

Interiors DB Limited

T/A IDB



Health and Safety Management System

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2 Revision Control

Version No.	Revision Date	Document Details	Name	Signature
001	May 2025	Document created	Sam Prevezanos	SP

HEALTH AND SAFETY MANAGEMENT SYSTEM APPROVAL	
Name	Christopher Watt
Role	Director
Signature	
Date	May 2025



3 IDB Health and Safety Management System

In order for Interiors DB Limited T/A IDB (IDB) to comply with the Health and Safety at Work Act 2015 (HSWA) we have put together this document which outlines the Health and Safety Management System we have in place to cover the requirements of the HSWA. This is our responsibility as a Person Conducting a Business or Undertaking (PCBU – see section 3 of this document) as per the HSWA.

Our Health and Safety Management System has been developed to ensure we consider:

- **Policy** – establish within policy statements what the requirements are for the company in terms of resources, defining management commitments and defining health and safety targets.
- **Company** – how is the company structured, where are the responsibilities accountabilities defined, who reports to who and who is responsible for what.
- **Planning and Implementation** – what legislation and standards apply to the company; what health and safety objectives are defined and how are these reviewed; how are risks managed; and how are hazards identified.
- **Evaluation** – How is health and safety performance measured and assessed, what are the processes for the reporting of incidents and for the investigation of incidents and what internal and external audit processes are in place to review the system.
- **Action for improvement** – How are preventative and corrective actions managed and what processes are in place to ensure the continual improvement process.

The system includes the following components:

- **Our Policy Statement** describing the intent of our Health and Safety Management System.
- **Processes** supporting the intent of the Policy and describing what will be done in practice – these processes will be incorporated in this document and our Health and Safety Induction Manual.
- **Procedures** which ensure our processes are put into practice – they describe the actions required to implement the processes. At IDB we present our procedures as Safe Operating Procedures (SOPs), Safe Work Method Statements (SWMS) and Methodologies.

3.1 OUR HEALTH AND SAFETY MANAGEMENT SYSTEM COVERS THE FOLLOWING ELEMENTS



Safety Leadership

At IDB we are committed to our Health and Safety at Work obligations and have developed this Health and Safety Management System to ensure we meet those obligations. Safety starts with Safety Leadership. This section outlines the HSWA, our responsibilities, and our Health and Safety Policy.

IDB will lead from the front when it comes to Health and Safety. We require all Director's and Project Manager's to familiarise themselves with this document and lead a positive change to health and safety in our workplace.



4 Understanding Workplace Health and Safety

4.1 THE HEALTH AND SAFETY AT WORK ACT (HSWA)

The purpose of the HSWA is to provide a balanced framework to secure the health and safety of workers and workplaces by:

- Protecting workers and other persons against harm to their health, safety, and welfare by eliminating or minimising risks arising from work or from prescribed high-risk plant; and
- Providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues in relation to work health and safety; and
- Encouraging unions and employer company to take a constructive role in promoting improvements in work health and safety practices, and assisting PCBUs and workers to achieve a healthier and safer working environment; and
- Promoting the provision of advice, information, education, and training in relation to work health and safety; and
- Securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
- Ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under this Act; and
- Providing a framework for continuous improvement and progressively higher standards of work health and safety.

The HSWA, regulations, safe work instruments (SWIs), approved codes of practice (ACOPs), and WorkSafe NZ information, guidance, and advice work together to improve work health and safety.

The HSWA imposes duties on companies, those who control workplaces, workers and others in workplaces to ensure the prevention of harm to workers and those who can be affected by work.

The clear intent of the HSWA is the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work or from specified types of plant in workplaces.

4.2 DUTY HOLDERS

At IDB we understand and comply with the duties as they are allocated and described by the HSWA. We understand that a number of duty holders have health and safety duties under the HSWA and that:

- Duties are not transferable – meaning they cannot be transferred to another person.
- A person may have more than one duty (e.g., a person can be a PCBU and a worker).
- More than one person may have the same duty (e.g., different PCBUs may have the same duty towards the same worker).

4.2.1 Four Types of Duty Holders

We understand that there are the following four types of duty holders:

1. **Persons conducting a business or undertaking (PCBUs)** – these may be individuals or companies (Section 17).
2. **Officers** – a person who can exercise significant influence over the management of the business (Section 18).



3. **Workers** – include workers, contractors, labour hire, apprentices, and trainees (Section 19).
4. **Other persons at workplaces** – include visitors and casual volunteers.

We have included below the duties of each type of duty holder below for reference.

4.2.1.1 Duties of PCBU's (Section 36) – "Interiors DB Limited T/A IDB"

The primary duty of care requires a PCBU to ensure health and safety so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. (Section 36)

PCBU's must:

- Provide and maintain a work environment that is without risks to health and safety.
- Provide and maintain safe plant and structures.
- Provide and maintain safe systems of work.
- Ensure the safe use, handling and storage of plant, structures, and substances.
- Provide adequate facilities for the welfare at work of workers in carrying out work for the business, including ensuring access to those facilities.
- Provide any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business.
- Monitor the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.
- Must engage with workers who carry out work for them on health and safety matters that may directly affect them (Part 3).
- Have practices that give their workers reasonable opportunities to participate effectively in improving health and safety in the business on an ongoing basis. (Part 3).
- Must manage work risk (Section 30).
- Must consult with other PCBU's (Section 34).
- If a worker asks for a health and safety representative, the PCBU must initiate an election.
- If a health and safety representative or 5 or more workers ask for a health and safety committee, the PCBU must establish one.

4.2.1.2 Duties of Officers (Section 44) – "Director"

Officers must exercise due diligence to make sure the PCBU complies with its health and safety duties. They must exercise the care, diligence, and skill a reasonable officer would exercise in the same circumstances.

4.2.1.3 Duties of Workers (Section 45) – (everyone working on behalf of the company)

Workers need to:

- Take reasonable care for their own health and safety and that of others.
- Comply with reasonable instructions from the PCBU and cooperate with policies and procedures.
- Notify the PCBU of any possible health and safety breaches by others in the company.
- Participate fully in all health and safety policy development, implementation, and compliance.
- Comply with all incident and near miss reporting policies.
- Ensure all Personal Protective Equipment (PPE) is worn correctly at all times.



A worker can refuse to work, or stop work, if they believe that doing the work would expose them or others to a serious health or safety risk arising from immediate or imminent exposure to a hazard (Section 83).

4.2.1.4 *Duties and Functions of the Health and Safety Representatives (Schedule 2, Part 1)*

The functions of Health and Safety Representative (HSR) are:

- To represent the workers in health and safety matters.
 - To investigate complaints about health and safety from workers.
 - If requested by a worker, to represent them in relation to a health and safety matters/complaints.
 - To monitor the measures taken by the PCBU that are relevant to health and safety.
 - To inquire into anything that appears to be a risk to the health or safety of workers arising from the work carried out by the business.
 - To make recommendations relating to work health and safety.
 - To provide feedback to the PCBU about whether the requirements of this Act or regulations are being complied with.
- To promote the interests of workers in the work group who have been harmed at work, including in relation to arrangements for rehabilitation and return to work.

4.2.1.5 *Duties and Functions of the Health and Safety Committee*

The functions of a health and safety committee are—

- (a) To facilitate co-operation between the PCBU and workers in instigating, developing, and carrying out measures designed to ensure the workers' health and safety at work; and
- (b) To assist in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the workplace; and
- (c) To make recommendations relating to work health and safety; and
- (d) To perform any other functions that are—
 - (i) agreed between the PCBU and the committee; or
 - (ii) prescribed by regulations.

Obligations of PCBU in relation to health and safety committees

(1) The PCBU must—

- (a) Consult, so far as is reasonably practicable, about health and safety matters with a health and safety committee; and
- (b) Allow each member of a health and safety committee to spend as much time as is reasonably necessary to attend meetings of the committee or to carry out functions as a member of the committee; and
- (c) Provide the health and safety committee with any information that is necessary to enable the committee to perform its functions, including information relating to—
 - (i) Hazards (including associated risks) at the workplace; and
 - (ii) The health and safety of the workers at the workplace.

(2) If a health and safety committee makes a recommendation regarding work health and safety, the PCBU must, within a reasonable time, —

- (a) Adopt the recommendation; or
- (b) Provide a written statement to the health and safety committee setting out the reasons for not adopting the recommendation.

(3) Any time that a member of a health and safety committee spends for the purposes set out in subclause (1) must be with the pay that he or she would otherwise be entitled to receive for performing his or her normal duties during that period.



For detailed information on forming and running your Health and Safety Committee go to: <https://www.worksafe.govt.nz/managing-health-and-safety/health-and-safety-committees>.

4.2.1.6 Duties of Other Persons (Section 46) – (all other visitors)

- Keep themselves safe and not cause others harm.
- Comply as far as they are reasonably able, with the PCBUs reasonable health and safety instructions that are given.

4.3 THE COMPLIANCE HIERARCHY

We have included, for reference, an overview of the compliance hierarchy:



4.4 THE REGULATOR

We have included for reference an overview of the regulator:

WorkSafe NZ is New Zealand's work health and safety regulator, along with the designated agencies. The tools available to WorkSafe NZ include the following:

- **Improvement Notice:** Issued by an inspector who believes that a breach of the HSWA or regulations is or may occur. This notice requires changes to be made within a reasonable time period. If changes are not made within specified timeframes, they may be fined.
- **Prohibition Notice:** Issued by an inspector who believes a workplace activity involves or will involve a serious risk to health and safety arising from an immediate or imminent exposure to a hazard. This notice requires the activity to stop immediately until inspector is satisfied the risks have been remedied.
- **Non-Disturbance Notice:** Issued by an inspector requiring a PCBU who manages or controls a workplace to preserve a site where a notifiable event has occurred, or prevent a site being disturbed for a specified period.
- **Infringement Notice:** Issued by WorkSafe NZ for offences against the HSWA or regulations. Infringement fees are charged.



- **Enforceable Undertaking:** This is an alternative to prosecution. When agreed by WorkSafe NZ, it allows a person to voluntarily enter a binding agreement to take action to remedy an alleged breach of the law.
- **Prosecution:** WorkSafe NZ may prosecute duty holders for breaches of the HSWA or regulations.

4.5 FINES AND PENALTIES:

For reference the maximum penalties for health and safety duty offences are as follows:

OFFENCE	WORKER	OFFICER	PCBU
SECTION 47 (reckless conduct in respect of duty that exposes an individual to a risk of serious injury, serious illness, or death).	Five years in prison or \$300,000 fine, or both.	Five years in prison or \$600,000 fine, or both.	\$3 million fine.
SECTION 48 (failure to comply with a duty that exposes an individual to a risk of serious injury, serious illness, or death).	\$150,000 fine.	\$300,000 fine.	\$1.5 million fine.
SECTION 49 (failure to comply with a duty).	\$50,000 fine.	\$100,000 fine.	\$500,000 fine.

There are offences under the HSWA for failing to meet or comply with other health and safety obligations. Depending on the offence, maximum penalties range from \$5,000 - \$100,000 for an individual and \$25,000 - \$500,000 fines for other persons.

4.6 ACTS AND REGULATIONS

These are the Acts and Regulations that apply to IDB and have informed all IDB's policies, processes, and procedures

- [Health and Safety at Work Act 2015 \(HSWA\)](#)
- [Health and Safety at Work \(Health and Safety Representatives and Committees\) Amendment Act 2023](#)
- [Employment Relations Act 2000](#)
- [Health and Safety in Employment Regulations 1995](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)
- [Health and Safety at Work \(Worker Engagement, Participation and Representation\) Regulations 2016](#)
- [Health and Safety at Work \(Health and Safety Representatives and Committees\) Amendment Act 2023](#)
- [Health and Safety at Work \(Asbestos\) Regulations 2016](#)
- [Hazardous Substances and New Organisms Act 1996](#)
- [Health and Safety at Work \(Hazardous Substances\) Regulations 2017](#)
- [Health and Safety at Work \(Infringement Offences and Fees\) Regulations 2016](#)
- [Health and Safety at Work \(Rates of Funding Levy\) Regulations 2016](#)
- [Electricity \(Safety\) Regulations 2010 – Part 8](#)
- [HSE \(Prescribed Matters\) Regulations 2003](#)
- [Construction Industry - Guidelines for the Provision of Facilities and General Safety in the Construction Industry](#)



- Construction Tendering - Health and Safety Guide for the Construction Tendering Process
- Demolition - Best Practice Guidelines for Demolition in New Zealand
- Height - Best Practice Guidelines for Working at Height in New Zealand
- Manual Handling - Code of Practice for Manual Handling
- Mobile Elevating Work Platforms - Best Practice Guidelines
- Nailers and Staplers - Guidelines for the Safe Use of Portable Mechanically Powered Nailers and Staplers
- Powder-Actuated Hand-Held Fastening Tools - Approved Code of Practice (ACOP)
- Roofs - Best practice Guidelines for Working on Roofs
- Safe Use of Safety Nets - Best Practice Guidelines
- Scaffolding - Best Practice Guideline for Scaffolding in New Zealand



5 IDB Health and Safety Management Policy

Our company is committed to the protection of its workers and others from accidental injury and we will promote occupational safety, health, and wellbeing.

Our Director will:

1. Appoint a resource to be responsible for safety and health.
2. Have appropriate policies for safety planning and business objectives, worker selection and training.
3. Ensure provision of resources to make it possible for policies to be achieved effectively and efficiently.
4. Actively encourage the accurate and timely reporting and recording of all incidents and injuries.
5. Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are developed to take corrective action.
6. Actively encourage people to report any pain or discomfort early on.
7. Provide assistance, and support, for treatment and rehabilitation plans that ensures a safe, early, and durable return to work.
8. Identify all existing and new hazards and take all practicable steps to eliminate or minimise the risk of exposure to harm.
9. Ensure all workers are aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner.
10. Encourage worker consultation and participation in all matters relating to health and safety.
11. Promote a system of continuous improvement – this includes annually reviewing safety policies, procedures, and documents.
12. Comply with all Legislative requirements, and any relevant Regulations, Standards, Codes of Practice.

Every Director, and Project Manager has a responsibility for the health and safety of workers working under their direction.

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

1. Observing all safe work procedures, rules, and instructions.
2. Carrying out safe work practices to ensure that no action or inaction causes harm to any other person or themselves while at work.
3. Reporting any pain or discomfort early on.
4. Actively follow treatment and rehabilitation plans, to ensure to return to work as soon as possible.
5. Ensuring all incidents, injuries and hazards are reported to the appropriate person.
6. Ensuring that all workers and contractors understand and accept their responsibility to promote a safe and healthy workplace.

Christopher Watt – Director

17 May 2025



6 Our Workplace

IDB's main workplace is at 8 Huia Road, Titirangi and includes any location where workers are conducting their duties for IDB. This can include head office's, vehicle's, workshops/ factories, home offices or client sites. IDB has health and safety requirements and expectations of the facilities and conditions of our workplace.

IDB is committed to ensuring workers are safe and healthy in our workplace. If at any time a worker is concerned with their health and safety at work, it is their responsibility to advise their Project Manager immediately.

6.1 GENERAL HOUSEKEEPING, CLEANLINESS AND HYGIENE

The place of work must be kept clean and hygienic. An appropriate standard of housekeeping and general hygiene shall be set and maintained in our workplace, and we ask that workers contribute to maintaining this standard.

Ensure that:

- Tools and materials do not accumulate in work areas - e.g., work platforms, scaffolding, stairways, or above ground on any surface where they may fall.
- Waste material and rubbish is cleared regularly from work surfaces.
- Surplus materials are stored appropriately.
- Plant and equipment that will not be used again the same day are stored appropriately.
- Leads or hoses attached to plant and equipment are coiled and stored appropriately.
- Rubbish is put in bins.
- Shared areas, e.g., lunchrooms, bathrooms, are kept sanitary and hygienic at all times.
- Walkways, stairways and other access and egress points are kept clear at all times.
- All spills and drips must be dealt with appropriately.
- Offices must be kept clean and tidy.

6.2 ONSITE WELFARE FACILITIES

The maintenance of our onsite facilities are the Project Managers responsibility when IDB control the worksite as the principal contractor. Any worker concerns about the facilities we provide should be raised with the Director.

Our policy is to provide clean, healthy, safe, accessible, and well-maintained workplaces and facilities for our workers.

This includes providing essential facilities like:

- Toilets
- Drinking water
- Hand washing stations
- Areas for eating and resting

We consider the size, location and nature of the work we are doing, along with the number and composition of workers when determining the adequacy of these facilities. In the event where the basic facilities are limited, we engage with the workers to ensure they have all the facilities they need and their needs are met and maintained.



Workers are required to ensure that facilities provided are maintained in good condition and are safe at all times. Any workers found abusing the facilities provided may be subject to disciplinary action and may be required to remedy any damage sustained to the facilities.

IDB will hold monthly health and safety inspections to ensure that the workplace provides a safe and healthy environment.

6.3 WORKING ON CLIENT PREMISES

When working on sites controlled by other PCBUs, our workers must be aware that both PCBUs share overlapping duties under the HSWA. Both entities are considered PCBU's therefore communication, cooperation and coordination must be engaged by both parties in relation to their shared health and safety responsibilities.

Our workers must comply with the health and safety rules set out for that premises. Where there is a conflict between those health and safety rules and instructions, and our health and safety rules and requirements, the matter must be referred to our Health and Safety Representative for clarification.

If our workers have any concerns about their health and safety when working on client premises, they are to advise the Project Manager of this immediately.

6.4 MEMBERS OF THE PUBLIC

All members of public will be required to sign in when entering our premises.

An authorised person should provide the visitor with any safety equipment required. Visitors entering non-public areas should be escorted and warned of risks and hazards.



7 IDB Structure, Responsibilities and Duties

This section outlines the health and safety responsibilities of IDB to ensure the health and safety of the PCBU's and its' Officers, Workers and Visitors while at work. The policies and procedures that IDB have put in place reflect and address the framework and regulations as set out in the HSWA as at May 2025. Regulations, Standards, Guides and Best Management Practices are regularly updated, IDB are committed to ensuring their policy and procedures remain current and relevant by regularly reviewing the relevant legislations, regulations, standards and guides issued by WorkSafe NZ: www.worksafe.govt.nz.

7.1 IDB'S SPECIFIC OWNERS OF RESPONSIBILITIES AND PROCEDURES

IDB has allocated the Health and Safety responsibilities and procedures to specific owners in the business.

	Director	Project Manager	All Workers
Safety Leadership	<ul style="list-style-type: none"> • Health and Safety Management System Create, implement, maintain, and review. • Live and Breathe Health and Safety Lead Health and Safety with a positive attitude. 	<ul style="list-style-type: none"> • Live and Breathe Health and Safety Familiarise yourself with this document and lead a positive change to health and safety in our workplace. 	<ul style="list-style-type: none"> • Live and Breathe Health and Safety Familiarise yourself with this document and lead a positive change to health and safety in our workplace.



	Director	Project Manager	All Workers
Risk and Hazard Management	<ul style="list-style-type: none"> • Risk Register Regularly review, update, and ensure controls are implemented and monitored. • Incident Management Ensure all incidents and near misses are documented, investigated, and reviewed. 	<ul style="list-style-type: none"> • Incident Management Allocate corrective actions and ensure they are completed within specified time frames to ensure no reoccurrence of the same or similar event. Where trends are found, follow up actions are implemented to ensure investigation into new risk controls and work methods. Report findings to the Director. • Risk Assessments Complete risk assessments prior to the commencement of new tasks and processes, as well as use of new tools, plant and equipment or chemicals. From the Risk Assessment results create and implement Risk Registers/ JSAs or SWMS. • Permit to Work Ensure you have, or can issue, a permit to work. Ensure all workers involved in the Permit to Work are competent in the application of the Permit to Work system. • PPE Ensure the correct PPE is used/ worn and in good condition. • Plant and Equipment Maintenance Listen to and resolve any worker concerns about the plant and equipment. 	<ul style="list-style-type: none"> • Risk Register/ JSAs or SWMS Familiarise yourself with Risk Registers/ JSAs or SWMS and follow the controls as defined in them. Communicate any new or changed risks or hazards in your work area or our workplace. Report when you are feeling unsafe or feel that the work is too risky. • PPE and Safety Equipment Ensure the correct PPE/ Safety Equipment is used/ worn and in good condition. Keep it clean and hygienic and look after it. Report any defective PPE to your Project Manager. • Plant and Equipment Ensure you are trained and competent before using our plant and equipment. Report any damage to, or issues with, plant and equipment to your Project Manager. • Conduct Step Back 5x5 or Seven Point Analysis Do this before any task.
Emergency Procedures	<ul style="list-style-type: none"> • Emergency Plan Create, implement, maintain and review (in consultation with the Project Manager and our workers) 	<ul style="list-style-type: none"> • Emergency Plan Help to create, implement, maintain, and execute it. 	<ul style="list-style-type: none"> • Emergency Plan Follow the emergency plan for our workplace (communicating all concerns to your Project Manager).



	Director	Project Manager	All Workers
Information, Training and Supervision	<ul style="list-style-type: none"> • Health and Safety Training and Supervision Ensure training and supervision is outlined and followed in our Health and Safety System and available to all workers. • Worker Induction Induct all new workers under your supervision using the company induction. • Worker Training Program Train all workers under your supervision in the tasks that they are to undertake in their roles ensuring they are supervised until proven competent. • Ensure workers sign all training documentation. 	<ul style="list-style-type: none"> • Worker Induction Induct all new workers under your supervision using the company induction. • Worker Training Program Train all workers under your supervision in the tasks that they are to undertake in their roles ensure they are supervised until proven competent. • Ensure workers sign all training documentation. • Plant and equipment Ensure that workers are fully trained and supervised when using plant and equipment in the workplace. Train all staff on safety documents. When satisfied the worker has had enough experience and shows competence ensure both sign the document. • SOP's, JSAs, SWMS/TA Ensure the safety documents provided for each piece of plant and equipment follows best practice guidelines and accurately reflects the manufacturer's instructions and health and safety requirements - prior to providing documents to any workers. 	<ul style="list-style-type: none"> • Participate in, and complete, all training and inductions provided by IDB. • Sign all relevant training documentation. • Only use the plant and equipment you are trained on and competent in using. • If you have any concerns about your training and supervision raise this with your Project Manager or Director
Injury, Illness, and Incident Management	<ul style="list-style-type: none"> • Notifiable Events Report all notifiable events to WorkSafe NZ as soon as possible after the event (within 24 hours). If the Director is absent this moves to the next senior role. 	<ul style="list-style-type: none"> • Incident Register Ensure all incidents and near misses are recorded in the incident register. • Investigations Ensure investigations are carried out within 48 hours of the event occurring. Ensure the root cause is identified. Ensure follow up actions are implemented. Report directly to Director. 	<ul style="list-style-type: none"> • Injury or Illness Report to your Project Manager when you are unable to work due to sickness or injury, as soon as possible. • Incidents Report all incidents immediately to your Project Manager.



	Director	Project Manager	All Workers
Rehabilitation Management	<ul style="list-style-type: none"> • Rehabilitation Management Provide assistance, and support, for treatment and rehabilitation plans that ensures a safe, early, and durable return to work. Monitor return to normal duties. 	<ul style="list-style-type: none"> • Rehabilitation Management Provide assistance, and support, for treatment and rehabilitation plans that ensures a safe, early, and durable return to work. Monitor return to normal duties. 	<ul style="list-style-type: none"> • Rehabilitation Management Monitor return to normal duties. If you identify any concern, seek a re-evaluation from a medical provider.
Worker Engagement and Participation	<ul style="list-style-type: none"> • Worker Engagement and Participation Ensure that all your workers are engaged and participating with Health and Safety at IDB. 	<ul style="list-style-type: none"> • Worker Engagement and Participation Ensure that all your workers are engaged and participating with Health and Safety at IDB. • Prestart Meetings Lead all Pre-start Meetings at the beginning of each day. Record the Pre-start meeting and ensure that all workers read and sign to acknowledge their understanding and compliance. • Health and Safety Representatives and Committees Ensure IDB initiates an election for Health and Safety Representative/s & Committees if requested by workers. 	<ul style="list-style-type: none"> • Worker Engagement and Participation Participate and stay engaged with our Health and Safety systems. If you have concerns raise them.
Contractor Management	<ul style="list-style-type: none"> • Overlapping Duties Ensure that IDB and the Contractor communicate, cooperate and coordinate activities 	<ul style="list-style-type: none"> • Overlapping Duties Ensure that the Contractor supplies their Health and Safety plans prior to work starting and that they align with IDB's HSMS. 	<ul style="list-style-type: none"> • Overlapping Duties Ensure they raise any concerns with Contractor practices.
Performance and Measurement	<ul style="list-style-type: none"> • Performance and Measurement – Ensure all aspects of our health and safety system are monitored and reviewed. See the IDB Monitoring and Review Schedule • IDB site / Office Maintain and review systems regularly to meet WorkSafe NZ health and safety standards. 	<ul style="list-style-type: none"> • Performance and Measurement – Ensure all information is provided in a timely manner. Share the results of reviews with all workers. 	<ul style="list-style-type: none"> • Maintain your work area.

Performance and Measurement

At IDB we are committed to continually improving our Health and Safety Systems.

To achieve this, we regularly monitor and review our systems, processes, and controls we have in place to keep our workers safe and healthy.



8 Monitoring and Reviews

We ensure all aspects of our health and safety system are monitored and reviewed throughout a 12-month period. The purpose of monitoring and reviews is to ensure that we identify, locate, and correct non-conformances, discrepancies, and assess the risks before incidents and other losses occur.

8.1 IDB'S MONITORING AND REVIEW SCHEDULE

HEALTH AND SAFETY SITE INSPECTIONS	
We undertake Site audits to monitor activities, workplace conditions, processes, procedures, and identify new risks and hazards. Improvements are recommended where applicable. Inspections are recorded and the risk register updated.	
Regularity:	Two weekly
Person/s Responsible: Project Manager	

HAZARD AND RISK MANAGEMENT			
We review our Risk Register to ensure all hazard and risk exposures have been identified, are documented, and have appropriate controls. The review gives us the opportunity to ensure that controls listed are used and remain effective.			
Regularity:	12 Monthly	Review Date:	May
Person/s Responsible: Project Manager			

INCIDENT MANAGEMENT	
We review all injury, illness and incident data including procedures, risk, and hazard management controls after each significant and potentially damaging event. This ensures we identify ways to eliminate or minimise future occurrences and to identify appropriate goals for the safety plan.	
Regularity:	Per project
Person/s Responsible: Director	

HAZARDOUS SUBSTANCES	
We review all Hazardous Substance Inventory's to ensure products and quantities are up to date and that all SDS's held are current.	
Regularity:	Per project
Person/s Responsible: Project Manager	

HEALTH AND SAFETY MANAGEMENT SYSTEM			
We review our Health and Safety Management System to ensure the policy has been updated and signed, and relevant documentation is updated.			
Regularity:	12 Monthly	Review Date:	May
Person/s Responsible: Director			

ROLES AND RESPONSIBILITIES	
We review health and safety responsibilities designated to workers to ensure everyone is aware of their responsibilities and how to carry them out.	



Regularity:	12 Monthly	Review Date:	Mayt
Person/s Responsible: Director			

EMERGENCY EVACUATION MANAGEMENT	
Emergency practice drills are conducted to ensure a timely evacuation and rectify any deficiencies in the process, ensuring a successful evacuation should a real emergency arise.	
Regularity:	Per project
Person/s Responsible: Director	

CONTRACTOR MANAGEMENT	
When engaging with multiple PCBU's (contractors), we will consult, coordinate, and cooperate on all health and safety matters including site audits and monitoring for the duration of the contract. Where non-compliance, risks and hazards etc. are identified, it will be reviewed, discussed, and documented with all relevant parties. A record will be kept on file.	
Regularity:	Per project
Person/s Responsible: Director	

All parties are responsible for ensuring that any issues or non-compliance that arise from the review process are rectified in a timely manner. This may involve delegating responsibility to workers or the contractors' site representative if applicable. It is expected that any new risks and hazards identified, new controls implemented, or any other changed conditions are communicated to all affected workers as soon as possible through meetings or other means. Where the changes cannot be made immediately, a time frame and responsibilities are agreed upon and followed up by the reviewer. These reviews must be retained on file as a permanent record.

8.2 MONITORING HEALTH AND SAFETY

8.2.1 Site Inspections

Health and Safety Inspections will be carried out two weekly for the duration of the project.

The inspections will be carried out by the Director or our Health and Safety Advisor. The purpose of this inspection is to ensure controls around high-risk are identified, assessed, and controlled and that the controls put in place are regularly reviewed. Inspections can include monitoring and reviewing of:

- People.
- Reporting any equipment faults to the Project Manager (and all relevant documentation like SOP's).
- Ergonomics.
- Work environment.
- Environmental factors.
- Hazardous substances.
- Emergency Preparedness and Response – e.g. Exits, Extinguishers etc.
- Electrical Safety – e.g., Test and Tag.
- Documentation.
- Processes.
- Any other relevant considerations.



8.3 EXPOSURE AND HEALTH MONITORING

IDB may choose to have an Exposure and Health Monitoring programme to identify any health effects of hazardous exposure as soon as possible, and to prevent further harm.

Risks that require health monitoring as the appropriate means of control are recorded and monitored. This includes identifying the health monitoring required as the result of an incident or investigation.

- We would inform workers about the results of our health monitoring, and we would do this in a way that ensures that the identity of workers involved is protected.
- We would investigate any results that indicate work-related harm (sub-optimal results), to ensure that all risks contributing to that result are identified and effective controls are in place.
- We would add any new risks to our risk register.
- The results of Exposure Monitoring are kept for 40 years after the recorded date if monitoring was related to Asbestos and 30 years after the recorded date for any other case.
- IDB would pay for the health monitoring and would make sure the report is given to the worker.
- Following a critical event, or if a worker is leaving the company, testing may be required.

If sub-optimal test results are found, the worker will be referred to the appropriate medical provider, the workers role will be reviewed, and an investigation will be carried out. Following investigation, the findings will be used to further control the risk through elimination or minimisation.

8.4 ENVIRONMENTAL MONITORING

IDB monitors the work environment to ensure we do not exceed safe limits on risks such as noise, airborne contaminants, or particles.

8.5 DRUG AND ALCOHOL TESTING

IDB has zero tolerance regarding drugs and alcohol and any substance that causes mental or physical impairment. Testing may be carried out in the following instances:

- Following an incident.
- In an instance where we have reasonable suspicion to believe that the worker is under the influence of drugs, alcohol or is otherwise impaired.
- If required by our clients.

Refusal to participate in testing under this policy may result in disciplinary action.

Information, Training and Supervision

At IDB we are committed to ensuring our workers have the information, training, and supervision necessary to protect themselves and others from risks to their health and safety.



9 Worker Training Programme

IDB has a worker training programme to ensure workers are trained, supervised, and given the knowledge and experience to do their work safely.

9.1 INDUCTION AND ORIENTATION

All new workers undergo a company induction facilitated by the Project Manager. The content of the induction is documented and will be signed by the inducted worker.

The inductor will show workers:

- The physical layout of the land and buildings.
- The Risk Register / current risks.
- Risk identification requirements.
- Procedures for dealing with emergencies.
- Where emergency exits are.
- Where fire equipment is located.
- Where First Aid Cabinets/Kits are located.
- The use of protective clothing and safety equipment.
- The SDS and locations of hazardous substances.
- The Safe Operating Procedures for plant and equipment.
- Incident reporting requirements.
- Work injury claims process and rehabilitation process.
- Employer responsibilities and designated roles.
- Worker responsibilities and designated roles.
- Process for electing Health and Safety Representative (if role is required).
- Worker and management consultative processes.

If workers are unsure, they should seek help from the Project Manager.

9.2 SITE SPECIFIC INDUCTION REQUIREMENTS

Before commencing work on any site, all workers entering the site must undergo the site-specific induction process which includes but is not limited to:

- Site Specific risks and hazards.
- Emergency Plan – including entry and egress points, assembly points, extinguishers and first aid kit locations.
- Pedestrian and Vehicle separation (traffic management plans).
- Parking areas.
- PPE requirements.

9.3 GENERAL TRAINING AND SUPERVISION

Trainees or unskilled workers may not use any plant and equipment or use any chemical or hazardous substance unless they have been trained in the safe use of the item or are being supervised by an experienced worker.



9.3.1 *Training for Safe Use of Plant And Equipment*

IDB will outline the training for each piece of plant and equipment using the Safe Operating Procedures (SOPs). The Project Manager will ensure each worker is supervised and proven competent on each SOP before they are signed off on it. The training includes, but is not limited to, the following:

- How to check and adjust it before starting.
- How to stop and start it.
- How it works.
- What it does.
- Location and operation of controls.
- Actual and potential hazards and appropriate ways to control them.
- Purpose of guards and other safety devices.
- Correct use and adjustment of guards.
- Correct work methods to be used.
- How to recognise faults that could cause harm.
- Limitations and capabilities of the machine emergency procedures.

When using plant and equipment, the worker is responsible for:

- Their own health and safety.
- Not harming others through their actions or inaction.
- Following any SOP's IDB has in place.
- Identifying and reporting risks and hazards – and controlling them where possible (where not possible, advising the Project Manager).
- Use any safety or protective devices, guards any other methods used to make the plant and equipment safe.
- Keeping their work areas clear, clean, and tidy.
- Wearing and using all protective equipment and clothing.
- Alerting their Project Manager to any plant and equipment faults or maintenance needs.
- Telling their Project Manager about any illness or condition that could stop or limit their ability to work with it – to keep others safe and help the Project Manager allocate work.

It is the Project Manager's responsibility to ensure the SOP provided for each piece of plant and equipment follows best practice guidelines and accurately reflects the manufacturer's instructions and health and safety requirements - prior to providing SOPs to any workers.

The SOPs are reviewed every 12 months or where required. The review is part of our annual review schedule and will be shared with the whole team. If workers have any suggestions or queries regarding the content in the SOP, they must discuss this with the Project Manager, and where appropriate will be included in the annual review.

9.3.2 *Supervision and Training for Safe Handling, Storage, and use of Hazardous Substances*

IDB will ensure that whenever our workers interact with a substance that can cause risk, they have the relevant knowledge and experience ensuring they do not risk their own or others health and safety. If they do not have this knowledge or experience, we will ensure they are supervised by someone who does.

We will make sure that our workers know how to safely handle and store hazardous substances in the workplace and understand the hazards these substances can cause.

The training includes, but is not limited to, the following:



- The hazards of the hazardous substances that the worker will work with – i.e., flammable, corrosive, toxic
- The control measures that are in place in order to reduce the risks
- How to safely use, handle, store and dispose of the substance
- Any specific duties the worker must carry out in regard to the hazardous substance
- What the worker needs to do in an emergency involving the hazardous substance.

The training will include practical experience needed under direct supervision and we will record the training we have provided in the Training Register.

We engage our workers in decision making about procedures for supervision, training, information, and instruction, and make sure instruction is practicable and clear.

9.4 SPECIALIST TRAINING

Where competency is not available through IDB, specialist advice for managing specialist risks, plant and equipment or processes will be obtained outside of IDB. These specialists will be suitably qualified to carry out the training as per NZQA or similar.

9.5 REFRESHER TRAINING

IDB is aware that it is easy for bad habits to slip into work practices. We consider what refresher training is required, and how often, to ensure our workers are still following safe work practices. We consider:

- How often our workers will need to be reminded about good safe practices
- What the refresher training should cover (e.g. will it be a repeat of the complete training or just key points).

We schedule a reminder for the renewal date based on the training register. We have formatted our training register to turn Orange when expiry is within a month. When it turns red it is overdue.

Worker Engagement and Participation

At IDB we are committed to ensuring our workers have access to engage and participate in all health and safety matters. We provide various ways and means to hear their ideas, concerns, and feedback on the systems we have implemented within the organisation.

Our workers are important to us and their feedback provides us the opportunity to improve what we do and find better ways of achieving our goals.



10 Participation Processes

IDB is committed to ensuring all workers have the opportunity to participate in, raise concerns or suggest improvements in the followings areas.

- Identifying and assessing new risks and hazards.
- Making decisions about risks and hazards.
- Making decisions about welfare facilities.
- Making decisions about health and work conditions.
- Making decisions about information and training for workers.
- Resolving work health and safety issues.
- Determining work groups.
- Proposing change which affects the health and safety of workers.

10.1 TOOLBOX TALKS

Toolbox Talks are open to all workers and are an excellent method for communicating and obtaining worker involvement on health and safety issues. Toolbox Talks will have a have prearranged health and safety topics on the agenda (e.g., PPE requirements, new SOPs, hazards identified, reported incidents or near misses). Our Toolbox Talks and attendance are documented, and minutes are recorded and kept on a file.

To ensure our Toolbox Talks are effective we:

- Carefully plan the session.
- Focus on a few key points.
- Use examples from personal or other experiences e.g., injuries or near misses.
- Demonstrate use of tools or equipment.
- Encourage worker participation.

10.2 PRE-START MEETINGS

Pre-start meetings are to be carried out at the beginning of each day and on each Site. This is to be led by the Project Manager and should include (and is not limited to) the following items:

- Planned works to be carried out for the day.
- Risk and Hazard Management processes (JSA, SWMS, TA, SOP's).
- Expected visitors or contractors to site.
- Scheduled deliveries.
- Changes or improvements of previous day's work.
- Identified new risks and hazards.
- PPE issues or requirements.
- Traffic Management requirements.
- Environmental controls in place.
- Any plant and equipment issues.

The Project Manager records the Pre- start meeting and ensures that all workers read and sign to acknowledge their understanding and compliance.

10.3 COOPERATION, COMMUNICATION AND CONSULTATION WITH OTHER PCBUS



At IDB, we understand our duty to consult, cooperate and coordinate with other PCBU's when working together in a shared workplace or contracting chain.

To do this we:

- Ensure all work activities are planned and avoid any negative impact on each other. We do this by planning ahead and thinking through each stage of work. We share our construction plan with other contractors working on the project. If we are sharing our work space closely we will communicate with other contractors to work around each other with site meetings, scheduling changes, process amendments and improvements.
- Establish a Site Office or a site box for all site documents, communication and documentation.
- Create and work to a Site Specific Safety Plan (SSSP) that we share with affected contractors/PCBU's. Our SSSPs are kept up to date and onsite, with any amendments shared with affected contractors.
- Have Hazard Boards on each of our sites, that are updated daily. This is a clear way to communicate risks and hazards to affected PCBU's. Add any risks/hazards to our hazard boards that are brought onto site by contractors/subcontractors/PCBU's. The hazard boards are kept at the entrance to the site, so anybody entering the site is aware of them.
- Provide communication in the form of letter drops to affected properties so they are updated as to the nature, impact and progress of our work.
- Consult with other PCBU's to agree on how risks will be managed and who is best placed to manage each risk.
- Clearly define roles, responsibilities and actions prior to starting work together (i.e. Emergency Procedures, Notifying Worksafe, so everyone knows what to expect. This continues throughout the project to ensure ongoing exchange of relevant information is shared between organisations.
- Regularly monitor all work, people, equipment & machinery being used and/or carried out on site.

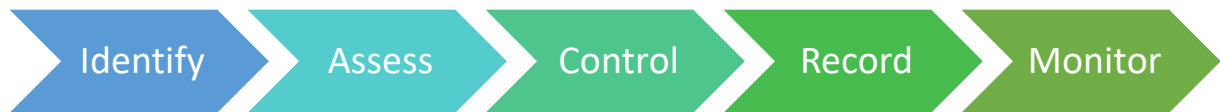
Risk and Hazard Management

At IDB we are committed to managing Risks and Hazards in our workplace.

We use a process to identify, assess, control, record and monitor hazards and risks to provide and maintain a work environment, plant, structures and systems of work that are without risks to health and safety.



11 Risk Management



IDB will communicate all known risks and their controls to all workers and involve all workers in the identification, assessment, control, recording, and monitoring of these risks.

All workers have a responsibility to be involved in the identification, assessment and control of risks and hazards that could harm them or others in the workplace.

11.1 IDENTIFY THE HAZARDS

Being able to identify hazards is key to health and safety management in our business. Hazard identification is carried out by assessing high-risk tasks, processes, substances, machinery and/or equipment in the business.

The Project Manager is responsible for completing a risk assessment prior to the commencement of new tasks and processes, as well as use of new tools, plant and equipment or chemicals.

At IDB the risk assessments created for high-risk activities, tasks and processes are listed below. For any high-risk plant and equipment, we have Safe Operating Procedures (SOPs). Any hazards identified in our workplace are recorded in our Risk Register.

IDB asks all workers to use the following two processes to assist with general hazard identification: Step back 5x5 and the Seven Point Analysis. All hazards identified must be registered on our Risk Register.

11.1.1 Step Back 5 x 5

IDB requests that all workers use this process to step back 5 paces from the job and spend 5 minutes thinking about and planning how to do the job.

Step Back 5 x 5
Step back 5 paces from the job – take 5 minutes to think and plan:
Observe your surroundings. Think the job through and identify anything that could go wrong. Consider the ways in which you or others could be injured doing the job. Consider how severe the injuries might be if anyone is injured.
If you are not confident or comfortable doing the job because you think the risk is too high, stop and talk to your Project Manager.



11.1.2 Seven Point Analysis

While doing the Step Back 5 x 5, or completing a Job Safety Analysis or Task Analysis, IDB recommends all workers ask themselves these 7 questions:

Seven Point Analysis
<p>Ask yourself, can I:</p> <ol style="list-style-type: none">1. Come in contact with an energy source?2. Come in contact with a hazardous substance?3. Be struck by or strike against anything?4. Be caught in, on or between anything?5. Slip, trip or fall to the same or lower level?6. Strain or sprain a muscle?7. Be injured by poor job or plant and equipment design?

11.1.3 New Hazard Identification

At any time, new hazards may be identified, and it is up to all workers to ensure they advise the Project Manager for assessment.

11.2 ASSESS THE RISKS

Risk assessment rates each hazard by comparing the possibility of harm occurring versus the severity of the injury or illness that could result. This is carried out using the Risk Matrix.



11.2.1 Risk Matrix

			Actual/Potential Consequence				
			Minor cuts/bruises (Insignificant)	Injuries, strain, sprain, illness. (Minor)	Temporary Disablement (Moderate)	Permanent Disablement (Serious)	Fatality (Critical)
			1	2	3	4	5
Actual/Potential Likelihood	Rare (Might not ever happen): i.e. once in 100 years	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MEDIUM (5)
	Unlikely (Could occur) i.e. once in 10 years)	2	LOW (2)	LOW (4)	MEDIUM (6)	MEDIUM (8)	HIGH (10)
	Possible (Likely to occur at some point) i.e. Once in a year	3	LOW (3)	MEDIUM (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
	Likely (Likely to occur in most circumstances) i.e. once in a month	4	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	EXTREME (20)
	Almost Certain (Likely to occur) i.e. once in a week	5	MEDIUM (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Refer to the definitions and determine your assessment of likelihood and consequences i.e., Low, Medium, High, or Extreme.							

E	EXTREME (Critical)	Do not commence Work. Extreme Hazard or Risk must be CONTROLLED prior to commencement of work.
H	HIGH RISK (Significant)	Significant Hazard or Risk – Detailed research and management planning required to develop High Risk Control Plans or work instructions, based on hierarchy of controls- ELIMINATE, MINIMISE.
M	MEDIUM RISK (Moderate)	Management responsibility and controls must be specified and followed up.
L	LOW RISK (Low)	Manage by routine procedures

11.3 CONTROL THE RISK

IDB identifies options to manage and control the risk. We refer to Legislation, Regulations and Standards when identifying control options for best practice. We decide which controls to use which are reasonably practicable to reduce how serious the harm is if it does occur and prevent or reduce the chances of the harm occurring. We record how the risks are managed.

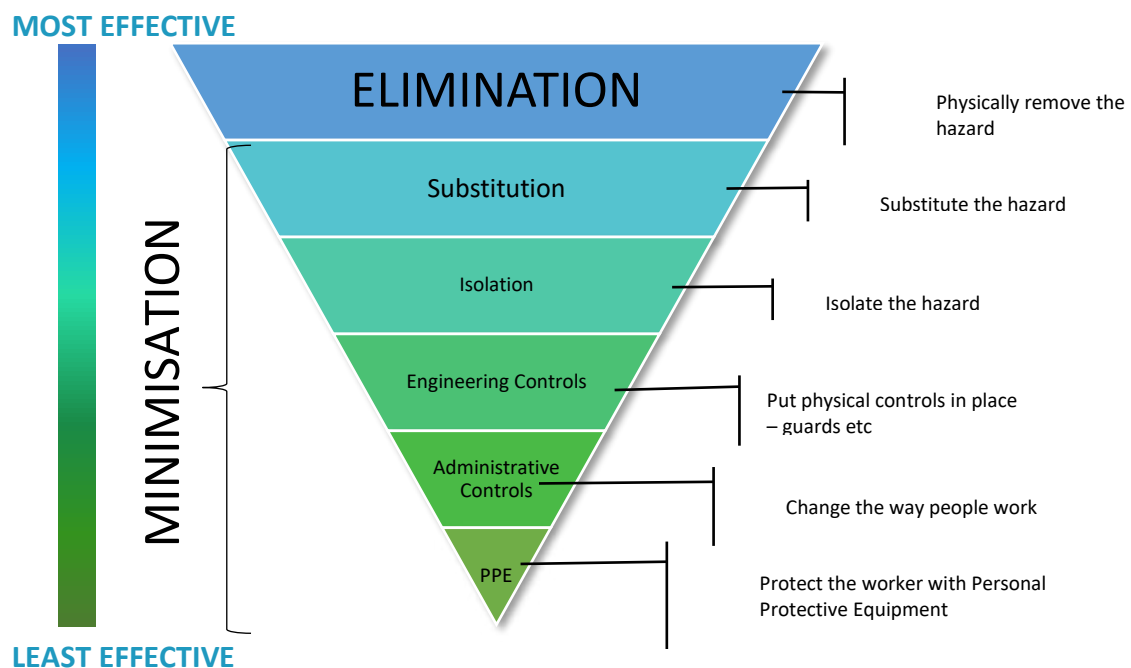
We use the Hierarchy of Controls to manage our risks:

Eliminate: Avoid/remove the sources of harm (e.g., equipment, substances, or work processes).

Minimise: Either reduce how serious the potential harm could be, or reduce the chances of it occurring:

- a) Substituting: Using a less hazardous thing, substance, or work practice.
- a) Isolating/preventing contact or exposure to risk: Separating people from the hazard/preventing people being exposed to the risk.
- b) Imposing engineering controls: Using physical control measures (e.g., mechanical devices or processes).
- c) Imposing administrative controls: Using SOPs, JSAs, TAs, SWMS, Risk Register, or other types of procedures designed to minimise risk.
- d) Using Personal Protective Equipment (PPE): Using safety equipment to protect against harm. PPE acts by reducing exposure if an incident occurs. Control the Risk.

11.3.1 Hierarchy of Controls



In order of preference, can hazards be:

1. Eliminated?
2. Minimised?
 - a. Substituted wholly or partly by a safer alternative.
 - b. Isolated preventing contact or exposure to risk.
 - c. Controlled by physical barriers, guards, or mechanical aids?
 - d. Controlled by training and work procedures.
 - e. Controlled by the use of PPE.

11.4 RECORDING RISKS

11.4.1 Risk Register

The IDB Risk Register lists the hazards that have been identified in our workplace. It is important that all workers, visitors, and contractors entering our workplace familiarize themselves with the Risk



Register and implement the actions and precautions necessary to minimize and eliminate accidents in the workplace. The Risk Register, and the practical steps we have taken to control them, will be reviewed regularly. The Director monitors these controls as required. Any changes to the register will be communicated to all involved at the Health and Safety Meetings.

11.4.2 Job Safety Analyses (JSA) or Task Analyses (TA)

For any high risk processes carried out at IDB, the Project Manager will complete a JSA to identify possible risks that may arise from these activities, and the measures put in place to control the risks. Each worker that carries out these activities must ensure they read and understand JSA/ TA before signing on. If workers have suggestions or queries regarding the content, they must discuss this with their Project Manager or Health and Safety Representative.

11.4.3 Safe Work Method Statements (SWMS)

IDB uses Safe Work Method Statement (SWMS) to outline;

- The high-risk work activities to be carried out at the workplace.
- The hazards that may arise from these activities.
- The measures put in place to control the risks.

SWMS are developed and reviewed by several different people involved in the high-risk activities. SWMS show the step-by-step method of carrying out routine jobs. Each worker that carries out these activities must ensure they read and understand each SWMS that they are working to before signing on.

If workers have suggestions or queries regarding the content in the SWMS they must discuss this with their Project Manager or the Health and Safety Representative.

11.4.4 Safe Operating Procedures (SOPs)

We ensure all workers are fully trained and supervised when using plant and equipment. We have Safe Operating Procedures (SOPs) for all our high-risk plant and equipment. Director is responsible for ensuring that workers are fully trained and supervised when using plant and equipment in the workplace. Each worker must read and understand the SOP for each piece of plant and equipment and prove competence by operating it under the supervision of the Project Manager. When the Project Manager is satisfied the worker has had enough experience and shows competence, both the worker and the Project Manager must sign and date the SOP.

11.5 MONITOR THE CONTROL MEASURES

At IDB we regularly and systematically review our risk management controls. This ensures that they are effective, fit for purpose and suitable for the nature and duration of the work. It also ensures they are installed, set up and used correctly.

We monitor our control measures when:

- a) Visiting our Site or carrying out workplace inspections.
- a) Following an incident or near miss.
- b) Reviewing our incident register.
- c) Reviewing all recorded hazards.
- d) Implementing new or changed work processes.
- e) Purchasing new equipment.



12 Site-Specific Safety Plan (SSSP)

At IDB we produce unique Site-Specific Safety Plans (SSSP's) to ensure we establish Health and Safety Systems that allow our workers to plan work, identify hazards, and manage the risks, respond to problems, and keep track of health and safety activities whilst on each specific site.

The SSSP is an agreement between PCBU's. The SSSP includes, but is not limited to the following:

1. Responsible people, contacts.
2. Worker engagement processes.
3. Training and competency of workers.
4. Incident, reporting and investigation procedures.
5. Contractor management procedures.
6. Safety monitoring procedures.

The SSSP will be evaluated prior to starting works. The higher the risks the more detailed the safety plan. All those working on site must be inducted onto site, understand the SSSP requirements and sign the SSSP.

12.1 HEALTH AND SAFETY PLANNING PROCESSES FOR PROJECTS

1. Project-Specific H&S Plan Development
 - Each project will have a tailored H&S plan that outlines:
 - The scope of work and project phases, detailing all activities and timelines.
 - Defined H&S responsibilities and accountabilities for all team members.
 - Risk management strategies, including hazard identification and mitigation measures.
2. Training and Competency
 - A comprehensive training program to ensure all personnel are competent in H&S practices relevant to their roles.
 - Regular updates and refresher courses as part of ongoing professional development.
3. Incident Management
 - Clear procedures for reporting and investigating incidents, with an emphasis on learning and prevention of future occurrences.
 - A system for recording and analyzing incident data to identify trends and areas for improvement.
4. Sub-contractor and PCBU Engagement
 - Processes for managing and engaging with subcontractors and other PCBU's to ensure compliance with the main project's H&S standards.
 - Regular meetings and communications to align H&S practices across all parties involved.
5. Emergency Response
 - A detailed emergency response plan, including evacuation procedures, first aid, and emergency contact information.
 - Regular drills and training to ensure readiness in case of an emergency.
6. Inspection and Audit
 - Scheduled inspections and audits to ensure adherence to H&S plans and to identify areas for improvement.
 - An audit trail of all H&S documentation for accountability and transparency.
7. Integration of Construction Phases
 - Clear definitions of construction phases and their interfaces within the H&S plans.



- Coordination among all parties to manage H&S issues effectively throughout the project lifecycle.
- 8. Alignment of H&S Plans
 - Mechanisms to ensure that the H&S plans of subcontractors and other PCBUs are in line with the overarching project H&S plan.
 - Regular reviews and updates to the H&S plans to reflect changes in project scope or regulations.
- 9. Collaborative Work Planning
 - Planning and execution of work activities in a manner that prevents negative impacts on other PCBUs or subcontractors.
 - Strategies to resolve conflicts and ensure cooperative efforts towards a safe working environment.

This documented H&S planning process is designed to be comprehensive and adaptable to the specific needs of each project, ensuring a safe and compliant work environment for all involved. Regular review and continuous improvement are key to maintaining the effectiveness of the H&S plan.

12.2 CHANGE MANAGEMENT

Often IDB are the lead Contractor and during a project. There may be design changes where unexpected issues arise after the project has started and changes need to be made to the design of the work being carried out. In these instances, we have a formal change approval process in place which considers the following health and safety implications.

- Does the change impact on the design intent?
- Does the change impact on the design risk register?
- Does the change affect an item identified as a safety or health risk mitigation?
- Does the change challenge the safe design envelope?
- Does the change introduce new risks?
- Does the change result in excessive schedule pressure that may compromise the quality of deliverables?
- Does the change impact on the methodology?
- Does the change impact on the risk register?
- Does the change require changes to organisational structures?
- Does the change require changes to work practices, such as moving to an outsourced model for maintenance, engineering or project management?

The Project Team (including Client representatives) discuss these implications to ensure they are satisfied, include any other impacts to ensure they have been addressed. The change is then approved by the Client and the Director.

13 Permit to Work System

The Permit to Work system is in place to ensure the establishment and maintenance of a documented system of coordinating and controlling the safe performance of:

- Confined spaces entry.
- Excavation over 1.5m.
- Hot work.



The permits will be issued by the Permit Issuer, or a competent nominated person and it will identify the persons having responsibility to supervise work. If the Permit Issuer is not a IDB worker the Project Manager is responsible for obtaining the permit. All workers involved in the permit to work must be competent in the application of the permit to work system.

14 Notifiable Work

Certain types of work are classified as notifiable, and notification must be made to WorkSafe NZ (or a designated agency) by telephone or in writing (including email or other electronic means) i.e., the fastest possible means:

- Restricted Asbestos work as defined in the Asbestos Regulations.
- Tree felling or logging work for commercial purposes.
- Construction work where a person may fall 5 metres or more (excluding 2 storey residential, telecommunication and electricity lines, work from a ladder only and minor maintenance and repair work).
- Erection or dismantling of scaffolding work above 5m.
- Using a lifting appliance to lift 500kg 5 metres high.
- Work in any pit, shaft, trench, or excavation deeper than 1.5m.
- Work in any drive, excavation or heading - with ground cover overhead.
- Demolition work on any structure above 5m.
- Any work involving Explosives and Blasting.
- Work requiring a person to breathe compressed air or respiratory medium.

15 Personal Protective Clothing and Equipment (PPE)

IDB will issue workers with all appropriate PPE according to job requirements and ensure it properly fits each employee (or alternatively may approve suitable PPE provided by a worker).

Workers will be trained in the correct way to use it according to their job requirements and ensure it fits properly. It is always the workers responsibility to wear the PPE in the correct manner and maintain it in good working condition. PPE must not be abused, neglected, or carelessly discarded. It must be kept in clean and hygienic condition and workers must report any damaged or defective PPE to their Project Manager, where it will be replaced. PPE must be stored in a secure location in the company vehicle to reduce to likelihood of damage.

PPE requirements for workers include:

1. Foot Protection – steel toe, lace up, boots, shoes, gumboots.
2. Eye Protection – goggles, face shield, visor.
3. Hearing Protection – ear plugs, earmuffs.
4. Head Protection – Hard hats.
5. Hand Protection – Gloves.
6. Respiratory Protection – Respirators, dust masks.
7. Back Protection – Back braces.
8. High Visibility Clothing –vest, long sleeves, long trousers.

Safety equipment must comply with AS/NZS Standards.



16 Hazardous Substances

In order to meet our HSWA responsibilities, we adhere to the mandatory requirements of the Health and Safety at Work (Hazardous Substances) Regulations 2017.

16.1 HAZARDOUS SUBSTANCES INVENTORY

At IDB we keep an inventory of all hazardous substances used, handled, manufactured, or stored in our workplaces, including hazardous waste.

We are not required to include substances that are consumer products used in quantities, and ways, consistent with household use.

Each of our premises has its own inventory specific to that workplace.

Our responsibility is to ensure that any chemical or substances used in our workplace are recorded and reviewed annually. The information on the substances is included in our Hazardous Substances Inventory. If there are changes in the quantity or storage location of any of the hazardous substances, then the inventory is updated to reflect the changes.

In an emergency where hazardous substances are involved, the inventory is readily accessible and available to emergency services, so they are aware of the chemicals that are stored and used on our premises.

At IDB we use the Hazardous Substances Calculator available on www.hazardoussubstances.govt.nz to create, edit and access inventory's online.

For each hazardous substance, our inventory includes:

- The substance's name and UN number (if available).
- The maximum amount likely to be at our workplace.
- Its location.
- Any specific storage and segregation requirements.
- A current safety data sheet (SDS) or a condensed version of the key information from the safety data sheet.
- Measures our company takes to manage our substances.
- Any hazardous waste.

16.2 SAFETY DATA SHEETS (SDS)

We have compliant SDSs for all hazardous substances in our workplaces - regardless of the quantity we hold. Our SDSs are a key source of information on how to manage our hazardous substances. The SDS contains all the information recorded in the hazardous substances inventory.

Our suppliers provide us with a compliant SDS, within 5 years old, for all hazardous substances they provide us. A current SDS for each hazardous substance, or a condensed version of the key information from the SDS, is kept with our inventory. It is read and understood by all those who will be using, handling, and storing the hazardous substance.

We ensure that our workers are trained on and made aware of the dangers associated with a new hazardous substance, or on an existing substance when the SDS changes.



Our workers always have SDSs readily accessible to them.

16.3 INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

IDB provides information, instruction, supervision, and training to make sure our workers know how to safely use, handle, and store the hazardous substances in our workplace.

16.4 LABELLING CONTAINERS OF HAZARDOUS SUBSTANCES (INCLUDING HAZARDOUS WASTE)

IDB ensures that all our hazardous substance containers in the workplace are labelled. This includes all substances decanted from their original containers., as well as maintaining the labels on hazardous substances supplied to us.

16.5 SIGNS

IDB ensures that hazardous substance signs are mounted and visible. Signs are an important part of hazardous substances management as signs allow people to approach the Site and buildings with appropriate care.

16.6 RISK ASSESSMENT AND CONTROLS

IDB are responsible for managing the risks associated with hazardous substances and ensuring the controls are effective. Where possible and reasonably practicable we will eliminate the risk if this is not possible the risk will be minimised.

17 Plant And Equipment Maintenance

IDB regularly monitors its plant and equipment ensuring it is kept in good operating condition. Prior to use, all workers are trained to check over their plant and equipment for damage, faults, wear, and tear. This allows for the plant and equipment to be repaired as or when required outside of the machinery's maintenance.

General maintenance and servicing of plant and equipment and vehicles is carried out by a specialised and competent contractor. Every IDB worker is responsible to report damaged, unsafe, or untested plant and equipment or vehicles.

Electrical testing of plant and equipment is carried out by an approved electrical testing agency at least every 6 months.

Only competent, trained or (where relevant) certified workers should use IDB plant and equipment.

17.1 PLANT AND EQUIPMENT LOCK OUT TAG OUT (LOTO)

At IDB we LOTO our plant and equipment to prevent accidental usage of plant and equipment that has been recognised as unsafe for use by affixing LOTO tags.

The tag must have:

- The date.



- The fault.
- The name of the worker that tagged it out.

If, prior to, during, or after plant and equipment use, any worker at IDB notices that the plant and equipment is unsafe to use, they are required to isolate it from service and ensure a tag is attached to prevent accidental usage and report to their Project Manager.

The tag must only be removed by the person who repaired the plant and equipment and checked that it is safe to operate.

17.2 PLANT AND EQUIPMENT REGISTER

At IDB, we have a plant and equipment Register that records all plant and equipment that requires calibration, testing and servicing.

It is IDB's responsibility to ensure the regularity and monitoring of our plant and equipment using this register.

It is our workers responsibility to report any damaged, unsafe, or untested plant and equipment or vehicles and advise their Project Manager.

18 Purchase or Hire of Plant And Equipment

Prior to purchasing or hiring new or used plant and equipment, IDB will consult with our workers to ensure our plant and equipment is appropriate for its intended use.

Prior to use of new or used plant and equipment, IDB will ensure that:

- An SOP is available and communicated to workers.
- All workers are trained and competent in the use of the plant and equipment.
- All workers have access to and use the correct PPE for this plant and equipment.

Injury, Illness, and Incident Management

At IDB we are committed to managing incidents, injuries, and illness.

We aim to ensure that our workers receive proper treatment and rehabilitation if they have an injury or ill health at work. We will investigate and apply controls and corrective actions to ensure the same or similar events are prevented from recurring in the future.



19 First Aid Provision

IDB will ensure that adequate first aid supplies are provided for the workplace and that each worker has access to the supplies to administer first aid.

IDB will ensure that an appropriate number of trained first aiders are available to administer first aid. The names of the first aiders are readily available to our workers such as on a Health and Safety Board and in their Health and Safety Induction Manuals in the Emergency Contact Details List.

19.1 FIRST AID CABINETS/KITS

First aid kit locations are recorded in the Emergency Contact Details List. The first aid kits/cabinet locations are signposted.

19.2 FIRST AID TREATMENT

All injuries and sickness must be reported immediately, no matter how minor, to the Project Manager. Treatment will be given or arranged by a trained first aider or a medical professional. The incident is recorded in the Incident Register. Should later medical care be required, there will be a record of the incident.

19.3 DUTIES OF FIRST AIDERS

First Aiders will:

1. Always wear protective gloves.
2. Treat minor wounds and injuries, such as applying dressings, stopping bleeding, and treating burns.
3. Deal with loss of consciousness and where necessary provide resuscitation and CPR.
4. Where escalation occurs, arrange further assistance if required.
5. Advise management immediately of any serious or potentially serious incident.
6. Record incident/injury details in Incident Register.

20 Mental Health and Wellbeing

IDB cares about the mental health and wellbeing of all our workers. Many factors in a workplace can present hazards that may impact on the mental health of workers, increasing the risk of work-related stress and resulting in a physical, mental, or emotional reaction. This can potentially cause psychological injuries or impact on pre-existing conditions.

This can occur at our physical workplace, or any location or situation related to our work.

Factors that can lead to psychological injuries in the workplace (that may impact on the mental health and wellbeing of workers include:

- The physical working environment.
- Nature and complexity of the work.
- Work procedures.
- Behaviour of workers towards one another.
- Structure of an organisation.



- Potential exposure to violent or traumatic events.
- Overall design or management of work and/or the workplace.
- Work restrictions that are beyond the control of IDB.

20.1 IDENTIFYING MENTAL HEALTH RISKS

IDB is committed to ensuring the risks of psychological and/or psychosocial injuries in the workplace are identified, assessed, controlled, recorded, and monitored as far as reasonably practicable in order to ensure the mental health and wellbeing of our workers.

Hazards may be identified by:

- Having conversations with workers, supervisors, and managers.
- Inspecting the workplace to see how work is carried out.
- Identifying how workers interact with each other during work activities.
- Reviewing relevant information such as incident reports, ACC claims, staff surveys, grievance records, absenteeism, overwork, and staff turnover data.
- Using surveys to gather information from workers, supervisors, and managers.
- Feedback from isolated workers such as workers who work alone and those working from home.

IDB recognises that everyone responds to hazards in different ways and that individual differences may make some workers more susceptible to harm from exposure to the same hazard. We also recognise that there may be more than one aspect of the working environment that is contributing to the mental health of workers and the risk of psychological injuries.

To clearly identify the risk of psychological injuries to workers, IDB will ensure that the job, task, and role hazards are identified, particularly where:

- Work requires sustained physical, mental and or emotional effort, including long work hours, shift work and related fatigue, excessive workloads, emotionally distressing work, exposure to traumatic events, and exposure to extremes in the work environment such as prolonged exposure to physical and environmental workplace hazards.
- Work requires only low levels of physical, mental, or emotional effort, including repetitive and/or monotonous tasks.
- Workers have a low level of control over the work being undertaken and are not involved in decisions that may impact upon them.
- Work is performed in an area of the workplace that may have minimal support from supervisors and co-workers such as remote or isolated workers.
- Workers may not have received sufficient training, information, and instruction to undertake the work required safely and correctly.
- There may be known or potential conflict between management and workers or between co-workers. This includes workplace bullying, aggression, harassment (including sexual harassment), discrimination, or other unreasonable behaviour by co-workers, supervisors, or clients.
- There may be a perceived lack of fairness by workers in addressing organisational issues and resource allocation or where performance issues have been inappropriately or poorly managed.
- The role being undertaken by workers is not clearly defined, involves frequent changes or conflicts in expectations, procedures, or performance standards.
- The workplace is undergoing structural or organisational change whether initiated by IDB or factors beyond the control of IDB.



20.2 ASSESSING MENTAL HEALTH RISKS

IDB will ensure that any mental health risks are assessed to determine the seriousness of these hazards.

The first step in assessing mental health risks will be to focus on those parts of the organisation where risks, and potential risks, to the mental health of workers have already been identified. The assessment process will include consideration of the nature of the risk and the workers views of any known or potential work-related mental health hazards.

Where the risks to mental health and wellbeing are due to the nature of the work that is carried out such as dealing with the public and highly emotive/stressful interactions, IDB may provide additional training for workers on how to deal with those situations and the psychological/psychosocial impacts on the workers.

IDB recognises that the management of work-related mental health issues and the psychological health and safety of workers requires clear and open commitment from the organisation.

20.3 BULLYING AND HARASSMENT

A common workplace mental health and wellbeing risk for workers is bullying or harassment. Bullying and harassment can result in anxiety, depression, and suicide and can adversely affect the psychological and physical health of workers.

At IDB, irrespective of whether bullying or harassment occurs via physical, verbal, or non-verbal conduct, we recognise that it can be a major risk factor for psychological injuries.

IDB will ensure that effective control measures are put in place to address and resolve workplace issues early, thereby minimising the risk of workplace bullying or harassment.

Where any incidents of bullying or harassment are identified with workers, it will be addressed via a disciplinary procedure in line with our disciplinary policies and procedures. Where incidents of bullying or harassment are identified with other workers, it will be addressed in accordance with the terms of an individual's employment contract and may lead to termination of the working relationship. If the behaviour involves violence such as physical assault or the threat of physical assault, the matter will be reported to the police.

21 Incident Management

At IDB we record, report, and investigate all incidents and near misses. This includes any incidents involving contractors or visitors. We control any hazards and make improvements to prevent similar incidents recurring. All our workers are trained to ensure they are safe before helping an injured person.

21.1 CLASSIFICATION

21.1.1 Near Misses



Near misses may be defined as incidents that did not cause any harm or injury, but with a slight change in time or circumstance could easily have caused harm or injury. They must be recorded in detail in the Incident Register.

21.1.2 Minor Incident or Non-notifiable events

These may be defined as incidents or harm not classified as serious. They must be recorded in detail in the Incident Register.

21.1.3 Notifiable Events

NOTIFIABLE EVENT

Under the Health and Safety at Work Act 2015 (HSWA) you must notify WorkSafe NZ when certain work-related events occur. A notifiable event or serious harm is when the following occurs:

1. A death.
2. A notifiable illness or injury.
 - a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
 - i. the amputation of any part of his or her body;
 - ii. a serious head injury;
 - iii. a serious eye injury;
 - iv. a serious burn;
 - v. the separation of his or her skin from an underlying tissue (such as degloving or scalping);
 - vi. a spinal injury;
 - vii. the loss of a bodily function;
 - viii. serious lacerations;
 - b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment;
 - c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance;
 - d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
 - i. with micro-organisms; or
 - ii. that involves providing treatment or care to a person; or
 - iii. that involves contact with human blood or bodily substances; or
 - iv. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
 - v. that involves handling or contact with fish or marine mammals;
 - e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.
3. A notifiable Incident

Means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—

 - a) an escape, a spillage, or a leakage of a substance; or
 - b) an implosion, explosion, or fire; or
 - c) an escape of gas or steam; or



- d) an escape of a pressurised substance; or
- e) an electric shock; or
- f) the fall or release from a height of any plant, substance, or thing; or
- g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- h) the collapse or partial collapse of a structure; or
- i) the collapse or failure of an excavation or any shoring supporting an excavation; or
- j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- l) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
- m) any other incident declared by regulations to be a notifiable incident for the purposes of this section (HSWA Section 24: Meaning of notifiable incident).

21.2 REPORTING AND RECORDING REQUIREMENTS:

21.2.1 Near Miss, Minor Incident or Non-notifiable events

All non-notifiable events are to be reported to the Project Manager by the person or persons involved immediately on the same day of the event occurring.

It is the responsibility of all workers to ensure that all incidents are reported promptly and accurately.

Workers are required to record the facts of the incident. The information required includes but not limited to:

1. Name.
2. Date.
3. Location.
4. Persons involved.
5. Any plant and equipment, substance, object involved.
6. Details of event.

The Project Manager will then log the incident in the Incident Register.

21.2.2 Notifiable Events

The Director is responsible for reporting to WorkSafe NZ as soon as possible after the event (within 24 hours). In their absence, the most senior person present is responsible.

The Director must obtain approval from WorkSafe NZ before disturbing the scene of a notifiable injury except to the extent necessary:

- a) To save the life of or relieve the suffering of any person.
- b) To maintain access to essential service or utility.
- c) To prevent damage or loss of property.

An investigation is to take place and findings to be reported to WorkSafe NZ within 7 days.

The Project Manager will log the incident in the Incident Register.

21.3 INCIDENT REGISTER



All incidents and near misses are recorded. This includes any incidents involving contractors or visitors. Any significant hazards revealed in the investigation will be assessed, controlled, and communicated to workers and added or amended in the Risk Register.

21.4 INVESTIGATIONS

The Project Manager will, in consultation with those directly involved, facilitate an investigation within 48 hours of the event occurring. The purpose of the investigation is to find the root cause, what hazards were involved and what corrective action recommendations are appropriate to prevent a reoccurrence.

Any high risks revealed in the investigation will be assessed, controlled, communicated to workers, and added or amended in the Risk Register.

Following an incident, a review will be conducted to determine:

- What happened.
- Why the incident occurred.
- How the incident can be prevented in future.

The Project Manager will obtain all information first-hand from IDB's worker/s or persons involved in the event.

Using this information, the Project Manager will complete the incident investigation ensuring that all information is complete and accurate.

Corrective actions will be identified, recorded, and implemented. Project Manager will ensure corrective actions have been allocated and completed within specified time frames to ensure no reoccurrence of the same or similar event.

Findings and actions will be communicated to all workers at IDB whilst ensuring the privacy of those involved in the event is maintained.

21.5 REVIEW

Review of incident and injury information is carried out to understand the scope and identify trends. This is to prioritise injury prevention initiatives. It takes place every 6 months and includes management and workers.

Where trends are found, follow up actions are implemented to ensure investigation into new risk controls and work methods. This will be the responsibility of the Project Manager, and they will be responsible to report findings to Director.

Rehabilitation Management

At IDB we are committed to managing worker rehabilitation.

We will collaborate with ACC, enlisted medical providers, and our worker to ensure that they are able to return to work in a manner that fits their needs.



22 Rehabilitation Management

IDB is committed to rehabilitating workers who have experienced an injury or illness at our workplace. We will provide support to assist workers to make a full recovery by providing appropriate rehabilitation assistance.

Where a worker cannot return fully to pre-injury occupational duties or other suitable work within the company, consultation will take place with all relevant parties to determine the most appropriate course of action. IDB will, wherever possible, offer alternative duties.

Where there is more than one week's lost time following an injury, IDB will cooperate with ACC in the development and management of rehabilitation plans. IDB will work with all medical providers to support an early return to work.

Prior to resuming normal duties, the worker must need to obtain a medical certificate confirming the worker capacity to resume normal duties. The worker and their Project Manager will monitor return to normal duties, if any concerns are identified the worker will seek a re-evaluation from a medical provider.

IDB will continue to:

- Protect the workers employment and assist with their rehabilitation back to the job.
- Maintain the privacy of the worker.
- Continue communication with the absent worker.
- Ensure other workers are not unduly affected by increased workloads.
- Fund medical examinations requested by IDB for the purpose of obtaining accurate medical reports.

IDB workers will:

- Inform the Project Manager of injury or illness, when they are unable to work, and when they are due to return.
- Consent to further medical examination to evaluate the workers capacity to perform tasks and to identify if light duties are appropriate.
- Not act in any way that will, or is likely to, compromise the safety of themselves or others.
- Inform their Project Manager of any medical condition that may affect their ability to perform the functions, duties and obligations of their work.
- Take responsibility of their rehabilitation by actively participating in the rehabilitation plan.
- Cooperate with any changes in their work that may be required.

Contractor Management

At IDB we are committed to understanding our health and safety obligations when working with Contractors and sharing overlapping duties.

We will work closely with our Contractors to manage the working relationship and ensuring all parties have robust health and safety systems prior to commencing work together. We will consult, cooperate, and coordinate on all health and safety activities.



23 Contractor Management

IDB and the Contractor share overlapping duties under the HSWA. Both entities are considered PCBU's therefore communication, cooperation with and coordination of activities must be engaged by both parties in relation to their shared health and safety responsibilities, so far as is reasonably practicable.

A record will be kept of discussions and agreements that clearly define roles, responsibilities, and actions, so that everyone knows what to expect about how the work will be carried out. All PCBUs must identify who has greater control over the hazards and risks, and a plan will be documented to show which entity is better able to control them and how they will be managed by either eliminating or minimising the risks.

23.1 CONTRACTOR SELECTION AND PREQUALIFICATION

Contractors must have their own health and safety systems before commencing work on any IDB Site's. A prequalification process will be undertaken to assess suitability, competence, and if our health and safety expectations will be met. The level of investigation will be contingent on the type of work being undertaken by the Contractor such as projects (construction, installation, or upgrade work), maintenance and repair activities or service and cleaning contracts. A prequalification assessment measures the following areas of a contractor's health and safety system:

- Management and commitment to health and safety.
- Training and supervision.
- Incident management.
- Monitoring and auditing.
- Compliance with legislation/ standards/ best practice.
- Risk management.
- Plant and equipment management.
- Work procedures and documentation.

Where IDB engage contractors, only those with proven health and safety systems and who meet our minimum standards, will be engaged. If the Contractor does not meet our expectations, we will provide them the opportunity for improvement or choose not to engage with them. Once prequalification and selection processes have been completed, a signed contract will be entered into.

23.2 SITE DOCUMENTATION

Contractors must provide a Site-Specific Safety Plan (SSSP), Task Analyses (TA) and Safe Work Method Statements (SWMS) (whichever are applicable) for the work they are carrying out.

The SSSP is an agreement between PCBUs and outlines how health and safety will be managed on the project. The SSSP records health and safety actions such as: identifying and managing hazards; reporting accidents and incidents; training or supervision; preparing for emergencies; traffic management; and providing opportunities for workers to be involved in safety procedures.

For all high-risk activities being carried out by the Contractor, they must provide a TA or SWMS. The detail of these risk assessments must include the task steps, identified risks, implemented controls and who is responsible for the controls. Workers must read, sign, and adhere to these documents.

23.3 CONTRACTOR INDUCTION AND PRESTART MEETINGS



All Contractors, workers, and others who enter site premises must receive a site induction. This helps to ensure that everyone is provided with training, information, instruction, and supervision to protect them from risks to health and safety arising from the work that is taking place.

Daily prestart meetings must be held at the start of each new workday. These should be done with each work team to discuss planned work and what will take place on site that day. Health and safety requirements must also be discussed. Daily prestart meetings must be documented, and attendance recorded.

23.4 POST CONTRACT REVIEW

Following the completion of each project IDB will conduct a post contract review and assess the quality of the work against the job specification and the performance of the Contractors. Considerations will include, but are not limited to:

- How well the Contractor fulfilled the health and safety plan and their management of health and safety while completing the work.
- Worker behaviour.
- Risk and incident management.
- Any improvements that could be made.

The PCBU's will meet to discuss the findings and ensure that everyone has the opportunity to participate and examine the findings. In the event that a Contractor does not comply with our safety standards and expectations throughout the project, we may choose not to engage them on future projects.

Emergency Procedures

At IDB we are committed to ensuring we are prepared for all emergencies that may occur in our workplace.

We will consult with our workers and provide them with effective emergency training and information to ensure they are prepared in the event of an emergency occurring.



24 Emergency Procedures

24.1 EMERGENCY CONTACT INFORMATION

24.1.1 Emergency Information and Phone Numbers

FIRE, AMBULANCE, POLICE	111
FIRST AID KITS	In project office
MSDS SHEETS	In project office
FIRE EXTINGUISHERS	In project office and project location
WORKSAFE NZ	0800 030 040
POWER	0508 832 867 (0508 VECTOR)
GAS	0800 764 764
WATERCARE	09 442 2222
AUCKLAND COUNCIL	09 301 0101
POISONS CENTRE	0800 764 766
ENVIRONMENTAL EMERGENCY	Pollution Hotline 09 377 3107

24.2 MEDICAL ASSISTANCE CONTACTS

IDB will always ensure our workers attend the closest medical centre.

NEAREST HOSPITAL FACILITY	
NAME	Auckland City Hospital
ADDRESS	2 Park Road, Grafton, Auckland 1023
PHONE	09 367 0000

24.3 EVACUATION INFORMATION

In an emergency, workers at IDB may be required to evacuate our workplace. Our workers will be fully trained in our evacuation procedures.

24.4 EVACUATION PROCEDURE:

If the alarm sounds or you are instructed to evacuate:

- Evacuate the building immediately using the nearest safe fire exit.
- Do not linger to collect personal belongings.
- Make sure that all other staff and visitors evacuate with you.
- If you have visitors, remember they are your responsibility during an evacuation.
- Assist any persons with disabilities.
- Do not use lifts to evacuate.
- Proceed to your assembly areas.
- Do not re-enter the building until the Fire Service has given the "All Clear".



24.5 GENERAL EMERGENCY PROCEDURE

24.5.1 Warden Duties

STOP, THINK and ACT!

The first priority in an emergency is the safety of all people present.

- Raise the alarm. If you need to evacuate yourself or others, do so immediately.
- If you need to call emergency services, call them as soon as possible after ensuring the safety of all people present.
- Follow the instructions for that emergency.

Call emergency services (dial 111) and ask for Fire or Ambulance. If you are unable to make the call yourself, then specifically instruct someone else to make the call.

1. Call from a safe place.
2. Use a cordless or mobile phone if practical.
3. Tell the operator which emergency service you want.
4. Wait until that service answers ensure you give them:
 - Our Company name
 - Best contact phone number to call back on
 - Location of the incident - full address (noting nearest intersection/ landmark)
5. Let emergency services know if chemicals or hazardous substances are involved in the emergency or are present on site.
6. Do not end the call until the emergency service tells you to do so.
7. Make sure someone is available to direct the emergency service to the scene.
8. Proceed to the designated assembly point and take a rollcall of personnel in the area.
9. Stay outside the building and await further instructions from the Emergency Service or when safe to do so, inform workers of "All Clear" to go back into the office.

24.5.2 All Worker's Duties

STOP, THINK and ACT!

- **EVACUATE IMMEDIATELY.** Where possible, shut down machinery/equipment. **DO NOT** spend time collecting personal belongings.
- Leave by the nearest safe **EXIT** route. Move quickly but **STAY CALM** and **DO NOT RUN**.
- Follow warden's instructions.
- Assist any person with disabilities or injury.
- Report to the assembly area.
- Keep clear of Emergency Service access, keep thoroughfares clear, and **DO NOT** attempt to assist unless specifically instructed to do so.
- **DO NOT** re-enter the building or leave the assembly point until the Warden or Emergency Service gives the "All Clear".

All injuries, property damage or near miss incidents during an emergency must be reported immediately to your Project Manager. Treatment must be sought for all injuries, no matter how minor. Where damage or serious harm has been caused, nothing relating to the incident scene is to be disturbed without the express approval of WorkSafe NZ, except for the purpose of preserving life or relieving suffering.

AFTER ALL GENERAL EMERGENCY EVENTS:

- Complete an Incident Report.
- Review the effectiveness of the emergency plan.



24.6 FIRE

In the event of a fire or if you see/smell smoke:

- Your first concern is the immediate safety of all people present.
- Call emergency services or if help is available, allocate responsibilities to others.
- Contain the fire but only if it is safe to do so.

WHAT TO DO:

1. Raise the alarm.
2. Evacuate people from the area.
3. Activate any emergency shut down systems.
4. Call emergency services - Dial 111
5. Proceed to the evacuation assembly point.

BE CAREFUL:

- Do not endanger yourself.
- Make sure you know the escape route.
- Do not use water on petroleum or electrical fires.
- If you are trained, use a fire extinguisher if it is safe to do so.

USING A FIRE EXTINGUISHER:

- Only attempt to extinguish a fire if it is safe to do so. Fire extinguishers are only intended for use on small fires or as a life saving device to enable escape.
- Make sure the extinguisher is of the correct type for the fire to be extinguished.
- Make the extinguisher ready for use by breaking the seal/removing the safety pin.
- Carry the extinguisher to the fire.
- Keep yourself low to reduce the effect of heat and smoke.
- When in position, aim the extinguisher at the base of the flames.
- Discharge the extinguisher in a sweeping motion across the base of the flames.
- Keep going until you have completely extinguished the fire.
- If the fire becomes uncontrollable, or there is too much heat or smoke, leave immediately.

Always keep between the fire and your escape route.

24.7 CHEMICAL EXPOSURE

Refer to relevant SDS sheet immediately.

Follow instructions on the SDS sheet.

General guidance:

- For splashes with acids or alkaline, wash off immediately with large amounts of cold water.
- For swallowed fluids - do not induce vomiting seek medical attention immediately.

24.8 VEHICLE COLLISION

If you are in a vehicle collision or incident:

- Exchange information:
 - All information on licences – name, DOB, licence number etc.
 - Get details of their vehicle – registration number, make and model.
 - Take a photograph of both vehicles and surrounding area (if possible).



- Call your Project Manager.
- For a major incident involving injury or death:
 - Call Emergency Services – **Dial 111**.
 - Do not move victims unless fire is a possibility.
 - Director must report to WorkSafe NZ within 24 hours.
- If fuel is spilled or toxic, flammable, or explosive substances are present:
 - Report to Emergency Services immediately – **Dial 111**.
 - Initiate evacuation (for LPG within a 400m radius).
 - Extinguish cigarettes and open flames immediately – away from the source.
- Follow instructions from emergency personnel.

24.9 SEVERE WEATHER EVENTS

24.9.1 Hail:

- Seek cover.
- Keep head and face away from glass/window.

24.9.2 Flooding:

- Avoid driving through flooded areas.
- Do not walk through flooded areas.
- Seek shelter, move to nearest high ground.
- Keep together.

24.9.3 Thunderstorms:

- Seek shelter in vehicle with windows closed.
- Do not park under trees and other tall objects that may fall in the storm.
- Check for fallen power lines or dangerous objects before exiting the vehicle.

24.9.4 Tornados:

When a tornado is approaching, a dark, often greenish sky, a wall of cloud and large hail may appear. A loud roar may be heard. An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible. Before a tornado hits, the wind may die down and the air may become very still. Tornados generally occur near the trailing edge of a thunderstorm and it is not uncommon to see clear, sunlit skies behind a tornado.

- Seek Safe Shelter IMMEDIATELY:
 - A basement is best. Otherwise choose ground-floor centre rooms surrounded by other rooms.
 - Never choose upstairs locations. Wind speeds increase with height.
 - Choose a small closet or bathroom, because small rooms are less susceptible to collapse.
 - Stay away from windows, exterior walls or glass-enclosed places.
 - Protect head and chest – crouch, face to floor, hands behind head
 - Cover yourself with blankets, pillows or coats



- Hide under sturdy furniture
- Avoid candles, gas lanterns and oil lamps
- If driving stop and evacuate vehicles.
- Seek shelter in substantial structure, ditch or culvert. Do not try to outrun the tornado; it may be moving faster than you think
- After the tornado, make sure you wear shoes to protect your feet from broken glass and other debris left by the storm.

24.10 VOLCANIC ERUPTION

In a Volcanic Eruption:

- Listen to radio for Civil Defence advice and instructions.
- Stay indoors.
- Close doors and windows.
- If you must go outside, use protective clothing, cover your head, breathe through a mask, and carry a torch.

AFTER:

- Treat injuries.
- Get in touch with neighbours – they may need help.
- When help is needed go to your nearest civil defence post.
- Advise your Project Manager of damage sustained.

24.11 EARTHQUAKES

24.11.1 Earthquakes While Driving:

- Keep calm.
- Slow down, pull over to the side of the road and stop the car.
- Stay in the vehicle – which will provide you with some cover.

When the shaking stops:

- Keep calm and help those that need assistance.
- Keep together.
- Move to an open space away from buildings, walls, power lines, or trees.
- Notify your supervisor.

KEEP ALERT: Aftershocks often occur.

24.11.2 Earthquakes while in a Building:

- Keep calm.
- Move away from windows, equipment, and shelves that may fall. Do not use lifts.
- Drop, Cover, and Hold.
- Take cover under solid furniture such as tables and desks or brace yourself under a doorway.

When the shaking stops:

- Keep calm and help those that need assistance.
- Turn off water, electricity and gas at mains.



- Wait for orders from your Warden.
- Do not go near the coast in the event that the earthquake may trigger a tsunami.

KEEP ALERT: Aftershocks often occur.

If you need to evacuate or the fire alarm sounds:

- Use evacuation procedures to leave the building.
- Keep together.
- Follow the warden's instructions.
- Meet at the assembly area and report to Wardens.

DO NOT LEAVE THE ASSEMBLY AREA UNTIL YOUR WARDEN HAS SAID YOU CAN

24.11.3 Earthquakes in an Open Area:

- Keep calm.
- Move to an open space away from buildings, walls, power lines, or trees.
- Take cover by lying down or crouching low to the ground and protect your head by covering it with your arms.

24.12 SPILL EMERGENCY

In case of an Environmental Incident (chemical spill, damage to protected fauna, sediment, or waste run-off to drain.)

- If safe to do so: close the valve, plug leak or upright container. Do not endanger yourself.
- Raise the alarm. Evacuate people if necessary. Refer to your Hazard Register and sign in sheet for list of onsite workers and contractors.
- Refer to your emergency assembly point as recorded on your hazard board and in your SSSP, and as discussed at your pre-start meeting.
- Contain incident (bund spills, secure fauna – stop flow to drain.).
- Utilise safety and spill response kit equipment to contain spill if able. Refer to SDS and wear correct PPE appropriate for the spilled substance.
- Contact your Project Manager
- If required, available and you are trained and competent, use a vacuum truck to remove the chemical.
- If the spilled substance is unknown or a large quantity Dial 111 if necessary.
- Call specialist advice if unable to stop/ contain spill.
- If spill is likely to enter waterway notify council and call POLLUTION HOTLINE 09 377 3107.
- Do not leave the area unattended if there is a risk of further spill.
- CLEAN UP – Thoroughly clean area where spill occurred.
- Collect all hazardous residue in a salvage container.
- Dispose of spill waste and any contaminated clean-up materials in a responsible manner, in accordance with local rules.
- Do NOT dispose of waste down sewer or storm-water drains, onto the ground or into trenches.
- RESTOCK AND REVIEW – Replace or restock spill kit and review how and why the spill happened.
- Review the emergency response plan.



25 Emergency First Aid

At IDB, the Project Manager is our trained First Aider.

If emergency first aid is required, our first aider will administer it where possible.

Our instructions for First Aiders:

- Do not hesitate to call 111.
- Always use your First Aid training knowledge first.
- If in doubt refer to the First Aid procedures on the following pages for quick reference.
- Ensure you keep yourself safe – using facemasks and gloves where this is needed.
- If hazardous substances are involved in the emergency, ensure you have the product label or MSDS safety data sheet available and read the instructions on what to do in an emergency.
- After providing treatment record incident in incident register and complete an Incident Report.

25.1 BREATHING DIFFICULTIES

- If a person is breathing but unconscious, turn them onto their side.
- Clear airway of obstructions, such as tongue or vomit.
- Seek medical help, if necessary.

25.2 CHEMICALS IN THE EYES

- Wash the eye(s) with clean cool water for at least 15 minutes.
- Wash from near the nose outwards and always wash under the upper eyelid.
- Send for, or take the person to, medical aid.

25.3 CONTROL BLEEDING

- Apply direct pressure to wound – wear gloves and use your hand(s).
- Elevate (raise) the limb.
- Apply a pad and firm bandage.
- If necessary, use clean rags or clothing.
- Remember always check circulation below the bandage.
- If there is tingling, numbness or blueness, loosen the bandage.

25.4 FOREIGN BODIES IN THE EYES

- Wash the eye(s) with clean cool water.
- If the foreign body is stuck to the eye surface, do not attempt to remove it.
- Place a covering over both eyes and send for, or take the person to, medical aid.

25.1 MANAGEMENT OF BURNS

- Remove the heat source from the patient.



- Cool the burnt area as rapidly as possible with cool, not cold, water for up to 20 minutes.
- If necessary, cover the burn with plastic wrap before removing person to medical aid.
- Do not burst blisters.
- Do not remove clothing that is stuck.
- Do not apply creams.

25.2 MANAGEMENT OF SUNBURNS

- Cool the sunburnt area as rapidly as possible with cool, not cold, water for up to 20 minutes.
- Give the patient fluids to drink.
- Get professional medical help immediately for severe cases.
- Do not burst blisters.
- Do not remove clothing that is stuck.
- Do not apply creams.

25.3 MANAGEMENT OF MINOR WOUNDS

- Clean the wound with soap and water.
- Cover lightly with clean dressing.
- Seek medical help, if necessary.

25.4 MANAGEMENT OF HEAT STROKE

- Seek professional medical help immediately.
- Remove the patient from the hot area.
- Remove the patients unnecessary clothing including socks and shoes.
- Lower the patient's body temperature quickly by wrapping them in cold, wet sheets in a well-ventilated room or use fans and air conditioners until their body temperature has reduced.
- Do not give stimulating beverages, such as coffee, tea or soda.

25.5 POISONING

- Seek medical advice or call an ambulance – Dial 111.

Remember

- Do not make the person vomit without advice from a medical professional.
- Do not give fluids without advice from a medical professional.

25.6 CARDIOPULMONARY/HEART ATTACK (CPR)

Remember to follow the “DRS ABC” as below.

- Danger:** Check for the safety of yourself, the casualty, and bystanders.
Response: Check for response, tap the casualty, gently shake, and shout.
Send for Help: Dial 111 and ask for an ambulance.
Airway: Open airway, tilt head back.
Breathing: If not breathing normally start CPR.
CPR: Start CPR, 30 chest compressions, two breaths.

25.6.1 What to do:

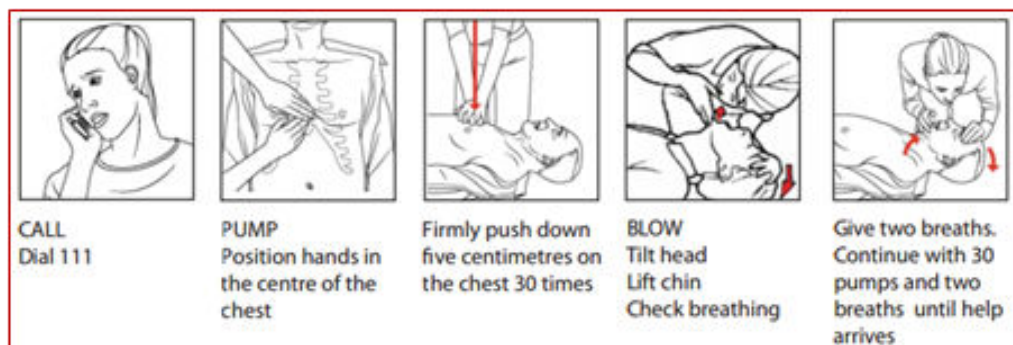
1. Tilt head back and raise chin forward.
2. Checking for normal breathing:
 - a) Look for movement.
 - b) Listen for breathing.
 - c) Feel for breath on your cheek.
 - d) If casualty is not breathing normally, lay them flat on their back, start CPR.
3. CPR:

First - Position hands in centre of chest, push down firmly and quickly 30 times.

- a) Chest Compressions: Push down on chest firmly and quickly 30 times.
- b) Breathing: With head tilted back, pinch nose and seal your mouth over patient's mouth. Blow twice into casualty's mouth. Take care if poisoning is suspected. Make sure there is no residual poison in the mouth, consider mouth to nose resuscitation.

If reluctant to give mouth to mouth, continue with chest compressions.

Continue with 30 pumps and two breaths and until help arrives.



CPR is needed if a person has collapsed, is not responsive and is not breathing normally. Casualties who have collapsed should be carefully assessed to decide what emergency care is needed. Chest compressions are the most important part of CPR. If for any reason you cannot give rescue breaths to a patient, DO attempt chest compressions.

Where possible, use a defibrillator (often referred to as an AED - Automatic External Defibrillator) to aid in resuscitation. A defibrillator is a small device that gives a safe electric shock to someone having a sudden cardiac arrest, increasing their chance of survival by 44 per cent.

Anyone can use a defibrillator. You do not need any specialist training, the defibrillator unit itself will give you clear instructions so it can be used safely and effectively. Refer to the Emergency Contact Information in the Emergency Procedures for your nearest defibrillator location.



26 Definitions

FIRST AID

First aid is the immediate and basic care given to an injured or sick person before a doctor, other health professional or emergency services take over their treatment. It focuses on preserving life and minimising serious injury. For example, maintaining breathing and circulation, stopping bleeding, and stabilising broken arms or legs.

FIRST AID INJURY (FAI)

A work-related injury that is treated or should have been treated using a first aid kit and where the person can return to work immediately after receiving treatment (e.g., washing, cleansing, application of a self-adhesive dressing, removal of a splinter, etc).

HAZARD

Means:

- (a) 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 a situation where for example, because of physical or mental fatigue, a person may be an actual or potential cause or source of harm.
- (c) Includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).

HAZARD ASSESSEMENT

Obtaining sufficient information about the hazard to determine:

- The type of risks the hazard presents.
- The circumstances under which harm can be experienced.

HAZARD IDENTIFICATION

- Identifying situations or events that could give rise to the potential for injury, illness, or damage to plant and equipment or property.
- Methods of hazard identification include: Physical Inspections, Task Analysis, Job Safety Analyses, Process Analysis, Accident/Incident investigations.

HAZARDOUS SUBSTANCE

Refers to any product or chemical that has properties that are explosive, flammable, oxidising, toxic, corrosive, or toxic to the environment.

- Explosive – explodes or causes explosion.
- Flammable – ignites easily and burns rapidly.
- Oxidising – could be gaseous, solid, or liquid and can cause or intensify fire and explosion.
- Toxic – can harm people if it enters the body through contact, inhalation, or ingestion. The effects can range from mild to life threatening and can be immediate or long term.
- Corrosive – can cause severe skin burns and eye damage.
- Ecotoxic – is toxic to the environment.

LOST TIME INJURY (LTI)

A work-related injury or illness resulting in the employee being unable to attend work of at least one full shift.

**MEDICAL TREATMENT INJURY (MTI)**

Any treatment, other than first aid, administered by a physician or by registered professional person, and deemed reportable. It includes treatment provided by chiropractors and physiotherapist that is the result of an occupational injury.

NEAR MISS INCIDENT

An incident in which no property was damaged, and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. For example, a person was parking a car in a car park and nearly hit another person who managed to react quickly and jump out of the way - if they had not reacted quickly, they would have been injured. A hammer is dropped off the top of a scaffold, it did not hit anyone but with a slight shift in time or position, it may have landed on a worker.

NOTIFIABLE WORK

Certain types of work are classified as notifiable, and notification must be made to WorkSafe NZ (or a designated agency) by telephone or in writing (including email or other electronic means) i.e., the fastest possible means:

- Restricted Asbestos work as defined in the Asbestos Regulations.
- Tree felling or logging work for commercial purposes.
- Construction work where a person may fall 5 metres or more (excluding 2 storey residential, telecommunication and electricity lines, work from a ladder only and minor maintenance and repair work).
- Erection or dismantling of scaffolding work above 5m.
- Using a lifting appliance to lift 500kg 5 metres high.
- Work in any pit, shaft, trench, or excavation deeper than 1.5m.
- Work in any drive, excavation or heading - with ground cover overhead.
- Demolition work on any structure above 5m.
- Any work involving Explosives and Blasting.
- Work requiring a person to breathe compressed air or respiratory medium.

NOTIFIABLE EVENT

Under the Health and Safety at Work Act 2015 (HSWA) you must notify WorkSafe NZ when certain work-related events occur. A notifiable event or serious harm is when the following occurs:

1. A death.
2. A notifiable illness or injury.
 - a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
 - ix. the amputation of any part of his or her body:
 - x. a serious head injury:
 - xi. a serious eye injury:
 - xii. a serious burn:
 - xiii. the separation of his or her skin from an underlying tissue (such as degloving or scalping):
 - xiv. a spinal injury:
 - xv. the loss of a bodily function:
 - xvi. serious lacerations:
 - b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:



- c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:
 - d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
 - vi. with micro-organisms; or
 - vii. that involves providing treatment or care to a person; or
 - viii. that involves contact with human blood or bodily substances; or
 - ix. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
 - x. that involves handling or contact with fish or marine mammals:
 - e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.
3. A notifiable Incident
- Means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—
- a) an escape, a spillage, or a leakage of a substance; or
 - b) an implosion, explosion, or fire; or
 - c) an escape of gas or steam; or
 - d) an escape of a pressurised substance; or
 - e) an electric shock; or
 - f) the fall or release from a height of any plant, substance, or thing; or
 - g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
 - h) the collapse or partial collapse of a structure; or
 - i) the collapse or failure of an excavation or any shoring supporting an excavation; or
 - j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
 - k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
 - l) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
 - m) any other incident declared by regulations to be a notifiable incident for the purposes of this section (HSWA Section 24: Meaning of notifiable incident).

PLACE OF WORK/ WORKPLACE

Any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out.

REASONABLY PRACTICABLE

The PCBU is not expected to guarantee the safety of their workers and others from work activities. Instead, PCBUs are held to a 'reasonably practicable' standard. It is a judgement call, the PCBU must weigh the risk against the resource (time and cost) needed to manage it. First try to eliminate the risk, if the risk cannot be eliminated, then minimize it.

Follow industry standards or commonly accepted guidelines for carrying out tasks.

If you are not using a common control to manage the risk, then you should ask yourself:

- (a) How likely is the hazard or risk to occur?
- (b) How severe is the harm that might result from the risk?
- (c) What do we know or ought to reasonably know about the risk? Then what are the ways of eliminating or minimizing it,



- (d) What control measures are available, and how suitable are they for the specific risk?
- (e) Is the cost of setting up control measures grossly disproportionate to the risk?

RISK

Risks to health and safety arise from people being exposed to hazards (anything that can cause harm). Risk has two components – the likelihood that it will occur and the consequences (degree of harm) if it happens.

SERIOUS HARM

The HSWA defines “serious harm” as any of the following conditions that amounts to, or results in the 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.
- Chemical or hot metal burn of eye.
- Illness caused by exposure to infected material.
- Decompression sickness.
- Poisoning.
- Vision impairment.
- Penetrating wound of eye.
- Bone fracture.
- Laceration.
- Crushing.
- Amputation of body part.
- Loss of consciousness, or acute illness requiring treatment by a registered medical provider, from absorption, inhalation, or ingestion of any substance.
- Loss of consciousness from lack of oxygen.
- Burns requiring referral to specialist medical provider or specialist outpatient clinic.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm’s occurrence.

TEMPORARY SEVERE LOSS OF BODILY FUNCTION

The judgement on whether a worker has suffered temporary severe loss of bodily function is determined by whether there has been an actual loss of bodily function, and this will involve the employer or representative making a judgement. If you need to determine if temporary service loss bodily function has occurred, you will need to answer the following questions:

- Is the worker suffering from pain or health impairment, which is significantly more than discomfort?
- Is the pain or health impairment service enough to prevent a worker using part of the body, i.e. movement prohibited by pain, respiratory distress, etc.?
- Is the workers condition likely to be temporary?

A good rule of thumb is, if the worker cannot come back to their full duties for 5 or more working days after the date of the incident, contact your health and safety consultant or WorkSafe NZ office immediately to determine level of reporting required.

WORKSAFE NZ

WorkSafe NZ is New Zealand’s primary workplace health and safety regulator, and they administer the Health and Safety at Work Act 2015 (HSWA).