

# Health and Safety Management System

T&D Construction (CHCH) Ltd



**Leadership**  
starts at the top



**Consulting**  
how can we help?



**Training**  
helps you get home safe



**Risk Manager**  
online safety intelligence



**CPNZ**  
contractor evaluation

## 1. Overview and scope

This Health and Health and Safety Management System (HSMS) has been developed as part of our commitment to prevent harm and comply with safety legislation. This document gives an overview of the processes that are used to manage health and safety within our business.

The HSMS includes the following:

**1 This safety manual** that covers:

- » Health and Safety Policy
- » Planning
- » Record Keeping
- » Responsibilities
- » Hazard Management
- » Information, Training, Communication and Supervision
- » Incident Management
- » Emergency Management
- » Contractor Management
- » Audit and Review.

**2 Annual Safety Improvement Plan** – This describes the activities we will do each year to implement and improve this HSMS.

**3 Safety Procedures and Forms** – This document refers to other procedures and forms which contain instructions on how to perform specific safety activities.

To ensure our system remains current and we receive professional advice, we have contracted Impac Services Ltd as our safety advisor.

This Health and Safety Management System (HSMS) applies to all T&D Construction (CHCH) Ltd operations, including contractors who work on our sites.

## 2. Health and Safety Policy

### T&D Construction (CHCH) Ltd

#### Health and Safety Policy

**T&D Construction (CHCH) Ltd is committed to providing a safe and healthy working environment for its staff and contractors. We will demonstrate this by:**

- 1 Providing a safe workplace, safe equipment and the appropriate resources.
- 2 Identifying all hazards likely to occur during our work activities. We will assess these hazards and if significant, we will do all that we can to control them.
- 3 Establishing safe work practices and providing training to staff so they are competent to manage hazards they could be exposed to.
- 4 Involving staff in safety and actively encouraging them to follow safe work practice and rules.
- 5 Complying with the Health and Safety in Employment Act.
- 6 Accurately reporting and investigating incidents so we can prevent re-occurrence.
- 7 Monitoring our safety performance so we can continually improve.

**Signed:**

**Date:**

**Position:**

## 3. Planning

**Goal – Make sure we do what we need to do!**

An **Annual Safety Improvement Plan** will be established to ensure we implement this HSMS and continuously improve our safety practices.

The Plan will describe our key activities including: hazard reviews, planned inspections, refresher training, and emergency drills. Improvement actions shall include recommendations from any external investigation, audit or review, plus accepted suggestions from staff.

The Managing Director shall approve and then resource the plan.

## 4. Record keeping and documentation

**Goal – Demonstrate what we have done for compliance.**

All critical safety records such as hazards, incidents, training, equipment, audits and actions must be recorded. The Managing Director will store all records and keep a log of changes to critical records.

If paper versions of forms or inspections are completed, such as pocket book incident and hazard reports, these records must be filed and stored for a period of 5 years.

Controlled safety documents that form part of this HSMS shall only be changed by the Managing Director to ensure they reflect required legislative requirements.

## 5. Responsibilities

**Goal** – Everyone is aware of their safety responsibilities

### Managing Director

Ensuring this HSMS is resourced and implemented.

### Supervisors



### Staff

Look after yourself and look out for your mates. This includes:



## 6. Staff participation

**Goal – Staff are consulted and actively participate in health and safety decision making**

Every year, T&D Construction (CHCH) Ltd will consult with staff to agree on a participation process. This process will be signed off by employees, management and any unions represented. This will define the Employee Participation process for that year. Nothing shall preclude an existing Employee Participation system being rolled over from one year to another, provided employees and/or their representatives agree to this.

The proposed participation process is:

- Employees shall nominate a health and safety representative (suggested ratio is 1 to every 15 staff).
- Nominated representatives shall attend Approved Health and Safety Representative Training.
- Representatives and Management shall meet once a quarter to discuss health and safety matters, review hazards and incidents and drive the implementation and continuous improvement of the HSMS.

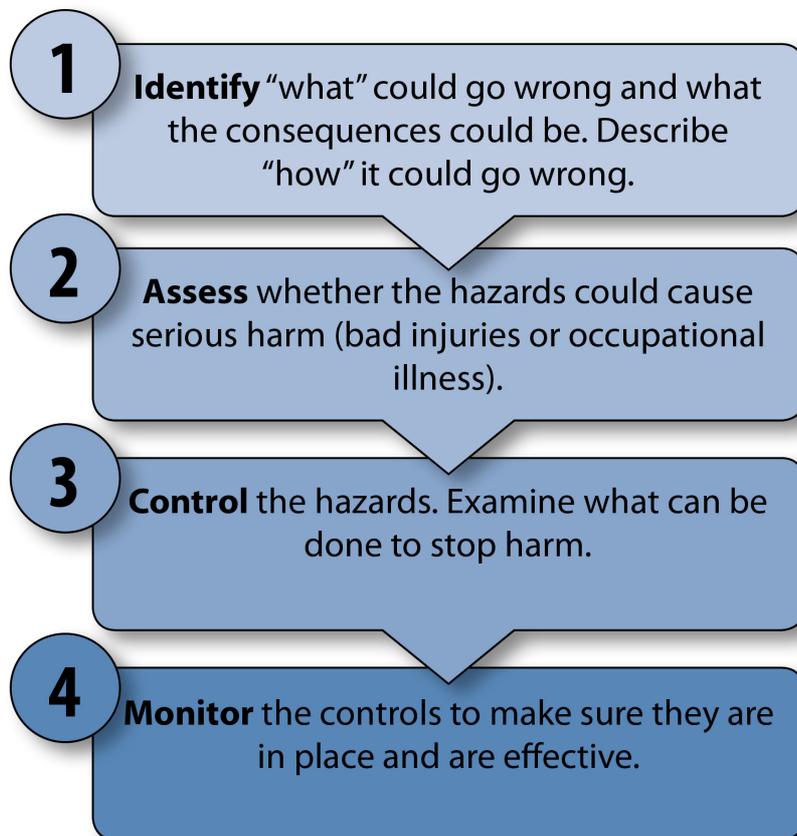
## 7. Hazard management

**Goal** – Identify what can go wrong (cause serious harm), understand how it can happen, then put in place as many controls as practicable to make us safe.

### Hazard management process

Hazard management is based on the principle that all hazards must be identified and hazards that are assessed as significant must be controlled by taking all practicable steps (i.e. do everything you can, not just easiest option).

The following outlines the hazard management process:



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## 1 Identify - all the things that could go wrong and what the consequences could be. These are our processes to identify hazards:



Employees will be encouraged to report hazards and incidents (including near misses).



Toolbox talks will discuss hazards associated with the job.



Planned inspections will be completed monthly.



Job safety analysis completed for existing and new work activities.



Expert advice will be sought when changes are made or as required.

All new hazards will be recorded in the hazard module, either directly or from a **Hazard Report Form**.

## 2 Assess- identified hazards for significance and determine level of risk

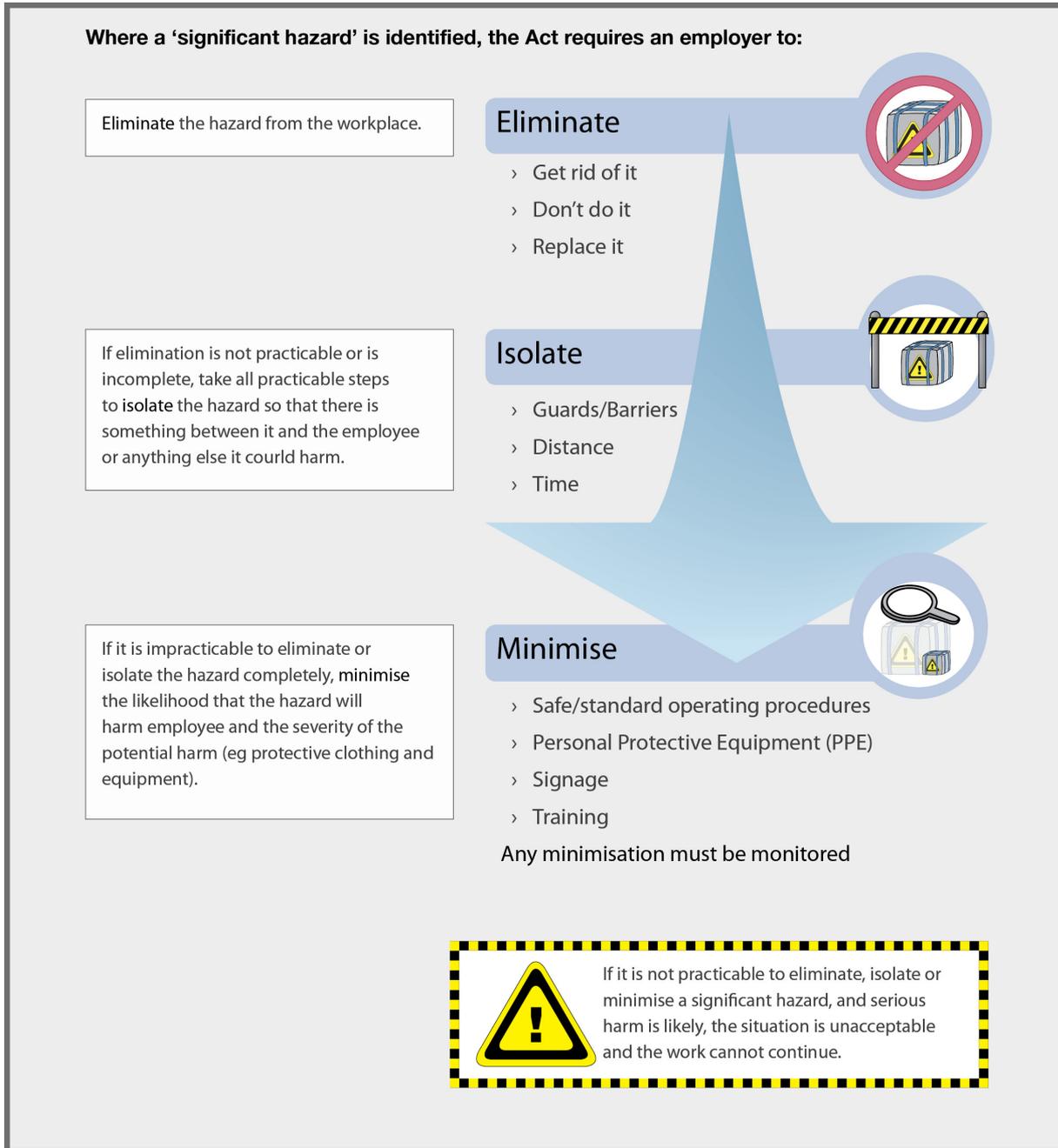
A significant hazard is something that can cause serious harm, or harm that increases the more you are exposed to the hazard. Please refer to the full definition in the Appendix. If you are in doubt, treat the hazard as significant.

For every hazard, a risk assessment shall be completed to:

- Assess the potential consequences that could result should the hazardous event occur.
- Assess the likelihood of event and potential consequence occurring
- Determine the level of risk

	Highly Unlikely	Possibility	Good Possibility	Likely	Almost Certain
5. Fatality	Medium	High	High	High	High
4. Permanent Disability	Medium	Medium	High	High	High
3. Restricted Work	Low	Medium	Medium	Medium	High
2. Medical Aid Injury	Low	Low	Medium	Medium	Medium
1. Insignificant (First Aid Injury, No lost time)	Low	Low	Low	Low	Medium

**3 Control - for all medium and high risk hazards, take all practicable steps to manage the hazard, following hierarchy (order) of control as described below.**



**Monitor - all hazards that are being controlled by minimisation must be monitored to ensure they are not causing harm to employees.** This may include: hazard exposure monitoring, employee health monitoring and checks that controls are being used.

## Hazard registers

Hazard registers will be held for the business which can be used for on-going hazard management and training e.g. inducting staff.

T&D Construction (CHCH) Ltd will also review hazard controls should a significant event occur, as part of the investigation process.

## Hazard standards for high risk hazards

For hazards that are assessed as high risk, T&D Construction (CHCH) Ltd shall develop hazard standards that detail the controls required for the management of that hazard. These standards shall be recorded against the hazard. External support may be required to ensure that hazard standards meet best practice and legislative requirements.

T&D Construction (CHCH) Ltd will provide training so that managers and staff understand the hazard controls that must be applied.

## Personal protective equipment

If a hazard has been minimised, staff may require personal protective equipment (PPE). PPE requirements will be recorded in the hazard register against the relevant hazards.

Staff will be supplied with appropriate PPE and this will be maintained and replaced in accordance with manufacturer instructions. All PPE issued will be recorded and any replacement requirements will be managed.

## Workplace inspections

To make sure the hazard controls remain in place, workplace inspections are scheduled and completed. Please refer to the **Safety Inspection Form**.

Any re-occurring issues are discussed with staff.

## Contract/project specific hazard analysis

For larger contracts or projects that present a higher degree of complexity or have higher client sensitivity, a Contract/Project Specific Hazard Analysis will be carried out. The **Contract/Project Specific Hazard Analysis Form** will be used to carry this out. The results of the analysis should be recorded.

## Hazard Reporting Process

Hazards can be reported using the **Hazard Report Form**.

Instructions and responsibilities for the hazard management process are as follows:

### All Staff

- 1 **Report hazards:** If you come across a hazard that you cannot safely eliminate, please report this to your manager (as soon as practicable). If the work is unsafe, stop work until the situation can be addressed.
- 2 **Discuss** what can be done to control hazard with your manager

### Supervisors

- 1 Discuss the hazard with staff and agree what action is required
- 2 Complete the agreed actions to control the hazard. If these actions will take time, ensure they are recorded and tracked.
- 3 Discuss the hazard and control measures with employees at the next staff meeting
- 4 Verify that actions have been completed

### Senior Managers

- Provide resources to ensure hazards are managed

## Staff welfare

We maintain standard staff welfare facilities on site to a high standard. These include toilets, rest break room(s), access to drinking water, and comfortable temperature and humidity levels.

Staff that have to work outdoors are provided with all-weather gear.

## 8 Information, training, communication and supervision

**Goal** – Make sure everyone is aware of the hazards and that they are competent to carry out their tasks safely.

### Induction and safety information

New staff are inducted during the first day at work, using the **Induction Book** and **Induction Checklist**. Records will be maintained for 5 years.

We also provide work instructions and guidelines, training (on-the job and formal) and supervision as required by the hazards and risk control measures identified as relevant to the role.

### On the job training and supervision

For any work activity that has the potential to cause serious harm (to staff or others), the person carrying out the activity must be trained and competent, or directly supervised by someone who is competent. Varying levels of supervision may be required particularly for newer employees, depending on their assessed competence.

Training will be provided by way of practical skill demonstration and verbal explanation of the required performance. The person being trained must be able to correctly explain back the required performance and demonstrate practical mastery of the activity before they will be deemed competent. Competent means that they can safely perform the work without supervision.

### Training records

All assessment records of competency are recorded, as are scheduled dates for re-training as identified through the specific training course requirements and/or the relevant risk control measures.

### Communication

For field work, daily or weekly toolbox meetings are held and the first agenda item is Health and Safety. The **Toolbox Talk Checklist** should be completed.

Any changes to safety procedures will be communicated to staff and safety news shall be posted on staff noticeboards.

Health and safety shall be an agenda item at monthly management meetings.

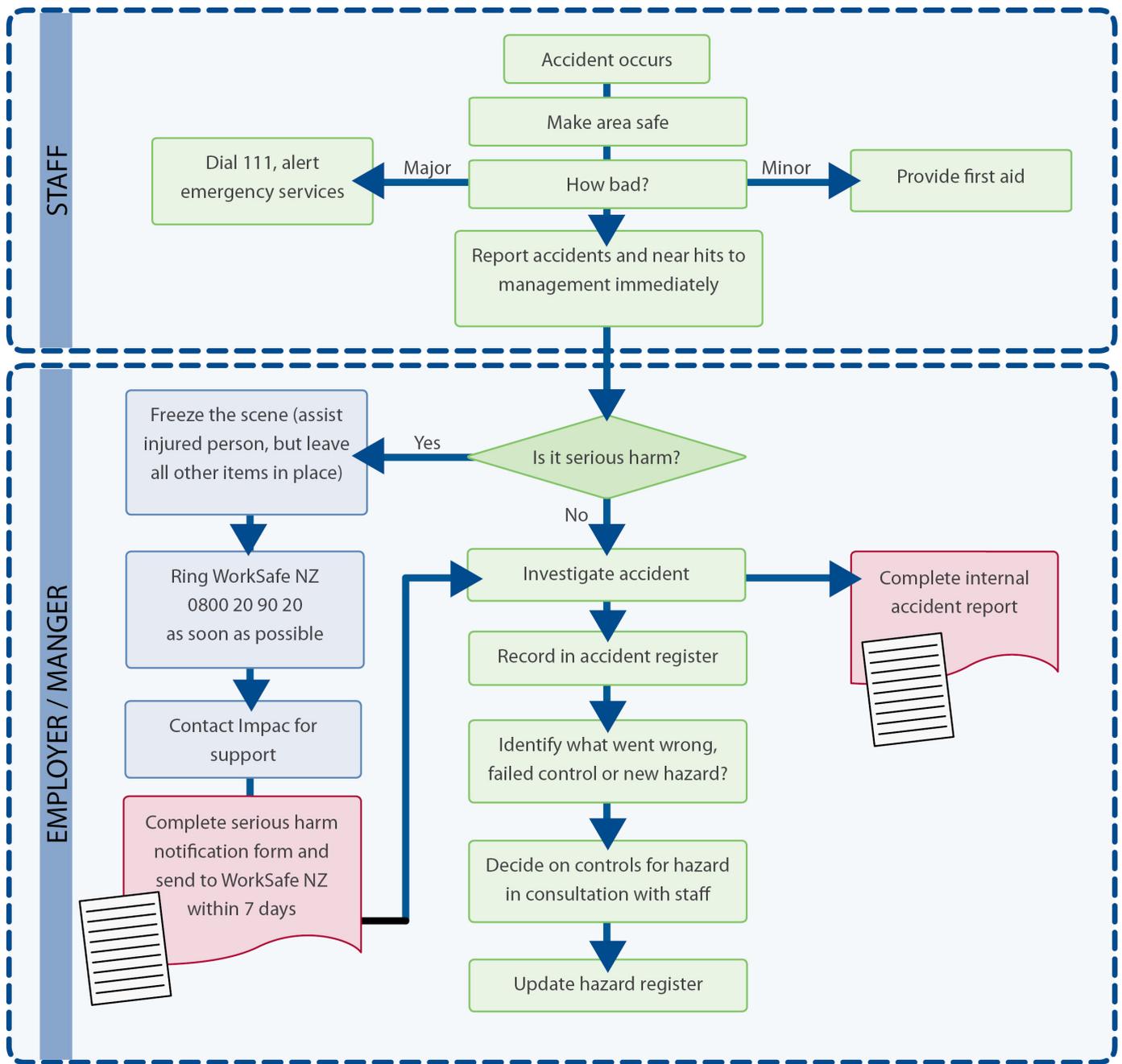
## 9 Incident reporting and investigation

**Goal** – Learn as much as possible from incidents, near misses and mistakes!

### Incident management overview

- 1 Staff and contractors are made aware of the reasons and the process for reporting incidents.
- 2 Staff are to report incidents as soon as possible either: verbally and using the incident report form.
- 3 All incidents will be recorded using the **Incident Report Form**.
- 4 All serious harm accidents shall be reported to WorkSafe NZ and the scene frozen or managed as agreed with WorkSafe NZ. The Managing Director is responsible for serious harm notification.
- 5 External advice and support may be sought for serious harm incidents.
- 6 All incidents are investigated determine what went wrong, how it happened, and what can be learned to help prevent a reoccurrence.
- 7 Learning points will be discussed with staff and actions undertaken as required.
- 8 The hazard register will be updated and if applicable the relevant safe work procedures.

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**First Aid and Injury Management**

The site and work vehicles shall have first aid kits that will be checked monthly. We will ensure there is at least one first aider at work.

We will help any injured staff member with the early and safe return to the workplace. This includes providing support to the person and their family to help with the rehabilitation process. Injuries shall be evaluated on a 'case by case' basis to determine support required and if applicable, possible alternative duties.

## 10 Emergency Management

**Goal** – If things go wrong, we will be ready to minimise any damage or injury.

The **Emergency Response Procedure** provides guidance on the response for the emergency situations most likely to be encountered by T&D Construction (CHCH) Ltd.

We will practice an emergency drill each year and six monthly for building fire evacuation drills.

## 11 Contractor Management

**Goal** – Make sure our contractors manage safety

Contractors doing small jobs on site will work under our safety procedures.

Large Contractors are expected to complete a pre-qualification process and complete a **Contractor Safety Plan** for the work they are undertaking. If the work involves significant hazards, we shall check that the safety plan is being implemented and discuss any issues with the contractor to agree improvement actions.

## 12 Audit and Review

**Goal** – Verify that we are implementing our HSMS and drive continual improvement.

The HSMS will be audited and reviewed annually. This review will include specific evaluation of hazard management processes along with system implementation. The HSMS will then be revised and updated to provide for new planned activities, changes to the organisation and to ensure the system is achieving its objectives. Results of the review shall be recorded.

## APPENDIX A: Definitions

The following definitions are to be applied to this document:

<b>All Practicable Steps</b>	<p>An employer has a duty to ensure that the controls used are appropriate for reducing the risk and that all practicable steps have been taken. This means they must take into account:</p> <ul style="list-style-type: none"> <li>» The nature of the harm and how serious it might be.</li> <li>» The likelihood of that harm actually occurring.</li> <li>» What is known about that harm and how to treat it</li> <li>» What is known re the methods to manage the hazard and how effective these are</li> <li>» The cost and availability of the methods of managing the hazard.</li> </ul>
<b>Employees</b>	<p>Refers to direct employees of T&amp;D Construction (CHCH) Ltd Ltd whether fulltime or casual.</p>
<b>Hazard</b>	<p>The definition behind the this term under the Health and Safety in Employment Act 1992 is very wide ranging and means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance that could be an actual or potential cause of harm.</p>
<b>Incident</b>	<p>An event that has resulted in some form of harm to a person or the environment.</p>
<b>Serious Harm</b>	<p>This term is taken from the 1992 Act and is defined as being any of the following conditions that amounts to results in <i>permanent loss</i> or <i>temporary severe loss</i> of bodily function:</p> <ul style="list-style-type: none"> <li>» Respiratory disease.</li> <li>» Noise induced hearing loss.</li> <li>» Neurological disease.</li> <li>» Chemical or hot metal burns of eye.</li> <li>» Penetrating wound of eye.</li> <li>» Dermatological disease.</li> <li>» Communicable disease.</li> <li>» Illness caused by exposure to infected material.</li> <li>» Crushing.</li> <li>» Poisoning.</li> <li>» Vision impairment.</li> <li>» Cancer.</li> <li>» Bone fracture.</li> <li>» Laceration.</li> <li>» Musculoskeletal disease.</li> </ul>

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	<ul style="list-style-type: none"><li>» Amputation of body part.</li><li>» Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.</li><li>» Loss of consciousness from lack of oxygen</li><li>» Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.</li><li>» Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harms occurrence.</li></ul>
<b>Significant Hazard</b>	<p>This term is taken from the 1992 Act and is defined as being a hazard that is an actual or potential cause or source of:</p> <p>Serious harm, or</p> <p>Harm that increases with each exposure or with the duration of exposure to the hazard (e.g. OOS, noise induced hearing loss).</p> <p>Harm that does not usually occur or usually is not easily detectable until a significant time after exposure to the hazard (e.g. asbestosis).</p>