

Occupational Health and Safety Management System

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Version Control – OH&S Management System Lifecycle

Edition	Date	Description	Reviewer
Version 1.0	24/02/2020	Introduce OH&S Management System draft	KWS
Version 1.1	15/04/2020	First review of OH&S Management System draft	Mark Hoddle
Version 1.2	22/04/2020	Final review of OH&S Management System draft	KWS, MH, TV
Version 1.3	28/04/2020	OH&S Management System – Approved for release	Mark Hoddle
Version 1.4	02/07/2020	OH&S Management System – Released to Operations Team	Operations Team
Version 1.5	3/07/2020	OH&S Management System – Amendments	KWS, Todd Vincent
Version 1.6	5/08/2020	Drug and Alcohol added clause – Failed Test	Todd Vincent
Version 1.7	1/10/2020	OH&S Management System – Amendments	CF Bloemhof, Todd Vincent
Version 1.8	1/10/2020	Emergency Preparedness and Response roles and responsibilities	CF Bloemhof, Todd Vincent
Version 1.9	1/10/2020	Emergency Preparedness and Response roles and responsibilities defined	CF Bloemhof, Todd Vincent

The Master OH&S Management System version will be held by Contrax Ltd and will be distributed to relevant stakeholders as required. Any distribution of the OH&S Management System version will be made in printed hardcopy format and must be treated in confidence. Replication of the OH&S Management System version in any format is not permitted.

Any and all amendments to this OH&S Management System version will be reviewed by Contrax Ltd and will be distributed to relevant stakeholder as required. Previous versions of the OH&S Management System will need to be archived for future reference.

Purpose and Scope

The purpose of this Occupational Health and Safety Management System is to enable a framework to establish, implement and maintain a healthy and safe workplace environment. It specifies the requirements and provides guidance applicable to Contrax Ltd to successfully implement the systems to achieve the desired outcomes. These outcomes can only be achieved by everyone within the business taking ownership of the responsibilities outlined to them in this OH&S Management System, the HSWA 2015, the applicable workplace regulations and any standards as adopted by Contrax Ltd.

When used correctly, the OH&S Management System will assist Contrax Ltd to learn, understand and comply with these requirements, and will help to identify opportunities to improve the health and safety posture within the organisation and how best to socialise and adopt these improvements.

There is a joint responsibility on directors, managers, and workers alike to take responsibility for not only their own health and safety but also that of their co-workers and others in and around the workplace.

Contrax Ltd must ensure that periodic reviews of the system are held with identified improvements considered and adopted or implemented. All current versions would be available to personnel and all obsolete documents will be removed from all points off issue. All Archived documents will be preserved for legal or knowledge purposes. The system will provide for document control by means of dates and revision indication.

It is imperative to recognise that in the event of a Notifiable Event having occurred, these systems and records are the yardstick by which WORKSAFE NZ will measure the compliance of this company. A key indicator in the process of WORKSAFE NZ compliance is the documentation that is created in the day to day management of health and safety by a PCBU.

Definitions

ACC

Means the Accident Compensation Corporation as defined by section 259 of the Accident Compensation Act 2001.

Due Diligence

Means that if a PCBU has a duty or an obligation under this Act, an officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty or obligation.

Hazard

Means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these. A hazard includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).

Hazardous substance

Any substance that has one or more of the following intrinsic 'hazardous properties':

- Explosiveness
- Flammability
- Ability to oxidise (accelerate a fire)
- Human toxicity (acute or chronic)
- Corrosiveness (to human tissue or metal)
- Eco toxicity (with or without bio accumulation)
- Capacity, on contact with air or water, to develop one or more of the above properties.

Health

Means physical and mental health.

Health and safety representatives

Workers elected to represent health and safety on behalf of workers who carry out work for that business or undertaking.

Meaning of PCBU

- i. means a person conducting a business or undertaking
 - whether the person conducts a business or undertaking alone or with others; and
 - whether or not the business or undertaking is conducted for profit or gain; but
- ii. does not include
 - a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking.
 - a volunteer association.
 - an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work.
 - a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking.
 - a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of the Health and Safety at Work Act or any provision of the Act.

Meaning of officer

In the Health and Safety at Work Act, unless the context otherwise requires, officer, in relation to a PCBU

- i. means, if the PCBU is

- a company, any person occupying the position of a director of Contrax Ltd by whatever name called.
- a partnership (other than a limited partnership), any partner.
- a limited partnership, any general partner.
- a body corporate or an unincorporated body, other than a company, partnership, or limited partnership, any person occupying a position in the body that is comparable with that of a director of a company; and
- includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example, a General Manager); but
- does not include a Minister of the Crown acting in that capacity; and
- to avoid doubt, does not include a person who merely advises or makes recommendations to an officer.

Meaning of worker

- i. In the Health and Safety at Work Act, unless the context otherwise requires, a **worker** means an individual who carries out work in any capacity for a PCBU, including work as
 - a worker.
 - a contractor or sub-contractor.
 - a worker of a contractor or sub-contractor.
 - a worker of a labour hire company who has been assigned to work in the business or undertaking.
 - an outworker (including a home worker).
 - an apprentice or a trainee.
 - a person gaining work experience or undertaking a work trial.
 - a volunteer worker.
 - a person of a prescribed class.
- ii. For the purposes of subsection (i),
 - a constable is a worker; and at work throughout the time when the constable is on duty or is lawfully performing the functions of a constable, but not otherwise.
 - a member of the Armed Forces is a worker; and at work throughout the time when the member is on duty or is lawfully performing the functions of a member of the Armed Forces, but not otherwise.
 - a PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.

Meaning of workplace

- i. In the Health and Safety at Work Act, unless the context otherwise requires, a workplace
 - means a place where work is being carried out, or is customarily carried out, for a business or undertaking
 - includes any place where a worker goes, or is likely to be, while at work.
- ii. In this section, place includes
 - a vehicle, vessel, aircraft, ship, or other mobile structure.
 - any waters and any installation on land, on the bed of any waters, or floating on any waters.

Notifiable event

means any of the following events that arise from work

- i. the death of a person.
- ii. a notifiable injury or illness.
- iii. a notifiable incident.

Notifiable incident

- i. 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; or
 - the interruption of the main system of ventilation in an underground excavation or tunnel.
 - a collision between 2 vessels, a vessel cap sizes, or the in rush of water into a vessel.
 - any other incident declared by regulations to be a notifiable incident for the purposes of this section.

Note: notifiable incident does not include an incident declared by regulations to not be a notifiable incident for the purposes of the Act.

Notifiable injury or illness (in relation to a person means)

- i. 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 de gloving or scalping).
 - a spinal injury.
 - the loss of a bodily function.
 - serious lacerations.
- ii. an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment.
- iii. an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance.
- iv. any serious infection (including occupational zoonosis) 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.
 - any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

Note: notifiable injury or illness does not include any injury or illness declared by regulations not to be a notifiable injury or illness for the purposes of the Act.

Overlapping duties

- i. means when more than one person conducting a business or undertaking (PCBU) has health and safety duties in relation to the same matter. For example, there may be a number of different businesses working together or alongside each other on a single worksite, and through contracting or supply chains.

Primary duty of care

- i. A business or undertaking must ensure, so far as is reasonably practicable, the health and safety of its workers and that other people are not put at risk by its work. In the context of HSWA, this is called the 'primary duty of care'.
- ii. This means ensuring, so far as is reasonably practicable
 - the health and safety of workers who work for the PCBU. This includes workers or contractors, including their sub-contractors or workers) while they are at work in the business or undertaking.
 - the health and safety of workers whose work activities are influenced or directed by the PCBU while the workers are carrying out the work, for example a franchise company whose franchise requirements influence or direct the workers of the franchisee.
 - that other persons are not put at risk by the work of the business or undertaking. For example, visitors to the workplace, or members of the public could be affected by a work activity.

Prohibition notice

Issued by an inspector and the plant involved is not to be operated until the notice has been complied with and the prohibition notice lifted by the inspector.

Reasonably Practicable

- i. For the purposes of managing risk, so far as is reasonably practicable is a balance between what is possible (the highest level of protection) and what is achievable (reasonable in the circumstances).
- ii. Duty holders need to consider what is, or was, at a particular time, reasonably able to be done in relation to ensuring the health and safety of workers and others, taking into account and weighing up all factors including
 - the likelihood of the hazard or risk concerned occurring.
 - the degree of harm that might result from the hazard or risk.
 - what the duty holder knows, or should reasonably know, about the hazard or risk.
 - ways of eliminating or minimising that risk.
 - the availability and suitability of ways to eliminate risk.

Only after assessing the extent of the risk, and the available ways of eliminating the risk, should the duty holder consider the cost. Consideration of cost should generally only take precedence over safety when it is grossly disproportionate to the risk.

Work Safe NZ

NZ Government agency (MBIE) that administers the Health and Safety at Work Act 2015.

Health and Safety Compliance

Contrax Ltd shall undertake the task of identifying health and safety information relevant to the organisation, including all appropriate health and safety legislation, regulations, approved codes of practice and standards.

Contrax Ltd will implement, maintain and review procedures to ensure it complies, at all times, with all current health and safety legislation, regulations, approved codes of practice and standards identified to be relevant to the organisation and the types of work undertaken by Contrax Ltd .

The following health and safety legislation, regulations, approved codes of practice and standards are applicable to Contrax Ltd.

Legislation

- i. The Health and Safety at Work 2015.
- ii. Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.
- iii. The Land Transport Act 1998.
- iv. The Land Transport (Driver Licensing) Rule 1999.
- v. The Injury Prevention, Rehabilitation and Compensation Act 2001.
- vi. Privacy Act 1993.
- vii. Health Information Privacy Code 1994.

Approved Codes of Practice

- i. Guarding Principles and General Safety for Machinery.
- ii. Cranes and Lifting Appliances.
- iii. Load Lifting/Rigging.
- iv. Management of Noise in the Workplace.
- v. Manual Handling.
- vi. Management of Substances Hazardous to Health.
- vii. Plant and Vehicles.
- viii. Confined Space.
- ix. Working at Height.

Keeping up to date with relevant requirements

Contrax Ltd shall monitor appropriate sources of information to identify relevant changes in health and safety legislation, regulations, codes of practice and standards that impact on compliance requirements for Contrax Ltd. This monitoring should be carried out on a regular basis as identified in the performance evaluation section. Useful sources to check for changes in relevant information include external consultants, internet web sites, newsletters, magazines, and industry related publications.

Implementing changes in requirements

Consideration should be given to the impact of any changes noted in relevant health and safety information. It may be necessary to make changes to policies, systems and procedures in order to maintain compliance. It should be noted that there might be tasks other than changes to documentation that need to be undertaken. For example, changes in policies, systems or procedures might require training or identification and management of risk. It is important to ensure that any changes in documentation and the implications of such changes are fully understood by the workers affected by the change.

Commitment Responsibilities and Resources

1. PCBU

- i. Primary Duty of Care.

2. Board of Directors

- i. Create the Governance framework for the organisation, including the culture, values, and performance standards.
- ii. Set the direction for effective health and safety management.
- iii. Provide for an OH&S review agenda item at board meetings
- iv. Provide for a formal OH&S review – Annual.

3. Senior Leadership Team – Managing Director, General Manager

- i. Due Diligence and:
 - taking overall responsibility and accountability for the prevention of work-related injury and ill health as well as the provision of safe and healthy workplaces and activities.
 - ensuring that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the organisation.
 - ensuring the integration of the OH&S management system requirements into the organization’s business processes.
 - ensuring that the resources needed to establish, implement, maintain, and improve the OH&S management system are available.
 - communicating the importance of effective OH&S management and of conforming to the OH&S management system requirements.
 - ensuring that the OH&S management system achieves its intended outcome(s).
 - directing and supporting persons to contribute to the effectiveness of the OH&S management system.
 - ensuring and promoting continual improvement.
 - supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility
 - developing, leading, and promoting a culture in the organization that supports the intended outcomes of the OH&S management system.
 - protecting workers from reprisals when reporting incidents, near misses, hazards, risks, and opportunities.
 - Review and assess any worker feedback.
 - ensuring the organisation establishes and implements a process(es) for the engagement and participation of workers.
 - supporting the establishment and functioning of health and safety committee.
- ii. Instigate and review a framework of Plan Act Check Do.

4. Operations – Operations Manager, Quality and Technical Manager, Project Managers, Health and Safety Officer

The Management Team shall demonstrate leadership and commitment with respect to the OH&S management system by committing to the managing and achievement of the following Key Performance Indicators:

- i. Understanding and implementing the Governance requirements as developed by the Board of Directors.
- ii. Understanding and committing to the Occupational Health and Safety Policy Statement developed by the Board of Directors.
- iii. Preparing board reports that accurately reflect the OH&S posture for the organisation.
- iv. Implement the frameworks established by the Board of Directors and Officers of the PCBU.
- v. Protect workers from reprisals when reporting incidents, near misses, hazards, risks, and opportunities.

- vi. Review and assess any worker feedback.
- vii. Identify training requirements – Internal and external.
- viii. Facilitate worker inductions.
- ix. Facilitate workplace OH&S audits.
- x. Facilitate safety inspections.
- xi. Facilitate OH&S systems reviews.
- xii. Manage contractor engagement.
- xiii. Manage incident and near miss reporting.
- xiv. Manage investigation reporting.
- xv. Monitor incident and near miss corrective actions.
- xvi. Facilitate back to work programmes.
- xvii. Manage the organisations OH&S goals and objectives.

5. Workers

Workers shall demonstrate leadership and commitment with respect to the OH&S management system by

- i. Reporting on the performance of the H&S management system to the Management Team.
- ii. Actively engage in the organisation's OH&S systems.
- iii. Reporting all incidents and near misses immediately.
- iv. Take reasonable care for his or her own health and safety.
- v. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- vi. Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations.
- vii. Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

Health and Safety Policy Statement

We are committed to providing and maintaining a safe and healthy working environment for our employees, contractors, sub-contractors, visitors, and all other persons using our premises as a workplace. To ensure a safe and healthy work environment, we will develop and maintain a health and safety management system and appoint a dedicated injury management coordinator.

Specifically, we will

- i. Set health and safety objectives and performance criteria for all managers and work areas.
- ii. Annually review health and safety objectives and managers' performance against these.
- iii. Actively encourage the accurate and timely reporting and recording of all incidents, near misses and injuries.
- iv. Investigate all reported incidents, near misses and injuries to ensure all contributing factors are identified and, where appropriate, plans are developed to take corrective action.
- v. Provide and maintain safe plant and structures with safe systems of work, the safe use, handling, and storage of plant, substances, and structures.
- vi. Provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work
- vii. Maintain communication with all relevant parties throughout the return to work process
- viii. Provide Modified work opportunities, where practical, to injured employees in accordance to the health care providers restrictions and guidance
- ix. Make Local Health Care providers aware via email that employees will be provided modified work opportunities
- x. Ensure that workers obtain a final/clearance medical certificate and keep the records confidential
- xi. Provide any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from the being work carried out.
- xii. Identify all existing and new hazards and take the steps so far as is reasonably practicable to eliminate or minimise the exposure to hazards and risks.
- xiii. Provide workers engagement, participation and representation in all matters relating to health and safety
- xiv. Promote a system of continual improvement – this includes reviewing policies and procedures each year
- xv. Meet our obligations under the Health and Safety at Work Act 2015 (HSWA 2015), and all the related regulations, codes of practice, and any relevant standards or guidelines.
- xvi. Every manager, officer and worker have a responsibility to maintain health and safety at the workplace and expected to share in this commitment to health and safety in the workplace by:
 - Observing all safe work procedures, rules, and instructions
 - Reporting any pain or discomfort as soon as possible
 - Taking an active role in Contrax Ltd 's treatment and rehabilitation plan, to ensure an "early and durable return to work"
 - Ensuring all incidents, near misses, injuries and hazards are reported to the appropriate person.

I verify that I have read and understood the contents of this Policy Statement, I am satisfied that the above information is accurate, and I confirm that I have the authorisation to sign this document.


General Manager

1/4/23
Date

Drugs and Alcohol

Purpose

The purpose of this policy and its procedures is to address the possibility of our workplace safety and the safety of our workers being adversely affected by people who have unacceptable levels of alcohol and other drugs in their system.

The policy and its procedures apply to all people employed or engaged directly by Contrax Ltd – including staff and contractors.

Aims

- i. To create a workplace free from alcohol & other drugs.
- ii. To only recruit workers who comply with the Contrax Ltd alcohol & drug policy.
- iii. To reduce the number, type, and costs of incidents and near misses.
- iv. To provide quality performance, productivity, and quality of work.
- v. To support and rehabilitate staff with alcohol and/or other drug problems, when Contrax Ltd, at its discretion, considers this action appropriate.
- vi. To comply with legal obligations under the
 - Health and Safety at Work Act 2015
 - Human Rights Act 1993 (or any updated version)
 - Privacy Act 1993 (or any updated version)
- vii. To ensure all testing complies with latest international standards, currently:
 - AS/NZS 4308: 2008 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'
 - AS3547-1997/ Amendment 1-2000 (Type 2) 'Breath alcohol testing devices for personal use'

Testing

Workplace alcohol & other drugs testing will occur in the following circumstances:

Pre-employment testing

All prospective workers may be required to undertake a workplace drug & alcohol test; this will be at management's discretion. This includes changing jobs from a non-safety-sensitive to a safety-sensitive role within the same company/employer (referred to as an internal transfer).

Post-incident testing

Workers are tested for the presence of alcohol and/or other drugs when they are involved in a significant incident or near miss where their actions may have contributed to the event.

Reasonable cause testing

Workers are tested for alcohol and/or other drugs where their actions, appearance, behaviour, or conduct suggests alcohol and/or other drugs may be impacting on their ability to work effectively and safely.

Random testing

Workers involved in safety-sensitive operations, or who have any reason as part of their job to visit a safety-sensitive site or drive a company vehicle, may be tested on a random basis.

Random testing may be conducted by a client or its agent at any time under the terms of the work contract and the site-specific induction agreement between the worker and the client.

Follow-up testing

Workers who are given a second chance after a first positive test, and who have returned a negative test and are fit to resume normal duties, will be subjected to a series of unannounced follow-up tests for the next two years. Depending on Contrax Ltd policy, such workers may also have had to have successfully completed a rehabilitation programme.

Education and training

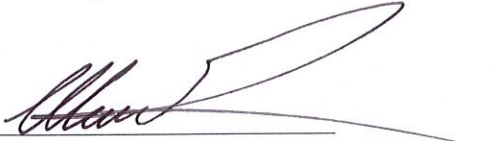
The 'Workplace Alcohol & other Drugs Policy' and its procedures will be supported by educational material and ongoing training.

Failed Test

In the event of a failed test the employee may be suspended without pay until such time as they can return a clear test. The failed test will be deemed serious misconduct and Contrax Ltd withholds the right to terminate the employment with immediate effect.

Rehabilitation

In the event of a positive test for the first time Contrax Ltd may decide to assist the affected worker by giving them the opportunity to go through a rehabilitation programme. This may include the provision of support and counselling. It is the discretion of Contrax Ltd whether to offer rehabilitation.



General Manager

1/4/23

Date

Rehabilitation

Contrax Ltd is committed to providing a safe workplace, but where work incidents or illness occur it is committed to providing an appropriate rehabilitation programme. The goal of this programme is to return the worker to their current occupation or provide alternative work duties where applicable. To ensure all workers receive the best treatment, it is policy that the following procedures are followed without delay when an ACC claim or doctor's certificate is generated for a work-related incident or illness.

Contrax Ltd will, where appropriate, implement the Approved Individual Rehabilitation Programme that will be designed by the ACC Case Manager.

All workers must forward ACC forms for all and any work-related claims to their manager.

Procedure

Claims Initial Notification

- i. Where a worker is injured at work and requires medical evaluation, for which ACC is liable to pay, management shall:
 - Ensure that an Incident & Investigation Report Form is completed.
 - Obtain from the worker a copy of the Claim for Cover Forms – ACC M46 or ACC M45.
- ii. Workers are responsible for reporting any work incident claims as soon as possible. These should be reported to your Manager.

Claims Acceptance

Contrax Ltd is responsible for all work-related incidents.

Before any ACC claim is accepted as a work injury incident the following documents must be seen and signed.

These forms include:

- i. The Worker's M46/45 Form.
- ii. The Incident / Investigation Report Form.
- iii. ACC Work Injury Report Form.

Where there is any doubt about the incident being work related, or when the incident hasn't been reported on the day of the incident, or where the forms have not been completed correctly, Contrax Ltd will not accept the incident as being work related on the ACC Work Injury Report Form.

Where a claim is for "Gradual Process", Contrax Ltd will not pay the first week's compensation until the claim has been accepted by both Contrax Ltd and ACC as being a Work-Related Gradual Process Claim.

Where an ACC injury claim is accepted by ACC, Contrax Ltd shall pay 80 per cent of earnings lost for the day of incapacity until the close of the sixth day following incapacity (=7 days in total).

ACC requires earnings details and seeks these from Contrax Ltd.

- i. If a request is received in writing from the worker while they are on ACC for a work-related incident, Contrax Ltd will use worker entitled sick leave if requested to "top up" worker earnings to 100 per cent. No leave can be paid in advance.

Non-Work Injuries

- i. Workers may make a request in writing to the manager for their sick leave to be used for non-work-related injury first week's earnings compensation.
- ii. Alternative or light duties will not be offered to workers suffering from a nonwork-related injury.

The manager will keep a file of all ACC Work Injury Report forms, and details relating to claims and any other data, and may produce information reports as appropriate for Contrax Ltd.

Rehabilitation – Alternative / Light Duties


The worker's manager, where possible, will provide alternative duties for an injured person that will not pose a risk of further injury and that will assist in the durable recovery of the injured person. This will be done with the

agreement of the Doctor or ACC Case Manager. An alternative / light duties list will be prepared on a case-by-case basis.

Rehabilitation – Individual Rehabilitation Programmes

Management shall co-ordinate the approved Individual Rehabilitation Programme in conjunction with the ACC Case Manager which will consist of the following elements.

- i. Current diagnosis and prognosis.
- ii. List of limitations.
- iii. An agreed rehabilitation plan in conjunction with the ACC Case Manager.
- iv. A mechanism initiated by any of the following for review:
 - Company management.
 - The injured person.
 - The ACC Case Manager.
 - Agreed reassessment dates.
 - An indication of a full return to work date.


General Manager

1/4/23
Date

Performance Evaluation

In order to ensure compliance and to assist with the continual improvement of policies, procedures, and rules, Contrax Ltd will carry out the following performance evaluations.

- i. A formal review will be carried out by the Board of Directors at the end of each calendar year and will include:
 - A review of the OH&S Governance framework.
 - A review of the OH&S strategy.
 - All OH&S reports generated throughout the year.
 - A review of the leadership team’s performance against Key Performance Indicators.
 - Stakeholder reports, and any other external reports and statistics deemed necessary.
 - Guidance from external specialists.
- ii. The formal review will include a review of Contrax Ltd commitment to health and safety, and an evaluation of the procedures in the OH&S Management System to ascertain:
 - Do they describe how Contrax Ltd is managing the procedures?
 - Are adequate records being maintained as evidence of how Contrax Ltd is managing the procedures?
 - What opportunities have been identified to help to improve performance and how do these opportunities help improve the procedures?
- iii. Quarterly audits of workplace procedures will be conducted by senior management and external auditors.
- iv. A review of the relevant procedures will be carried out after any notifiable event, or if there is a change made to the OH&S Policy Statement.
- v. The OH&S Policy Statement will be reviewed and renewed annually and will be signed and dated by the Managing Director.
- vi. The emergency management plan will be reviewed annually and signed and dated by the Managing Director.
- vii. Trial evacuations will be conducted on a six-monthly basis.
- viii. The Hazard Register is continually reviewed; all incidents including near miss incidents will be checked off against the register and added if required.
- ix. There will be OH&S Key Performance Indicator reviews quarterly with results transferred to the employee performance review process.

Hazard Management

Contrax Ltd will provide this framework to ensure that any hazard and associated risk, (by activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance), that could affect a work situation, either existing, newly introduced or newly identified, at all workplaces under our control, will be systematically identified, assessed, controlled, monitored and reviewed to prevent any negative impact on workers, other persons, property or the environment.

This framework shall apply to all activities relevant to the organisation and the types of work undertaken by Contrax Ltd.

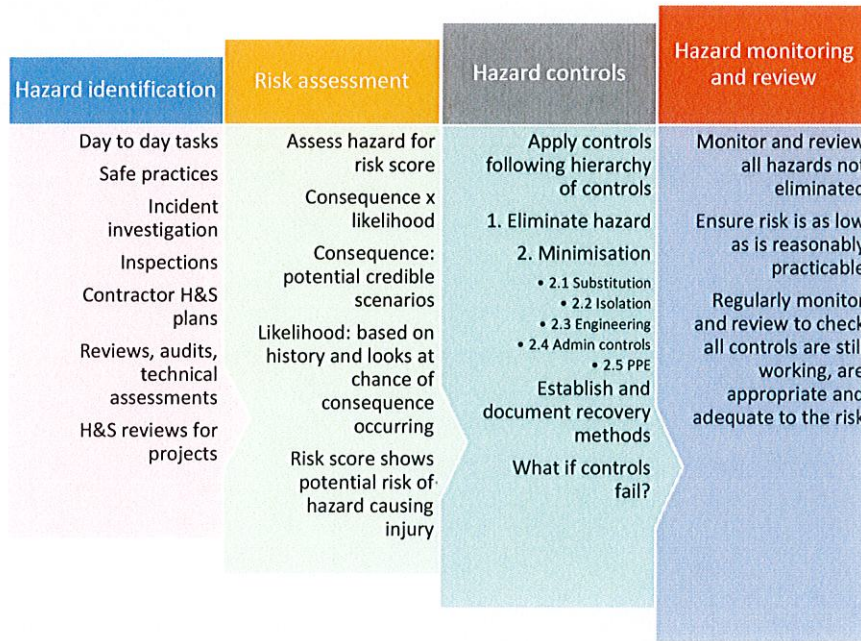
Definitions.

Contractor	A person or organisation hired for the purposes of carrying out their contracted work.
Critical Hazard	Hazards that have the potential to fatally injure our people, contractors or third parties.
Embedded Contractors	Refers to individuals (whether sole traders or other business entity) who are embedded into Contrax Ltd. For the purposes of health and safety an embedded contractor will generally be managed in the same way as a worker.
Hazard	Anything that has potential to cause harm. Can be viewed as an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance that could be an actual or potential cause of harm.
Hazard, Risk and Change Management	A systematic approach to eliminate health and safety hazards so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard. Incorporates the following: <ul style="list-style-type: none"> – The systematic identification of hazards. – The assessment of the risk taking into account the severity (impact) of harm that may occur if exposed, and the likelihood of exposure to the hazard. – The reduction of risk to an acceptable level. – The monitoring and review of risk on a regular basis. – Management of change in the work environment or process by re-evaluating the new risk.
Hierarchy of Control	The mechanism by which hazards are required to be controlled. <ul style="list-style-type: none"> – Elimination. – Minimisation. <ul style="list-style-type: none"> ○ Substitution (Wholly or Partly) and or ○ Isolation/Preventing Contact and/or ○ Engineering Control Measures – Administration. – PPE.
Incident	In the context of health and safety, an event that has, or in different circumstances might well have (near miss), resulted in some form of harm to a person, damage to property or to the environment.

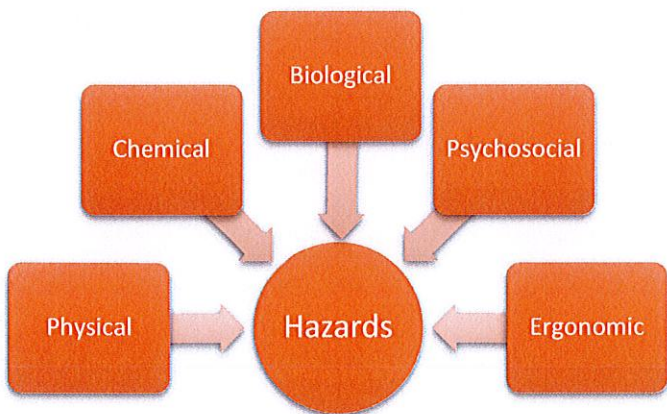
Officer	Any person who has significant influence over the management of the PCBU (e.g. Directors, General Manager).
Plan	A documented course of action, outlining responsibilities and objectives, within a defined timeframe.
PCBU	A 'person' who is conducting a business alone or with others whether or not for profit or gain. 'Person' can be an organisation or an individual.
Reasonably Practicable	<p>A PCBU has a duty to ensure that the controls used are appropriate for reducing the hazard or risk and that all reasonably practicable steps have been taken. This means they must take into account:</p> <ul style="list-style-type: none"> – The likelihood of hazard or risk concerned occurring. – The degree of harm that might result from the hazard or risk. – What is known about hazard or risk and how to treat it. – The availability of methods to eliminate or minimise the risk and how effective these are. – The cost and availability of the methods of managing the risk including whether the cost of a control is grossly disproportionate to the risk.
Risk	The possibility that harm (death, injury, or illness) might occur when exposed to a hazard.
Volunteer Worker	A volunteer who carries out work in any capacity, with the knowledge and consent of Contrax Ltd, on an ongoing and regular basis, and their work is integral to the activities of Contrax Ltd.
Worker	An individual who carried out work in any capacity for Contrax Ltd , including work as an employee, contractor or sub-contractor, an employee of a contractor or subcontractor, a labour hire employee assigned to Contrax Ltd , an out worker, an apprentice or trainee, a person gaining work experience or carrying out a work trial, and a volunteer worker.

Hazard and Risk Management Process.

The Hazard and Risk Management Process is divided into four specific areas of focus. For it to be effective all must be covered. These four areas are:



Types of Hazards



There are numerous types of hazards that can impact on personnel while working for Contrax Ltd. The following are some of the generic hazards within the organisation:

- Construction related hazards
- Computer Workstations
- Vehicles / Plant
- Fatigue / Dehydration

Identification of Hazards

Contrax Ltd will utilise the following methods to identify hazards:

- i. Ongoing monitoring of day to day tasks and work areas.
- ii. Safe work practice observations.
- iii. Review of current or new tasks/activities using Job Safety and Environmental Analysis (JSEA), SWMS, Task Analysis or Standard Operating Procedures.
- iv. Use of one-off hazard/risk identification forms.
- v. Investigation and review of incidents and near misses.
- vi. Regular work area inspections.
- vii. Contractor pre-qualification, and submission of safe work contracts.
- viii. Reviews, audits or technical assessments of high-risk activities, areas, processes, and environments.
- ix. Health and safety reviews for projects, safety in design work and construction, purchasing policies and associated trailing processes.

Hazard and Risk Register

This hazard and risk register identify the range of hazards that exist within Contrax Ltd. The register describes the range of mandated control options either required or able to be used to manage the risk posed by a given hazard.

What Should Not Be Recorded in the Hazard and Risk Register

Reports of missing hazard controls (e.g. sign is missing,) or hazardous conditions of a temporary nature (transitional hazards due to oversight or decay such as a pothole in the road or a faulty indicator on a car) should **not** be recorded in the hazard register. These issues should be recorded as incidents (of identified hazards with their controls missing). Care will be taken to ensure the hazard register is not confused with a corrective action management process.

Assessment of the Risk

Once a hazard has been identified an assessment of risk must take place.

Risk Score indicates the potential negative outcomes of a hazard and is primarily utilised to determine what action to take to control the hazard.

For every hazard, an initial risk score and residual risk score will be documented.

Initial risk score (also known as the raw risk score) is the risk score associated with the hazard without any controls in place.

Residual risk score is the risk score associated with the hazard after the controls are put in place. The following is the Risk Matrix used by Contrax Ltd.

Likelihood / Probability of event occurring	Almost Certain	5 Medium	10 Medium	15 High	20 High	25 Extreme
	Likely	4 Low	8 Medium	12 Medium	16 High	20 High
	Possible	3 Low	6 Medium	9 Medium	12 Medium	15 High
	Unlikely	2 Low	4 Low	6 Medium	8 Medium	10 Medium
	Rare	1 Low	2 Low	3 Low	4 Medium	5 Medium
		Insignificant	Minor	Significant	Major	Severe
	Consequence / Impact Severity of outcome if event occurred					

Cross-reference the Consequence and Likelihood to determine the Risk Score. The colours within the matrix are aligned with the level of risk. The level of risk is utilised to determine the controls, communication, and monitoring requirements of the hazard.

Consequences / Impact:

The consequences are those of credible scenarios (taking the prevailing circumstances into consideration) that can develop from the hazard. These can be thought of as the consequences that could have resulted from the release of the hazard if circumstances had been less favourable.

Likelihood / Probability:

Likelihood is estimated based on historical evidence or experience that such severity has materialised within the industry that the hazard is primarily associated with. The focus is on the estimated consequences occurring during a 12-month period. The following provide the likelihood descriptors to be used with the matrix anchors:

LIKELIHOOD PROBABILITY	DESCRIPTION
Rare	May occur in exceptional circumstances $p < 0.1\%$
Unlikely	Has occurred in industry. Probability between .1% and 1% per year
Possible	Occurs in industry annually. Probability between 1 and 10% per year
Likely	Has occurred in industry. Probability between 10 and 50% per year
Almost Certain	Known issue. Probability greater than 50%.

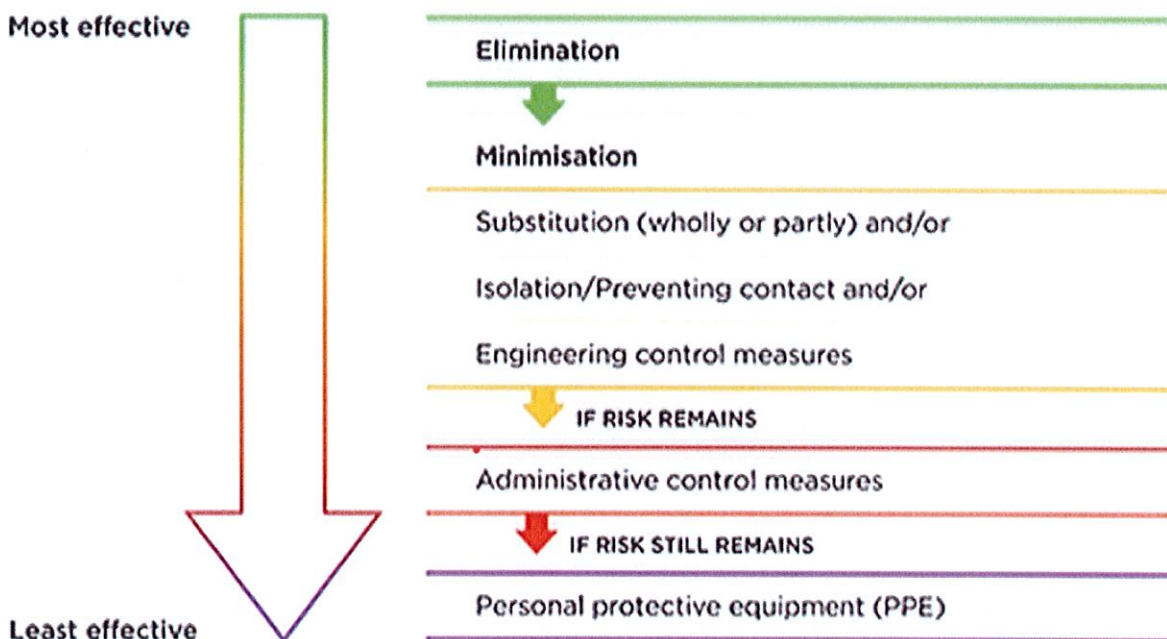
Developing Hazard and Risk Controls

The purpose of hazard controls is to reduce the level of residual risk to as low as is reasonably practicable. Controls are to be introduced to safeguard people in the most effective and practical way. Ideally controls should endeavour to eliminate the hazard but if this is not reasonably practicable then they should target the hazard source (e.g. guard on a machine), and the people that are exposed (e.g. procedure, training and behaviour).

Hierarchy of Control

It is important to maintain best practice standards in hazard and risk management. Accordingly, Contrax Ltd has made the decision to implement the hierarchy of control under the Health and Safety at Work Act 2015.

The hierarchy of control is as follows:



Administration and the use of personal protective equipment are the least effective of the hierarchy of controls. These types of controls should NOT be relied on as the primary means of hazard control unless the options higher in the hierarchy have been exhausted.

Development of Hazard Recovery Measures

Despite best efforts, history indicates that there is the potential for hazard controls to fail. Worst case scenarios need to be identified and planned for including recovery measures. Recovery measures must be established for all critical hazards and associated activities. These may be dealt with through Emergency Management and/or Business Continuity procedures.

Hazard Monitoring & Review

Any hazard that has not been eliminated must be reviewed to ensure the implemented controls remain effective and remain the best options to control the risk. The hazard and risk review is to be based upon the **Initial Risk Matrix** score (not the Residual Risk Score). The hazard and risk review shall be undertaken by the Manager / Operations Manager who is primarily associated with the hazard or their delegates. The following table sets out minimum hazard review timeframes:

Priority Level	Level of Risk	Review Period
1	Extreme Risk	All controls to be reviewed every 3 months
2	High Risk	All controls to be reviewed every 6 months
3	Moderate Risk	All controls to be reviewed every 6 months
4	Low Risk	All controls to be reviewed every 12 months

Management of Specific Hazards and Risks

Personal Protective Equipment

If the control of a hazard relies on minimisation, we will assess whether workers require personal protective equipment (PPE). Workers will be supplied with appropriate PPE and this will be maintained and replaced in accordance with manufacturer instructions. Refer to the Personal Protective Equipment section for the comprehensive procedure.

Contract / Project Specific Health and Safety Plans

Where Contrax Ltd is undertaking and / or managing a specific project it will ensure robust health and safety plans are developed and in place to manage any risk.

For all projects, the **Project / Site Specific Health and Safety Plan Template** will be used to define required Health and Safety processes.

Drugs and Alcohol

Drug and alcohol use in the workplace create a range of problems. In light of this, Contrax Ltd has developed the **Drug and Alcohol Policy**. This outlines a code of behaviour in relation to drugs and alcohol. This ensures expectations in this area are transparent.

Management of Hazardous Energy

From time to time workers may be required to isolate hazardous energy sources to enable plant or equipment to be worked on safely. The Isolation Procedure has been developed to set out the requirements associated with the effective isolation of plant and equipment from sources of energy prior to any work being carried out.

Hazardous Substances

Contrax Ltd provides this framework to manage the health, safety and environmental risks associated with the use of hazardous substances in order to protect people and the environment.

This Procedure shall apply to all operations. All workers are responsible for compliance with the requirements of this procedure.

Responsibilities

Management is responsible for ensuring that the hazardous substances under their control are correctly managed and that the environment and health and safety of people are not adversely affected. Specifically, this includes:

- i. Ensuring that an up to date Hazardous Substances Register, together with up to date safety data sheets, exists for the work activity.
- ii. A task-specific Job Safety Environmental Analysis (JSEA) exists for the task to be undertaken, and that the JSEA includes any controls that are required to be in place and followed.
- iii. All workers are aware of the requirements and adhere to the requirements of this safe working practice.

Requirements

- i. A Hazardous Substances Register must be kept for all tasks and regularly updated as substances are permanently removed from, or new substances are brought into use.
- ii. There must be an SDS for every hazardous substance held on site which is accessible by all workers. SDS's must be less than 5 years old. If a substance is permanently removed from site, the SDS must also be removed.
- iii. A Hazardous Substances Management Plan is to be included as part of the task specific safety plan and a JSEA must be in place for each work activity which includes the physical location of the hazardous substance in relation to the work activity and any other hazardous substance locations.
- iv. Hazardous substances on site must be stored, transported, and used in accordance with controls established in regulations under the HSWA 2015.
- v. Location test certificates (if applicable) will be kept current.
- vi. Approved handlers (if applicable) will be trained to the level required and refresher training will be conducted on an annual basis or as required.
- vii. We will document how Approved Handlers have passed on their knowledge to other staff handling the hazardous substances.
- viii. Occupational exposure monitoring programmes must be implemented where exposure is likely to exceed threshold limit values. Results must be documented, and on-going testing implemented where required.
- ix. We will ensure Approved Handlers are 'available at all times' giving consideration to shift work and staff leave.
- x. Any spillages must be cleaned up and disposed of immediately following the procedure set out on the relevant SDS. Approved disposal companies will be used where required by the SDS.
- xi. An assessment to determine the appropriate PPE must be conducted and training in the use of the PPE provided to staff handling hazardous substances.
- xii. Hazardous substances must be adequately contained (packaging) and incompatible substances segregated as per the regulation requirements.
- xiii. Before any new hazardous substance is brought into use, its SDS must be reviewed to establish whether it is feasible to introduce a less toxic alternative.
- xiv. A hazardous substances assessment will be conducted, and necessary controls implemented before any new hazardous substance is used.

- xv. If there is any doubt whether a substance is hazardous, it must be treated as hazardous. It must be positively identified before it is used.
- xvi. The requirements of this procedure must be communicated to all personnel.
- xvii. A regular audit of all Hazardous Substance storage areas (including inventory) should be conducted to check for compliance i.e. signage, labelling, packaging, spill kits.
- xviii. Safety Data Sheets (SDS) for all hazardous substances will be held in a hazardous substance register in the work office. A second copy will be held at the point of use. SDS instructions for safe use must be followed.

Mobile Plant and Machinery

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers, and visitors. This commitment also extends to ensuring that all plant and vehicles operated by Contrax Ltd are provided and maintained in a safe condition, and that operators are licensed or competent.

Aims and Objectives

We will ensure that mobile plant, vehicles and machinery used is safe to use, does not pose a risk to the health and safety of any person, and is operated only by persons who are competent and authorised to operate the plant or machinery, and that persons who operate items of high-risk plant or machinery are competent to do so, and have obtained the education and training required in the task for a certificate or license to be issued to allow them to carry out the task in a safe manner.

Responsibilities

Management must ensure that all mobile plant is fitted with required safety features, including (unless specifically exempted).

- i. roll-over protective structures (ROPS), or falling object protective structures (FOPS).
- ii. guards to prevent contact with moving parts and components.
- iii. protection from noise and ultraviolet radiation exposure, and.
- iv. other measures for operator health and safety (e.g., safe access, seat belts).

Appropriate pre-start checks should be made of mobile plant and machinery and include checks of fluids (oil, coolant, fuel, hydraulics, etc, including checks for leaks), tyres (condition, correct inflation), electrics (lights, beacons, horn, reversing squawker, etc), and operation (steering, brakes, etc). Repairs should only be carried out by authorised persons.

Where required, the logbook for the plant should be completed as specified to provide details of hours operated, fuel or other consumables, and service and maintenance details.

Always drive and use vehicles in according to the National Road rules or Code of Practice for Temporary Traffic Management when relevant

Safe Use of Electrical Equipment

Residual Current Devices (RCD's) or equivalent will be used for portable electrical equipment. All electrical cords and equipment will be tagged as per frequency specified in AS/NZS 3760:2010.


Electrical Test and Tag

Contrax Ltd will ensure that electrical fittings, and tools and appliances, are deemed to be electrically safe for use. Contrax Ltd will comply with the Australian/New Zealand Standard AS/NZS 3760:2010 In-Service safety inspection and testing of all electrical equipment. New equipment will be tested before it goes into use within the workplace, and regular testing will be completed over the life of the electrical equipment.

All electrical equipment that plugs in or is connected to an electrical power supply socket (using a cord which is flexible or another form of connecting devices) needs to be tested. This applies to equipment that is new or second hand, already being used in the workplace or has been repaired from a fault. The intervals at which electrical equipment needs to be tested is dependent on both the type of equipment and the environment that the equipment is used in.

Different classes of equipment, RCDs, Cord Sets and Power Boards need to be inspected at different intervals. Environments such as factories and workshops need to be checked more frequently.

Safe Use of Restricted Equipment

Description	Example	Specific Controls
<p>Grinders:</p> <p>5 – 9 Inches</p>		<ul style="list-style-type: none"> • Only Use Grinders if you are trained to do so • Only use Tested and Tagged grinders • Use Guards effectively whilst operating (Protecting yourself from possible debris) • Correct Discs for the material intended to cut or grinded e.g. do not use concrete discs to cut steel • Correct size, speed and fitment disc for the grinder • Disc should not be expired • Ensure the Deadman switch is not activated when the grinder is not in use • Do not put grinders down whilst the disc/wheel is in motion • Do not use large grinders without handles • Shield and Safety glasses to be used • Dust Mask to be used when relevant

Health Monitoring

Contrax Ltd understands that some tasks performed by our workers can pose health risks to the worker. We take these types of risks very seriously and have the following procedures in place for positions that may expose workers to these types of personal risk.

Prospective new workers may be requested to undergo a health check by a medical professional nominated by Contrax Ltd. This health check will ensure the prospective worker is able to attend to the necessary tasks as per the job description.

This health check may include a drug and alcohol test. The results of this test may be made available to any principal that Contrax Ltd may work for, and any future medical providers upon request.

Any disclosure will be in accordance with the provisions under the Privacy Act 1993 and the Health Information Privacy Code 1994. A consent document will be submitted at the time of the employment induction.

This consent document may be used for any subsequent medical testing or for drug or alcohol testing at any time including after any incident or near miss.

All results from these tests will be made available to the worker and an applicant may not be offered a position if the applicant is not fit for the work offered as evidenced by an unfavourable medical examination and/or drug test.

Workers will be offered an annual hearing and lung function test by a medical professional nominated by Contrax Ltd. This is voluntary, and staff are encouraged to attend. Contrax Ltd will pay any costs for this examination. If, after testing, there are found to be sub optimal results, the worker shall be formally notified. All information relating to the result, the treatment and any rehabilitation that may be required will be made available to the worker.

Exit Testing

Exit testing is helpful in identifying any changes that may have occurred as a result of workplace exposure to certain hazards and may be required at the completion of a contract or term of employment.

Privacy Act 1993 and the Health Information Privacy Code 1994

All information gathered from any health check carried out on behalf of Contrax Ltd, is collected for the sole purpose of implementing this policy and will be held on file by the employer.

All such information gathered will be stored in an individual secure file for the duration of the individual's employment. A worker is entitled to access their file, where appropriate and uplift the file upon termination of employment.

The employer may disclose relevant information from a worker's file subject to consultation with the worker, and in addition, any information disclosed must be necessary for ensuring the health and safety of Contrax Ltd workers.

Minimum Health Monitoring Requirements

Type	Criteria	Frequency
Hearing/Audiometry	Any worker exposed to noise levels of greater than 75 dB(A) Leq8hr or 140 dBA LPeak during the course of their work.	Annually. More frequently if required on medical request.
Lung Function	Any worker with an identified history of asbestos use or contact; or any worker exposed to respirable dust on a regular basis; or may be assessed in workers regularly exposed to welding.	Annually. More frequently if required on medical request.

Minimum Environmental Monitoring Requirements

Type	Criteria	Frequency
Noise	Noise mapping shall be carried out in areas where noise is potentially above 85 dB(A) Leq8hr or 140 dBA LPeak. This must include both area surveys and dosimetry.	Annually or on the introduction of significant amounts of new plant/process or as necessary.

Worker Induction

Contrax Ltd understands that induction of workers to the OH&S Management System will be beneficial to Contrax Ltd as well as assisting with keeping the worker and his colleagues safe.

The induction will take place as soon as the term of employment commences and will include the following:

- i. Definitions
- ii. PCBU responsibilities
- iii. Officer of a PCBU responsibilities
- iv. Worker responsibilities
- v. Health & safety policy
- vi. Hazard management and identification system
- vii. Safety meetings system
- viii. Incident and near misses reporting system
- ix. PPE and safety equipment requirements
- x. Notifiable event reporting
- xi. Emergency process

Contrax Ltd will ensure that all workers are either sufficiently experienced to do their work safely or are closely supervised by an experienced person.

The worker will be adequately trained in the safe use of all relevant plant and equipment in use at the workplace, including the use of personal protective equipment and will not be permitted unsupervised access to equipment that they are untrained for.

Work activities will be monitored by management who will ensure that these procedures are being adhered to. Workers understand their responsibilities within the HSWA 2015 and will bring to management's attention any activities that may prevent the PCBU from complying with the HSWA 2015.

Worker Training and Supervision

Contrax Ltd understands its obligations in ensuring that workers are provided with adequate information, training, and supervision on all work-related matters. This information, training and supervision procedure applies to all Contrax Ltd workers.

The manager is responsible for ensuring that all newly appointed workers receive:

- i. An induction of workers to the OH&S Management System.
- ii. Any additional training that is required as a result of specific work activities or requirements
- iii. Any personal protective clothing or equipment required for the position.
- iv. Adequate supervision to ensure a safe workplace including a workstation assessment opportunity for workers to contribute to health and safety.
- v. Notification of all health and safety meetings with an opportunity to contribute to the meetings.
- vi. An opportunity to attend ongoing training in relation to health and safety relevant to the organisation and worker responsibilities (for example, health and safety representative training, first aid training, hazard, and risk training).

Health and Safety at Work Act 2015 requires workers to:

- i. Take reasonable care for his or her own health and safety
- ii. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- iii. Comply, so far as reasonably able, with any reasonable instruction that is given to them by the PCBU to allow the PCBU to comply with the law
- iv. Cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

To carry out worker duties means:

- i. Following instructions of your employer or employer representative (e.g. supervisor).
- ii. Completing the induction process including reading the employee health and safety handbook, policies and procedures and undertaking paid training as directed.
- iii. Reporting hazards.
- iv. Using and caring for protective equipment or clothing provided by the employer.
- v. Cooperating with the monitoring of workplace hazards and employees' health (with permission).
- vi. Reporting work-related injuries or ill health.
- vii. Not undertaking work that is unsafe.
- viii. Not interfering with an incident or near miss scene.

Serious Health Issues

Workers must disclose any known health conditions to Contrax Ltd at the time of employment. If a health condition is diagnosed during the term of employment it must be disclosed to Contrax Ltd immediately. All information will be treated in accordance with the Privacy Act 1993 and the Health Information Privacy Code 1994. Workers are required to disclose any additional health condition affecting their ability to work in a safe manner at the daily prestart meeting.

Compliance

Managers will ensure safe operating procedures including the correct use of personal protective equipment are complied with.

Training

Contrax Ltd will:

- i. Identify all training needs associated with our work activities.
- ii. Provide the following training for our staff:
 - Induction training for new starters.
 - Training on our Health and Safety Policies and Procedures.
 - Work activity training relevant to the member of staff, including the use of any equipment.
 - Training required by specific legislation.
 - Training on Fire and Emergency procedures including alarm raising.
 - Awareness training for Management staff.
 - Risk Assessment.
 - Refresher training where identified in our training needs analysis.
- iii. Keep records of all staff training and related documents. CVs, qualifications, and certificates should be held on personnel files.
- iv. Records of Group Training (e.g. in-house training conducted for site related information such as Fire Wardens) should be recorded on a Group Training Attendance Record together with a lesson note or summary of the training received.
- v. Ensure staff are aware of their legal obligation to co-operate and to put into practice any new instruction or guidance given.
- vi. Maintain a Training and Competency Register to track the individual core skills and Contrax Ltd skillset.

Training Procedure Flowchart



Worker Competency-Capability levels

Different workers will require different levels of supervision depending on their experience and knowledge. Once the workers starting level has been assessed, workers can progress through the levels of supervision until they are familiar with the use of any safety gear or tools used on the job and are adequately trained to carry out their job safely. If the tasks, process, or equipment used on the job change the training needs will have to be reviewed.

Employee Training Level	Required Supervision Level
Level 1 Beginner or new employee.	<ul style="list-style-type: none"> – Full direction of tasks and direct oversight of work. – Supervisor present at all times.
Level 2 Partly experienced employee.	<ul style="list-style-type: none"> – Assignment of activities by supervisor. – Supervisor present during a proportion of the work. The proportion of time spent would depend on the level of risk involved in the task. – Supervisor to discuss all reports face to face with the trainee prior to signing off. – A plan must be in place to deal with unforeseen trainee difficulties. This includes supervisor intervention as required.
Level 3 Experienced employee still working under supervision.	<ul style="list-style-type: none"> – Assignment of activities by supervisor with occasional overseeing of work as required. – The supervisor who assigned the work must check all reports. – The supervisor who assigned the work must be readily available for discussion – A plan must be in place to deal with unforeseen trainee difficulties.
Level 4 Fully competent to work unsupervised.	<ul style="list-style-type: none"> – Employee has gained considerable experience and/or a relevant qualification. – Supervisor is confident the employee is fully trained and self-managing health and safety. – Capable of working unsupervised and trained to supervise others.
Level 5 Competent to train others.	<ul style="list-style-type: none"> – Employee capable of stepping up to the Supervisor level and able to supervise and train other workers.

In-House Training Program.

Desired outcome – What do you want to teach the participants?

- i. We want to be able to demonstrate a safe method to complete a given task in a time effective way and taking safe work practices into account at all stages. Once trained the participant will be able to identify all known hazards associated with the task and the inherent risk. They will be able to explain how the controls are implemented and what the residual risk is, will be able to identify if some aspect of the task has changed and what to do about it and how to identify new risk and how to report it. Further, if a task is identified as being dangerous or if the worker is unsure about a step in the process, they will know how to stop work and report to the manager.

How will you deliver it?

- i. We will begin the training session by presenting the SOP and task analysis relating to the task. We will focus on the identified hazards and associated risk, with emphasis on the control measures in place. We will discuss the risk scores both before the control measures are applied and after. This will be an open discussion encouraging input from the trainees. Any input will be taken seriously, and controls will be discussed, and a decision will be made as to whether or not to adopt them. If not, then this will be discussed with the trainee and explained how you came to this decision. If it is adopted, then it will be written into the SOP and task analysis and training will be conducted with the affected workers. All changes to SOP or Task Analysis will be discussed at the next warehouse meeting and H&S meeting.
- ii. Demonstration. The trainer will demonstrate to the trainee how to undertake the task emphasising the key elements and how the controls are used and why. After completing the task, the trainer will talk the trainee through the task again to ensure that the trainee understands the importance of following the procedures. Once confident that the trainee understands they will be asked to prepare to undertake the task.
- iii. Refresher training will take place for the following reasons.
 - Changes to the SOP or Task Analysis.
 - After an incident or near miss.
 - Annually.

Where a worker does not yet hold the relevant qualifications for the work they are performing, they will be under the constant (or periodic) training and observation of a suitably experienced supervisor.

Incident Management

Incident Reporting.

All incidents or near miss incidents occurring in the workplace involving any worker (includes employees and contractors), or other persons (clients, patrons, pedestrians, and visitors) shall be reported and recorded in the incident register.

The categories below determine when an investigation will be conducted.

Category	Example	Action
Category 1 Minor	Scratches, small shallow cuts, bee stings, slight bruise.	Incident report required. No investigation required.
Category 2 Moderate	Cuts, sprains and strains, small burns.	Incident report required. Review work practices. No investigation required.
Category 3 Serious and /or Notifiable Event	Injured person needs off-site medical treatment (A&E Clinic) or is likely to be admitted to hospital. Suspected bone fractures, temporary loss of consciousness (not illness), serious bleeding, electrocution, etc.	Incident report and full investigation. Advise the General Manager immediately and directors within 24 hours.

All serious incidents or near misses shall be investigated by management or delegated person. Each investigation shall follow the steps outlined below:

- i. Obtain all the facts pertaining to the incident or near miss.
- ii. Identify all the hazards involved and identify the cause of the incident or near miss.
- iii. Establish a timeframe for completion of investigation.
- iv. Assess the current hazard controls in place.
- v. Decide on any future actions e.g. elimination, minimisation.
- vi. Inform all workers affected and raise at the health and meeting(s).
- vii. Complete Incident or near miss Investigation Form.
- viii. Summarise in the Incident Register.

This information is kept as data and allows Contrax Ltd to monitor and assess trends and put in place mechanisms to manage them, as necessary.

All Incident or near miss reports categorised as Serious are to be forwarded to the General Manager within 24 hours. All other incident reports are to form a part of the monthly management report.

Notifiable Event.

Notifiable events fall into 3 categories: someone dies; someone has a notifiable injury or illness; something happens that is a notifiable incident.

Where Contrax is a contractor or a subcontractor, the primary PCBU must be informed of any notifiable events occurring at the worksite. The primary PCBU must be informed as soon as possible after the event has occurred and this must be conducted by a Contrax supervisor or manager.

Where Contrax is the primary PCBU, Worksafe NZ must be notified of any notifiable events occurring at the worksite. Notification must be as soon as possible after the event has occurred and must be conducted by the Health and Safety Officer or General Manager.

Someone dies.

If someone dies at the worksite and it is related in any way to work:

Where Contrax is a contractor or a subcontractor, the primary PCBU must be informed of the death at the worksite. The primary PCBU must be informed as soon as possible after the event has occurred and this must be conducted by a Contrax supervisor or manager.

Where Contrax is the primary PCBU, Worksafe NZ must be notified of the death at the worksite. Notification must be as soon as possible after the event has occurred and must be conducted by the Health and Safety Officer or General Manager.

Notifiable Injury or Illness.

These types of injuries and illnesses are serious enough to need immediate treatment other than onsite first aid. A notifiable injury or illness usually means that the person involved has been admitted to hospital. When a notifiable injury or illness occurs, where Contrax is a contractor or a subcontractor, the primary PCBU must be informed of the injury or illness at the worksite. The primary PCBU must be informed as soon as possible after the event has occurred and this must be conducted by a Contrax supervisor or manager.

Where Contrax is the primary PCBU, Worksafe NZ must be notified of the injury or illness at the worksite. Notification must be as soon as possible after the event has occurred and must be conducted by the Health and Safety Officer or General Manager.

Examples of Notifiable Injuries and Illnesses are:

<ul style="list-style-type: none"> - a serious laceration. - the loss of a bodily function. - a spinal injury. - the separation of his or her skin from an underlying tissue (degloving). 	<ul style="list-style-type: none"> - a serious burn, eye, or head injury. - amputation of any body part. - any serious infection that requires medical attention within 48 hours of exposure.
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Notifiable Incidents:

Notifiable incidents are when an incident happens, whether it's with a piece of gear or someone not doing something right or another reason, and as a result someone is exposed to a serious risk where they could be hurt badly or catch something nasty. When a notifiable incident occurs, where Contrax is a contractor or a subcontractor, the primary PCBU must be informed of the incident at the worksite. The primary PCBU must be informed as soon as possible after the event has occurred and this must be conducted by a Contrax supervisor or manager.

Where Contrax is the primary PCBU, Worksafe NZ must be notified of the incident at the worksite. Notification must be as soon as possible after the event has occurred and must be conducted by the Health and Safety Officer or General Manager.

Notifiable Incident examples:

<ul style="list-style-type: none"> - an escape, spillage, or leakage of a substance - an implosion, explosion, or fire - an escape of gas, steam, or pressurised substance - an electric shock - the fall or release from a height of any plant, substance, or thing - the collapse or partial collapse of a structure 	<ul style="list-style-type: none"> - the collapse or failure of an excavation - the inrush of water, mud, or gas in workings or the interruption of the main system of ventilation in an underground excavation or tunnel - a collision between 2 vessels, vessel capsize, or the inrush of water into a vessel
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Action Required.

The Regulator (WorkSafe) must be informed of notifiable events by calling 0800 030 040. This requirement must be done as soon as is reasonably practicable and will be undertaken by the Health and Safety Officer or General Manager.

You will need to provide Worksafe with the following basic information:

- Location of incident.

- Injured person's name.
- Age/ DOB.
- Date and Time.
- Where injured person has been taken to.
- Basic circumstances as you know them.
- Extent of injuries.

Tip: It is a good idea to write this information down before you make the phone call.

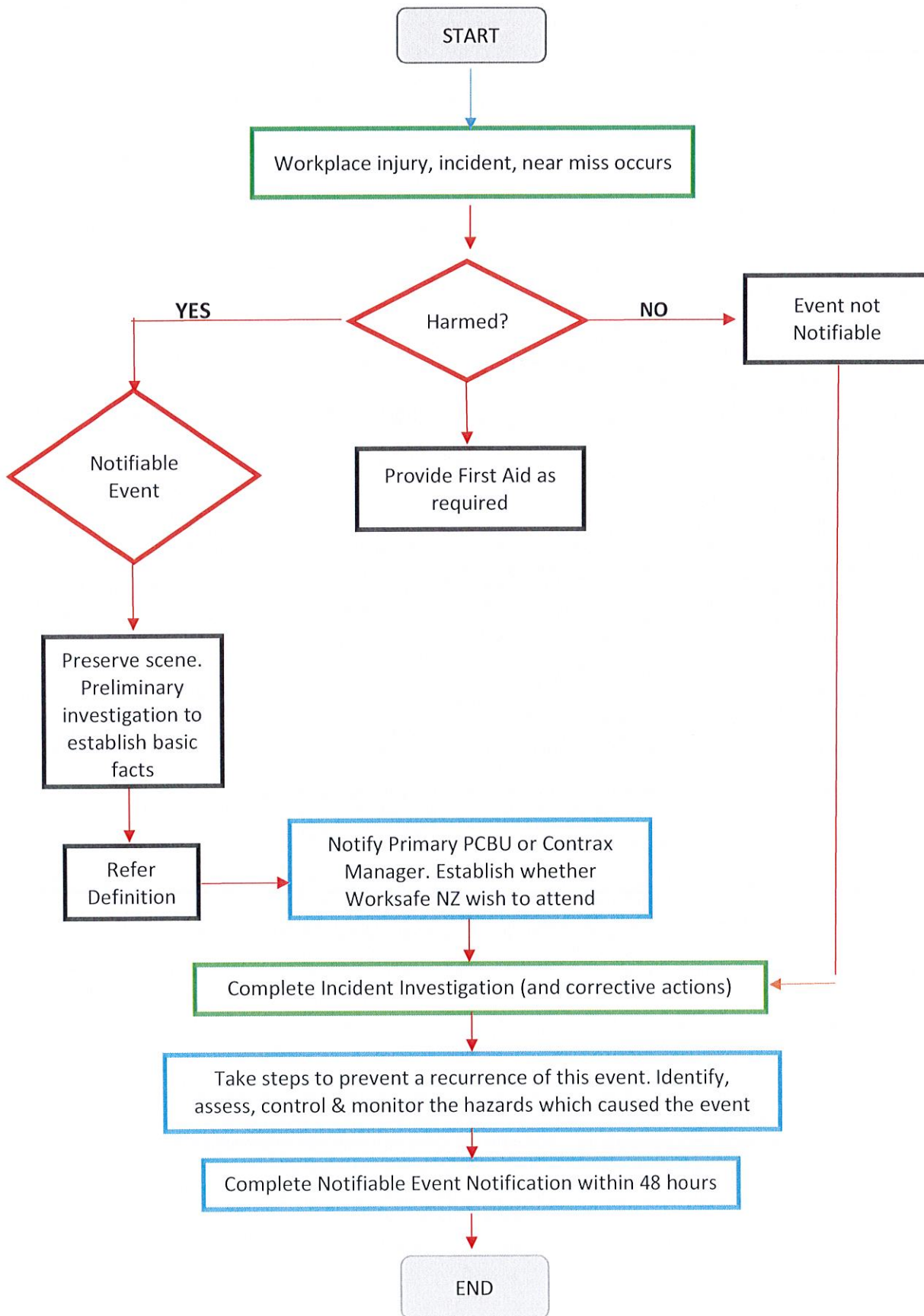
WorkSafe NZ will instruct you to take some action in respect to the scene depending upon the circumstances:

- Hold the scene until a WorkSafe NZ Inspector attends.
- Release the scene and require Contrax Ltd to conduct their own investigation which WorkSafe may wish to review.
- Complete a Duty Holder Review (a detailed investigation and WorkSafe NZ will provide you with the report template).
- Complete a written Notifiable Event form or go to the WorkSafe website.

Lite Duties:

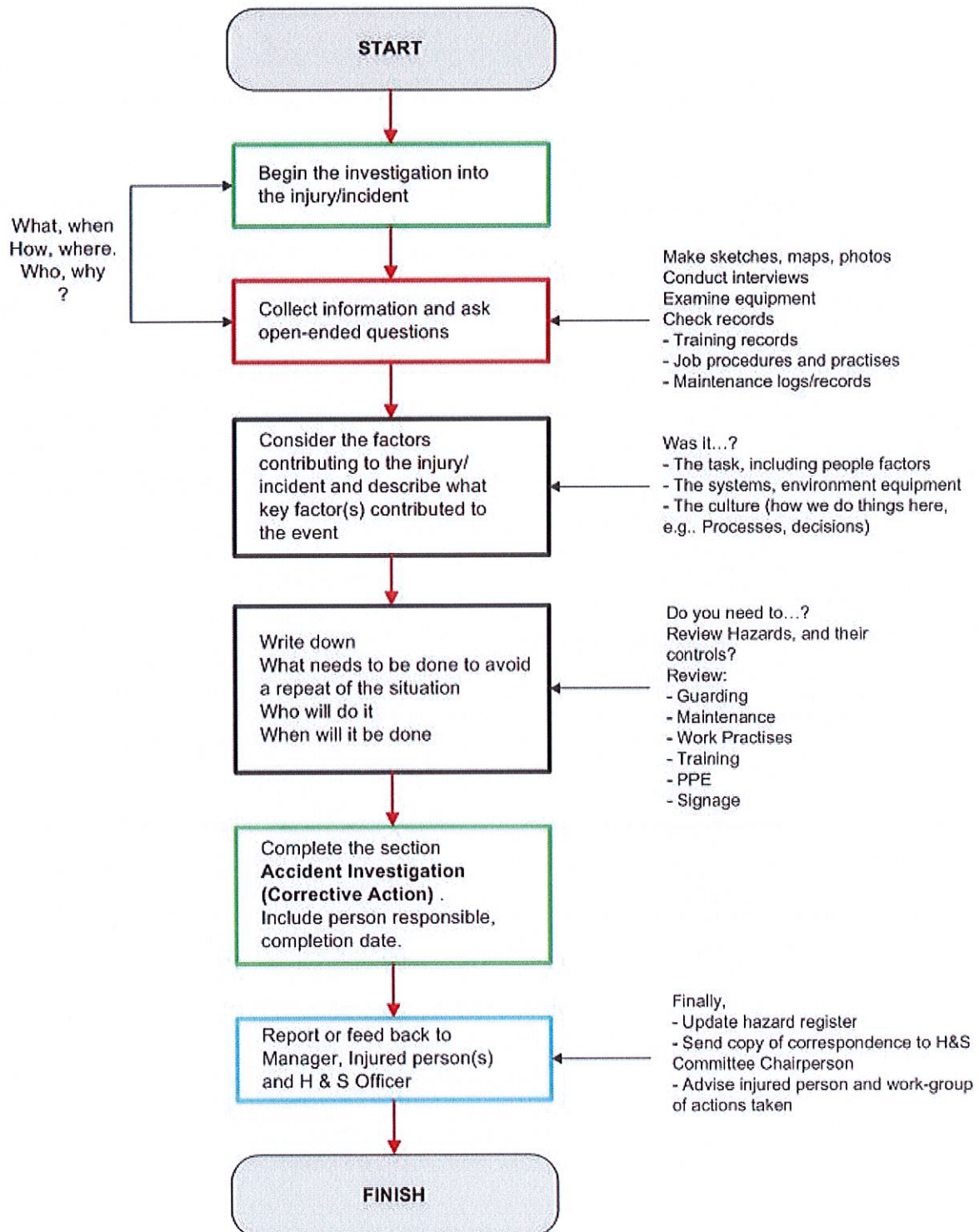
Employees that have been declared to work lite duties will be managed at the yard or alternatively utilised on site in accordance, what the medical practitioner has recommended. Employees are encouraged to stick to the prescribed tasks and continuous follow up on their progress will be tracked by the Contrax Injury Management coordinator/HSE Officer.

Recording and Reporting Flowchart.



Investigation Flowchart.

Effective investigation can help develop controls, define trends and find ways to prevent Similar events form happening



Notifiable Reporting and Investigation.

It is a requirement under the HSWA 2015 to report all notifiable events and to perform an investigation or self-assessment so that lessons can be learnt to eliminate the likelihood of the event from occurring again in the future.

Where Contrax is a contractor or a subcontractor, the primary PCBU must be informed of any notifiable events occurring at the worksite. The primary PCBU must be informed as soon as possible after the event has occurred and this must be conducted by a Contrax supervisor or manager.

Where Contrax is the primary PCBU, Worksafe NZ must be notified of any notifiable events occurring at the worksite. Notification must be as soon as possible after the event has occurred and must be conducted by the Health and Safety Officer or General Manager.

If required by Worksafe NZ, Contrax Ltd will provide a written notice of the incident within 48 hours of being informed of the requirement to do so. The notice shall be provided in the Worksafe NZ approved notifiable event template and will contain the details requested by Worksafe NZ.

All information submitted to and received from Worksafe NZ will be kept for a period of 5 years from the date of the event.

We will take all steps to ensure that the site where the event occurred is not disturbed until authorised by a Worksafe NZ inspector.

Requirements of Staff to Report Incidents and Near Misses.

All incidents and near misses must be reported to a manager or supervisor as soon as possible and within the shift that it occurred.

Incident and Near Miss Investigation.

All reported incidents and near misses will be fully investigated to determine the cause and to determine what action is required to prevent a recurrence. This process will be considered an opportunity to improve the OH&S Management System and to provide a healthier and safer workplace.

Incidents and near misses that have potential to cause notifiable events will be investigated using the investigation report. All failings identified in the investigation process will have an action plan attached to prevent similar events from occurring.

The action plan will include ownership for the action, a timeline goal for completion of the action, and all actions will be signed off by management and dated once completed. This action plan will be reviewed as part of the incident and near miss review procedure.

Investigations will be carried out by management with the assistance of trained professionals as required. Any new hazards identified as a part of the investigation will follow the hazard and risk procedure and be added to the hazard and risk management system.

Worker Engagement and Participation

Contrax Ltd has a general duty to engage with workers regarding health and safety matters. In addition, we must engage with workers when:

- i. Identifying hazards and assessing risks to health and safety.
- ii. Proposing changes that may affect workers' health or safety.
- iii. Making decisions about:
 - ways to eliminate or minimise health and safety risks.
 - procedures for resolving health or safety issues.
 - whether facilities for workers' welfare (e.g. tearooms) are adequate.
 - procedures for engaging with workers.
 - procedures for monitoring workers' health.
 - procedures for monitoring workplace conditions.
 - procedures for providing information and training for workers.
- iv. Developing worker participation practices, including when determining work groups.
- v. Carrying out any other activity specified in the HSWA 2015 and supporting Regulations.

Our Engagement Duties.

The engagement with workers must:

- i. Provide relevant information about a health and safety matter to workers in a timely manner.
- ii. Give workers a reasonable opportunity to:
 - Express their views and to raise work health or safety issues in relation to the matter.
 - Contribute to the decision-making process relating to the matter.
 - Take workers' views into account.
 - Ensure workers are promptly advised of the outcome of the engagement.

Contrax Ltd engages by sharing information about health and safety matters in a timely manner so that workers are well-informed, know what is going on and can have a real say in decision-making.

Worker engagement can be direct, or through representation (e.g. through formal or informal representatives) if that is what workers prefer.

If workers are represented by a Health and Safety Rep (HSR), engagement must involve the HSR. HSRs can ask for information on behalf of workers. If workers are represented by a union, the union can ask for information on behalf of workers.

Worker Participation Practices.

Contrax Ltd worker participation practices must provide reasonable opportunities for workers who carry out work for the business or undertaking to participate effectively in improving work health and safety in the business or undertaking on an ongoing basis.

Contrax Ltd can decide, through engagement with its workers, how workers can participate.

Participation practices should provide workers with ongoing ways to:

- i. raise health and safety concerns.
- ii. get and share information about health and safety issues.
- iii. offer suggestions for improving health and safety.
- iv. contribute to decisions which affect work health and safety.
- v. be kept informed about health and safety decisions.

Participation Practice	Paperwork system
Health and Safety as a routine meeting agenda item.	Headings in company meeting referring to Health and Safety items.
Health and Safety meetings.	Health and Safety meeting agenda.
Pre-start document and safe work method statements.	<ul style="list-style-type: none"> – Safe Work Method. – Job Safety & Environmental Analysis (JSEA). – Pre-start briefing sheet.
One-to-one discussion.	Completed diary notes.
Suggestion scheme.	Safety Concern Report / Opportunity for Improvement Form
Toolbox talk.	Toolbox Talk Form. Invite all workers who are involved in the job including contractors if they are to be involved.
Workplace Walkabout	Work Practices Compliance Checklist.
Sub-contractor meeting.	Contractor Safe Work Method Plan / Toolbox Talk Form /JSEA.
Worksite meeting /Whole Team Discussion.	Health and Safety Committee agenda, Toolbox meeting template, Warehouse / Workshop meeting template.
Interactive intranet site (private organisation only website).	Design dependent – Dedicated Health and Safety section.
Quality circle; solution focused group.	If in place adapt for Health and Safety purpose.
General Tips	
Give the why and the what.	Effective Health and Safety talks make sure people understand why certain rules exist — not just what they are. This gives workers context and a greater appreciation for everything that might be involved.
Manage.	It is also very easy for these meetings to become whinge sessions and extended story time. Keep on top of what is relevant and important. Encourage discussion but keep discussion on track and relevant.
Consider frequency.	There is a fine line between not enough Health and Safety and being over the top. Think about who your work might affect and the environment you are operating in. In some cases, you might need to hold the same talk multiple times, in different places, and with different people — or a short talk at the start of each day. In other work environments, a short meeting once a week might be enough.

Keeping Written Records About Engagement.

It is good practice to take notes about matters raised and decisions reached during engagement, even though it is not required by law, such notes play an important role in managing health and safety:

- i. make it easier for a PCBU to review its engagement and participation practices.
- ii. assist the risk management process.
- iii. make disputes less likely.
- iv. support learning and continuous improvement.
- v. Help in other situations where engagement is needed by documenting what worked well (or what could be done better next time).
- vi. If you decide to keep records, they can be brief and simple.

They could be handwritten (e.g. in a work diary) or saved electronically and cover:

- i. when a discussion took place.
- ii. who engaged with whom.
- iii. what health and safety matters were discussed.
- iv. any problems identified - what decisions have been made – and why.
- v. what is going to happen next – for example, who will take action and by when.

- vi. when an action has been completed.

Minutes are a more formal permanent record of what happened during a meeting. When we engage with workers to cover significant issues, it is good practice to:

- i. take detailed minutes of the discussion, including any decisions made and follow-up actions needed.
- ii. ask the people who took part in the meeting to check that the minutes are accurate.
- iii. make the minutes available to all workers.

Written worker participation agreements help to formalise and clarify processes, roles, and responsibilities.

Representation.

Worker participation can involve representation. Representation means that workers choose one or more people to speak or act on their behalf. Currently Contrax Ltd uses worker representatives to engage with workers and/or for its worker participation practices. The Interpretive Guidelines describe what should happen next if a worker requests an HSR or HSC.

Health and Safety Reps (HSR) Elected Under HSWA 2015.

A health and safety representative is a worker who has been elected by the members of their work group to represent them on health and safety matters. Some workers call themselves 'HSRs' but do not meet the legal requirements to be treated as an HSR under HSWA 2015.

An HSR is not expected to know everything about workplace health and safety issues, or to take overall responsibility for health and safety in their workplace.

When HSRs are chosen or requested as a form of worker participation, HSWA and the Regulations outline specific requirements and processes that must take place.

Trained HSRs will have attended and completed training that has been prescribed by or under Regulations. Training provides an HSR with the knowledge and skills they need to perform their role more effectively.

Only HSRs who have attended health and safety training prescribed in the Regulations can issue Provisional Improvement Notices (PINs) or direct unsafe work to cease.

Health and Safety Committees (HSCs).

Contrax Ltd uses a Health and Safety Committee (HSC) to help support the ongoing improvement of health and safety across the whole workforce. The HSC can help to develop policies and procedures for work health and safety, make recommendations and carry out other tasks that are agreed between Contrax Ltd and the committee or set down in Regulations.

If an HSC is chosen or requested as a form of worker participation, HSWA and the Regulations outline specific requirements and processes that must take place.

The Interpretive Guideline provides details about HSC elections, membership, how often HSCs must meet and what the organisation must do to support an HSC. An HSC can come up with its own procedures for organising and conducting meetings.

Personal Protective Equipment

The Company will provide Personal Protective Equipment (PPE) and Clothing (PPC) suitable to Workers' needs and ensure Workers are instructed in its correct use and maintenance. We recognise that discomfort will discourage use, so the Company will, within reason, provide the best fit possible for individual Workers. Workers must accept that there will be limitations.

The Company recognises that much of the work carried out by those working for us, including suppliers and sub-contractors, carries significant risks to the health, safety, and wellbeing of the workers. Personal Protective Equipment (PPE) is equipment that will help with the protection against risks to the health, safety, and wellbeing of the workers. PPE can include such items as safety helmets and hard hats, gloves, eye protection, hearing protection high-visibility clothing, safety footwear, and safety harnesses.

This document sets the minimum standard and process for PPE usage and maintenance for the company.

This procedure applies to all workers, contractors or sub-contractors, visitors, and suppliers who may be affected by the workplace activities or who undertake workplace activities on behalf of the company.

Deviations from this procedure will only be permitted on the approval of a suitable and sufficient risk assessment illustrating appropriate alternative risk control measures. Any deviations and exemptions from this procedure must be approved by a company director.

Responsibilities

Managers and Supervisors shall ensure:

- i. All PPE is fit for purpose, in good, useable condition and is properly maintained for use.
- ii. The workers are trained, competent and knowledgeable in the proper use of PPE, are doing so within statutory and company requirements, and only undertake tasks for which they have the correct equipment, training, and competency.
- iii. Remediate any problem with PPE as soon as it is reported.

Workers must always comply with the following requirements:

- i. Wear PPE when it is provided.
- ii. Look after and maintain PPE to ensure it is clean and serviceable.
- iii. Properly store PPE when it is not in use.
- iv. Report any problems with PPE as soon as they are known, to their manager or supervisor.

Allocating PPE or PPC to Workers attending worksites will be on the following basis.

- v. Safety footwear.
 - Wearing safety footwear is mandatory at the workplace.
 - One pair will be provided per annum for each worker.
 - Other specialised types of footwear are provided when necessary (e.g. gumboots).
- i. Eye protection is supplied to all workers.
- ii. Hearing protection is supplied to all workers.
- iii. Respiratory protection is supplied as required.
- iv. Hand protection/gloves is supplied to all workers.
- v. Head protection is supplied to all workers.
- vi. Hi Vis clothing is supplied to all workers.

Contractors must supply their own PPE and PPC suitable to the task or activity. Failure to use necessary PPE or PPC will result in disciplinary procedures.

Replacement items will be provided as required due to damage, wear and tear or expiry. Workers have an obligation to look after the equipment issued to them. Contrax Ltd does not have an unlimited supply of equipment. Excessive or repeated damage or loss of equipment will lead to a disciplinary response that can include recovering replacement equipment costs from a Worker. No one may start work without the required

PPE or PPC. If individual Workers wish to have equipment beyond Contrax Ltd budget limitations, Contrax Ltd is willing to enter into a one-off negotiation for a partial purchase subsidy.

Contrax Ltd is under no obligation to extend this offer where it believes that the standard arrangement will provide adequate equipment or clothing. Workers may provide their own PPE or PPC at their own expense, but the equipment or clothing must meet or exceed Contrax Ltd requirements for safety and protection. Contrax Ltd will reimburse the Worker when required to under legislation. Any such PPE or PPC must be reviewed and accepted by the Manager before it may be used in the workplace.

Hi-Visibility PPC is mandatory:

- i. When working at night (must meet day/night standards).
- ii. When working on roadways including driveways/carpark (must meet day/night standards).
- iii. On construction sites.
- iv. When required by the client.

Irrespective of the site, Contrax Ltd expects its Workers and Contractors to adhere to any signage relating to PPE and PPC requirements.

Workers and Contractors must check hazard boards and other site signage before entering a site. A register is kept of PPE items issued to staff. Regular PPE checklists are to be completed to ensure each staff member has the right PPE, in good working order and within expiry dates.

Maintenance:

PPE must be well looked-after and properly stored when it is not in use (e.g. in a clean, dry cupboard, or smaller items can be stored in a box or case). Specifically:

- i. PPE must be kept clean and in good repair – follow the manufacturer’s maintenance instructions (including recommended replacement periods and shelf lives).
- ii. Simple maintenance can be carried out by a trained wearer, but more intricate repairs should only be done by specialist’s repairers.
- iii. Those responsible for managing safety must identify who is responsible for PPE maintenance and how it should be carried out.
- iv. Workers must make proper use of PPE and report its loss, damage, or destruction, or any fault with the equipment.
- v. Suitable replacement PPE must always be readily available. Disposable or re-useable PPE should be available for visitors or those workers that do not normally need PPE.

Specialist PPE:

When operating in certain hazardous environments, the findings of a risk assessment will require the use of specialist PPE. Specialist PPE is normally used in addition to other control measures to keep exposure as low as reasonably practicable or when specific risks cannot be adequately controlled by other means.

Specialist PPE includes (and is not limited to):

- i. Respiratory protection and breathing apparatus.
- ii. Face shield.
- iii. Fall harness / arrest.
- iv. Rubber gloves.
- v. Gumboots.

Specialist PPE must be compatible with other PPE which is required to be worn.

Where a risk assessment prescribes the need to control a risk with specialist PPE, advice from a competent safety advisor must be sought.

Exemptions:

Exemptions or variations to the requirements under this Standard can only be approved by the company director.

Training and Practice:

Anyone required to use PPE must be made aware of why it is needed; when to use, repair, or replace it, how to report a fault, and the limitations of the equipment. Specifically:

- i. Training and instruction must be given on how to use PPE properly. It is important that users wear PPE at all times while exposed to the risk.
- ii. Never allow exemptions for jobs that take 'just a few minutes'.
- iii. Check regularly that PPE is being used and investigate incidents where it is not.
- iv. Safety signs can be used as a reminder to wear PPE. However, it is important that workers understand the signs, what they mean, and where they can get the correct PPE.

Emergency Procedures

The purpose of the emergency procedures is to have an effective emergency plan to cope with all types of emergencies likely to occur at Contrax Ltd and to comply with legislation requirements when confronted with an emergency. It is too late to decide who does what, what assistance is available and what emergency responses are desirable when an emergency occurs.

All workers are to keep Contrax Ltd aware of any change in phone number / address and next of kin details in case of emergency. Site personnel will partake actively in all prestart activities and ensure emergency response is effectively implemented. Emergency preparedness shall be reviewed by means of each site specific SSSP as well as after a relevant incident or emergency event.

Roles and Responsibilities

No specific roles or responsibilities would be allocated to a specific person:

As far as reasonable, Project Manager will allocate who will be responsible for taking charge of a site or project and ensure that they understand what their function would be.

Typical indications would be made to ensure the Foreman, Supervisor, or most senior person on site or at the task be familiar with what the specific emergency risk is and what actions to follow.

Workers and Subcontractors will follow the instructions of the most senior person or the safest option available, when safe to assemble all people would get together at the assembly point and verification would be done to ensure everyone on site has been accounted for, further instructions will be waited upon by the assembled people.

If safe to act first responders would react and assist accordingly.

Injury:

If an incident should occur ascertain what has happened and type of injury.

If help is required contact the appropriate emergency services immediately, use emergency procedure as follows:

Cell phone / Phone:

- i. Dial 111.
- ii. Identify yourself.
- iii. Give location.
- iv. What is required.
- v. Injury type.
- vi. Number of injured people.
- vii. Specify ambulance.

If there is an incident requiring outside assistance the person in charge is to:

- i. Instruct those with first aid to go to the incident victim, they should take with them a first aid kit. They are to make the patient as comfortable as possible (not moving the person unless they are in further danger).
- ii. Immediately close the site and inform management who will in turn notify Work Safe NZ.

If non-urgent:

- i. Apply appropriate first aid.
- ii. The incident is to be properly recorded.

- iii. Notify Contrax Ltd management as soon as possible.

Fire/chemical spill:

In the event of a fire/chemical spill the most senior person available would act as the fire Warden and direct the emergency, ascertain how serious the incident is and the potential. If serious contact emergency services, use emergency procedure as follows:

Cell phone / Phone:

- i. Dial 111.
- ii. Identify yourself.
- iii. Give location.
- iv. Fire size/spillage.
- v. What exactly is burning, leaking.
- vi. Estimate of manpower and equipment required.

If non-urgent:

- vii. Make sure fire is completely out or spillage contained before leaving site.
- viii. Contact fire brigade if in doubt.
- ix. Notify management as soon as possible.
- x. The incident needs to be reported on the appropriate form.

Earthquake.

- i. If you are inside a building, move no more than a few steps, drop, cover, and hold. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in New Zealand you are safer if you stay where you are until the shaking stops.
- ii. If you are outdoors when the shaking starts, move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, Cover and Hold.
- iii. If you are at the beach or near the coast, drop, cover, and hold then move to higher ground immediately in case a tsunami follows the quake.
- iv. If you are driving, pull over to a clear location, stop and stay there with your seatbelt fastened until the shaking stops. Once the shaking stops, proceed with caution and avoid bridges or ramps that might have been damaged.
- v. If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling debris or landslides.

After an Earthquake.

- i. Listen to your local radio station, as emergency management officials will be broadcasting the most appropriate advice for your community and situation.
- ii. Expect to feel aftershocks.
- iii. Check yourself for injuries and get first aid if necessary. Help others if you can.
- iv. Watch out for fallen power lines or broken gas lines and stay out of damaged areas.
- v. Only use the phone for short essential calls to keep the lines clear for emergency calls.

Volcanic Eruption.

When a volcanic eruption threatens.

- i. Listen to your local radio station as emergency management officials will be broadcasting the most appropriate advice for your community and situation.
- ii. If you have a disability or need assistance, make contact with your support network and keep informed of civil defence advice.
- iii. Protect sensitive electronics and do not uncover until the environment is totally ash-free.

During an Eruption.

- i. Listen to the radio for civil defence advice and follow instructions.
- ii. If outside at the time of eruption, seek shelter in a car or a building. If caught in volcanic ashfalls, wear a dust mask, or use a handkerchief or cloth over your nose and mouth.
- iii. Stay indoors as volcanic ash is a health hazard, especially if you have respiratory difficulties such as asthma or bronchitis.
- iv. When indoors, close all windows and doors to limit the entry of volcanic ash. Place damp towels at thresholds.
- v. Do not tie up phone lines with non-emergency calls.
- vi. 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 rather than contact lenses, as these can cause corneal abrasions.

After an Eruption.

- i. Listen to your local radio stations for civil defense advice and follow instructions.
- ii. Evacuate the site; ensure all people on site are notified.
- iii. Avoid driving in heavy ashfall as it stirs up ash that can clog engines and cause serious abrasion damage to your vehicle.
- iv. Use a mask or a damp cloth and eye protection when cleaning up. Moisten the ash with water before cleaning.
- v. Look for and report broken utility lines to appropriate authorities.

First Aid.

- i. It is recommended that there is minimum two persons with a first aid certificate on each office site.
- ii. There shall be an approved first aid kit at each office site and an approved first aid kit shall be kept in each work vehicle.

Emergency Drills.

There will be a random emergency evacuation held every six months. All workers are required to be present and the evacuation will be recorded on the emergency evacuation form.

Contractors / Suppliers / Visitors

PCBU Requirements:

Worksafe NZ wants PCBUs to think about health and safety in its broadest sense, and clearly understand the health and safety environment they work in. This means thinking about more than immediate work tasks. For example, is a PCBU affected by another PCBU being on the same worksite?

A PCBU is not only responsible to the people they employ or contract. That responsibility extends to those they influence and direct, and others. It includes supporting other PCBUs to fulfil their duties, and not passing risk on to other PCBUs, or increasing risk through their arrangements with other PCBUs.

PCBUs with overlapping duties need to collaborate to manage risk together. A PCBU should assess hazards and risk and decide how to manage them. Then they should discuss their assessment with those PCBUs that control or influence the work. Both PCBUs should reach an understanding about what the hazards and risks are, how each PCBU can make sure they are managed effectively and decide how best to monitor them.

It is more likely that a PCBU will successfully meet their duty to consult, co-operate, and co-ordinate if they:

- i. Plan ahead by thinking through every stage of the work and recognising how the work could affect other PCBUs and the public.
- ii. Identify the health and safety risks that need managing.
- iii. Consult other PCBUs to agree how to control each risk.
- iv. Consult other PCBUs to decide which PCBU or PCBUs are best placed to control each risk
- v. Clearly define roles, responsibilities, and actions, and explain these so everyone knows what to expect.
- vi. Continue to communicate, co-operate, and co-ordinate, and carry out reasonable and proportionate monitoring, to make sure good health and safety is maintained.

Contractor / Supplier Pre-Selection.

Before any contractor starts work with Contrax Ltd there will be a pre-selection form completed, and it will cover the following points:

- i. Health and safety policy.
- ii. Hazard management.
- iii. Process to audit PPE, plant, and equipment.
- iv. Worker induction and training.
- v. Incident and near miss reporting and recording.
- vi. The contractor shall also supply a copy of the hazards that may affect Contrax Ltd workers and the controls for the identified hazards.

Contractor / Supplier Requirements.

During the course of their contract, contractors must provide the following information to Contrax Ltd:

- i. Incident and near miss reports.
- ii. All incident and near miss reports relevant to Contrax Ltd operations.
- iii. Up-date of records of learning when there is any change.
- iv. All copies of relevant training records.

Contractor / Supplier Review.

Contrax Ltd, will, throughout the year do safe behaviour audits and reviews of the contractor, any issues will be relayed back to the contractor and actions will be required to be signed off once completed, these reviews will be done using the contractor review form, any issue identified will be checked and fed back into the hazard register, if not previously noted.

Contractor / Supplier Register.

There will be a register kept with the following information: Contractor / Supplier name, pre-selection questionnaire completed date, induction date and review date.

Stress and Fatigue

Stress is a complex issue and no two individuals will be affected in the same way.

Fatigue is one of the common outcomes of stress and can have a significant impact on health and safety at work.

Fatigue can significantly affect the worker's ability to work safely.

What is stress and fatigue?

According to Worksafe NZ workplace stress is the result of the interaction between a person and their work environment. For the person it is the awareness of not being able to cope with the demands of their work environment, with an associated negative emotional response.

Work Safe NZ defines fatigue as the temporary inability, decrease in ability, or strong disinclination to respond to a situation because of previous over-activity, either, mental, emotional, or physical.

Signs and symptoms of stress and fatigue.

Stress.

The occurrence of stress depends on the interaction of the individual and the environment or circumstances they are in. Individual factors such as capabilities, experience and skill affect the way people respond to demands of work. Other factors that can contribute to occupational stress include life events and personal factors such as health and education.

Some common personal symptoms include anxiety, depressed states, poor sleep patterns, headaches, fatigue, increased blood pressure and hyperventilation.

Organisational symptoms include high absenteeism and staff turnover, low staff morale, poor employment relations, high incident, near miss and illness rates and low-quality work and low productivity.

Fatigue.

A common symptom of fatigue is a general feeling of weariness. Others include slow thinking, reduced alertness, and ability to perform tasks, forgetfulness, lethargy, poor decision-making, and communication, and slowed reaction time.

Preventing stress and fatigue.

As with all aspects of the employment relationship, preventing and resolving issues arising from workplace stress are a joint worker/employer responsibility.

There are many opportunities to improve work conditions and prevent stress and fatigue:

- i. Tasks must be designed so that extremes of physical and mental exertion are avoided, and people are stimulated by, and enjoy, their work. Balance effort and rest to allow enough breaks for recuperation.
- ii. Eliminate or reduce workplace stressors, e.g., environmental factors such as noise, violence, and excessive working hours.
- iii. Give some control and responsibility over task performance and provide clarity in task specification.
- iv. Match people to tasks and jobs by selection and training.
- v. Ensure adequate staffing levels.
- vi. Support people at work, e.g. assistance with problem solving, adequate training.
- vii. Encourage health and physical fitness.
- viii. Train workers to do tasks effectively and safely.
- ix. Provide performance evaluation systems and feedback.

Managing Stress and Fatigue.

There are three steps that you can take to help manage fatigue at work.

Step one: Consultation.

Talk to workers about what works best for them in reducing or combating tiredness on the job. Point out the responsibilities as an employer to ensure the health and safety of the worker, and the worker's responsibilities to ensure his or her own safety, plus the safety of others who might be affected, for example by poor judgement

made as a result of fatigue. The worker's responsibility also extends to personal health care. For example, a worker in charge of dangerous machinery who arrives at work with a hangover could endanger others.

Step two: Evaluation.

Shift working arrangements are a compromise between the need for work to continue at a time when people are normally asleep, and workers' need to take breaks and get enough sleep between shifts. Work out how you can balance these needs.

Ensure that adequate breaks are provided during shift work?

Step three: Training and education.

Learning how to manage shifts to reduce fatigue can help both you and your workers. You need to work with workers on your joint responsibilities to prevent fatigue.

Contrax Ltd will

- i. Limit shifts to a safe number of hours, currently 55 hours per week.
 - A job specific work week may be extended to 60 – 70 hours on a one-off basis
 - Meals, drinks, and regular breaks will be provided to workers during a work week with extended hours
- ii. Make sure staff take regular rest breaks during shifts.
- iii. Make food available to staff where appropriate to maintain alertness.
- iv. Be aware of the times when people are most likely to be affected by fatigue.
- v. Aim to manage overtime so that workers have regular opportunities for adequate recovery through high-quality sleep.
- vi. Be alert for the contribution of fatigue when you investigate incidents and near misses.

Registers

Contrax Ltd relies on up to date registers including:

- i. Asset registers with accurate location
 - Items of plant
 - Machinery
 - Equipment
 - Tools
- ii. Contractor registers
- iii. Incident registers
- iv. Training and competency registers
- v. Hazardous substances registers
- vi. Hazard and risk registers
- vii. Work method statement registers
- viii. Current and upcoming work registers
- ix. Job Registers
 - Risk Assessments
 - Safe Operating Procedures (SOP)
 - Safe Work Method Statements
 - Assets Used
 - Chemicals used
 - Workers
 - Incidents and near misses
 - Hazards
- x. Worker register
 - Training attendance
 - Any incidents and near misses they have been involved in
 - Meeting attendance
 - Job Safety & Environmental Analysis (JSEA) the worker has generated
 - Take 5s created
 - Safe Work Method Statements (SWMS) the worker has signed
 - Attached files and documents associated with each worker

Templates

Contractor Templates

- i. Contractor Health and Safety Acknowledgement and Declaration
- ii. Contractor Pre-Work Application
- iii. Contractor Workplace Observations Report

Hazard Templates

- i. 3 methods of identifying hazards
- ii. Hazard Audit
- iii. Hazard Management Plan
- iv. New Hazard Identification
- v. Hazardous Substances Inventory

Staff Health and Safety Induction Templates

- i. Induction Questionnaire
- ii. Staff Induction Handbook

Meeting Templates

- i. Evacuation Form
- ii. Health and Safety Meeting Q1 - Q4

Reporting Templates

- i. Investigation Form
- ii. Incident Report Form
- iii. Notifiable Event Form
- iv. Self-Assessment Form

Training and Competency Register

- i. Onsite Training and Competency Form