

Hua-Xin Electrical LIMITED
HEALTH AND SAFETY MANUAL
2020

Date Reviewed 4 August 2020

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1 . Employer commitment to health and safety

We are committed to making our workplace safe and healthy.

1.1 Health and safety policy and the Law

The New Zealand health and safety legislation has been influenced by the OHS laws of Australia. These laws have a number of common elements.

The Health and Safety at Work Act, 2015 (the Act):

- a) Sets out the principles, duties and rights in relation to the workplace H & S;
- b) The cornerstone of the Act is that workers and others need to be given the highest level of protection from workplace H & S risks, as reasonably possible;
- c) All parties need to work together on H & S;
- d) The primary focus of the Act is to proactively identifying and managing risks so everyone is safe and healthy;
- e) Businesses have the primary responsibility for H & S of their workers and any other workers they influence and direct;
- f) Officers (company directors, partners, board members, CEO) must do due diligence to ensure business understanding and is meeting its H & S responsibilities;
- g) Workers must take care for their own H & S and that their actions do not adversely affect the H & S of others.
- h) Workers must also follow any reasonable H & S instructions given to them and co-operate with business policy or procedures relating to H & S in the workplace;
- i) Others such as visitors and customers also have some responsibilities and duties to ensure that their actions don't affect the H & S of others

The Primary Duty of Care:

- a) Under the Act a business or undertaking (PCBU) must look after the H & S of its workers and any other workers it influences or directs;
- b) PCBU must, so far as is reasonably possible and practicable, provide and maintain a work environment that is without H & S risks;
- c) The work environment includes:
 - a. The physical work environment including lighting, dust, heat and noise,
 - b. The psychological work environment, including overcrowding, work arrangements and impairments that affect a person's behaviour, such as work-related stress, fatigue, drugs and alcohol,
 - c. Providing and maintain a safe systems of work,

- d. Undertaking a systematic examination of a task to identify risks that may arise from carrying it out,
- e. The identification of safe methods including control measures to eliminate or minimise the identified risks,
- f. The setting of methods to safely carry out the tasks;
- g. Providing adequate clean facilities for the welfare of workers when doing work, including ensuring access to those facilities,
- h. Providing training, instructions, information, supervision that is necessary to protect all persons from risks to their H & S arising from the work;
- i. Monitoring the health of the workers and the conditions at the workplace for the purpose of preventing injury or illness of workers when doing work for the Company,
- j. Monitoring the health of workers by specific and targeted testing of health of the workers to identify potential harm to their health and any changes on an ongoing basis.

Management commitment

The Director has signed our health and safety policy, demonstrating the commitment of management to the health and safety of people working or involved with our organisation. The policy outlines the duties of management and employees.

Company's health and safety policy

We are committed to providing and maintaining a safe and healthy working environment for our employees, visitors, and all people using our premises as a workplace.

The essence of our policy is the management of processes used to achieve an integrated and effective strategy for the prevention of work-related injury and illness, the effective return to work of injured or ill workers and the efficient and just ACC compensation of those unable to work because of temporary or permanent work-related incapacity. The order of priority is prevention, rehabilitation and compensation. Prevention is the number one priority. To ensure a safe and healthy work environment, we will develop and maintain a health and safety management system. Specifically, management will:

- Set health and safety objectives and performance criteria for all managers and work areas
- Annually review health and safety objectives and managers' performance against these
- Actively encourage the accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are developed to take corrective action
- Actively encourage people to report any pain or discomfort early on
- Provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work
- Identify all existing and new hazards and take all practicable steps to eliminate,

isolate or minimise the exposure to significant hazards

- Ensure all employees are aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner
- Encourage employee consultation and participation in all matters relating to health and safety
- Promote a system of continuous improvement – this includes reviewing policies and procedures each year
- Meet our obligations under the Health and Safety in Employment Act 1992, the Health and Safety in Employment Regulations 1995, codes of practice, and any relevant standards or guidelines.

Every manager, supervisor or team leader has a responsibility for the health and safety of employees working under their direction. All managers need to be aware of workplace injury and its consequences because;

- a) Legal obligations require that workplaces are safe and healthy for workers and others affected by the work activities of the Company,
- b) Insurable costs are related to the claims experience of the Company and are, to a large extent, controllable by the Company,
- c) Non-insurable costs associated with workplace injury can be significant. These include: lost time, reduced productivity, staff replacement, re-training costs and reputation damage in the market place.
- d) Considerable cost is also carried by employees through reduced quality of life associated with physical and psychological disablement.

Every employee is expected to share in this commitment to health and safety in the workplace by:

- Observing all safe work procedures, rules and instructions
- Reporting any pain or discomfort early on
- Taking an active role in the company's treatment and rehabilitation plan, to ensure an "early and durable return to work"
- Ensuring all incidents, injuries and hazards are reported to the appropriate person.

The health and safety committee include senior management and employee representatives. It is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

Signed and dated:

Position: Director

1.2 Relevant industry requirements

We aim to meet the requirements of all legislation, regulations, code of practices, safety data sheets for particular hazards, and industry best practices. These include:

- Health and Safety at Work Act, 2015
- Hazardous Substances and New Organisms Act 1996
- Electricity Act, 1992
- Employment Relations Act, 2000

1.3 Health and safety roles

The following employees have specific roles and responsibilities relating to health and safety. Their performance relating to these duties is evaluated annually.

Name	Duties
Director:	<ul style="list-style-type: none">• Sets health and safety plans/objectives• Initiates annual review• Ensures injured employees are given planned rehabilitation• Consults with outside advisers• Trains supervisors/line managers• Prepares a six-monthly training plan• Reports serious harm injuries to Work safe• Investigates accidents• Appoints health and safety representatives• Ensures contractors are inducted and managed
Admin Manager & Team Leaders	<ul style="list-style-type: none">• Supervises employees to ensure hazards are managed• Supervises and implements rehabilitation• Carries out quarterly inspections• Supervises visitors and contractors• Trains employees in induction and safe work procedures• Completes accident records (accident register)
Director:	<ul style="list-style-type: none">• Selects contractors• Supervises contractors• Ensures contractors are issued with information about on-site safety

Director & Admin Manager	<ul style="list-style-type: none"> • Ensures contractors go through induction • Provides or sources specialist advice in health and safety matters • Co-ordinates health and safety reviews • Initiates rehabilitation plans with injured employees • Assists with accident investigations if required • Maintains the hazard register • Maintains accident records and statistical analysis • Attends safety meetings
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1.4 Safety expectations

We have very clear health and safety expectations for all employees, and clear processes to follow when these expectations are breached.

Our health and safety expectations are that employees:

- ensure that their actions or inactions do not cause harm to themselves or others
- wear all PPE provided when required
- report hazards
- report all accidents, incidents and near misses
- comply with the H & S policy

An employee who breaches the policy and these expectations may be subject to the Company's disciplinary process.

1.5 Health and safety management plan

Our annual health and safety plan is based on SMART objectives, meaning they are specific, measurable, achievable, relevant and time-bound.

Management works with employees through the health and safety committee to set the company's health and safety objectives, which are then listed in our annual health and safety plan. A copy of this is on the following page.

The health and safety committee allocates responsibilities to ensure these objectives are met.

Each year, management and employees review the outcomes to ensure the objectives have been achieved. If not, management and employees take corrective action to ensure the objectives will be met.

Company's health and safety management plan 2020

Objectives	Action plan	Responsible	Date
Objective 1 Review and establish H & S committee comprising employees	Consult employees and set up the committee	Admin Manager	30/03/20
Objective 2 Review and complete hazard assessment for all areas of the workplace	Detailed analysis of each work area and document hazards in the register	Director & Admin Manager	30/03/20
Objective 3 Provide all employees with a review briefing of H&S Policy, objectives and plan	Discuss and make presentation at regular meetings. Prepare handouts.	Director & Admin Manager	30/03/20
Objective 4 Conduct emergency evacuation drills and review and improve the results.	Appoint H & S wardens for each floor and keep records of such drills.	Admin Manager	30/03/20

1.6 Return to work

Return to work

In the event of work-related injury or illness we ensure our employees receive appropriate medical treatment and assessment as quickly as possible. The Administration Manager is responsible for establishing and maintaining early contact with all injured or ill employees, regardless of whether it is a work-related injury or not.

Employees with work-related injuries

If an employee suffers any injury at work, they must report it to their supervisor as soon as possible and record it in the accident register.

If they require medical assistance, the doctor or hospital will complete an ACC 45 form, which the employee must present to management as soon as possible.

Alternative duties may be allocated until the injured employee is fit to return to their normal duties. In addition, the injured employee may be able to get extra assistance. All of these options should be discussed by the company, the employee, their ACC case manager and medical provider as required.

2. Planning, review and evaluation

We are committed to continually improving our health and safety systems.

2.1 Monitoring and reviews

Managers must ensure that our health and safety system is monitored and reviewed:

- We use the check sheet on the following page to do this.
- We monitor known hazards to determine whether the hazards continue to exist and the controls remain effective. We record inspections and update the hazard register.
- We monitor workplace conditions and practices and identify new hazards that may arise. We record inspections and update the hazard register.
- We annually review our systems.
- We review and update our health and safety plans and objectives each year.
- We review all procedures and hazard management controls after each significant and potentially damaging event.
- We review all injury data each year and use this information to identify appropriate goals for the safety plan.
- We review this health and safety manual each year, to ensure the policy has been updated and signed and documentation is updated.
- We review the health and safety responsibilities designated to staff, each year.

Company's monitoring and reviews check sheet

Topic/task	Review date	Person(s) responsible
Monitor known hazards		All managers
Monitor workplace		All managers

Self-assessment		Employees
Review health and safety plan		Admin Manager
Review significant events		All managers
Review injury data		Director
Review health and safety manual		Admin Manager
Review health and safety responsibilities		Director

3. Hazard management

Hazard can be classified under five headings:

- a) **Physical hazards** such as heat, cold, noise and radiation. These hazards can cause damage to the body such as deafness, skin damage and cancers,
- b) **Psychological hazard** created from a person being unable to cope with demands, pressure, tediousness, harassment or other unusual expectations of a job. Work-induced stress can result in physical problems such as high blood pressure and mental problems that reduce a person's capacity to function in the society,
- c) **Chemical hazard** such as carcinogens, poison and skin irritants. These can create many different physical complaints cancers, allergic reactions and loss of mental acuteness,
- d) **Mechanical and electrical hazards** as found in every workplace where tools and machinery of any sort are used, They can cause physical injuries from persons slipping on stairs, electric shocks and many other unforeseen events such as the collapse of scaffolding,
- e) **Ergonomic hazards** such as hazards resulting from the poor design of work stations including chairs, desks; hazard related to lifting and handling.

We have an active process to manage hazards: we identify hazards, assess them for significance, control them and regularly review our controls and the whole hazard management.

3.1 Hazard management definitions

The following terms are key definitions:

3.1.1 Hazard

- (a) Means an activity, arrangement, circumstance, event, occurrence, 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
- (b) Includes -
 - (i) a situation where a person's behaviour may be an actual or potential cause or source o

- 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.

3.1.2 Significant hazard

Means 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 depend (entirely or among other things) 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.

3.1.3 Harm

- (a) Means illness, injury, or both; and
- (b) Includes physical or mental harm caused by work-related stress.

3.1.4 Serious harm

Means death or harm as follows:

1. Any of the following conditions that amounts to, or results in, permanent loss of bodily function, or temporary, severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration or crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation or ingestion of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more, commencing within seven days of the harm's occurrence.

3.1.5 All practicable steps

1. ...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 -
 - (a) The nature and severity of the harm that may be suffered if the result is not achieved; and
 - (b) 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
 - (c) The current state of knowledge about harm of that nature; and
 - (d) The current state of knowledge about the means available to achieve the result, and about the likely efficacy of each of those means; and
 - (e) The availability and cost of each of those means.
2. To avoid doubt, a person required by this 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.

3.1.6 Eliminating hazards

Significant hazards to employees to be eliminated if practicable by managers.

Where there is a significant hazard to employees at work, the manager shall take all practicable steps to eliminate it.

3.1.7 Isolating hazards

Significant hazards to employees to be isolated by managers where elimination is impracticable and where -

- (a) There is a significant hazard to employees at work; and
- (b) Either -
 - (i) There are no practicable steps that may be taken to eliminate it; or
 - (ii) All practicable steps to eliminate it have been taken, but it has not been eliminated

Managers shall take all practicable steps to isolate it from the employees.

3.1.8 Minimising hazards

Managers have the key responsibility where there are significant hazards to employees to be minimised, and employees to be protected, where elimination and isolation are impracticable

1. Where -
 - (a) There is a significant hazard to employees at work; and
 - (b) Either -
 - (i) There are no practicable steps that may be taken to eliminate it; or
 - (ii) All practicable steps to eliminate it have been taken, but it has not been eliminated; and
 - (c) Either -
 - (i) There are no practicable steps that may be taken to isolate it from the employees; or
 - (ii) All practicable steps to isolate it from the employees have been taken, but it has not been isolated, -

The managers shall take the steps set out in subsection 2.

2. The steps are -
 - (a) To take all practicable steps to minimise the likelihood that the hazard will be a cause or source of harm to the employees; and
 - (b) To provide, make accessible to, and ensure the use by employees of suitable clothing and equipment to protect them from any harm that may be caused by or may arise out of the hazard.

3.2 Hazard identification

3.2.1 Methods used for identifying hazards

Managers use several methods to identify hazards:

- Workplace inspections
- Task or job analysis
- Safety observation
- Accident, incident or near-miss investigation
- Process analysis
- Area analysis
- Injury data analysis
- Employee feedback

3.2.2 Who is involved in hazard management?

The people listed below are involved in our hazard management processes.

Name	Skills and experience in hazard management
Director, Sam Shen and Cathy	Experienced manager with skills including work place risk evaluation
H.R. Manager, Terry Lee	Experience in job, task, work environment analysis and H & S risks
Admin Manager, Heidi	Knowledge and skill in identifying workplace and office hazard identification and resolution

3.2.3 Hazard reporting

We encourage all employees to report any hazards they observe, using the hazard reporting sheet below.

Company's hazard reporting sheet	
Work area:	Date:
What is the hazard?	
Where and how would contact with the hazard occur?	
Who comes into contact with the hazard?	
How often does contact occur?	
What harm would normally happen if someone comes into contact with the hazard?	

3.3 Dealing with changes

New or modified equipment, material, services or processes

The Admin Manager is responsible for assessing new equipment and modifying or altering existing equipment.

All hazards that may result as an outcome of changes in equipment, material, services or processes are identified, assessed and controlled, and this information is added to the hazard register.

3.4 Personal protective equipment

Personnel protective equipment (PPE) is issued to employees for specific tasks by the Admin Manager.

There are two forms on the next page. One is a register that helps us to track and maintain our PPE. The other is used when we issue PPE. It includes a date of issue and requires employees to state the training they've received enabling them to use the PPE.

The Install team leader will train employees in the correct use and maintenance of PPE.

Replacement PPE is available from the Admin Manager.

Not wearing correct PPE may result in disciplinary action.

Company's personal protective equipment register

Equipment	When to be used (hazard)	Maintenance guidelines	Replacement (date or condition)

Company's personal protective equipment – issuing equipment

Name	Equipment	Training provided	Issue date	Date returned

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3.5 Health monitoring

The H R. Manager is responsible for the health monitoring programme to identify any health effects of hazardous exposure as soon as possible, and to prevent further harm.

Hazards that require health monitoring as the appropriate means of control are recorded on the health monitoring form on the following page. This includes identifying the health monitoring required as the result of an incident or investigation.

We inform employees about the results of our health monitoring, and we do this in a way that ensures the identity of individuals involved is protected.

We investigate any results that indicate work-related harm to ensure that all hazards contributing to that result are identified and effective controls are in place.

We add any new hazards to our hazard register.

Company's health monitoring programme

Task	Potential harm	Method of monitoring health	Frequency of monitoring

3.6. Environmental monitoring

The H.R. Manager will monitor the work environment to ensure we do not exceed safe limits on things such as noise, heat, airborne contaminants or particles and overcrowding.

3.7 Pre-employment screening

Our pre-employment screening aims to ensure we do not employ anyone who, don't demonstrate a commitment to our H & S policies and procedures and, put others at risk of injury.

Our screening process may include the following requirements:

-
- Completing a medical questionnaire to determine if the nature of the job applied for will not exacerbate any existing injury or condition.
- Examination by our medical practitioner if warranted.
- Selected personal questionnaires

4. Information, training and supervision

We provide our employees with health and safety information, training and supervision to ensure they have the skills and knowledge to do their jobs safely. We check with our employees to ensure they have understood the information and training we provide.

4.1 Access to information

All appropriate information, signs, posters and meeting minutes relating to health and safety are displayed on the notice board. Here is a list of the information we have available:

Type of information	Where it is located
Health and safety policy	Notice board
Health and safety expectations	Admin Manager's Office
Hazard register	Admin Manager's Office
Accident/incident reporting forms	Notice board
Accident/incident register	Admin Manager's Office
Emergency procedures and wardens	Admin Manager's Office
Emergency exits & emergency assembly area in the car park	As displayed in the building
Other hazard warning signs	As displayed in the workplace
Minutes of health and safety meetings	Notice board
Safety data sheets, safe operating procedures, guidelines and codes of practice	Admin Manager's Office

4.2 Internal training

Health and safety training

The H.R. Manager provides the following health and safety information and training:

- Health and safety induction for new staff, visitors and contractors so that they are aware of their

responsibilities as well as our responsibilities as the employer. This includes informing employees about how they can participate in health and safety and raise issues with the health and safety committee

- Hazard awareness
- Incident and injury reporting
- PPE and safety and evacuation drills
- Emergency procedures and assembly area
- Specific information and training related to the jobs and tasks of an employee, such as safe operating procedures, codes of practice and certification (if required).

4.3 Induction

On the following two pages is the checklist that the H.R. Manager and other managers use for induction. Induction training is carried out by the Admin Manager and other managers.

Company's workplace induction checklist			
Company name:			
Employee name:		Position/job title:	
Employment start date:		Supervisor/manager:	

This workplace

I have been shown/introduced to:

- My supervisor/manager
- Other employees
- Key jobs, tasks and responsibilities
- Work area, toilets, eating and drinking facilities
- Where to make phone calls and collect messages

Employment conditions

I know about:

- Work times and meal breaks
- Rates of pay and how payment is made
- Leave entitlement
- Sick leave and who to call if I'm sick

Health and safety

I have been shown:

- How to do my job safely, including the use of guards and other safety equipment
- The safety signs and what they mean
- How to safely use, store and maintain safety equipment
- How to safely use, store and maintain equipment, machinery, tools and hazardous substances

I know:

- My responsibilities as an employee

- Who my health and safety representatives and committee members are
- When the health and safety committee meets
- Where health and safety information is kept

Hazards

I know:

- The hazards in my workplace
- The controls for these hazards
- How to report hazards
- Where records of hazards are kept
- The procedures for working safely
- I will receive the results of personal health monitoring

Emergencies

I am familiar with:

- The location of the emergency exits
- The location of the fire extinguishers
- The evacuation procedure
- The first-aid kit and its location
- Who can provide first-aid (if applicable)

My assembly area is:

My emergency wardens are:

Incidents and injuries

I know:

- To report injuries, near hits and misses and early signs of discomfort and how to report them
- Where incident/injury forms are kept
- Who I report to
- Reports will be investigated and I will be informed of the results

Signed by employee:		Date:	
Signed by manager:		Date:	

4.4

Training records

The H.R. Manager and the Admin Manager are both responsible for the training and development of employees and keeping training records in files. Training is an important control measure to minimise the effects of exposure to significant hazards if they exist. We have the following procedures to ensure all our employees are trained to work safely:

- We keep individual training records for each employee, and we update these each year. The next page has an example of a training record.
- Where training is required and not already offered, we establish and implement a training plan. A copy of our safety training plan follows.
- Staff responsible for training and supervision are either experienced in these responsibilities or given appropriate training. Their responsibilities for training or supervision are included in their job description.

Company's training record			
Employee:			
Occupation:			
Training subject (and key points covered)	Date trained	Date retrained	Signature to confirm training delivered and understood
			Employee: Supervisor:
			Employee: Supervisor:
			Employee: Supervisor:
			Employee: Supervisor:

Company's employee safety training plan record

Employee	TRAINING REQUIRED		
	Specific training required	Planned completion date	Actual completion date

4.5 External training

Criteria for using external trainers

Before contracting any external training we consider the following criteria:

- The provider's knowledge of the subject
- Their proven competence of presenting training
- If the training aims are consistent with our training objectives
- If the service provider can adapt training to meet our specific needs
- If the training is adequate to ensure effective learning
- If training is delivered in a cost and time effective manner.

5. Accident/incident systems

Managers have the responsibility to report, record and investigate all accidents/incidents and near misses. We control any new hazards and make improvements to prevent similar incidents/accidents or near misses from happening again.

5.1 Responding to injuries

All our employees are trained to ensure they are safe before helping an injured person. There is more information about emergency procedures in Section 7.

Our employees are trained to report any incident to their supervisor or manager as soon as possible.

5.2 Recording accidents and near misses

Accident register

All work-related accidents and near misses are recorded in the accident register by the Admin Manager. An example of this form is on the next page. This form is also used for reporting accidents to Work safe.

If an employee is off-site, the accident must be reported as soon as possible. The accident register is kept in the Admin Manager's Office.

Form of register or notification of circumstances of accident or serious harm

For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1 Particulars of employer, self-employed person or principal:
(business name, postal address and telephone number)

Time am/pm

Date Shift Day Afternoon Night

Hours worked since arrival at work
(employees and self-employed persons only)

2 The person reporting is:

an employer a principal a self-employed person

3 Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

10 Mechanism of accident/ serious harm:

- | | |
|---|--|
| <input type="checkbox"/> fall, trip or slip | <input type="checkbox"/> hitting objects with part of the body |
| <input type="checkbox"/> sound or pressure | <input type="checkbox"/> being hit by moving objects |
| <input type="checkbox"/> body stressing | <input type="checkbox"/> heat, radiation or energy |
| <input type="checkbox"/> biological factors | <input type="checkbox"/> chemicals or other substances |
| <input type="checkbox"/> mental stress | |

4 Personal data of injured person:

Name
Residential address

Date of birth Sex (M/F)

5 Occupation or job title of injured person:
(employees and self-employed persons only)

--

6 The injured person is:

an employee a contractor (self-employed person)
 self other

7 Period of employment of injured person:
(employees only)

1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8 Treatment of injury:

None First aid only
 Doctor but no hospitalisation Hospitalisation

9 Time and date of accident/ serious harm:

11 Agency of accident/ serious harm:

- machinery or (mainly) fixed plant
- mobile plant or transport
- powered equipment, tool, or appliance
- non-powered hand tool, appliance, or equipment
- chemical or chemical product
- material or substance
- environmental exposure (e.g. dust, gas)
- animal, human or biological agency (other than bacteria or virus)
- bacteria or virus

12 Body part:

- head neck trunk
- upper limb lower limb multiple locations
- systemic internal organs

13 Nature of injury or disease: fatal

(specify all)

- fracture of spine puncture wound
- other fracture poisoning or toxic effects
- dislocation multiple injuries
- sprain or strain damage to artificial aid
- head injury disease, nervous system
- internal injury of trunk disease, musculoskeletal system
- amputation, including eye disease, skin
- open wound disease, digestive system
- superficial injury disease, infectious or parasitic
- bruising or crushing disease, respiratory system
- foreign body disease, circulatory system
- burns tumour (malignant or benign)
- nerves or spinal chord mental disorder

14 Where and how did the accident/serious harm happen?

(If not enough room attach separate sheet or sheets.)

15 If notification is from an employer:

- (a) Has an investigation been carried out? yes no
- (b) Was a significant hazard involved? yes no

Signature and date _____ / ____ / ____
--

Name
Position

5.3 Reporting serious harm

Reporting to Work safe All serious harm injuries are reported to Worksafe immediately by phone or fax and submitted in writing within seven days. This is done using the form on the previous page.

The Admin Manager is responsible for reporting to Worksafe. . In their absence, the most senior person present is responsible.

Contact details – of Worksafe

The nearest Worksafe office is: Manukau	

5.4 Accident investigation procedure

Manager's must investigate all accidents, incidents and near-misses to determine the causes. This includes investigating all incidents involving our visitors and contractors.

Manager's must use the following procedures:

- All serious harm injuries are investigated and the results are recorded on the form on the following page.
- All other incidents or near-misses are investigated and the results recorded.
- The Admin Manager or the H.R. Manager carries out the investigations together with the relevant manager.
- The Admin Manager follows up all incidents and puts in place new procedures

or actions as appropriate.

- Any new hazard that is identified, or control measures introduced through the investigation, is recorded in the hazard register. This is the responsibility of the person carrying out the investigation.
- Findings from all incident investigations are communicated to all staff by the notice board and meetings.
- The directors Sam & Cathy must be informed promptly by the relevant manager of any accident or injury in their respective areas and under their control.



Accident Investigation

Name of organisation: Branch/department:

PARTICULARS OF ACCIDENT					
Date of accident M T W T F S S		Time	Location		Date reported
THE INJURED PERSON					
Name			Address		
Age	Phone number				
Date of accident			Length of employment - at plant on job		
TYPE OF INJURY:	Bruising	Dislocation	Other (specify)	Injured part of body	
Strain/sprain	Scratch/abrasion	Internal			
Fracture	Amputation	Foreign body	Remarks		
Laceration/cut	Burn scald	Chemical reaction			
DAMAGED PROPERTY					
Property/ material damaged			Nature of damage		
			Object/substance inflicting damage		
THE ACCIDENT					
DESCRIPTION: Describe what happened (space overleaf for more information and diagram — essential for all vehicle accidents)					
ANALYSIS: What were the causes of the accident?					
HOW BAD COULD IT HAVE BEEN?			WHAT IS THE CHANCE OF IT HAPPENING AGAIN?		

Very serious	Serious	Minor	Minor	Occasional	Rare
PREVENTION					
What action has or will be taken to prevent a recurrence? Tick items already actioned					By whom
Use space overleaf if required					When
TREATMENT AND INVESTIGATION OF ACCIDENT					
Type of treatment given		Name of person giving first aid		Doctor/hospital	
Accident investigated by			Date	Work safe advised YES / NO	Date

5.5 Who is involved in incident investigations?

These people are involved in our incident investigations:

Name	Skills and experience in incident investigation
Managers	Knowledge of H & S policies and regulations. Experience in the analysis of workplace incidents/accidents and reporting. Experience in implementing remedial measures.
H.R. Manager	Sound knowledge of H & S workplace practices, independent accident investigation skills and reporting to Work safe and to senior managers.

5.6 Analysis of incidents

Accident/incident trends

All investigated accidents or incidents are summarised on the summary of accident reports/investigations form on the following page by managers and team leaders.

This report is analysed to identify trends such as location, the people and tools involved, the body part injured etc.

If the analysis shows any trends, these are added to the hazard register and the appropriate control measures are taken by the H.R. Manager.

This analysis is discussed at meetings and the results are communicated to all staff and to Sam & Cathy.

Company's summary of accident reports/investigations form

Date	Short description	Reported to Work safe and directors (Y/N)	Investigated (Y/N)	Rehabilitation plan (Y/N)	Significant hazard (Y/N)	All action completed ?	
						(Y/N)	Date

6. Employee participation in H & S

The H.R. Manager has the overall responsibility to involve our employees in developing, agreeing, implementing and maintaining an employee participation system.

6.1 Participation processes

Employee participation processes is driven by the H.R. Manager.

The following employee participation processes are engaged and include:

- Having regular health and safety discussions with management and staff.
- Involving employees in our hazard management processes, which include:
 - identifying hazards regularly, especially when things have changed
 - recording the hazards in the hazard register
 - reporting back to staff about the decisions taken on controlling hazards, and the reasons for these decisions
 - providing training on hazard management.
- We consult with our employees and gain agreement on a process to elect health and safety representatives.
- We hold regular health and safety committee meetings.
- We ensure health and safety committee membership is acceptable to employees and management.
- We ensure the committee includes a management representative with the authority to implement recommendations, employee representatives, and some members with specialist knowledge and skills.

6.2 Health and safety meetings

Health and safety meetings are open to all employees. We document all meetings and post minutes on the notice board.

We use the form on the following page to record our safety discussions.

Record of safety discussions		
Workplace name:		Date of discussion:
People present:		

Comments and issues			
Action	By whom	By when	Completed (sign and date)

7. Emergency readiness

We have identified the types of emergencies that could affect our company, and developed an emergency plan and procedures to deal with them.

7.1 Emergency planning

Our emergency plan identifies all potential emergency situations and the required responses for each. Here's the checklist we used to develop our emergency plan:

Emergency plan content

A floor plan (or site plan) that shows: <ul style="list-style-type: none"> o the location of exits and assembly areas o all the hazardous substances, if any, kept on-site and where they are stored 	<input type="checkbox"/> <input type="checkbox"/>
A procedure for each emergency identified	<input type="checkbox"/>
Identified who takes charge in each emergency situation	<input type="checkbox"/>
Processes to communicate an emergency to all employees	<input type="checkbox"/>
The services and official organisations to call for each emergency and their contact details	<input type="checkbox"/>
Specialised training that emergency response employees require to respond to emergencies. This includes refresher training	<input type="checkbox"/>
The training all employees will require	<input type="checkbox"/>
The emergency equipment required, where it is kept, and how often it's checked and serviced	<input type="checkbox"/>
The PPE needed and how it's maintained	<input type="checkbox"/>
The emergency equipment or supplies needed	<input type="checkbox"/>
The frequency with which procedures are tested and reviewed	<input type="checkbox"/>

7.2 Emergency procedures checklist

Company's emergency procedure checklist	
Method of warning employees that there is an emergency	<input type="checkbox"/>
Procedures for on-site emergency response from wardens, first-aid personnel and rescue squads	<input type="checkbox"/>
Procedures for providing immediate medical assistance and first-aid	<input type="checkbox"/>
Procedures for shut-down or isolation of hazardous processes, equipment or substances	<input type="checkbox"/>
Procedures for evacuating the site and workplaces	<input type="checkbox"/>
Procedures for ensuring visitors and disabled persons are evacuated from the building	<input type="checkbox"/>
Procedures for accounting for all employees after an evacuation	<input type="checkbox"/>
Procedures for accounting for visitors and contractors present during an emergency	<input type="checkbox"/>
Procedures for mobile workers, including knowing where they are at all times (such as by using a time check-in system), and how to communicate with them	<input type="checkbox"/>
Procedures for isolated workers, including knowing where they are at all times (such as by using a time check-in system), and how to communicate with them	<input type="checkbox"/>
Procedures for lone workers, including knowing where they are at all times (such as by using a time check-in system), and how to communicate with them	<input type="checkbox"/>

Procedures for reporting emergencies to emergency services	<input type="checkbox"/>
Procedures for protecting important records and assets	<input type="checkbox"/>

7.3 Communicating emergency information

We have training, emergency drills, meetings and signs to ensure all staff are aware of our emergency plan and procedures.

7.4 Wardens and first-aid personnel

Number of first-aid personnel

We have one trained first-aid personnel to ensure we meet the requirements.

List of wardens and first-aid personnel

The wardens and first-aid personnel for each area are displayed on the notice board.

Training

Wardens and first-aid personnel receive regular instruction and training in their roles. This training is recorded on the safety training plan and on their individual training records. These are reviewed annually to ensure their qualifications are current.

7.5 Emergency drills

We carry out emergency drills at least once every 6 months. We record these using the form on the following page and provide a debrief at meetings.

Company's record of emergency drill/actual evacuation

Date:

Time of alarm:

Time evacuation completed:

Time all clear:

Area	Results	Action points	Responsibility

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Signed:

8. Contractors and visitors

We manage the health and safety of our contractors and visitors while on-site. We ensure they are not harmed by our work environment and that our employees are not harmed by our contractor's work.

8.1 Health and safety of contractors and visitors

All visitors and contractors must report to the office/reception. We ask them to read and sign the Health and Safety Rules for Visitors form, on the following page. Short-term contractors are inducted and escorted while on-site.

We ensure all restricted areas are clearly sign-posted to protect visitors and contractors.

Company's health and safety rules for visitors

Please read the following information and sign the form provided.

- Do not go into the work area unaccompanied.
- Please wear personal protective equipment (PPE) when asked to do so.
- If you have an accident, please report to the receptionist and ensure it is recorded in the accident register.
- If you see anything hazardous, please let us know.
- If there is an emergency and you are required to evacuate, please leave the building immediately. Follow staff or fire wardens to the assembly point.

Thank you

Date	Name	Read the safety information?	Time In	Signature

8.2 Selection of contractors

Managers must assess all contractors before hiring them to ensure they are competent and safe.

They receive a full induction before they start work on-site.

We monitor and evaluate their performance to ensure they follow our health and safety practices.

Authorised and approved by the Director.