

Insitu Building Co. Ltd

HEALTH AND SAFETY

POLICY AND PROCEDURE

MANUAL

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HEALTH AND SAFETY POLICY AND PROCEDURE MANUAL

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INTRODUCTION

Insitu Building Co. Ltd is committed to providing a healthy and safe workplace that enables all work activities to be carried out safely and in compliance with:

- the Health and Safety at Work Act 2015
- the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- any other regulations, standards and best practice guidelines applicable to the industry.

We will take all reasonably practicable measures to eliminate risks to the health and safety of our workers, contractors, volunteers and people who may be affected by our operations. Where it is not reasonably practicable to eliminate risks to the health and safety of those persons, we will reduce those risks so far as is reasonably practicable.

Overview of Health and Safety Procedures

We are using HazardCo's Health and Safety System to assist us in providing a safe and healthy workplace and in complying with our legal obligations.

The system consists of guided H&S content via the HazardCo App, H&S resources and procedures, advisory, and incident support.

When implemented effectively, the system helps to ensure we address our primary duty of care to "ensure, so far as reasonably practicable, the health and safety of our workers while they are at work" and our duty to "ensure that the health and safety of other persons is not put at risk from work we carry out".

Our health and safety system provides us with the ability to specifically show:

- our commitment to safety management (as stated in our Health and Safety Policy Statement)
- our objectives for monitoring and continuously improving health and safety
- our workplace safety procedures including risk management (a system for identifying hazards and controlling the risks to health and safety)
- how we provide safe plant, machinery and equipment

- the facilities we provide for the welfare of workers
- how we provide information training and supervision to our workers
- our incident reporting, recording and investigation procedures, including notification of notifiable incidents to WorkSafe NZ
- our worker participation process
- our emergency planning for our workplaces
- how we monitor and review our health and safety performance
- how we provide and maintain Personal Protective Equipment (PPE) for all workers
- our process for informing WorkSafe NZ of notifiable works
- visible evidence of our system in operation.

For the purpose of continuity in this document:

- the term 'worker' is defined as "a person who carries out work in any capacity for a PCBU (includes employees, contractors, subcontractors, employees of labour hire companies, apprentice or trainee, a person gaining work experience and volunteers)"
- the term 'workplace' is defined as "any place where a worker goes, or is likely to be, while at work" and includes "a vehicle, vessel, aircraft, ship or other mobile structure".

Purpose

This H&S manual documents the company's H&S commitment to its workers. This manual also outlines H&S procedures and provides information on how the company will:

- manage H&S across its operations from a risk management perspective, including its approach for implementing, monitoring and continually improving H&S
- comply with relevant legislation
- Inform, instruct and train workers on the contents of this manual and other company documents
- create a positive H&S culture and work practices
- establish H&S document and record management arrangements.

The manual has two parts:

Part A - H&S company level policy and procedure documents.

Part B - H&S operational procedures that may be required.

H&S Documents

An H&S management system consists of different types of documentation. The company maintains a document hierarchy to describe the types of documents and their relationships. It is important the manual is read in conjunction with other documents outlined below.

The document hierarchy is as follows:



H&S Culture

An H&S culture represents the H&S beliefs, values and attitudes shared by the majority of people within the company or workplace. A positive H&S culture can result in improved H&S and company performance.

We will strive to establish and maintain a positive and proactive H&S culture across the company and all our workplaces through the implementation of our H&S Management system.

Glossary List

| Term | Explanation |
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| Accident | An event that (a) causes any person to be harmed; or (b) in different circumstances, might have caused any person to be harmed. |

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| ACOP | Approved Code of Practice - recommended methods that should be used to comply with legislation. |
| Business or undertaking | The usual meanings are: <ul style="list-style-type: none"> ● business: an activity carried out with the intention of making a profit or gain ● undertaking: an activity that is non-commercial in nature (e.g certain activities of a local authority). |
| Competent person | Generally this means a person who has the relevant knowledge, experience and skill to carry out a particular task, and has a relevant qualification (or their employer has evidence demonstrating that the person has the required knowledge, experience, and skill). |
| Contractor | Someone a person pays to do a job but who is not employed by that person. |
| Control measure | A way of eliminating or minimising risks to health and safety. |
| Designated agency | A government agency, other than WorkSafe, designated to carry out certain health and safety functions. |
| Duty holder | A person who has a duty under the Health and Safety at Work Act 2015 (HSWA). There are four types of duty holders – Person Conducting Business or Undertaking (PCBU) officers, workers and other persons at workplaces. |
| Documentation Review | All health and safety documentation is to be reviewed at least annually, unless otherwise specified in law/regulation e.g SDS every 5 years |
| Eliminate | Remove the sources of harm (eg equipment, substances or work processes). |
| Good practice | Practices that have been proven to work well and |

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| | produce the desired results. |
| Hazard | Something that has the potential to cause somebody harm. |
| Health and Safety at Work Act 2015 (HSWA) | HSWA is the key work health and safety law in New Zealand. All work and workplaces are covered by HSWA unless specifically excluded. |
| Health and safety representative (HSR) | Health and Safety Representatives (HSRs) are workers elected by members of their work group to represent them in health and safety matters. |
| Health monitoring | Monitoring workers' health to see if their work is harming their health and to assess ongoing effects. |
| Incident | An incident is unexpected and causes disruption, damage, harm, or loss to people, property, or the environment. |
| Injury | Damage or hurt to someone. |
| Investigation | A process of gathering information about an accident or incident to find out why the accident or incident happened and how to stop it from happening again. |
| Isolate | Isolate the hazard giving risk to the risk to prevent any person coming into contact with it (e.g by separating people from the hazard). |
| Lock out/tag out (LOTO) | A set of procedures used to ensure equipment is shut down, inoperable, and (where relevant) de-energised. This allows maintenance and repair work to be performed safely. |
| Minimise | Take steps that protect the health and safety of people by either reducing the likelihood of an event occurring, or reducing the level of harm to people if it does occur. |
| Near miss | An incident which did not result in injury, illness |

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| | or damage, but potentially could have. |
| Notifiable event | <p>A notifiable event is when any of the following occurs as a result of work:</p> <ul style="list-style-type: none"> ● a death ● notifiable illness or injury (see below) ● a notifiable incident (see below). <p>Under the HSWA, you must notify WorkSafe when a notifiable event occurs.</p> |
| Notifiable injury or illness | <p>An injury or illness that requires the person to have immediate treatment (other than first aid).</p> <p>For example, a serious head injury, a serious burn, an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment or to have medical treatment within 48 hours of exposure to a substance.</p> |
| Notifiable incident | <p>A notifiable incident means that someone has been immediately exposed to a serious risk to their health and safety because of an unplanned or uncontrolled work incident.</p> <p>For example, exposure to a leaked substance, an electric shock, or the collapse/partial collapse of a structure.</p> |
| Officer | <p>An officer is a person who has the ability to significantly influence the management of a PCBU.</p> <p>This includes, for example, company directors and chief executives.</p> <p>Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations.</p> |
| Overlapping PCBU | A PCBU's duties may overlap with those of other |

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| duties | <p>PCBUs.</p> <p>When two or more PCBUs are working together at the same location or through a contracting chain, they must work together to fulfill their duties of care and manage risks. Where those duties overlap, the PCBUs must consult, co-operate and co-ordinate with each other to meet their health and safety responsibilities to workers and others.</p> |
| PCBU (Person Conducting Business or Undertaking) | <p>Most commonly an organisation but may be an individual person.</p> <p>An individual carrying out business as a sole trader or self-employed person is also a PCBU.</p> <p>A PCBU does not include workers or officers of a PCBU, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work.</p> |
| Personal protective equipment (PPE) | <p>Anything used or worn by a person (including clothing) to minimise risks to the person’s health and safety; this includes air-supplied respiratory equipment.</p> <p>PCBUs have a duty to provide PPE, and also related duties covering selecting, using/wearing, maintaining, repairing and replacing PPE.</p> |
| Primary duty of care | <p>A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work.</p> |
| Reasonably practicable | <p>‘Reasonably practicable’ means what is or was reasonably able to be done to ensure health and safety, taking into account and weighing up relevant matters including:</p> <ul style="list-style-type: none"> ● the likelihood of the risk concerned |

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| | <p>occurring or workers being exposed to the hazard</p> <ul style="list-style-type: none"> ● the degree of harm that might result ● what the person concerned knows, or ought reasonably to know, about: ● the hazard or risk ● ways of eliminating or minimising the risk ● the availability and suitability of ways to eliminate or minimise the risk ● after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. Control measures can only not be implemented where cost is grossly disproportionate. <p>See WorkSafe’s Reasonably Practicable fact sheet for more information.</p> |
| Risk | Exposure to harm. |
| Risk assessment (RA) | A process of identifying, analysing, and evaluating potential risks and hazards associated with a particular task, project, or situation. Risk assessments are important for making informed decisions and ensuring that risks are managed effectively. |
| Safety data sheet (SDS) | Information about how a product could harm people and how to safely store, use and handle that product. |
| Serious harm | <p>An injury or an illness created by work-related activity that causes permanent or temporary severe loss of bodily function, including:</p> <ul style="list-style-type: none"> ● amputation ● burns requiring specialist attention |

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| | <ul style="list-style-type: none"> ● loss of consciousness ● from lack of oxygen, or from absorbing, inhaling or eating/drinking a substance ● damage to hearing or eyesight ● poisoning ● respiratory disease or cancer ● death. <p>Any injury or illness that causes a person to be in hospital for 48 hours or more is also considered 'serious harm'.</p> |
| Standard | Follow these to achieve the desired level of quality. |
| Task analysis (TA) | Designed to document tasks to understand in detail how they are performed. |
| Toolbox/safety talk | A short informal group meeting or discussion about a specific health or safety issue or topic. It's a good way to provide information to workers and to start health and safety conversations. |
| Unit standard (US) | Unit standards are registered on the National Qualifications Framework (NQF) and describe what a learner needs to know or what they must be able to achieve. Standards specify learning outcomes. Each standard is usually defined with a number. |
| Worker | <p>A person who carries out work in any capacity for a PCBU is called a worker.</p> <p>This includes employees, contractors, subcontractors, employees of labor hire companies, apprentice or trainee, a person gaining work experience and volunteers.</p> <p>Although workers don't have specific duties for worker participation or engagement, they do have</p> |

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| | duties to keep themselves and others safe. |
| Workplace | Any place where a worker goes, or is likely to be, while at work. This also includes a vehicle, vessel, aircraft, ship or other mobile structure. |
| Workplace monitoring | Involves measuring exposure to a hazard arising from work (e.g noise, vibration). |
| WorkSafe New Zealand (Worksafe) | WorkSafe is the government agency that is the work health and safety WorkSafe. WorkSafe collaborates with PCBUs, workers and other duty holders to embed and promote good work health and safety practices, and enforce health and safety law. Other government agencies can be designated to carry out certain health and safety functions, for example, Maritime New Zealand and the Civil Aviation Authority. |

Part A: H&S POLICIES AND PROCEDURES

Policies

Our policies outline our commitment to provide a safe and healthy working environment for the prevention of work-related injury and ill health and are appropriate to the purpose, size and context of our company.

Our policies will be communicated and made available to workers and other persons as appropriate.

| Policy | Appendix |
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| H&S Policy | Appendix 1 |
| Injury Management / Return to Work Policy | Appendix 2 |
| Alcohol and Other Drugs Policy | Appendix 3 |

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| Workplace Discrimination, Harassment, Bullying Policy | Appendix 4 |
| Mental Health and Wellbeing Policy | Appendix 5 |
| Environmental and Sustainability Policy | Appendix 6 |

Breaches to Policies

All our workers are required to comply with the policies during the course of their employment, regardless of the workplace they are working at.

If a company worker breaches a policy following an investigation, or fails to comply with a reasonable direction, they may be subject to disciplinary action. This may include counseling, warnings, suspension/stand down on pay, demotion, or termination of employment.

Where our company holds a reasonable belief following investigation, that a company worker is engaging, or has engaged, in an activity that may constitute a criminal offense (including use, possession or dealing in drugs), we will refer the matter to the Police.

Roles and Responsibilities

The responsibilities, detailed below and in subsequent sections of this manual, will be referenced more broadly, where applicable, in other documents such as individual position descriptions and contractual agreements.

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| Directors / Officers | Responsibilities for H&S include, but are not limited to: <ul style="list-style-type: none"> ● acquiring and keeping up-to-date knowledge of H&S matters ● gaining an understanding of the nature of the company operations, and of the hazards and risks associated with those operations ● ensuring appropriate resources are available, and processes implemented, to eliminate or minimise risks to H&S as part of the company’s undertaking ● ensuring systems are established for acquiring information regarding incidents, hazards and risks |
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| | <ul style="list-style-type: none"> ● ensuring the information is assessed and appropriate controls are implemented in a timely manner ● complying with all reasonable H&S requests made of them by management. |
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| Employers / Self-employed persons | <p>Responsibilities for H&S include, but are not limited to:</p> <ul style="list-style-type: none"> ● providing and maintaining a work environment, or work premises, that are safe and without risks to health ● providing and maintaining safe plant (machinery and equipment) ● providing and maintaining safe systems of work. ● Ensuring the safe use, handling, storage or transport of plant or substances ● providing workers the necessary information, instruction, training or supervision to enable them to do their work in a way that is safe and without risks to health ● ensuring an TA is prepared for high-risk work before starting the work ● ensuring that the high-risk work is performed in line with the TA ● providing a copy of TA to the Principal Contractor before the start of high-risk work ● providing and maintaining suitable facilities for the welfare of workers ● consulting with workers including contractors on matters related to health or safety that directly affect, or are likely to directly affect them ● monitoring the health of our workers and conditions at the workplace to prevent the risk of illness or injury ● managing rehabilitation and return to work initiatives for injured workers ● assisting in dispute resolution in line with agreed processes. |
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| Principal Contractor (PC) | <p>Responsibilities for H&S include, but are not limited to:</p> <ul style="list-style-type: none"> ● establishing, updating and implementing an SSSP before starting a construction project ● ensuring all persons who carry out construction work are made aware of, and have access to the SSSP, before starting the project or work, including any revisions to the SSSP ● taking reasonable steps to obtain a copy of an TA before starting high-risk work ● installing signage for the construction project ● ensuring the workplace and the means of entering and leaving it are safe and without risks to health ● managing risks associated with the following: <ul style="list-style-type: none"> ○ the storage, movement and disposal of construction materials and waste ○ the storage of plant that is not in use ○ traffic in the vicinity of the workplace that may be affected by construction work ○ essential services at the workplace ● ensuring the workplace is secured from unauthorised access e.g suitable temporary fencing on a residential construction workplace. <p>Note: Where a PC also meets the definition of an Employer or Self Employed person under Legislation, the PC also has the responsibilities of <i>Employers / Self-employed persons</i>.</p> |
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| Site Supervisors | <p>Responsibilities for H&S include, but are not limited to:</p> <ul style="list-style-type: none"> ● coordinating the safe interaction between contractors and workers on-site ● ensuring this SSSP is available for sighting ● ensuring the Principal Contractor signage is displayed and visible ● consulting with workers and contractors on H&S matters that may affect them ● coordinating TA amendments as appropriate ● ensuring high-risk work ceases immediately if |
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| | <p>work is not carried out as per the documented TA</p> <ul style="list-style-type: none"> ● ensuring all contractors and visitors to the workplace receive the relevant workplace safety induction ● confirming contractors have established systems to provide workplace safety briefings to their workers ● confirming workplace first aid and emergency response requirements are established and monitored ● assisting in rehabilitation and return to work initiatives (for direct workers, as and when required - for instance if the manager is unable to) ● assisting in dispute resolution. |
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| Workers | <p>Responsibilities for H&S include, but are not limited to:</p> <ul style="list-style-type: none"> ● taking reasonable care of their own H&S and that of others ● complying with all reasonable directions provided by our company, in line with the H&S Act 2004, including those stipulated in: <ul style="list-style-type: none"> ○ the company's H&S Policy and Procedure document and any other associated procedures or instructions whether written or verbal ○ the SSSP and any other associated procedures or instructions whether written or verbal ○ any other stipulated H&S rules or reasonable instructions, whether verbal or written at each workplace where company workers are engaged to work ● identifying hazards, and assess and control risks to H&S that are under their control ● identifying and participating in the risk assessment for all high-risk work e.g TA ● ensuring high-risk work ceases immediately if work |
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| | <p>is not carried out as per the documented TA</p> <ul style="list-style-type: none"> ● acting in a manner so as not to cause injury to themselves or fellow workers ● reporting all work related incidents immediately to the Site Supervisor or manager and relevant first aid officer (where applicable) as soon as possible ● maintaining good housekeeping and hygiene standards at all times ● observing and complying with all workplace warning signs and notices ● wearing Personal Protective Equipment where required or stipulated by the company or the workplace ● conducting tasks in a safe manner and in accordance with the information, instruction and training given to them and applicable risk assessment/TA ● ensuring they are fit for work and advising their supervisor if this is not the case during the course of work ● undertaking a workplace specific induction before starting the works ● not removing, altering or modifying any safety device that they are not authorised or competent to do so, e.g guarding, scaffolding ● participating in the rehabilitation process where a worker sustains a work-related injury or illness through the course of their employment. This includes communicating regularly with their designated supervisor or manager on their recovery and suitable duties plan(s). |
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| Contractors | <p>Note: Where a Contractor also meets the definition of Employer or Self Employed person under Legislation, the Contractor also has the responsibilities of <i>Employers / Self-employed persons</i>.</p> <p>Note: Where a Contractor also meets the definition of</p> |
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| | Worker under Legislation, the Contractor also has the responsibilities of <i>Workers</i> . |
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| HSRs | <p>Health and Safety Representatives (HSRs), where elected and present on-site, have an important role in relation to H&S. This can include:</p> <ul style="list-style-type: none"> ● participating in consultation between the Employer, Site Supervisor or any other person to manage the risk associated with hazards that may impact the H&S of workers they represent on-site, e.g. workers of a specific Designated Work Group ● participating in workplace inspections, for any areas where the workers they represent work on-site ● participating in incident investigations or complaints, for any workers they represent on-site ● making enquiries into anything that appears to pose a risk to the health or safety of workers they represent. |
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If our work involves engaging with other employers and self employed workers (contractors), we will consult and cooperate with them, and coordinate all activities to ensure risks are managed appropriately.

Inductions

Workers, clients and visitors will be made aware of the potential risks they may face in the workplace. This will be communicated through hazard boards, site maps, workplace rules and other relevant information applicable to the workplace. Workplace rules must be followed by any contractor, client or visitor to prevent harm.

All workers, clients and visitors will be briefed on the procedures that must be followed in an emergency in the workplace.

Contractor Induction

All contractors will be pre-qualified before starting work to ensure they are trained and competent and working without risk to health and safety.

The supervisor/manager is responsible for inducting contractors (workers) prior to entering the workplace and for finding out what hazards, if any, they have brought to the workplace. The hazard board will be updated to reflect any additional hazards.

Client and Visitor Induction

Clients and visitors to the workplace will be taken through the Induction Procedures and shown the hazards they may encounter in the workplace. They will sign the Induction Register as proof an induction has taken place. Where possible, visitors to the workplace will be escorted for the duration of their visit.

Worker Induction

All new workers will be inducted into our workplace to ensure they have the required knowledge to carry out their work safely. All workers are required to have general construction induction training before working on-site. General health and safety, hazards, worker safety, worker participation, worker duties and workplace rules will be discussed as part of the induction process.

Training needs will be identified and provided by the company for all company workers, including management. Training and competency can range from induction training, on-going H&S training, verification of competency (e.g. assessment) and any specialist training (e.g. trade qualification, First Aid) that may be required.

All worker inductions will be recorded on the Worker Induction Checklist and signed by both the new worker and the person carrying out the induction. Copies will be kept on workers' personnel files.

Worker inductions may be raised as an agenda item and discussed at Health and Safety Meetings.

Training and Supervision

To ensure all workers are competent to carry out their work safely, we will carry out the following training and supervision:

- Ensure all workers are competent to carry out their work safely, or are supervised by a competent person until they are deemed competent to carry out work unsupervised.
- Ensure all contractors are competent and hold all the relevant qualifications for the work they are engaged to carry out.
- Ensure workers receive adequate information, training, instruction and supervision relevant to the work they are doing.
- Workers will be trained in the safe use of plant, machinery and equipment, including the use and maintenance of Personal Protective Equipment (PPE).
- We will maintain a record of worker training and competency on our Training Register and ensure it is updated regularly.
- Supervisors will complete the relevant HazardCo course, or equivalent, to ensure they are competent in health and safety management.
- Ensure the multiple learning styles are catered for and train our workers in a show, tell, do format.

We will ensure our workers undertake required training and are competent to carry out their work. Training requirements will be maintained e.g where expiry dates apply. We will track and keep records of training, e.g training register, certificates.

HazardCo resources will be used at regular intervals to refresh workers on the workplace hazards and the required risk controls. Worker training sessions and training needs will be discussed and documented at our Health and Safety Meetings and scheduled as part of our ongoing upskilling program.

Any incident where training has been identified as a factor contributing to an incident, will be raised and discussed at our Health and Safety Meetings.

Vulnerable Workers

We will take steps to protect workers who may be at a higher risk of being exploited, mistreated, or discriminated against in the workplace due to being a vulnerable worker.

There are many factors that can make a worker vulnerable, including their age, gender, race, ethnicity, immigration status, disability, language proficiency, experience level and socio-economic status.

We will provide access to support and resources for those who experience mistreatment or abuse. We will ensure that vulnerable workers understand the tasks required of them and that workplace policies and practices do not discriminate against this type of worker.

Consultation and Communication

Our company will consult with workers and contractors on matters that relate to H&S on-site, including:

- the identification and control measures for hazards and activities
- decisions relating to the adequacy of facilities and amenities
- any changes that may affect the health and safety of workers and contractors
- any new procedures or any changes to existing H&S procedures that may affect the health and safety of workers and contractors.

When our workers or contractors are represented by a Health and Safety Representative, consultation will involve that representative.

Safety Meetings

The purpose of toolbox meetings is to engage workers and contractors in H&S processes, gather feedback, generate ideas, address/advise concerns or positive actions, and advise of process changes.

Safety meetings should be held regularly and when planning high-risk work.

Documentation of safety meetings will be recorded using the HazardCo App. All attendees of a safety meeting will be captured through a photo, or listed in the HazardCo App, as a record of attendance.

Issue Resolution

Work health and safety issues can arise from any number of situations, for example there may be different opinions relating to a workplace health and safety issue, such as:

- different views on risks or potential risks

- questions over what should happen in a particular situation.

We will follow up all health and safety issues with the relevant parties as soon as reasonably possible.

We will take into account:

- the number and locations of workers affected by the issue
- whether temporary measures are possible and appropriate
- time involved until a permanent solution is put in place
- who will be responsible for the corrective actions.

Workers will be consulted on the agreed process for issue resolution for the workplace, and where required the appropriate parties will be involved, e.g. HSR, supervisors, contractors.

Worker Participation and Engagement

We will provide reasonable opportunities for all workers to participate effectively in improving health and safety in our workplace.

When we have more than 19 workers in a workgroup, we may elect a Health and Safety Representative (HSR) and/or create a health and safety committee who will meet regularly (minimum once every 3 months) to discuss workplace health and safety.

A HSR may be elected whether there is a committee in place, or not. They are a dedicated health and safety person or worker, who is able to act on behalf of all workers on matters of health and safety.

We will ensure HSR are elected, provided with the required health and safety representative training and made known to all workers and contractors in accordance with legislation.

Where we receive multiple candidates a vote will be held as to the preferred candidate. Where we receive only one candidate, that person will be appointed to the position for a period of three years.

We will ensure worker representatives are able to actively contribute to health and safety in our workplace by participating in regular health and safety meetings.

We will establish appropriate communication and participation methods to ensure relevant health and safety matters are considered and understood.

As a PCBU we will engage with our workers to help us:

- identify hazards and assess risks
- make decisions about ways to eliminate or minimise risks
- make decisions about the adequacy of our health and safety facilities
- decide on appropriate worker participation practices
- monitor control measures through reviews, meetings, health surveillance records, etc.

This will involve:

- sharing information on health and safety
- allowing them to express their views, raise work health and safety issues and contribute to the decision making process
- taking into account their views
- advising them of the outcome of any discussions and decisions
- involving any Health and Safety Representatives in our discussions.

We will do this by:

- inducting all workers to our workplace
- providing sufficient information and training specific to the health and safety risks for the work being undertaken
- ensuring workers have an opportunity to participate in health and safety via health and safety meetings and health and safety representatives (where applicable)
- holding regular (e.g monthly) health and safety meetings with management, workers and their representatives (as applicable)
- agreeing (as a group) on any required actions and documenting these in our Health and Safety Meeting Checklist
- distributing/making the health and safety meeting outcomes available to all workers.

Hazard Identification and Risk Management



We have the following procedures in place to effectively manage hazards and risks introduced by us and by our daily workplace activities. Using the following method ensures hazards are appropriately managed and the level of risk to our workers is reduced.

Identify

We will consider the following when a hazard is identified:

- What is the nature of the hazard and is it reasonably practicable to eliminate it?
- What is the likelihood the hazard will cause an injury or incident? What controls can we put in place to decrease the likelihood of this?
- What are the consequences or effects of the hazard? Who will be affected and how could this impact the individual, business, and productivity?

Hazards and their risk controls are identified in the following places:

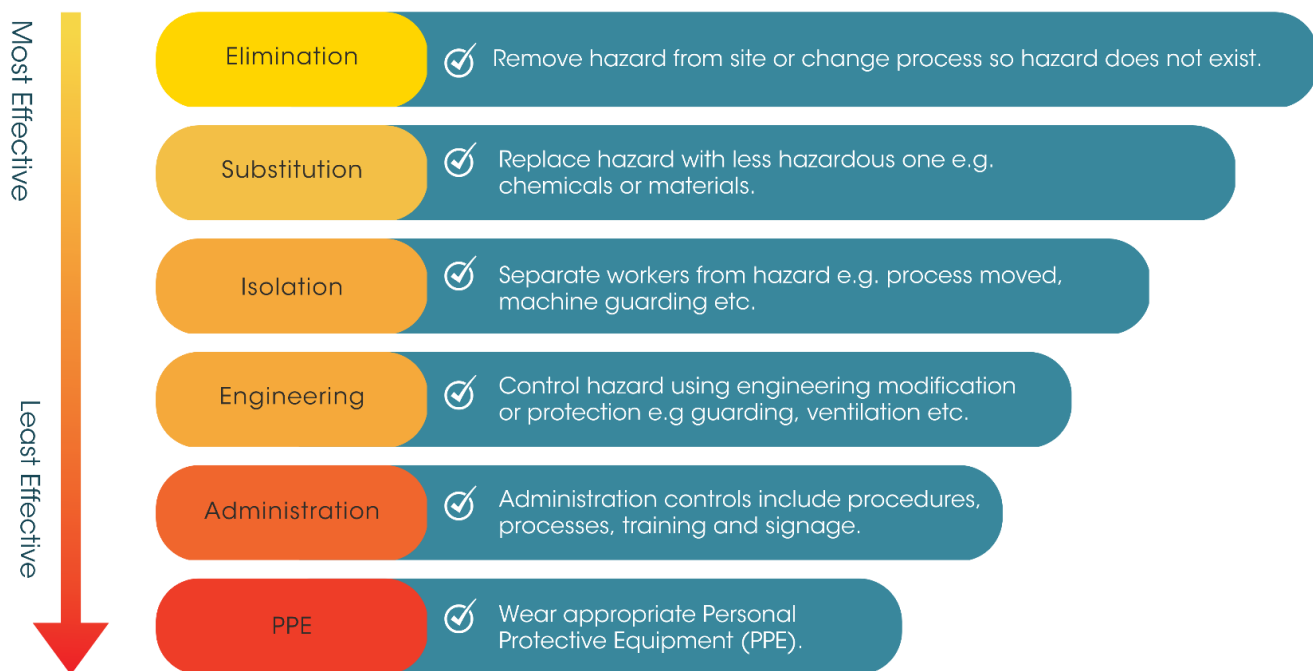
- Hazard Register
- Written on workplace Hazard Board(s)
- Task Analysis (TA), Standard Operating Procedures (SOPs) or manufacturer's instructions
- Tasks
- Workplace reviews
- Health and Safety Meetings.

Assess and control

Once hazards have been identified, they will be assessed and controlled by eliminating or minimising any risks to health and safety using the hierarchy of controls as shown:

Implementing control measures and ongoing review

Hazards that workers, including visitors are exposed to, and the actions to control risks to health and safety, are written on our Hazard Boards. They will be displayed at the entrance(s) to the workplace. All new identified hazards and risks will be added to our Hazard Register, and new and existing actions to control the risk of harm will be reviewed at our Health and Safety Meetings to ensure that the control measures put in place remain effective.



Any hazards that cannot be rectified immediately will be recorded, e.g toolbox meeting, site review, hazard register.

Psychological Hazards

We have a primary duty of care to ensure the health and safety of workers - where health means both physical and psychological health. We will consider and manage psychological hazards and risks just like we would any other hazard on-site.

HazardCo has resources and partners available to support us with dealing with psychological hazards. These resources can be found on the HazardCo Hub and Website.

Incident Reporting and Investigation

All incidents must be reported immediately (or as soon as reasonably practicable, such as at the onset of a musculoskeletal disorder) to the Site Supervisor. All notifiable incidents will be immediately reported by us to WorkSafe NZ by the fastest means available (phone or online).

We will ensure suitable recording and reporting processes are in place by:

- recording incidents in the incident register
- reporting incidents in the HazardCo App or by calling HazardCo on 0800 555 339 option 2) for recording purposes.
 - HazardCo will email the appropriate form to the Hub Administrator.
- investigating incidents to determine the root cause and to establish control measures to prevent further harm
 - Where applicable, we will find out what risk controls were in place, were absent, or should be put in place to manage any risk and prevent a repeat of the same occurrence
 - Once we have completed the Incident Investigation Form we will implement any corrective actions, share findings with our workers, review the corrective actions to ensure that they are effective and upload a copy of the investigation form to our HUB
 - If required we will use HazardCo to provide advice to our business during the review of the incident investigation form, including any causes that are identified and any proposed remedial action that is appropriate
- discussing incidents at the next Health and Safety Meeting

- Any discussions will be recorded in the Health and Safety Meeting Checklist and reviewed at subsequent meetings
- discussing incidents with workers in toolbox talks and advising them of any control measures to reduce the risk of the incident happening again.
- complying with any request from WorkSafe and if applicable following the Duty Holder Review process.
- all notifiable incident documentation will be kept for a minimum of five years.

Incidents that require WorkSafe notification

H&S legislation requires notification to WorkSafe of an incident at work that results in the death of a person, a serious injury or illness, or is a dangerous incident.

In the event of a notifiable incident, an agreement should be made between the parties involved as to who will make the initial contact with WorkSafe.

The incident site must be preserved immediately post-incident by the Site Supervisor until an inspector arrives or directs otherwise.

Near miss reporting

A near miss is an incident which did not result in injury, illness or damage, but potentially could have.

We will record all near miss reports using the HazardCo app. The findings, lessons learned and corrective actions from the findings will be communicated and discussed at safety meetings.

Rehabilitation

We have a commitment to bring injured workers back to the workforce as soon as possible. We will take practical steps to ensure that this happens, bearing in mind the capability of the injured person. We will use the assistance of professional outside service providers to achieve this aim.

Procedures are as follows:

- The injured person's abilities will initially be assessed by a medical practitioner, the ACC case officer and then by (where required) an occupational health professional.

- Once the activities the injured person is capable of doing have been established, we will determine how they may best be integrated back into the workforce.
- Once the injured person is back to work, we will continue to assess the employee, ensuring the integration is successful.
- An assessment committee, assisted by the ACC case officer and (where required) a health professional, shall be responsible for maintaining a watching brief over the planned integration of the injured employee.
- We are committed to ensuring all employees are familiar with the rehabilitation process including the return to work plan.

Post-incident drug and alcohol testing

When investigating an incident, an alcohol and/or drug test may be required if a worker is involved. If a worker is requested to undergo a test in these circumstances, they must comply with this direction.

Refer to the Alcohol and Other Drugs policy and procedure for more information.

General workplace Amenities and Hygiene

We will provide and maintain amenities suitable to the number and composition of the workers on-site. This will be carried out in consultation with all parties involved.

These amenities will be maintained in a clean, hygienic and serviceable condition for the duration of the work.

We will ensure that we provide our workers and contractors adequate access (where applicable) to:

- first aid facilities
- clean water facilities for drinking/washing
- clean toilet facilities
- PPE such as gloves, masks
- sanitising products
- waste bins
- clean surfaces
- clean and well-maintained plant, machinery and equipment
- wash down area for plant, machinery, and equipment
- health monitoring

- working ventilation systems
- pest control
- clean and well-maintained plant, machinery and equipment
- ensure ventilation systems are well maintained on-site and windows opened regularly to circulate fresh air
- if applicable, workers using shared vehicles will be provided with appropriate cleaning equipment to wipe down high touch areas after use.

All workers and contractors are required to follow workplace hygiene practices. Guidance will be provided on how to carry out both personal and operational hygiene within the workplace. We will ensure all workers and contractors who enter our workplace follow good hygiene practices.

We will monitor and review hygiene practices within the workplace through Workplace Reviews and Health and Safety Meetings (e.g toolbox meetings).

Emergency Management

There will be an Emergency Management Plan (EMP) and associated procedures prepared and maintained for the workplace. Where applicable and as required under the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

The EMP provided to us using the HazardCo Hub will be carried out in consultation with all parties involved. It takes into account:

- various emergency situations such as fire, earthquake, tsunami, bomb threat, volcanic eruption, flooding
- where applicable for high-risk works: emergency response plans for works such as lone worker, heights, asbestos, hazardous substances, confined spaces' etc; and detail the procedures for each situation
- the size and location of the workplace and the number and composition of workers, contractors, visitors and any other people who may be on-site at any given time
- appropriate emergency signals and methods of communication with all workers in an emergency
- hazards identified on-site, including the possible consequences of an incident or emergency situation occurring as a result of those hazards

- the impact of external hazards that may affect the health and safety of workers, e.g hazards associated with operations from nearby businesses
- the type of emergency equipment required for the workplace, e.g fire extinguisher, first aid kit and appropriate maintenance of the equipment
- the location of evacuation points / assembly areas for the workplace
 - where applicable, an appropriate fire evacuation plan and/or scheme for the safe exit from the building in the incident of a fire
 - all exits marked and kept clear of stacked materials or obstructions
- provisions for any persons requiring particular assistance on each individual emergency plan as required
- important emergency contacts
- The frequency of emergency procedure testing e.g. an evacuation drill at least once every 12 months.

The EMP will be regularly reviewed, updated and communicated to workers and contractors on-site. The supervisor/manager of the workplace is responsible for ensuring that the Emergency Plan is kept up to date and that all workers (including contract workers) have read this and are familiar with its content. All workers will be taken through the Emergency Plan as part of their workplace Induction

The EMP will be made available for workers and contractors on-site. A summary of the EMP is documented in the SSSP (if applicable) and on the Hazard Board. All workers and contractors will also be made aware of key emergency information relevant to the workplace as part of their on-site Induction.

First Aid Kits

We will provide and maintain first aid equipment and facilities for health and safety in our workplace and ensure there is adequate access to trained first aiders as required in the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

The site supervisor or nominated person will ensure first aid kits and workplace equipment are regularly inspected. First aid kits will be inspected at a minimum every 12 months. This may be more frequent if stock is used or expires sooner than the next scheduled inspection.

For high-risk workplaces, we will provide at least one first aid kit for the workplace (including provisions for specific first aid kit modules where required).

First Aid Officers

All our first aiders will hold a current nationally-recognised, first aid certification, copies will be kept and expiry dates monitored, e.g in the Training Register.

We will make arrangements to have at least one first aid officer available at the workplace at any time, including coverage for shift rostering, leave and flexible work arrangements.

Training needs will be discussed with workers at our regular Health and Safety Meetings and training recorded in our Training Register.

Monitor and Review

We will ensure we are meeting the required standards of health and safety by conducting regular workplace reviews using the HazardCo resources. We will regularly review our H&S processes and content in this manual and other documents in our H&S management system.

Workplace Reviews

A designated competent member of staff will be responsible for conducting reviews. They will use their experience, and the information on specific hazards contained in the HazardCo resources, to visually review the workplace for any hazards. Any identified hazards, and the risk controls required to eliminate or minimise risks to health and safety, will be recorded at the time of the review using the relevant HazardCo resources e.g Site Review, Tasks. If required, appropriate risk controls will be actioned immediately, to ensure workers are protected from harm.

Any hazards identified during the workplace Review that could affect workers or visitors at the workplace will be added to the Hazard Board and Hazard/Risk Register, along with the appropriate risk controls to prevent harm.

Workplace Review findings will be discussed at our safety meetings.

Monitoring Health and Safety

Monitoring and review of our H&S processes may take place in a number of ways, including:

- site reviews and inspections
- external audits or inspections
- documentation review of current policy and procedures as part of continual improvement
- reviews and changes to processes and documents prompted by findings of any incident investigations, site reviews or audits.
- consultation and feedback from workers and other parties, e.g PC, client, contractors.
- legislative changes that may prompt changes to the manual or other documentation.

Health and safety meetings (e.g. toolbox/safety meetings) will be conducted regularly to ensure appropriate health and safety measures are in place and the risks that are identified in the workplace reviews are being managed effectively.

We will use the relevant HazardCo resources as a guide to conduct our meetings. Meetings will discuss findings from workplace reviews, toolbox meetings, any recorded incidents (such as injuries, illnesses, incidents, and near misses) and general health and safety matters.

General health and safety matters include reviewing existing hazards, worker training needs, PPE requirements, health monitoring, hazardous substances, plant, machinery and equipment, other WorkSafe requirements and the sign off of Health and Safety Objectives.

Meetings will include participation and representation from all areas of the organisation including workers, supervisors and management. All representatives are expected to participate.

Part B: OPERATIONAL PROCEDURES

Task Analysis

A Task Analysis (TA) is a task specific hazard identification and risk management process used for managing high-risk hazards relevant to a specific task or a worker's trade. Where applicable, we will use the TA method outlined in the HazardCo resources to identify hazards relevant to the task we are undertaking. A TA is most commonly used for high-risk work but can be used for any task that creates risk.

High-risk hazards include but are not limited to:

- working at height - including roof work and work from a scaffold or EWP
- erecting or dismantling scaffolding (portable or fixed)
- using mobile plant, heavy machinery or cranes
- demolition works
- removing or handling asbestos
- excavating
- working with concrete
- work that could result in contact with overhead or underground utilities
- work close to high voltage services
- working with temporary support
- working with tilt-up or precast concrete
- hot works
- work in confined spaces
- electrical work.

A TA may be required in addition to the overall risk management process described previously. The supervisor/manager will consult with other workers present and ensure a TA is completed for any high-risk work, prior to the start of the task.

Once completed, the TA and all identified controls will be discussed with all workers involved who will sign off the TA prior to starting the task. The Hazard Board will be updated to ensure all hazards are specified.

Site Specific Safety Plan

We will use a Site Specific Safety Plan (SSSP) when we start a new building project, or other significant work. It is important that health and safety is considered and communicated with everyone coming on to the workplace.

We will use the SSSP as a tool to communicate with other people involved in the project, such as our workers, the homeowner, and other contractors in the workplace, where applicable. It will be created at the beginning of the project, and clear direction will be provided and shared, this helps to create and foster a good safety culture.

Before we create a SSSP, we will consider:

- the set up of the work area
- fencing requirements
- emergency equipment
- amenities, e.g toilets, handwashing.

The key areas of an SSSP are:

- general information about the project, e.g high-risk work, incident management, communication methods with other workers
- emergency procedures
- workplace hazards and controls to manage any introduced risks.

High-Risk Work

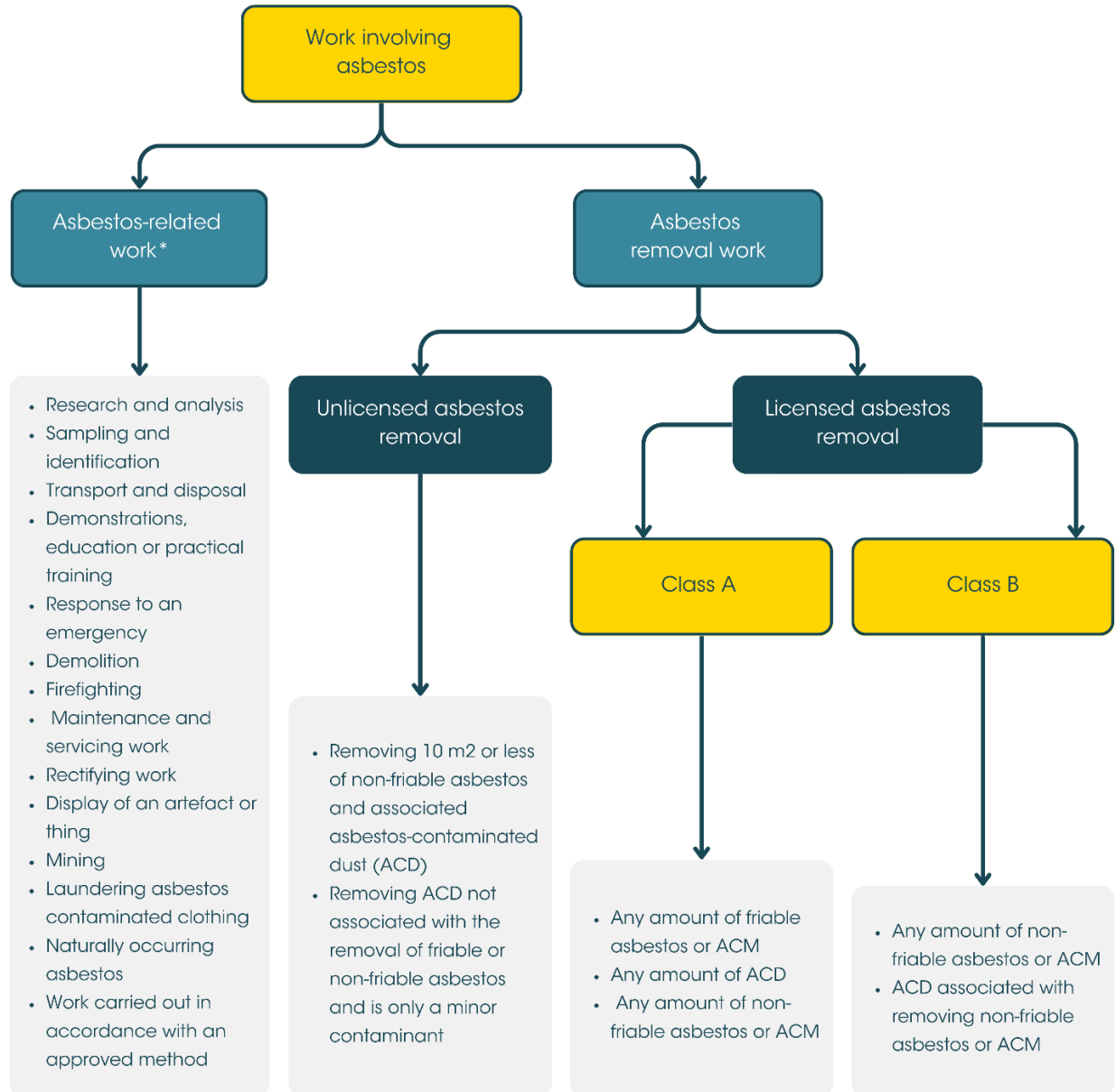
We will ensure all high-risk work is carried out in accordance with the relevant standards, codes of practice and guidelines.

Asbestos

All work involving the identification, removal, handling and disposal of asbestos containing material (ACM) or asbestos contaminated dust (ACD) will be conducted in accordance with Health and Safety at Work (Asbestos) Regulations 2016 and the Management and Removal of Asbestos Approved Code of Practice (ACOP).

Where our work creates a risk of asbestos contamination, asbestos has been identified or it is assumed asbestos is in the workplace, we will obtain and

review an Asbestos Management Plan. We will follow the process as shown for the management of asbestos and asbestos-related work:



If asbestos is suspected, all work in the area will cease and the Site Supervisor will be notified and arrange asbestos testing. Where there is any suspicion of any asbestos containing material (ACM) prior to performing any demolition or refurbishment work, we will:

- assume asbestos is present, or

- arrange for analysis of a sample to be undertaken by a trained asbestos assessor to determine if asbestos is present.

Asbestos Removal

If ACM removal is required, such work is considered high-risk and we will complete a TA before removal.

Asbestos removal will only be carried out by a licensed asbestos removalist. (Class A removalist for all friable asbestos and Class A or B removalist for non-friable asbestos). If a licensed removalist is not required we will ensure the removal process is undertaken safely. Only competent workers will perform the tasks and all works will be suitably supervised. An Asbestos Task Analysis (TA) document will be used completed prior to works commencing.

Before performing asbestos removal work, the asbestos removal licence holder must notify WorkSafe at least five days before starting the work. If the asbestos requires immediate removal, as defined by the Health and Safety at Work (Asbestos) Regulations 2016, notice will be provided to WorkSafe immediately by telephone (0800 030 040) and in writing within 24 hours of the call.

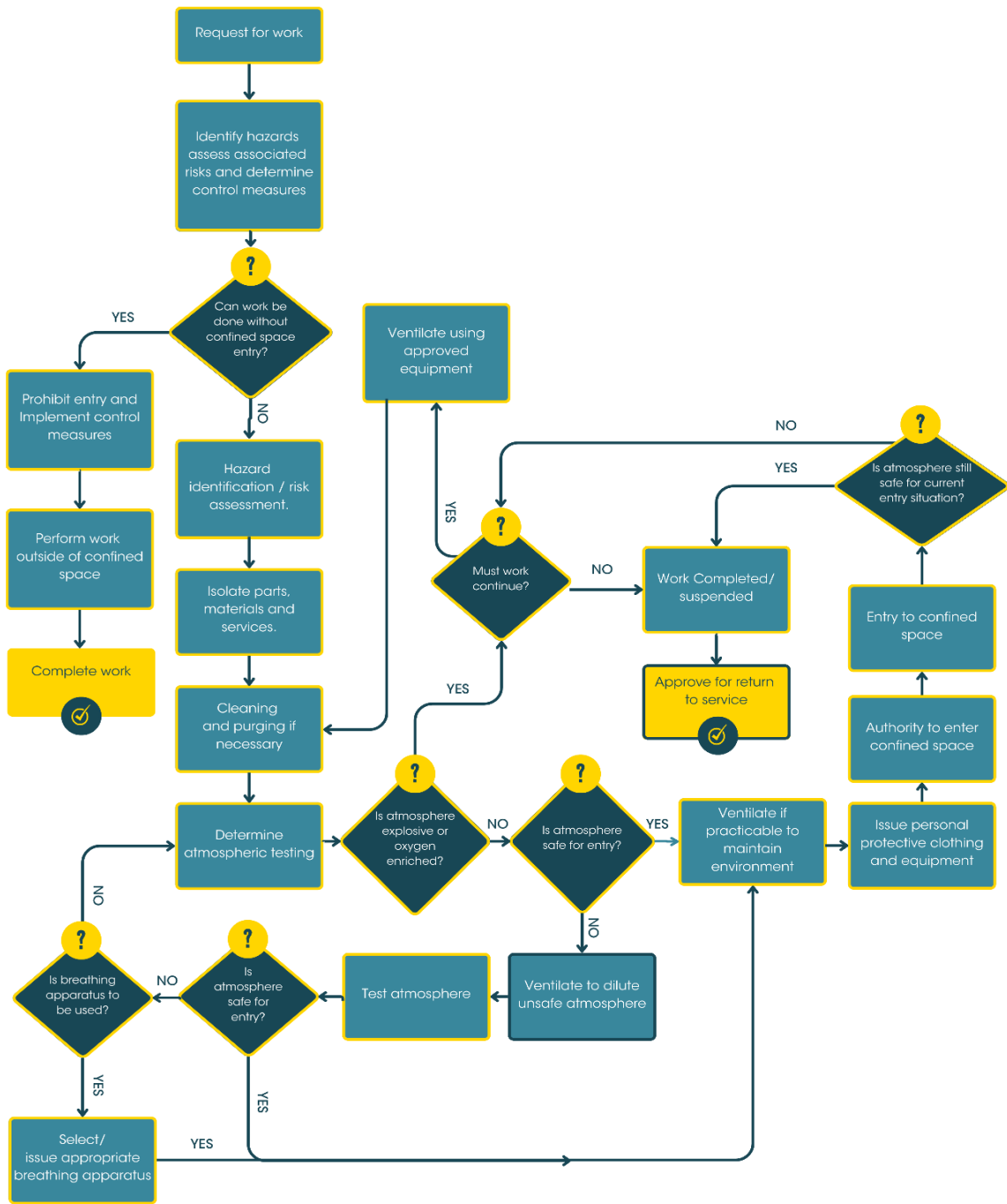
Resuming Work

Prior to work resuming (following asbestos removal), a clearance certificate will be obtained. The clearance certificate is to confirm that an inspection by an independent person (e.g Qualified Occupational Hygienist) has found there is no visible asbestos residue remaining in an area where Class A or Class B asbestos removal work was performed or in the immediate surrounding area. We will not start work until we have an asbestos report and clearance certificate to ensure all ACM areas have been satisfactorily cleared.

Confined and Restricted Spaces

Any work to be carried out by a worker in a confined space is considered high-risk work and will be completed under a Permit to Work system. A Rescue Plan will be completed prior to the work being undertaken.

We will work in accordance with the procedures as follows:



A confined space is defined as:

- an enclosed or partially enclosed space; and
- not intended or designed primarily for human occupancy; and
- may present a risk from one or more of the following at any time:
 - unsafe concentration of harmful airborne contaminants
 - unsafe concentration of flammable substances
 - unsafe levels of oxygen
 - substances that can cause engulfment.

(For example, storage tanks, tank cars, process vessels, boilers, silos, pits, pipes, sewers, shafts, ducts and shipboard spaces)

Before entering a confined space, we will ensure:

- remote testing of the atmosphere of the space is carried out (e.g for contaminants and oxygen levels)
- an Emergency Rescue Plan is established
 - the Emergency Rescue Plan will consider whether the rescue is to be conducted from outside the space or requires entry and how rescue is to occur safely. It will be specific to the confined space activity
 - the plan will be documented or referenced in the TA and amended if conditions change
- a confined space entry permit is completed before starting work.

During the confined space work, we will:

- continually monitor the atmospheric conditions
- display signage, including a copy of the entry permit
 - this will be positioned at the space entry
- a stand-by person will be positioned at the entry to the space
 - The stand-by person will not do any other work or job whilst they are the stand-by person
- communication will be available at all times during the work.

Any worker or contractor required to enter a confined space must be trained in confined space entry to the correct Unit Standard (e.g. to US 17599, US 18426 and US 25510). This includes stand-by persons. All work carried out in a confined space must be carried out in accordance with those unit standards.

Work in which a person breathes compressed air, or a respiratory medium other than air will be notified to WorkSafe at least 24 hours before starting the work.

If restricted work is to take place, a TA will be completed and appropriate precautions taken.

A restricted space is an area:

- that has a very narrow, or small or awkward entry/exit point
- where the space is not large enough to comfortably house a human occupant; and/or
- where there is potential for asbestos dust, mould, fungus or sewerage to be present.

A restricted area may become a confined space under some circumstances: for example, fumes or heavy gases enter from nearby sources such as mobile plant or traffic, decomposition of rotting organic materials, in geothermal areas where toxic gases may be present or where water levels may rise unexpectedly.

We will not use fuel powered tools in a confined space or restricted areas without an adequate risk assessment being first completed.

Working Outside

Working in hot weather can be hazardous and can cause harm to workers. We will take the following steps to be control the risks and and discuss these with our workers:

- Regular rest or shade breaks.
- Sufficient hydration.
- The use of sunblock.
- Administrative controls, such as task rotation and task scheduling (to cooler parts of the day).

Recommended personal protective equipment for working outdoors:

- A long sleeve shirt and long trousers (Knee-length trousers may be permitted following consultation with the Site Supervisor).
- A wide brimmed hat or legionnaire's attachment to a safety helmet.
- Safety sunglasses, where required (e.g on metal roofs).
- SPF 30+ sunblock on exposed skin.

We will proactively encourage the use of suitable clothing by workers, particularly during warmer periods of the year.

Electrical Work

Anyone who carries out electrical work will be qualified and registered as electricians, or where applicable an apprentice electrician under the supervision of a qualified electrician. We will ensure that work is carried out in accordance with the current AS/NZS standards.

All electrical work carried out will have a certificate of compliance provided upon completion.

Electrical Equipment

Any temporary electrical equipment or leads brought to the workplace are required to comply with AS/NZS standards. All electrical leads and equipment will be inspected, tested and tagged every three months by an electrician, or competent person, and recorded.

Any lead or cord that is damaged, or that fails testing, is to be immediately taken out of use and removed from the workplace. Where it cannot be promptly removed from the workplace other means like attaching a durable out of service tag may be used to warn workers not to use it.

We will test Residual Current Devices (RCDs) as follows:

- Portable RCDs will be push button tested daily before every use and an operating time test is to be performed by a competent person every three months.
- Fixed RCDs will be push button tested monthly and an operating time test is to be performed by a competent person every 12 months.
- If an RCD is tested and found faulty, we will remove it from service immediately and replace it as soon as possible.

Overhead electric lines

During the planning process, we will implement suitable control measures when working near overhead lines based on the hierarchy of controls. Where possible, we will ensure safe approach distances are maintained to keep people separated from electrical hazards.

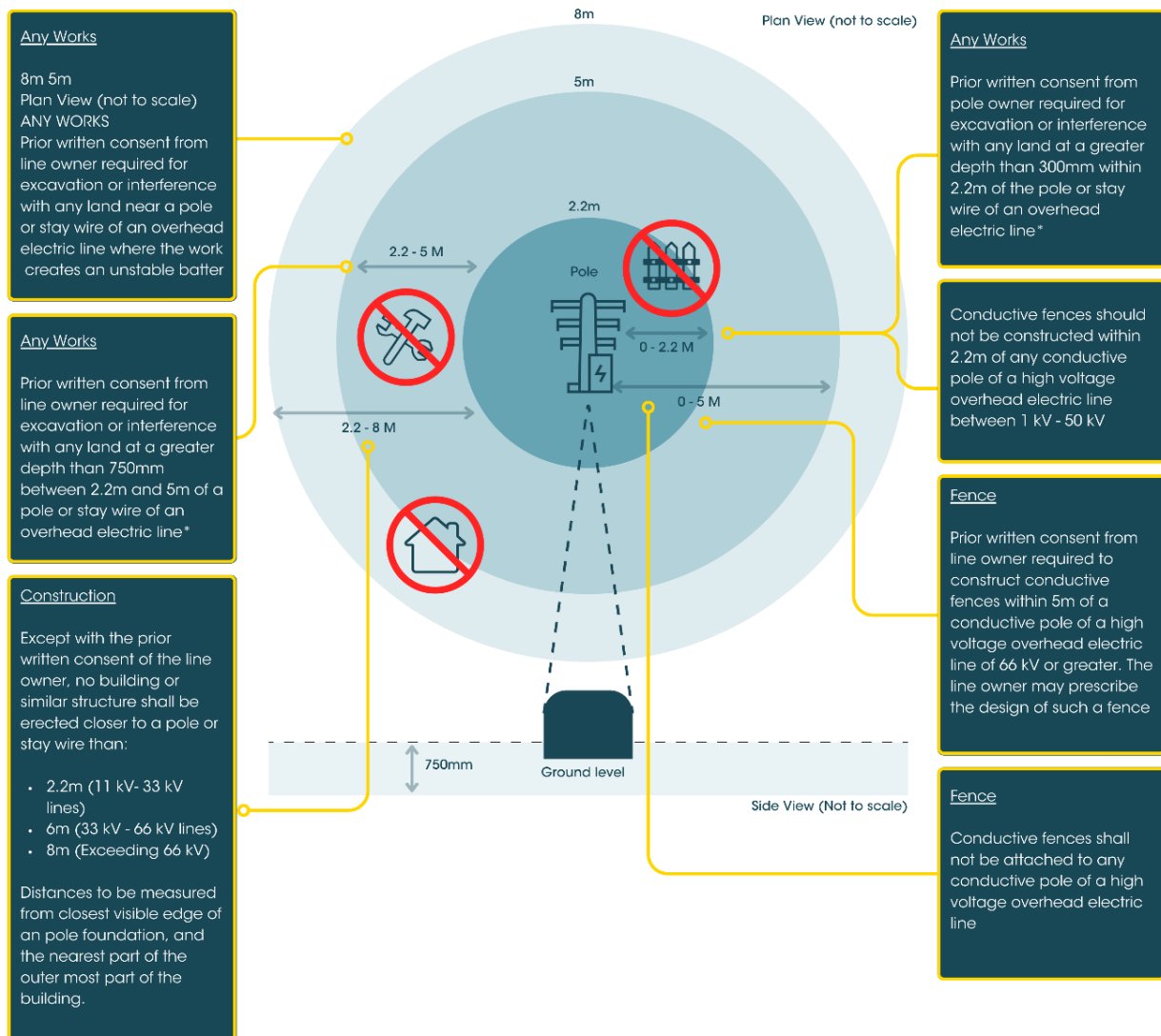
A TA will be developed for all high-risk work on or near energised electrical installations or services.

Working near low voltage overhead electric lines

All work being carried out involving low voltage overhead electric lines will be carried out as per the Worksafe quick guide. We will use, or ask for, a Task Analysis prior to work being carried out involving or near low voltage overhead electric lines and ensure the controls are communicated with other parties involved, or those who could be affected by the hazard.

If work needs to be done near a live low voltage overhead electrical line, we will eliminate the risk of electric shock by having the electricity supply to the property isolated before work starts.

If isolating the electricity supply is not possible, our workers must maintain a minimum approach distance (MAD) so that they keep their body, tools and equipment a safe distance from the overhead line, as shown in the diagram below:



*We will always get advice from a competent electrical worker before work starts near a low voltage overhead electric line.

Gas Installations

Anyone who carries out gas work will be qualified and registered gas fitters, with a current practising licence. All work will be carried out as outlined in the current AS/NZS standards.

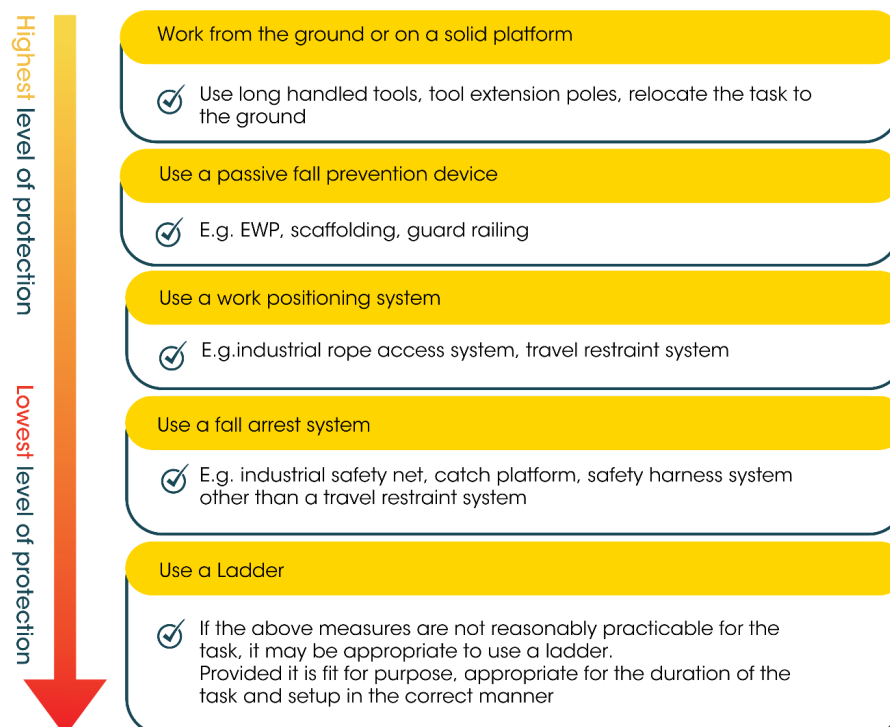
All installation work will be designed, constructed and connected so they are safe for their intended use. Once connected, the installation will be checked to ensure that it is operating in a safe manner.

All installation work carried out must have a certificate of compliance (CoC) provided by the gas fitter upon completion.

If high-risk gas work is to take place then a TA will be completed with appropriate precautions taken.

Working at Height

Height work is defined as working in a place where a person could be injured if they fell from one level to another. When carrying out height work, we will complete a TA and always try to eliminate the need for working at height. If that is not possible we will minimise in the following ways:



Edge protection

Where necessary to control the risk of falls from height, engineering controls like edge protection will be utilised. We will endeavor to use proprietary edge protection systems that are rated and built to standard. These will be installed by a trained and competent person.

If non proprietary systems are used, e.g wood. We will seek the advice of an engineer or qualified professional to determine that the system is suitable for the task of preventing falls from height.

If the potential of a fall cannot be eliminated when working at height, some form of edge protection should be used to isolate workers from a fall. This includes working on roofs, single-storey buildings and structures.

Using the existing scaffolding as edge protection is often the simplest solution. If this is not practicable, then elevating work platforms or temporary work platforms should be used. Toe boards should be fixed to temporary edge protection as a way of containing all materials, including debris and loose tools.

If edge protection can't be used, static line systems, including travel restraint systems and fall-arrest systems will be used. Barriers will be used to restrict access – minimum 1.0m and at least 2.0m from the hazard.

Edge protection should comply with the relevant AS/NZS standards.

Fall restraint and Fall arrest

All workers working with fall arrest/restraint systems and safety harnesses will be trained in their use. Ongoing competency will be assessed and demonstrated.

Fall restraint is the preferred fall prevention system, due to the system design to prevent falls and the potential harm fall arrest systems can cause.

If the system can be adjusted so a person can reach a position where they can fall, the system is known as a restraint technique and must be rated as a fall arrest system.

If a fall arrest system must be used, it will be used with the appropriate attachment equipment and anchorage for the task. It will be worn by our workers if there is any risk of a fall, or if required for rescue readiness.

We will carry out the following to ensure our workers are safe while using a fall arrest or fall restraint systems:

- Workers will be trained in the use of fall arrest/restraint systems and safety harnesses. Ongoing competency will be assessed and demonstrated.
- All workers will be hooked on in any situation where there is a risk of a fall.
- Lanyards will be appropriate for the task required and length checked.
- Anchor points will be suitable and able to take the force of someone falling.
- The arresting force on the harness must be less than 6 kN (610kg).
- We will develop and maintain an emergency plan detailing how to rescue someone as quickly as possible who has fallen from height.
- Workers using a fall arrest harness will not work alone.
- When working in fall arrest the worker must maintain 100% hook at all times.
- Operator inspections will be carried out by a competent user or operator of the equipment before and after use.
- All other inspections will be carried out by a suitably qualified person and documented.

All equipment will be stored appropriately in order to protect it from exposure to:

- sunlight/UV
- heat
- moisture
- chemicals
- sharp edges and abrasives
- heavy objects.

Industrial safety nets

Safety netting will be installed, where required, to protect workers, tools and equipment from falling. Industrial safety nets are used where it is not practicable to provide scaffolds or temporary guardrailing. They are attached to perimeter cords.

Each net will be labelled with the maximum fall distance the net has been designed for (usually 1–6m) and minimum clearance distance below the net.

Securing a safety net to a building, structure or scaffold may require design by a Chartered Professional Engineer (CPEng), as the impact loads applied to a safety net require the supporting structure or scaffold to support these loads. We will use trained and competent workers to install safety nets.

Tests for UV deterioration of safety nets must be done at least every 12 months and a current test label must be displayed on all safety nets older than 12 months.

All safety netting needs to meet current safety net standards.

Falling Objects

When working at height we will ensure workers are safe, not just from falling, but from tools, equipment and product falling too. All workers and contractors must consider whether materials are required to be used or stored at height.

Consideration of the following hierarchy of falling objects risk control measures must be documented in the TA.

| Risk control | Activity |
|---------------------|--|
| Elimination | Store materials at ground level if possible. |
| Substitution | Substitute a bucket for a tool bag with a zip to transport tools between floors. |
| Engineering | Use toe boards, barrier mesh on scaffolding and edge protection to prevent items being knocked off edges. |
| Administrative | Tools and equipment, such as lifting slings and chains, are inspected and in good working order. Set up exclusion zones and warning signs wherever there are temporary falling object hazards, e.g when |

| | |
|-------------------------------|--|
| | removing rubbish from a roof. |
| Personal protective equipment | <p>Use tool lanyards to prevent dropped tools falling to the ground, especially when working above others.</p> <p>Enforce the use of hard hats whenever working underneath others or when falling object risks have been identified on-site.</p> |

Scaffolding

Scaffolding over 5m high will be erected by a trained and competent person. All scaffolding will meet the current Scaffolding standards and be checked by a competent person regularly.

Prior to installing scaffolding, and throughout the process, hazards need to be identified. To do this, we will carry out the following:

- physical inspections will be carried out to:
 - inspect the workplace and assess where someone could get injured by scaffolding activities
 - consider hazards that may be created by others in the workplace, or if the scaffolding could create hazards for others
 - work in conjunction with the PCBU of the workplace, and any other workers on the workplace, as scaffolding work usually occurs within a larger context and can be impacted by other activities and PCBUs on the workplace.
- create a task analysis to identify the hazards in each task.
- engage with workers to discuss findings, controls and to obtain feedback.
- identify hazards at each stage of the work plan.
- follow all guidance and standards for scaffolding and scaffolding related tasks.
- assess and control any risks that have been identified and record them on the hazard register and ensure that this is reviewed regularly.
- ensure all workers involved in the scaffolding process have the knowledge, training and skills to perform the work safely, regardless of the height of the scaffold. Workers must have certification under the HSE regulations where appropriate.

When the scaffolding has been inspected and deemed to be safe for use, a handover certificate will be issued to advise that the scaffold:

- has been built according to the agreed specification, duty rating, and any limitations on the use of the scaffold
- has been left in a suitable condition for its intended use
- complies with the relevant statutory requirements.

All scaffolds will be checked by a competent person before handover and regardless of height, will have a tag clearly displaying important safety information at access points.

Where erecting or dismantling scaffolding has a risk of falling 5m or more, the work will be notified to WorkSafe NZ and a notification reference number obtained and recorded.

Mobile Elevating Work Platform (MEWP)

If a Mobile Elevating Work Platform (MEWP) is required, all work will be carried out in accordance so as to prevent harm and in line with the Best Practice Guidelines for MEWP.

Any worker required to operate a MEWP will be appropriately trained (e.g in the relevant unit standards) for the type of MEWP as outlined in the guidelines.

To ensure the safe use of EWPs on-site, we will put in place suitable controls:

- EWPs are operated, inspected and maintained in line with the manufacturer's instructions.
- a TA is developed prior to commencing the high-risk work
- no person is to climb in or out of any EWP except at ground level
- workers are supplied with correct personal protective equipment (PPE)
Note: A secured full body harness must be worn for all boom type EWPs and be secured to a certified anchor point. Harnesses may also be required for other EWPs. Refer to site rules or operator manual instructions
- an Emergency Rescue Plan will be prepared before starting the high-risk work where a fall arrest system is used.
- the EWP is safe to use in that particular environment e.g structures in the area, proximity to other workers and powerlines, ground surface.

Emergency Rescue Plan

An Emergency Rescue Plan will be prepared prior to starting any work where there is a risk of falling from one level to another and where a fall arrest harness system is used as a control method.

The plan will document how to safely rescue a person and will enable the person to be removed from the suspended position as quickly as possible to prevent suspension trauma. The plan will be communicated to workers before starting the work, documented, or referenced, in the TA and amended if conditions change.

Those responsible for developing the rescue plan and performing the rescue must be competent.

Traffic management (Working around live traffic or roads)

We will manage risks relating to vehicle, powered mobile plant and pedestrian interactions on-site. Consultation between the Site Supervisor and contractors should take place where appropriate when determining suitable controls.

A TA will be developed for all high-risk work where work is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians. Risk control measures will focus on eliminating pedestrian and vehicle/mobile plant interaction in the first instance.

A workplace Traffic Management Plan (TMP) is one way to document risks, procedures and rules for the workplace.

As part of managing traffic on-site we will consider:

- vehicle access points
- traffic flow on-site for vehicles and plant
- designated areas for operating mobile plant
- designated pedestrian walkways and exclusion zones
- signage requirements and locations
- when a spotter may be required.

All workers and contractors will be made aware of and follow all workplace traffic management procedures and rules established for the workplace.

Work on or adjacent to live traffic

Where any work impacts or needs to occupy a road, street, lane or footpath a TMP may be required and a permit submitted to the relevant road authority or local council for approval.

If pedestrians must be diverted into traffic flows, a TMP will be created and we will seek professional assistance from a Site Traffic Management Specialist company (STMS), unless we have a suitably qualified person to develop one in-house.

The TMP will consider requirements such as:

- physical separation of people from plant and vehicles
- providing qualified traffic controller/s where required
- communication methods between traffic controllers
- a traffic guidance scheme, including critical workplace information and how traffic control devices will be implemented to change existing road and footpath conditions
- monitoring vehicle and pedestrian flow
- permit approvals required from road authority (e.g council) where required.

All steps will be taken to protect pedestrians along the entire alternative route.

We will consider that an alternative route may be used by people with prams, by people in wheelchairs, cyclists, or people with walking aids.

It may require the erection of:

- temporary hoardings
- warning signs
- barricades
- ramps over obstacle areas, etc.

Mobile Plant

Any mobile plant to be operated by a worker or contractor must be:

- operated by a licensed or competent person
- used with and have a Standard Operating Procedure (SOP), manufacturer's instructions or both. They must contain information on its safe operation and maintenance
- operated in strict accordance with the SOP and/or manufacturer's specifications.

- operated under workplace traffic management rules (including maintaining an active 3m exclusion zone from people at all times)
- secured to prevent uncontrolled movement when not in use
- inspected and maintained as per manufacturer's specifications, including:
 - completing and recording regular maintenance by a qualified person
 - daily visual inspections before start of work. (Appropriate checklists should be obtained from the manufacturer)
- affixed with suitable a emergency warning device, e.g flashing strobe light, reversing/motion audible alarm
- affixed with a working seat belt
- affixed with roll-over protective (ROP) structures where there is a risk of plant tipping.

Overhead and underground services (electricity, gas, water) must be identified, marked and kept clear of (minimum approach distances) or isolated (de-energised, turned off) before work starts.

A TA will be developed for all high-risk work where there is movement of powered mobile plant.

Use of a lifting appliance where the appliance has to lift a mass of 500 kilogrammes or more, a vertical distance of 5m or more, will be notified to WorkSafe at least 24 hours before works start, with the following exclusions:

- work using an excavator
- work using a forklift
- work using a self-propelled mobile crane.

Demolition

When carrying out demolition work we will complete a TA and check for asbestos as per the asbestos procedures.

Demolition works must only be undertaken by a licensed competent person.

Excavation and Trenching

The speed of an excavation collapse increases the risk associated with this type of work. The consequences are significant as falling earth can bury or crush any person and cause death by suffocation or crush injuries.

Before commencing excavation work, we will:

- develop a TA for any high-risk excavation work involving a shaft or trench with an excavated depth greater than 1.5m, or where there is movement of powered mobile plant
- identify underground essential services (e.g electricity, gas, water) from information provided by Dial Before You Dig, or the relevant local authority.
- make all underground essential service information available to the workers, and will remain on the workplace until the excavation work is completed.
- mark underground essential services and ensure they are kept clear of (minimum approach distances) and/or isolated (de-energised, turned off).

An Emergency Rescue Plan will be developed where there is an engulfment risk. It will document the workplace's emergency procedures to be followed immediately after an engulfment. This plan is to be documented or referenced in the TA and amended if conditions change.

Work will be notified to WorkSafe if it meets the following:

- Work in any excavation in which any face has a vertical height of more than 5m and an average slope steeper than a ratio of 1 horizontal to 2 vertical.
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5m deep and having a depth greater than the horizontal width at the top.

Lock Out / Tag Out

All workers will use the Lock Out/Tag Out process when servicing or maintaining machinery, or isolating the supply or potential supply of gas, electricity or water.

Any hazardous equipment or plant will also be isolated to prevent immediate harm until repair can be undertaken.

Energy sources that may require isolation could include::

- mains electricity
- batteries or capacitor banks
- solar panels
- compressed air

- fuel
- heat
- steam
- fluids or gases under pressure, such as water or hydraulic oil
- stored energy, such as compressed springs or hydraulic rams
- gravity (for example, suspended weights)
- radiation
- chemicals

All mechanically generated sources of energy, such as pneumatic or hydraulic energy sources, will also be physically isolated (e.g chocked or secured with a chain, etc) as well as (where possible) isolated using a Lock Out/Tag Out system when undergoing maintenance and/or servicing.

This system shall consist of a physical lock being placed at the point of isolation with an identification tag detailing the name and number of the qualified person completing the isolation.

If more than one worker is reliant on this isolation, each will place their own lock and identification tag at the isolation point. This is to ensure no point of supply can be reinstated without the knowledge of all affected by the isolation.

The tag will include the name of the lock owner and contact details. It may include other information, like time locked out and reason for lockout, i.e unsafe, or out of service needs repair.

Lock Out/Tag Out systems must not be removed or reinstated by any person other than the person who installed them.

If any plant, machinery or equipment is not in safe working order, it will be removed from service and repaired by a competent person before any further use. This is done by following a lock out, tag out (LOTO) process.

Workers will be made aware of their obligations (during induction), to regularly inspect plant, machinery or equipment and to immediately stop work and follow the LOTO process if any plant, machinery or equipment becomes, or sounds, defective.

The process:

- shut the plant, machinery or equipment down by either using the e-stops or shutting off at the power source.
- lock out or tag out the plant, machinery or equipment to ensure that no other worker can use it.
- report to the supervisor/manager and disclose if any damage or fault poses a risk of harm.

Permit to Work

A Permit to Work form will be issued by the person in charge of the workplace if the work being carried out requires it (e.g confined space entry, hot works, etc).

It is the responsibility of the issuer of the permit to ensure the recipient is made aware of the safety requirements that apply to the work.

It is the recipient's responsibility to ensure that work is carried out in accordance with the permit requirements. If the work changes, the permit must be updated or a new one issued.

If the work is outside of our normal scope, we can seek assistance from HazardCo advisory.

Hot Work

A Hot Work permit needs to be completed for, but is not limited to, grinding work, welding, brazing/soldering.

Before any hot work starts, we will ensure a Hot Work permit is completed by the worker or contractor. A Hot Work permit details control measures required before starting hot work activities and documents the inspections that must be conducted by the Fire Watch after hot work activities are completed. A permit is only valid for one shift or the duration of the hot work activity. Where a permit system is used, it is to be used in conjunction with a TA.

A TA will be developed for all high-risk work if in an area that may have a contaminated, or flammable atmosphere, or in an area where there are artificial extremes of temperature.

Fire watch

While hot work is being carried out, the worker or contractor in direct control of the work must ensure that one (or more) Fire Watch persons is present at all times during the activity, and for at least 60 minutes after the completion of the hot work, to observe for potential smoldering fires.

Ventilation

There may be occasions when a supplementary supply of air will be provided to ensure safe working conditions. Excessively dusty conditions, such as concrete cutting or grinding, the use of volatile chemicals, such as adhesives, or sand blasting are examples of when extra ventilation will be necessary.

We will ensure all workplaces have an adequate supply of fresh air and appropriate ventilation as necessary. This can be supplied by portable extraction equipment.

Care will be taken when using extraction equipment to ensure hazardous fumes are not vented into other work areas or sources of ignition.

Where the use of extraction equipment is not practicable, workers will be supplied with personal protective equipment (PPE) such as respirators and suitable eye protection. We will ensure this is worn by employees.

We will ensure ventilation systems are well maintained in the workplace and windows opened regularly to circulate fresh air.

Silica Dust

Working with engineered stone can expose workers, and other persons, to the risks of respirable crystalline silica (silica dust).

Silica dust can be harmful when inhaled. Exposure to silica dust can have serious health effects, including fatal lung disease.

We will manage the risks and worker exposure to silica by selecting and implementing control measures using the hierarchy of controls.

| Risk control | Activity |
|-------------------------------|--|
| Elimination | <ul style="list-style-type: none"> ● Eliminate where possible and not have/use engineered stone on-site. |
| Substitution | <ul style="list-style-type: none"> ● Source composite stone benchtops with a lower percentage of silica where possible. |
| Engineering | <ul style="list-style-type: none"> ● On-tool dust extraction. ● Water suppression (wet cutting). ● Local exhaust ventilation. |
| Administrative | <ul style="list-style-type: none"> ● Complete a TA in consultation with workers. ● Provide adequate information, training and instruction on the hazards associated with silica dust and the agreed safety control measures. ● Consider shift rotations and modifying cutting sequences. ● Use a Dust Class M or H vacuum cleaner or wet methods to clean dusty floors or surfaces. ● Monitor and review the conditions at the workplace regularly. |
| Personal protective equipment | <ul style="list-style-type: none"> ● Appropriate respiratory protective equipment (RPE) (P2 minimum rated face mask) must be used at all times by workers or contractors where the risk of generating silica dust exists. ● Suitable PPE/RPE for the task. |

Monitoring

We will ensure no person on-site is exposed to a substance above the recommended levels detailed in the workplace exposure standard.

To monitor exposure levels, we may need to undertake monitoring on-site and for our workers:

- Air monitoring will be conducted if we are not certain whether workers are exposed to silica dust above the workplace exposure standard; or monitoring is necessary to find out if there is a risk to health.
- Health monitoring will be conducted for our workers if they are carrying out ongoing work using, handling, generating, or storing silica dust and

exposure to silica dust is likely to have an adverse effect on their health.

If health monitoring reports contain adverse test results, we will refer the worker to a medical practitioner. If recommendations are made to undertake remedial action we will discuss and implement the recommendations following the hazard identification process.

All air monitoring results and health monitoring reports will be kept for a period of 30 years after the date that the record is made, and we will make arrangements for workers to have access to their records.

Hazardous Substances and Dangerous Goods

Dangerous goods are classified on the basis of physicochemical effects such as fire, explosion and corrosion, on property, the environment, or people.

Hazardous substances are products or chemicals that have been classed with one or more of the following properties:

- Class 1: explosives.
- Class 2: flammable gases.
- Class 3: flammable liquids.
- Class 4: flammable solids.
- Class 5: oxidising substances.
- Class 6: substances toxic to people.
- Class 7: radioactive materials.
- Class 8: corrosive substances.
- Class 9: substances toxic to the environment.

We will manage any risks associated with the hazardous substances in our workplace using the hierarchy of controls. Where possible we will eliminate the hazardous substance, or establish controls to minimise the chance of harm arising from their use.

All workers will be provided with information, instruction and training on the hazardous substances and dangerous goods they may be required to handle, including:

- hazard information
- personal protective equipment requirements
- first aid requirements

- emergency management requirements.

We will ensure the correct and safe use, handling, labelling, storage, transportation and disposal of hazardous substances. Where required, we will obtain a compliance certificate and our workers will be provided the correct training and Certified Handler Certificate or Dangerous Goods (DG) licence endorsement.

An inventory of all hazardous substances and dangerous goods will be maintained. The HazardCo Hazardous Substance register can be used to record this information. We will ensure that the appropriate Safety Data Sheets (SDS) are readily available in the event of an emergency and that they are less than five years old. We will also ensure the required safety warning signage is displayed.

The inventory will document:

- the name of the hazardous substance
- the UN number (if available)
- maximum quantity likely to be used
- location the substance is stored
- any specific storage/segregation requirements
- information from the Safety Data Sheet (SDS) such as PPE requirements, potential harm caused, HSNO classifications, disposal requirements and possible harm
- whether there is hazardous waste.

Workers will be provided with the correct PPE and training appropriate to the hazardous substance being used, as per the SDS. Where applicable, workers will be provided with annual health monitoring.

Any radioactive materials will be handled and used only by trained and competent persons and in compliance with the Radiation Safety Act 2016.

Labelling

Chemical containers are to be labelled and the labels legible. Where decanted containers are used, they will be labelled with the product identifier of the substance. If not possible, another suitable means to identify the chemical will be used, e.g tag.

Risk Assessment

A risk assessment may be required to:

- understand the hazards and risks of a chemical
- document what controls will be implemented (using the hierarchy of control).

If the workplace and the involved workers are unsure how to control a risk associated with the use of a chemical, a risk assessment will be conducted.

Note: *a risk assessment may be unnecessary for a chemical if knowledge and understanding of the risk, and how to control it, already exists.*

Monitoring

Atmospheric monitoring and health monitoring will be carried out if and when required.

Personal Protective Equipment (PPE)

Where there is a need, we will ensure our workers are provided with the necessary Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE).

In the instance of workers providing their own PPE, we understand we still have a responsibility to ensure it is fit for purpose and compatible with any other clothing or PPE we require them to wear or use.

We will ensure any PPE used by our workers is:

- suitable, considering the nature of the work and any hazards
- in accordance with AS/NZS standards
- a suitable size and fit, and is reasonably comfortable for our workers
- compatible with other PPE
- maintained, stored and repaired so it continues to be effective (e.g clean, hygienic, free from defects and in good working order)
- used correctly and worn by workers.

We will establish a minimum PPE requirement for our workplaces. This will be required to be worn at all times by any workers and visitors attending our workplace. This will be monitored by our supervisor/manager and (where applicable) displayed on the hazard board at the entrance:



Our specific PPE requirements for machinery, tasks and the handling of substances are identified in Standard Operating Procedures (SOPs), manufacturers' instructions, Safety Data Sheets (SDSs), the Hazard Register and in the HazardCo resources. The PPE provided may include, but is not limited to, equipment such as safety footwear, hard hats/helmets, overalls, gloves, dust masks, respirators, eye wear, hearing protection, etc.

All of our PPE, where applicable, will be maintained to a schedule and recorded in the PPE Register.

We will ensure contract workers have been provided PPE appropriate for the task they are undertaking, and make sure it is used and maintained correctly. If PPE becomes defective it will be brought to our attention by the worker and replaced as necessary.

PPE and the suitability/maintenance/use of PPE will be discussed at our regular Health and Safety Meetings.

Health Monitoring

Where required in the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, we will ensure health monitoring is provided to our workers who may be exposed to substances or conditions hazardous to their health.

This includes where there is a reasonable chance of contracting a disease or illness.

Where we have assessed there is a risk of illness or injury through exposure to hazardous environments or substances, and where these cannot be eliminated, we will minimise these risks by monitoring exposure levels and providing the appropriate PPE.

When health monitoring is required, these procedures are to be followed:

- Obtain a baseline of our workers' health by conducting pre-employment health checks.
- The employee to be monitored shall be referred to a professional health monitoring company.
- The employee shall be monitored on a regular basis for as long as that person is exposed to that hazard.
- The results of any testing shall always be made available to the employee.
- All employee health monitoring reports shall be kept confidential and secure.
- The employee shall allow us to view the report.
- We will take all reasonable preventive action(s) to avoid the employee being exposed to further injury.
- The employee agrees to follow advice on protection from unnecessary exposure to the hazard.

We will be proactive in seeking approval and take responsibility for informing workers about health monitoring. We will also inform workers of the results of any health and safety monitoring undertaken.

All health monitoring records will be made available to the worker and kept on record for a period of 30 years after the date the record is made. These results will be kept confidential and will not be accessible by any unauthorised person.

Health monitoring will be raised as an agenda item and discussed at our Health and Safety Meetings.

Noise

Where noise presents a hazard in the workplace we will ensure work is carried out in accordance with the Approved Code of Practice for the Management of Noise in the Workplace. Regardless of whether hearing protection is being worn, we will ensure no worker is exposed to noise above the following levels:

- Eight-hour equivalent continuous A-weighted sound pressure level of 85dB.
- Peak sound pressure level of 140dB.

Noise control measures will include:

- purchasing/selecting quieter plant and equipment where possible
- frequent inspections/workplace reviews to identify noise sources and what controls are in place and whether they are effective
- good working condition and maintenance of plant and equipment to ensure it does not contribute to noise
- inspection and maintenance of engineering controls
- providing PPE to workers and ensuring that it meets the current AS/NZS standard
- checking PPE is correctly worn and used.

All workers will be issued with, and instructed on the fitting/use of, cleaning and maintenance of all recommended hearing protection equipment required during their work. If hearing protection is required, we will arrange health monitoring to ensure that no workers' hearing is impaired as a result of this exposure.

Musculoskeletal injuries

We endeavour to reduce the risk of musculoskeletal injuries in our daily operations by implementing the following:

- Maintain a tidy workplace, plan workplace layouts before starting work to optimise access, security, hygiene, materials waste, reduce travel distance and improve the flow.
- Ensure there are enough people in the workplace at each stage of work, and work in pairs, or groups, for certain tasks where heavy or awkward lifting is required.
- Plan to use mechanical lifting equipment such as trolleys, hoists or hiabs before manual lifts.
- Rotate workers completing repetitive movement tasks.
- Ensure effective lifting and handling techniques.
- Plan for heavy or awkward components and materials to be delivered as close as practicable to the area where it is needed.
- Use pallets where possible to keep the materials off the ground to reduce the bending distance to pick materials up.
- Consider where components and materials will be stored and moved into position.
- Consider ordering lower weight materials and components where possible.

- Plan how waste material will be handled and stored. Place bins as close to the working area as practicable and consider how they will be accessed and emptied safely.
- Encourage workers to warm up in the mornings or after long periods of inactivity/rest.
- Discuss with workers any potential handling issues for the day ahead, and include workers in the solution.

Lone Worker

We will minimise the risk associated with working alone, or in isolation, via effective planning and consultation with relevant workers. Working alone will be avoided wherever possible (eliminated).

When workers are working alone, or in isolated areas where they can't physically see or talk to other workers, we will implement risk controls, such as:

- an Emergency Plan that includes a method of regular communication, the availability of emergency resources (if outside normal working hours), the estimated response time, the nature and duration of the task(s) to be carried out
- access to a first aider and a first aid kit
- the disclosure and consideration of any medical conditions that may give rise to dangerous or life-threatening situations when working in isolation
- having workers trained and competent in the task being completed (not an apprentice or inexperienced worker)
- providing workers with the correct tools and PPE for the task
- regularly checking on lone or isolated workers and having suitable means, availability and reliability of communication. (For example, mobile phone, personal locator beacon (PLB) or lone worker alarm will be provided).
- having lone workers avoid high-risk work. If it has to be done, a TA will be completed.

Fit for Work

Our obligation to provide and maintain a safe work environment without risks to health extends to both physical and psychological health.

Fit For Work is when an individual is in a physical, mental and emotional state that enables them to perform their assigned duties effectively and in a manner that does not increase the risk to themselves or others.

All workers must be fit for work at all times when at work. This means workers must not attend work, or perform any work duties or responsibilities (including operating any equipment, machinery or vehicles), when they are adversely affected by fatigue, alcohol, drugs, prescription medication or other possible factors.

Our Mental Health and Wellbeing Policy outlines our commitment to our people regarding mental health and general wellbeing.

Alcohol and Other Drugs

As outlined in the Alcohol and Other Drugs Policy, our commitment is to ensure, so far as is reasonably practicable, our workers are fit for work and other persons are not exposed to health or safety risks on-site. This policy applies to all workplaces where our workers are engaged.

When at work, or during the course of their work for the company, workers must not:

- consume alcohol or other drugs
- possess illicit drugs
- commence work or return to work while under the effects or influence of alcohol or other drugs.

If a worker is adversely affected by alcohol or other drugs while at work, this may impair their ability to perform tasks safely.

Workers must not use, possess or deal in drugs at work (except for use or possession of prescription medication in accordance with the directions of a medical practitioner).

Prescription medication

This company does not prohibit workers from taking prescription medication at work, provided the medication:

- has been legally purchased or obtained through a prescription issued by a medical practitioner
- is used in accordance with the product instructions and directions of the medical practitioner
- does not impair the worker's ability to perform their job in a safe and healthy manner.

Workers must consult with a medical practitioner to determine whether the prescription medication will impair their performance at work, particularly if they are required to operate equipment, machinery or vehicles.

Where a worker is impaired due to the use of prescription medication, they may be:

- provided with temporary alternative duties (where available)
- required to take personal leave (or leave without pay, if they have no accrued personal leave).

A worker or contractor in these circumstances may be requested to not attend the premises.

Random testing testing

Due to the safety-critical nature of the work undertaken by our company and our Alcohol and Other Drugs Policy, we (or any principal contractor of any workplace at which our workers are engaged to work), reserve the right to conduct random drug and/or alcohol testing on any worker from time to time. Such testing will be conducted by an accredited testing agency or medical practitioner.

Reporting requirements

Workers must immediately inform the Site Supervisor if:

- a worker knows, or reasonably believes, that the use of prescription medication may impair their ability to perform their job in a safe and healthy manner
- a worker has, or develops, an alcohol or drug addiction that impairs (or is likely to impair) their ability to perform their job in a safe and healthy manner, or their compliance with this policy

- a worker is aware, or reasonably believes, that another worker is in breach of this policy.

Assistance with alcohol or drug addiction

We may provide assistance to workers, where reasonably practicable, who have an alcohol or drug addiction. The assistance provided will depend on the circumstances and be at the absolute discretion of our company. It may include a referral to a professional support group, counselling, or an alcohol or drug program.

Investigations

Where we have formed a reasonable belief that a worker has breached or is likely to breach this policy and is adversely affected by alcohol, drugs or prescription medication, the worker may be immediately stood down with pay and directed to leave work (in a vehicle other than their own, e.g a taxi paid for by us). Attempts will be made to arrange appropriate support (such as medical assistance and safe transport), so far as is reasonably practicable and an investigation will be conducted.

The subsequent investigation may be conducted by an internal or external person nominated by us, and may involve:

- an alcohol or drug test conducted by an accredited testing agency or medical practitioner (where a worker is reasonably believed to be adversely affected by alcohol, drugs or prescription medication)
- an interview or interviews with the worker to seek the worker's response to each of the allegations
- interviews with relevant witnesses.

All our workers are required to fully cooperate with the investigation. Failure to comply with the investigation process may lead to further disciplinary actions.

At the conclusion of the investigation, the accredited testing agency or medical practitioner will review the investigator's findings and decide what action, if any, should be taken. The worker will be notified as soon as possible.

Privacy

A positive alcohol or drug test result, or any other health information that we may acquire about a worker, will be treated in accordance with the applicable privacy legislation. Such information will be:

- retained by us in a confidential file, and reasonable steps will be taken to keep that file secure at all times
- used by us only for the purposes relating to its assessment of our worker's current and ongoing suitability for employment (workers) or engagement (contractors).

In the case of workers, this may mean the information may be disclosed in circumstances which include, but are not limited to:

- disclosure to a qualified medical practitioner or other health care professional appointed by us to assess the worker's fitness to perform the requirements of their position
- where disclosure is otherwise required or permitted by law.

Workers are entitled to access their health information retained by us.

Vehicle Management

Our company aims to promote a safe driving culture within the business, and reduce and eliminate unsafe road incidents.

Worker responsibilities when carrying out work-related business in a vehicle are to:

- ensure they hold a current driver licence of the correct class for the vehicle being operated
- immediately notify management if their licence has been suspended, cancelled or has limitations placed on it
- conduct regular vehicle inspections using the vehicle checklist in the HazardCo App for company vehicles
- ensure required adjustments to vehicle settings (e.g seat position, rear view mirror/side mirror positions) are set prior to driving
- comply with all applicable traffic legislation when driving
- take regular and adequate rest breaks (when driving, break every two hours, and stop driving when tired)
- follow and comply with any reasonable requests regarding operation of the vehicle such as following SOPs
- follow all applicable road rules (including speeding, use of cell phones, driving under the influence, etc)
- ensure they are fit to drive and for work (fatigue, mental health, etc). Speak to your supervisor if you feel fatigued and/or unfit to work

- ensure all safety features are used (seat belts, ABS etc)
- follow our company vehicle policy.

Workers have a responsibility to report any issues identified with any company vehicle.

Vehicle Maintenance

All company vehicles will be roadworthy and warranted. If applicable, they will have a current Warrant or Certificate of Fitness (WOF/COF), registration, correct Road User Charges (RUCs) and will be regularly serviced and maintained to keep the vehicle in a safe state.

Vehicle maintenance will include:

- following the manufacturers' maintenance requirements and schedules: we will ensure scheduling for vehicle downtime and only allow qualified personnel to service the vehicles
- safety belt checks: look for fading, fraying, cuts and flexibility
- rust checks on the main structural parts of any vehicle
- exhaust system checks
- special equipment: all vehicles should be fitted with a fire extinguisher, a first aid kit, a torch, a reflective vest and an emergency triangle
- tyres, check pressure including the spare, no penetrations (for example from nails), sidewall damage, tread depth
- washer fluid is topped up
- lights all bulbs are working and operational, including any beacons
- windows are in good condition, any cracks are identified and filled or windows replaced.

No modifications will be made to any vehicle unless authorised/approved by the vehicle manufacturer.

Tobacco and Secondhand Smoke

We will ensure as an employer, or where we have management or control of a workplace, no persons are exposed to secondhand smoke or any other tobacco or nicotine by-product, e.g vaping. This includes our company vehicles and offices.

Infectious Diseases

In the event of infectious diseases (e.g COVID-19) posing a risk to our workers and operations on-site, we will comply with all government mandatory requirements.

Depending on the disease and the instruction from the government that applies to employers and/or workplaces, this may include but is not limited to:

- developing and updating any required documentation, e.g COVID-19 plan, COVID-19 risk assessment
- compliance with mandatory requirements such as:
 - vaccination
 - density limits
 - physical distancing on-site
 - contact tracing
 - cleaning regimes
- continual monitoring of employer and workplace mandatory requirements to ensure they are up-to-date.

In addition to mandates set by the government, we will also consider industry association advice and seek input from experts, where required, to assist us in maintaining a healthy and safe work environment.

All workers and contractors are required to take reasonable steps to reduce the transmission of infectious diseases (e.g COVID-19) at any workplace where our workers are engaged, including following basic hygiene levels, such as:

- thorough hand washing and drying with soap and paper towels, or using at least 60% alcohol hand sanitiser
- sneezing or coughing into your elbow or a tissue
- following any state and national government requirements, e.g vaccinations.

Notices and Signs

All our workers and contractors must follow the requirements of all safety signage in place at any workplace where our workers are engaged.

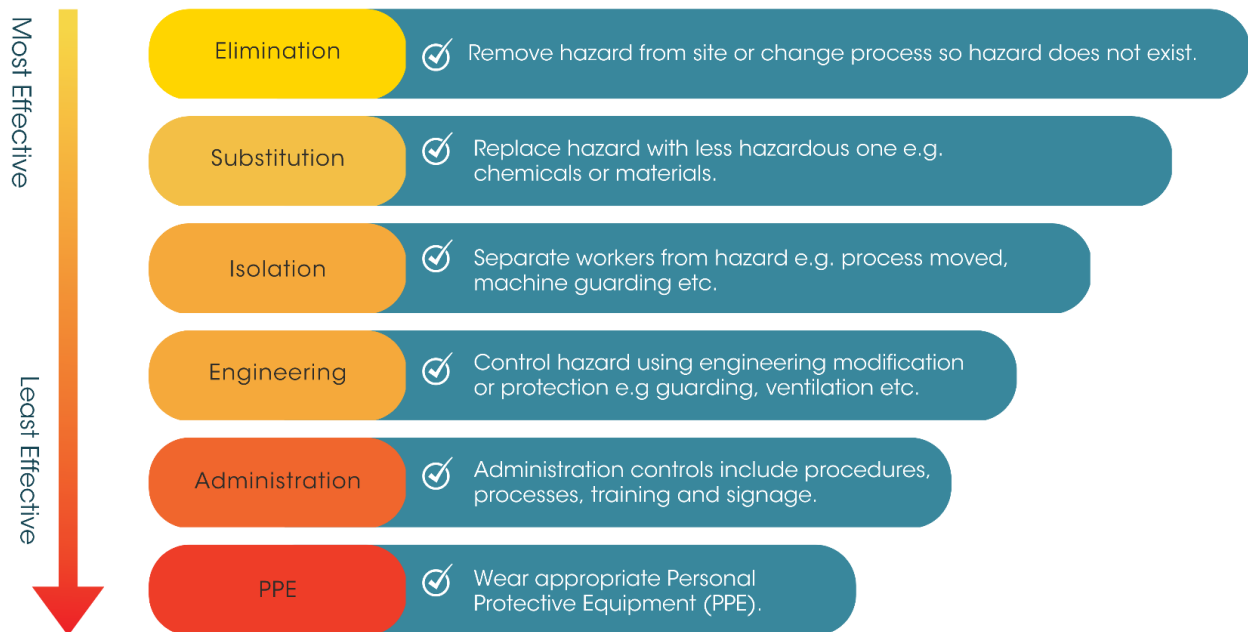
Workplace Security and Protecting the Public

Appropriate measures will be in place for the security of all visitors, workers, contractors, plant, equipment, materials, tools and hazardous substances such as:

- ensuring plant and equipment is secured, locked and stored in a safe manner after hours
- locking containers storing tools, small equipment and hazardous substances, appropriately
- Using temporary fencing or other suitable means to ensure the workplace is secured from unauthorised access. Where fencing is used, it is assembled and secured adequately to prevent collapse in high winds.
- suitably designing and constructing physical barriers for trenches, voids and other risks, e.g, safety fences, lockable gates, bunting or covers.
- erecting mandatory signage to define the workplace.

Contractor Management

As a PCBU, we will ensure all workers, including any contract workers, use the appropriate resources and controls to eliminate or minimise risks to health and safety in accordance with the control hierarchy.



Pre-qualification

To understand our contractors' health and safety commitments and goals and how they operate in a safe way we will pre-qualify all contractors, to ensure they have an effective H&S system in place.

To ensure competency, all contract workers must have an active health and safety system that addresses their legal duties to provide:

- a work environment that eliminates or minimises risks to health and safety
- safe plant and structures
- safe systems of work (e.g standard operating process, TAs, manufacturer's instructions)
- the safe use, handling and storage of hazardous substances
- adequate facilities for the welfare at work of workers
- any information, training, instruction or supervision necessary to protect all persons from risks relating to the work they are doing
- monitoring the health of workers and the conditions at the workplace to prevent illness or injury
- a maintained premises, so that a worker occupying the premises is not exposed to risk
- worker participation in health and safety.

Overlapping Duties

If any of our work involves the engagement of, or working alongside other PCBUs (e.g sub contractors working on the same job), we will consult and cooperate with all contractors involved and coordinate all activities to ensure risks are managed appropriately.

Contractor management will be raised as an agenda item and discussed at our Health and Safety Meetings.

Plant, Machinery or Equipment

We will ensure any plant, machinery or equipment supplied to and used by workers is of the required standard. It will be in good working order with all servicing complete, safety mechanisms and guards intact.

We will adhere to the following requirements when using any plant, machinery or equipment:

- It will have a Standard Operating Procedure (SOP), manufacturer's instructions or both, containing information on its safe operation and maintenance.
- Recorded in the Plant, Machinery and Equipment Register.
- Regularly checked and serviced, using an appropriate checklist and a maintenance schedule.
- Records will be maintained and regularly updated. It is the responsibility of the supervisor/manager, to ensure the Plant and Equipment Register is kept up to date.
- Operators will be both trained and competent, or supervised by someone who is trained and competent.
- Suitable training will be recorded on workers' individual Training Registers.
- Raised as an agenda item and discussed at our Health and Safety Meetings.
- Self-propelled mobile plants used on workplaces will have operator-protective structures and seat belts fitted and worn during operation. (The type of protective structure fitted shall be in accordance with the requirements set by Approved Code of Practice (ACOP) for Operator Protective Structures).
- Before introducing any new plant, machinery or equipment a risk assessment will be carried out. A risk assessment will ensure that no additional risks are introduced to workers and any changes in risk are identified.
- The hazard register will be updated to reflect any introduced hazards from the plant, machinery or equipment.

Powder actuated tools

These tools use an explosive powered charge to fire fixings into timber, concrete and steel, and in themselves constitute a hazard.

The following requirements must be followed when using explosive powder actuated tools:

- Only trained individuals are to use powder actuated tools.
- Safety glasses and hearing protection are to be used at all times.
- If powder actuated tools are used regularly in a workplace relevant safety signage indicating that powder actuated tools are in use should be placed in the immediate vicinity.
- No powder actuated tools are to be in a loaded condition when not being used.

- All powder actuated tools are to be inspected and maintained on a regular basis. All such inspections and maintenance will be documented by management.
- Powder actuated tools are to be locked away when not in use.

Standard Operating Procedures (SOPs) and Manufacturer's Instructions

The SOP, or manufacturer's instructions, contains information on how to manage risks to health and safety. This information relates to the plant, machinery or equipment and its maintenance, the required risk controls (guarding, PPE, etc), any worker training or supervision requirements and any operator safety rules.

We will use this information to ensure that recommended servicing and maintenance is carried out and to assist us in building our SOPs.

Our SOPs will be created for routine tasks with assistance and input from workers knowledgeable in the operation of the plant, machinery or equipment. Where necessary we will also seek specialist input to assist in the creation and development of SOPs, alongside industry good practice guidelines and manufacturers instructions.

All workers will be given the opportunity to cooperate in the creation, development and amendment of SOPs.

SOPs will be used for:

- inducting new workers
- retraining or upskilling current workers
- anyone involved in the use, or handling, of the plant, machinery or equipment
- maintenance work.

All SOPs will be signed off by the supervisor as part of workplace training, before starting any work.

When developing SOPs, hazards identified that relate to specific plant, machinery or equipment not already listed in the Hazard Register will be

discussed at our Health and Safety Meetings and added to the hazard register if the risks cannot be eliminated.

Notification of Hazardous Work to WorkSafe NZ

Where hazardous work is to be carried out, WorkSafe will be informed in writing at least 24 hours prior to commencement of such work (asbestos - asbestos notification is five working days prior to the works being carried out). Notification is completed online, via WorkSafe NZ's website.

Notifiable works can include, but are not limited to:

- construction work with a risk of falling 5m or more (see exclusions below):
 - Exclusions:
 - work in connection with a residential building up to and including 2 full storeys
 - work on overhead telecommunications lines and overhead electric power lines
 - work carried out from ladder only
 - maintenance and repair work of a minor or routing nature
- erecting or dismantling scaffolding with a risk of falling 5m or more
- logging or tree felling undertaken for commercial purposes
- using a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5m or more (see exclusions below):
 - Exclusions:
 - work using an excavator
 - work using a forklift
 - work using a self-propelled mobile crane
- work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
- work in any excavation in which any face has a vertical height of more than 5m and an average slope steeper than a ratio of 1 horizontal to 2 vertical
- work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5m deep and having a depth greater than the horizontal width at the top
- work involving the use of explosives, or storage of explosives for use at the workplace

- work in which a person breathes using compressed air, or a respiratory medium other than air (not diving).

Notifications of hazardous work assist WorkSafe NZ's workplace health and safety services to plan workplace visits to promote prevention of harm to all persons at, or in the vicinity of, a place of work.

When WorkSafe NZ is notified online, an electronic confirmation will be received and a copy of the notification will be kept and held for the duration of the works.

Workers engaging in hazardous work will be competent to perform the work, and will be able to demonstrate this competence (e.g hold an appropriate qualification).

APPENDIX

1. Health and Safety Policy
2. Injury Management/Return to Work Policy
3. Alcohol and Other Drugs Policy
4. Workplace Discrimination, Harrassment and Bullying Policy
5. Mental Health and Wellbeing Policy
6. Environmental and Sustainability Policy
7. Revision History

Health and Safety Policy

Insitu Building Co. Ltd are committed to health and safety and wellbeing, and will ensure, so far as reasonably practicable, the health and safety of all our workers and other persons who may be put at risk from our work.

We will address our duty of care, so far as reasonably practicable by:

- complying with the Health and Safety at Work Act (HSWA) 2015 and Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, other applicable regulations, relevant codes of practice and guidelines and standards
- providing and maintaining a work environment, or work premises, without risks to health and safety
- providing and maintaining safe plant, machinery and equipment, and structures
- providing and maintaining safe systems of work
- ensuring the safe use, handling, storage and transportation of hazardous substances
- providing and maintaining adequate facilities for the welfare of workers
- monitoring the health of our workers and the conditions in the workplace to prevent illness or injury
- providing any information, training instructions or supervision necessary to protect our workers from the risks relating to their work
- ensuring all contractors and workers are suitably qualified to undertake the work for which they are engaged
- accurately reporting and recording all workplace incidents (injury/illness/incident/near miss)
- consulting with and encouraging the participation of other duty holders, our workers and their representatives on matters affecting health and safety
- ensuring appropriate processes are in place for receiving, considering and responding in a timely manner to information regarding incidents, hazards, and risks
- providing safe means of access and egress to and from places of work
- reviewing, revising and evaluating our health and safety management systems and processes at regular intervals to ensure continuous improvement
- supporting the safe and early return to work of injured workers.

Management acknowledges and accepts its responsibilities for health and safety standards in the workplace. However, we seek cooperation from all workers in achieving our health and safety objectives. We expect workers will:

- take reasonable care for their own health and safety
- take reasonable care they do not adversely affect the health and safety of other persons
- follow our policies and procedures
- comply with any reasonable instructions given
- identify hazards, assess and control risks to health and safety that are under their control
- use any Personal Protective Equipment (PPE) provided
- report all hazards, accidents and incidents (incidents) to their supervisor in a timely manner.

Officer: David Lamb

Signature: 

Date: 27th Feb 2024

Officer: Samantha Halliday

Signature: 

Date: 27th Feb 2024

Note: An officer is a person who has the ability to significantly influence the management of a PCBU. This includes, for example, company directors and chief executives. Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations. See WorkSafe's special guide Introduction to the Health and Safety at Work Act 2015 for a detailed explanation of an officer's role and duties.

Injury Management/Return to Work Policy

Insitu Building Co. Ltd is committed to actively supporting the recovery of any worker who sustains a work-related injury or illness through the course of their employment.

We recognise and accept our obligations to assist workers to remain at work, or return to work, if injured or ill because of their work.

We are committed to ensuring:

- early reporting of any injury sustained by the worker so early intervention at the workplace occurs, to enable workers to stay at work, wherever possible
- actions to assist workers to remain at work, or return to work, on suitable duties to commence as soon as possible, provided it is safe to do so and consistent with medical advice
- all workers assist and cooperate to ensure this policy is implemented.
- the confidentiality of worker information during return to work and any occupational rehabilitation is maintained.

Objectives

Our company will:

- provide workers with the relevant forms and information about workers' compensation, return to work and the occupational rehabilitation program
- nominate a suitable person to manage the injured worker/s back to their pre-injury roles as soon as practical
- prepare a return to work plan by the nominated person and the injured worker in consultation with the medical practitioners
- maintain an incidents register for all work-related injuries and illnesses
- keep confidential all information relating to any injured worker, in accordance with privacy legislation.

Responsibilities

All workers are responsible and accountable for following all H&S policies, procedures, initiatives and directions (written or verbal) at each workplace.

Any worker who sustains a work-related injury or illness through the course of their employment, will be required to participate in the rehabilitation process. This includes communicating regularly with their designated supervisor or manager.

Officer: David Lamb

Signature: 

Date: 27th Feb 2024

Officer: Samantha Halliday

Signature: 

Date: 27th Feb 2024

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Alcohol and Other Drugs Policy

Insitu Building Co. Ltd is committed to providing a safe, healthy and productive working environment free from the harmful effects of alcohol and other drugs. This policy has been developed with the aim to protect workers and other people from the risks associated with alcohol or drugs at work.

The Company will:

- prohibit the presence of alcohol and illegal drugs in our workplaces
- implement procedures aimed at reducing the risks related to the use of (prescribed) legal drugs and their effect on individuals in the workplace
- implement a program that tests for alcohol and illegal drugs to established relevant standards, including confirmatory testing
- test for alcohol and other drugs under certain circumstances, such as randomly and after incidents
- aim to reduce the effects of alcohol and other drugs in the workplace through information, education and training programs
- require worker involvement in the management of alcohol and other drug issues in the workplace, including management of over the counter and prescription medication
- take all reasonable steps to make contractors and visitors aware of and comply with this policy
- identify, assess and manage individuals in workplaces who have alcohol or other drug problems
- take appropriate disciplinary or other action where the policy has been breached.

Officer:

David Lamb

Officer:

Samantha Halliday

Signature:



Signature:



Date:

27th Feb 2024

Date:

27th Feb 2024

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Workplace Discrimination, Harrassment and Bullying Policy

Insitu Building Co. Ltd is committed to ensuring a healthy and safe work environment.

It is unlawful to engage in sexual, discriminatory harassment, bullying or victimisation under legislation relating specifically to the workplace. We do not tolerate any form of unlawful bullying, harassment, discrimination or victimisation at any workplace where our workers are engaged to work.

Objectives

- Ensure structures and practices are free from unlawful discrimination, both direct and indirect.
- Provide workers with information about unlawful discrimination, discriminatory harassment, sexual harassment, victimisation and bullying.
- Ensure policies, procedures and official documentation and publications comply with equal opportunity and H&S principles.
- Create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- Ensure training, development and progression opportunities are available to all.

Responsibilities

Each worker has an obligation to:


- treat all persons with courtesy, dignity and respect
- ensure they do not treat any person less favourably because of their sex, sexual orientation, age, race, ethnic origin, religion, disability, or any other grounds of bullying, harassment, discrimination or victimisation (as described and protected by legislation). *Note: Such conduct includes the use of verbal, non-verbal and social media based applications that are designed to hurt, humiliate, discriminate, victimise or intimidate a fellow person*
- report any example of repeated workplace bullying, harassment, discrimination or victimisation to the Site Supervisor, Principal Contractor or our director. All discussions and documents generated are to be treated confidentially at all times
- ensure that in the event they witness, or are made aware of inappropriate conduct, they are obliged to immediately report the matter to the relevant Site Supervisor, Principal Contractor or our director.

Issue Resolution

All complaints of discrimination, harassment or bullying will be treated quickly, seriously and sympathetically. They will be investigated thoroughly, impartially and confidentially.

The worker will be interviewed, and so will the alleged perpetrator. Witnesses may also be interviewed and other evidence may be considered.

Officer: David Lamb

Signature: 

Date: 27th Feb 2024

Officer: Samantha Halliday

Signature: 

Date: 27th Feb 2024

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Mental Health and Wellbeing Policy

We will regularly promote a workplace that is supportive of workers' mental health and wellbeing needs.

Insitu Building Co. Ltd is committed to:

- identifying, mitigating and regularly monitoring risks to mental health and wellbeing (e.g high or hazardous workloads creating stress, poor relationships or conflict between co-workers/managers, etc)
- building and maintaining a positive and supportive work environment and culture that helps to protect workers from mental health and wellbeing injuries
- increasing our workers' knowledge, skills and capabilities to be resilient and thrive at work
- reducing mental health stigma and discrimination in the workplace
- facilitating our workers' participation in a range of initiatives that contribute to a mentally healthy workplace.

Application

This policy applies to all of our company workers, who are encouraged to:

- identify and report on hazards and factors they believe may impact on any worker's mental health and wellbeing
- support our workers to become aware of this policy and use it to minimise risk of harm.

Officer: David Lamb

Signature:



Date: 27th Feb 2024

Officer: Samantha Halliday

Signature:



Date: 27th Feb 2024

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Environmental and Sustainability Policy

Insitu Building Co. Ltd is committed to proactively and effectively minimising adverse environmental impacts and to work proactively to respond to global sustainability issues.

We recognise that sustainable practices need to be ingrained in the way we work and we strive to continually improve our environmental performance by benchmarking ourselves against industry best practice.

We will reduce the impact of our operations by:

- complying with all legal and WorkSafe requirements
- implementing measures to reduce pollution and measure the carbon footprint of the business and identify, and act on, any opportunities to reduce our environmental footprint
- adopting waste management strategies to minimise waste and increase recycling
- improving water efficiency and minimising the level of water discharged by our operations
- maintaining a system to identify and evaluate the environmental risks associated with the business and regularly review performance
- promoting and supporting our workers to raise awareness via training programmes to improve our overall environmental work practices
- engaging in specialist advice where necessary to ensure we are implementing the best controls to mitigate environmental harm
- engaging with local councils and/or WorkSafe bodies as required to ensure we meet local requirements
- adopting and completing a sediment control plan to eliminate or minimise the risk of sediment run-off as necessary.

Officer: David Lamb

Officer: Samantha Halliday

Signature: 

Signature: 

Date: 27th Feb 2024

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Revision History

| | |
|----------------------|---|
| Issue Date: | May 2023 |
| Summary of revisions | <ul style="list-style-type: none">● All sections of procedure document reviewed and amended in accordance with current legislation, standards, and industry guidelines● All sections of procedure document reviewed and amended to meet the current HazardCo Solution● Addition of the following policies:<ul style="list-style-type: none">○ Injury Management / Return to Work Policy○ Alcohol and Other Drugs Policy○ Workplace Discrimination, Harassment, Bullying Policy○ Mental Health and Wellbeing○ Environmental Policy |