

Category	Health and Safety
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Approved by	James Parker Date 13 / 02 / 2018

This policy applies to all employees (full time, part time, casual and temporary) of Premier Insulation Limited (Premier) and Goldtex Insulation Contracting Limited (Goldtex).

It may also apply to all employees of any Franchise Agent to Premier A Grade Insulation Limited if the Franchise Agent has formally adopted the policy in their Company.

Collectively Goldtex, Premier and its Franchise Agents will be referred to as Premier Insulation in the wording of the policy.

CONFIDENTIALITY

This policy may not be copied in part or in full without the express permission of the CEO of Premier Insulation Limited.

TABLE OF CONTENTS

Contents

1.	INTRODUCTION.....	3
2.	OUR HEALTH AND SAFETY CHARTER.....	3
3.	POLICY STATEMENT – from the CEO.....	4
4.	PURPOSE & APPLICATION.....	5
5.	DEFINITIONS.....	7
6.	ROLES & RESPONSIBILITIES.....	11
7.	HAZARD IDENTIFICATION, ASSESSMENT, MANAGEMENT & REVIEW.....	17
8.	PERSONAL PROTECTIVE EQUIPMENT.....	18
9.	HEALTH MONITORING.....	19
10.	HEALTH & SAFETY EQUIPMENT.....	20
11.	INCIDENT, ACCIDENT & NEAR MISS REPORTING.....	21
12.	AUDITING & REVIEW.....	24
13.	EMERGENCY PLANS.....	24
14.	IMPORTANT INFORMATION.....	26
15.	WORKSAFE CONTACT DETAILS.....	28
16.	APPENDIX.....	28

1. INTRODUCTION

This policy outlines a systematic approach, which will assist in the management of Occupational Health & Safety across Goldtex Insulation Contracting Limited, Premier A Grade Insulation Ltd and its Franchised Agents who have formally adopted the policy. Collectively they are referred to as Premier Insulation in this policy.

It accomplishes this by providing a coherent framework and structure for the safety, health and welfare of all Premier Insulation employees, temps, casuals, contractors, volunteers, clients and the general public.

The policy sets the Health & Safety framework for the organisation(s) by laying the foundations for legislative compliance.

2. OUR HEALTH AND SAFETY CHARTER

The Board and Executive of Premier Insulation Ltd and its subsidiary company, Goldtex, regard the Health and Safety of staff as an integral and very important part of the business.

We believe all injuries, occupational illnesses and environmental incidents can be prevented through proactive management and the actions of all staff in ensuring no incidents take place. Health and Safety cannot be sacrificed for expediency.

The company management, staff and subcontractors will take all steps as deemed reasonably practicable to ensure our goals.

Our goal is to achieve zero harm to staff and any other person visiting our places of work¹.

All staff are equally responsible for achieving our goals for a safe and healthy work environment, no matter what role they have in the company. This is a fundamental condition of employment.

Managers and Team Leaders are accountable for actively promoting H&S best practise to their teams including providing training and protection, keeping records and complying with legislation.

All staff must comply with safe work procedures standards and practices. They must take care of their own and other's safety and wellbeing and must comply with reasonable procedures policies and training they have been given.

Worker representatives will be provided all reasonable opportunities to participate in the improvements in H&S on an on-going basis and, if necessary, stop any workplace action that could reasonably lead to an accident or incident.

Health & Safety cannot be sacrificed for expediency.

The HSE Committee will meet monthly to review progress and discuss Hazard resolution. Any employee is welcome to attend these meetings if they wish, or ask a Committee member to raise a particular issue.

¹ Our place of work is any place where our staff may be fulfilling their work obligations as an employee of Premier or Goldtex. This will include, but not limited to; Company offices, Construction sites, residential properties, company vehicles and customer offices.

3. POLICY STATEMENT – from the CEO.

It is my personal policy, as well as that of Premier Insulation and Goldtex Insulation; we all share the responsibility of health and safety at work.

The other Directors and Executives also aim to prevent personal injury, ill health and property damage, and will therefore take all practicable measures to identify health and safety hazards and either remove them or reduce the risk arising from them to an acceptable level.

My promise to you is that management will:

- Encourage and support employee participation in all matters concerning health and safety.
- Put in place safe work procedures, standards and ongoing improvement practises as a result of hazard identification and will ensure staff are adequately trained regarding hazards and necessary precautions.
- Ensure Managers have competencies in health and safety management.
- Provide all necessary equipment, safety devices and personal protection
- Support the safe and early return to work of injured employees, possibly on light or alternative duties, where practicable.
- Support the operation of Health & Safety Committees and Health & Safety Representatives.
- Comply with all current legislation relating to occupational health and safety.

Employees (Workers) responsibilities:

- Workers must comply with all safe work procedures, standards and practises, report potential hazards to people and property and report all accidents and incidents.
- All staff must work together to identify, analyse and implement the controls for hazards in relation to activities, tasks and occupations.
- Premier Insulation's duties will be conducted safely and efficiently. Health and safety cannot be sacrificed for expediency.
- All staff are responsible for implementing this policy in their areas.

James Parker

Chief Executive Officer

4. PURPOSE & APPLICATION

4.1. PURPOSE

To establish systems which ensure that the Occupational Health & Safety Policy is implemented throughout Premier Insulation and ensure minimum standards for implementation are defined and the application of these standards are consistent.

4.2. SCOPE

These standards will apply across all Premier Insulation employees, Managers, CEO, temps, casuals, contractors, volunteers, clients and the general public.

4.3. REFERENCES

Health & Safety at Work Act 2015 and its amendments and regulations NZS:4801

4.4. RESPONSIBILITIES & AUTHORITY

The CEO and Executive team authorises and approves all HSE policy and standards across Premier A Grade Insulation Limited. They are responsible for ensuring the systems are fully documented and implemented in accordance with the requirements specified in these Standards.

Individual responsibilities are outlined in Section 3 - Roles & Responsibilities.

The CEOs of Franchise Agent organisations are required to implement an Occupational Health and Safety Policy in their Companies. They may choose to adopt and follow this policy or adopt another acceptable policy. It is part of the Franchise agreement these organisations are active in the management of Health and Safety.

4.5. PROCEDURES

All staff must follow policy and procedures outlined in these standards.

The CEO is accountable for the development of further health and safety procedures as required for work areas and contractors under their control.

The health and safety policy including the rehabilitation policy will be subject to reviews through the Health & Safety Committee. The procedure for review will be by an agenda item through the Health & Safety Committee meeting forum including action points and responsibilities assigned and minuted.

Premier Insulation is committed to having in place the following elements of a Health & Safety Programme.

4.5.1. Active Management Commitment Requirements

- Documented commitment to the Premier Insulation Occupational Health & Safety Policy
- Health and safety responsibilities assigned
- Audits of the Health & Safety Programme
- Participation and involvement by employees through HSE committee
- Annual health and safety goals that are measurable and reviewable through the Management for Performance (MFP) process

4.5.2. Hazard Identification & Control

- Workplace hazard assessments (all areas) tracked through a Hazard Management Register
- Significant hazards to employees, contractors, public and visitors identified
- Regular health and safety reviews and / or assessments
- Regular review of significant hazards to monitor the isolation and minimisation level control
- All practical steps taken to eliminate and if not practicable to isolate, and if not practical to minimise the likelihood of harm
- Management consultation with the Health & Safety Committee, in the purchase or implementation of new or modified equipment, material, services, processes, and accommodation including relocation to another site
- Identification of tasks requiring health monitoring and ongoing regular testing and to notify results to employees [e.g. hearing tests, lung function test]

4.5.3. Information, Training & Supervision

- Documented health and safety induction and training for new and existing employees, contractors, and visitors
- Approved procedures covering hazardous tasks, reviewed, and updated.
- Training records for all employees in the safe use of plant, equipment, and protective clothing
- Employees aware of obligations to report all incidents or any near miss issues pertaining to health and safety being raised at team briefing and / or workplace
- All health and safety information and training delivered so that the key messages are clearly understood.
- Any other specific requirements identified shall be addressed as appropriate by Management and Health & Safety Committee Representatives meetings

4.5.4. Incident Reporting & Investigation

- Premier Insulation incident and investigation systems in place [refer Section 10 – Incident Accident & Near Miss Reporting]
- Corporate Incident Register established and maintained.
- Management initiated investigation and reporting as follow-up
- Management responsibility for corrective action is assigned, time-bound, signed and dated as part of an incident and injury investigation and includes training and injury prevention feedback via the hazard management process (where applicable) [refer Section 6 – Hazard Identification, Assessment, Management & Review]

4.5.5. Emergency Procedures

- Established procedures for all potential emergencies, which have been developed with employee involvement
- Responsibilities and procedures documented in an emergency plan covering all

personnel

- Training and / or communication of procedures to all employees, contractors, and visitors to the workplace
- A review of emergency drills on at least an annual basis

4.5.6. Principals, Contractors, Sub-Contractors & Temporary Employees

- Roles and responsibilities in all situations, particularly in places of work where a number of parties are involved, are clearly defined
- Training and documented authorisation by all contractors and sub-contractors of the Premier Insulation Standard Agreement or an equivalent agreement approved by the CEO
- Training of contracted staff and temporary employees in Premier Insulation Health & Safety Policy and procedures including reporting of incidents (as appropriate)
- Monitoring of contractor / client health and safety performance through periodic inspections and / or audits

5. DEFINITIONS

The following terms are used in the Premier Insulation H&S Standards:

Accident or Incident² means an event that causes any person to be harmed; or in different circumstances, might have caused any person to be harmed.

All practicable steps. In relation to achieving any result in any circumstances, means all steps to achieve the result that it is reasonably practicable to take in the circumstances, having regard to:

- The nature and severity of the harm that may be suffered if the result is not achieved; and
- The current state of knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved; and
- The current state of knowledge about the harm of that nature; and
- The current state of knowledge about the means available to achieve the result, and about the likely efficacy of each; and
- The availability and cost of each of those means.

To avoid doubt, a person required by the Act to take all practicable steps is required to take those steps only in respect of circumstances that the person knows or ought reasonably to know about.

ACC WSMP ACC Workplace Safety Management Practices

² The Act prescribes investigation, hazard management and reporting duties after an accident. It should be noted that the definition in terms of the Act is broader than in common usage, and includes "near misses" as well as events that cause injury or illness.

Client Any person engaging Premier Insulation to provide services

Contractor Any person engaged by Premier Insulation, who enters our workplace(s) to provide goods and services, and any person engaged by Premier Insulation to provide goods and services for clients

Designated Work Area That part of Premier Insulation in which the employees in a designated work group are employed

Employee All Premier Insulation employees including temporary employees

Harm means illness, injury, or both and includes physical or mental harm caused by work related stress [definition under the health and Safety at work 2015 (s2)]

Health and Safety at work 2015 's Health and Safety at Work Act 2015

Health and Safety in Employment Regulations 1995 Health and Safety in Employment Amendment Act 2002

Near Miss Any incident which, if circumstances had been slightly different, may have caused an injury

Health & Safety Representatives. A person selected in accordance with Section 6.6 Role of the H&S Rep, to represent the health and safety interests of the employees and to carry out the functions of a Health & Safety Rep as set out in Section 6.8 of these standards

Officers. An officer in relation to a PCBU means a person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example, a chief executive, director, board member or partner). If a PCBU has a duty or obligation under the Act, an officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty or obligation.

Places of Work. Shall include Premier Insulation offices, work sites, public areas and any place where Premier Insulation work is being or will be performed

SOP Premier Insulation Standard of Practice

Manager. Anyone who supervises the work of others, including Managers, Team Leaders, or persons in charge of site

Visitors Anyone who is invited onto a Premier Insulation site for lawful purposes

Hazard. An activity, arrangement, circumstance, event, occurrence, [Definition under the health and Safety at work 2015] phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and includes:

- (i) a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
- (ii) without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour."

Significant Hazard. Definition under the Act (s2). "A hazard that is an actual or potential cause or source of:

- (a) serious harm; or
- (b) harm (being harm that is more than trivial) the severity of whose effects on any person depends on the extent or frequency of the person's exposure to the hazard; or
- (c) harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard"

Eliminate Removing the injury factor completely, e.g. eliminating a hazardous task through automation

Isolate The injury factor remains but equipment and / or the work area is designed to protect employees, e.g. placing guards over moving machinery parts

Minimise The injury factor (hazard) remains but people are protected through changes to procedures, education, or use of alternative products. Minimisation often requires changes in behaviour as well as the selection/design of products and systems.

Note: minimisation actions need ongoing monitoring to ensure that the procedures and practices are being adhered to and are effective.

Person Conducting a Business or Undertaking. (PCBU). A key term contained under the Act is a person conducting a business or undertaking (PCBU). A PCBU means a Person Conducting a Business or Undertaking whether the person conducts a business or undertaking alone or with others; and whether or not the business or undertaking is conducted for profit or gain. Essentially, a PCBU is the business or business entity – often a company.

PCBUs will have the primary duty of care under the new Act as PCBUs are in the best position to control health and safety risks. PCBUs have a primary duty of care to ensure, so far as reasonably practicable: the health and safety of workers who work for the PCBU while the workers are at work in the business or undertaking; and workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.

A PCBU must also ensure, so far as is reasonably practicable, that the health and safety of other persons (for example, members of the public, visitors and customers) is not put at risk from work carried out as part of the conduct of the business or undertaking. The health and safety duties of PCBUs may overlap with the duties of other PCBUs, for instance in situations where workers work for more than one PCBU or in shared workplaces. In these types of situation PCBUs must consult, cooperate and coordinate with each other, so far as is reasonably practicable. This means that where there are multiple PCBUs, each must do what is reasonable in terms of their ability to influence and control to keep workers safe.

Reasonably Practicable. An important term defined under the Health and Safety at Work 2015 Act. It means that in relation to health and safety, PCBUs must ensure they do everything they are reasonably able to do taking into account and weighing up all relevant matters including: the likelihood of the hazard or risk occurring the likely degree of harm involved what the person concerned knows, or reasonably ought to know, about – - the hazard or risk; and - ways of eliminating or minimising it the availability or suitability of ways of eliminating the hazard or risk; and after assessing the extent of the risk and the available ways to eliminate or minimise the risk, the cost associated with those ways including whether the cost is grossly disproportionate to the risk.

Rehabilitation A managed process to restore ill, injured or disabled employees to their fullest physical, psychological, social, vocational and economic usefulness, as close to their pre-injury status as possible. It involves early intervention with appropriate, adequate and timely services based on the injured or ill employee’s needs.

“Trained H&S Rep”. Means a Health & Safety Representative who has completed an appropriate course approved under S.19G of the Act. The trained H&S Rep. has the power to issue hazard notices.

Serious Harm Serious harm is defined as [Definition under the Act (s2)]:

1. Death
2. Any condition that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
3. Amputation of body part
4. Burns requiring referral to a specialist registered medical practitioner
5. Loss of consciousness from lack of oxygen
6. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance
7. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm’s occurrence

Worker

The Act defines a worker to mean an individual 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 who has been assigned to work in the business or undertaking, an outworker (including a homeworker), an apprentice or a trainee, a person gaining work experience or undertaking a work trial, a volunteer worker or a person of a prescribed class.

Workplace

The Act defines a workplace to mean a place where work is carried out, or is customarily carried out, for a business or undertaking, and includes any place where a worker goes, or is likely to be, while at work, buildings and structures necessary for the operation of the business and the areas immediately surrounding them.

Key Performance Indicators

LTIFR	Lost Time Injury Frequency Rate - incidence rate per million hours worked
LTSR	Lost Time Severity Rate - average number of lost days per incident
MTIFR	Medical Treatment Injury Frequency Rate – incidence per million hours worked

First Aid Treatments	Any first aid – number/month
‘Near Hit’ Report	Any incident that could have caused injury
Hazard Register	A list of Natural Hazards that cannot be eliminated so must be managed
Hazard List	A list that captures all Hazards identified by the Audits. A set of actions to eliminate, isolate or minimise the risk will be implemented

6. ROLES & RESPONSIBILITIES

6.1. GENERAL

The roles and responsibilities of all Directors, management, staff and contractors employed/engaged by Premier Insulation shall be clearly defined in documented procedures and position descriptions.

All Contractors shall be advised of their obligations through an approved contract agreement.

At all workplaces, visitors shall be advised of their obligations by way of notices and / or procedures as outlined in the Security & Visitors Policy

In addition, all Managers will be required to participate in a review of their performance in accordance with the competency accountabilities applicable to their position and competency level in respect of health and safety.

6.2. DUTIES

6.2.1. Duties of PCBUs

The primary duty of care means that PCBUs must is to provide and maintain the work environment without risk to health and safety including providing safe plant, equipment and structures, systems of work etc. The PCBU must provide information, training, instruction or supervision to protect workers from work risks, monitor workers and work conditions to prevent the illness of the workers.

6.2.2. Duties of Workers

A worker means an individual who carries out work in any capacity for a PCBU (unless otherwise excluded by the Act). Workers must take reasonable care for their own and others’ health and safety, comply with any reasonable instruction of the PCBU regarding compliance and co-operate with any reasonable health and safety policy or procedure of the PCBU.

6.2.3. Duties of Officers

Officers must have an up-to-date knowledge and understanding on workplace health and safety issues and be satisfied that PCBU has implemented policies and procedures for complying with its obligations.

6.3. REVIEW OF LEGISLATIVE REQUIREMENTS

Key Legislative requirements can be identified from the following:

WorkSafe.	http://www.business.govt.nz/worksafe
Accident Compensation Corporation.	www.acc.co.nz
Legislation Public Access.	www.legislation.govt.nz
NZ Fire Service.	www.fire.org.nz
Environmental Risk Management Authority.	www.ermanz.govt.nz

6.4. ROLE OF THE CEO

The organisations' CEO is accountable for ensuring that all employees effectively manage the day-to-date safety and health of the work environment and the people under their control.

6.5. ROLE OF MANAGERS

Managers are responsible for the day-to-day health and safety of the work environment and the people under their control.

Managers shall take all necessary measures to implement the Premier Insulation Occupational Health & Safety Policy and to that end shall ensure that Health & Safety Procedures are implemented and that staff under their control are carrying out their duties in a safe and responsible manner. Managers shall have in place all the elements of the Health & Safety Programme, which shall be subject to monitoring and periodic auditing.

Managers shall be competent in health and safety management.

The Manager shall:

- Ensure that staff are trained in safe working practises, and that staff are aware of such factors as hazard identification and control, emergency contingencies and reporting
- Initiate improvements and actively seek best practise
- Ensure all staff are issued, and take care of, Personal Protective Equipment (PPE) *see section 7.*
- Ensure that there are routine safety inspections as part of housekeeping activities and take action to correct or control any hazard that may be identified
- Be responsible for ensuring the updating of the Hazard Management Register and safety related procedures in consultation with the H&S Rep
- Action all instructions and recommendations received from the Health & Safety Committee
- Take part in any Accident/Incident Investigation Process and will be responsible for ensuring that corrective action is assigned, time-bound, signed and dated as part of an incident and injury investigation.
- In terms of any serious harm accidents, Managers are responsible for advising the CEO and processing the necessary documentation within the required timeframe
- Ensure that there are a sufficient number of trained First Aiders, in particular, covering each shift in their work area. First Aiders shall be a permanent fulltime employee

- Ensure that First Aiders retain current First Aid certification
- Ensure that contractors engaged by Premier Insulation are aware and operate in accordance with the policies and procedures set out in these Standards
- Ensure that the site has an induction of contractors that includes hazard identification and control, emergency contingencies and reporting
- Ensure that in the event of any serious health and safety non-conformance by the contractor, the situation is rectified and the senior manager is advised of the non-conformance and remedial action taken. The incident is to be reported to the HSE committee and if serious the CEO.
- Ensure the safety of members of the public and visitors lawfully in their places of work
- In the event of a post critical incident, which is any traumatic event or experience, faced by a Premier Insulation employee whilst at work, it is the responsibility of the Manager to ensure that a confidential debriefing / defusing, non-evaluative discussion of the incident is carried out. This may include a Counsellor [EAP Services Ltd] who understands the dynamic thoughts and reactions involved with traumatic events being made available. The process is to be recorded, and signed off as part of the investigation and documentation.

Managers will be able to participate in a review of their performance in accordance with the MFP accountabilities applicable to their position and competency level in respect of health and safety.

6.6.ROLE OF THE EMPLOYEE [INCLUDING TEMPORARY EMPLOYEES]

It is the responsibility of all employees to follow safe working practices, and to be active in identifying hazards within their working environment, and report these hazards to their immediate Manager. They must: -

- observe normal safety precautions and adopt a responsible attitude to their own safety and the safety of fellow employees and members of the public
- use all Personal Protective Equipment (PPE) that any job may require and take proper care of equipment issued and ensure replacement when equipment becomes unserviceable. *Also, see section 8.*
- Every employee shall take all practicable steps to ensure that no action or inaction of the employee while at work causes harm to any other person.
- All employees must report any incidents, hazards, injuries, near misses, workplace illnesses, discomfort and pain and best practice opportunities involving personnel, vehicles or plant, regardless of how minor to their immediate Manager and/or Health & Safety Representative. Unless it is an emergency, do not leave the worksite without first reporting to your Manager. Where this cannot be done, you must report to your Manager within 24 hours.
- Report all significant hazards immediately to your Manager and / or Health & Safety Rep. Report any unsafe working conditions and / or unsafe working practices that may cause injury to people or damage to equipment as soon as possible.
- Understand and follow safe working practices and action all instructions from the Health & Safety Committee.
- All employees are encouraged to participate in ongoing processes for the improvement of

health and safety in the workplace.

- All employees will be required to participate in health and safety training programmes to ensure both their own safety and that of others.
- Every employee will participate in an introductory health and safety education and training that is applicable to their work function during the orientation process and work place assessment.
- All employees will be required to participate in a review of their performance in accordance with the competency accountabilities applicable to their position and competency level in respect of health and safety.
- An employee may refuse to perform any work that they believe is likely to cause them serious harm. The employee must, as soon as possible, let their Manager know of their refusal to work. The Manager will meet to discuss the problem with the employee.
- Where breaches of health and safety have been identified, Premier Insulation will have the discretion to take appropriate action to protect personnel on site and may suspend an employee, or in the case of a temporary employee, rescind or cancel the assignment totally.

6.7.ROLE OF THE HEALTH & SAFETY REPRESENTATIVE

The position of Health & Safety Representative is a voluntary position. A person may be removed and replaced in the position if the employees represented consider that the functions of an H&S Rep are not being performed satisfactorily.

H&S Reps are accountable directly to co-workers and act as a direct link between co-workers, other committee members and the CEO. The Management Team is encouraged to support and seek assistance from their H&S Reps. Reps may need to be registered with WorkSafe NZ.

The following functions of the H&S Rep will include, but are not limited to:

- Assist in incident investigation [as required]
- Maintain the Hazard Management Register for their worksite / workplace
- Promote health and safety to all staff
- Act as a direct link by briefing new employees on standard forms and providing guidance through appropriate policies and procedures, (e.g. if a staff member has an incident the correct forms to complete are etc.).
- Participate as a representative / support person on behalf of employees at H&S Committee Meetings, e.g. rehabilitation meeting, if elected to by an injured employee
- Facilitate H&S Committee meetings and brief employees on feedback from these meetings
- Ensure the H&S Standards are up to date and ensuring forms are also updated with correct document control version
- Participate in approved H&S Forums and training

6.8.ROLE OF THE HEALTH & SAFETY COMMITTEE

The CEO shall support and encourage the function of the Health & Safety Committee. The Health & Safety Committee will comprise of the CEO, Managers, H&S Rep and at least one other staff member from each team, who will meet monthly. Objectives of the **Health & Safety Committee Representatives** shall be:

- To provide recommendations to management that will enhance staff health and safety at work on health and safety issues
- To facilitate communications between employees in their teams
- To enhance and promote Occupational Health and Safety
- To update and maintain Health and Safety documentation
- Health & Safety Committee Representatives will be advised of amendments as they occur and will be responsible for ensuring these are communicated back to their teams
- Maintain records about hazard management activities
- Maintain records of their Health & Safety Committee meetings, agenda and any follow up on action points
- Participate in Health & Safety Committee Meetings and Audit activities

All meetings shall consist of an agenda and comprehensive minutes. The **Health & Safety Committee** shall be required to:

- Support the process of hazard identification, the elimination, isolation and minimisation of the hazards and instigate continuous improvements
- Undertake and arrange for regular audits of their team
- Meet to ensure Occupational Health and Safety Management systems are implemented
- Liaise with staff members in their team on Health and Safety matters
- Review their list of hazards at least every quarter, document that is responsible for undertaking the review and monitor that this has been carried out. All monitoring shall be documented and signed by the person responsible for undertaking the review
- Ensure maintenance programmes and safety checks for equipment and materials identified as potential risks to health and safety are carried out
- Utilise the generic agenda at Health & Safety Committee Meetings
- These standards will be subject to ongoing continuous improvement and the contents of this Standard will therefore be subject to amendment from time to time

6.9.ROLE OF NON-EMPLOYEES

Non-employees are defined as individuals who undertake activities without reward. These persons include, but are not limited, to: Volunteers, Persons on work experience, Persons on “on-the-job” training, Community Department or Periodic Detention workers, Loaned employee.

Non-employees undertaking activities with Premier Insulation are not deemed to be an employee under the Injury Prevention, Rehabilitation and Compensation Act 2001.

In the event that a non-employee suffers injury while acting as a volunteer the injury shall be treated as a non-work injury in terms of the legislation.

Non-employees conducting activities within Premier Insulation will receive orientation, the provisions of the Health and Safety at work Act 2015 and the Premier Insulation's Health and Safety Policies and Procedures

Premier Insulation staff, contractors or agents acting on behalf of Premier Insulation will be required to ensure the following actions are undertaken when undertaking non-employee activities in "one off" events:

- A written register of all attendees is maintained
- A hazard identification and control process is undertaken and communicated to non-employees prior to the commencement of activities
- Attendees are advised they are required to report hazards, incidents and accidents to the Manager
- Suitable first aid facilities and first aid providers are maintained
- Ensure satisfactory supervision of minors
- Ensure personal protective equipment is used as applicable to ensure the health and safety of non-employees is maintained
- Ensure all actions are documented and incidents, accidents and injuries are recorded on the Accident / Incident Reporting Form
- Undertake any other activities that may be necessary to ensure that health and safety is maintained

Visitors' health and safety and their compliance with Premier Insulation's Occupational Health & Safety rules are the responsibility of the host or the person responsible for inviting them to the premises.

6.10. ROLE OF CONTRACTORS

By agreeing to do the work the contractor agrees to comply with the Contractor Health & Safety Regulations, if required to come onto our site. The Contractor will also provide any subcontractor with all the necessary information under the Regulation Schedule.

Attendance by a nominated company representative at a Health & Safety Training Seminar organised by Premier Insulation may be required. Attendance at the training course will be a prerequisite to being a preferred supplier of services to Premier Insulation.

Contractors' health and safety and their compliance with Premier Insulation health and safety requirements are the responsibility of the host or the person responsible for managing their contracts.

7. HAZARD IDENTIFICATION, ASSESSMENT, MANAGEMENT & REVIEW

7.1. PURPOSE

To safeguard all employees, members of the public, visitors, and contractors in the workplace from harm.

Premier Insulation will systematically identify, assess and manage all potential hazards associated with its activities by implementing the Hazard Management Plan. Wherever possible eliminate or isolate hazards, where elimination or isolation of hazards is not possible employ mechanisms to minimise hazards and ensure employees are protected. Refer to the Hazard Management Review Process.

The H&S Committee will regularly review significant hazards to monitor the isolation and minimisation level controls. Refer to the Hazard Identification Form and the Hazard Management Register.

7.2. IDENTIFICATION OF NEW HAZARDS

Identification of hazards includes the active management of hazards associated with any new or modified equipment, material, services or work processes introduced in the workplace. Any newly identified hazards will be reported to the Health & Safety Committee.

7.3. HAZARD NOTICES

The Act permits trained Health & Safety Representatives to issue a Hazard Notice. If a trained Health & Safety Representative believes on reasonable grounds that they have identified a hazard in the workplace, they are to complete a Hazard Identification Form and pass onto their immediate manager or Operations manager or CEO. If the hazard is considered significant then it should also be raised with the Manager as soon as practically possible.

If Premier Insulation Management refuses to discuss, take reasonable steps to manage or there is disagreement about the hazard, then the trained H&S Representative may issue a Hazard Notice and give this to the CEO.

If a hazard is not managed after a hazard notice has been issued, the H&S Representative can advise the nearest WorkSafe.

7.4. WorkSafe Involvement

WorkSafe Inspectors are likely to become involved with hazard notices:

- when a copy of a hazard notice is received from the trained Health & Safety Representative
- when Premier Insulation objects to the issuing of a Hazard Notice and seeks an opinion
- during an investigation
- during a compliance assessment

In most cases WorkSafe assistance will clarify the issues and steps to be taken.

If an Infringement Notice is considered and the Inspector is using the hazard notice as a prior warning, then WorkSafe will have to ensure that the Health & Safety Representative has received the required training.

7.5. HAZARD MANAGEMENT

To ensure that there is an active process in place that systematically identifies, assesses and manages the review of significant hazards in the workplace over which the employer has authority and influence.

Managers will be responsible for hazard management in their areas. They shall ensure that staff who are involved in the process are appropriately trained in hazard identification, assessment and management. The Health & Safety Committee shall ensure that corrective actions are initiated and verified.

Refer to: **Hazard Management Review Process and Appendix referring to WorkSafe Hazard Matrix (Page 34)**

7.6. RISK ASSESSMENT

The Hazard Identification Form is to be used in conjunction with the Hazard Management Register. The Health & Safety Committee is required to maintain the Hazard Management Register for their worksite, and will ensure that everyone participates in the identification, assessment and management of hazards within their workplace.

8. PERSONAL PROTECTIVE EQUIPMENT

To help minimise the risk of incidents all installer staff will be supplied with Safety equipment. It is mandatory all installers use this equipment to ensure their safety and wellbeing.

The following equipment is supplied to all Insulation installers. It is up to each individual to ensure this equipment is maintained in good condition and is not lost.

- Work Safety Boots. (12 Months)
- Safety goggles (Monthly)
- Face shield/masks (Daily)
- Gloves (Weekly)
- Ear Plugs (daily)
- Overalls (Daily)
- Bump caps / Hard Hats (three years)
- Knee Pads (Annually)
- Safety Harness / Fall arrest (as required by the code)
- Hi-visibility vest (annually)

The Employee undertakes to wear and use such PPE at all times while installing insulation. This equipment is not to be used for any other purpose than official Premier Insulation business.

The employee shall take due care to keep the PPE clean and in good order at all times. The employee will be responsible for the pro-rata financial portion of the replacement cost where such equipment are lost or needs replacement before a reasonable wear period from date of purchase.

The time shown above in Brackets () is the minimum amount of time before the company will replace equipment for the employee.

Any Personal Protective Equipment provided to the Employee remains the property of Premier Insulation.

9. HEALTH MONITORING

9.1. GENERAL

Ensure as an ongoing process to properly investigate emerging hazards and monitoring of staff for exposure to known hazards so at-risk staff are not exposed to conditions which could affect their health.

The purpose of health monitoring is to identify or detect variations in the health of staff related to their working environment and conditions as early as possible. Health monitoring is usually carried out where there may be exposure to a hazard that is unable to be eliminated or isolated. Therefore, when considering the controls needed to minimise hazards, health monitoring may be appropriate.

Employees are required to inform Premier Insulation of any notifiable disease or medical conditions that may affect their ability to safely and effectively carry out their job, without endangering themselves or others.

The H&S Committee will review this list in the event that there is a change in the health and safety risk to employees.

9.2. HEALTH MONITORING CONSENT

Health monitoring will only be performed with the consent of the individual staff and on the basis that the information obtained is kept strictly confidential and that the results of any monitoring are made available to that individual.

9.3. IDENTIFICATION OF HEALTH MONITORING REQUIREMENTS

Premier Insulation provides a health-monitoring programme for employees whereby health and safety hazards that have been identified in the workplace have the potential to adversely affect the personal health of employees.

The following table highlights the health monitoring requirements:

Hazard	Form of Monitoring	Standards/Comments
Chemicals (i.e. glues)/dust	<p>Monthly hazard register reviews</p> <p>Health & Safety Committee reviews and audits the Hazard Management</p>	<p>All reviews are recorded by the Health & Safety Committee in their minutes</p> <p>The Health & Safety Committee will report to the CEO with any risk management issues</p>

<p>Ergonomic Issues [including work stations, OOS / Gradual process type issues] Manual Handling</p>	<p>Monthly hazard register reviews</p>	<p>Employees are encouraged to report early symptoms, e.g. pain, twinges, soreness by completing the Pain & Discomfort Reporting Form</p>
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9.4. EVALUATION OF HEALTH MONITORING

Health monitoring shall be evaluated by the H&S Committee, and where appropriate an occupational health professional to establish any trends that may require further monitoring and / or controls to minimise hazards.

Advise individuals that may be at risk about the work they are required to do.

9.5. PRE-EMPLOYMENT HEALTH SCREENING

Employee and contractor pre-employment health screening shall be carried out to determine baseline health data to check for pre-existing illness/injury.

Permanent employees may be required to undergo a comprehensive pre employment health assessment. Temporary employees may be required to provide a medical history at interview.

10. HEALTH & SAFETY EQUIPMENT

10.1. ISSUE OF HEALTH & SAFETY EQUIPMENT FOR REGULAR USE

Employees requiring health and safety equipment on a frequent and regular basis in order to carry out their work in a safe manner will be issued with the appropriate equipment on the first day of commencing their employment

All equipment issued will be registered and held by the respective Manager

Any equipment issued to an employee on an ongoing basis will be returned when no longer needed and the return noted on the appropriate register

The employee issued with equipment will be responsible for notifying any damage or loss. Any damage or loss notified by the employee will be actioned for prompt remedy by the respective Manager

10.2. MAINTENANCE OF FIRST AID KIT

The Office Manager shall be responsible for maintaining the first aid kits held on Premier Insulation premises.

Installers shall be responsible for keeping and maintaining the first aid kits held in their vehicles. These shall be reviewed on a three-monthly basis as an item on the Vehicle Standard Items Checklist and in conjunction with the First Aid Kit Checklist

A register of first aid kit stock used and the purpose of use shall be maintained. The register shall include the following information:

- name of person requiring first aid stock

- items used
- date of use
- purpose of use

It is the responsibility of each employee obtaining stock from the first aid kit to note on the first aid register the item used, the date of usage and the reason for usage.

Ensure that prompt and appropriate medical attention is given to employees when an incident / accident or health problem occurs.

11. INCIDENT, ACCIDENT & NEAR MISS REPORTING

All staff are responsible for reporting incidents/accidents to their immediate Manager. Effective reporting is required to:

- Comply with minimum legislative requirements
- Ensure all incidents/accidents are reported early and promptly to the Manager within 24 hours to allow investigation, and corrective action(s) to be taken which should ensure that these incidents/accidents do not happen again.
- To collect statistical information on incidents/accidents to monitor trends and initiate improvements to the overall programme.
- To provide a method by which all staff can initiate improvements relating to Health & Safety
- Enable appropriate preventative action is taken to prevent recurrence.
- To ensure that all incidents or near misses are fully investigated, including the causes of why the accident occurred and how the accident happened. Investigations may involve Management and staff involved where necessary. Managers are responsible for reporting and communicating to the CEO. The Health & Safety Representative shall assist in investigation / follow-up wherever appropriate.

Important note:

If an employee is injured and does not report the incident within 24 hours, the company is not obligated to record the injury as a work place injury. The onus is on the employee to prove the incident took place during work.

11.1. SERIOUS HARM

Premier Insulation has a legal obligation to

- Report all serious harm accidents within the specified timeframes.
- To ensure that all staff and visitors are provided with the appropriate care as soon as practicable as well as to provide management with guidelines in a serious harm situation.
- Ensure that appropriate preventative action is taken to prevent recurrence and corrective action that is undertaken in relation to any deficiencies identified during an investigation must be feedback into the hazard management process.
- Make managers responsible for reporting all serious harm accidents to the CEO within the specified timeframe. A Health & Safety Representative shall assist in investigation / follow-up wherever appropriate.

11.2. INJURY MANAGEMENT

The objective of the injury management process is to provide seamless support to enable an employee to remain at work, return to work early or achieve maximum independence subsequent to sustaining a workplace injury.

11.3. REHABILITATION POLICY

Premier Insulation is committed to promoting the early and safe return to work of all staff who have suffered work and non-work injuries or illness so that recovery to full working capacity is facilitated. Key aspects of injury and rehabilitation management shall include:

- Good communications and consultation processes with all stakeholders in the rehabilitation process including the staff members and their nominated support involved, Managers, ACC Case Managers, medical service providers and social rehabilitation providers
- A commitment to providing meaningful alternative duties and graduated return to work processes so that there is the opportunity for staff undergoing rehabilitation to achieve a safe and sustainable return to work
- Ensuring all staff are aware of their responsibilities for rehabilitation processes, including the Code of Claimant Rights
- Facilitating early intervention where discomfort or pain is experienced by staff so that it can be assessed and preventative actions implemented
- Compliance with the Privacy Act 1993 and Health Information Privacy Code 1994 with regards to medical records and information

It is a requirement of the Injury Prevention, Rehabilitation and Compensation Act that all staff actively participate in their own rehabilitation.

Premier Insulation will aim to promote a supportive workplace environment, so that workplace-based rehabilitation following an injury becomes the usual course of action wherever possible.

The Occupational Rehabilitation programme will include vocational rehabilitation to restore the employee to their occupation or similar occupation

The Occupational Rehabilitation Programme will be based on the following principles:

- Occupational rehabilitation starts from the time treatment commences
- The injured employee retains the right to receive treatment from whomever they choose
- All staff and management shall be supportive of the rehabilitation programme
- Accountability and responsibilities for management's involvement shall be clearly identified
- All medical information will remain confidential to the employee
- Premier Insulation will provide alternative duties for employees at the recommendation of the Doctor and / or Co-ordinator or Occupational Therapist in consultation with the injured employee and their representative(s), i.e. Union Rep, H&S Rep, colleague, friend or family member
- The employee and stakeholders involved in the rehabilitation process of an employee

will be provided with copies of the documentation as appropriate to the circumstances of the injury

- The HR Advisor, and Rehabilitation Co-ordinator, in conjunction with the advice of the third-party administrator, will select and train internal staff for rehabilitation, as the need for rehabilitation arises
- The training and support requirements for internal staff will be case specific and therefore tailored to ensure all support requirements are met.
- The employee returns to full work as soon as practically possible
- The employee is expected to undertake alternative duties as part of their rehabilitation process, a refusal to undertake alternative duties must be on reasonable grounds.

11.4. REHABILITATION OF INJURED EMPLOYEES

On being notified of the occurrence of a work-related injury, recovery from a medical condition or non-workplace injury, an appropriate nominated person, will ensure the instigation of a recovery programme within 7 days of notification of the injury.

The rehabilitation recovery programme will be co-ordinated by a suitably qualified service provider who will be guided by medical report recommendations where deemed necessary. It is intended that the subcontracted case management provider will provide this advice.

The Manager and Co-ordinator will work with the recovering employee and other medical, work and support stakeholders to develop a recovery programme.

Copies of all meeting minutes, associated documents, and recovery programmes will be supplied to the stakeholders.

The recovery programme Co-ordinator will be responsible for monitoring and reviewing the objectives of the recovery programme and will notify non-compliance to the Manager or CEO who will retain responsibility for ensuring remedial action.

At the completion of the recovery programme the stakeholders shall meet to review and sign off completion of the programme as appropriate.

11.5. NON-WORK RELATED INJURY [COVERED BY ACC]

When a staff member incurs a non-work related injury that results in the staff member needing the attention of a medical practitioner and absence from work for rehabilitation, the staff member must as soon as practicable advise their Manager. The employee is required to forward a copy of their medical certificate to the HR Rep and the Manager at the earliest possible time to ensure prompt processing of the claim.

During the course of an injured employee's rehabilitation programme, the ACC rehabilitation may liaise with the injured staff member's Manager to facilitate a suitable return to work programme.

12. AUDITING & REVIEW

The CEO shall ensure that Health and Safety is included as part of the scope of an internal quality system audit and the preventative and corrective actions are carried out for any non-conformances highlighted. Health & Safety systems should be continually reviewed and updated on an ongoing basis.

Where appropriate, the CEO shall arrange for any technical audits to be performed. Managers and staff who are assigned duties including checks or inspections concerning health and safety elements shall be responsible to ensure that any non-conformances are recorded, and that requests or actions for corrective action are initiated and verified.

The CEO is responsible for authorising any communications with WorkSafe NZ and overall management of Premier Insulation's review and auditing activity.

12.1. ORGANISATION ANNUAL AUDIT AND REVIEW PROGRAMME

Audits and reviews will be done in consultation with the Health & Safety Committee representatives on an annual basis.

An annual audit will include a review of:

- Health & Safety Committee activities
- Compliance with the requirements in these H&S Standards
- Consultation with Health & Safety Committee representatives to identify activities for ongoing improvement
- Analysis of the number, nature and cost of work place injuries
- Progress on health and safety goals, plans and objectives
- All information, feedback from Health & Safety Committee, Unions and Management, to identify and determine training needs for specific roles, tasks or areas of work
- The ACC audit tool to ensure all requirements are being met
- Workplace Accident Claims Dispute Management in co-ordination with the third-party provider
- A review or preferred providers. The format will be aligned to the third-party provider's format.

13. EMERGENCY PLANS

To ensure that procedures are developed for reacting to emergencies so that staff and any other persons that may have reason to be on Premier Insulation premises at the time an emergency occurs, can respond rapidly to minimise the consequences of the emergency by preventing harm to personnel and reducing damage to property.

Managers are responsible for ensuring that all staff have the opportunities to be fully involved in the development of emergency plans to react to emergency situations that may arise.

Managers will ensure that all staff are familiar with emergency plans. The Health & Safety Committee will ensure that practise drills or reviews are performed no greater than 6 months apart.

The Management Team shall appoint and retain sufficient numbers of staff competent in implementing emergency procedures in the event that they are required.

Appointed staff members will be required to attend training and annual refresher courses.

The appointment of Site Managers, Building Wardens and Fire Wardens shall be notified to the HR Advisor, Occupational Health and Safety.

All emergency procedures shall be implemented in a manner that is aligned with Premier Insulation's policy and procedures including Civil Defence protocols.

13.1. REPORTING OF FIRE & EMERGENCY INCIDENTS

All fire and emergency incidents shall be reported to the CEO within 24 hours of the event occurring.

In the event that a Fire or Emergency incident causes injury to an employee, contractor or a visitor to Premier Insulation's site the event shall be immediately notified to the CEO.

In the event that a Fire or Emergency incident results in closure of any of Premier Insulation's operational functions the CEO is to be notified.

13.2. GUIDELINES FOR EMERGENCY PROCEDURES

Premier Insulation shall put in place emergency procedures that comply with the Surviving an Emergency Guideline.

Identification of Emergency Plans

A "team" approach will be used to identify and formulate plans to respond to sudden emergency situations, as a co-ordinated and rapid response in adverse conditions is required to assist with promoting awareness and 'ownership' of the plans. Emergency plans will have the objectives of:

- preventing injury and death
- minimising damage to buildings and equipment
- protecting vital records
- facilitating the resumption of normal operations as quickly as possible

Mandatory emergency plans are required for: fire, earthquake and response for injury or sudden illness.

13.3. STAFF TRAINING / PLAN REVIEW

Practise drills for fire evacuation are to be held a minimum of once a year of no greater than 6 months apart.

The requirement for and / or frequency of practise drills for other emergency plans will be determined by the Management Team in consultation with staff, taking into account the potential risks of the emergency and the practicality of simulating them.

The review of emergency response procedures after any practise drills and after any actual emergency event will be discussed at Health & Safety Committee meetings and documented in the minutes.

All staff will be made aware of emergency plans via such means as Induction Training, Documented Procedures and Emergency Plan reviews.

Where practice drills are performed, the drills will be reviewed to identify areas that require improvement and actions determined to implement them.

14. IMPORTANT INFORMATION

14.1. THE RIGHT TO REFUSE DANGEROUS WORK

All staff have the right to refuse any work that they believe is likely to cause them serious harm and to report any concerns to the Health & Safety Committee or CEO. Where an agreement is unable to be reached internally on how to address the situation, expertise can be sought from external specialists [e.g. WorkSafe] or mediation via the Employment Relations Service.

14.2. WORKSAFE

WorkSafe Inspectors may enter a commercial workplace at any reasonable time but must produce their "Certificate of Appointment" to the CEO. The Inspector may:

- Conduct examinations, tests, inquiries and inspections
- Take photographs, sketches, recordings and measurements
- To request documents and make copies where required
- To request that the workplace not be disturbed for a reasonable period while investigations are being performed

Where documents relate to the health status of an individual staff member, that staff member must provide consent prior to the Inspector reviewing the documents.

Staff are required to co-operate with WorkSafe and must not obstruct WorkSafe during their inquiries. It should be noted that no person when making a statement to WorkSafe is required to give any answer or information that might incriminate themselves.

WorkSafe may serve the following notices:

Improvement Notices

This Notice can be issued where an WorkSafe Inspector believes the Company is not is failing to comply with any provision of the health and Safety at work 2015 and associated Regulations or has failed to comply with a provision and is likely to fail again. The Company is given the option of continuing with the activity in question within a stated timeframe that corrective action has to be implemented. Failure to comply with the Notice within the stated timeframe opens up opportunities for WorkSafe to prosecute.

Prohibition Notices

This Notice can be issued where an WorkSafe Inspector believes the Company is in a situation where there is a likelihood that "serious harm" will occur to any person. This requires the Company to immediately cease the identified activity until the Inspector is satisfied that suitable measures have been taken to control hazards within the activity identified.

Infringement Notices

This Notice is issued where a WorkSafe Inspector believes that a person has failed to comply with their duties as outlined in the health and Safety at work 2015 where that person has had a prior warning of their offence. Prior warnings include:

- Written warnings (letters)
- Compliance, Improvement, Prohibition and earlier Infringement Notices
- A conviction for an offence under the health and safety at work Act 2015
- A “Hazard Notice” issued by an WorkSafe Representative who complies with Approved H&S Representative Training requirements

Infringement Notices can be issued to both the Company and individual staff members. Principals, contractors, subcontractors and controller of workplaces are also liable.

Penalty Levels

OFFENCE	INDIVIDUAL WHO IS NOT A PCBU OR OFFICER (EG A WORKER OR OTHER PERSON AT A WORKPLACE)	OFFICER OF A PCBU OR AN INDIVIDUAL WHO IS A PCBU (EG SELFEMPLOYED)	ANYONE ELSE (EG AN ORGANISATION THAT IS A PCBU)
Section 47 (reckless conduct in respect of duty that exposes an individual to a risk of serious injury, serious illness or death)	Five years in prison or \$300,000 fine, or both	Five years in prison or \$600,000 fine, or both	\$3 million fine
Section 48 (failure to comply with a duty that exposes an individual to a risk of serious injury, serious illness or death)	\$150,000 fine	\$300,000 fine	\$1.5 million fine
Section 49 (failure to comply with a duty)	\$50,000 fine	\$100,000 fine	\$500,000 fine

14.3. WORKSAFE NOTIFICATION OF PARTICULAR HAZARDOUS WORK

Some particularly hazardous work must be advised to WorkSafe prior to work commencement. This includes work relating to trenching, scaffolding and demolition. A Notification Form is available for advising WorkSafe of any type of work that may be performed or controlled by the Company.

15. WORKSAFE CONTACT DETAILS

For more details about WorkSafe refer:

<http://www.worksafe.govt.nz/worksafe>

16. APPENDIX

HSE Meeting Minutes form

Hazard Identification form

Site Checklist for Installers

SiteSafe Risk Assessment and Controls Matrix

Example Site/job hazard and risk register

Accident / Incident reporting

Discomfort reporting

Fire & Emergency Incident

Conditions of Entry to Premises Notice

DATE		MEETING NUMBER	
LOCATION			
FACILITATOR		RECORDER	
INVITED ATTENDEES			

AGENDA ITEMS	DISCUSSION / CONCLUSIONS
1. Apologies	
2. Minutes of last meeting	
3. Review Accident Register Causation of staff accident / incident Identify near misses, could staff safety have been compromised? Any new hazards as a result of the accident investigation? Did any systems or procedures require change as a result of the accident or incident? Have all outstanding actions been completed? As a result of a work-related accident and subsequent time off work, is the staff member aware of Claims, Injury & Rehabilitation policy, process and forms?	

<p>4. Hazard Identification & Review</p> <p>Review of Hazards Register for longstanding significant hazards and their controls, e.g. dates, frequency, appropriate controls</p> <p>Review of any outstanding actions /follow ups</p> <p>The review of potential health and safety hazards for:</p> <p>new equipment or machine modifications to building or workstation relocation of staff to another building rehabilitation process of injured employees in the likelihood of returning to alternative duties and health and safety hazards associated with each task</p>	
<p>5. Health & Safety Training</p> <p>-Have all staff received and completed their health and safety passport?</p> <p>-Have H&S Reps attended Introduction to Health & Safety training? Next training date?</p>	
<p>6. Health & Safety Policy Review</p> <p>- Review of at least one policy per meeting</p> <p>-Review of at least one form per meeting</p>	
<p>7. General Business</p>	
<p>8. Review Actions</p>	
<p>END</p>	

Accident / Incident Reporting

INITIAL NEEDS ASSESSMENT FORM

[To be completed by the Manager in the event of a Lost Time or Serious Harm Accident]

GENERAL INFORMATION	
Where was the injured employee sent for medical care?	
Has the injured employee been sent home?	YES / NO
If yes, how? If no, please detail	
ACC Certificate attached	YES / NO
IMMEDIATE NEEDS [from day of the accident]	
Does the Employee Require:	If yes, please describe:
Ongoing medical treatment	YES NO
Transport to and from work	YES NO
Homecare help	YES NO
Childcare help	YES NO
Weekly compensation	YES NO
Rehabilitation	YES NO
Other care of assistance	YES NO
WORK FUNCTION OR DUTIES	If yes, please describe:
Can the injured employee return to normal duties?	YES NO
If not, is there alternative work available?	YES NO

OFFICE USE ONLY:

Comments:

ACCIDENT / INCIDENT PREVENTION PLAN *[to be completed by the Manager]*
Describe ROOT CAUSE of Accident / Incident
IMMEDIATE CORRECTION ACTION

 The hazard has been: Eliminated Isolated Minimised *[tick relevant box]*
ACTION TAKEN

PRIMARY HAZARD CATEGORY	
Equipment / Machinery / Tools	Motor Vehicles / Fork Hoists etc.
Lifting / Moving heavy items	Fall / Heights
Trip Hazard / Slippery / Uneven Surfaces	Biological [e.g. sewage, needle-stick]
Chemicals / Fumes / Dust	Heat or Cold / Fire
Electrical	Working in confined spaces
Other:	

PREVENTION	BY WHOM	DATE COMPLETED	SIGN OFF
What action has been taken to prevent a recurrence [e.g. training]? Tick box(s) below as part of your Action Plan			
Update Hazard Register <i>[refer to Hazard Management Procedure]</i>			
Complete Risk Assessment			
Communicate hazard in Team Meeting			
Manager to advise at Managers Meeting			
Mitigation measures are identified and implemented			
Provide feedback to injured employee			
Other:			

Date:
Name:
Manager Signature:

Discomfort Reporting

The purpose of this self-report of pain and discomfort is to encourage employees to report pain and discomfort when first noticed so that measures can be taken to prevent escalation to a chronic, work related injury.

Please forward the completed form to HSE committee member.

On receipt of this notification, an investigation and appropriate remedial action will be carried out in coordination with the affected employee and reporting Team Leader.

NB: Notification of pain and discomfort does not mean you are making a claim

EMPLOYEE DETAILS

Name:		Department:	
Work Phone:		Mobile Phone:	
Job Title:			

DESCRIPTION

Provide a brief description of your pain and discomfort [e.g. frequency, duration, past history, activities that cause pain]

Signature: _____ **Date:** _____

Team Leader Signature: _____ **Name:** _____

Date received from Staff Member: _____ *Please forward to HR within 24 hours of signing*

Fire & Emergency Incident

Copies to:

1. OH & S Co-ordinator – Toolkit Folder Section 8
2. Copy to fill in H&S Rep. – Fire & Emergency Folder

Date of Incident:

Time of Incident:

Nature of Incident:

- | | |
|--|---|
| <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Bomb Threat |
| <input type="checkbox"/> Practice Drill | <input type="checkbox"/> Chemical Spill |
| <input type="checkbox"/> Weather Warning | Other: [please specify] |

Actions taken: [What did you do during the evacuation?]

Specific Actions:

Evacuations:

Did you find your emergency plans?	Yes	No
Did everyone leave your area?	Yes	No
Did everyone go to the assembly point?	Yes	No
Did you report to the Building Warden?	Yes	No

Action taken if other than evacuation:

Problems Encountered:

Name: _____ **Signature:** _____

Fire Evacuation

IF YOU DISCOVER A FIRE OR IF YOU HEAR THE FIRE ALARM SOUND

- Operate the fire alarm by activating the nearest manual call point [reception area, passage exiting the boardroom]
- Ensure other occupants have been alerted to the fire
- Leave the building by the nearest exit and close doors on way out
- Notify Floor Warden of any person requiring assistance
- Proceed via stairs to ground floor safe assembly area If your access to ground floor is blocked proceed to the upper car park safe assembly area
- Follow instructions of Floor Wardens and / or Fire Service
- Do no re-enter building until “all clear” is given by Fire Service
- Always walk quickly and quietly to safe assembly area
- People with disabilities to exit via boardroom onto the upper level car park, if this exit is inaccessible people with disabilities will be assisted to access onto the upper car park level through main exit doors.
-

FIRE WARDENS

UPPER FLOOR LEVEL WARDEN –

Responsibilities:

- Clear tenancy areas Premier Insulation,
- Check toilet areas
- Floor Warden to report to Fire Service at the front of the building where the fire panel is located

Under the Health and Safety Act all staff are responsible for the safety of themselves and others. In the absence of assigned Fire & Floor Wardens it is the duty of management to nominate a back up person at the time of an emergency event.

Fire evacuation instructions, tenancy evacuation board, warden’s armbands, yellow jackets and the first aid kit can be found on the wall nominated in the mailroom.

First Aiders: Knox Peni

Safe Assembly Area Locations:
Grass area on Druce's Road in front of Car park
IN AN EMERGENCY DIAL 111 – ASK FOR FIRE SERVICE

In accordance with the Health and Safety in Employment Act 1992 and its amendments, and our in-house Health and Safety Management programme, Visitors and Contractors must obey all reasonable instructions and signs whilst on the premises to ensure that their actions create no hazards to people or property.

Fire and Emergency

On hearing the alarm please leave the site immediately by the nearest Fire Exit. Your host or any employee will escort you to a designated area. Please remain there until the all clear is given.

Smoking

Smoking is prohibited on premises except in designated areas.

Signature

Your signature in our Visitors Book acknowledges acceptance and understanding of our conditions of entry.

Conditions of Entry to Premises - as per above

Signed.

Name
.....

Date
.....