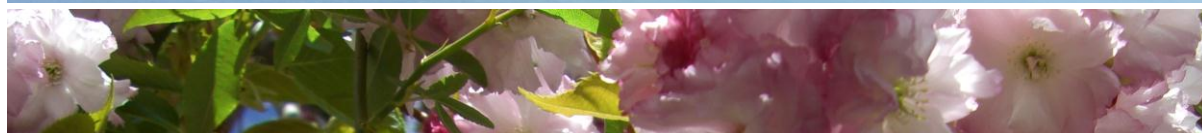


# HEALTH & SAFETY MANUAL

**September 2013**

Please note: The Health & Safety Manual is currently undergoing a comprehensive review in readiness for legislation change, 4 April 2016. For the latest information, prior to publication, contact [bern.scurr@codc.govt.nz](mailto:bern.scurr@codc.govt.nz).



# Health and Safety Policy Statement

The Central Otago District Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our stakeholders.

The Council will provide and maintain a safe working environment and actively manage hazards in our workplaces. All practicable steps will be taken to prevent harm occurring to employees and other people at our sites and their health, safety and welfare will be actively promoted by:

- Identifying, assessing and controlling all existing and new hazards in the workplace to which employees and others are or may be exposed.
- Providing information, training and equipment appropriate for controlling all hazards, particularly those hazards assessed as being significant.
- Ensuring all our staff and contractors are adequately trained and supervised.
- Ensuring all contractors, suppliers and visitors are appropriately managed and aware of our Health and Safety requirements.
- Developing and maintaining comprehensive and effective plans for emergencies.
- Promptly and accurately recording all accidents and incidents in our workplaces and taking all practicable steps to prevent recurrences.
- Complying with the provisions of the Health and Safety in Employment Act 1992 and other legislation, Standards, Codes of Practice and guidelines providing for the health and safety of people at work.

Managers will consult with employees and encourage their involvement in matters related to health and safety. Whenever appropriate, employee participation and input will be sought to achieve the above strategies.

Central Otago District Council is committed to actively managing employee accident claim and rehabilitation processes if they are injured while at work.

Individual employees will meet their obligation to take all practicable steps to ensure their own and others' health and safety, and are encouraged to become actively involved in assisting managers achieve a healthy and safe workplace. Employees will co-operate and report hazards and other sub-standard conditions, accidents and near misses to their manager.

09 September 2013

\_\_\_\_\_  
Phil Melhopt, Chief Executive

This Policy Statement is effective from the above date and will be reviewed every two years.

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# Section 1 – Employer Commitment

## 1.1 Introduction

Health and safety is the responsibility of everyone who is employed by, or contracted to the Central Otago District Council (the Council). Systems and procedures have been developed to provide a structure by which health and safety can be managed. These are based on the requirements of the Health and Safety in Employment Act (1992), and NZS4801 Occupational Health and Safety Management Systems.

## 1.2 Specific Responsibilities

### 1.2.1 Managers

The following are specific management roles and responsibilities relating to health and safety and managers' performance relating to these duties will be reviewed annually as part of their regular performance evaluations. All managers are expected to achieve the following outcomes to the level appropriate to their position:

- Respond promptly to any health and safety issues brought to their attention.
- Ensure there are regular health and safety discussions with staff.
- Ensure regular workplace audits are completed to identify new hazards and to maintain an up-to-date hazard register.
- Understand accident reporting procedures and ensure all accidents and incidents are reported in a timely and accurate manner on the appropriate forms and when necessary, investigated.
- Ensure all plant, equipment, work processes and resources used in the performance of the work activities are suitable for their intended purposes, meet safety requirements and when necessary, able to be safely operated or used.
- Attend training as required to ensure they have an understanding and ability to perform their delegated H&S responsibilities.
- Comply with the employer's codes of conduct and relevant operational procedures.
- Ensure all employees are appropriately trained for their roles and maintain accurate training records.
- Ensure contractors and subcontractors for whom they are responsible receive appropriate induction to workplaces and that their H&S performance is monitored and reported.
- Accurately monitor and report injury trends, hazard management strategies and other relevant health and safety issues within their span of control.

**To ensure that we are complying and maintaining this system, management will:**

- Ensure new, and existing staff read and understand this Manual.
- Ensure the Manual is available and accessible to all new and existing employees and maintain records to reflect that staff have read and understood this Manual.
- Review this Manual and H&S management system and procedures at least annually.
- Provide protective clothing and other safety equipment for use by employees as and when required.
- Remain aware and meet the requirements of legislation, regulations, codes of practice and industry best practice for all activities they have responsibility for managing.

**Principal legislative references that apply to Council's Health and Safety system are:**

- Health and Safety in Employment Act 1992
- Health and Safety in Employment Regulations 1995
- Employment Relations Act 2000
- Injury Prevention, Rehabilitation and Compensation Act 2001
- Hazardous Substances and New Organisms Act 1996
- Hazardous Substances Regulations
- Fire Safety and Evacuation of Buildings Regulations 2006.

A comprehensive list of legislation that may apply to our activities and operations is included in this Manual as Appendix 7.

### **1.2.2 Employees**

Employees will not be permitted to perform any task, operate any machinery, or deal with any substance or material without appropriate qualifications, knowledge, skills and/or prior experience (unless closely supervised by someone with such qualifications, skills and/or experience).

Every employee must take all practicable steps to ensure:

- Their own safety while at work.
- That no action or inaction of the employee while at work, causes harm to any other person(s).

- All personal protective clothing (and equipment) is correctly used and/or worn (as specified in procedures or instructions).
- That they assist with hazard identification and control of hazards as necessary and that they report all unsafe conditions without delay.
- Health and safety policies, procedures and processes are understood and complied with at all times.
- All accidents and incidents are reported accurately and promptly to the appropriate person.
- They know how and where to obtain first aid and medical assistance.
- Work areas are kept tidy to minimise the likelihood of injury to self and others.
- Health and safety issues of concern are communicated to the appropriate Manager or through a H&S Representative.
- They comply with the employer's codes of conduct and relevant operational procedures.

**All employees are to be aware of:**

- The hazards they will be exposed to in the workplace and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other people and property.
- The emergency and evacuation procedures in their workplaces and their personal responsibilities.
- Where all first aid resources, safety equipment and PPE are stored.

### **1.3 Employee Recognition**

To encourage and reward excellence in health and safety management and to recognise the positive safety culture within the Council, at the final scheduled H&S Committee meeting each year, the H&S Representatives will determine if there is any individual or group that is worthy of special recognition.

A suitable award or gift may be presented to a person or group who has shown outstanding achievement, innovation or performance in aspects of health and safety (such as maintaining an exemplary safe work environment, performing an extraordinary example of safety management, recommending a safety innovation, providing outstanding services to health and safety management etc).



# Section 2 – Planning and Review

## 2.1 Introduction

Central Otago District Council is committed to demonstrating a focus on continuous improvement by ensuring that a systematic approach to health and safety is maintained. Improvement strategies for the organisation include:

1. Setting annual H&S performance objectives.
2. Reviewing the H&S management system and its effectiveness:
  - Annually.
  - After significant changes in work procedures or safety policies (e.g. new equipment or processes introduced, major organisational structure changes).
  - After critical events that may affect health and safety management strategies.

## 2.2 Management Reviews Following Critical Events

Additional reviews of H&S management may also occur following critical events such as emergency services attendance on worksites, unplanned evacuations and serious injuries or deaths occurring at Council facilities or workplaces.

Specific considerations when reviewing H&S management after a critical event, or change to work practices, policies or procedures may include:

- Determining whether current policies and procedures are appropriate and complete.
- Evaluating staff understanding of their specific responsibilities (e.g. reporting near miss incidents, reporting hazards, PPE use etc).
- Assessing the need for additional employee training.

## 2.3 Responsibilities

It is the responsibility of the Health and Safety Representatives (H&S Reps) and management to ensure that appropriate annual objectives are established and agreed at their first meeting each year. The proposed objectives will then be referred to the Chief Executive for ratification and then adopted in the Committee's annual H&S programme. The Health & Safety Coordinator (HSC), H&S Reps and management will be responsible for reviewing and monitoring the progress towards achieving the objectives at least quarterly.

An additional review of the annual objectives may be conducted following a critical event, or change to policies and procedures. This is to allow for additional or amended objectives to be implemented.

## **2.4 Council's Strategic H&S Objectives**

- To provide and maintain safe and healthy workplaces where employees are encouraged to participate in H&S management.
- To monitor, review and evaluate the H&S management structure, policies, practices and procedures on an annual basis.
- To continually review our hazard identification and control measures to ensure they effectively manage all of the significant hazards in our workplaces. This includes providing appropriate training, PPE and safety equipment as required.
- To ensure all health and safety policies and procedures comply with relevant legislative requirements and NZS 4801 so that Tertiary level accreditation in the ACC WSMP Programme may be achieved.

## **2.5 Specific Annual Objectives**

(These are detailed in Appendix 9)

## **2.6 Internal Audits**

### **2.6.1 WSMP Self-Assessments**

In order to determine levels of conformance with the WSMP standards an annual self-assessment will be completed using the ACC self-assessment template. The HSC is responsible for ensuring the completion of the self-assessment. (HS24)

Self-assessments must:

- Include all Council owned or occupied sites that are used by employees and contractors.
- Be completed with participation from at least one management and one employee representative (including unions if involved).
- Have the assessment findings reported back to management and H&S Committee meetings.
- Ensure appropriate recommendations for amendments and improvements are communicated to management

### **2.6.2 Internal H&S Performance Audits**

To determine the level of legislative and health and safety compliance within each Council Department, an annual programme of internal audit will be completed. Departmental Managers are responsible for organising the audits and when possible they will be conducted by external or independent auditors. A standard audit template will be used for internal use and the results will be collated and provided to the HSC and Chief Executive to determine if additional training or resources are necessary. (HS24)

## **2.7 Health and Safety Information and Updates**

Council strives for excellence in managing its Health and Safety systems and ensures that managers, employees and contractors have access to appropriate and current information pertaining to our business and operations. This is achieved through the HSC sourcing and disseminating relevant information of significant changes to staff and management by way of notices, newsletters, meetings and changes in this Manual.

Updates will be sourced from local authority affiliations, networking with other employer groups, attendance at conferences and seminars, industry training organisations, subscriptions to external monitoring groups (Standards Assoc of NZ, Employers Assoc, Chamber of Commerce) and from the Government agencies and Ministries responsible for monitoring our workplaces (NZ Govt, Ministry of Business, Innovation & Employment (MBIE), Environmental Protection Authority (EPA), ACC, NZ Transport Agency NZTA, NZFS and other authorities) via their websites, details of which are available on the Council intranet and from the HSC.

The HSC will ensure at least an annual review of relevant legislation, Standards, Codes of Practice and other H&S requirements is completed to ensure currency of documentation. Amendments to our H&S system will be made as required.

## **2.8 H&S Resources**

The Council maintains a reference library of websites, electronic data, publications, legislation, Codes of Practice, Standards, manuals, procedures, Safety Data Sheets and other relevant information related to our operations. The HSC is responsible for ensuring it is maintained and referenced in such a way that staff may access it when they are seeking information. A list of significant legislation that may apply to our operations is included as Appendix 7 and safety publications applying to Council's operations are detailed in Appendix 8.

## Section 3 – Hazard Management

### 3.1 Introduction

The Central Otago District Council has developed and implemented effective methods for:

- Systematically identifying existing and new hazards in its workplaces.
- Assessing each identified hazard and determining whether it is a significant hazard.
- Regularly assessing and reviewing the control measures applied for each hazard.

The Council will also review the effectiveness of hazard management practices annually and following serious harm accidents to determine whether the existing hazard management system is appropriate and effective.

Annual training will be provided for some of the people who lead the hazard management system. Managers, the HSC, H&S Reps and key staff may receive appropriate training to enable them to effectively complete hazard identification processes. Records of training will be maintained on the training database and copies of qualifications and certificates retained on personal files.

### 3.2 Hazard Identification

A hazard is anything that has a potential to cause harm (harm being an illness, injury or both) and includes physical and mental harm caused by work-related stress.

The Council's generic Hazard Register (Appendix 2) contains information related to the management of hazards that may be encountered throughout operational activities and worksites.

The Council will also establish and maintain hazard registers in each work department to ensure that hazards in specific workplaces and/or for operational activities are identified and appropriately managed. Hazard Control Plans (Appendix 3) details plans for higher-risk significant hazards.

When identifying hazards, the following steps must be taken:

<b>IDENTIFY</b>	Everything that could cause harm
<b>ASSESS</b>	Determine those hazards that are "significant" (those hazards that have the potential to cause serious harm).
<b>CONTROL</b>	Eliminate Isolate Minimise: <ul style="list-style-type: none"><li>• Provide appropriate personal protective equipment.</li><li>• Provide appropriate training to staff.</li></ul>
<b>MONITOR</b>	Review on a regular basis to ensure control strategies are effective.

### **3.3 Hazard Notification Procedure**

When a hazard is identified the following steps are to be completed:

1. Complete a Hazard Assessment Form. (HS2)
2. Enter the hazard into the Hazard Register. (Appendix 2)
3. Notify the HSC and/or management of all significant hazards.
4. The HSC will ensure a regular review is completed of all hazards and their control measures.

### **3.4 Hazard Identification Processes**

There are a number of ways that hazards can be systematically identified in workplaces and the method used will depend on the work environment and tasks undertaken.

#### **3.4.1 Physical Inspection**

This method is well suited to Council workplaces as it relates to static worksites such as service centres, offices, pools and libraries. Inspections should be conducted on a regular basis and they are often more effective when completed by staff who are working in other areas.

A method for completing physical inspections may include:

- a) Preparing a basic plan of the workplace.
- b) Dividing the workplace into manageable areas with responsibilities and timeframes for the inspections designated to one or more staff members.
- c) Systematically inspecting the workplace and considering what may reasonably be expected to cause harm to people or damage to property.
- d) Accurately recording details of each potential hazard (complete a Hazard Assessment Form (Appendix 6) for every new hazard identified).
- e) Presenting all hazards to the HSC and/or the H&S Committee to determine the appropriate control measures.
- f) Entering the hazard and its control measures into the Hazard Register.

#### **3.4.2 Task Analysis**

In some situations a physical inspection by worksite may not be feasible, e.g. where the workplace or environment is constantly changing (driving, site inspections, complex work, repairs and maintenance). In these instances, a task analysis associated with the activity is an appropriate method of identifying hazards.

It is generally necessary for this to be completed at the location by the person performing the task, prior to them commencing work. Hazard details and controls

must be entered on a site-safety plan and/or a hazard board and should also be communicated to others at the site by way of a safety briefing.

A method for completing a task analysis may include:

- a) Identifying the high risk tasks carried out by employees or contractors (working at height, working alone, working in confined spaces or near moving machine parts).
- b) Summarising the actions necessary to complete the task.
- c) Collating the information gathered.
- d) Accurately recording details of each potential hazard (complete a Hazard Assessment Form for every new hazard identified and determining the requisite control measures).
- e) Entering the hazard and its control measures into the Site Hazard Register, Site Hazard Board and/or Site Safety Plan.

### **3.4.3 Work Process Analysis**

This method follows the flow of material through a facility and identifies hazards at each stage of the process. It is best suited to a worksite where raw product enters the site in an unprocessed or raw form and leaves the site as a finished product (waste water facilities, water treatment plants, recycling facilities).

A method for completing a work process analysis may include:

- a) Developing a flowchart of the process to identify areas where the raw material is received, stored, moved on site, processed and removed or delivered away from the facility.
- b) Identifying the potential hazards at each stage of the process.
- c) Accurately recording details of each potential hazard (complete a Hazard Assessment Form for every new hazard identified).
- d) Presenting all hazards to the HSC and/or H&S Committee to determine the appropriate control measures.
- e) Entering the hazard and its control measures into the Hazard Register.

### **3.4.4 Analysis of Injury Trends**

Analysis of trends in the Accident Register may help identify hazards that have not been raised after completing the above processes due to their nature or lack of immediate impact.

### 3.5 Hazard Assessment

This is a process used to identify significant hazards.

#### 3.5.1 A Significant Hazard

is anything that has a potential to cause serious harm (harm being an illness, injury or both) and includes physical and mental harm caused by work related stress. (Full definition is in Appendix 1)

#### 3.5.2 Serious Harm

(Full definition is in Appendix 1)

- Is harm (being more than trivial) the severity of which on any person depends (entirely or among other things) on the extent or frequency of the person's exposure to the hazard (e.g. loss of limb, loss of consciousness, noise, dust):  
or
- Is harm that does not usually occur, or is not detectable, until a significant time after exposure to the hazard (e.g. asbestosis, hepatitis, cancer).

In some instances, the risks associated with significant hazards will be assessed so that hazard management priorities may be determined.

### 3.6 Hazard Control Measures

The Council will take all practicable steps to control significant hazards to prevent possible injury or loss to people and damage to property or the environment. Methods for controlling hazards will be detailed in hazard registers and reviews of the control measures for the hazards identified in the Council's generic Hazard Register will be completed at least annually as a responsibility of the Health & Safety Coordinator. Staff will review Departmental Hazard Registers at least quarterly.

The Health and Safety in Employment Act 1992 specifies the hierarchy of controls for significant hazards as follows:

**ELIMINATE** Eliminate the hazardous process, substance or situation.

**ISOLATE** Isolate the hazardous process, substance or situation to prevent access to it. A common method is to install barriers, guards or other devices that prevent people from contacting or being affected by the hazard. (Difficulties may arise if the protection is removed or disengaged for any reason).

**MINIMISE** Minimise the possible effects of the hazard to the maximum practicable extent by:

- Providing safety equipment and Personal Protective Equipment (PPE) to all people exposed to any part of the hazard that cannot be eliminated or isolated, (refer personal protective equipment information within this section), and/or
- Monitor employees exposure to the hazard, and/or

- With the employees' informed consent, monitor their health in relation to the possible harmful effects of the hazard, and/or
- Provide staff training and assessment to verify competence in undertaking work involving hazards, and/or
- Implementing operating procedures and guidelines to provide safe working practices for employees performing hazardous tasks or working in hazardous environments.

### **3.6.1 External Advice for Controlling Significant Hazards**

When there is insufficient staff expertise or experience to adequately assess the control measures for specific hazards, it may be necessary to employ external specialists to provide advice related to hazard controls. Examples of hazards where such expertise may be used include noise, lighting, dust, hazardous substances, asbestos and ergonomics.

When it is necessary to employ external expertise it will be sourced from reputable organisations or individuals with appropriate industry affiliations and/or qualifications to undertake the tasks required in a professional and appropriate manner. (See section 3.13 below)

## **3.7 Notification of Hazardous Work**

The following is taken directly from the MBIE website.

The Health and Safety in Employment Regulations 1995 require employers as well as the person who controls a place of work to provide at least 24 hours notice to the MBIE (Labour Department) of particularly hazardous work as defined below. Notifications of hazardous work assist the Department's workplace health and safety services to plan workplace visits to promote the prevention of harm to all persons at, or in the vicinity of, a place of work.

There are two methods for providing notification:

- Submit a Notification of Particular Hazardous Work online; or
- Download the notification form [size: 50KB] and post or fax it to MBIE through the Department of Labour office nearest to the site of the hazardous work.

The Health and Safety in Employment Regulations 1995 require an employer as well as the person who controls a place of work to notify The Department of certain work that is more than usually dangerous before it is started.

### **3.7.1 Notifiable work as defined by the Regulations**

- a) Any restricted work, as that term is defined in regulation 2(1) of the Health and Safety in Employment (Asbestos) Regulations 1998:
- b) Any logging operation or tree-felling operation, being an operation that is undertaken for commercial purposes:



c) Any construction work of one or more of the following kinds:

- Work where workers could fall 5 m or more, excluding work on a two-storey house, or work on a power or telephone line, or work carried out from a ladder only, or maintenance or repair work of a minor or routine nature.
- The erection or dismantling of scaffolds from which a person could fall 5 m or more.
- Every excavation more than 1.5 m deep in which people are required to work and which is deeper than it is wide at the top.
- Any form of tunnel or drive where workers work underground, irrespective of timbering or support.
- Those excavations where the excavated face is steeper than 1 horizontal to 2 vertical.
- Any construction work where explosives are used or stored.
- Work such as diving, where construction workers breathe air or any other gas that has been compressed or is under pressure.
- Lifts of half a tonne (500 kg) or more a vertical distance of 5 m or more carried out by use of a lifting appliance other than by a mobile crane, excavator or forklift.

### **3.8 Additional Hazard Control Methods**

#### **3.8.1 Purchase of new equipment or changes to services and processes**

When practicable, a suitable staff member and/or other appropriate people are to be included in the pre-purchase process to ensure that health and safety considerations are incorporated into the design and selection of new plant and equipment.

When new equipment, materials, services or work processes are introduced, or existing procedures or resources are significantly changed in the workplace, it is important that all hazards present are identified and controlled appropriately.

The following process is to be followed.

1. Complete a safety assessment using the New Equipment/Processes Form (HS3)
2. Complete a Hazard Assessment Form (HS2) for identified hazards.
3. Ensure details are added to the Hazard Register.

### **3.9 Pre-employment Medicals**

All prospective staff who could potentially be exposed to hazards in their work that may exacerbate existing health issues may be required to undergo pre-employment health testing. The purpose of this is to ensure that the Council does not expose new employees to hazards that may detrimentally affect any existing health issue.

Pre-employment medical testing may provide a baseline from which to establish the extent of deterioration of bodily functions following prolonged exposure to hazards. Such things as hearing, vision, lung function and dexterity may be tested and monitored for at-risk employees.

Based on existing hazards in Council workplaces, management and H&S Representatives have determined that there is no necessity for compulsory pre-employment health tests to be undertaken. This decision will be reviewed annually and outcomes minuted in the H&S Committee meeting minutes.

### **3.10 Health Monitoring**

Hazards that cannot be eliminated or isolated must be minimised as far as is practicable. Council's identified possible health hazards are noise, dusts, pool vapours, ergonomics and VDU use and these hazards are minimised through the provision of PPE (e.g. eye protection, hearing protection, dust masks and respirators) or through engineering controls (e.g. extraction systems, low-emission VDU).

When management and the Committee have agreed to provide specific health testing for staff, the results will be analysed by management to determine if additional hazard control measures are necessary. Baseline data will be established at the initial testing of each individual tested and this data will be used to compare with subsequent test results to determine if deterioration of function is occurring. When necessary, employees' health may be further monitored.

Employees whose health may have been affected during an accident or incident may be invited to undergo health monitoring in relation to the critical event. Critical event in the context of affecting health may include exposure to smoke or fumes, sudden noise exposure (e.g. an explosion or pressure release), sudden light or other potentially damaging chemical exposure to eyes, exposure to possible contagious disease (e.g. hepatitis, tetanus, TB) or another event that may have the possibility of inflicting detrimental long-term or delayed health issues.

Data related to health monitoring will be presented to H&S Reps and management so causal factors may be investigated to reduce future or further harm to employees. All data must be reported in such a way that anonymity of individuals is protected.

### **3.11 Sub-Optimal Results**

Responsibilities for ensuring that sub-optimal health testing results are dealt with appropriately lie with the HSC, the employee and their Manager. Medical advice will be sought and the employee's medical and vocational needs will be primary considerations when determining remedial actions.

### **3.12 Personal Protective Equipment (PPE)**

Hazards not able to be eliminated or isolated must be minimised as much as is practicable. Measures such as controlling employees' exposure to the hazards and environmental monitoring may be used to determine the type and level of Personal Protective Equipment (PPE) issued to the employees exposed to the hazard.

When significant hazards require the use of specialised personal protective equipment (e.g. respirator, fall arrest gear, harnesses, hard hat), it is essential to have a process to record PPE issue, maintenance and replacement. In most cases within Council's workplaces, PPE is replaced as necessary when authorised by the employee's supervisor. Checks of PPE condition are made during the regular hazard management reviews and findings are reported at the next H&S Committee meeting.

#### **3.12.1 PPE & Safety Equipment Training**

All staff must be trained in the correct use and maintenance of PPE as part of their induction process (refer Section 4) and supervised until they are competent in its use.

#### **3.12.2 PPE Records**

All PPE must be checked at least six monthly to ensure it is in sound serviceable condition. When specialised PPE is issued to individual employees, details may be entered for individuals on the PPE Record Form which is to be maintained by the HSC or appropriate manager. (HS4)

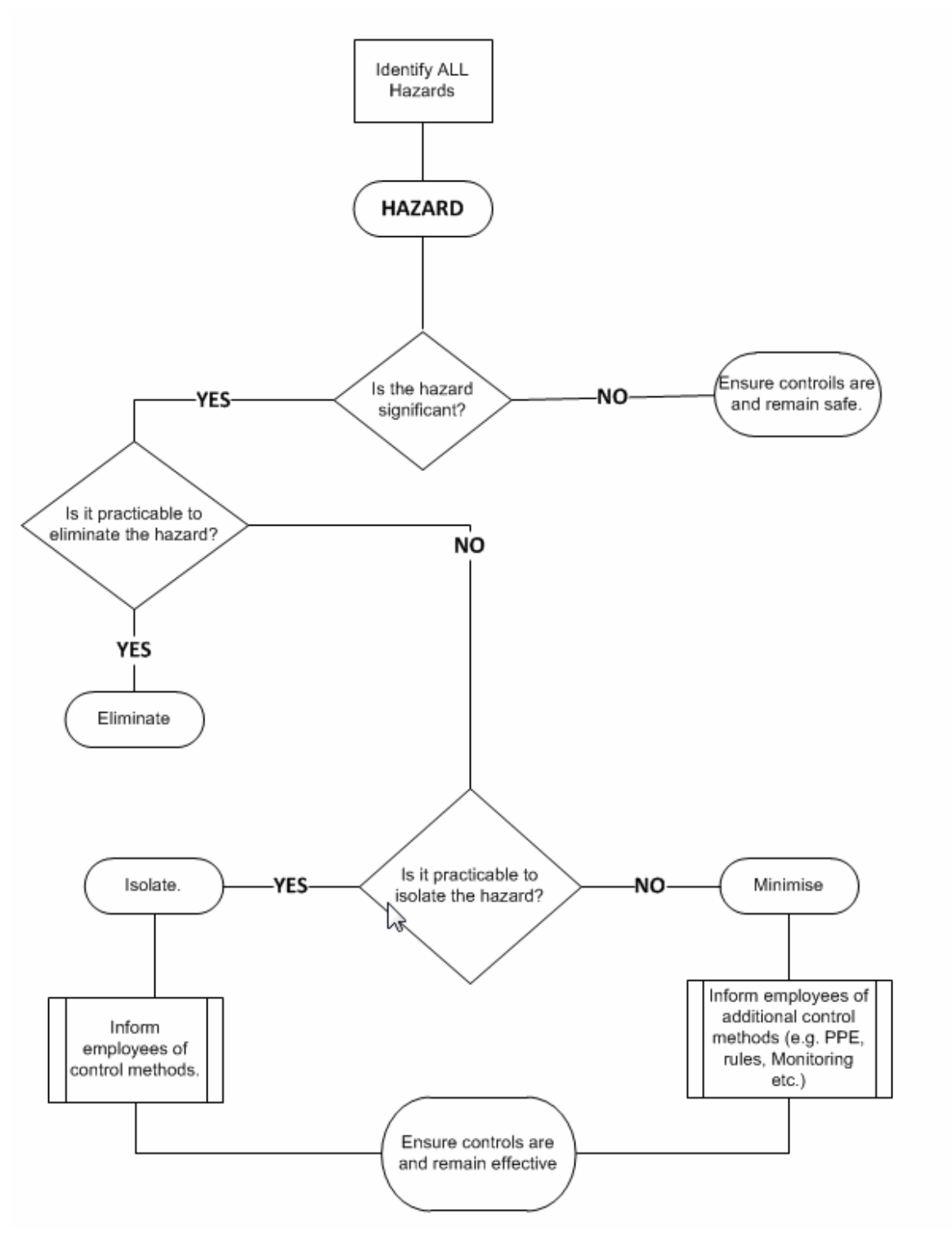
### **3.13 Monitoring of Hazards**

Where a significant hazard has been minimised, the magnitude or concentration of the hazard (e.g. noise, pool chemicals, waste water, landfill emissions) may be monitored to establish the nature and level of PPE or other controls required to effectively manage the hazard or environment. Records of all monitoring will be retained and may be used to plot the variances in the hazardous nature of the environmental conditions.

### **3.14 Internal and External Expertise**

Council staff and external contractors who are able to assist with the management of workplace hazards are listed in the tables in Appendix 5. Where the control of a specific hazard is beyond the skill or knowledge of staff, a suitable external contractor will be used.

## Hazard Management Flowchart



## Section 4 – Information and Training

### 4.1 Employer Responsibilities

- The Central Otago District Council will take all practicable steps to ensure that every employee who does work, uses plant or equipment or uses a hazardous substance of any kind utilises the protective clothing and equipment necessary to preserve health and safety; and
- Holds, or is supervised by a person who holds, requisite qualifications, skills, knowledge and experience sufficient to ensure they will not be harmed or cause harm to another person; and
- Is adequately trained and competent in the safe use of all equipment, plant, substances and other potential causes of harm that may be involved in performing the work tasks.
- The Council will take all practicable steps to ensure employees are given information in a form that they can reasonably understand, considering their language skills, literacy and culture.

Reviews of the effectiveness of health and safety-related staff training and competence may be performed by Department Managers to ensure the above criteria are being achieved.

### 4.2 Employee Responsibilities

Employees have a duty to protect their own Health and Safety and to ensure that they do not act in any way that could bring harm to them or any other person. If an employee is unsure of the safety of any work practice they must not continue until they have sought advice from their Manager. Specific employee responsibilities are detailed in Section 1.2.2 of this Manual.

### 4.3 Employee Induction & Training

#### 4.3.1 Inductions

It is the responsibility of the relevant Manager to ensure that new employees receive their Health and Safety induction prior to commencing work. Employee inductions will normally comprise two aspects - an introduction to Council's generic policies, procedures and codes of practice, and a further introduction to the health and safety and responsibilities specific to the employee's work area. The Manager must ensure the employee completes and signs the Health and Safety Induction Checklist when the induction process is completed. (HS5)

Employees must complete the Health and Safety Quiz within three months of commencing work to confirm they understand general health and safety principles. To assess the level of staff knowledge of the Council's H&S systems, all employees may be required to complete an annual H&S quiz, the results of which may be used as basis for planning future employee training. (HS6)

### **4.3.2 Training**

Managers must ensure employees are competent to undertake tasks allocated to them and/or provide the direct supervision necessary to ensure the employee will not be harmed or cause harm to another employee while performing the activity. Managers must be familiar with the principles of on the job training.

Departmental Managers will conduct an annual health and safety Training Needs Analysis (TNA) for each of the staff they are responsible for. The training needs identified by the TNA may include specific work qualifications or skills and/or generic health and safety knowledge. Attendance at In-house group training sessions is to be recorded using the Training/Seminar Record. (HS8)

Details of qualifications training (e.g. 4WD handling, first aid, emergency warden, Approved Handler etc) will be recorded on the individual employee's personal file or training register, with details also recorded on the Training & Qualifications Matrix. (HS7)

The HSC will be responsible for ensuring that all time-based qualifications and competencies are renewed prior to the expiry date. This may be by way of an electronic "bring up" system or by regular checks on the Training & Qualifications Matrix.

## **4.4 Selection of External Training Providers**

The selection of external trainers to conduct skills-based, specialist or health and safety training will be based upon the following criteria:

- When possible, formal qualifications and accreditation with NZQA or a Standards Setting Body as a training provider for the subject matter.
- An understanding of the Health and Safety in Employment Act 1992, relevant legislative and/or industry requirements.
- Knowledge of the Central Otago District Council health and safety management system and its requirements (especially hazard management, injury/incident reporting and emergency procedures).
- Experience and past performance in delivering training to the Council.
- Recognised credibility within their field of expertise.
- For new providers the submission of a satisfactory training plan or programme may be necessary to ensure that facilities and resources are appropriate for the type and level of training required.

A list of our approved external trainers is included in Appendix 5.

## **4.5 Internal Trainers**

The Council will only use suitably qualified, skilled and experienced staff to perform on-job or internal coaching or training of staff. If possible all internal training will be subject to some appropriate form of assessment to determine the level of understanding of the training received. Trainers will preferably hold a recognised qualification in training and/or assessment of adults.

When an on-job mentor or “buddy” is assigned to an unqualified staff member, the senior person will be chosen only after consideration of their qualifications, skills, experience and ability to train and assess the employees being mentored.

The individuals named as approved internal trainers shown in Appendix 5 have sufficient experience, knowledge and/or qualifications to be able to perform on-job or other skills based training.

#### **4.6 Document Control Procedures**

The HSC is responsible for ensuring that all H&S documentation is current and relevant. All documents will have a title, issue date and/or version and if relevant a review date shown in the footer. Controlled documents will be a part of the Council’s QMS and maintained accordingly.

All H&S documentation will be reviewed at least annually and the HSC will be responsible for working with the H&S Reps to ensure this occurs. Records will be kept of document review completion dates and management meeting minutes should also reflect when they have had input.

Copies of legislation, Codes of Practice, Standards, Guidelines and other relevant reference materials will be available online and staff will be kept informed of the access arrangements. Some hard-copy information will be kept for access by management and staff and this may be obtained from the public libraries or from other Council sources.

# Section 5 – Accidents and Incidents

## 5.1 Definitions

An **Accident** means an event that:

- Causes a person to be harmed, or
- In different circumstances, might have caused any person to be harmed.

**Harm** means illness, injury or both.

**Serious Harm** means death or harm of a kind or description as defined in the First Schedule to the Health and Safety in Employment Act 1992. (Appendix 1)

## 5.2 Reporting Requirements

The details of every accident and incident that has:

- Harmed, or may have harmed (a near miss) an employee or person at the place of work, or
- Caused serious harm to an employee at work,

**must be recorded in the Accident Register.**

### 5.2.1 Serious Harm

When an employee suffers serious harm while at a workplace, the Ministry of Business, Innovation & Employment (MBIE) must be notified as soon as possible (by telephone) and by written notice within seven days of the occurrence. Contact details may be found on the MBIE website which is:

<http://www.osh.govt.nz/about/region-office>

MBIE must also be notified of any serious harm accident involving any person in the place of work including members of the public, contractors, subcontractors or their employees.

The scene of an accident involving serious harm must not be disturbed without MBIE approval except to prevent further harm to people and/or further loss or damage to equipment or buildings. The Manager must also be notified immediately of any serious harm accident.

### 5.2.2 Minor Injury and other Incidents

Non-injury and minor injury accidents should be reported on the Accident/Incident Report Form (HS9) as soon as possible after the event, with a copy placed on the employee's personal file, a copy retained by the Departmental Manager and the original provided to the H&S Coordinator for filing in the Accident Register.



In these instances, an investigation will only be conducted when requested by the H&S Coordinator or when the potential outcome may have resulted in serious harm or death.

### **5.2.3 Fatality**

1. When a fatality occurs at any Council controlled site, whether a workplace or public facility, first aid must be provided and emergency services' assistance called to other injured people at the site without delay.
2. Police are to be notified as soon as practicable and the Chief Executive, Departmental Manager, H&S Coordinator and Personnel Officer informed when possible.
3. The site is to be secured with unauthorised people excluded and nothing moved except to prevent injury or harm to other people.
4. The Departmental Manager will notify MBIE immediately when they are informed of details.
5. The Departmental Manager or H&S Coordinator will immediately complete the Accident Report Form for the incident and then commence the initial accident investigation.
6. A comprehensive investigation will be undertaken by the Council when resources and appropriate personnel are available.
7. All Council employees are to assist and cooperate with official MBIE, Police and any other official investigation related to the event.

## **5.3 Injury Management Procedures**

All currently qualified First Aid personnel are listed with the emergency information in workplaces and a comprehensive list is contained in Appendix 5.

When an injury occurs to an employee, contractor or other person on a Council controlled site (including all CODC offices, libraries, pools, work depots, information centres), the following steps must be completed:

1. First aid assistance must be provided immediately and if necessary, the scene is to be secured to prevent injury or harm to other people. Emergency services must be called if they may be required.
2. When appropriate treatment has been administered the injured person or their Manager must fill in the Accident/Incident Report Form (HS9) as soon as possible. On completion, one copy will be placed on the employee's personal file, the Departmental Manager will retain one copy and the original provided to the H&S Coordinator for filing in the Accident Register.
3. An accident investigation must be commenced as soon as practicable using the Accident Investigation Forms. (HS10) The H&S Coordinator will determine the level of investigation and for minor injuries this may be a simple process, however for serious harm incidents an in-depth investigation will be necessary.

4. If it is obvious that serious harm has occurred, the appropriate Manager must be notified immediately.
5. The Manager will immediately notify MBIE (refer Government phone listings in blue section of white pages) and also inform the Chief Executive. The completed Accident/Incident Report Form (HS9) must be forwarded to MBIE within seven days.
6. In the event of an electrical emergency requiring medical attention, an “E1” must be completed and forwarded to the Energy Safety Service free fax 0508 723 336 within two weeks. (These forms are available from the Ministry of Consumer Affairs, telephone 04 472 0030).

## **5.4 Accident Investigations**

When appropriate and unless directly involved, the personnel listed below will investigate serious harm accidents as soon as possible in conjunction with the injured party, witnesses and other relevant people. If deemed necessary for serious harm accidents, external assistance with the investigation may be sought.

In the event that a preliminary or low-level investigation is required to be completed by a supervisor at the scene of a minor event, the following general points must be observed:

- Complete the Investigation as soon as possible.
- Be non-judgmental and assume no blame – this will assist in gaining the facts.
- Ensure there is no aggravation to, or recurrence of any injury.
- Ask questions of the injured party and other witnesses to determine exactly what happened.
- Accurately record what people say and note specific effects on equipment, productivity and the workplace.
- If a problem or issue is identified, follow the problem solving process to find the “root cause” (the real cause which when managed, will ensure no recurrence).
- Ensure that appropriate corrective or preventive actions are recommended to prevent a recurrence.
- Corrective actions must be described with a date and responsibility for completion assigned.

When new hazards are identified as part of the investigation, they must be entered into the relevant Hazard Register and appropriate control measures implemented.

## **5.5 Accident & Incident Investigators**

The people listed in the table in Appendix 5 are the designated Accident Investigators for Council workplaces.

## 5.6 Accident and Incident Statistics

Quarterly statistics will be gathered and analysed by the Health and Safety Coordinator to enable the Council to determine health and safety trends using the Accident & Incident Data Form. (HS11) The statistics will be presented to management and discussed at the first Health and Safety Reps meeting following the end of quarter.

## 5.7 Rehabilitation

The Council is committed to preventing illness and injuries in the workplace by providing a safe and healthy working environment for all our employees. It is recognised that injury or illness may still occur and therefore all accidents will be reviewed and if necessary, steps taken to prevent recurrence.

When required as part of an employee's rehabilitation process the Council will

- Commence occupational rehabilitation as soon as possible following injury or illness as Council believes such action is of benefit to all. This applies equally to all injuries or illness regardless of whether the injury or illness occurred at work or arose from a non-work related activity.
- Liaise with ACC and the employee being rehabilitated to minimise any financial loss and ensure the employee is not prejudiced in any way.
- Require early reporting of injury and long-term illness by employees.
- Assist employees in an early return to work after consultation with them, their treating practitioner, employment representative and if appropriate, ACC Case Manager.

When an employee is absent from work for more than five working days following any injury or illness, a written rehabilitation programme may be developed. The Rehabilitation Coordinator (normally a manager) will assist in this process by providing the necessary link between the employee, treating practitioners, ACC, rehabilitation service providers and the workplace.

Considerations when developing such a programme may include that:

- The Council will consult with the employee and their representative, as the employee may have to be undertake alternative duties outside their usual job classification.
- Adequate training for such alternative duties will be provided to ensure that safe working practices are followed.
- The injured person has the right to choose his or her own treating doctor.
- The Council, at its discretion, may refer the injured employee to the Council's medical advisor for examination.

All employees have an important role to play to ensure the best possible outcome for their incapacitated colleagues. Successful rehabilitation requires positive involvement and commitment by all.

## **5.8 Rehabilitation Management Procedure**

When an employee is incapacitated (unable to carry out their normal duties or work their normal hours) by injury or illness regardless of whether the injury or illness is work related or not, the Manager may complete a Rehabilitation Procedure Checklist. (HS12) If the employee's injury or illness has required them to be absent from work for five working days or more, the Manager may also prepare a written Rehabilitation Action Plan. (HS16)

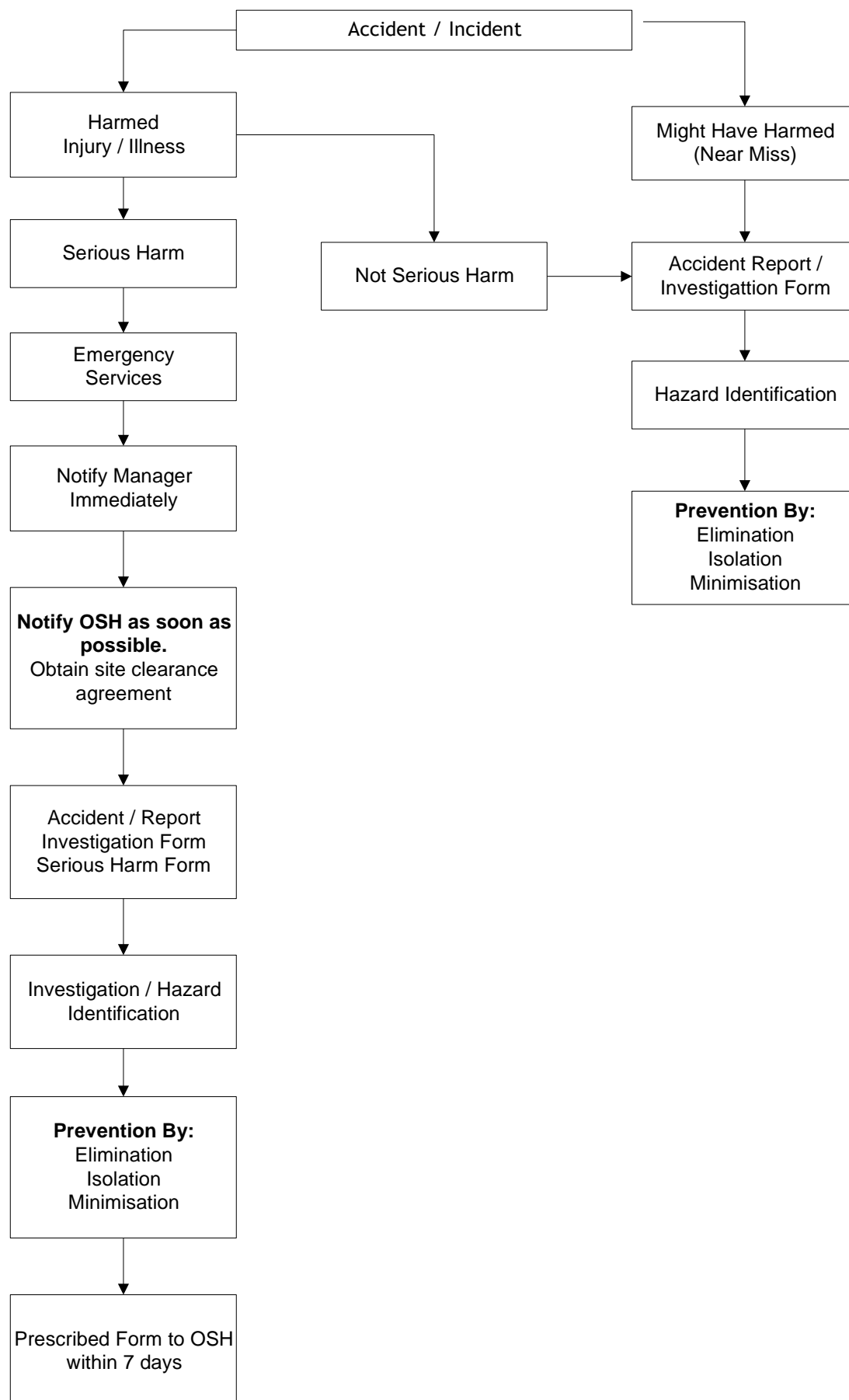
If necessary, the Manager is to gain the employee's consent to obtain information from their Medical Practitioner about the employee's medical condition as it relates to their ability to undertake their normal or alternative duties. (HS13)

The Manager is to prepare a letter (HS14) for the employee's Medical Practitioner that identifies the agreed duties (HS15) the employee has the capability to undertake. Based on the information supplied by the employee's Medical Practitioner and in consultation with the employee and ACC Case Manager (if appropriate), the Manager will develop a rehabilitation plan. The purpose of the rehabilitation plan is to enable the incapacitated employee to return to their normal duties as soon as practicable taking their condition into account. The rehabilitation plan must never be structured to prolong or aggravate the employee's condition or compromise the likelihood of an early and complete recovery.

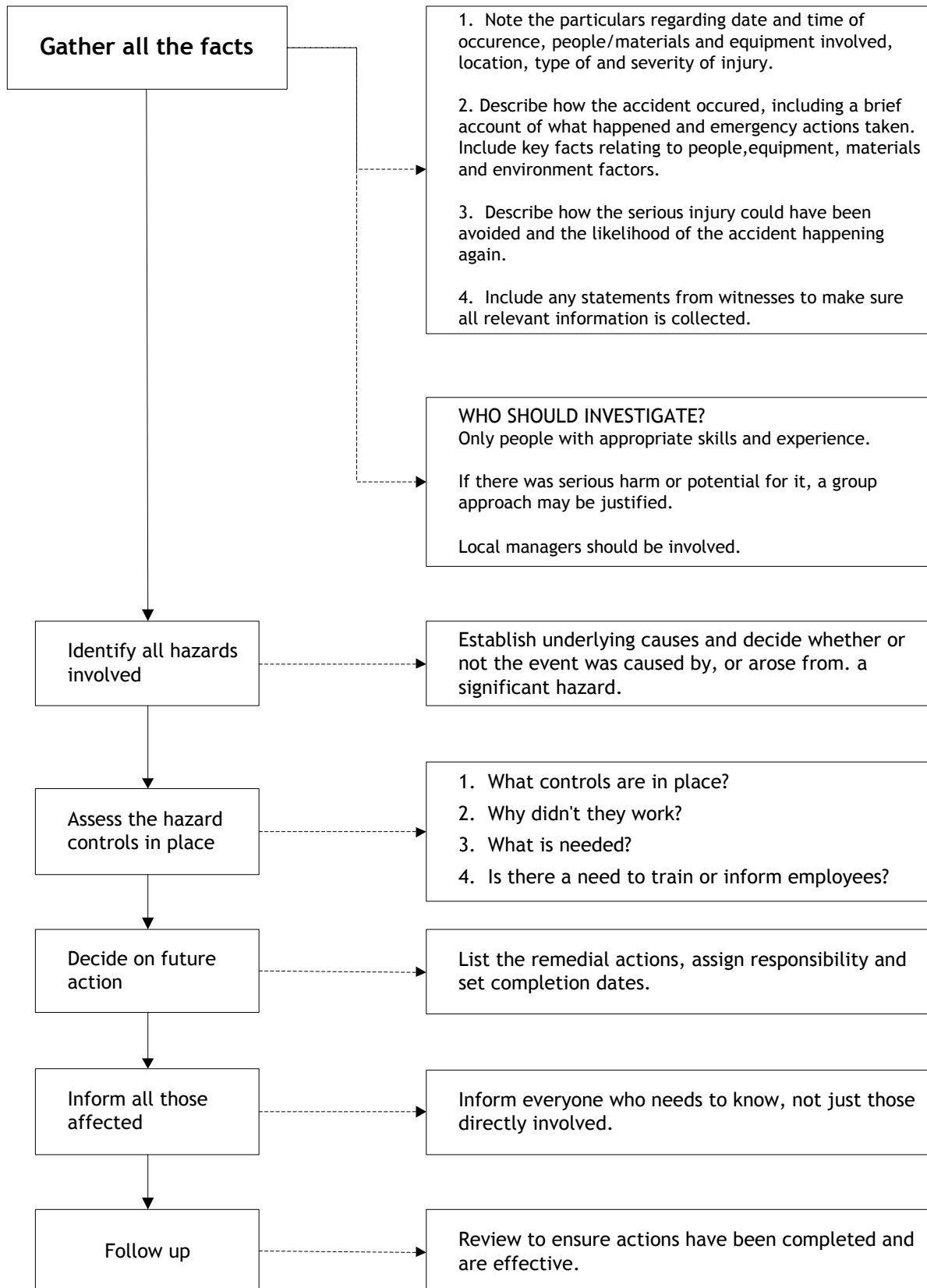
## **5.9 Confidentiality and Security**

All information that relates to an employee's health or private details will be retained in secure storage by the employer.

## Accident and Incident Procedure Flowchart



## Accident Investigation Flowchart



# Section 6 – Employee Participation

## 6.1 Introduction

Employees are encouraged to actively participate in all aspects of workplace health and safety management and will have input and access through elected Health and Safety Representatives. The system detailed in 6.4 below describes the process Council and its employees have agreed to ensure effective participation of employees.

Staff are required to attend regular Departmental meetings at which health and safety is a principal subject for discussion. Meeting agendas will specifically allow for dissemination of health and safety information, employee input, comment and feedback.

At the first H&S Committee meeting of each year, there will be a formal ratification of the Central Otago District Council employee representation system for that year.

## 6.2 Health and Safety Representatives

The primary function of the Health and Safety Representatives (H&S Reps) is to provide an opportunity for all employees to participate in the Council's health and safety management. The H&S Reps will also instigate and develop recommendations on health and safety issues and actively participate in hazard management and other health and safety processes on behalf of the employees.

## 6.3 Purpose of the Health and Safety Representatives

To continually improve the safety of workplaces, the health of employees, and to provide a conduit between management and staff for all health and safety matters.

The H&S Reps will:

- Ensure management, employees and other workplace parties are represented and involved in the management of health and safety at the Council.
- Advise and assist the managers and employees to achieve excellence in health and safety management.
- Ensure that the safety of employees, contractors and other people in the workplace is protected by the provision and adherence with appropriate H&S processes, procedures, safety equipment and working systems.
- Be available to staff and to provide H&S advice when it is requested.

## 6.4 Representation Process

Employees will be invited to represent specific work groups as determined by the Committee from time to time. The objective is to ensure there is adequate opportunity for employee input into H&S management within the Council's operations. People working within defined departments will be asked to endorse and ratify the

nominated representatives and all people have opportunity to stand as their department representative.

When a vacancy occurs on the Committee, notice will be provided to employees in the work area affected at least two-weeks prior to the closing date for nominations. The notice will detail the department(s) that requires representation and invite potential representatives to express their interest to the HSC in writing. When more than one expression of interest is received, an election is necessary and the process will be notified to the employees in the work area. Results will be announced prior to the next Committee meeting.

- When there are more expressions of interest than required, staff of the area concerned will vote to determine who represents them.
- Should the desired number of employee representatives not be received, management reserves the right to invite employees to serve as H&S Reps.
- Additional people may be co-opted to assist for specific projects or to attend meetings as advisors, if and when the need arises.
- The Chief Executive may appoint management representatives as necessary, however the H&S Committee will not have more management than elected representatives.

The Health and Safety Committee will consist of representation from each of the following departments and/or locations:

Office/administration areas	Visitor Information Centres
Pools	Building Control/Planning
Roading	Property Services
Waste Minimisation	Libraries
Service Centres	Water services
Rural Fire/EM	IS/Finance
Parks	

A list of the current H&S Representatives is shown in Appendix 5.

## **6.5 Tenure**

The term of office for elected H&S Reps will be two years, with half of the employee representatives being elected annually. This is to ensure continuity of experience in managing health and safety within the Council and does not preclude any employee representative from being re-nominated and re-elected.

## **6.6 Training for H&S Representatives**

A minimum of two days leave each year will be allowed for the employee representatives on full pay to attend approved health and safety training. When possible, the Health and Safety Coordinator (HSC) will determine how the leave is to



be distributed between the H&S Reps. Generally, leave to attend an approved training course will be granted provided a minimum of four weeks notice is given, unless exceptional business demands require a rescheduling. The training for any individual should not be postponed on more than one consecutive occasion.

## **6.7 Management Health and Safety Responsibilities**

The Health and Safety Coordinator is the management representative for all routine health and safety matters within the Council. A full outline of responsibilities is described in Appendix 6 and these include responsibility for ensuring that:

- Council maintains compliance with all requirements of the Health and Safety in Employment Act and its associated Regulations.
- The Council and its employees comply with the relevant provisions of all workplace health and safety Standards, Codes of Practice and Guidelines.
- All H&S Representatives' recommendations and issues are reported to the appropriate manager or management group.
- H&S Representatives have sufficient time to perform their health and safety tasks and responsibilities.
- H&S Representatives actively promote health and safety in the workplace and encourage others to adopt safe working practices.
- H&S Representatives are adequately trained to perform the duties expected of them. This will include refresher training at intervals not exceeding two years.

## **6.8 Health and Safety Representatives' Role and Responsibilities**

- To provide feedback on all relevant Council workplace health and safety related issues.
- To make recommendations to management regarding relevant health and safety objectives for inclusion in annual H&S plans.
- To make recommendations to management regarding injury prevention initiatives.
- Assist with the implementation of injury prevention strategies.
- To make recommendations regarding health and safety training needs.
- To assist with the identification and management strategies for hazards.
- To participate in the assessment of the effectiveness of hazard controls at least annually.
- To review all accident, incident and investigation reports at the next scheduled meeting following the event.
- To assist with internal health and safety audits as required.

- To review all health and safety audit reports and provide improvement recommendations.
- To assist with annual reviews of the H&S policies, procedures and processes as required by management to ensure timelines are met.
- To investigate specific health and safety issues and report back to management with appropriate options for resolution.

## **6.9 H&S Committee Meetings**

Meetings involving the H&S Reps, the HSC and management representatives will be held at least quarterly and at other times as necessary. Minutes of all meetings will be recorded, retained and made available to all employees.

## **6.10 Review of System for Employee Participation**

Employees will be consulted and their approval sought prior to any changes to the system of employee representation. This review provision will not preclude one or more employees initiating consultation regarding development of a new employee participation system after one year from the date of an employee participation system being agreed.

# Section 7 – Emergency Procedures

The aim of this Emergency Plan is to provide information and procedures to be followed in the event of an emergency involving people at Council facilities. A list of emergency contact numbers is available in Appendix 5.

## 7.1 Emergency Alarm

Any emergency requiring evacuation will be signalled by the use of the emergency alarm at the site and will be followed by a controlled evacuation to the designated assembly point by way of the safest, most direct means.

When an Alarm Sounds:

- **LEAVE** the premises by the nearest exit.
- **MOVE QUICKLY** without racing.
- **DO NOT RE-ENTER** the building or work area.
- **CLOSE** doors when leaving an area.
- **ONLY EXTINGUISH** small fires if conditions and location allow, but always leave large fires for the Fire Service.
- If time permits – turn off gas cylinders - shut doors and windows – shut down dangerous processes and machinery – do not delay the evacuation – **leave lights on**.
- **STAY OUTSIDE** until given clearance to re-enter by the Emergency Warden.

## 7.2 Fire & Emergency Evacuation Plan

If you find a Fire or other Emergency requiring evacuation

- Activate the fire alarm.
  - The safety of yourself and others is of highest priority. Do not linger in potentially unsafe areas.
1. Dial for an outside line and dial 111.
  2. Ask operator for desired service - fire, ambulance or police.
  3. Say: "I am calling from the Central Otago District Council, William Fraser Building at 1 Dunorling Street , Alexandra
  4. Tell operator as much as you know of the emergency - materials involved, quantities, building concerned, number of injured, etc.

- When possible shut down any potentially dangerous processes or machinery.
- Alert people in your work area and the Building/Emergency Wardens.
- Know your evacuation routes, alternative exits and the location of fire fighting equipment. Refer to Site Plan

**Only if safe to do so, may an attempt be made to extinguish any fire**

**Assembly Point(s):**

Dunorling Street car park

**Exits:**

Exits are clearly marked- Please use the nearest exit to your location at the time of the alarm.

### **7.3 Review of Evacuation Procedures**

Following each evacuation, either as a result of an exercise or an actual incident, management will review the procedures and actions taken. All staff involved in the event will meet to analyse the actions taken and to determine if there are procedures or actions that could be improved. Records of these meetings will be kept with the trial evacuation records and they will be discussed at the management and H&S meetings following the event.

### **7.4 Warden Responsibilities**

At each Council site the Building/Emergency Warden is responsible for ensuring the specified procedures have been completed for all evacuations. They will liaise with external agencies on their arrival and provide all known information related to the situation and offer assistance as requested.

The Building/Emergency Warden will also be responsible for declaring an end to the incident after receiving permission from the relevant emergency service. In the absence of the Building/Emergency Warden, the Deputy Warden will take control. Sector Wardens will be appointed when necessary at larger complexes.

A list of the Wardens available in the workplace is available in Appendix 5.

**Staff must assist emergency services when required and provide information as requested.**

### **7.5 Hazardous Substances Emergencies**

For emergencies involving hazardous substances, refer to the Council's generic HSNO Emergency Response Plan (Appendix 10).

## **7.6 Specific Emergency Events**

### **7.6.1 Earthquake**

#### **Precautions**

Keep heavy and sharp objects near the floor where they cannot fall (fasten or fix to wall).

#### **When Earthquake Occurs:**

- Lie beside a solid structure (table or desk) and hold on (furniture may walk).
- Stand away from the path of possible falling objects.
- Move away from windows and glass partitions.
- Keep clear of all racking systems and bookcases – move to the closest end if possible.
- If evacuation alarm sounds, stay put until the earthquake has finished then evacuate to the designated area.
- If outside try to get clear of building verandahs and facades as they may collapse or fall to the ground.

#### **When Shaking Stops:**

- DO NOT GO OUTSIDE IMMEDIATELY as there may be more serious hazards out there created by unstable rubble. Wardens will check premises.
- If a fire has started – extinguish if possible.
- Check for electrical and gas hazards.
- Turn off all electrical switches and gas valves when significant damage has occurred to the building.
- Assist those who are nearest to you who may be injured.
- Await orders from your Emergency Warden.

#### **If Evacuation is Initiated:**

- Keep together in your group.
- Follow Wardens' instructions.
- Proceed to the safest available exit.

### **7.6.2 Medical Emergencies**

- KEEP CALM
- KEEP SAFE
- CALL FOR HELP AND PHONE FOR AMBULANCE
- If patient is unconscious – keep airway open
- Do not move the patient unless their breathing has stopped (in which case apply rescue breathing)
- Keep patient warm and calm
- If a patient is conscious – try to establish what happened
- Control bleeding if occurring
- Treat burns immediately – immerse in cold water.

### **7.6.3 Electrocutation**

Whatever the cause of electrical injury NEVER TOUCH THE CASUALTY with bare hands until you are sure there is no further danger to yourself and that the casualty is no longer in contact with the electrical source.

In the case of injury from high-voltage electricity, do not approach the casualty until the appropriate authority informs you that it is safe to do so.

- Turn off electricity supply if possible.
- Break the current and remove the casualty from the source only if it is safe to do so.
- If the casualty is unconscious, open the airway and check breathing.
- Perform CPR if required and place the casualty in the recovery position.
- Call for Ambulance assistance.
- Treat any burns.

### **7.6.4 Burns**

- Ensure that both you and the patient are out of danger.
- Stop any major bleeding.
- Cool by flooding with cold tap water for 10 minutes.
- Do not break blisters.
- If clothing is stuck to the burn, do not pull it away.

- Cover with a dressing (or glad wrap) to prevent infection.
- Reassure the patient.
- Take the patient to the doctor or call an ambulance as appropriate.

#### **NB**

- Do not put ointments or creams over burns.
- Remove any constrictive jewellery such as rings and bracelets before swelling occurs.
- If medical assistance is available within 30 minutes, keep the dressing moist. If there is a delay, use a dry dressing.

#### **Electrical Burns:**

- Follow the general management guidelines for burns as above.
- Because of the hidden nature of internal burns, electrical burns require medical evaluation.

### **7.6.5 Explosion**

In the event of an explosion emergency with casualties:

- Call ambulance and fire service and seek medical aid if readily available.
- Remove the casualty only if environment is unsafe.
- Move casualties as little as possible until a full examination reveals the extent of injury.
- If a casualty's general condition and injuries allow, raise into a half-sitting position and support head and shoulders.
- Loosen any constricting clothing around the neck, chest and waist.
- Control bleeding and check any wounds.
- Check and monitor breathing rate, pulse and level of responsiveness.
- If the casualty is unconscious, open the airway and check breathing. Perform CPR if required.

### **7.6.6 Flood**

- Turn off electrical equipment and pull out all plugs.
- Shift important files to a secure area.
- Empty vehicles of valuable documents and equipment, and if possible, move vehicles to higher ground.
- If you need to evacuate, follow the standard evacuation procedure.
- Do not go into floodwaters alone.
- Do not drink floodwater as it may be polluted.
- Give assistance and shelter to those employees who have no transport or are cut off from home.



# Section 8 – Contractors and Visitors

## 8.1 Introduction

An important part of Health and Safety Management includes the management of contractors, subcontractors and visitors. Section 18 of the Health and Safety in Employment Act imposes duties on Principals and Central Otago District Council takes the responsibility seriously.

As the Principal of the workplace, the Council will manage contractors, their staff and subcontractors as far as is practicable to ensure they are not harmed or cause harm to others whilst engaged in their work. In effect this means that the Council has a duty of care to ensure the Contractor and its employees are not harmed while doing the work they are engaged to do.

The following requirements and guidelines apply to all contractors who:

- Perform work on Council property (cleaners, plumbers, electricians, glaziers etc).
- Conduct field work or physical operations on behalf of the Council (drainage contractors, roading contractors etc).
- Consultants and other stakeholders who use the Council offices as a base for field work and/or who work closely with Council staff.

Whenever possible, the Council will engage contractors able to demonstrate a good health and safety record and more importantly, evidence that they are complying with the Health and Safety in Employment Act.

## 8.2 Selection of Contractors

The suitability of the Contractor and their health and safety system will be assessed using the documentation provided in this section. Preference will be given to contractors who are members of recognised national industry organisations and/or who can provide appropriate references relating to Health and Safety performance from previous contracts. Accreditation with ACC to their Workplace Safety Management Practices Programme will also be considered an advantage when considering a contractor for preferred status.

## 8.3 Grading of Contractors

Contractors will be graded to determine the level of management the Council will undertake. Type A Contractors are those on a preferred list while Type B Contractors are used for casual or minor work. The following processes will be undertaken depending on nature of the work and/or tenure of the contract.

### 8.3.1 Preferred Contractors

Successful contractors for significant capital works that follow a tendering process and contractors providing ongoing continuous service to the Council will be

considered Preferred Contractors when they have successfully completed the selection process. Preferred Contractors will also be used whenever possible for work when there is a need to employ contractors. They will remain as Preferred Contractors until their status is changed following a review process.

Requirements we have for selecting Preferred Contractors are:

- Full selection process
- Completion of a formal Contractors' Agreement
- Full induction
- Regular audits of health and safety performance
- Post-contract evaluation.

### **8.3.2 Casual Contractors**

These are providers of one-off, irregular or short-term contracts or services (glaziers, carpenters, floor resurfacing, etc) on Council sites.

Requirements we have for engaging Casual Contractors are:

- Completion of induction training prior to undertaking work
- Performance review based on any negative reports

### **8.3.3 Contractor Forms**

An Agreement will be used to detail the Health and Safety criteria for Preferred Contractors. (HS18)

A selection process will be used to establish contractor H&S performance and standards for the services they will be providing. (HS19) outlines the Contractors Selection process.

A Contractor Induction must be completed for all contractors. (HS20)

The relevant Departmental contract manager will maintain a complete list of all Preferred Contractors. (HS21)

A Post Contract Evaluation form will be completed at the end of all significant contracts. Where a contract is ongoing, an annual evaluation will be completed. (HS22)

## **8.4 Contractor Inductions**

The Health and Safety Coordinator or available manager will induct contractors and visitors. Other managers and staff members engaging contractors are responsible to manage the contractors they engage and this includes ensuring they complete induction processes.

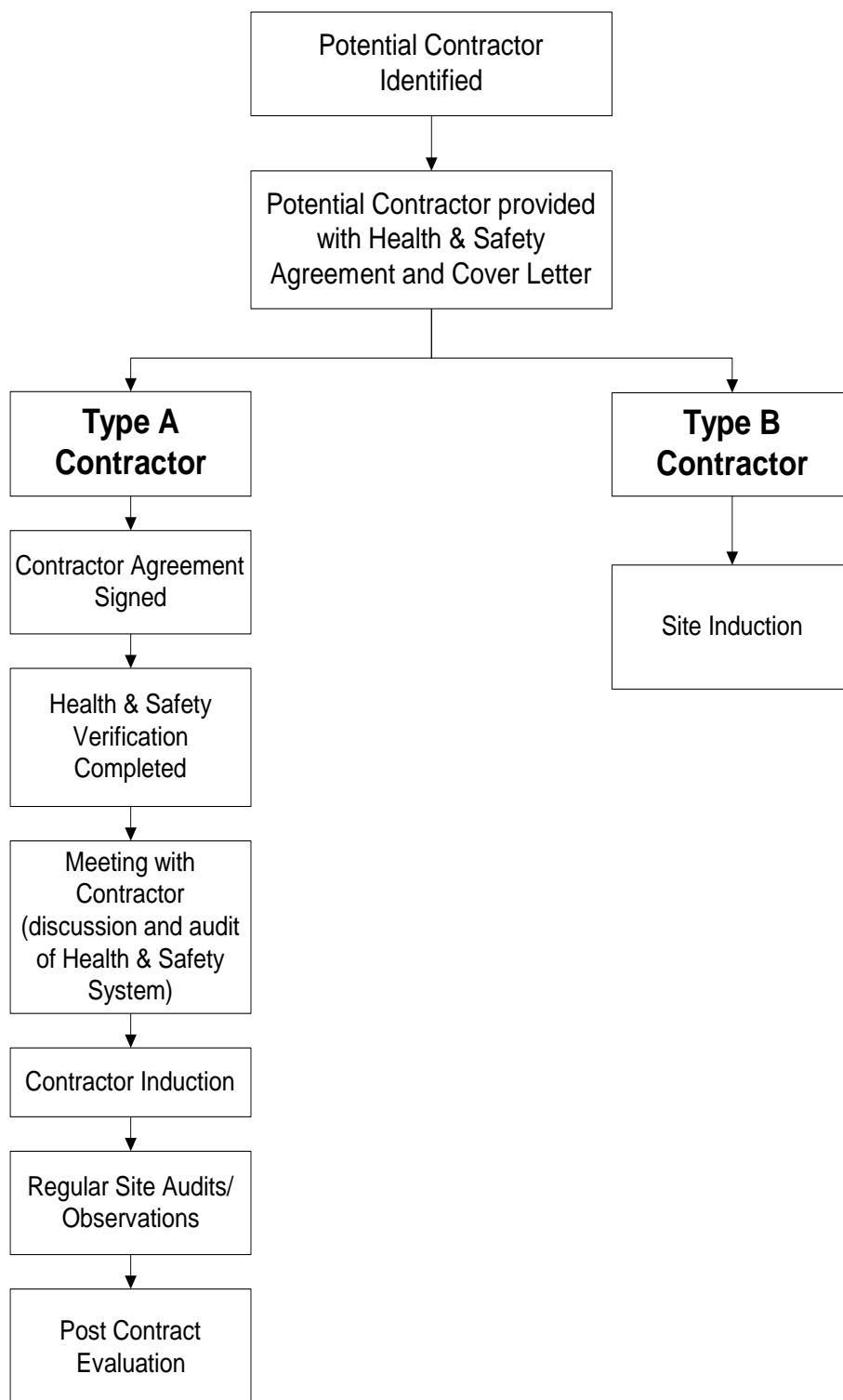
## 8.5 Visitors

Visitors must report to the designated reception area on arrival and complete appropriate induction and sign-in procedures. Visitors will be escorted at all times whilst on Central Otago District Council worksites and must wear PPE as necessary in specified areas.

All couriers, delivery persons and members of the public visiting Council facilities will be considered as visitors and will be subject to the following requirements if they will be moving beyond reception areas.

- All members of the public visiting Council sites beyond the reception area must register, sign in and be escorted at all times.
- A receptionist or another authorised person will provide the visitor with any Personal Protective Equipment required and will issue visitor ID labels (if required).
- Visitors must be informed of site hazards and be introduced to the emergency procedures prior to leaving the public areas.
- Where possible, there is signage indicating designated public and staff-only areas.
- Prior to leaving Council premises the visitors must return their ID label (if issued) and sign the visitor register with a time of departure.

## Contractor Flowchart



# Manual Appendices

1. Glossary of Terms
2. Hazard Register
3. Hazard Control Plans
4. H&S Programmes
5. Information Tables
6. H&S Management Roles
7. Legislation
8. Safety Publications
9. Annual Objectives

## H&S Forms

- HS1. H&S Meeting Agenda
- HS2. Hazard Assessment Form
- HS3. New Equipment/Process Hazard Assessment Form
- HS4. PPE Record Form
- HS5. H&S Induction Form – Employees
- HS6. H&S Quiz
- HS7. Personnel Training and Skills Matrix
- HS8. Training & Seminar Recording Form
- HS9. Accident/Incident Form
- HS10. Accident Investigation Forms
- HS11. Injury & Accident Data Summary Matrix
- HS12. Rehabilitation Procedure
- HS13. Rehabilitation Consent Form
- HS14. Rehabilitation GP Letter
- HS15. Alternate Duties Form
- HS16. Rehabilitation Action Plan
- HS17. Evacuation Report Form
- HS18. Contractors' Agreement
- HS19. Contractors' Selection Process
- HS20. Contractor Induction Record
- HS21. Contractor Selection Record
- HS22. Contractor Evaluations
- HS23. Work Plan Form
- HS24. Internal Audit Template