

HEALTH & SAFETY PLAN

FOR

RURAL WIRELESS LIMITED

BY

SAFETECH
HEALTH & SAFETY SYSTEMS
www.safetech.co.nz

Valid: 09 July 2016 – 09 July 2017

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NOTES

PART ONE

1 INTRODUCTION

Rural Wireless Limited provides rural broadband services across the Manawatu and Central North Island areas. Located in Feilding and run by Managing Director Peter Beitchef, Rural Wireless Limited installs and provides technical support to its customers.

Rural Wireless Limited employs contractors and primarily works off site at various locations.

2 STATEMENT OF INTENT

Rural Wireless Limited's worksite will be safe and healthy and committed to protecting workers, volunteers and third parties from injury as they go about their work. This means taking all reasonably practicable steps to meet obligations under The Health and Safety at Work Act 2015 (HSW Act), and any other health and safety legislation. This policy statement records their commitment to meet all legal obligations and provides an explanation of the actions they will take to ensure they do so.

This Safety Plan, and the resources contained in the SafeTech Health & Safety Systems pack, are available to all workers, volunteers and third parties.

The plan deals with the following topics:

- ✓ Rural Wireless Limited's obligations, the involvement of ourselves and any workers/volunteers and our duties to train them
- ✓ Rural Wireless Limited's obligations to visitors
- ✓ Hazard identification and management
- ✓ Accident notification and investigation
- ✓ Accident reporting
- ✓ Obligations of workers, volunteers and third parties
- ✓ Contractor Health & Safety Obligations

3 RURAL WIRELESS LIMITED OBLIGATIONS

The following is a summary of the main legal obligations contained in the Health and Safety at Work Act 2015. Definitions of relevant terms contained in the Act are also included.

Every employer and principal must comply with health and safety legislation. You are legally required to protect employees (including contractors) and any other person who enters your place of work.

As an employer or principal you are required to take all reasonably practicable steps to make the workplace safe.

The most important part of this process involves the creation and use of a system that identifies and manages significant hazards.

Management of significant hazards involves taking all reasonably practicable steps to eliminate or minimise those hazards.

Employers and principals are also required to take all reasonably practicable steps to provide staff training and supervision. Staff must be made aware of potential hazards and there must be a system for dealing with any emergencies that occur at work.

Employers and principals are also required to take all reasonably practicable steps to provide staff training and supervision. Staff must be made aware of potential hazards and there must be a system for dealing with any emergencies that occur at work.

Employers and principals must notify WorkSafe of incidents involving serious harm.

Contractors are legally required to inform their employer or principal of any hazards that arise from their work. Contractors should ensure they have received all necessary health and safety information from the employer or principal.

Principals cannot contract out of health and safety obligations.

Rural Wireless Limited understands the need to take all reasonably practicable steps to ensure the safety of all workers/volunteers and contractors. Rural Wireless Limited will:

- ✓ Strive to provide and maintain a safe working environment for workers/volunteers and contractors
- ✓ Ensure that any plant, machinery and equipment is maintained and suitable for use
- ✓ Strive to remove or minimise any potential hazard that may arise

- ✓ Ensure that there are appropriate procedures to deal with emergencies that could arise while workers/volunteers are working
- ✓ Ensure that all workers/volunteers understand their health and safety obligations, including understanding the appropriate practices and procedures to minimise any risk
- ✓ Ensure written records are kept and maintained

This policy will be reviewed: 09 July 2017

Signed by: _____ Date: _____

4 WORKERS/VOLUNTEERS

Rural Wireless Limited will ensure that all workers/volunteers understand their responsibilities and have the knowledge to carry out their duties safely, without injury to themselves or others. It will ensure that they observe safety regulations and rules to keep the environment safe.

By:

- ✓ Providing job descriptions, induction and training as appropriate.
- ✓ Safety briefing participation. Emergency information, hazard identification, wearing of PPE as instructed.
- ✓ **Safety Briefing Job Task Analysis Worksheet** (Forms – 7) – Step by step hazard identification at the beginning of a job.
- ✓ Reporting any Accident, Incident and/or Improvements to the supervisor and/or by recording on the **Accident/Incident/Improvement Form** (Forms - 3).
- ✓ Emphasis on own safety, safety for others and management of third parties by being aware, and if necessary, escorting others to the supervisor and/or a safer location.
- ✓ We will ensure observation of the safety regulations and rules which keeps the Environment safe.

We are aware that non-compliance with these obligations carries the possibility of prosecution by the government authorities responsible for the Act.

We understand that effective management of health and safety issues will be best achieved through cooperation and in partnership with our employees. We acknowledge that any workers/volunteers will often have relevant knowledge and expertise, and therefore the ability to contribute to making the worksite safer and will provide the appropriate opportunities for any workers/volunteers to participate effectively. These include taking part in Safety Briefings filling in [Accident/Incident/Improvement Forms](#) (Forms – 3) and through verbal communications however informal.

5 ENSURING WORKERS/VOLUNTEERS ARE FIT FOR WORK

We want a safe environment while working at our site. This means cooperating fully with any workers/volunteers in ensuring that they are appropriately trained or supervised.

Any workers/volunteers must be fit for the work required, as allowing an unfit worker/volunteer to work can be unsafe. We will verbally consult with all workers/volunteers to ensure that they are fit for the job, and stand down those who are not. Factors that can influence fitness to work may include:

- ✓ Fatigue
- ✓ Dehydration
- ✓ Sunstroke
- ✓ Emotional Issues
- ✓ Alcohol and/or Drugs

We understand we have specific responsibilities to train and supervise anyone assisting us on the worksite. We also have the responsibility to;

- ✓ Inform workers/volunteers about the hazards of the work, and how to keep safe
- ✓ Ensure workers/volunteers are supervised by a skilled person until they are competent to carry out the work without risk to his or her safety
- ✓ Ensure that operators of machinery are properly trained
- ✓ Ensure that workers/volunteers are wearing the appropriate protective clothing
- ✓ Involve workers/volunteers in the development of improving health and safety procedures
- ✓ Records will be kept of training - informal and formal. [Staff Health & Safety Induction Record](#) (Forms - 12) and [Staff Training Record](#) (Forms - 13).

When we train/brief workers/volunteers the following matters will be covered:

- ✓ What the work involves
- ✓ Correct work methods to be used
- ✓ Dangers and how to avoid them
- ✓ Emergency procedures
- ✓ General safety
- ✓ PPE

6 VISITORS AND CONTRACTORS

We have a duty of care to inform any visitors to the worksite of the possible hazards. Visitors who do not comply will be escorted from the site. All visitors are required to register upon arrival using [Visitors Sign-In Form](#) (Forms - 8) and [Visitors Sign-In Emergency Procedures](#) (Forms - 9).

CONTRACTORS

Contractors must provide a copy of their own Health & Safety Plan and procedures. This is to be held on file and noted in the [Contractor Health & Safety Plans Record Form](#) (Forms - 6) and the Hazards and Controls added to Rural Wireless Limited's significant Hazard Register.

If a contractor does not have his own policy the Contractor must comply with Rural Wireless Limited's Health & Safety Plan. This ensures all contracting staff will receive the necessary Health & Safety Information via this Manual and -

- ✓ Induction including [Safety Rules](#) (Forms - 16).
- ✓ [Safety Briefing Job Task Analysis Worksheet](#) and [Safety Briefing Form](#) (Forms - 7) to be signed by the Contractor and contracting staff. I.e. Hazard Identification and Controls participating in controlling hazards they may bring to the worksite. This could mean controls such as signage, PPE, isolating tape and/or cones, their area of work. The obligations regarding Emergency Procedures etc. are the same as for all workers on the site.

7 DUTIES TO IDENTIFY AND MANAGE HAZARDS

We have a duty to identify present and potential hazards at the worksite. We need to at the best of our knowledge eliminate or minimise identified hazards to keep ourselves and any workers/volunteers safe while working. We can also show the appropriate SOP from the SafeTech Health & Safety Systems Pack.

Hazard Identification is a major component of our Health & Safety Programme.

We will use one or more of the following methods to identify significant hazards prior to the commencement of any work.

SITE ANALYSIS

Prior to the commencement of each job we will note any hazards on to the [Hazard Identification Work Sheet](#) (Forms - 2). Having referred to the [Hazard Identification Work Sheet](#) (Forms -2) and using our experience and knowledge we will survey the worksite for any significant hazards, and the [Safety Briefing Job Task Analysis Worksheet](#) (Forms -7) shall then be completed.

AUDITS

At regular intervals (weekly, monthly, as appropriate) we will carry out regular visual inspections of the worksites. We will use the [Hazard Identification Work Sheet](#) (Forms – 2) to ensure that all significant hazards have been identified. All inspections will be recorded in the [Hazard Register](#) (Forms - 1). These hazards will be on the agenda at the next scheduled Workplace Health & Safety Meeting.

Once hazards have been identified they will be assessed and controlled using the required hierarchy of:

ELIMINATE – If we can, we shall remove hazard completely.

MINIMISE – If we are unable to eliminate the hazard, we shall see how we can prevent it from harming anyone.

If the hazard has the potential to cause injury or serious harm, or has delayed or cumulative effects, then it shall be classified as a significant hazard and we shall control it (i.e. eliminate or minimise).

The appropriate action to manage each of the significant hazards shall be determined and implemented on the worksite. Significant hazards and their controls are shown visually and listed in the following resources:

- ✓ The Induction/Training Records (Forms)
- ✓ The **Hazard Register** (Forms - 1)
- ✓ SOPs (Schedule 2)

Where Personal Protection Equipment (PPE) is identified as the main hazard control, this will be supplied to all contractors and employees, or strongly recommended that they wear.

We are also responsible for ensuring PPE is in good condition, appropriate for the task and correctly worn or used.

The identified hazards that could affect visitors or contractors to the worksite and the steps/actions required to control them shall also be written in the **Hazard Register** (Forms – 1).

We will be responsible for ensuring that the hazard controls listed on the Induction/Training Records and the **Hazard Register** (Forms -1) are in place.

We will be responsible to inform other employees/contractors and visitors to the site of any existing hazards, the required controls and the requirement to identify and report any potential hazards to the supervisor. Where possible this information will be displayed at the entrance to the worksite.

8 HAZARD REPORTING

We have a duty to record and report any hazards as soon as we are made aware of them. We will encourage any workers/volunteers to report any hazard as soon as identified. A **Hazard Register** (Forms – 1) is available to all workers/volunteers so that the hazard can be recorded, and then methods of control or corrective actions can be taken to remedy them.

9 EMERGENCY PROCEDURES

It is essential that all workers/volunteers are aware of the emergency procedures where reasonably practicable that are in place on the worksite. **Evacuation Procedures** (Forms - 18).

10 ACCIDENT REPORTING

All accidents need to be reported by filing an **Accident/Incident/Improvement Form** (Forms – 3). This needs to be done as soon as reasonably practicable and followed up with a plan to minimise or eliminate the hazard concerned. Workers/volunteers then need to be informed of the hazard and its potential for harm, so to develop a healthier and safer work environment.

Any incident that causes serious harm needs to be reported to WorkSafe New Zealand, as soon as possible after the accident has occurred, and **WorkSafe Serious Harm Form** (Forms - 23) needs to be completed and filed accordingly directly with WorkSafe. The accident scene is to remain undisturbed until cleared by WorkSafe as appropriate.

The notification needs to be made by email, telephone or fax – not by post. The notification will describe:

- ✓ What has happened
- ✓ To whom; and
- ✓ Where

The purpose of the notification is so that WorkSafe New Zealand can determine whether or not to investigate the serious harm. Within 7 days after the occurrence, and in addition to the notification above, I must provide written notice to the nearest branch of WorkSafe New Zealand.

The **WorkSafe Accident Investigation Form** (Forms - 24) also needs to be filled out as soon as practicable, and filed in the business records.

11 ACCIDENT NOTIFICATION AND INVESTIGATION

We have a legal obligation to record and investigate incidents as they occur on the worksite. This is to ensure that we all learn from them, and avoid similar incidents occurring in the future.

We must record every accident that harmed or might have harmed anyone working on our worksite, including serious harm to ourselves while at work.

The **Accident/Incident/Improvement Form** (Forms – 3) contains all information required by regulation to be filled out. An entry in the **Accident/Incident Register** (Forms - 4) must be completed for every accident or incident, or any occurrences of serious harm which results from a hazard on the worksite.

It is our duty to record and investigate any accident/incident occurring on our worksite. This means that we must strictly adhere to the requirement to record and report any accidents, including ‘near misses’, where someone could have been injured or harmed.

Under the Act we are required to investigate any serious accident/incident. This is to determine whether it was caused by, or arose from a significant hazard. It does not matter whether the person exposed to the hazard is a worker or not.

An **Accident/Incident/Improvement Form** (Forms – 3) needs to be completed, and filed accordingly.

Information may come verbally, or via a **Complaints/Compliments Form** (Forms - 5). This information will be transferred to an **Accident/Incident/Improvement Form** (Forms – 3) and noted in the **Accident/Incident Register** (Forms – 4) until satisfaction and ‘Closed Out’.

12 MEETINGS

Regular Health & Safety Meetings should be held and dates recorded, along with times and topics discussed. Every week a Toolbox Safety Meeting needs to be held, with minutes recorded. **Toolbox Safety Meeting Minutes** (Forms - 14). Every six months, a Safety Meeting should be conducted. **Safety Meeting Minutes & Agenda** (Forms - 15).

These meetings will ensure the ongoing identification of hazards – potential and current, and ways to eliminate or minimise.

Any complaints or compliments should be filed on a **Complaints/Compliments Form** (Forms - 5), as this will be valuable information to assist health and safety performance standards.

CHEMICALS

All chemicals stored on the business premises should be listed in the **Chemical Register** (Forms - 20). Store incompatibles separately and remember to keep Flammables away from Oxidisers.

Signs must be displayed when hazardous substances are present at a site above certain threshold quantities. The need for signage is dictated by the hazard classification of the substance(s) and the quantity stored. For further clarification refer to the Hazardous Substances and New Organisms (HSNO) Act 1996 legislation. Restrict access to areas where chemicals and sprays are being used.

Manufacturers and suppliers can only sell products that are correctly labelled and Rural Wireless Limited must make sure that the label stays on the container and remains readable. All chemicals are classified, which indicates the hazardous properties of a substance.

- ✓ Never put hazardous substances in food or drink containers, as people may eat or drink it by mistake.
- ✓ Always read the label before using, so you know what you are dealing with.
- ✓ Current (less than 5 years old) Safety Data Sheets are required, and should be kept on file.
- ✓ Safety Data Sheets provide information about the hazards of the substance, how to store, handle, transport and dispose of safely.
- ✓ PPE required to be used may include any or all of the following: safety glasses, face shields, goggles, respirators, air-fed helmets, breathing apparatus, overalls, gloves, and suitable footwear – dependent on the chemicals being used.

Use of certain chemicals will require an Approved Handler Test Certificate under the Hazardous Substances and New Organisms (HSNO) Act 1996. This will be required when a chemical is:

- ✓ Highly toxic to people.
- ✓ Toxic to the environment (Eco toxic) and is used in a way that may be harmful to the environment. Such use is called wide dispersive due to the potential of the chemical to affect other than the intended area.
- ✓ Applied into or onto water.

The Approved Handler, if required, must be physically present whenever the substance is being handled, and also be available to provide assistance to anyone working with the substance.

All practicable steps means what is reasonable and practical given the circumstances. Whether a safety measure is reasonable will largely depend on how much harm could be done, how much is known about the hazard and how difficult or expensive it is to put protections in place.

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

Contractor means a person engaged by any person (other than as a worker) to perform any work for gain or reward.

Due diligence means the care that a reasonable person exercises to avoid harm to other persons or their property.

Duty means a moral or legal obligation; a responsibility.

Duty holder is a person who has a duty under HSWA. There are four duty holders – PCBUs, officers, workers, and other persons at the workplace.

Employer means a person who employs any other person to undertake any work for hire or reward.

Harm means illness, injury, or both; and includes physical or mental harm caused by work-related stress.

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work (that is an actual or potential cause or source of harm).

Hazard control means managing a significant hazard through elimination or minimization, and monitoring.

Health and Safety at Work Act 2015 (HSWA) is the key work health and safety law in New Zealand and covers nearly all workplaces and work.

Health and Safety Committee (HSC) supports the ongoing improvement of health and safety across the whole workforce. Committee members should meet regularly and work cooperatively to improve workers' health and safety. One of the main functions of the HSC is to assist in the development of standards, rules and policies or procedures to improve health and safety in the workplace.

Health and Safety Representative (HSR) is a worker who is elected by the members of their work group to represent them in workplace health and safety matters.

Health monitoring involves conducting health tests on workers to identify early signs of harm to their health from work, and other changes on an ongoing basis.

High-risk sectors are the industries and sectors that have the highest rate of serious injuries and fatalities. This also includes operations which have the potential for one-off catastrophic events.

Notifiable event is when someone dies or a notifiable incident, illness or injury occurs. WorkSafe must be contacted as soon as practicable.

Officer is the person who holds a senior leadership position and has the ability to significantly influence the management of a business or undertaking. There can be more than one, and each has a duty.

Person conducting a business or undertaking (PCBU) may be an individual or an organization. A sole trader can be a PCBU.

Personal protective equipment (PPE) is anything used or worn by a person to minimise the risks to their health and safety.

Persons in Control of the Worksite includes a person who owns, leases, subleases or occupies a place of work, or who owns, leases or subleases plant or equipment used in a place of work.

Primary duty of care – (in the context of HSWA) a business or undertaking must ensure, so far as reasonably practicable, the health and safety of its workers and that other people are not put at risk by its work. A self-employed person will ensure his or her own safety in the same way.

Principal to a Contract means a person who engages any person (otherwise known as a worker) to carry out any work for gain or reward.

Risk is the likelihood of certain consequences (injury, illness, or death) occurring when a person is exposed to a hazard.

Significant hazard means a hazard that is an actual or potential cause or source of serious harm.

Serious harm means death, or harm of a kind or description set out in the first schedule to the Act, or declared by regulation to be ‘serious’ for the purposes of this Act.

So far as is reasonably practicable – for the purposes of managing risks, so far as is reasonably practicable is a balance between what is possible (that being the highest level of protection) and what is achievable (that being reasonable in the circumstances).

Structure includes anything constructed and it can be permanent, temporary, fixed, or moveable. Structures can include buildings, bridges, towers, frameworks, pipelines, quarries, and underground works including shafts and tunnels.

Visitors include groups such as customers, hospital patients, contractors or other visitors to the workplace, a worker’s family, passers-by, and any other person who may be affected by the work activity.

Volunteer is a person acting on a voluntary basis (whether or not the person receives out-of-pocket expenses).

Volunteer association is a group of volunteers working together for one or more community purposes, where none of the volunteers employs anyone to carry out work for the volunteer association.

Worker means any person of any age employed by an employer to undertake any work for hire or reward under a contract of service.

Workplace/Worksite means a place (whether or not within or forming part of a building, structure or vehicle) where any person is to work, is working, for the time being works, or customarily works, for gain or reward.

WorkSafe is the government agency that is New Zealand's work health and safety regulator.

15 ENVIRONMENTAL CONSERVATION POLICY

Rural Wireless Limited will conserve and protect the environment by ensuring:

- ✓ Workers/volunteers/contractors keep within the assigned area
- ✓ No unnecessary disturbance to the flora or fauna, including loud noise or smoke
- ✓ No rubbish or any matter to be dropped or left behind
- ✓ Nothing to be taken away from the work area that hadn't been carried in
- ✓ No chemicals or hazardous substances to be emptied down sinks, drains or into waterways
- ✓ Current conservation management issues will be researched, updated and adhered to by the Operator.

This policy will be reviewed on or before 09 July 2017

SIGNED BY:

NAME:

DATED:

PART TWO

SCHEDULE 1 – DESCRIPTIONS

MANUAL ACTIVITIES

Lifting

Incorrect lifting can lead to back injuries – one of the most common workplace injury claims. Use correct lifting procedures to minimise the risk of injury. Bend your knees, so to keep your spine in better alignment, and allow your legs to do the work.

- ✓ Take a balanced stance with your feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
- ✓ Squat down to lift the object, but keep your heels on the floor. Get as close to the object as you can.
- ✓ Use your palms (not just your fingers) to get a secure grip on the load. Make sure you will be able to maintain a hold on the object without switching your grip later.
- ✓ Lift gradually (without jerking) using your leg, abdominal and buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in so as to keep a relatively straight back and neck line.
- ✓ Once you are standing, change directions by pointing your feet in the direction you want to go and turning your whole body. Avoid twisting at your waist while carrying a load.

By following these lifting guidelines and by practicing good body/back management, you can prevent back injuries.

Working in Confined Spaces

*A **Confined Space** is defined as an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy. It is liable to have an atmosphere that contains harmful contaminants or not contain a safe oxygen level. It may have contents that could cause engulfment. It may have restricted means for entry and exit. Examples include –*

- ✓ Storage tanks
- ✓ Boilers
- ✓ Silos
- ✓ Pits
- ✓ Pipes & Sewers
- ✓ Shafts & Ducts & Ceiling Space

For further information and guidance always refer to **WORKSAFE Fact Sheet *Confined Spaces: Planning Entry and Working Safely in a Confined Space*** - *Confined Space work is covered by an Australian Standard AS 2865 Confined Spaces.*

Insufficient knowledge of the work being carried out is major hazard therefore it is recommended that anyone involved in Working in Confined Spaces attend a relevant NZQA accredited safety training course.

Use the **Safety Briefing Job Task Analysis Worksheet** (Forms – 7) prior to commencing work.

- ✓ Always select the right equipment for the job.
- ✓ Check if the work is able to be done without entering the Confined Space.
- ✓ Clean the Confined Space to remove any harmful material and purge to remove gases or vapours. Oxygen deficient atmospheres may cause brain damage or death so test the atmosphere for safe oxygen levels and for toxic contaminants using a suitable detector.
- ✓ Ventilate the space if necessary and use appropriate breathing apparatus and PPE where required.
- ✓ The person responsible for the work should issue a written authority prior to the commencement of any work – **WORKSAFE Permit to Work Form** (Forms - 22).
- ✓ In some cases it may be necessary to have a trained stand by assistant outside the Confined Space ready to take action should any emergency arise. Ensure there is two-way communication in use.

Working at Height

Working at height means working in a place where a person could be injured if they fell from one level to another. This can be above or below ground level.

Appropriate fall controls should be put in place regardless of the duration of the task. Use the **Safety Briefing Job Task Analysis Worksheet** (Forms – 7) prior to commencing work. Always select the right equipment for the job to be done. *Ladders and step ladders do not offer fall protection and therefore should be the last form of work access equipment to be considered.*

Below are some examples of commonly used protection systems. For further information and guidance always refer to **MBIE Best Practice Guidelines for Working at Height in New Zealand**.

Insufficient knowledge of the work being carried out is major hazard therefore it is recommended that anyone involved in Working at Heights attend a relevant NZQA accredited safety training course.

Edge Protection is used to prevent persons, objects or materials from falling. Areas where the likelihood of a fall exists and Edge Protection should be used include –

- ✓ Perimeters of working places
- ✓ Openings
- ✓ Where there is brittle material that cannot safely support the weight of a person

Some examples of Edge Protection include Scaffolding and Guardrails.

Mechanical Access Plant includes all mechanically operated plant that can be used to gain access for the purpose of working at height. Commonly used Access Plant includes –

- ✓ Mobile Elevating Work Platforms (MEWPs)
- ✓ Forklift Platforms
- ✓ Crane Lift Platforms
- ✓ Vehicle Extension Arms
- ✓ Knuckle Booms

These specialised pieces of equipment must be operated within the manufacturer's guidelines by a competent and trained person.

Safety Mesh is the preferred system for protecting construction workers against falling through a roof. It should be used in conjunction with appropriate edge protection such as guardrails.

Harness Systems enable a person to be positioned and safely supported at a work location for the duration of the task being undertaken at height. They include –

- ✓ Total Restraint Systems
- ✓ Fall Arrest Systems
- ✓ Work Positioning Systems
- ✓ Industrial Rope Access Systems
- ✓ Safety Lines

Temporary Work Platforms (TWPs) should be constructed by a competent person and used for specific work that is most often under five metres in height. Some examples include –

- ✓ Trestle Scaffolds
- ✓ Step Platforms
- ✓ Stilts

Catch Platforms are platforms that are attached to a scaffold to contain debris falling from a working platform. They are designed to catch debris and should not be used to catch persons.

Soft Landing Systems (SLSs) are used to mitigate the effect of falls from height during construction by providing an energy-absorbing landing area. Principally used inside a building they do not prevent a fall but may minimise the harm from one.

Safety Nets are used on construction sites and similar works mainly to arrest a person's fall, although they can be used to catch or contain debris.

Fixed Roof Ladders & Crawl Boards may be used to provide access on pitched or brittle roofs. Crawl Boards should have a minimum width of 450 mm and have handrails. Roof Ladders should be used on pitched roofs over 25 degrees.

TOOLS of THE JOB

PPE & Workwear

Some examples of PPE include:

- ✓ High Visibility Clothing
- ✓ Work boots
- ✓ Gloves
- ✓ Sunglasses
- ✓ Sun hat or cap
- ✓ Sunscreen

Testing & Tagging Power Cords & Appliances

The standard that applies in New Zealand is AS/NZS 3760 In-service inspection and testing of electrical equipment.

The Standard indicates: The frequency of testing given the type of environment the power cord or appliance is being used in the tests that need to be completed.

The standard AS/NZS 3012 Electrical Installations – Construction and Demolition Sites gives the requirements for testing and tagging appliances at construction and demolition sites.

Basic Stock Handling

Any livestock can be unpredictable, so all practicable steps should be taken to deal with the physical hazards that may be present. Inexperienced people should always be supervised, after having been instructed on how to handle the type of stock they are working with.

HEALTH & WELLBEING

Dehydration

As body temperature goes up, so does the level of dehydration. Mental performance and concentration therefore goes down, which not only affects performance but can compromise safety as well. So it is important to keep hydrated by replacing the fluids lost. You are already dehydrated once you feel thirsty, so it is important to keep rehydrated by drinking at regular intervals.

Water is the best liquid source to rehydrate. Alcohol can dehydrate as it removes more water from the body.

It is important that everyone is aware of the symptoms of dehydration, and prevent/treat accordingly.

Symptoms include:

- ✓ Thirst – a dry mouth
- ✓ A rapid pulse
- ✓ Feeling drowsy, disorientated and irritated.

Ways to manage dehydration:

- ✓ Provide sufficient access to fluids for all workers, especially while outside
- ✓ Consider altering the work schedule so that the heavier work is done during the cooler periods
- ✓ If possible, provide shade
- ✓ Allow rest breaks to be taken in cooler areas
- ✓ Ensure that workers are fit for the job, and are not taking medication that will impair their ability to cope with the heat.

62% of the body is water so it is vital to keep hydrated, as not replacing fluids lost through everyday activities can lead to severe health problems.

Fatigue

Fatigue affects a person's health, increases the chance of workplace injuries occurring, and therefore reduces performance and productivity in the workplace. It is the state of feeling tired, weary or sleepy resulting from insufficient sleep, prolonged mental and physical work, or extended periods of stress or anxiety. Boring or repetitive tasks can intensify feelings of fatigue.

Affects the ability to work in the following ways:

- ✓ Affects ability to make decisions
- ✓ Reduces communication skills
- ✓ Reduces ability to handle stress
- ✓ Failure to respond to changes in surroundings or information provided
- ✓ Increases tendency for risk-taking
- ✓ Reduces reaction time
- ✓ Causes errors in judgement
- ✓ Increases forgetfulness
- ✓ Reduces productivity
- ✓ Increases accident rates

Signs and symptoms include:

- ✓ Tiredness
- ✓ Sleepiness
- ✓ Irritability
- ✓ Giddiness
- ✓ Loss of appetite
- ✓ Digestive problems
- ✓ Increased susceptibility to illness

Sunburn

With the deterioration of the ozone layer, places where people work outdoors are at a greater risk of suffering from skin cancers from exposure to solar ultraviolet radiation.

It is essential to isolate or minimise the effects on workers from this exposure. This involves:

- ✓ Assessing the exposure
- ✓ Training and education workers
- ✓ Using hats and sunscreen, and other methods to minimise exposure
- ✓ Detecting skin cancers early.

SCHEDULE 2

SOPs - STANDARD OPERATING PROCEDURES

Hand Drill – Cordless

Step Ladder

PART THREE

FORMS

- 1 Hazard Register
- 2 Hazard ID Work Sheet
- 3 Accident/Incident/Improvement Form
- 4 Accident Incident Register
- 5 Complaints/Compliments Form
- 6 Contractor Health & Safety Plans Record
- 7 Safety Briefing Job Task Analysis (JTA) Worksheet / Safety Briefing Form
- 8 Visitors Sign-In
- 9 Visitors Emergency Procedures
- 10 Fire Extinguisher Register / Check Sheet / Usage Chart
- 11 First Aid Kit Register / Contents List
- 12 Staff H&S Induction Record
- 13 Staff Training Record
- 14 Toolbox Safety Meeting Minutes
- 15 Safety Meeting Minutes & Agenda
- 16 Safety Rules
- 17 Civil Emergency Notices
- 18 Evacuation Procedures
- 19 Six Monthly Evacuation Drill
- 20 Chemical Register
- 21 Equipment Test Certificates due Dates Form
- 22 WORKSAFE Permit to Work Form
- 23 WORKSAFE Serious Harm Notification
- 24 WORKSAFE Accident Investigation Form
- 25 WORKSAFE NOD Form