trainee; or
- a person gaining work experience or undertaking a work trial; or
- a volunteer worker

### **Duties of workers**

While at work, a worker must take reasonable care for his or her own health and safety; and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

## STEP 1:HAZARD IDENTIFICATION ,CONTROL PROCEDURES & RISK MANAGEMENT

It is our intention to eliminate risks to the health and safety of all workers, so far as is reasonably practicable and if it is not reasonably practicable to eliminate risks to health and safety then we will minimise those risks so far as is reasonably practicable.

In order to effectively manage health and safety risk we intend to systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all reasonably practicable steps to:

**E**liminate the hazard,

OR

**M**inimise the hazard

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment is provided and used by all workers, at all times necessary
- Good work practices are used and maintained
- Workers are properly trained and/or supervised
- Where appropriate, and with employee's consent, health monitoring in relation to exposure to significant hazards is undertaken
- Any new hazards identified, are incorporated into Hazard Register and all workers informed
- Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established
- All hazards and the hazard controls will be regularly assessed
- All workers are aware of emergency and evacuation procedures

**ACTION:** Evaluate each hazard to determine whether it is practicable to:

1. **E**liminate the hazard [Get rid of, remove the hazard], if not then
2. **M**inimise the hazard [Confine, totally enclose, separate, insulate the hazard Reduce, decrease, downgrade the hazard].

With all hazards you have identified, this process needs to be carried out in this order - 1, 2, or 3.

TIP: Indicate on the Hazard Register form, under E, I, or M the hazard control measure. Note, that some hazards may use more than one hazard control.

**ACTION:** Identify Hazard Controls.

TIP: Identify all machine guards, work practices or safety equipment, required to operate safely as Hazard Controls.

**ACTION:** Check that Hazard Controls and other safety requirements are in place, at regular intervals. Record date checked, on the Hazard Register.

TIP: Ensure existing Hazard Controls are appropriate. Identify any new hazards including new plant and equipment.

**ACTION:** Undertake a Risk Analysis for each Hazard considering:

The Likelihood of Harm occurring

TIP: Is the Likelihood - **Certain, Likely, Moderate, Unlikely or Rare**

Potential Consequences

- TIP: Are the consequences going to be – **Major, Serious, Medium**, or only **Minor**

## Assessing Risk

Every identified hazard must be assessed to see if it is a significant hazard – something that could cause serious harm or death.

Assessing risk is not an absolute science – it's a 'best estimate' made on the basis of available information – this involves including all relevant people, including, in the process. The Risk Rating chart below will aid you in assessing the likelihood and consequence of injury or harm.

**Action:** Gather information about each harm identified


- Work out the likelihood of an injury or harm occurring
- Consider how many people are likely to be exposed to hazard and for how long
- Use the information to assess the likelihood and consequence of each hazard
- Rate the risk (Low / Moderate / High / Extreme) using a risk table such as the example table below
- Once risk has been assessed and control measures are in place, assess the risk again to establish the residual risk.

Risk Rating Chart										
Potential Consequences								Definitions		
Likelihood of Event		Major	Serious	Medium	Minor	Likelihood		Potential Consequences		
	→	Certain	H	H	H	M	Certain	Event may be expected to occur at any time	Major	Incident/Toxic release off-site, detrimental effects / legal action certain Death or Total Permanent Disability
		Likely	H	H	M	M	Likely	Event will probably occur in most circumstances	Serious	Incident/ Off-site release with no/limited detrimental effects / legal action likely Extensive injuries, but with recovery over time, or serious long-term effects to health
		Moderate	H	H	M	L	Moderate	Event may occur at some time	Medium	Incident/On-Site release contained with external assistance / possible legal action, Medical Treatment from a doctor, or serious short-term effects to health
		Unlikely	H	M	L	L	Unlikely	Small possibility event may occur at some time	Minor	Incident/on-site release immediately contained, no external assistance required / possible warning letter,  Non - Lost time, first aid treatment, or nil/ minor effects to health
→	Rare	M	M	L	L	Rare	Event may only occur in exceptional circumstances			

Refer to definitions and determine your assessment of Likelihood and Consequences) i.e. L, M or H (The block where the two definitions intersect on the chart)

<b>H</b>	= High Risk (Significant) →	<b>Significant Hazard or Risk</b> - Detailed research and management planning required to develop specific work instructions, based on hierarchy of controls <b>ELIMINATE, ISOLATE, MINIMISE</b>
<b>M</b>	= Moderate Risk (Moderate) →	Management responsibility and controls <b>must be specified and followed up</b>



<b>L</b>	=Low Risk (Low)		Manage by routine procedures
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## Hazard Register

**E-Eliminate      I-Isolate      M-Minimise**

HAZARD	LIKELIHOOD OF EVENT	POTENTIAL CONSEQUENCES	RISK RATING	E-M	HAZARD CONTROL PLAN
Bee or Wasp Stings	Rare	Major	M	M	Remove the sting (do not squeeze the sack). Note if it is a bee or wasp. Inform your site supervisor. Wait ten minutes. If you do not feel any ill effects continue. If you are an allergic reaction you will go into shock. You must seek medical attention.
Dangerous gases	Unlikely	Serious	M	M	Gas testing of the environment must be carried out prior to entering area where gases could be present. Trained personnel only to be testing gas levels.
Cell-phones/MP3 players in vehicles	Moderate	Serious	H	E	No calls to be made while driving, and only receive if using hands-free kit. Never use a cell phone when refuelling. Use of iPods/MP3 players forbidden while driving.
Deep drains	Moderate	Serious	M	M	Awareness. Correct shoring or shielding in place. WorkSafe notified.
Complacency	Moderate	Serious	M	M	Job rotation, training, morale management and goal setting.
Driving	Unlikely	Serious	M	M	Vehicles routinely serviced and maintained, have current WOF etc. Drivers only operate vehicles they are licensed and inducted/trained for. Drivers to maintain safe following distance and comply with NZ Road Code.
Drugs/Alcohol	Moderate	Serious	H	M	The taking of illicit drugs is not permitted. Refer to the Drugs and Alcohol Policy. Avoid drinking alcohol at least 36 hours before carrying out any hard physical work.
Driving & Operating long hours (fatigue)	Moderate	Serious	H	M	Maintain fluid levels; ensure appropriate tyres fitted; stop regularly. Schedule activities to avoid extensive periods of driving without adequate breaks. If getting tired, pull over and rest.
Ladder	Moderate	Serious	H	M	Ladder suitable for task, 1:4 Angle, check for electrical conductors, firm base, never stand on top rungs without securing yourself, always face ladder when ascending/descending, work at 2-3 rungs from top, Always tie/ secure ladder top and bottom. Check physical condition of ladders before use this applies to fixed and temporary ladders. Look for bent or twisted stiles; loose, bent worn or split rungs or steps, damaged or missing locking bars, missing rivets or missing feet.
Loose clothing/safety vest snagging	Unlikely	Serious	M	E	Check machine levers are clear before operating plant.

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HAZARD	LIKELIHOOD OF EVENT	POTENTIAL CONSEQUENCES	RISK RATING	E-M	HAZARD CONTROL PLAN
Manual Labour - Shovelling (Muscle Strain)	Moderate	Medium	M	M	Ensure Shovel is in a serviceable condition. Chose a shovel with a mouth size within your capability. Remember you are using your back when shovelling so all back care techniques must be used when conducting a shovelling task. When driving the mouth of the shovel in to the product use your body weight and foot not your arms. When lifting the full shovel, draw the shovel back to your body before lifting. When lifting the full shovel keep it as close to your body and reduce the amount of twisting.
Oxy-Acetylene cutting / welding	Moderate	Medium	M	M	MSDS available. Use Hot-work Permit where applicable. Never allow pure oxygen (ie from cylinder) to contact oil, grease or flammable substances. Inspect hoses and fitting prior to use and keep clear of falling metal, slag or sparks. Do not remove relief valve from regulator. Wear eye and hearing protection. Ensure cylinders are secured in upright position. Close vales on empty cylinders and keep valve caps in place when not in use. Only cut or weld in well ventilated areas. Know where fire extinguishers are and operation of them. Use welding screens to shield work area from others and combustible materials. Competent operators only.
Plant - general	Moderate	Major	H	M	Trained / licensed operators, correct PPE. Suitable guards over all moving parts. Check that guards are effective through Planned Inspections. Ensure plant parked in safe manner.
Load / unload machinery	Unlikely	Major	H	M	Park level/solid ground. Check equipment for appropriate brakes before loading. Transporter Drivers trained in loading/unloading and tie down procedures. Check winch rope as part of Planned Inspection procedure. Always sight trailer ramps when raising or lowering using hydraulic controls (either from cab or trailer).
Plant maintenance - routine	Unlikely	Medium	L	M	Conduct pre-start inspections while plant is cold where possible. Be aware that parts of the engine (eg exhaust, radiator, etc) get hot and where appropriate PPE. Dispose of waste oils and lubricants appropriately.
Prolonged noise exposure	Moderate	Serious	H	M	PPE - Use suitably rated earmuffs/plugs. Maintain Mufflers and Silencers for machinery.
Reversing	Moderate	Serious	H	M	Ensure people, equipment and materials are clear of reversing area. Either the driver should walk and check reversing area or have somebody guide the vehicle (spotter). If reversing long distances or round corners ensure driver is competent. Use reversing beepers, and ensure the mirrors are set properly.

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HAZARD	LIKELIHOOD OF EVENT	POTENTIAL CONSEQUENCES	RISK RATING	E-M	HAZARD CONTROL PLAN
Trailers and trailer loads	Moderate	Serious	H	M	Ensure people and equipment are clear of turning area. Have a person monitor traffic if in a live lane. Ensure trailer and vehicles have correct hitch mechanisms/tow ball (50mm/1 7/8inch), with safety chain connected. Ensure load not oversized or too heavy for trailer, and is secured correctly and safely within the trailer. If load consists of loose material, cover with a suitable cover Ensure trailer being towed by assessed & competent driver Only use trailers which have a current WOF, and inspect daily/ before use
Weather - Wet/Ice conditions	Moderate	Major	H	M	Monitor roads, complaints, weather forecast/need for closure at briefing before job start. Drive to conditions i.e. extreme care in ice.
Chemicals/ Hazardous Substances	Moderate	Serious	H	M	Provide appropriate PPE and ensure it is used. Ensure containers are correctly labelled, stored and segregated. Ensure staff are trained and have access to MSD sheets. Monitor use of PPE. Notify spills to Supervisor immediately. Monitor container condition through Planned Inspections.
Storage & transport of hazardous materials	Rare	Major	M	M	Ensure materials are safely stored in secure position, adequately constrained. Not over height and on a suitable surface, etc. Store materials that are not immediately required clear of work area.
Inadequate or defective protective structures or safety devices	Moderate	Serious	M	M	Ensure tools have certified protective structures and other safety features securely in place and in good working order. Never disconnect safety devices.
Machine/Plant maintenance	Moderate	Serious	M	M	Use appropriate protective equipment. Wear welding goggles when welding. Keep clear when welding is taking place
Use of Power Tools	Moderate	Serious	M	M	Ensure all power tools are operated safely and SOP's are followed. Appropriate PPE worn at all times. Any breakages or repairs reported to Manager immediately.
Working at heights	Moderate	Serious	M	M	Ensure ladder is footed or appropriate edge protection is installed. Harness worn and connected if required. Don't access roof areas in slippery conditions.
Confined space	Moderate	Serious	M	M	Ensure all practicable steps are taken prior to entry. WorkSafe notified. PPE worn at all times.
Risk of electric shock	Moderate	Medium	M	M	Locates done prior to digging. Power supply disconnected if required.

## Hazardous Substances Register

Chemical Name	Trade Name	Quantity Stored on Site	Used For	Containers Labelled [✓]	MSDS available [✓]	Safety Equipment Required [please state]

## DRUG AND ALCOHOL POLICY

Thompson Plumbing & Gas Limited is committed to a drug and alcohol free workplace.

The purpose of this policy is to address the possibility of our workplace safety and the safety of our workers being adversely affected by people who have unacceptable levels of drugs and/or alcohol in their system.

This policy applies to all people employed or engaged directly by Thompson Plumbing & Gas Limited including staff and contractors.

It covers all the above people when undertaking company business.

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

**Pre-employment testing** – All prospective workers must pass a workplace drug & alcohol test.

This includes changing jobs from a non-safety-sensitive to a safety-sensitive role within the same company/PCBU.

**Reasonable cause testing** – Workers are tested where there is reasonable cause to suspect drug and/or alcohol use.

**Post-accident/Post-incident testing** – Workers involved in any significant accident or incident are tested immediately.

Random testing – Workers involved in safety-sensitive operations are tested on a random unannounced basis.

NB: Random testing can mean either the random selection of workers to be tested, random work sites where all workers on the randomly selected site will be tested or all workers within a group being retested at random times within a certain period.

Follow-up testing – Occurs after rehabilitation has been progressed to the stage when the employee is fit to resume normal duties and has returned a negative test.

### **REHABILITATION**

In the event of a positive test Thompson Plumbing & Gas Limited will provide the affected employee with an opportunity for rehabilitation that may include the provision of confidential support/counselling.

## **STEP 2: INFORMATION AND TRAINING FOR WORKERS**

### **Workers/Employee's Responsibilities**

#### Duties of workers

While at work, a worker must—

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely
- affect the health and safety of other persons; and
- comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations
- Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

No untrained workers will be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience (unless closely supervised by some with such experience).

All workers are to be aware of:

- The hazards they will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property.
- What to do in an emergency.
- Where all necessary safety gear or safety equipment and materials are kept.

To ensure that we are complying and maintaining this system, we will:

1. Ensure new, and existing staff read and understand this Manual.
2. Ensure Manual is available and accessible to all new, and existing workers.
3. Review this Manual at least annually, or as need be.
4. Maintain records to ensure all staff have read and understood this Manual.

## WORKER ENGAGEMENT, PARTICIPATION, AND REPRESENTATION

As a PCBU we will provide all reasonable opportunity for workers to participate in ongoing processes for improving health and safety.

We will arrange or hold regular meetings where workers are able to:

- to express their views and to raise health or safety issues in relation to the workplace or work they or other workers undertake
- contribute to the decision-making process relating to the health & safety matters

We as the PCBU will ensure that the views of workers will be taken into account and that they will be advised of the outcome of the engagement in a timely manner.

Where Thompson Plumbing & Gas Limited exceeds 20 employees/workers the election of a Health & Safety representative and the implementation of a Health & Safety committee may be undertaken. This process must be undertaken in consultation with Thompson Plumbing & Gas Limited



## STEP 3: ACCIDENT AND INCIDENT RECORDING, REPORTING AND INVESTIGATION PROCEDURES

- All accidents and incidents must be notified to the Manager or Supervisor immediately. If any accident or incident is not notified on the day it happens, then it may not be accepted as a work related injury.
- Do not disturb the scene! Seek approval by a WORKSAFE NZ Inspector before releasing or disturbing scene.
- All incidents and non-serious harm accidents must be recorded on the Accident / Incident Register included in this Safety Manual.
- All serious harm accidents to any person e.g. employee(s), contractors, contractor's workers and other person(s) are to be notified to WORKSAFE NZ **as soon as possible 0800 030 040**. Note: Principals and self-employed persons must also report serious harm accidents to WORKSAFE NZ.
- A "Notifiable Event notification" form, is to be forwarded to the nearest WORKSAFE NZ Office within seven (7) days of the event or lodge on their website: <http://forms.worksafe.govt.nz/notifiable-event-notification>
- Inform all workers of the outcome of the accident/incident investigation, i.e. new hazard identified and the hazard controls.

### Notifiable Events

A notifiable event is a:

- death
- notifiable illness or injury, or
- notifiable incident
- Occurring as a result of work. Only serious events are intended to be notified.

## Accident / Incident Register

Name	Time and Date	Description of Injury	When and How Accident or Incident Happened	Recorded into Hazard Register	
				Yes ✓	No

NB: All Serious Harm accidents must also be recorded on "Notification of Circumstances of Accident or Serious Harm" form, and forwarded to nearest WORKSAFE NZ Office within 7 days of event.

## STEP 4: EMERGENCY AND EVACUATION PROCEDURES

In the event of any emergency, or natural disaster, the following will happen:

1. Prevention of harm to all persons on site.
2. Raise the alarm.
3. Contact Emergency Services on 111 (as required).
4. Do not put yourself or anyone else at any unnecessary risk!
5. Evacuate from building or area.
6. Assemble all personnel at designated evacuation point of site: \_\_\_\_\_
7. Check all persons are accounted for.

We will ensure fire drills and evacuation procedures are practised at least 6 monthly.

**Site Location**.....

**Site Address**.....

**Site Phone Number**.....

## STEP 5: DUTIES TO “OTHERS IN THE WORKPLACE”

We have a duty to ensure the following persons are NOT HARMED:

- People in the vicinity of the workplace
- People who are lawfully at work
- People who are in the place with express or implied consent, and have paid to be here, or are buying or inspecting goods

We have a duty to ensure the following persons are advised of any significant hazards that we would not reasonably expect to find on our premises:

- Persons who are authorised to be here
- Persons who are on site under the authority of an Act or Law, e.g. NZ police, WORKSAFE NZ, ACC

We do not have a duty to:

- Trespassers
- Persons on site solely for recreation or leisure (providing they were not authorised to be here)

### Volunteers

We are required to take all reasonably practicable steps to ensure the health and safety of volunteers whilst undertaking any work activities. In some situations they are to be treated as though they are an employee.

### Trainees / Loaned / Persons Carrying out Work Experience

Trainees, loaned and persons doing work experience are to be treated as though they are our workers.

## STEP 6: WORKING WITH OTHER PCBU'S (CONTRACTORS)

From time to time we may contract or engage other PCBU (Contractor) to undertake work for us.

As a PCBU, we are required to so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with all other PCBUs who have a duty in relation to the same matter.

We will look to take reasonably practicable, steps for the other PCBU's (Contractor) safety (and the safety of any workers of that PCBU).

To achieve this, all PCBU(Contractor)s will be advised of:

1. All specific hazards they may be exposed to, and the hazard controls, whilst the PCBU (Contractor) is undertaking work on our premises.
2. Emergency and evacuation procedures.

### **Our policy is that:**

- PCBU(Contractor) shall be informed they are responsible for any hazards that they may create while on our premises;
- PCBU(Contractor) must advise us of all notifiable events in the place of work;
- The contractors must provide documentation to confirm they have complied with their own responsibilities under the Health and Safety at Work Act 2015;
- Ensure the following is given to all contractors / sub-contractors:
  1. Letter to Contractor / Sub-contractor;
  2. Safety Requirements for Contractors;
  3. Conditions of Contract;

## Employee Acknowledgement

I have read and understand this Health and Safety Manual. In particular:

- Hazards I may be exposed to (including hazard control measures);
- Accident / Incident reporting requirements; and
- Emergency procedures.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

.....  
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

## Contractor Agreement

Date \_\_\_\_\_

Dear \_\_\_\_\_

Re: **CONTRACT FOR** \_\_\_\_\_

To comply with the Health & Safety at Work Act 2015, we require all contractors/other PCBU's who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:
  - Safety policy;
  - Hazards and the hazard controls; and
  - Accident reporting procedures
2. Absent Health and Safety Management Plan: If you are unable to provide a formal Health and Safety Management Plan then you must be able to demonstrate the above criteria. If you cannot do so, then it is at the discretion of this company to induct you and your workers in to the H&S management systems of this company. Effectively you will be treated as an employee of this company and therefore must comply with all company H&S requirements.
3. Contractors/other PCBU's are reminded that all work is subject to the provisions of the Health & Safety at Work Act 2015 in particular:
  - Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
  - We, as the , are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
  - All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
  - Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under Section 56 of the Health & Safety at Work Act 2015, are to be reported to us, as the Principal/Lead PCBU.
  - All safety clothing/equipment required to minimise the risk of injury is to be provided, accessible to and used by any person engaged in the workplace.
4. Before commencing work on our premises, all contractors must ensure that any workers of the contractor, subcontractors on our premises, or if an individual, they are conversant with:
  - Emergency procedures (to be followed in the event of an emergency);
  - Safety rules and procedures;
  - Hazards which have been identified, and the hazard controls.
5. We as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of:

Contractor's Name: .....

Contractor's Signature: .....

Date: .....

Contact Phone / Fax Number(s): .....

Sign the attached copy and return with your Health and Safety Management Plan / Manual.

**Accident Investigation**

Name of organisation: .....

Branch/department: .....

**PARTICULARS OF ACCIDENT**

Date of accident	Time	Location	Date reported
M T W T F S S (circle)			

**THE INJURED PERSON**

Name		Address		
Age	Phone number			
Date of accident		Length of employment — at plant on job		
<b>TYPE OF INJURY:</b>	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

**DAMAGED PROPERTY**

Property/ material damaged	Nature of damage
	Object/substance inflicting damage

**THE ACCIDENT****Description**

Describe what happened (space overleaf for diagram — essential for all vehicle accidents)

**Analysis**

What were the causes of the accident?

**HOW BAD COULD IT HAVE BEEN?**☐ Very serious ☐ Serious ☐ Minor**WHAT IS THE CHANCE OF IT HAPPENING AGAIN?**☐ Minor ☐ Occasional ☐ Rare**Prevention**

What action has or will be taken to prevent a recurrence?

Tick items already

By whom

When

Use space overleaf if required

**TREATMENT AND INVESTIGATION OF ACCIDENT**

Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident investigated by	Date	WORKSAFE NZ advised YES / NO	Date



Health and Safety Manual for Thompson Plumbing & Gas Limited  
Employee Induction / Training Record

Employee's Name: \_\_\_\_\_

Started on: \_\_\_\_\_

**I N D U C T I O N**

	<b>Date Induction</b>	<b>Trainee Signed</b>	<b>Trainer Signed</b>
Introduction			
Safety Rules			
Hazards and Emergencies			
Accident and Incident Reporting and Recording			

**T R A I N I N G**

<b>Under Training</b>				<b>Fully Competent</b>		
	<b>Date</b>	<b>Trainee Signed</b>	<b>Trainer</b>	<b>Date</b>	<b>Trainee Signed</b>	<b>Trainer Signed</b>
Portable Tools						
Personal Protective Equipment						
Manual Handling						

**UNDER TRAINING means:** Received instruction on safety rules and hazards including safe operating procedures & practices. Must work under supervision.

**FULLY COMPETENT means:** Fully trained and able to operate unsupervised.

## Site Specific Hazard Identification Form

**Contract:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Person in Charge:** \_\_\_\_\_ **Date:** \_\_\_\_\_

HZD ID Completed by:					Position/Role:		Sign	
HAZARD What can harm me? What can harm others? What can harm the Environment?	Likelihood of Harm  Certain Likely Moderate Unlikely Rare	Potential Consequences  Major Serious Medium Minor	Risk Rating Before Controls High - H Med - M Low - L	E-M-I	HAZARD CONTROLS  (How can we reduce personal and environmental harm here?)  Behaviour / Action to eliminate, isolate or minimise:			PERSON or TEAM RESPONSIBLE
<b>Signed by , Subcontractors and Visitors on site – As understanding and agreeing to all identified hazards and their controls for this site</b>								
Name	Sign				Name	Sign		
Controls are to be reviewed and amended at least annually <b>and if the scope of work changes</b> . Continue on another sheet if necessary. <b>During course of work, add any new work group member, subcontractor or visitor to site. Ensure they are briefed and inducted on this hazard information</b>								

Risk Rating Chart									
Potential Consequences							Definitions		
Likelihood of Event		Major	Serious	Medium	Minor	Likelihood		Potential Consequences	
	→	Certain	H	H	H	M	Certain	Event may be expected to occur at any time	Major Incident/Toxic release off-site, detrimental effects / legal action certain Death or Total Permanent Disability
		Likely	H	H	M	M	Likely	Event will probably occur in most circumstances	Serious Incident/ Off-site release with no/limited detrimental effects / legal action likely Extensive injuries, but with recovery over time, or serious long-term effects to health
		Moderate	H	H	M	L	Moderate	Event may occur at some time	Medium Incident/On-Site release contained with external assistance / possible legal action, Medical Treatment from a doctor, or serious short-term effects to health
	→	Unlikely	H	M	L	L	Unlikely	Small possibility event may occur at some time	Minor Incident/on-site release immediately contained, no external assistance required / possible warning letter, Non - Lost time, first aid treatment, or nil/ minor effects to health
		Rare	M	M	L	L	Rare	Event may only occur in exceptional circumstances	

Refer to definitions and determine your assessment of Likelihood and Consequences) i.e. L, M or H (The block where the two definitions intersect on the chart)

<b>H</b>	= High Risk (Significant) →	<b>Significant Hazard or Risk</b> - Detailed research and management planning required to <b>develop Significant Hazard Control Plans or work instructions</b> , based on hierarchy of controls <u>ELIMINATE</u> , <u>ISOLATE</u> , <u>MINIMISE</u>
<b>M</b>	= Moderate Risk (Moderate) →	Management responsibility and controls <b>must be specified and followed up</b>
<b>L</b>	=Low Risk (Low) →	Manage by routine procedures