



**McKay Moore Drainage Ltd**

# **Health and Safety Policy**

## **Table of Contents**

- 1) Health & Safety Policy
- 2) Hazard Identification
- 3) Hazard Management
- 4) Training
- 5) Site Induction
- 6) Monitoring and Review
- 7) Site and Team Safety Plans
- 8) Accidents/Incidents
- 9) Injury/Incident Reporting and Recording
- 10) Investigating Accidents and Incidents
- 11) Emergency Procedures
- 12) Notifiable Works
- 13) Safe Plant and Equipment
- 14) Site Safety Representative
- 15) Communication
- 16) Contractor Management
- 17) Hazardous Substances
- 18) Obligations
- 19) Definitions

## McKay Moore Drainage Ltd



### HEALTH & SAFETY POLICY

McKay Moore Drainage is committed to quality work and to providing and maintaining safe and healthy workplaces and protecting the environment. The company makes Quality, Safety & Health Management fundamental to its business and recognises that continuous improvement is integral to its business success. In particular we will seek to ensure that:

- We comply with legal requirements and have effective Health & Safety Management systems in place to recognized standards.
- It is the individual's responsibility for the Health and Safety of the workplace and MMDL support the employee participation and consultation with employees.
- We ensure that the necessary resources are provided and that all employees participate actively in Quality, Safety & Health Management
- We will identify our customer, determine and agree to their requirements, and supply products and services to the agreed standard every time.
- All employees are appropriately trained and supervised to enable them to carry out their work to a high standard and without causing harm or damage.
- All employees take responsibility for their actions and follow procedures.
- Hazards are identified, assessed for significance and dealt with firstly by elimination, if that is not possible, by isolation and then by minimization.
- Procedures are developed and followed for significant risk activities.
- Staff are kept informed of specifications, hazards, emergency preparedness and other matters relating to their work.
- Incidents, non-conformance and accidents are reported, investigated and recorded.
- Records and other documentation requirements are maintained to a high standard.

General Manager:..... Date:.....

## 2) Hazard Identification

### Common Significant Hazards

The following common significant hazards are usually present or have the potential to occur at some stage during work:

- Visitors and Contractors
- Trips and Slips
- Electricity
- Ladders
- Power tools in use
- Illness/disease
- Scaffolding
- Excavations
- Falls from height
- Overhead work
- Moving vehicles
- Noise
- Manual handling

Hazard identification is a major component of our Health and Safety Programme. We use one or more of the following methods to identify significant hazards prior to the commencement of any work.

#### 1. Site Analysis

Pre-start hazard identification and Site Specific Safety Planning

Prior to the commencement of each job, having read the induction and Training Cards and using our experience, we will register each job online

This will involve completing an online Hazard Identification questionnaire that relates to the work we are about to carry out and a Site Specific Safety Plan (SSSP) questionnaire that covers key safety information for the site.

#### 2. Daily Visual Surveys of the Worksite

The Site Supervisor, Employee or Contractor Present, having referred to information on specific hazards contained in the Induction and Training Cards and using their experience, will review the worksite for any of the listed hazards.

They will update the site Hazard Board by ticking the Hazards present on the Hazard Board or by writing any new hazard(s) identified on the Hazard Board as well as noting the appropriate method to prevent them from causing any harm.

#### 3. Task Analysis

When conducting high risk jobs such as roofing or other height related tasks the Site Supervisor or Contractor involved in the job will carry out a documented Task Analysis using the Hazardco Task Analysis Checklists to identify and document the hazards that relate to the specific job or task they are conducting.

Once completed, the Task Analysis will be discussed with all those involved on the job and signed off by the Site Supervisor or Contractor prior to the commencement of the work.

Where appropriate, the Site Hazard Board will be updated.

#### 4. Physical Inspections

The Site Supervisor, using their experience and referring to information on specific hazards contained in the Induction and Training Cards and the Hazard Guide, will carry out regular informal visual inspections of the worksite to ensure that all significant hazards have been identified and controlled. A diary entry will be made to record any inspections along with any action taken to control any Identified Hazards.

When required, the Site Supervisor will conduct a formal inspection of the worksite using the Hazardco Site Audit Checklist.

### 3) Hazard Management

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

<b>Eliminate:</b>	Where practical, the hazard will be removed completely or we will....
<b>Isolate:</b>	The hazard will be separated from those working around it and if this cannot be done we will.....
<b>Minimise:</b>	Where we cannot eliminate or isolate, we will then identify how else we can reduce the chance of the hazard harming anyone.

If the hazard has the potential to cause injury or serious harm, or has delayed or cumulative effects, then it will be classified as a significant hazard and will be controlled using the above methods (i.e. eliminate, isolate or minimise).

Significant hazards and their controls are listed in the following resources:

- Site Specific Safety Plan (generated when an online Hazard Identification is conducted)
- Induction and Training Cards (visual hazard register)
- Task Analysis Checklists available from Hazardco e.g.: work at heights or excavation greater than 1.5m

Common significant hazards that relate to visitors to the worksite and the actions to control them are also written on the Site Hazard or Team Hazard Board and will be displayed at each entrance to the worksite.

The Site Supervisor or person in control of the worksite will be responsible for keeping the Hazard Board updated daily and ensuring that the hazard management steps are carried out.

The Site Supervisor or person in control of the worksite will also inform other Employees/Contractors and visitors to the site of any existing hazards and the requirement to identify and report any hazards or potential hazards they find on site. Where applicable, these hazards will also be recorded on the Hazard Board.

### 4) Training

We will ensure all Employees are either sufficiently experienced to perform their work safely or are supervised by an experienced person. Our employees and Contractors will also be trained in the safe use of equipment, including the use and maintenance of Personal Protection Equipment (PPE).

Where applicable, Employees and Contractors will receive specific training such as working at height, confined spaces, use of hand and power tools etc.

We will maintain a record of Employee and Contractor training on the Hazardco Training Register and ensure it is updated regularly. A copy of our Training Register is available on request.

The Site Supervisor or person in control of the worksite will use the Induction and Training Cards as a reminder to conduct regular (weekly) informal training. This is to remind all Employees and Contractors working on the site of the hazards present and the expected action they must take to control these hazards. The supervisor will record such training sessions in their diary.

Any person working on the worksite at the time is required to participate in the appropriate training sessions.

## **5) Site Induction**

We will provide a set of Hazardco Induction and Training Cards on each individual worksite to enable Employees and Contractors new to the worksite to be inducted to the site.

When applicable, the Hazardco Client Induction Cards will be provided to our clients to inform them of the hazards they will encounter when visiting the site.

The client will be expected to induct visitors they bring to the site when a contractor is not present. Employees and Contractors are required to enforce the rules outlined in the Client Induction Cards to ensure visitor safety.

The Site Supervisor or person in control of the worksite is responsible for informing other Employees, Contractors and visitors of the hazards on the site and for finding out what hazards, if any, they have brought to the worksite.

Visitors to the site will be met at the site's Hazard Board or at the front of the worksite and taken through the listed hazards.

The Safety Plan, Task Analysis or Induction and Training Cards will be used at the beginning of each project to induct all workers to the worksite. All site inductions will be recorded as a diary entry.

## **6) Monitoring and Review**

We will ensure all Employees and Contractors are meeting the required standards of health and safety by conducting regular (weekly) Site Audits. The Site Supervisor or person in control of the worksite will use the Hazardco Induction and Training Cards as a guide, walk around the site and ensure that any significant hazards are being controlled. Site Audits will be noted in the supervisor's diary.

When required, a formal Site Audit using the Hazardco Site Audit Checklist will be conducted. Site Audit findings will be discussed at regular (weekly) Toolbox Meetings held on the worksite and recorded in the Site Supervisors diary.

## **7) Site and Team Safety Plans**

We will provide a Site Specific Safety Plan (SSSP) or a Team Safety Plan on all of our worksites. These will be stored in the Hazardco Site and Team Packs and will be available on request.

The SSSP and Team Safety Plans outline the following:

- Contact details for the Site Supervisor or person in control of the worksite;
- The responsibilities of the Site Supervisor, Employees and Contractors working on the contract;
- The Hazard Identification and Management process to be used on the worksite;
- A summary of how our Health & Safety Programme will be implemented for each job on which we are engaged;
- A list of hazards likely to be encountered on the worksite and the recommended controls that should be in place to control the listed hazards.

## **8) Accident/Incidents**

In the event of an accident where a person appears to be injured, our priority is to preserve life by providing first aid and calling the emergency services on 111.

A first-aid kit and a person qualified in first aid will be on our worksites at all times.

We will ensure that if there is a serious harm injury, our Employees and Contractors preserve the accident site by leaving everything as it is until we have sought advice from Hazardco or have permission from the Labour Group (formerly DOL) to clean up or move anything. We will also take photos of the accident site as a record of what has happened.

All accidents and near-miss incidents will be recorded and investigated using the Hazardco process outlined below.

## **9) Injury/Incident Reporting and Recording**

Notification and Accident Investigation forms for recording and reporting any incident or injury, including serious harm injuries, will be available on the worksite in each Site and Team Pack.

These forms are also available from Hazardco who will email them to us in the event of an accident.

Employees and contractors are expected to report all injuries and near-miss incidents to their Site Supervisor or the Principal to a Contract, as well as to Hazardco for recording purpose. The Site Supervisor or person in control of the worksite will report all serious harm accidents to the Principal.

Minor injuries and near misses that are reported will be recorded by the Site Supervisor or person in control of the worksite using the prescribed form, forwarded to Hazardco and discussed at the next safety meeting.

Hazardco will oversee the reporting and investigation of accidents and incidents. This is to ensure that the Injury Notification and Accident Investigation forms are completed correctly, any causes are identified and that any remedial action proposed is appropriate.

All serious harm injuries will be reported to the Labour Group (formerly DOL) verbally as soon as possible, as well as in writing within 7days using the prescribed form.

## **10) Investigating Accidents and Incidents**

We will investigate all accidents, incidents and near misses to determine whether they were caused by significant hazards. Where applicable, we will also find out what controls were absent and should be put in place to manage any hazard and prevent a repeat of the same occurrence.

All persons present at the time of the accident/incident are expected to assist in any investigation.

The Site Supervisor or person in control of the work site is responsible for investigating accidents and documenting their findings on the Hazardco Accident Investigation form.

Hazardco will review all Accident Investigation Forms and provide assistance and advice to manage any identified hazards in relation to any accidents.

## **11) Emergency Procedures**

Each Hazardco Site and Team Pack Contains an Emergency Plan template, which contains the following:

- What to do if someone is injured on site:
- What to do if there is an emergency such as fire or an earthquake;
- Important emergency contacts; and
- The location of the assembly area(s).

A summary of the Emergency Plan is also listed on the Site and Team Hazard Boards.

The Site Supervisor or person in control of the worksite is responsible for ensuring that the Emergency Plan is up to date, on site, all Employees and Contractors have read it and are familiar with its content. All Employees and Contractors will be taken through the Emergency Plan as part of their site induction.

## **12) Notifiable Works**

The requirement to notify the Labour Group (formally DOL) is defined in the Health & Safety Regulations Sections 2 and 26, and a summary of these is held in the Hazardco Site and Team Packs.

Where notifiable work is to be carried out by the company, the Labour Group will be informed in writing at least 24 hours prior to commencement of such work using the Notifiable works Form also held in the Hazardco Site and Team Packs.

The Principal to a contract will be provided confirmation of any notifiable works and a copy of the notification for their records.

If the engaged on notifiable work, our Site Supervisor will be the holder of an appropriate safety qualification.

A copy of the completed Notifiable Works Form will be held in the Hazardco Site or Team Pack and blank forms can be downloaded from the Hazardco website ([www.hazardco.com](http://www.hazardco.com)).

The Hazardco SSSP process ensures that the Notifiable Works Form is automatically produced. We then complete this form and fax directly to the Labour Group prior to the commencement of any notifiable work.

## **13) Safe Plant and Equipment**

We will ensure that all plant and equipment supplied to Employees and/or Contractors is of the required standard and is in good working order with all safety mechanisms intact. If any equipment is not in safe working order it will be removed from service and repaired by a competent person before use. Employees and/or Contractors will be made aware of their obligation to regularly inspect plant and equipment and immediately report any damage or fault.

We will ensure our Employees and Contractors have suitable Personal Protection Equipment (PPE) relevant to the plant being used and make certain that they have been trained in the correct use and maintenance of such equipment. We will ensure that Contractors supply suitable PPE appropriate for the job they are undertaking and make sure it is used and maintained correctly.

## **14) Site Safety Representative**

We will appoint a representative to actively promote health and safety in our workplace to ensure appropriate safe work practices are in place on site.

This person will be made known to all Employees and Contractors on site and may be a dedicated health and safety person, a supervisor, senior worker or a director who is designated to act on behalf of the company with regard to health and safety.

## **15) Communication**

Appropriate communication will be established with all persons working on our site to ensure all information regard safety is passed on. This will include the notification of hazards brought on to the site of created during the course of our work.

This will be implemented during Site Inductions, regular Toolbox Meetings and verbally as required throughout the job. The aim is to ensure that all workers and visitors to the site are aware of the hazards as they arise and equally be advised when they no longer exist.

If English is a second language of any Employees or Contractors, we will ensure hazards and their controls are effectively communicated to them using the Hazardco visual tools such as the Induction and Training Cards.

## **16) Contractor Management**

When engaged as the Principal to a contract we will take all practicable steps to manage the safety of our Employees and Contractors whilst working under that contract.

As part of this we will ensure new Contractors are pre-qualified to ensure they meet our minimum standard of health and safety compliance and existing Contractors have a system that also meets this standard.

The minimum required standard for any Contractor working for us is outlined below. They must provide evidence of an 'active' on-site health and safety system that contains the following elements:

- A site Induction process for visitors and Contractors;
- A hazard Identification and Management process;
- Relevant training records for staff and supervision of inexperienced staff;
- An Accident/Incident and Investigation Reporting process;
- A Monitoring and Review process;
- An Emergency Procedure; and
- A Notifiable Works process.

Where applicable, Hazardco will assist with ensuring all Contractors meet this minimum requirement.

## **17) Hazardous Substances**

As required by the Hazardous Substances and New Organisms Act (HSNO Act) 1996, we will ensure that when using hazardous substances, no action or inaction of our Employees or Contractors causes an adverse effect to the environment or any harm to any person coming in contact with that substance.

We will ensure the correct and safe use, handling, storage and transportation of hazardous substances and where required, our Employees and Contractors will have the correct handling or storage licenses. When hazardous substances are used on our worksites, we will ensure that Material Safety Data (MSD) sheets are held on site and are readily available in the event of an emergency.

## **18) Obligations**

The following is a summary of the main legal obligations contained in the Health & Safety in Employment Act 1992 and subsequent Amendments. 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 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 practicable steps to eliminate, isolate or minimise those hazards. You must first look to eliminate any hazard that exists – if you cannot you must isolate the hazard. If you cannot isolate, you must decide how the risk of injury can be minimised.

Employers and Principals are also required to take all 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 the Labour Group 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.

## 19) Definitions

**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.

**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.

**Hazard** means an activity, arrangement, circumstances, 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.

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

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

**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 purpose to this Act.

**Hazard control** means managing a significant hazard through Elimination, Isolation or Minimisation and Monitoring.

**Principal to a Contract** means a person who engages any person (otherwise than as an employee) to carry out any work for gain or reward.

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

**Contractor** means a person engaged by any person (otherwise than as an employee) to perform any work for gain or reward.

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

**Visitors** include groups such as customers, hospital patients, Contractors or other visitors to the workplace, an employee's family, passers-by and any other person who may be affected by the work activity.

**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.

## **SUPERVISOR RESPONSIBILITIES**

The Safety Officer is responsible for:

Informing employees of workplace hazards

Recording any new hazards in the Hazard Register

Hazard monitoring

Recording all accidents and near misses in the Accident Register

Risk assessment of all hazards and near misses

Investigating all accidents and near misses recorded in the Accident Register and advising management of the results including any recommendations for improvement.

Regular checks of the work place to identify potential hazards

## **STAFF RESPONSIBILITIES**

To identify and minimise any hazards that may occur in the course of their work.

To report all hazards or potential hazards and accidents to the Safety Officer.

To familiarise themselves and comply with all safety procedures relating to their work

Report any unsafe or faulty equipment, or low supplies of any item to the Safety Officer. Use the "not safe" form if necessary.

To advise management of any allergies or health issues and the treatment necessary.

To be aware of instructions for emergencies and to familiarise themselves with these instructions.

While at work all employees are responsible for ensuring their own safety and the safety of others as far as practicable.

## **WORK RELATED ACCIDENTS**

All work related accidents shall be properly notified and accurately reported. Notify your Safety Officer and ensure that the accident report is completed.

### **Minor Accidents**

- Initiate/arrange first aid or other assistance as applicable.
- All employees involved in work related accidents will need to report the accident to the Safety Officer who will complete a Work Related Accident Report in the Accident Register.
- The Safety Officer will investigate the accident.
- Management is to be notified immediately of accidents that will result in time off work.

### **Procedure In case of a Serious Accident**

- Stay calm. Do not move the injured person unless there are other dangers.
- Arrange first aid or other services or assistance as applicable.
- Do not disturb accident site unless further harm will occur or the potential for further harm exists.
- Management is to be notified immediately of any serious accidents.
- Worksafe New Zealand to be advised as soon as possible within 7 days of the accident.
- All serious accidents will be investigated and an accident report completed.

## **OPERATING INSTRUCTIONS FOR MACHINERY AND EQUIPMENT**

The management of MMDL will ensure that all machinery and equipment are in safe working order. Regular maintenance and servicing will be conducted. Employees should be familiar with the operating instructions before using any machinery and equipment. If an employee is unsure or feels he or she requires more training management is to be advised immediately and training will be provided.

Company policy is: "if you are unsure – ask"

**Report any unsafe or faulty equipment immediately.**

Keep all machinery and equipment clean. Good working habits provide a safer environment.

Isolate machinery and equipment before putting hands or fingers in – *engage your brain first*. Isolate means turned off and disconnected from the power supply.

### **Guarding**

All tools, equipment and machinery guards shall be used in the designed manner at all times.

Guards must not be removed or displaced.

If any guard is removed for setting up machine, it is the responsibility of the person removing the guard to replace it.

If any guards are altered, notify your Safety Officer or Management.

**Machinery and equipment of all types MUST NOT be used unless all guards required are in place.**

### **Portable Power Tools**

Ensure only correct electrical connections are made. No make shift provisions are to be used.

Ensure all leads to tools are tagged, in good condition and are run in a safe manner to avoid damage to lead or unnecessary obstacle for other people.

Use an isolating transformer (RCD) or similar as appropriate.

## **LIFTING EQUIPMENT**

Check load weight and lifting gear (strop and sling ratings) and ensure the lifting gear is capable of lifting the load.

Loads are never to exceed the maximum load rating of the equipment.

Ensure load is balanced.

Always use the correct lifting points.

Always keep hands clear of pinch areas.

Secure loads in a suitable manner.

Report any damage or any faulty lifting equipment.

Do not use any damaged or faulty lifting equipment.

## TRENCH COLLAPSE

- Call emergency services
- Start hand excavation to locate victim. Use prodders carefully to assist.
- Keep all dewatering plant in operation.
- Avoid using mechanical equipment in the same trench
- If a machine must be used, excavate a new trench alongside the cave in. Then hand shovel loose materials across into the new trench
- Do not shift the victim when uncovered, clear their face, keep them warm and comfortable.
- Take precautions to prevent further collapse.

## ELECTRIC SHOCK

- Turn off the power source
- To assist the casualty if the power cannot be turned off, use heaving insulating **dry** gloves, or something made of rubber, **dry** cloth or wood to free the casualty
- Start resuscitation immediately if breathing is not evident
- Leave equipment as is
- Attach an “Equipment Unsafe” tag to the power source isolating switch
- Notify your supervisor immediately

## EXPLOSION

- If small and damage is minimal, ensure no fire can start and report to the manager
- For a large explosion – phone emergency services, minimise risk of fire
- Locate and attend to victims
- Assemble remaining staff for roll call

## ACCIDENT/INJURY

- Keep calm- so that you can help
- Seek medical attention as soon as possible if necessary
- Advise your supervisor or ask someone else to do so
- In the event of a serious accident or injury ensure the Ambulance Service is notified. Dial 111
- Clearly describe your location and the nature of the injury
- DO NOT move the casualty unless the person is in danger of further injury – further movement may aggravate the injury
- Stop any serious bleeding
- Monitor and maintain: **A**irways, **B**reathing, **C**irculation.

## CHEMICAL EXPOSURE

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

- National poisons information Centre  
**0800 POISON** (0800 746 766)

## **SUMMARY OF THE BASIC SAFETY RULES**

- All visitor must have authorisation to enter any area where public is excluded.
- Where required or designated, approved safety equipment must be used.
- All areas must be kept clear and free of hazards.
- Machinery must not be operated without guards or with damaged guards.
- Safety devices must not be tampered with.
- Inspect equipment for safety and hazards before use.
- Be aware of moving machinery or equipment at all times.
- Follow recommended procedures for handling hazardous materials.
- Keep aisles, exits, driveways and fire extinguisher accesses clear.
- Before entering any area observe safety signs and rules.
- Apply appropriate safe lifting practises – manual or with equipment.
- Report all unsafe act or imminent dangers.
- Report all accidents and incidents, including near misses.
- Before starting any new project job, look for and discuss safety issues.
- Plant and equipment must only be operated by suitably skilled persons.
- For customer site work – observe safety rules at customer’s job sites.
- Be fully aware of evacuation and emergency procedures.
- Maintain an appropriate standard of housekeeping and general hygiene.
- Vehicles may only be driven by qualified and authorised personnel.