



G I S B O R N E • W A I R O A

Health and Safety Management Program

This Program was designed for A F Thompson Contracting Ltd by Safe T Works Taupo Ltd

A F Thompson Contracting Ltd Health and Safety Management Program

Section 1: A F Thompson Contracting Ltd Commitment to Health and Safety

Section 2: Planning Review and Evaluation

Section 3: Hazard and Risk Assessment, Management and Control

Section 4: Induction, Training and Information

Section 5: Incident and Injury Reporting, Recording and Investigation

Section 6: Worker Participation and Consultation

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Section 1: A F Thompson Contracting Ltd Commitment to Health and Safety

1.1 Primary duty of care

Our goal is to ensure so far as is reasonably practicable, not put the health and safety of other persons at risk from work carried out as part of our business or undertaking.

As far as reasonably practicable we will;

- Ensure the provision and maintenance of a work environment that is without risk to health and safety;
- Ensure the provision and maintenance of safe plant and structures;
- Ensure the provision and maintenance of safe systems of work;
- Ensure the safe use, handling and storage of plant, substances and structures;
- Ensure the provision of adequate facilities for the welfare of our workers when carrying out work for our business or undertaking, including access to those facilities;
- Providing any information, training, instruction or supervision that is necessary to protect all persons from risk to their health and safety arising from work carried out as part of our business or undertaking;
- Ensure that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness to workers arising from work carried out as part of our business or undertaking;
- Set and achieve Health and Safety Objectives that are S smart. M measurable. A achievable. R realistic and T time bound;
- Identify and manage reasonable foreseeable risks to health and safety and review these risks at least annually as set out in the risk register,
- Have available and comply with all relevant legislation in regards to health and safety e.g. Health and Safety at Work Act, Regulations, Codes of Practice and industry guidelines published from time to time;
- Complete an annual ACC self-assessment (when required) as part of our Annual Health and Safety Review;
- Carry out a review of the Health and Safety System annually and following a critical event and implement any changes in work practices if necessary;
- Ensure the accurate reporting and recording of accidents, incidents, near hits and notifiable events;
- Keep up to date with health and safety matters by attending seminars, conferences and training forums;
- Encourage and support worker participation and consultation in health and safety related matters;
- Support the election of a Health and Safety Representative (if required) and provide training for them to carry out their role;
- Prepare, maintain and implement an emergency plan;
- Provide personal protective equipment and ensure so far as reasonable practicable that personal protective equipment used at the workplace is capable of minimising risks to health and safety;
- Ensure hazards and controls are reviewed at least annually.

1.2 Duty of Officers

The Primary duty of our A F Thompson Contracting Ltd appointed Officers is to exercise due diligence to ensure A F Thompson Contracting Ltd complies with their duty as a Person Conducting a Business or Undertaking (PCBU). We will achieve this by:

- Keeping up to date and maintaining knowledge of work health and safety matters;
- To ensure a thorough understanding of the nature of operations of the business and the hazards and risks associated with our operations;
- To ensure that A F Thompson Contracting Ltd has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the business;
- To ensure that A F Thompson Contracting Ltd has appropriate processes for receiving and considering information regarding incidents, hazards and risks and for responding in a timely way to this information;
- To ensure that A F Thompson Contracting Ltd has, and implements, processes for complying with any duty or obligation of the PCBU under the Health and Safety at Work Act 2015.

1.3 Site Supervisors Responsibilities

- Plan and supervise the daily operations;
- Assist with training and supervision of workers;
- Take reasonable care for their own health and safety;
- Take reasonable care that their own acts or omissions do not adversely affect the health and safety of other persons;
- Comply as far as reasonably able, with any reasonable instruction that is given by A F Thompson Contracting Ltd to allow A F Thompson Contracting Ltd to comply with the Health and Safety at Work Act 2015 and relevant regulations;
- Ensure all workers are suitably trained and competent to carry out their tasks;
- Ensure the accurate reporting and recording of near hits, notifiable illness, injury, incidents and events;
- Encourage worker participation and consultation in health and safety related matters;
- Encourage and consult workers to identify and manage workplace risks and to eliminate or minimise these risks so far as reasonably practicable;
- Assist workers on a return to work plan if required;
- Attend relevant health and safety related training and industry forums;
- Abide by and promote the A F Thompson Contracting Ltd Health and Safety Management Program to ensure A F Thompson Contracting Ltd is a safe and healthy workplace.

1.4 Worker Responsibilities

- Take reasonable care for their own health and safety;
- Take reasonable care that their own acts or omissions do not adversely affect the health and safety of other persons;
- Comply as far as reasonably able, with any reasonable instruction that is given by A F Thompson Contracting Ltd to allow A F Thompson Contracting Ltd to comply with the Health and Safety at Work Act 2015 or relevant regulations;
- Cooperate with any reasonable policy or procedure of A F Thompson Contracting Ltd relating to health and safety at the workplace;
- Participate in health and safety related issues on our worksite;
- Report to A F Thompson Contracting Ltd any near hits, notifiable illness, injury, incidents and events;
- Maintain, store and wear all personal protective equipment to ensure it is effective;
- Cease or refuse to carry out work if they believe it will expose them to serious risk to health and safety.

1.5 Health and Safety Representative Responsibilities

- Represent workers in the work group in matters relating to health and safety;
- Assist in the review of the WSMP Self -Assessment on an annual basis
- Investigate complaints from workers in the work group regarding health and safety;
- If requested by a worker, represent a worker in relation to a health and safety matter;
- Monitor the measures taken by the PCBU that are relevant to health and safety;
- Inquire into anything that appears to be a risk to the health or safety of workers in the work group;
- To make recommendations relating to work health and safety;
- Provide feedback to A F Thompson Contracting Ltd about whether the requirements of the Health and Safety at Work Act or Regulations are being complied with;
- Promote the interests of workers in the work group who have been harmed at work, including rehabilitation and return to work.

A Health and Safety Representative may also initiate the following functions and powers

- (i) With consent of the worker concerned attend an interview concerning work health and safety with an Inspector or PCBU or representative of the PCBU.
- (ii) Request information from the PCBU relating to the hazards (associated risks) to allow them to perform their functions.
- (iii) For the purpose of performing their functions be accompanied or assisted by another person.

1.6 Health and Safety Policy Statement

A F Thompson Contracting Ltd is committed to worker engagement, participation and representation to create and maintain a safe and healthy workplace.

1. A F Thompson Contracting Ltd will ensure all workers will be familiar with, understand and comply with the Health and Safety at Work Act 2015, Regulations, Relevant Standards, Codes of Practice and client specific Health and Safety requirements.
2. A F Thompson Contracting Ltd will take all reasonable practicable steps to provide and maintain a safe and healthy workplace for workers.
3. A F Thompson Contracting Ltd has a commitment to continuous improvement in health and safety by setting annual objectives, leading and consulting our team in health and safety matters and seeking input from Industry Specialists when required.
4. All reasonably practical steps will be taken by A F Thompson Contracting Ltd and workers to identify hazards that are reasonably foreseeable; we will assess the risk of those hazards and determine ways of eliminating or minimising those risks.
5. All near hits, notifiable injuries, illness, notifiable incidents and notifiable events shall be reported to the company immediately. A F Thompson Contracting Ltd will ensure systems are in place for the accurate reporting and recording of these events and instigate an investigation when required.
6. A F Thompson Contracting Ltd is committed to supporting the safe and early return to work for injured workers. Workers will also ensure they are familiar with and participate in a return to work plan if required.
7. All workers will be provided information and training for the task they are to carry out or will be under supervision until they have satisfied A F Thompson Contracting Ltd that they are competent to work unsupervised. Relevant Health and Safety training will be provided to workers to ensure that competence in health and safety is achieved and maintained.
8. Workers shall not knowingly place themselves or their workmates in a situation that is likely to cause harm. Workers must take reasonable care for their own safety and the safety of others in the workplace.
9. A F Thompson Contracting Ltd will ensure we have procedures in place to deal with potential emergency situations and ensure these are available to all workers and visitors to our workplace.
10. The quality of the Health and Safety Management Program will be assured through internal and external audits and reviews. Regular planned inspections will ensure ongoing compliance of our daily operations.
11. Health and Safety goals and objectives will be established annually and reviewed on a regular basis.
12. The Health and Safety Policy, work procedures and work rules will be reviewed annually, when there is a change in work procedure, critical event or change in legislation.

Signed:

Date:

Review Date:

June 2017

1.7 Environmental Policy

It is the policy of A F Thompson Contracting Ltd to conduct its business in a manner that is compatible with the balances of the environment and economic needs of our community. A F Thompson Contracting Ltd is committed to continuous efforts to improve our environmental performance throughout our operations. We will encourage customers, suppliers and other stakeholders to do the same.

We endeavour to:

- Comply with all relevant regulatory legislation and regulations and apply responsible standards when specific laws are not in place;
- Encourage concern and respect for the environment, emphasise workers responsibility in environmental considerations and performance and ensure appropriate operating practices, induction and training;
- Respond quickly and effectively to any environmental incident or event resulting from our operations and cooperate with regulatory authorities;
- Continually improve and monitor our environmental performance;
- Continually improve and reduce environmental impacts of our operations;
- Consider environmental factors and impact into business purchasing decisions.

1.8 Drug and Alcohol Policy

A F Thompson Contracting Ltd is committed to ensuring the good health and safety of every employee and visitor to our workplace. This includes providing healthy and safe working conditions and ensuring the safe operation of all equipment in the workplace. For that reason, we have adopted the following Drug and Alcohol Policy, which prohibits all employees, at all levels, from working or conducting company business under the influence of drugs and/or alcohol.

Drugs: Legal Drugs, Illicit Drugs, and Controlled Substances and Misused Prescription Drugs.

- Legal Drugs – Medication prescribed by a medical practitioner or non-prescription over the counter medication used in a manner consistent with the directions provided, by the person for whom the medication was intended.
- Illicit Drugs and/or Controlled Substances – Includes illicit, restricted and some currently legal drugs which cause impairment such as cannabis and hashish, opiates (such as heroin and morphine) cocaine, amphetamine type substances (speed, “P”, ecstasy and party pills containing benzylpiperazine). The term also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives), synthetic THC, and other currently legal party pills. Other substances can be added to the testing suite as and when they become available and are misused. Illicit and restricted drugs include any substance identified in the NZ Misuse of Drugs Act (1975), and amendments and additions.
- Misused prescription drugs – Includes legally or illegally obtained prescription drugs being misused or used in any way whatsoever contrary to the directions of a medical practitioner.

Alcohol: Means any alcoholic drink e.g. spirits, wine or beer.

The following are prohibited and shall be considered serious misconduct resulting in disciplinary action up to and including instant dismissal:

- Working or conducting company business under the influence of drugs or alcohol or synthetic drugs
- Using, possessing, distributing or consuming drugs and/or alcohol, synthetic drugs on company property during work time (except where the employee is responsible for organising/supplying alcohol for an approved social event); or
- Prohibited activities - The use, sale, supply, transfer or possession of illicit drugs or controlled substances in the workplace. Controlled drugs for this policy also includes misuse of some prescription drugs e.g. benzodiazepines (tranquillisers, sedatives), synthetic THC and other currently legal party pills. Other substances can be added to the testing suite as they become available and are misused.

Note: If the drug detected does not have a cut-off concentration stipulated in AS/NZS 4308:2008, the laboratory will determine the appropriate concentration above which to report a positive result.

- Driving a company vehicle under the influence of drugs and/or alcohol or synthetic drugs at any time; or
- Using or consuming drugs or alcohol or synthetic drugs when off-duty if it would result in the employee reporting to work or performing their duties under the influence of drugs and/or alcohol or synthetic drugs.

Alcoholic beverages may be served or consumed at social events in designated areas, with prior approval from management. Employees must abide by this policy at any social event at which alcoholic beverages are served. Employees are responsible for ensuring that they remain in a condition to perform their duties and/or respond to an emergency situation.

Responsibility for Enforcement

- All employees are responsible for ensuring their own compliance with this policy;
- If an employee feels unsafe working with colleagues because they suspect he/she is in breach of this policy, they must refer the matter to Management;
- A F Thompson Contracting Ltd encourages all employees to discuss any prescription drugs or medicines they are taking with their supervisor at an early stage, so that the work tasks undertaken can be assessed appropriately.

Appropriate steps should be taken to deal with the employee if management:

- Observes an employee using drugs or alcohol or finds evidence of usage; or
- Detects the odour of alcohol on an employee; or
- Suspects an employee is working under the influence of drugs or alcohol (for example through abnormal or erratic behaviour); or
- Learns from a reliable or credible source that an employee has consumed drugs or alcohol;

All referrals, suspensions and/or disciplinary action should take place in conjunction with advice from A F Thompson Contracting Ltd.

Employee Assistance Programme (EAP)

- a) A F Thompson Contracting Ltd recognises that drug or alcohol dependence is an illness and a major health problem. If an employee voluntarily wishes to seek help then the company will endeavour to be sympathetic in dealing with the matter.
- b) All employees have access to an Employee Assistance Programme, which is available as required. It is a confidential service, which is independent from the company. The EAP offers services such as information, assessment, counselling or referral, to help resolve issues that may be affecting an employee's ability to perform their role, such as marital problems, depression, or drug and alcohol dependency. Employees are encouraged to use the EAP service if they consider they may have an issue that needs to be addressed with external assistance.
- c) Employees are encouraged to ask for help from Management if they feel they may have an issue that is affecting their work (that is, before the problem is the immediate subject of disciplinary action). Discussions will be kept confidential. The company will not pay for treatment, but will try to help resolve the employee's problem, by referring them to appropriate community resources.
- d) At the company's sole discretion, they may allow the employee to take unpaid leave to participate in a drug and alcohol rehabilitation or treatment programme either as a voluntary choice or as directed by A F Thompson Contracting Ltd requirements. Return to service after successful completion of the course of treatment will depend on the company's need at that time and will be on the recommendation of the nominated medical practitioner. The employee may also be required to complete a course of follow-up treatment. The employee's job security after returning to work will depend on their work reaching appropriate performance standards.

Drug and Alcohol Testing

a) Pre-employment testing

All applicants for employment must undergo a drug and/or alcohol screening test before being employed. If an applicant fails the test, he/she will not be considered for appointment or, if the applicant has already been appointed, the employment may be cancelled or terminated.

b) Testing during employment & random testing

In order to monitor the compliance of this policy, employees may be required to undergo a drug and alcohol test on any of the following occasions:

- If it is suspected, on reasonable grounds, that an employee is working under the influence of drugs or alcohol.
- On random occasions, if employed in a safety-sensitive position. Please note that random test selection means that some employees may not be picked to be tested at all, some employees may be tested once, and other employees may be tested more than once. The random testing programme will be determined by an independent source and all A F Thompson Contracting Ltd employees will be required to comply with these requirements.
- If there is an incident involving potential compromise of health and safety standards, including following damage to plant, product or property. If the employee is injured in the workplace, this may involve being tested at the time their injury is treated.

c) Testing Procedure

Drug and alcohol testing will be performed at A F Thompson Contracting Ltd expense by an approved testing agent, or by their nominated registered medical practitioner. Testing will be done in such a way as to respect your privacy and confidentiality. Test results will be treated as highly confidential, and stored by the testing provider. If the test shows a non-negative result the specimen will be sent to an accredited laboratory for confirmation.

- If the confirmation shows that drugs are present over the cut off levels the cost of the test will become the responsibility of the employee and will be reimbursed to A F Thompson Contracting Ltd.
- The alcohol test is likely to be a breath alcohol test.
- The cut off level for A F Thompson Contracting Ltd is Zero micrograms per litre of breath – Under 20 years old is zero
- In the case of a random test a urine screen will be conducted.
- All non-negative tests will be required to be confirmed by an accredited laboratory. The employee will sign :
 - a) A consent form confirming they have been informed about the test and consent to it; and
 - b) An acknowledgement recording the test result and time (when applicable).
- Breath alcohol test will be conducted using an approved testing device which meets the Australian Standard: AS 3547-1997 "Breath Alcohol Testing Devices for Personal Use". This requires the employee to blow into the device using a disposable mouthpiece. If negative, the test ends. If positive, a confirmatory test is performed on the same device a short time later using a new mouthpiece.
- Before taking the test, the employee should advise of any medication they are currently taking that they think may affect the results.

- A copy of the results will be provided to Management. Results may be used in evidence or disclosed in disciplinary or legal proceedings. In all other respects, material and information used or obtained from testing will be kept strictly confidential.

d) Cheating on a drug and alcohol test

If an employee is found to be cheating when taking a drug and alcohol test, or the person conducting the testing has reasonable grounds to suspect that they have tampered with a specimen, this will be considered serious misconduct resulting in disciplinary action up to and including dismissal (with or without notice).

e) Refusal to take a drug and alcohol test

Refusal by an employee to take a drug and alcohol test will be considered serious misconduct resulting in disciplinary action up to and including dismissal (with or without notice).

f) Retesting procedure following a non-negative result

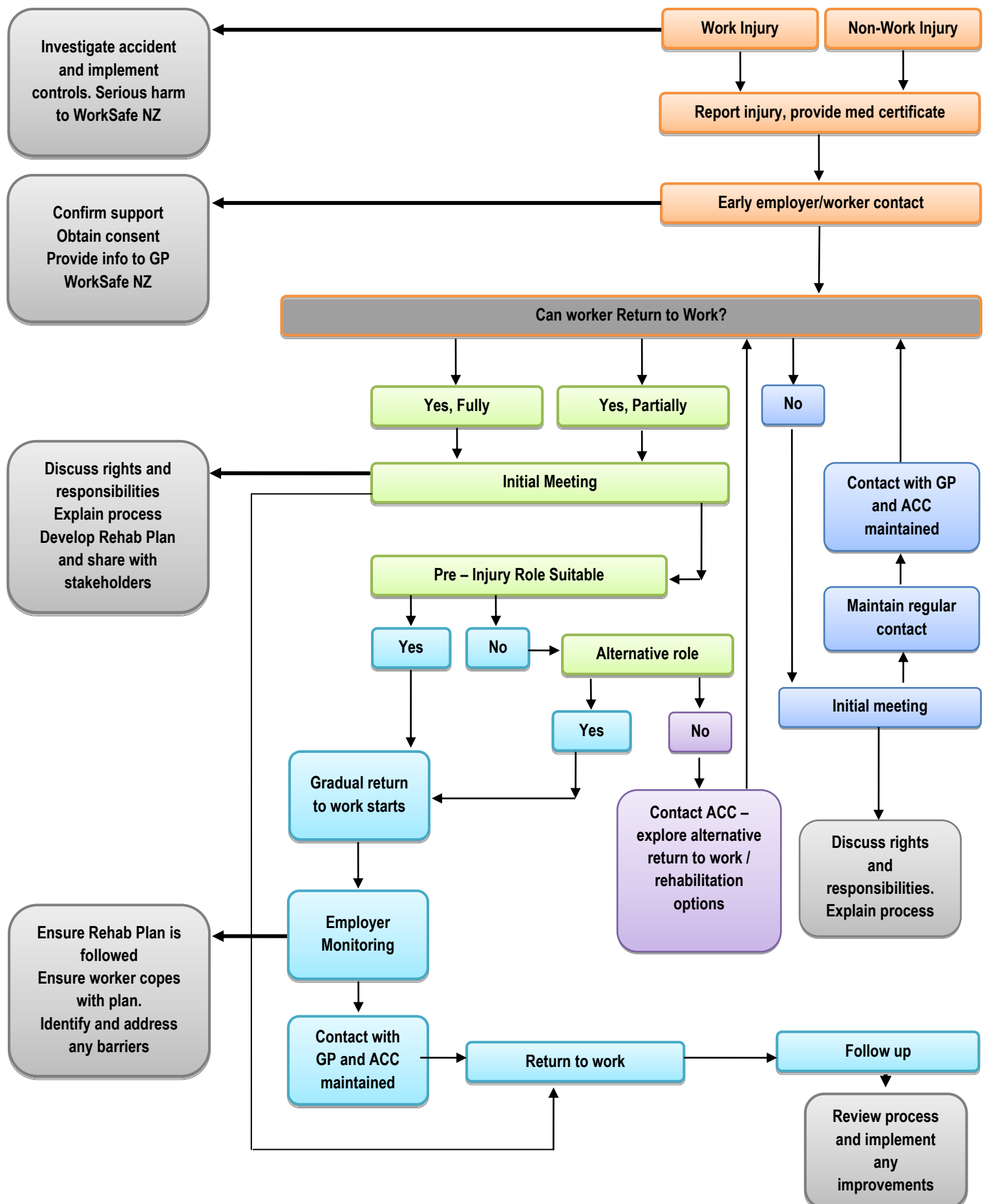
Employees who have a non-negative (positive) test result will require a retesting program following their return to work.

Random tests will be conducted during the proceeding weeks on return to work. A further number random tests will be conducted over the proceeding twelve months (probationary period) at the employees expense. If, at any time during the probationary period the employee has another non-negative (positive) test it will be considered serious misconduct and will lead to termination of employment. A retesting programme will be developed following the employees return to work.

Breach of the Drug and Alcohol Policy

- a) A F Thompson Contracting Ltd will enforce this policy strictly. This includes employees consuming alcohol at social events in such a way that it raises health and safety issues in the workplace, contributes to unacceptable job performance and/or they exhibit unusual job behaviour.
- b) If an employee is to breach this policy, A F Thompson Contracting Ltd will be required to:
 - Send them home on unpaid leave for such period as may be reasonably necessary. This will be at least as long as required for the employee to recover from the influence of drugs or alcohol, and may remain in force until the results of the drug and alcohol test have been received.
 - Please note that if an employee is suspected of being under the influence of drugs or alcohol, they will not be permitted to drive either their personal vehicle or a company vehicle from the premises. This is both to protect their own safety, and the health and safety of others.
 - Refer the employee to a suitable rehabilitation treatment service.
 - In addition or alternatively, disciplinary action will be taken up to and including dismissal. The nature and severity of the violation will determine the disciplinary action taken.

1.9 Injury Management Procedure



Appendices

Return to Work Plan v2

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Section 2: Planning Review and Evaluation

2.1 Annual Review

A F Thompson Contracting Ltd will carry out an Annual Review of the Health and Safety System to ensure it remains effective and compliant with legislation. This will include a review of all work related policies and procedures and safe systems of work. A review will also be carried out following a critical event or change in work procedures. Information gathered during the review process will be communicated to all workers.

Any changes in legislation or regulations will be discussed during the Annual Review Meeting and implemented when required (see appendices).

A self-assessment using the ACC Workplace Safety Management Practices Audit Tool will be carried out by of management and the Health and Safety Representative to ensure our system continues to meet the audit criteria.

2.2 Critical Event Procedure

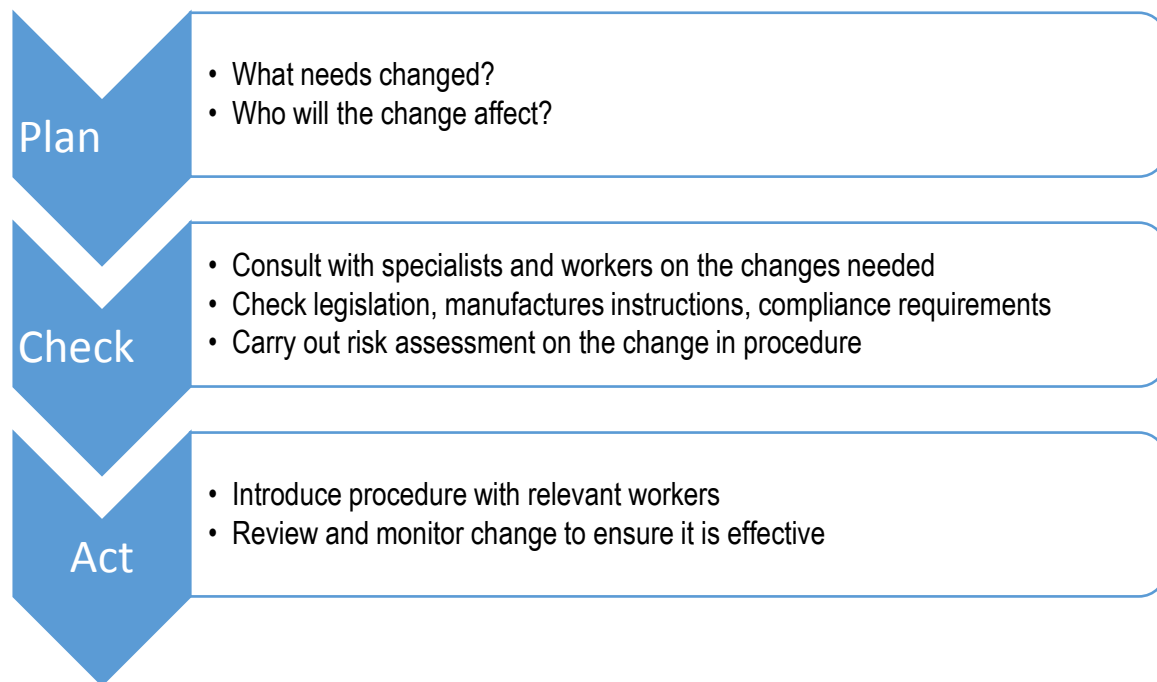
Health and Safety Systems and procedures will be reviewed following a critical event to ensure we can identify any failures in our system and implement improvements if required. We will follow the “5 Why” process to find the root cause and will then consult with workers on a solution.

Critical Event	Reason
Why 1. Why did THAT occur?	
Why 2. Why did THAT occur?	
Why 3. Why did THAT occur?	
Why 4. Why did THAT occur?	
Why 5. Why did THAT occur?	

Follow up Action for Critical Event

- Investigation of incident to determine cause (with those involved);
- Review procedures and/or work practices if required;
- If the related risk is not listed in the generic hazard risk register refer to industry guidelines for controls and update;
- Seek specialist advice if required;
- Implement changes (discuss at safety meeting);
- Continue to monitor to ensure changes/actions are effective.

2.3 Change in work procedure



2.4 A F Thompson Contracting Ltd Health and Safety Goals and Objectives

A F Thompson Contracting Ltd will set goals and objectives during the annual review in conjunction with the Health and Safety Representative and nominated workers. The objectives will be “SMART”:

- Specific;
- Measureable;
- Achievable;
- Realistic;
- Time bound.

These goals and objectives will be reviewed at the scheduled Health and Safety Review Meeting or Annual meeting (see appendices).

2.5 Health and Safety Information and Compliance

A F Thompson Contracting Ltd will ensure current health and safety information relating to our business is available to all workers. This information can include Codes of Practice, Standards and Regulations. We will ensure we have systems in place to ensure compliance with planned inspections and audits on PPE, equipment and safe work systems.

Results from any non-conformance identified during inspections and audits will be documented, assigned to a person and signed off when completed.

2.6 Performance Reviews

Management and workers will be required to carry out an annual self-review to identify any improvements required in health and safety. The review process will be structured around the individual's health and safety responsibilities as recorded in this management program. Any sub optimal results will be addressed at future safety meetings.

2.7 Document Control

Document control is the responsibility of Safe T Works Taupo Ltd in conjunction with A F Thompson Contracting Ltd. Any new or revised documents introduced during the current year will be recorded on the appendices form relevant to the section it relates to. At times A F Thompson Contracting Ltd will be required to also complete documentation supplied by our client.

2.8 Health and Safety Goals and Objectives

1.

2.

3.

Appendices

Annual Directors Self Review v2
Annual Health and Safety Meeting Minutes v4
Annual Review of Hazard Management Processes v3
Annual Site Supervisor Review v1
Health and Safety Representative Review v4
Health and Safety Review – Worker v1
Health and Safety Review Meeting Minutes v1
Health and Safety Systems Audit v12

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Section 3: Hazard and Risk Assessment, Management and Control

3.1 Hazard Identification, Risk Assessment, Management and Control

Definition of hazard

Hazards are defined as an activity, arrangement, circumstance, event, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause of illness, injury or death.

Definition of risk

Risk is the likelihood or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.

Once a hazard has been identified we will analyse or evaluate the risk associated with the hazard, and determine appropriate ways to eliminate or minimise the hazard.

Risk assessment has 3 main purposes:

1. To consider the likelihood of harm and the possible consequences of that harm.
2. To enable planning and monitoring of preventative measures to ensure that the risks are adequately controlled at all times. Without effective assessment, there is seldom effective control.
3. To meet the duties imposed by the Health and Safety at Work Act.

Risk Assessment and Rating Matrix

Risk	Likelihood (Probability)	Consequence (Impact)	Controls
LOW (1 – 5)	Unlikely / Rare	Minor Injury / First Aid	<ul style="list-style-type: none">• Manage with routine procedures.• Existing Risk controls are effective
MEDIUM (6 – 15)	Probable / Possible	Serious Injury / Medical Treatment	<ul style="list-style-type: none">• Regular monitoring• Review current controls• Adhere to set work plan
HIGH (16 – 25)	Almost Certain	Fatal	<ul style="list-style-type: none">• STOP THE JOB• Reassess/review Risk controls• Consider specialist advice• Develop specific work plan

Risk Rating Table

Scores of 15+ STOP the job and reassess

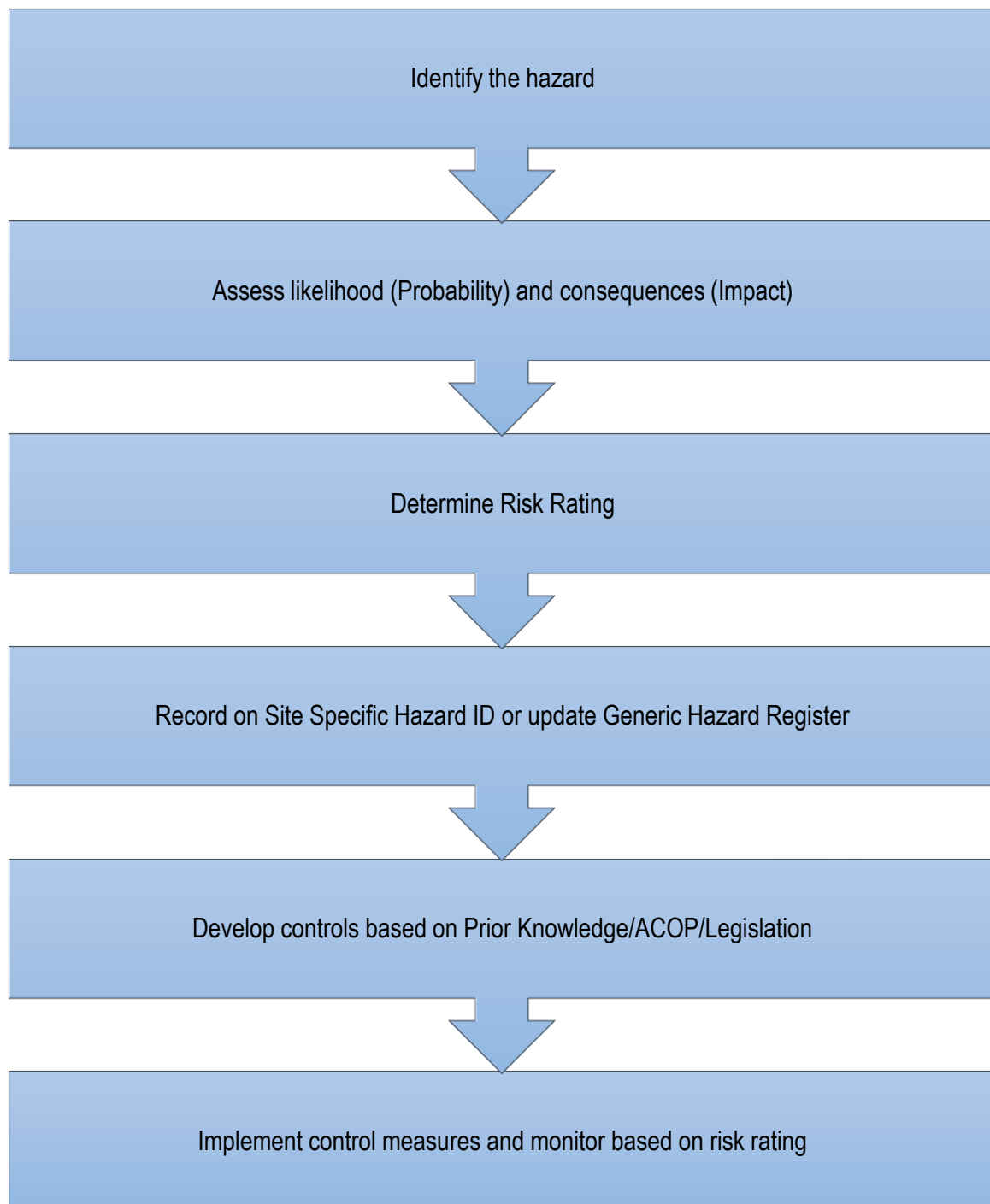
Consequence (Impact)	Catastrophic	5 Low	10 Medium	15 High	20 High	25 High
	Significant	4 Low	8 Medium	12 Medium	16 High	20 High
	Serious	3 Low	6 Low	9 Medium	12 Medium	15 High
	Low	2 Low	4 Low	6 Low	8 Medium	10 Medium
	Minor	1 Low	2 Low	3 Low	4 Low	5 Low
		Unlikely	Occasional	Probable	Almost Certain	Frequent
Likelihood (Probability)						

Hazards rated with a risk of 6 and above are deemed to be significant hazards

Operational site hazards

Before commencing any work on any external operational sites A F Thompson Contracting Ltd will use the information provided by our client to assist them in developing a Site Specific Hazard ID. (See appendice) A F Thompson Contracting Ltd will encourage workers to contribute to the identification and recording of operational site specific hazards for their individual tasks and assist in developing effective controls. Hazards will be updated as they arise. Any new hazards that we cannot manage with routine controls or require assistance from external parties or specialist advice will be recorded on the New Hazard Identification Form (See appendice) and forwarded to the relevant parties for action.

3.2 Hazard Identification Flowchart



Duty to Identify Hazards

Under the HSWA we have a duty to identify hazards that could give rise to reasonable foreseeable risks to health and safety

Methods to identify and record hazards can include;

- Site Specific Hazard Identification Book and Safety Meetings;
- Workplace Observations;
- Task Analysis;
- Audits and Inspections;
- Incident Reports;
- New Hazard Identification Form

Types of Hazards

Environmental	Such as noise, dust or chemical spills that apply in the workplace.
Equipment	That relate to plant and equipment in the workplace.
Physical	That can cause injury such as slips, cuts, burns, falling, crushing.
Chemical	Fumes, gas, aerosols, spray.
Biological	Infection, insects, hepatitis, allergies.
Psychosocial	Stress, fatigue, risk of assault.
Ergonomic	Manual handling, occupational overuse syndrome.

3.3 Hierarchy of control measures

Most Effective	Eliminate (E) Our first step is, if reasonably practicable; eliminate the hazard by removing it completely from the workplace or task we are carrying out.
	Minimise (M) If it is not reasonably practicable to eliminate risks then we shall minimise risk by implementing effective control measures taking into consideration whether we can: <ul style="list-style-type: none">• Substitute (wholly or partially) the hazard by reducing the risk with something that has less risk• Isolate the hazard by separating it from people in our workplace
Least Effective	Engineering controls Making the machine or work practise safer
	Administrative controls Put in place rules, procedures, signage, training, and communication
	PPE Protective clothing and equipment

3.4 Review of control measures

A F Thompson Contracting Ltd will review and revise our control measures on a regular basis to ensure they remain effective. The review of the effectiveness of our hazard management system is carried out annually during the Annual Review. Hazard/Risk Controls may also be reviewed under the following circumstances;

- An incident, notifiable incident, illness, injury or event;
- Introduction of a new task or equipment;
- Critical event;
- Change in legislation;
- If the current control measure does not control the risk it was implemented to control;
- Before a change in work system, process or procedure at the workplace that may bring in a new risk;
- Introduction of new machinery/equipment;
- If a new hazard or risk is identified;
- Following sub optimal health monitoring results;
- Instigated by workers or the Health and Safety Representative.

A F Thompson Contracting Ltd will ensure specialist advice is used if we do not have the internal expertise to manage specific hazards and the risk they pose to workers. Refer to Specialist Advice list for contact details (see appendices).

3.5 Health and Safety Information

A F Thompson Contracting Ltd will ensure reference information is available to all workers that include but is not limited to:

- Health and Safety at Work Act;
- Industry specific Codes of Practice;
- Industry guidelines;
- Industry safety alerts and bulletins;
- Safety Data Sheets.

3.6 New or Modified Equipment Process

When introducing or modifying a new piece of equipment or introducing or modifying a process we will carry out a thorough hazard identification and risk analysis to ensure we have identified any potential hazards and risks associated. The process will include all relevant personnel and follow the procedure set out on the New or Modified Equipment/Process form (see appendices). The Health and Safety Representative may also be consulted on this process to ensure we have worker consultation.

3.7 Machinery Repairs / Maintenance

Only approved and competent personnel shall carry out maintenance and repairs on our equipment and machinery. Whenever possible the equipment/machine shall be removed from the work area away from personnel.

Isolation Procedures

When isolating machinery for maintenance, operators must follow the manufactures instructions for each type of machine including;

- Turn the machine/equipment off;
- All energy sources are de-energised and isolated using an isolation device and locked out using a lock-out device;
- All energy isolating devices are activated and all switches and valves are in the off or safe position as part of measures to stop any attempts to activate the machine;
- An out-of-service tag "hold card" is fixed to the plant.

3.8 Pre-Employment Testing

All new personnel will complete a medical questionnaire and drug/alcohol test to ensure a prospective worker is fit for the task they are to be employed. In some instances a pre-employment medical health check will be carried out to give a baseline assessment. Pre-existing medical conditions should be noted in the Induction Forms (see appendices section 4) to ensure potential medical situations can be managed. Workers are to notify management of any prescription medication they are taking that may affect their ability to perform their specific task. Dependent on a workers task testing may include;

- Hearing;
- Lung function;
- A type recommended by an Occupational Health Practitioner.

3.9 Annual Health Monitoring

Annual health checks will be conducted to identify if there has been any deterioration due to the exposure of associated risks on our worksite. If a worker receives a sub optimal test result that cannot be improved by simple replacement of protective equipment or work procedure, then specialist help may be required. Sub optimal results will be managed with the consideration of both medical and vocational needs. If the worker cannot return to his/her normal duties due to prolonged exposure of these health hazards then A F Thompson Contracting Ltd will (when able) provide an alternative position within the operation. Monitoring results may need to be fed back into the hazard and risk management systems to ensure follow ups are effective. All results will be actioned on a case by case basis. A health check may also be required following a critical event.

3.10 Employee Wellbeing

A F Thompson Contracting Ltd may with workers consent carry out additional wellbeing checks such as Vision, Blood Pressure, Diabetes, Discomfort, Pain and Injury (DPI), Occupational Overuse Syndrome (OOS), and Work Related Gradual Process.

3.11 Exit Testing

Exit testing will be offered to all workers upon resignation to ensure their health has not been adversely affected during their employment with A F Thompson Contracting Ltd.

3.12 Manual Handling

Manual handling is recognised as a physical risk of any workplace, and injuries resulting from manual handling may include back strain, aches, occupational overuse syndrome and fatigue. It can include: moving heavy or awkward items, repetitive movements, prolonged postures and having to manoeuvre in/through awkward spaces. A F Thompson Contracting Ltd promotes regular stretches, task rotation if practicable, taking micro breaks and using assistance (mechanical or a co-worker) where able to. An early pain/discomfort form is available in the reference folder for any worker who has experienced the onset of work related pain/discomfort.

3.13 Personal Protective Equipment (PPE)

A F Thompson Contracting Ltd will ensure all workers are provided with the relevant personal protective equipment (PPE) for the task they are to perform. Workers shall be trained in the proper wearing of PPE, storage and maintenance. PPE is checked on a regular basis and is to be replaced as soon as possible if it is defective and/or due for renewal.

It is the responsibility of the worker to wear or use the PPE in accordance with any information, training or reasonable instruction by A F Thompson Contracting Ltd. PPE must not be intentionally misused or damaged. Any damage or defect must be reported to A F Thompson Contracting Ltd as soon as possible.

3.14 Hazardous Substances

The transport, use and storage of all hazardous substances shall be in accordance with the HSNO Act and its Regulations, NZS 8409:2004 Management of Agrichemicals and New Zealand Transport Agency (NZTA) requirements. Hazardous substances stored on site shall be:

- Stored safely and in accordance with the regulations;
- Located where an accidental spill cannot enter a waterway;
- Separate from equipment maintenance areas.

Safety Data Sheets (SDS) shall be available on site for all hazardous substances being used or stored. The SDS shall be kept where it can be accessed by all workers within 10 minutes of needing it. All containers shall be clearly labelled and a hazardous substance inventory located on site.

3.15 Stress and Fatigue

Stress and fatigue are recognised health issues in our industry and can be a contributing factor to near hits and incidents. At times symptoms are hard to identify so workers are encouraged to raise any issues of stress or fatigue with management and/or Health and Safety Representative. Stress and fatigue are commonly related to relationship/family issues which may be of a personal nature and a worker may be reluctant to discuss with management.

3.16 Isolated Work and Working Alone

A F Thompson Contracting Ltd will ensure risks to the safety and health of workers are minimised when carrying out isolated work. This includes provision of a system of work that includes effective communication with the worker. This may include

- Radio communication;
- Mobile Telephone;
- Personal locator beacons;
- Satellite telephones;
- Communication with other workers in the vicinity.

Monitoring procedures for working alone will be recorded on our emergency plan.

3.17 Communication Following a Critical Event

All communications must be authorised by management following any critical event, emergency procedure or accident. Workers must not share any information including photographs, statements or communications on any social media outlet unless specifically approved by management. A breach of any communications shall be considered serious misconduct.

3.18 Workplace Inspections, Audits and Observations

A F Thompson Contracting Ltd has a scheduled program to carry out inspections and audits on equipment, machinery and personal protective equipment. The schedule will follow the setup of our Monthly Operational Folder. Additional audits and inspections may also be carried out and these will be retained in the monthly operational folder in the respective month.

Any corrective actions that are identified during the audit/inspection process will be recorded, assigned a timeframe and signed off when completed.

3.19 Task Analysis

When carrying out high risk tasks or tasks out of the “normal” scope of our works a Task Analysis to be carried out. All notifiable work will trigger a Task Analysis out and is to include all workers involved or who may be affected by the task.

3.20 Notifiable Work

A F Thompson Contracting Ltd will ensure WorkSafe are notified at least 24 hours before any of the following work is carried out;

- a) Any restricted work, as that term is defined in regulation 2(1) of the Health and Safety in Employment (Asbestos) Regulations 2016.
- 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 five metres 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 five metres 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 one horizontal to two 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.

Appendices

Annual First Aid Checklist v1
Area Safety Audit v2
Individual PPE Issued v2
New Hazard Identification v 4
New or Modified Equipment or Process Form v1
Specialist Advice v1
Task Analysis Form v2
WorkSafe NZ – Notification of Particular Hazardous Work Form
Workstation Assessment v1

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Section 4: Induction, Training and Information

4.1 Induction Training and Supervision

The purpose of the induction process is to introduce the worker to the work environment, and to explain and clarify the A F Thompson Contracting Ltd Health and Safety System workplace risks and their controls. (See appendices).

Specifically, the induction process must at least cover the following issues:

- Health and safety policy;
- Client & company Work Rules
- The HSWA and responsibilities for the PCBU, officers and workers;
- Relevant Codes of Practice, Regulations, Work Rules and Guidelines;
- Emergency procedures;
- Accident/incident, near hit and notifiable event reporting;
- Process of hazard identification, risk assessment and management
- Hazard identification and risk assessment relevant to the worker's role;
- Work injury claims and rehabilitation process (alternative duties);
- Worker responsibilities, involvement, participation and consultation in health and safety;
- The role of a health and safety representative, worker engagement, participation and representation;
- The role of the Emergency Warden;
- Location and use of fire equipment;
- Location of first aid kits;
- Communication systems for worksite;
- The issue of, training in use, maintenance and care of PPE by the worker within the workplace;
- Reporting of defects in equipment/PPE/machinery;
- Baseline medical (if required);
- Requirements for health monitoring and consent;
- Workplace Alcohol and Other Drugs Policy and Procedure;
- Process for and responsibility for supervision and training;
- Safe operating procedures for task(s);
- Health and safety forums.

4.2 Training and Competency

Workers employed by A F Thompson Contracting Ltd, shall only carry out a task they have been deemed competent in, unless under direct supervision of a suitably trained person.

All workers who come to us from other companies will be required to demonstrate to management their competence and the safeness of their work methods, before they may work unsupervised at any activity, regardless of whether they hold the relevant unit standards/qualification or licences.

Training certifications will be obtained to confirm what unit standards/licences or qualifications a new worker has achieved and a training needs assessment carried out to develop a training plan. The Competency and Training Register will be updated to record what has been achieved and what future training is required (see appendices).

A F Thompson Contracting Ltd will ensure all workers achieve the training certifications for their task. All workers will be regarded as under training until that unit has been achieved. Training notes will be recorded for all persons undergoing training.

All new workers will be assigned a supervisor when commencing work who will be responsible for carrying out a task specific workplace induction. Supervisors will be allocated dependant on their own individual competencies and training. Training notes should include what is being taught, time spent training, relevant documentation for the task and these should be signed by both the trainer and trainee (see appendices) Any hazards, risks and controls associated with the task under training shall be reviewed and understood by the trainee.

Internal trainers are selected on their own individual competencies and experience. External trainers are selected on industry knowledge and experience and must hold the unit standard for which they are training / assessing. NZQA approved training companies are deemed acceptable by A F Thompson Contracting Ltd.

Reoccurring training / certification is recorded on the Compliance Record (See appendices) located in the Training and Induction Folder.

Appendices

Authority to Collect Medical and Other Records (ACC)
Competency and Training Register v1
Employee Compliance Records v2
Employee Induction Record v13
Individual Training Records v2

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Section 5: Incident and Injury Reporting, Recording and Investigation

5.1 Definitions

Notifiable Injury or Illness

Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- The amputation of any part of his or her body;
- A serious head injury;
- A serious eye injury;
- A serious burn;
- The separation of his or her skin from an underlying tissue (such as degloving or scalping);
- A spinal injury;
- The loss of a bodily function;
- Serious lacerations;
- An injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment;
- An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance;
- Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of section 23 of HSWA;
- Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work;
 - With micro-organisms;
 - That involves providing treatment or care to a person;
 - That involves contact with human blood or bodily substances;
 - That involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products;
 - That involves handling or contact with fish or marine mammals.

Notifiable Incident

Means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

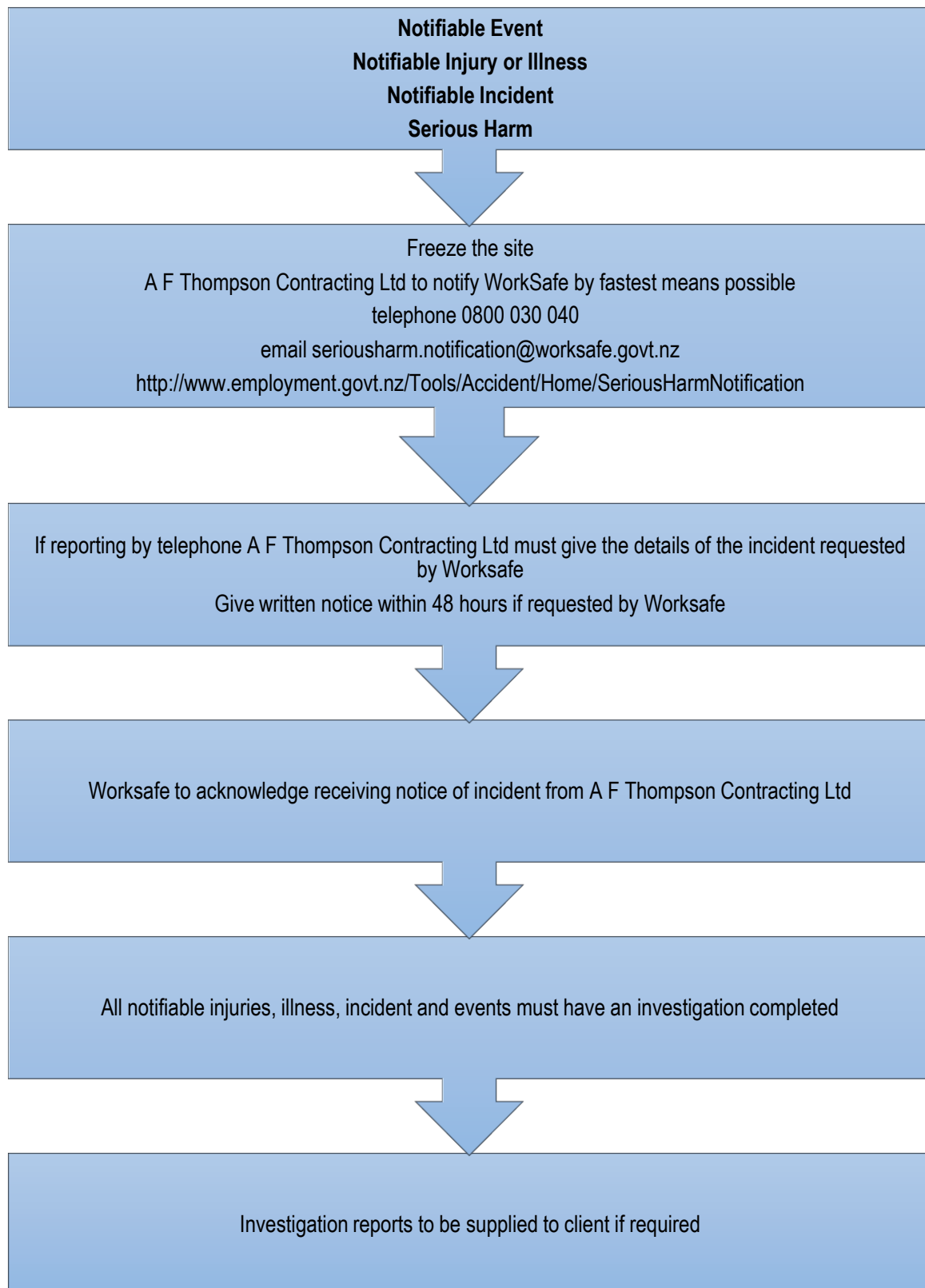
- An escape, a spillage, or a leakage of a substance;
- An implosion, explosion, or fire;
- An escape of gas or steam;
- An escape of a pressurised substance;
- An electric shock;
- The fall or release from a height of any plant, substance, or thing;
- The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations;
- The collapse or partial collapse of a structure;
- The collapse or failure of an excavation or any shoring supporting an excavation;
- The inrush of water, mud, or gas in workings in an underground excavation or tunnel;
- The interruption of the main system of ventilation in an underground excavation or tunnel;
- A collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel;
- Any other incident declared by regulations to be a notifiable incident for the purposes of this section.

Meaning of Notifiable Event

Notifiable event means any of the following events that arise from work:

- The death of a person;
- A notifiable injury or illness;
- A notifiable incident.

5.2 Reporting Structure



Near Hit (See appendices).

A Near Hit is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

- Complete relevant company forms to be forwarded to client if applicable
- Discuss with relevant personnel immediately and review at next safety meeting.

If potential for serious harm or notifiable event (sentinel) refer to above flowchart.

Property Damage (minor)

- Inform management;
- Complete relevant company forms.

If the property damage had potential for serious harm or is a notifiable event (*refer to Reporting Structure Flowchart*).

5.3 Investigation Procedure (See appendices)

Investigations may require the assistance of external health and safety specialists, Client representatives etc. A F Thompson Contracting Ltd will make available any or all personnel when conducting an investigation. Management have overall responsibility for ensuring a thorough investigation is completed. A F Thompson Contracting Ltd will assemble an investigation team based on experience and knowledge of the task or situation involved. The Health and Safety Representative will be encouraged to participate in all investigations.

Incident Trends

Any incident data collected from our Incident Register (see appendices) will be collated, reviewed and corrective actions and injury prevention initiatives implemented to reduce the likelihood of further accidents.

Incidents are collated and graphed on a six monthly and annual basis, discussed at a safety meeting and filed in the monthly operational folder.

Follow up actions for Notifiable Events (See appendices Duty Holders Report)

- Review Health and Safety System, and change the work procedure if required;
- Feedback any changes in work procedures into the hazard management system or update the actual work procedure where applicable;
- Ensure all workers are aware of the changes – workers to sign off changes;
- Introduce injury management plan if required;
- Corrective action to be issued if necessary (see appendices);
- Conduct -follow up training/ behavioural audits etc.
- Review at next safety meeting and encourage injury prevention initiatives

Issues to be considered when investigating an accident

Immediate Cause	Actual agent of the harm – also known as direct cause
Root Cause	Management, planning, or organisation failings that allowed the unsafe act to occur.

Examples of Unsafe Act	Examples of Unsafe Conditions
Working too fast	Unguarded Machine
By passing a safety device	Poor design/layout
Poor work technique	Congestion
Not following safe work procedure	Environment – noise, dust, terrain

Three leading causes of accidents are Active Failure, Preconditions and Latent Failures

Active Failures/Deliberate Violation

Those situations where correct procedure is ignored by the individual involved.

Information error or omission	Misuse of tools
Failure to follow rules/procedures	Inadequate warning/safety devices
Untidy site	Habitual deviation from required standards
Inadequate PPE	Failure to wear PPE
Drug/alcohol influence	Bypassing safety devices
Lack of care and attention	Horseplay
Inadequate tools	Operating beyond ability

Preconditions/Underlying Causes

Where inadequate preparation is involved.

Unfamiliarity	Inexperience
Time pressure/deadlines	Poor procedures
Poor instructions	Information overload
Technique forgotten	Substance abuse
Misperception of risk	Poor feedback
Time of day	Weather conditions
Low morale	Physical capability exceeded
Monotony and boredom	Externally paced tasks

Latent Failures

Weakening of organisational layers, training, supervision, poor design. Where the whole operation shows a lack of planning/preparation.

Training programs	Organisation of job
Communication	Inadequate on-the-job training
Maintenance management	Design/layout of operational areas
Housekeeping	Error enforcing conditions
Incompatible goals	

Appendices

Accident Incident Near Hit Register v3
Corrective Action Report v1
Incident Investigation Form v2
Near Hit Report v3
WorkSafe NZ – Notification of a Notifiable Incident
WorkSafe NZ – Notification of a Death or a Notifiable Injury or Illness

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Section 6: Worker Participation and Consultation

6.1 Health and Safety Representative

A F Thompson Contracting Ltd seeks to actively encourage worker participation in the development and maintenance of a safe and healthy workplace. Workers will be provided reasonable opportunities to participate in improving workplace health and safety. We encourage and support the election of a Health and Safety Representative to assist us in achieving a safe and healthy place of work. A F Thompson Contracting Ltd is not required to initiate the election of 1 or more Health and Safety representative if it does not meet the requirements under Section 62 of HSWA.

If a Health and Safety Representative is elected A F Thompson Contracting Ltd will allocate time to attend approved representative training.

6.2 Health and Safety Committee

A Health and Safety Committee may be requested by a Health and Safety Representative when the PCBU employs more than 5 workers. A F Thompson Contracting Ltd actively encourages worker participation and will decide whether to establish a health and safety committee in accordance with Section 66 of HSWA.

6.3 Health and Safety Forums

A F Thompson Contracting Ltd will ensure each worker has attended a Safety Meeting at least monthly whether it is a formal meeting or a site hazard identification meeting. All current meeting minutes will be held on site and made available to all employees (see appendices).

On site meetings may cover:

- Those under training/supervision must know who will be responsible for them;
- Cover any notifiable events, incidents or near hit reports and their follow-ups;
- Discuss industry bulletins and safety alerts;
- Injury prevention initiatives;
- Current site hazards, risks and controls – are they effective;
- General business.

Appendices

Health and Safety Review Meeting Minutes v1

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Section 7: Emergency Planning and Readiness

7.1 Emergency Procedure

Telephone Emergency Procedure

<ul style="list-style-type: none">• Dial 111 for Fire/Police/Ambulance
<ul style="list-style-type: none">• Call from a safe place
<ul style="list-style-type: none">• Tell the operator which emergency service you want
<ul style="list-style-type: none">• Wait until that service answers
<ul style="list-style-type: none">• Give your location
<ul style="list-style-type: none">• Do not hang up until told to do so by the emergency service
<ul style="list-style-type: none">• Make sure someone is available to direct the emergency service to the scene

7.2 Emergency Situations

Accident Procedure/Medical Emergency:

In event of a work related accident:

- Take all steps to prevent further injury;
- Immediately notify closest person available for assistance;
- Follow emergency procedures flipchart.

Note: *unless it is essential for safety, do not move the injured person until you are sure what is wrong and what to do.*

In the Event of a Fire:

- Raise the Alarm;
- Contact emergency services on 111
- Evacuate danger area to primary assembly area;
- Check to ensure everyone is accounted for
- Follow emergency procedures flipchart;

Note: *only if conditions permit should attempts be made to extinguish the fire.*

During a volcanic eruption

- Listen to the radio for civil defence advice and follow instructions;
- If outside at the time of eruption, seek shelter. If caught in volcanic ash falls, wear a dust mask or use a handkerchief or cloth over your nose and mouth;
- Do not tie up phone lines with non-emergency calls;
- If you have to go outside, use protective gear such as masks and goggles and keep as much of your skin covered as possible. Wear eyeglasses, not contact lenses as these can cause corneal abrasions.

After a volcanic eruption

- Listen to your local radio stations for civil defence advice and follow instructions;
- Stay indoors and away from volcanic ash fall areas as much as possible;
- Avoid driving in heavy ash fall as it stirs up ash that can clog engines and cause serious abrasion damage to your vehicle;
- Use a mask or a damp cloth and eye protection when cleaning up;
- Look for and report broken utility lines.

External Disasters/Extreme Weather:

Severe winds, storms, heavy rain, tsunamis, floods or other natural disasters:

- Listen to radio or contact Civil Defence for information;
- Contact emergency services if you need assistance
- Follow emergency procedures flipchart;
- Evacuate danger area and account for all people on site.

Chemical Spills, Agents and Poisons:

If a chemical spill or poisoning occurs:

- Isolate the spillage and/or prevent others from entering the area;
- Try to find out exactly what the chemical or toxin actually is – refer to safety data sheet;
- For poisoning and/or chemical contact treatment, phone the National Poisons Centre for additional advice on what to do;
- Use appropriate personal protective equipment;
- Clean up spill if trained and competent to do so

In the event of an earthquake:

- **DO NOT** go outside unless the building is showing obvious signs of distress;
- Drop to the ground;
- Take cover under something strong;
- Hold onto it until the shaking stops.

What to do after an earthquake:

- After the shaking stops, staff gather together, care for injuries, select a leader;
- In your building – Establish what has happened to all your staff. After stairs are checked, if possible, gather in one place;
- Gather information – about your building (e.g. are the stairs to the ground level useable) and what is happening around your area and elsewhere in town;
- Staff priorities – Family, children, medical needs, essential work etc;
- If necessary evacuate – Use previously identified routes to move away from the building. Take bags, phones, wallets and any emergency supplies you have;
- If practicable keep a register of staff present, log when they leave and their intentions (e.g. fetch children from day-care, walk home etc.). Arrange to travel in groups;
- Disperse – staff can head home or to an alternate workplace but maybe not all at once else all transport and roads will be overloaded.

7.3 Emergency Wardens Responsibilities

- Ensure the required emergency service has been called;
- Check allocated work area for workers;
- Ensure all workers and visitors on site are accounted for before evacuating;
- Fire equipment is readily available;
- Ensure that workers are trained in the use of fire extinguishers;
- Delegate workers when required in an emergency;
- Liaise with the emergency services.

The Emergency Wardens responsibilities are reviewed at each Evacuation Drill held six monthly and are documented in the minutes/report from each drill (see appendices). Warden Training Competency Reviews will be conducted on an annual basis to ensure ongoing compliance (see appendices). A review will be carried out following any actual emergency to identify any areas of improvement required.

Appendices

Emergency Procedures HSNO v2
Emergency Warden Training Handbook v1
Fire Safety Checklist & Evacuation Report v1
Six Monthly Emergency Drill v5
Emergency Flip Chart

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Section 8: Contractor and Visitor Management

8.1 Managing Contractors and Visitors

A F Thompson Contracting Ltd has a 3 level approach to the management of contractors and visitors.

Level 1 Service Provider Contractor

Service Provider Contractors are deemed to be “one off” contractors who are visiting our site to carry out professional services for a short duration (one day maximum). These contractors will be required to complete an Annual Contractor Safety Plan (see appendices) and complete both pages of our Site Induction Form at each visit when our site is operational. An Annual Service Provider Review (see appendices) will be completed based on their safety interaction with our workers and observance of safe work methods while on our operational site. Examples of these personnel include:

- Electrician, Mechanic;
- Health Professional;
- Cleaners;
- Health and Safety Professional.

Level 2 Sub-Contractor

Sub-contractors are deemed to be working on behalf of A F Thompson Contracting Ltd and are working on our operational sites on a full time basis. If they are contracted solely to A F Thompson Contracting Ltd they will be inducted as an employee and be required to comply with all A F Thompson Contracting Ltd responsibilities we have assigned a worker. Sub-contractors will be required to ensure all machinery/equipment and personal protective equipment is compliant.

If a sub-contractor employs workers they are deemed to be a PCBU and must comply with the responsibilities of a PCBU. In this instance a Contractor Selection Questionnaire (see appendices) will be completed to ensure they have safe systems of work in place prior to commencing work with A F Thompson Contracting Ltd.

A Sub-Contractor Acknowledgement will be signed by the company and an Annual Performance Audit completed by A F Thompson Contracting Ltd or a A F Thompson Contracting Ltd Representative. A F Thompson Contracting Ltd will ensure that any sub-contractor employed under these circumstances is so far as is reasonably practicable consulted, to ensure the operation is coordinated with A F Thompson Contracting Ltd.

Sub-contractors will undergo a Post Contract Evaluation upon termination of their contract (see appendices).

Level 3 Visitors

Visitors should be accompanied by a A F Thompson Contracting Ltd representative while on our operational sites. Visitors will be inducted onto the site by a A F Thompson Contracting Ltd worker and will be required to fill out page 1 of our Site Induction Form.

Appendices

Level 1 Service Provider Contractor Review Form v1
Level 1 Service Provider Contractor Safety Plan v1
Post Contract Evaluation v2
Sub-Contractor Performance Audit v2
Sub-Contractor Review Form v1
Subcontractor Selection – Health and Safety Questionnaire v2
Sub-Contractors Acknowledgement of Health and Safety Obligations v1

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Section 9: A F Thompson Contracting Ltd Worker Acknowledgement

I have read and/or understand the A F Thompson Contracting Ltd Health and Safety Management Program and relevant appendices. I agree to have ongoing input into all health and safety issues that may arise while I am employed by A F Thompson Contracting Ltd. By signing this document I am making a personal commitment to ensuring that I will so far as is reasonably able ensure that I will follow company procedures and maintain a safe place of work.

Name	Signed	Date