

**HEALTH AND SAFETY MANUALTable of contents**

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**1**. **Employer commitment to health and safety**

**We are committed to making this workplace safe and healthy.**

This section will help you achieve the requirements for WSMP Element 1.

**1.1 Health and safety policy**

**Management commitment**

**Manager Ravi(Ray) Yadav**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.

A copy of our health and safety policy is on the next page.

|  |
| --- |
| **Clean Scope’s health and safety policy**  We are committed to providing and maintaining a safe and healthy working environment for our employees, Customers, visitors and all people using Clean Scope as Service provider.  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 foreperson has a responsibility for the health and safety of employees working under their direction.  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 includes senior management representatives and union and other nominated employee representatives. It is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.  Signed and dated:  Position: |

**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 are listed below:

* Health and Safety at work Act 2015 (HSWA).
* Hazardous Substances and New Organisms Act 1996.
* Resource management Act 1991.
* Dumping and countervailing duties Act 1988.

**1.3** **Health and safety roles**

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

|  |  |
| --- | --- |
| **Name** | **Duties** |
| Name: Ravi(Ray) Yadav.  Position: Manager. | * 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 the Department of Labour * Investigates accidents * Chairs safety meetings and appoints health and safety representatives * Ensures contractors are inducted and managed |
| Names:  Position: Shreeya Timilsina | * 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) |

**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.

Immediate termination action will be taken. If an employee breaches these expectations:

**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.

Manager works with employees through the health and safety to set the company’s health and safety objectives, which are then listed in our annual health and safety plan.

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

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

**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. Ravi(Ray) Yadav 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.**

This section will help you to achieve the requirements for WSMP Element 2.

**2.1 Monitoring and reviews**

We ensure our health and safety system is monitored and reviewed:

* 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 using the ACC WSMP self-assessment audit.
* 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.

**3. Hazard management**

**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 system.**

This section will help you to achieve the requirements for WSMP Element 3.

**3.1 Hazard management definitions**

The following terms are key definitions from the Health and Safety at Work Act 2015 (HSWA) used in our health and safety manual.

**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 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.

**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 described in the First Schedule to the Act 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.

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

**Example:** You break a glass bottle at work. The glass could cut somebody.

You need to throw away the glass safely to **eliminate** the hazard.

**Procedure:**

* You use a dustpan to sweep up all the glass.
* You wrap the glass in paper.
* You write ‘GLASS’ on the outside of the paper and put it in the rubbish bin.

**Result:** Nobody will cut themselves as the hazard is eliminated.

**3.1.7** **Isolating hazards**

Significant hazards to employees to be isolated where elimination impracticable, 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

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

**Example:** You find that the vacuum cleaner has a frayed cord.it is too dangerous to use the vacuum cleaner. You need to isolate the hazard.

**Procedure:**

* Report the hazard and put a fault label on the vacuum cleaner.
* Put the vacuum cleaner back in the cleaners’ cupboard in a separate place from the other vacuum cleaners.

**Result:** Nobody will use the vacuum cleaner. The hazard is isolated.

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**3.1.8 Minimising hazards**

Significant hazards to employees to be minimised, and employees to be protected, where elimination and isolation 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 employer 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**

We 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

**3.2.3 Hazard reporting**

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

|  |  |  |
| --- | --- | --- |
| ***Clean Scope*’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? | | |
| Suggested actions: | | |
| Name: | Signed: | |

**3.5 Health monitoring**

We have a 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 register. 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 (sub-optimal results), 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.

**3.6. Environmental monitoring**

We monitor the work environment to ensure we do not exceed safe limits on things such as noise, airborne contaminants or particles.

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**3.7 Pre-employment screening**

Our pre-employment screening aims to ensure we do not employ anyone who, as the result of a disability or medical condition, would be at risk in the workplace or put others at risk.

Our screening process may include the following requirements:

* Certificate from the applicant’s medical practitioner.
* Completing a medical questionnaire
* Medical tests such as audiometry, eyesight, ECG and lung function test
* Selected personal questionnaires
* Criminal and drugs test.

**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.**

This section will help you to achieve the requirements for WSMP Element 4.

**4.1 Access to information**

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

|  |  |
| --- | --- |
| **Type of information** | **Where it is located** |
| Health and safety policy |  |
| Health and safety expectations |  |
| Hazard register |  |
| Accident/incident reporting forms |  |
| Accident/incident register |  |
| Emergency procedures and wardens |  |
| Emergency exits |  |
| Other hazard warning signs |  |
| Minutes of health and safety or toolbox meetings |  |
| Safety data sheets, safe operating procedures, guidelines and codes of practice |  |

**4.2 Internal training**

**Health and safety training**

We provide 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
* Emergency procedures
* 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 Training records**

Training is an important control measure to minimise the effects of exposure to significant hazards. 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.
* Where training is required and not already offered, we establish and implement a training plan.
* 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.

**5. Accident/incident systems**

**We 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.**

This section will help you to achieve the requirements for WSMP Element 5.

**5.1 Responding to injuries**

All our employees are trained to ensure they are safe before helping an injured person.

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.

**5.3 Reporting serious harm**

**Reporting to the Department of Labour**

All serious harm injuries are reported to the Department of Labour immediately by phone or fax and submitted in writing within seven days.

**Manager**is responsible for reporting to the Department of Labour. In their absence, the most senior person present is responsible.

**6. Employee participation**

**We involve our employees and, where applicable, their representatives in developing, agreeing, implementing and maintaining an employee participation system.**

This section will help you to achieve the requirements for WSMP Element 6.

**6.1 Participation processes**

**Employee participation processes used**

We use the following employee participation processes:

* We hold regular health and safety discussions or toolbox meetings with management and staff.
* We involve 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 hold health and safety meetings time to time.

**6.2 Health and safety meetings**

Health and safety meetings are open to all employees. We document all meetings and provide minutes to employees by email.

**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.**

This section will help you achieve the requirements for WSMP Element 7.

**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:   * the location of exits and assembly areas * all the hazardous substances kept on-site and where they are stored |  |
| A procedure for each emergency identified |  |
| Identified who takes charge in each emergency situation |  |
| Processes to communicate an emergency to all employees |  |
| The services and official organisations to call for each emergency and their contact details |  |
| Specialised training that emergency response employees require to respond to emergencies. This includes refresher training |  |
| The training all employees will require |  |
| The emergency equipment required, where it is kept, and how often it’s checked |  |
| The PPE needed and how it’s maintained |  |
| The emergency equipment or supplies needed |  |
| The frequency with which procedures are tested and reviewed |  |

**7.2 Emergency procedures**

**Emergencies that could affect us**

We have identified the following emergencies that could affect our workplace and we have an emergency procedure for each of them.

**Developing emergency procedures**

We use the checklist on the next page to develop our emergency procedures.

|  |  |
| --- | --- |
| **Clean Scope’s****emergency procedure checklist** | |
| Method of warning employees that there is an emergency |  |
| Procedures for on-site emergency response from wardens, first-aid personnel and rescue squads |  |
| Procedures for providing immediate medical assistance and first-aid |  |
| Procedures for shut-down or isolation of hazardous processes, equipment or substances |  |
| Procedures for evacuating the site |  |
| Procedures for ensuring visitors and disabled persons are evacuated from the building |  |
| Procedures for accounting for all employees after an evacuation |  |
| Procedures for accounting for visitors and contractors present during an emergency |  |
| 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 |  |
| Procedures for reporting emergencies to emergency services |  |
| Procedures for protecting important records and assets |  |

**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.**

This section will help you achieve the requirements for WSMP Element 8.

**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**

Welcome to *[Company]*. 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. Do not use the lifts. Follow staff or fire wardens to the assembly point.

Thank you

*[Name]*

*[Position]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name** | **Read the safety information?** | **Time In** | **Signature** | **Time out** | **Signature** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Remember to alter this form so that it’s appropriate for your organisation.*

**8.2 Selection of contractors**

We 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.