

LEADERSHIP AND COMMITMENT (1)

Duties – HSE Act 1992 Section 6, 12, 19

General

Leadership in management is a key health and safety value.

Much has been written about Leadership and the many aspects of it. Essentially Leaders are trustworthy and have the ability to develop and communicate their vision.

Commitment is about ownership and dependability – in other words, a committed person knows and understands ‘the key values’ and lives by them, he/she is careful not to compromise them or water them down.

Good leaders are made not born. If you have the desire and willpower, you can learn of the many Leadership traits and become an effective leader



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Critical Elements:

Leadership and Commitment expressed through Policies & Information

Policies spell out the health and safety (HSE) values and how these will be achieved. They also set goals and standards for employees. They are the front end of the safety management system.

The HSE system must be:

- Simple yet effective plain English
- Focused on constant improvement
- A system including employee participation and contribution

Two policies are health and safety, and drug and alcohol management.

Features and things to do:

The **Employer must 'own' the policies**

- Prepare the policy, sign and date it, regularly review it and update as and when necessary

Employees must acknowledge and adhere to the policies

Read and understand the policy, then sign and date it

Information Is about the method of communicating the health and safety values, goals and standards.

Safety meetings are a means to achieve this, however, in order to be successful they must be productive and inclusive. This means that everyone's views and comments are welcomed and acted upon by the Employer.

Features and things to do:

- **Schedule meetings** - make attendance compulsory, encourage participation
- **Record minutes** and re-cap by reading the previous minutes
- **Acknowledge the discussion** by having individuals **sign the minutes** NB: absentees (e.g. through sickness or leave) read & sign at a later date
- **Make the meetings meaningful** in other words, more than just talk. Make actions clear and assign individuals to take care of them. Ensure the actions are **brought to a conclusion** i.e. they are **closed out**
- **Use health and safety topics** (such as the nine elements) as the key focus. Follow the form. Periodically (every 6 months) schedule an emergency drill.

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“**Safe Day**” **Tool Box Meetings** are a simple but effective way to discuss the previous days work and plan the tasks for today.

Features and things to do:

- Meet each morning discuss changes, hazards, who will do what and when.
- Focus on supervision, work organisation and good communication.

INDUCTION (2)

Duties HSE Act 1992 Section 6, 7, 12, 19 and 25

General

An induction is the ground work that sets out requirements and provides information that helps everyone avoid serious injury and/or costly mistakes.

Some people believe that people learn by making mistakes whilst true to a point, there are better ways! Henry Ford once said ...Personal experience is a good school, but the fees are high. Therefore, learn by listening to others and following tried and true methods (Best Practice Guidelines).

Remember, a good induction is like a good foundation. If the foundation is good the building will be strong and true.



Critical Elements

General Knowledge of Requirements and Procedures

Some information must be provided **before** new employees or sub contractors start, other information can be passed on as opportunities arise during the normal course of work events.

Use the '[Employee Safety Induction Checklist](#)' to ensure every aspect is properly covered. Skimping may affect the safety and performance of employees!

Features and things to do:

Employers - thoroughly cover the following induction subjects:

- Policies; namely health and safety, alcohol and drugs (sign-off)
- Personal protective Equipment (PPE)
- Legislation (e.g. HSE Act), Work Rules (found in industry guidelines BPG's, company employment contracts, and procedures), Codes of Practice (COP)
- Individual training plans needs for task and goals
- Information on general hazards and the hazard management process
- Emergency and fire procedures including first aid and drills
- Employee contact details, medical and training history, salary/wages details.
- Accident and incident reporting responsibilities
- Injury management including alternative duties

Items that might be discussed within the first month of employment

- Safety meetings
- Safety inspection routines
- Company background, ownership and values

Duties owed to Visitors including Service Providers and Others

- Persons who control places of work are responsible for taking all practicable steps to ensure visitors are not harmed. Some people have a 'right' to be in the workplace (e.g. land owners); others have 'authorisation'. A note on duties:
- Warn authorised visitors of known significant hazards arising from the work that has been, or is being, carried on there. For this duty to apply, the visitors must have given the controller of the place oral advice on their presence
- People visiting a place of work without express authorisation (and trespassers) are owed no duty under section 16 by the controller.

Features and things to do:

Use signage at entry points; have plain English text focus on significant hazards, PPE requirements, and the need to check in with the site controller.

Display (in an A4 plastic bag) a copy of the [Site Specific Hazard Report](#) form (one side) and the key work rules (flip side) relevant to the site.

Record the date, name, business and signatures of all Visitors.

Health and Safety Policy

Principal Objective

THE PAIRATAHI TRUST is committed to providing and maintaining a safe and healthy working environment for its employees, visitors and all persons entering our place of work.

Company commitment

To ensure a safe & healthy work environment, the Company will:

- Review health and safety objectives, performance, procedures and policies promoting a system of continuous improvement
- Accurately record and report all incidents and injuries
- Investigate reported incidents, identify contributing factors (causes) and, where appropriate, prepare and complete corrective actions
- Identify, assess and control all hazards in the workplace evaluating and controlling significant hazards by eliminating, isolating or minimising them
- Ensure employees are made aware of general hazards and that they are regularly reminded of site specific hazards.
- Ensure employees are trained in emergency procedures Conduct drills and emergency readiness training (min. 6 monthly)
- Ensure employees are experienced, trained for task or under supervised and planned training
- Involve employees in health and safety systems, processes, and health and safety meetings
- Have an injury management plan that supports injured staff to return to work safely and as early as possible on alternative duties
- Enable employees to elect a health and safety representative
- Meet our obligations under the HSE Act 1992 (amended 2002), the HSE Regulations 1995, The approved code of practice for forestry operations and the various best practice guidelines as updated from time to time

NB: This policy will be reviewed every two years or as required.

EMPLOYEE COMMITMENT

Every employee of THE PAIRATAHI TRUST is expected to share the company's commitment to health & safety and agrees to do so by:

- **Reporting injuries the day they occur, honestly and accurately**
- **Contributing to hazard identification, assessment and control**
- **Participating in training both for task and health and safety**
- **Participating in emergency drills**
- **Participating in health and safety meetings and other initiatives**
- **Participating in the return to work programme**
- **Adopting safe work practices and best practice guidelines and by encouraging other employees to do the same.**

NB: Employees show their agreement with this policy by signing and dating the acknowledgement form - see next page.

Alcohol and Drug Management Policy

Principal
objective and
commitment

THE PAIRATAHI TRUST and its employees and contractors are committed to creating a workplace free of the impairment associated with the misuse of alcohol and drugs and to safely achieve its business objectives. This commitment:

Promotes individual employee well-being, health and safety

Creates a work environment where employees feel safe and supported.

Recognises the importance of satisfying the needs of our clients and providing a quality service to them

Improves business performance including the management of business risk and associated costs

Is based on the Plantation Forestry Code Of Practice Eliminating Drugs and Alcohol From The Workplace.

Initiatives

THE PAIRATAHI TRUST will achieve these goals with the following initiatives:

- Education, information and training specialised training and education will be provided for all employees and contractors to ensure familiarity with the issues of substance misuse and impairment, and the policies and the objectives of the company to maintain a workplace free of the impairment associated with the misuse of alcohol and drugs
- Pre-employment testing **THE PAIRATAHI TRUST** offers new appointments conditional on applicants returning a negative drug test.
- Post incident testing Employees and contractors may be tested for the presence of drugs or alcohol when they are involved in an incident and their actions are seen to have contributed to the event
- Reasonable cause testing Employees and contractors may be tested for the presence of drugs or alcohol where their actions, appearance, behaviour or conduct clearly demonstrate that drugs or alcohol may be impacting on their ability to work effectively and safely.
- Random testing for the impairment associated with the use of drugs or alcohol whilst in the workplace. This testing will apply to employees that work in ,safety sensitive areas , only.
- Serious misconduct Employees observed taking, selling, supplying or being in the possession of drugs or alcohol at work will be disciplined according to THE PAIRATAHI TRUST serious misconduct procedures.
- Company funded and voluntary rehabilitation programmes.

NB: This policy will be reviewed every two years or as required.

Employee Commitment

Every employee of the company is expected to share the Company's commitment to an alcohol and drug free workplace – and agrees to do so by:

- Not reporting for work whilst impaired by substances legal or illegal
- Not taking, selling, supplying or being in the possession of drugs or alcohol in any [THE PAIRATAHI TRUST](#) workplace - including operating company property, equipment and/or vehicles (excluding alcohol at controlled functions with company management approval)
- Attending alcohol and drug education awareness and training as provided by [THE PAIRATAHI TRUST](#) from time to time voluntarily admitting to rehabilitation as required
- Fully complying with the Plantation Forestry Code Of Practice - Eliminating Drugs and Alcohol From The Workplace.
- Taking a mature and responsible approach toward the use of legal substances

Employee Agreement

Employees show their agreement with this policy by signing and dating the [Employee Acknowledgement Form](#). Signing this form serves as an acknowledgement that employees have read the Alcohol and Drug Policy, are committed to its success, and fully understand their responsibilities.

Privacy statement

All information gathered as a result of drug/alcohol testing is collected for the purpose of implementing [THE PAIRATAHI TRUST](#) Alcohol and Drug management system and achieving its objectives.

The Company holds all information collected, pursuant to this Alcohol and Drug management system on the company's confidential file. Information may be disclosed to others only with the consent of the employee concerned. The information shall be destroyed 3 calendar months after termination of employment with [THE PAIRATAHI TRUST](#).

Education and Information

The body of information and guidance relative to Industry Best Practice for workplace substance impairment management is located in the NZFOA, Plantation Forestry Code of Practice Eliminating Drugs and Alcohol from the Workplace.

A copy of the Code of Practice including its model policy is part of this HSE management system. [THE PAIRATAHI TRUST](#) and all its employees accept that the Code of Practice is the drug and alcohol management system that the business uses.

Confirmatory Test Cut-Off Levels for Drugs AS/NZS 4308:2008

Compound	Cut-off level #(micrograms/litre)
Morphine Codeine 6-Acetylmorphine*	300 300 10
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	500
Phentermine*	500
Ephedrine*	500
Pseudoephedrine	500
11-nor9- tetrahydrocannabinol-carboxylic acid	15
Benzoylecgonine	150
Ecgonine methyl ester	
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
Alpha-hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

Notes:

- * These drugs may be optionally tested within each class and the specified cut-off concentrations shall apply.
- # All cut-off levels are expressed as total concentration of drug or metabolite after hydrolysis of conjugates if necessary.

HAZARD MANAGEMENT (3)

Duties HSE Act 1992 Section 7 10

General

Second to Leadership and Commitment excellent hazard management is very important, to keep everyone safe! Everyone has a duty to:

- **Identify** and **describe** hazards
- **Communicate** about and/or **warn** others of hazards
- **Evaluate** the significance of hazards (a mixture of how likely and how much harm or damage)
- **Control** the hazard i.e. eliminate, isolate, minimise the hazard
- **Review** the effectiveness of controls adjust as required

Critical Elements:

General Hazards, Site Specific Hazards and New Hazards

General Hazards are commonly found wherever you work.

Features and things to do:

- Maintain a list of all forestry hazards together with known and successful controls. Each BPG contains a comprehensive list of General Hazards.
- New Employees must read the '**general hazard**' list and sign the '**General Hazard Education Acknowledgement**' form

Site Specific Hazards are frequently found in a particular workplace.

Features and things to do:

A site specific' hazard check is about gathering information on the 'key hazards' associated with a new work area. Take the time to familiarize with the highest risk areas and discuss how these will be controlled.

- Before commencing work at a new site thoroughly survey the new job
- By using the **Site Specific Hazard Report**
- Evaluate these hazards by using the '**Risk Evaluation Matrix**' – ask who will be harmed? And how seriously might they be harmed?
- Work out your management plan and write down the way the hazard will be controlled – what will you do to ...E (eliminate), ... (isolate) or ...M (minimise)
- NB: This '**alphabetical**' order must be followed on all occasions!
- Can you (local) control the hazard or do you need help (management)?

New hazards are extraordinary hazards either newly created by the work or discovered in the workplace.

Features and things to do:

Transfer new hazards to the list of General Hazards.

Inspections and Audits (4)

Duties HSE Act 1992 Section 6(c)

General

Regular inspections and self audits serve to identify unsafe procedures, conditions, and equipment so that these can be rectified before an incident or accident happens. Inspections take place all the time, often without conscious thought.

Formal inspections and self audits provide an opportunity to ensure that more specific checks and tests are made at the appropriate intervals (e.g. on fire extinguishers, first aid kits, wash down of machines etc.) They help manage risk correctly and cost efficiently. Three types of audits are:

1. **Operational Field Audit** usually conducted by the **Principal** (Forest Manager or Owner) but equally applicable as a system check by the Employer.
2. **Behavioural Audit** Safe Behavioural Observation (SBO)
3. **Inspections** (plant and equipment)

NB: Always correct problems/issues immediately don't wait for inspection day!



Critical Elements:

Operational Audits, Safe Behaviour Observation, Inspections

Operational audits: Are generally conducted by a Manager upon THE PAIRATAHI TRUST operations every 6 months (140 days) of service. This audit focuses on the practical application of the Health and Safety Management System

Features and things to do:

- Complete the header detail accurately, this is an important document!
- Each question has a 'black or white' answer i.e. either 'yes' or 'no'. The answer is determined by the evidence collected showing compliance or non-compliance
- Transfer any non-compliance to the 'Summary Section' – bottom of page 2
- This audit may be completed entirely at one time or systematically (recommended) by section within the 140-day period.

Safe Behavioural Observations (SBO): Are a 'self audit' of individuals in high-risk activities to ensure compliance with health and safety policy, good attitudes, and individual adherence to training and best practice guidance.

They are generally undertaken by the Employer or his designate. Because they target 'high risk' areas they must be completed on a regular basis (at least monthly).

Features and things to do:

- Decide which 'high risk' work station and employee will be audited. Select the appropriate SBO form and inform all parties concerned
- Complete the audit over a 'period of time' to ensure real work habits are noticed and that good and poor performance are identified.
- Transfer any non-compliance to the 'Summary Section' – bottom of page
- Ensure that the auditee has provided feedback and that a plan is put into place to deal with any poor performance identified

NB: SBO forms may be used to verify qualifications during evaluation.

Inspections of Plant and Equipment: Inspections are a 'snap-shot' audit to confirm processes that take place on a everyday basis – namely identifying faults and repairing these as necessary.

Features and things to do:

- Select the appropriate inspection form and assign an auditor to do the checking
- Complete the audit in one session
- Transfer any non-compliance to the 'Summary Section' – bottom of page and ensure that failed items are repaired and/or replaced.
- Inspections shall take place, preferably monthly, and no less than quarterly.

Training and Supervision (5)

Duties HSE Act 1992 Section 13 (a, b)

General

The HSE Act places particular importance on experience, training and supervision. In [section 13 \(a, b\)](#) it says that:

We must ensure employees are either [sufficiently experienced](#) (qualified) to do their work safely or are supervised by an experienced person. Employees must be [adequately trained](#) in the safe use of plant, objects, substance and PPE that they are or may be required to handle.

Training has benefits:

Employer Benefits: Less harm and loss incidents and downtime, Reduced ACC (insurance) premiums, Reduced supervision requirement and therefore reduced cost, Greater operational flexibility equals transferable skills, Less rework and value loss equals customer satisfaction, and Higher levels of confidence in the service equals company growth.

Employee Benefits: Primarily safety i.e. preventing loss of life and limb, Job security i.e. the employee is more useful, valued and respected, Work enjoyment i.e. less chance of becoming bored if you are learning new things/can do a range of things, Improved future prospects i.e. training opens up opportunities, better pay as more qualification and experience earned and Employees are better able to cope with change.



Critical Elements:

Practical Ability Evaluation and Training Records

Practical ability evaluation: It is best to deal with employees on an individual basis evaluating their experience level before they start ([induction](#)) and practically during the first few days of employment. Each individual must be assessed by a qualified person i.e. a holder the appropriate qualification. Important points are:

Features and things to do:

- An employee can not work unsupervised in a task until judged competent.
- Competency means [sighting the appropriate unit standard record](#) and [conducting a physical check](#) using a [SBO form](#) or similar
- Record the evaluation in the [Practical Ability Evaluation](#) form
- Conduct periodical checks (re-confirmation) in the first few months of service to ensure standards are maintained and that new Employees are following Best Practice Guidelines. Use a [SBO form](#) or similar
- NB: Employees must hold GR within 2 months of commencement.

[Record of Workplace Training \(Supervision\) records:](#)

Features and things to do: It is important to be able to establish the supervision that is provided. The only effective (legally defensible) means of doing this is to document the supervision.

- Use the [Record of Workplace Training](#) form to record supervision provided
- Make sure feedback is provided to the person under supervision
- Weekly notations are required to be filed for each employee under supervision.

FITEC (the Forest Industry Training Organisation)

FITEC have [Regional Training Advisors](#) (RTA) that assist with the formal training process. These can provide:

Advice and training plans (including training agreements) Assistance with Trainers and Assessors. A service that extends to the provision and maintenance of training records.

NB: Training records are maintained in the training file.

Personal Protective Equipment (6)

Duties – HSE Act 1992 Section 10

General

The HSE Act shows the Employer is primarily responsible for the provision of Personal Protective Equipment. In part (S10) of the HSE Act says the Employer:

- Shall **provide, make accessible** to, and **ensure the use** by employees...equipment to protect them from any harm arising from hazards.
- Does not comply by (a) paying an employee an allowance...instead of providing the protective clothing or equipment.
- **Shall monitor the employees'** exposure to the hazard (i.e. the hazard that the PPE is minimizing); and...take all practicable steps to **obtain the employees' consent to the monitoring** of their **health in relation to the hazard**; and...with their informed consent , to monitor the employee' health in relation to exposure to the hazard.

Critical Elements:

PPE Register and Issue Notes

Features and things to do:

It is recommended the Employer maintain a PPE register detailing such things as:

- Complete one section of the '**PPE Acknowledgement and Replacement Checklist**' form for each employee
 - Employee name, The issue date of PPE, The expiry date of PPE (as in the case of hard hats), A place for the employee to acknowledge receipt of PPE

Personal Protective Equipment (PPE) remains the property of **THE PAIRATAHI TRUST** and is not to be used for work, personal use etc outside of the company's business unless authorized by the Director/Manager/Foreman.

Trainees (students etc.) must leave PPE in the work vehicle each day for the duration of the trial period unless otherwise authorised.

Employees authorised to take PPE and other equipment home daily and in the weekends are to care for it by storing it securely and keeping it clean and dry. The employer may seek recompense for any lost or stolen equipment if in his opinion the loss or theft occurred as a result of the employee's negligence.

PPE unable to be recovered when employment terminates, for whatever reason will be charged to the employees' account (pro-rata basis) and/or deducted from final wages or salary.

Emergency Management (7)

Duties – HSE Act 1992 Section 6 (e), 12

General

The HSE Act in section 6 states - Every employer shall take all practicable steps to ensure the safety of employees while at work; and develop procedures for dealing with emergencies that may arise while employees are at work.

Section 12 is more specific when it adds Every employer shall ensure that every employee who does work of any kind, or uses plant of any kind, or deals with a substance of any kind, in a place of work has been given, and is provided with ready access to, information in a form and manner that the employee is reasonably likely to understand about (a) What to do if an emergency arises while the employee is doing work of that kind, using plant of that kind, or dealing with substances of that kind, in that place.

Critical Elements:

Features and things to do:

- Identify the types of emergencies e.g. injury accident, fire (spontaneous combustion), earthquake or volcanic action, flooding, wind, storm, hazardous substance/containment
- Use flow charts to map out a 'step by step' process for each emergency identified. More commonly occurring 'types' can be displayed (in sticker form) in vehicles, smoko sheds and machines. Place the sticker near to the 'means of communication'.
- Maintain First Aid kits in fully stocked condition – see '[First Aid Requirements of Forestry Operations](#)'
- Appoint wardens to manage emergencies and take control
- Maintain a list of important emergency service contacts
- Reinforce emergency readiness using signs, notice boards and practice drills.

Emergency Flow Chart Accident, Fire and Substance (HSNO)

THE PAIRATAHI TRUST

EMERGENCY PROCEDURE

Phone Procedure:

CALL 111 AND FOLLOW INSTRUCTIONS

Radio Transmission Procedure:

1. **'Emergency Emergency Emergency'** to clear the channel
2. Call Summit Base **from** your call sign.
3. Identify yourself – provide your name
4. Give your location – be precise.
(Forest, Road, Cpt, GPS, Grid Reference)
5. State clearly the number of injured people – NB: No names

ACCIDENT	FIRE	SUBSTANCE (HASNO)
↓ Type, How serious?	Size and ↓ direction? What is burning? Size of fire?	↓ Name of Substance (use MSDS)? Quantity spilled?
↓ Type of injuries	↓ Weather conditions?	↓ Set up bunding If practical (absorbent booms Preferred)
↓ Services required? (Ambulance or Helicopter)	↓	↓ Services required? (SUMMIT, Regional Council, Fire Dept.)
↓ Meet services on the main road or Emergency Location Point. Prepare and mark landing pad (x)		

6. **Important:** Remain in radio/phone contact: **STAY CALM!**
7. **When emergency under control:** Contact SUMMIT or Dept. Labour

First Aid Requirements for Forestry Operations

Recommended First Aid Kit Stock/Requirements

Item	Quantity
Triangular bandages	2
Roller Bandages, including crepe (50 75mm) individually wrapped	5
Sterile wound dressing (3 large (#15), 2 medium)	5
Adhesive wound dressing strip (100mm packets)	1
Waterproof adhesive plaster (50mm wide reel)	1
Non-adhesive sterile pads (100 x 100mm pads)	5
Sterile eyepads (individually wrapped)	2
30ml Sodium Chloride capsules for irrigation	8
Antiseptic liquid (125ml)	2
Scissors (stainless steel)	1 pair
Splinter forceps, fine point (stainless steel)	1 pair
Large disposable gloves	2 pair
Accident register (pen or pencil)	1
Emergency numbers and contact list	1
Hepatitis B / AIDS caution notice on first aid box	1

First aid rules

Where crew work is taking place, a holder of a current first aid certificate (valid for 2 years) shall be available in the operation at all times.

A clearly marked first aid kit shall be kept in each work vehicle at each work area. (Vehicle kits can substitute for those required in a work area, provided the vehicle remains at the work site.)

Chainsaw operators (except those working on a skid site) shall carry on their person at least two large sterile wound dressings.

Every kit shall be kept fully stocked, and stored so as to ensure contents are protected against contamination by dust, heat and moisture.

This information shall be displayed at forest work sites

Health Assessment & Monitoring (8)

Duties HSE Act 1992 Section 7(1)b, 10(d, e), and 19

General

Pre-employment medical checks provide a useful baseline and ensure that an employee's health will not pose a risk to either themselves or others.

The HSE Act makes special mention of some health related conditions and places a duty upon the Employer to manage these. For example physical or mental fatigue (stress), drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

Much good can be accomplished by providing information to Employees. Often, general health information, on the subjects mentioned above is available free.

When employers provide PPE to control hazards (section 10) they must

Take all practicable steps to obtain the employee's consent to the [monitoring of their health in relation to that hazard](#); and with their informed consent, monitor the employee's health in relation to exposure to the hazard.



Critical Elements:

Base line Medical and Health Monitoring

Base line Medical

Features and things to do:

- New Employees must complete a [General Health Questionnaire](#). This is a **confidential document** and answers must be accurate and honest. Dishonesty may be treated as serious misconduct resulting in dismissal.
- On occasions, the Employer may request that an Employee visit a GP to take a confidential [pre-employment health assessment](#). The GP will be requested to report on one or more of the following:

Eyesight and hearing • Spine and limb health • Respiratory function • Blood pressure and heart function • Melanoma and other skin conditions • General health - diabetes and cholesterol (urinalysis) • Hernia and the current status of earlier injuries.

Health Monitoring for At Risk Employees

Features and things to do:

- Employees, exposed to hazards and wearing PPE to minimise these, are classified at risk . They are placed on the [Register of Regular Assessment of Employee Health](#) .
- As a guide, employees exposed to the following hazards, with their informed consent, are required to undertake medical re-assessment.
 - Environmental noise, dust, glare
 - Chemical Fumes, corrosives, sprays, poisons and pesticides

Incident Management (9)

Duties HSE Act 1992 Section 7(1)c, 7(2), 25 (1, 1a, b, 3), 26

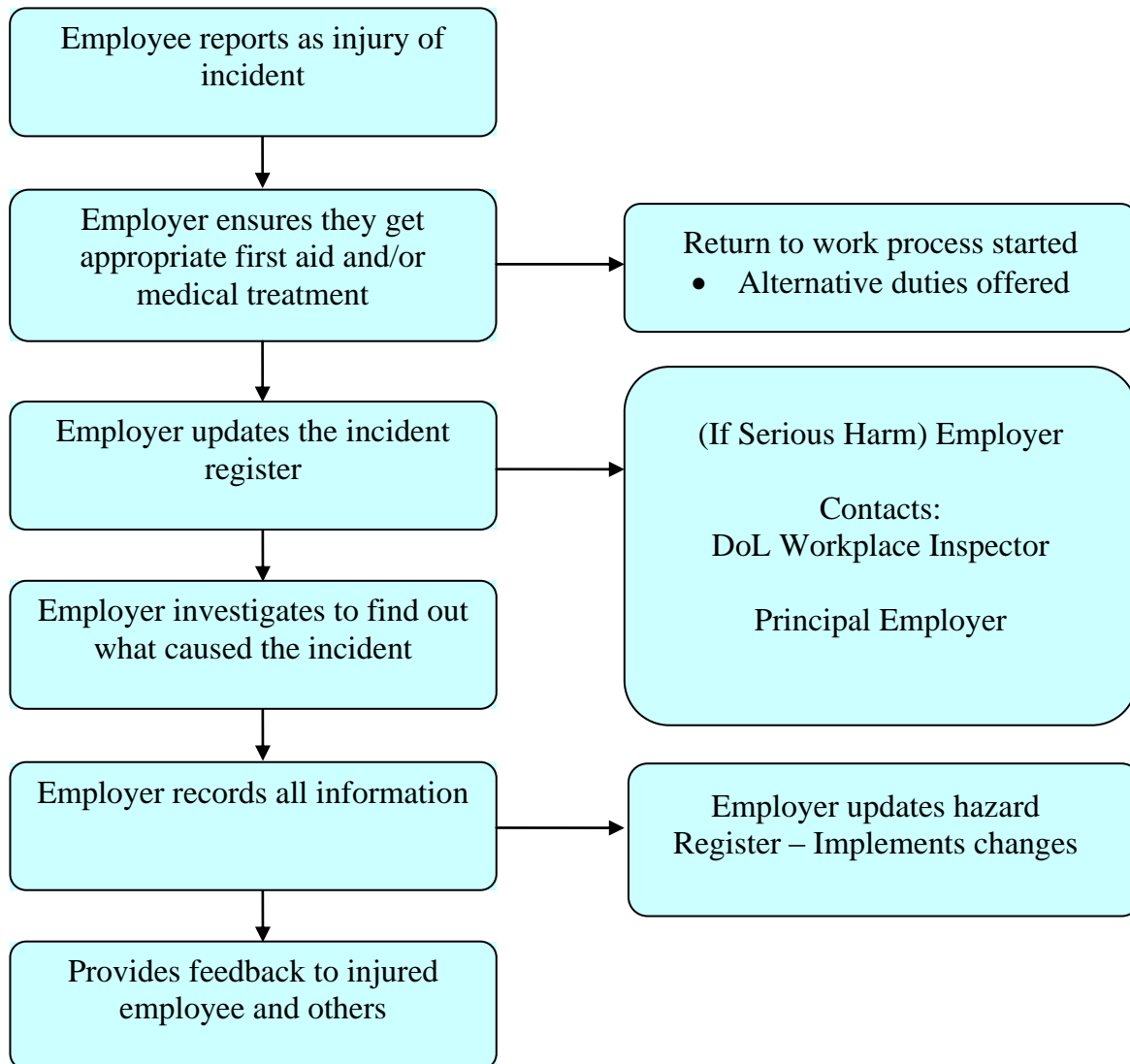
General

The aim of incident management is to restore the workplace as quickly and as safely as possible, while trying to find a permanent solution to the event that has just occurred.

Therefore, the detection of the underlying causes of an incident must bring about the best resolution and prevent future reoccurrence.

To be successful:

Follow an incident management procedure (see flow chart below) Have and maintain a register of incidents Develop an appropriate form for reporting and investigating incidents Develop an injury management plan that includes light/alternative duties.



Critical Elements:

Register, Reporting/Investigation, Notification,

Injury Management Return to Work (RTW)

Features and things to do:

Most injuries are minor in nature and do not require time off work. Everyone needs to be committed to the RTW process to avoid unnecessary Lost Time

- Employees complete the [Authority to Release Medical Information Consent](#)
- Employers have the 'Injury Management' form (page 1 & 2 at the ready)
- Injury employees are accompanied to the GP or A & E and the 'Injury Management' form is presented to the medical professional
- Follow other procedures as outlined in the [ACC 'Back on Track'](#) pack.

Incident Register

Features and things to do:

Employers must complete an [Incident Register](#) in the appropriate form. This is a summary of incidents that must be kept available at the work site. Record every:

- Accident (including property damage)
- Serious harm incident
- Near miss incident (where someone might have been harmed).

Incident Reporting and Investigation

Features and things to do:

Investigate all serious incidents by using an [Investigation Report](#) in the appropriate form. The more detail the better, however, the minimum actions required are:

- Determine [causes and contributing factors](#), recommend [remedial actions](#)
- [Notify](#) all Employees of the investigation findings
- [Notify](#) all Employees of any new [hazards identified](#) update hazard register
- [Complete](#) the recommendations.

Notifications

Features and things to do:

These duties are a legal requirement involving penalties for non-compliance.

- Notify the Department of Labour (OSH) of any serious harm accident (verbally ASAP, in writing within 7 days)
- Notify Summit New Zealand Limited (Serious harm as above)
- Report to Summit New Zealand Limited (Monthly all incidents and hours worked)
- Never disturb a serious harm accident scene unless given clearance to do so by the Department of Labour (In forest); NZ Police (public road network).

Alternative Duties Available

There are two Categories of Light Duties:

- a. Mobile (minor injury) but unable to perform usual duties
- b. Immobile (e.g. leg injury) but able and well enough to undertake limited duties or learning

Category A – Mobile but unable to perform usual duties:

- ☐ Assistant Log maker – walking in processing area, holding measuring tape
- ☐ Log Branding – walking, using spray paint and stencil to mark log ends
- ☐ Log Quality Control – walking in processing area, visual check of logs
- ☐ Crew Safety Checks / Review crew safety procedures
- ☐ Vehicle / Machine Maintenance and Cleaning
- ☐ Scrub Crushing – sitting on machine, using controls
- ☐ Office work
- ☐ Stop Go Sign Road Control – standing with signage, directing traffic
- ☐ Observer for Fallers – walking and writing

Category B – Immobile but able and well enough to undertake limited duties e.g. on site training or distance learning:

- ☐ Safe Behavioural Observations
- ☐ Updating Hazard ID & Systems
- ☐ Updating training records
- ☐ Scheduled training
- ☐ Distance learning (available through FITEC)
 - ☐ Unit 4300 – Key issues in forestry production management
 - ☐ Unit 4287/4299 – Employment issues in forestry
 - ☐ Unit 4294 – Procedures for costing forestry activities
 - ☐ Unit 1146/15189 – Health and Safety
 - ☐ Unit 16614 – Apply time management concepts and methods
 - ☐ Unit 1312 – Give oral instructions in the work place
 - ☐ Unit 9681 – Participate in teams to make decisions
 - ☐ Unit 9679 – Participate in formal meetings
 - ☐ Study theory elements of DKO Units using Best Practice Guidelines
 - ☐ Unit 6941 – DKO Forest mechanized harvesting
 - ☐ Unit 1227 – DKO Plantation forest harvesting
 - ☐ Unit 6950 – DKO Thinning plantation trees
 - ☐ Unit 1252 – DKO Log making
- ☐ Office Work

Employee Sign-off

THE PAIRATAHI TRUST

I hereby confirm I have read, understood and agree with the Company Policies as stated in this document and specifically acknowledge the policies laid out in the sections covering:-

- Health and Safety Management
- Alcohol and Drug Management
- General Hazard Education
 - This form, signed by Employees, serves as an acknowledgement that they have received education in the general hazards associated with the work they are required to undertake. Each Employee is committed to ensuring that the controls (as listed against the hazards) will be applied to the best of the employees ability. Where the controls cannot be applied Employees will stop work and seek assistance from their Supervisor.
- Person Protective Equipment
 - This form serves as an acknowledgement that employees have received PPE in good order. Each individual is committed to ensuring PPE is used, worn and or maintained in fully serviceable condition. Lost and/or un-recovered PPE will be charged to the employee and/or deducted from his/her final wages/salary.

Company: **THE PAIRATAHI TRUST**
Employee name: Start date: Termination date: Signature:

_____ ___ / ___ / ___ ___ / ___ / ___ _____

The Pairatahi Trust – Director _____
Date