

# Beaumont Electrical

## Health and Safety Policy

This policy has been approved by:

**Name:** Christian Beaumont  
**Title:** Owner/Operator  
**Date:** 01 March 2022

**Signature:** \_\_\_\_\_

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## Standards, Regulations, Codes of Practice

Name	Name
Health and Safety at Work Act 2015	Electricity (Safety) Regulations 2010
WorkSafe NZ – Best practice guidelines for Working at Height in NZ 2012	AS/NZS 3000:2007 Electrical Installation Australian/New Zealand Wiring Rules
WorkSafe NZ – Mobile Elevating Work Platforms best practice guidelines 2014	AS/NZS 3012 Electrical Installations – Construction and Demolition Sites
AS/NZS 4836 Safe Working on or Near Low Voltage Electrical Installations and Equipment	Electricity Act 1992

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# Beaumont Electrical

## 1. Policy Statements and Procedures

## Health and Safety Policy Statement

This Business is committed to ensuring full compliance with all current versions of the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work Regulations, Codes of Practices and any other relevant Standards, Guidelines or Legislation.

To meet this commitment, This Business will provide healthy and safe working conditions for all staff, contractors, visitors, and members of the public at this or any other company-controlled site.

This is to be achieved through commitments to:

- Consultation between management/owner, any employees, elected health and safety representatives, and staff members in health and safety management and practices in the workplace.
- Determining the scope of the OHS management system, assessing boundaries and applicability; considering external and internal issues, requirements and work-related activities performed.
- Conducting health and safety workplace and/or toolbox meetings at least quarterly. These meetings will include management/owner and any staff members, to present and review any issues. (In the case of a notifiable event see Incidents section cover page).
- Annual reviews or self-assessment of performance against health and safety responsibilities.
- Providing the appropriate training for management/owner and any staff in health and safety awareness, understanding, management and responsibilities.
- Taking all practicable steps to eliminate or minimise workplace risks and to provide all personal protective equipment for any staff to wear, where applicable.
- Providing a safe working environment for staff and others who encounter This Business or their activities.
- An annual self-assessment of the Health and Safety System, setting objectives, plans and performance measures with targets, so that there are continuous improvements to the system.
- Being committed to health and safety and aware of the responsibility to provide a safe work environment.
- Accurately reporting and recording of all workplace incidents and near misses and identifying appropriate follow-up to avoid reoccurrence.
- Supporting and promoting a safe and early return to work of any injured staff, where possible, through prompt treatment and active rehabilitation.
- Ensuring that the manager/owner has specific responsibility to coordinate health and safety in the workplace.
- Provision of resources to accomplish these goals.

Name: Christian Beaumont

Title: Owner/Operator

Date: 01 March 2022

Signature: \_\_\_\_\_

# Beaumont Electrical

## 2. Safety & Toolbox Meetings

# Safety & Toolbox Meetings

## Introduction

The general purpose of health and safety meetings is to create and provide a forum where issues and incidents involving health and safety can be discussed by staff members at all levels of This Business, to ensure that those issues are managed to a standard which complies with the HSWA.

There are two main types of safety meeting: Health and Safety Committee meetings and Toolbox meetings.

The attendance at and topics discussed in both cases must be recorded and documented. The HSWA in Section 66 requires businesses to establish and hold regular meetings at no greater than three monthly intervals. They must also maintain a Health and Safety Committee in certain situations:

“The following persons may request that the PCBU at a workplace establish a health and safety committee for the business or undertaking or part of the business or undertaking:

- (a) a health and safety representative for a work group of workers carrying out work at that workplace; or
- (b) 5 or more workers at that workplace.

The PCBU must, within 2 months of receiving a request, decide whether to establish a health and safety committee for the business or undertaking or part of the business or undertaking.”

*Health and Safety at Work Act 2015 Part 3 s66 ss1*

## Health and Safety Meetings

All meetings must be recorded, and those minutes freely circulated to the staff.

Use the form on Page 2.2 to record the meeting.

OHS Meetings should be held at regular intervals e.g., the third Thursday of the month at 10:30am, and may be held monthly, bi-monthly or at the very least quarterly. Frequency may depend on items for discussion. **All employees and (sub)contractors must attend regular safety meetings to discuss OHS issues.**

When working on other company's sites, a safety meeting should be held prior to commencement of work, and then weekly. Should there be any significant event within the project, this would also require an additional meeting. These are generally referred to as Toolbox meetings. Use the safety meeting sheet for these. **All employees and (sub)contractors must attend regular toolbox, pre-start, and safety meetings where OHS issues can be communicated.**

Incidents are to be discussed at safety meetings (for incident reporting and investigation see page 3.1/2) to review how they happened, did they involve a significant risk and has the situation been resolved? Incident data is to be collated during each meeting (or at least annually) to see if there have been any trends, and if so to implement initiatives for injury prevention, where applicable.

It is important that these meetings are held in an environment where the objective is to find solutions which make the workplace safer. It is valuable to discuss findings from site inspections during safety meetings, as an agenda item.

# Toolbox/OHS Meeting Minutes

<b>Site:</b>		<b>Location:</b>	
<b>Attendees Name</b>	<b>Attendees Name</b>	<b>Attendees Name</b>	
<b>Previous Meeting Minutes: Brought Forward</b>			<b>Completion Date</b>
<b>New Business/Issues</b>			<b>Assigned to</b>
<b>Risk/s Identified/Assessed</b>			<b>Action Required</b>
<b>Incidents/Near Miss (Discuss all incidents &amp; investigations)</b>			
<b>Injury Type</b>	<b>Machine/Process Involved</b>	<b>Investigated</b>	<b>Actioned</b>
<b>Time</b>	<b>Chaired by</b>		
<b>Date</b>	<b>Signature</b>		

# Beaumont Electrical

## 3. Incidents & Emergency Procedures



## Incident Reporting and Investigation Procedures

An incident is an occurrence(s) arising out of or during work that could or does result in injury or ill health (also called an accident). An incident where no injury and ill health occurs, but has the potential to do so, may be referred to as a “near-miss”, “near-hit” or “close-call”.

All incidents and near-miss incidents must be investigated. The depth of the investigation is determined by the severity of the occurrence. This process applies whether the incident occurred on this site or on a customer’s site.

Investigation is carried out immediately or as soon as possible after the occurrence. There may be one or more non-conformities (non-fulfillment of a requirement), or there may be no non-conformity.

The immediate supervisor and or Health and Safety Representative will carry out the initial investigation to:

- Establish the cause. Assess whether serious misconduct was involved.
- Compile an accurate record of the event. Ensure that the investigation covers a description of the site, the operation, processes, plant/equipment (including PPE), events and people present or who were involved in the accident, incident or near miss. Interview all witnesses and collect written statements.
- Carry out a complete site examination, with photographic evidence or description and/or diagrams and documentation.
- Define action, responsibility, and measures to prevent reoccurrence, within a predetermined time frame.
- Update the risk register, where necessary. Ensure it is reviewed for new risks identified because of the accident/incident/near miss and existing risk contributing factor(s) and management controls.
- Supply the manager with documents and reports, so that they can review the report, carry out any further investigation if necessary and ensure that action is taken to avoid a recurrence, then sign off the report.
- In the case of a notifiable event, ensure that any injured party and assistants cannot be subjected to further injury by (if safe and practicable) removing them to a safe distance from the cause of the incident and then have a trained first aider attend to the injured party. An ambulance should be called if there are any doubts about the severity of the injury.
- In the case of a notifiable injury, management or the Health and Safety Representative is required to contact the nearest WorkSafe NZ office as soon as is practicable. (Or at least within 24 hours).
- DO NOT alter or move any machinery or equipment (unless it may cause immediate danger to others) and tape off the area of the incident. Machinery or equipment cannot be used again until it has been cleared by WorkSafe NZ.
- Notifiable Event forms must be filled out and sent to WorkSafe NZ within seven days. This can be done by completing the appropriate online notification form [worksafe.govt.nz/notify-worksafe](https://www.worksafe.govt.nz/notify-worksafe)
- Make enquiries as to the extent of the injuries and of the potential of any long-term effects.

We will also notify other relevant PCBUs where required, when an incident occurs on their site and we are involved. We will do this by making telephone contact with the designated staff member or their supervisor, if unavailable.

Process to Review a Critical Event and/or a Change in Work Procedures or Policy

- Ensure that the investigation has identified the contributing risks whose management controls are to be reviewed, or that any newly identified risks are added to the risk register with their respective management controls defined.
- Verify that the corrective actions have been effective following the changes. If not, reassess what needs to happen to ensure effectiveness.
- Make enquiries as to the extent of the injuries to the employee and of the potential of any long-term effects. Evidence that the risk register has been reviewed because of the investigation, with links of time and date of review which match the event that triggered the investigation.
- A review of any further training required is to be completed.
- All staff to be made aware of the event and reason for changes to the policies, processes, equipment and/or the risk register. They are to be given the opportunity to discuss the event, to prevent reoccurrence.

## Non-Notifiable Event Form

**Complete in the case of an event which is non-notifiable i.e., incident or near miss**

Complete the following form in the case of a Notifiable Event [worksafe.govt.nz/notify-worksafe](http://worksafe.govt.nz/notify-worksafe)

### Particulars of event

Date of incident	Time	Reported by	Location	Date reported
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### The injured person

Name	Date of Birth	Sex (M/F)
Address	Phone No.	
Occupation	Period of employment	Hours worked since arrival

### The incident

#### Description

Describe what happened


#### Body Part affected

<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Trunk	<input type="checkbox"/> Upper Limb	<input type="checkbox"/> Multiple location	<input type="checkbox"/> Lower Limb
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#### Nature of injury/disease

<input type="checkbox"/> Superficial	<input type="checkbox"/> Wound	<input type="checkbox"/> Sprain/strain	<input type="checkbox"/> Bruise/crushing	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Burn
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Other -

#### Treatment

<input type="checkbox"/> None	<input type="checkbox"/> First Aid only	<input type="checkbox"/> Doctor	<input type="checkbox"/> Hospital	<input type="checkbox"/> N/A
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If hospitalisation is required, you will need to complete an online Notifiable Event form (see website link above)

#### Mechanism of incident

<input type="checkbox"/> Fall, trip, slip	<input type="checkbox"/> Heat, energy	<input type="checkbox"/> Radiation	<input type="checkbox"/> Sound, pressure	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Substances
<input type="checkbox"/> Hitting object	<input type="checkbox"/> Body stress	<input type="checkbox"/> Mental stress	<input type="checkbox"/> Biological	<input type="checkbox"/> Other	

#### Agency of incident

<input type="checkbox"/> Machinery	<input type="checkbox"/> Mobile plant	<input type="checkbox"/> Transport	<input type="checkbox"/> Tool - Powered	<input type="checkbox"/> Non-powered	<input type="checkbox"/> Chemical
<input type="checkbox"/> Material	<input type="checkbox"/> Substance	<input type="checkbox"/> Environment	<input type="checkbox"/> Biological	<input type="checkbox"/> Bacteria/virus	<input type="checkbox"/> Other

### Investigation of incident

Investigated by	Date	Position
Phone No.	Signature	

# Incident Investigation

Particulars of incident					
Date of incident	Time	Reported by	Location	Date reported	
The injured person					
For details on injured parties refer to page 3.4					
The incident					
Description					
Describe what happened					
Analysis					
What were the causes of the incident?					
Potential severity of the incident			Chance of a reoccurrence		
<input type="checkbox"/> Serious	<input type="checkbox"/> Potential Harm	<input type="checkbox"/> Minor	<input type="checkbox"/> Major	<input type="checkbox"/> Occasional	<input type="checkbox"/> Rare
Prevention					
Actions taken to prevent a recurrence? Tick items already actioned				By whom	When
Risk register updated Y/N			Effectiveness of corrective actions taken is approved Y/N		
Treatment and investigation of incident					
Investigated by		Signature		Position	
Type of treatment given		Doctor/Hospital		WORKSAFE NZ notified Y/N	

# Emergency Plan and Procedures

## Fire Warden Duties

If you discover a fire in the building:

1. Activate the Alarms.
2. Put on your Fire Warden Identifier (Vest, Hat or Arm Band).
3. Begin your patrol of the building and instruct all staff to evacuate immediately and proceed to the Assembly Point.
4. This is at: \_\_\_\_\_
5. Once you have reached the assembly point, conduct a roll call for the staff in your area.
6. Report to the Building Warden.

If the alarms activate without your knowledge, carry out tasks 2 to 5 above.

Your target time for a complete evacuation is a maximum of 2:00 minutes.

The 30 Second Rules are:

1. Fire will double in size every 30 Seconds. This is without any accelerants.
2. It will take you 30 seconds from the time you discover a fire, activate the alarms, get the correct fire extinguisher and return to the fire.
3. 30 seconds is the approximate life of an extinguisher once it has been activated.

Use the Correct Firefighting equipment for the type of fire:

- Type A - Wood, Paper, Textiles – Use a water-based extinguisher (Hose or Stored Pressure).
- Type B – Liquids (Oil, Petrol, Chemicals) – Use a Dry Powder or CO2 extinguisher.
- Type E – Electrical Equipment – Use a CO2 or Dry Powder (Must be labelled ABE) extinguisher.
- Type F – Cooking oil/fat.

Fire extinguishers can be easily recognised by the colour band on them:

- Red – Water/water-based
- White – Dry powder
- Black – CO2 (Carbon dioxide)
- Blue – Foams
- Beige – Wet chemical

Look for the labels on the fire extinguisher for the type of fire it is most effective on.

Never put yourself at the risk of getting burnt or trapped by the fire.

Heat + Oxygen + Fuel = FIRE

**N.B. Trial Evacuations are to be conducted at 6-month intervals or 6 months from the previous evacuation (real or trial)**

## Tsunami

The following rules apply:

- The Ministry of Civil Defence and Emergency Management will issue a national warning on the television and radio.
- Move inland to high ground.
- Stay away from streams and rivers.
- Never go to the coast.

## Volcanic Eruption

The following rules apply:

- Listen to the radio for information and advice.
- Conserve water and save in containers.
- Stay inside as much as possible.
- Wear a mask and goggles if you are going outside.
- If possible, keep clothes worn outside separate from clothes worn inside.
- Avoid basements and or confined spaces as gases can accumulate.
- If possible, keep the roof and guttering free of ash to avoid the roof collapsing under the weight.
- Unless necessary do not leave the building unless advised by Civil Defence Emergency Management officials.
- Turn your electricity and gas off at the mains.

## Medical Emergency

The following rules apply:

- Do not move the injured/ill person unless they are in danger of further injury and you are not endangering yourself.
- Have someone get the first aider to attend to the injured/ill person.
- Call ambulance if required.

## Earthquakes

The following rules apply:

- Store heavy items near or on the floor.
- Implement the recognized self-protection process of: **“Drop – Cover - Hold”**.
- Know how to turn off water, electricity and gas.
- Have adequate fire extinguishers for small fires.
- Have a survival kit.
- Treat injuries.
- If you are in a damaged building, try to get outside into an open safe place.

**All staff and visitors MUST follow the instructions of the Emergency Wardens during an Evacuation.**

## Emergency Personnel and Contacts

Safety Representatives			
Name	Area	Phone	Email
	Management Representative		
	Staff Representative		
Fire Wardens			
Name	Area	Phone	Email
First Aiders			
Name	Area	Phone	Email
Emergency Locations			
Locations		Locations	
First Aid Kit			
First Aid Kit			
Evacuation Point			
Emergency Contacts			
Contacts		Contacts	
Civil Defence	Ph. _____ <a href="http://www.civildefence.govt.nz">www.civildefence.govt.nz</a>	WorkSafe NZ	0800 030 040 <a href="http://www.worksafe.govt.nz">www.worksafe.govt.nz</a>
EPA	0800 429 7827 <a href="http://www.epa.govt.nz">www.epa.govt.nz</a>	National poisons Centre	0800 764 766
Dial Out Prefix		Power Supplier	
Ambulance	111	Gas Supplier	
Police	111	Fire	111
Local or Regional Authority		Doctor	

**First Aiders:** Adequate first aid equipment and trained staff are required to be provided by the PCBU.

A guide might be one first aider for every ten staff members/ site crew. Two per 25 workers in moderate risk workplaces.

Assess company size and composition, nature of work, size and location of workplace, level of risk in workplace and assign first aiders appropriately. The first aiders should be chosen based on availability during the week, skills, interest to do so and prior qualifications and experience. They must hold a current first aid certificate.

**Kits required:** at least one in each area of work, including vehicles. At least one on each floor. They must be clearly identified using a white cross on a green background.

## Hazardous Substances

This Business is committed to ensuring full compliance with all hazardous substances requirements and will:

1. Keep an **Inventory** – Hazardous Substances Register (Policy page 4.6) and ensure that it is readily available in the workplace.
2. Use and Share **Safety Data Sheets (SDS)** – formerly referred to as MSDS, these should be sourced from your hazardous substance supplier, at the time of purchase. Read each document and note down important information about each; properties, how to store it, PPE requirements, and first aid information. Anyone who uses that substance must be familiar with the SDS and it must be easily accessible to all staff in the workplace. Document the SDS date on your Hazardous Substances Register.
3. Conduct a **Risk Assessment** – can you substitute another substance for the same job? How can you reduce exposure to risks caused?
4. Inform and Train your Workers – complete the **Staff Skill Level Training Sheet** to show this has been done.
5. Prepare for **Emergencies** – have a plan outlining how you will deal with a hazardous substance emergency e.g. someone is burned or poisoned, a fire or leak occurs.
6. Correctly **Label** Hazardous Substance Containers, including Waste
7. Install **Warning Signs** – Place signs where substances are used and stored e.g. entrance to property, building and rooms where it is located and used. Signs must be clearly visible and state; hazardous substances present, general type of hazard, what to do in an emergency.
8. Make sure **Storage Areas and Containers** are Safe – Store only what you need, keep incompatible substances separate, use appropriate containers and label everything clearly. Depending on the substances you use, you may need special storage cabinets and a compliance certificate.
9. Take Care with **Hazardous Waste** – If waste is hazardous e.g., toxic or corrosive, you must treat the waste in the same way as you treat any other hazardous substance with similar properties. Including: recording it in inventory, correctly storing and labelling, ensuring staff working with it have the knowledge, experience, and supervision to do so safely.
10. Provide **Protective Gear** – You must make sure workers have the correct clothing and equipment, to use the substance. You must also ensure they know how to correctly use and maintain it
11. Ensure that any containers used for **Decanting** or the transfer of hazardous substances are labelled correctly.
12. Health surveillance is provided to a worker if there is a significant risk to health from exposure.
13. Health monitoring records will be kept in a secure system for at least 30 years.

For further information on hazardous substances refer to [www.hazardoussubstances.govt.nz](http://www.hazardoussubstances.govt.nz)



# Beaumont Electrical

## 4. Contractors & Subcontractors



## Contractor Management

In general, the HSWA regards the health and safety of all people working at a place or site to be the responsibility of the primary PCBU of that site. This means there should be no distinction between staff, visitors or a person visiting that site for the purposes of their business; be they a cleaner, an air-conditioning technician, or a computer system support technician. Their health and safety on this site is your responsibility.

In the HSWA, it is specifically noted that PCBUs are required to take all reasonably practicable steps to ensure the safety of all non-company people, while on site.

This section sets out the procedures which need to be completed by a PCBU, to ensure compliance with the above Act and Standard. Remember that there is no point in having a contractor sign the Contractor's Acknowledgement if you are not going to then induct them correctly onto the site and regularly monitor and evaluate whether they have complied with the agreement that you have both signed.

### Contractor Prequalification

A key step in contractor management is to understand the health and safety competency of our contractors and ensure they have the required systems and capability to keep people safe.

Contractors must complete the Contractor's Acknowledgement document on Page 4.2 before commencing work. They must provide a copy of their own health and safety policy.

When selecting contractors, their Health and Safety practices should be considered, as well as their ability, experience, qualifications, training, work history, costs, etc.

Past Health and Safety performance-based statistics used for assessment might include looking at past three years for the number of safety or environmental violations, lost-time injuries etc.

### Contractor Minimum Requirements

Minimum Standards are an agreement between This Business and our contractors, outlining the expectations and the minimum standards we will accept from contractors. This will include adherence to legislative requirements and our health and safety systems and other procedures.

We will use the Contractors Acknowledgement process to ensure the Contractor meets our standards.

## Contractor Acknowledgement

Prior to the commencement of any project on a company site this form must be completed, signed and the criteria as stated below must be met. I/we will abide by and follow any health and safety management initiatives implemented whilst working on the site.

When working on another site (e.g., contract work), the Contractor/Sub-Contractor must be inducted to that site by the site Manager/Controller, so that they are made aware of any specific site risks.

Site			
1.	Submission of your health and safety policy (reviewed and updated within 2 years) and/or any further relevant documentation showing risk controls, task analysis, licences, certificates, etc. required.		
2.	The contractor will participate in the induction process of the site and be made aware of the risks of the site, emergency procedures and the personal protective equipment staff are required to wear.		
3.	Submission of your pandemic policy and any supporting documentation regarding working at the pandemic level that you may be under.		
4.	Any sub-contractors (or subsequent sub-contractor's workers) contracted to you have provided the appropriate documentation (as per point 1) and are to be inducted and will comply with the conditions noted in this document.		
5.	Any plant/equipment that you bring onto site will meet safety and compliance requirements, be correctly maintained, and be suitable for the purpose it is to be used for and may be inspected upon request.		
6.	The contractor understands their obligations under the Health and Safety at Work Act (2015) and will comply with their duties under the Act.		
7.	Prior to commencement of work, the contractor will advise of any risks which may be created during the contract (Task Analysis and Risk Assessment Controls). If unexpected risks are created, the appropriate person will be informed immediately, so immediate actions can be taken, and documentation amended.		
8.	The contractor will not undertake any tasks or duties that will adversely affect the safety of themselves or others, and work may be suspended if it cannot be shown that all reasonably practicable steps are being taken.		
9.	The contractor's health and safety performance will be audited periodically during the contract using the review form on page 5.6		
10.	The contractor will monitor, audit and report on Health and Safety issues relevant to the work involved and on Environmental Matters specifically. This will be provided to a designated person every week.		
11.	The contractor understands their obligations to report any serious incidents involving themselves or their subcontractors to WorkSafe NZ as well as the designated contact.		
12.	The contractor will report immediately if any incidents occur and will cooperate with all requirements for them, during any investigation.		
13.	The contractor will advise of any other emergency procedures identified and will comply with any existing site requirements.		
14.	The contractor may be required to provide a "Task Analysis" or "Job Safety Analysis" for all jobs they are going to carry out, as requested, and the contractor will adhere to them.		
15.	The contract is for the period of the job to be done, commencing from the date the acknowledgement is signed unless stated otherwise. Or for the term of the contract of working on external sites.		
16.	The contractor will ensure any subcontractor they use will comply with all requirements in this acknowledgement and will have undergone their own induction/acknowledgement process.		
<b>Contractor</b>		<b>Company</b>	
<b>Name</b>		<b>Name</b>	
<b>Date</b>		<b>Date</b>	
<b>Signed</b>		<b>Signed</b>	

# Beaumont Electrical

## 5. Workplace Induction & Training

# Workplace Induction & Training

## Workplace Inductions

Whenever a person first begins working at this site, whether they be a new employee, an existing employee transferring to this site, a temporary person employed via an agency or a person working on the site as a specialist contract employee (long or fixed term), they must all be informed of the special nature of the site and of the function within the business.

This section does not apply to those people who are working on site as part of their business skills e.g., a plumber making repairs in a bathroom. This is covered in the section entitled "Contractors".

Any worker beginning at This Business must be fit to work.

This task should generally be carried out by a current staff member to whom the new person would report to or work alongside. The HSWA requires that the PCBU ensures that all reasonably practicable steps are taken, to advise employees of any risks that exist or may be created in the workplace during normal work activities, plus any special actions that must be taken in the event of an emergency.

The Inducting New Employees form must be used on every occasion a person begins work at this site for the first time.

## Workplace Training

Effective training is a crucial component of any successful business and part of that effectiveness is recording that training. These records, when fully implemented, cover the requirements of the HSWA.

A training needs analysis should be completed when an employee begins work with This Business and this should be reassessed on an annual basis.

There are two types of training that should be recorded by any PCBU. The first is that of job competency, the other is of training that is associated with an employee's role but may not directly be part of their daily work.

A worker who does not have the relevant knowledge and experience or licence for a role must be supervised by a licenced person whilst work is undertaken.

### External Training

#### External Specific Training

This is training for specialised job-related tasks, requiring certification, licences etc. This training cannot usually be done internally e.g., Height and harness training, forklift, etc.

#### External General Training

These are the records of training undertaken by staff members that, while not directly influencing the ability of the staff member to do their job, may in part be a requirement of the role e.g., Site Safe Building Construction Passport, Working at Heights, Health and Safety Representative or Workplace First Aid.

We recommend the use of the Training Renewals/Reviews form to record the training certification dates for each worker and each qualification. We also suggest adding these reminder dates to an online calendar or app, with an email alert to ensure this training does not lapse. All training records are to be assessed during each site inspection; this process guarantees all training remains current.

*Competence is the ability to apply knowledge and skills to achieve intended results.*

## Inducting New Employees

The checklist below is a requirement for the induction of all new employees or existing employees transferring to this site. This is to ensure that all new employees are made aware of any risks they may incur, training that may be required and other information requested before starting in their new position. The employee is not to start work until the checklist has been completed, ticked off and signed by the trainer and employee. Training is to be done by the appropriate supervisor or appointed person.

In the case of working on another site (e.g., contract work), the employee must be inducted to the site they are working on, to be made aware of specific risks by the Site Manager/Controller.

Site		
Checklist	Tick	
A guided tour of the site has been given and introductions to area supervisors and relevant other staff members i.e., the person(s) who will be training them.		
All areas that the employee is required to work in or go to have been identified and all no-go areas have been explained. This includes toilets, lunchroom, and any other area that the employee may be required to use.		
The employee has read the health and safety systems risks relevant to their area and has had the risk identification process explained, and the actions to take.		
Emergency procedures have been shown to the new employee, including the assembly point location. They are aware of their potential role in emergency preparedness and response processes.		
The Drug and Alcohol Policy has been explained to the employee.		
The employee has been made aware of any relevant legislation they need to follow in their position (including Codes of Practice, Acts and Regulations).		
All personal protective equipment (PPE) required to perform the job has been provided and an explanation has been given on when and where it must be worn. Also, how and/or where to get more or replacement PPE as required.		
Incident and Injury reporting has been explained, and the names of first aid trained staff have been given.		
The employee has been made aware of the work injury claims process and rehabilitation responsibilities and procedures.		
The safety meetings process and frequency has been explained and the employee has been introduced to the relevant site safety representatives.		
It has been explained that if they have any health and safety concerns, they can discuss it with either their supervisor or safety representatives.		
Arrangements have been made to provide training for the staff member, until such a time that the trainer is confident that the employee can perform the task in a safe and competent manner.		
The employee has read the policy statement and has been made aware of the PCBU and employee responsibilities.		
The Employee has provided any certificates, licences etc. pertinent to the job he/she is required to do, and these have been added to training renewals/reviews (page 7.2).		
The Employee has been added to the training chart (page 7.4) and will be reviewed and updated as required.		

I have received training in the above areas and have a clear understanding of the points noted.

<b>Employee</b>		<b>Trainer</b>	
<b>Date</b>		<b>Date</b>	
<b>Signed</b>		<b>Signed</b>	



# Beaumont Electrical

## 6. Site Inspections

## Inspections

When working on other's sites, an inspection is to be done prior to commencement of the contract, and then completed weekly.

Operating equipment must be inspected prior to use. Please include the pre-use inspection requirements for equipment (mechanical, powered, or portable machinery and equipment).

All non-compliance items identified during the inspection of equipment/machinery must be rectified. Defective or damaged operating equipment and/or machinery shall be removed and/or tagged, quarantined, and sent out for repair or destroyed.





# Beaumont Electrical

## 7. Risks & Controls

# Risk Identification, Assessment and Management

An occupational health and safety risk (or hazard) is a combination of the likelihood of occurrence of a work-related hazardous event or exposure(s) and the severity of injury and ill health that can be caused by the event or exposures.

An occupational Health and Safety opportunity is a (set of) circumstance(s) which can lead to improvement of OHS performance.

This Business is committed to the identifying, understanding, and controlling risks in the workplace, including the active management of any existing risks and risks associated with any new or modified equipment, materials, or work processes. This is to be done with the aid of relevant/affected staff, management, suppliers of equipment and contractors (where applicable).

Where specialist advice is necessary, they will be contacted to aid in the process (e.g., noise level monitoring, hazardous substance management). With the aid of these relevant people, significant risks are to be controlled and the process to either Eliminate or Minimise the risk is to be actioned.

The Risk Management Process:

1. The top section of the Risk ID form on Page 7.2 is to be completed by whomever first identifies the risk. Fill in the Name, Location and Description of the risk and your Recommendation on what needs to be done (if any), and your Name, Signature and Date.
2. Either give the form to the Health and Safety Representative or put in This Business's designated place for completed Risk ID forms. If you consider this to be potentially serious, discuss with your H&S Rep., Manager or PCBU immediately, to determine if immediate action is required.
3. The H&S Rep. and/or Manager then investigate the Risk, first assessing the Initial Risk Rating and adding this to the original Risk ID form. The Risk Rating is calculated by considering the likelihood of the incident occurring again and the potential consequences, as illustrated by the formula on page 7.3
4. A meeting is required with appropriate staff in attendance, for this Risk ID:
  - o An action plan is to be made and added to the Risk ID form, outlining what will be done, by when and by whom. This section is signed off and dated by each person as each action point is complete.
  - o Discuss whether this risk shows that new or increased Health Monitoring is required.
  - o The meeting also needs to assess whether the issue and any machinery/process changes must be added to the Risk Register. Or any new ones.
  - o The Residual Risk Rating is assessed once any changes have been made, and this new rating is added to the register.
  - o Signed and dated by the Senior Manager at the meeting, approving the action plan.
5. From then until the Risk has been addressed and any permanent changes made, progress on this risk is to be discussed at each staff meeting. And the action points signed off as done.
6. The Risk Management Process for this Risk ID form is only complete when the bottom section Risk Management Process Complete has been signed off by a Senior Manager/PCBU.
7. All Risks are to be reviewed annually.

## Initial and Residual Risk Ratings

**Initial Risk Rating** Assessed on first identifying a risk/change to a risk

**Residual Risk Rating** Assessed after the controls have been applied

The aim is to reduce the risk rating with this process however we must always consider the unexpected. For example, with a Traffic Management control, we initially rate it at Extreme, then this reduces to Moderate after controls have been put into place. This is because we need to allow for uncontrollable events in traffic management situations e.g. drunk driver, so cannot rate it as Low.

### Disclaimer

*While all professional care has been taken in the preparation and production of this Risk Register, Industry Standards are continually changing, and Risk Controls used in your industry may alter over time.*



# Understand the Risk Rating

## Significance of the Risk

The Consequences of a potential risk are rated from Negligible to Severe.

The Likelihood of a potential risk occurring is rated from Rare to Almost Certain.

Consequences	How severely could someone be hurt?	Likelihood	How likely are the consequences?
Severe	Death or permanent disability	Almost Certain	High Probability of an incident
Significant	Serious injury, hospital treatment required	Likely	Likely Probability of an Incident
Moderate	Injury requiring medical treatment and some lost time	Possible	Possible Probability of an Incident
Minor	Minor injury, first aid only required	Unlikely	Unlikely Probability of an Incident
Negligible	Unlikely to result in an injury	Rare	Rare Probability of an Incident

## Risk Rating Matrix

The Risk Factor is calculated by considering the Likelihood of the incident occurring and the Consequences of the possible resulting injury. For example, if something is Likely to happen and the Consequences are considered to be Moderate, then the Risk Factor is High.

Likelihood/Consequences	Negligible	Minor	Moderate	Significant	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

## Actions Required

Once the significance of the risk and the appropriate controls have been assessed, the level of required action can be ascertained. This ranges from Extreme (immediate action required) to Low (action within a reasonable timeframe).

Risk Factor	Required Action
Extreme	<b>Immediate action needed.</b> Access to the risk should be restricted until the risk can be lowered to an acceptable level. Short term action may be required, to lower the risk level. Medium and long-term plans are to control the risk to as low-risk as reasonably practicable, using the Hierarchy of Controls.
High	Action needed quickly (within 1-2 days). The task should not proceed unless the risk is assessed, and control options selected, based on the Hierarchy of Controls.
Moderate	Action required this week to eliminate or minimise the risk, using the Hierarchy of Controls.
Low	Action required within a reasonable timeframe (2-4 weeks) to eliminate or minimise the risk, using the Hierarchy of Controls.

### **Initial Risk Rating**

*Assessed on first identifying a risk/change to a risk*

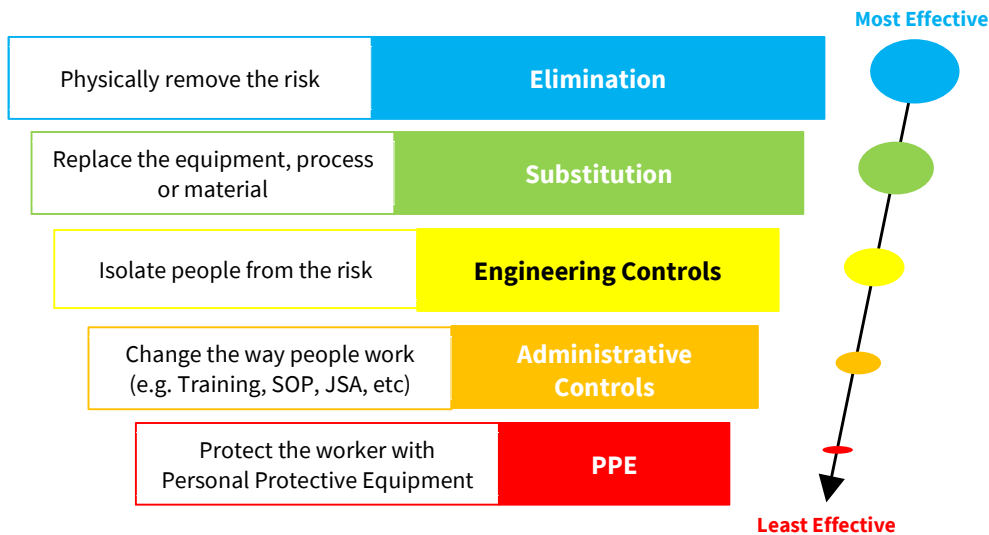
### **Residual Risk Rating**

*Assessed after the controls have been applied*

## Controlling the Risk

The hierarchy of controls ranges from the most effective Elimination (removing the risk), through Substitution (replacing the risk), Engineering Controls (isolating people), Administrative Controls (changing work habits), to PPE.

### Hierarchy of Controls



## Monitoring the Control Measures

Control measures should remain effective, be fit-for-purpose, be suitable for the nature and duration of the work and be implemented by workers correctly. Monitoring the performance of control measures will show you if your control measures are working effectively.

You should: – implement the appropriate means for workers to report incidents, near misses, or health and safety concerns – encourage appropriate reporting – avoid processes that may encourage under-reporting.

You must monitor workplace conditions and worker health so far as is reasonably practicable.

Monitoring can show you if your control measures are working effectively to reduce worker exposure: – Exposure monitoring can be used to find out if workers are potentially being exposed to a hazard at harmful levels. – Health monitoring is a way to check if the health of workers is being harmed from exposure to hazards while carrying out work and aims to detect early signs of ill-health or disease.

Seek the views of your workers and their representatives when making decisions about procedures for monitoring.

The findings of the monitoring are used in the following 'ACT' step to ensure the control measures in place are continually improved.

### Act: Take Action on Lessons Learnt

You must regularly review the effectiveness of your control measures at scheduled times. All policies, processes and systems need a regular review date and review/audit process to check they are followed and are still fit-for-purpose.

Investigate incidents and near misses to identify causes and what needs to change to prevent them from reoccurring.

Talk to your workers regularly to check if the control measures are effectively eliminating/minimising work risks.

Use the results of your ongoing worker conversations, reviews/audits, investigations, and workplace/worker health monitoring to help you to continually improve the effectiveness of the control measures.

# Beaumont Electrical

## Significant Risk Register

### *General & Electrician Risks*

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<b>1 Contractors, Subcontractors</b>			
<b>Controlling the Risk:</b>		<b>Engineering</b>	<b>Administrative</b>
<ul style="list-style-type: none"> <li>All contractors are to be inducted and made aware of the risks on the site.</li> <li>Ensure all contractors are inducted with the appropriate forms from section 5 of this policy.</li> <li>Stay away from contractor's work areas and equipment.</li> <li>Do not alter or interfere with any work done by a contractor.</li> <li>Do not assist a contractor in their work unless it is part of your job description and you're trained to.</li> </ul>			
<b>Initial Risk:</b>	<b>High</b>	<b>Residual Risk:</b>	<b>Moderate</b>
<b>2 Drilling or Penetrating Existing Areas</b>			
<b>Controlling the Risk:</b>		<b>Elimination</b>	<b>Administrative</b>
<ul style="list-style-type: none"> <li>Drilling or penetrating areas which contain or may contain energised electrical conductors is considered "working near". Such work requires extreme caution and good planning.</li> <li>Drills or penetrating equipment must be earthed, so that accidental contact with an unexpected energized electrical conductor will be cleared quickly by the circuit protective device.</li> <li>Double insulated equipment should not be counted on to provide protection when accidental contact is made with energized circuits.</li> <li>A drill bit stop should be used to limit the distance of any penetration.</li> <li>Enclosures, cableways/trunking/tray, compartments, walls, ceilings, floors, or underground areas where energized electrical conductors are or may be hidden from direct view must be thoroughly investigated, before penetrating them.</li> </ul> <p>Note: the above practice is extremely unsafe due to the risk it would create. The drill is designed to carry the fault current of the supply to the appliance not the fault current of any live conductors the drill encounters. Earthing is also impractical if using battery powered or double insulated equipment.</p> <p>We must focus on the suitability of equipment selected for the task and include any arc flash protection the operator may need in this situation.</p>			
<b>Initial Risk:</b>	<b>Extreme</b>	<b>Residual Risk:</b>	<b>Very High</b>
<b>3 Electrical Work (General)</b>			
<b>Controlling the Risk:</b>		<b>Elimination</b>	<b>Administrative</b>
<ul style="list-style-type: none"> <li>Never do any electrical work you are not qualified/certified to do. Any licence must be current.</li> <li>Any worker undergoing training must be adequately supervised.</li> <li>Follow all approved work procedures.</li> <li>Do not take short cuts. Shut down, lock, and tag out machinery if there is any chance you could be harmed.</li> <li>No electrical work is to be undertaken until the worker is trained in the safe use of the equipment and the required PPE is worn correctly.</li> <li>If in doubt, ask your supervisor to test and ensure the equipment is deenergised. Never assume wiring etc. is not live.</li> <li>Prior to carrying out electrical work, all equipment and PPE must be inspected and approved for use.</li> <li>Any electrical incident resulting in serious harm MUST be reported to WorkSafe.</li> </ul>			
<b>Initial Risk:</b>	<b>High</b>	<b>Residual Risk:</b>	<b>Low</b>
<b>4 Eye Damage</b>			
<b>Controlling the Risk:</b>			<b>PPE</b>
<ul style="list-style-type: none"> <li>Wear safety glasses when using machinery, equipment or if you are engaged in a process where something could encounter your eyes.</li> <li>If dust is a problem, then wear eye protection.</li> </ul>			
<b>Initial Risk:</b>	<b>Moderate</b>	<b>Residual Risk:</b>	<b>Low</b>

<b>5 Foot Injuries</b>			
<b>Controlling the Risk:</b>			<b>PPE</b>
<ul style="list-style-type: none"> <li>You must wear the appropriate safety footwear when on site, or if required on any site you visit.</li> <li>This includes contractors or visitors, where applicable.</li> </ul>			
<b>Initial Risk:</b>	<b>Moderate</b>	<b>Residual Risk:</b>	<b>Low</b>
<b>6 Handheld Power Tools</b>			
<b>Controlling the Risk:</b>		<b>Engineering</b>	<b>Administrative</b>
<ul style="list-style-type: none"> <li>Ensure that all material is properly restrained.</li> <li>Do not lock the trigger switch on unless you have a second handle on the drill.</li> <li>Wear hearing and eye protection.</li> <li>Use an RCD with electric drills.</li> <li>Keep hands clear of the drill bit when in operation.</li> <li>Do not put too much pressure on the drill to avoid snapping the drill bit.</li> </ul>			
<b>Initial Risk:</b>	<b>Moderate</b>	<b>Residual Risk:</b>	<b>Low</b>
<b>7 Ladders</b>			
<b>Controlling the Risk:</b>		<b>Substitution</b>	<b>Administrative</b>
<ul style="list-style-type: none"> <li>Only use ladders as they are designed to be used. Unless the ladder has a platform and handrails on it or similar and is designed specifically to be worked off for periods of time ladders are to be used for access and egress only.</li> <li>All ladders shall be set up on a firm level surface unless a secure method is used to ensure an even distribution of weight between the stiles. In the case of a step ladder, this includes the back frame.</li> <li>All "A-frame" ladders must lock across the two uprights.</li> <li>Ladders, unless specifically designed, are only to be used for access to an area, not for working off.</li> <li>Only industrial approved ladders are permitted to be used on site - NZS 5233:1986 or NZS 3609:1978.</li> <li>Ensure the feet of the ladder are placed on clear, level ground and positioned so it can't slip or topple.</li> <li>Leaning ladders should always be approximately 1/4 of the height of the ladder away from the wall.</li> <li>Never climb any ladder unless you feel completely safe doing so.</li> <li>Leaning ladders must be tied and secured at the top if the operator is working above three metres.</li> <li>When engaging in electrical work non-conducting ladders must be used.</li> <li>Before using any ladder, ask yourself:             <ul style="list-style-type: none"> <li>Is using a ladder the safest and best work method for the job?</li> <li>Is the ladder in good condition and suitable for the type and height of work?</li> </ul> </li> <li>While using a ladder:             <ul style="list-style-type: none"> <li>Do not carry a load that will prevent both hands from being able to hold or grab the rungs.</li> <li>Do not over-reach — the waist should always remain within the confines of the stiles.</li> <li>Unless there is a secure handhold, do not stand on a rung/step closer than 0.9 metres from the top.</li> <li>Always ensure all loose tools or other items are removed from steps/rungs before moving ladder.</li> <li>Where the ladder encroaches onto a passage/roadway, place cones or barricades around the base.</li> </ul> </li> <li>Ladders shall be withdrawn from service immediately on suspicion of any structural damage such as:             <ul style="list-style-type: none"> <li>Bent or twisted stiles;</li> <li>Loose, bent, worn, or split rungs or steps;</li> <li>Loose, bent or disconnected braces between steps and stiles or back frame;</li> <li>Damaged or missing locking bars;</li> <li>Missing rivets or non-slip feet.</li> </ul> </li> </ul>			
<b>Initial Risk:</b>	<b>High</b>	<b>Residual Risk:</b>	<b>Moderate</b>

<b>8 Manual Handling</b>						
<b>Controlling the Risk:</b>				<b>Elimination</b>	<b>Administrative</b>	
<ul style="list-style-type: none"> <li>Lift by keeping your back straight and bending your knees, reduce twisting from side to side.</li> <li>Do not lift anything that is too heavy for you and could cause you an injury.</li> <li>If something is too heavy use a mechanical lifting device if available or ask for assistance.</li> </ul>						
<b>Initial Risk:</b>	<b>Moderate</b>			<b>Residual Risk:</b>	<b>Low</b>	
<b>9 Noise</b>						
<b>Controlling the Risk:</b>		<b>Elimination</b>	<b>Substitution</b>	<b>Engineering</b>	<b>Administrative</b>	<b>PPE</b>
<ul style="list-style-type: none"> <li>Loud and/or long term moderate noise can cause hearing loss.</li> <li>As a guide, if you cannot hold a conversation at normal levels with someone 600mm away you should be wearing hearing protection.</li> <li>If after using hearing protection you can still hear a lot of noise, you should wear a higher rated grade.</li> <li>Avoid exposure to excessive noise whenever possible, otherwise wear hearing protection.</li> <li>Consider others around you, if you are going to be creating loud noise, isolate people from this if possible.</li> </ul>						
<b>Initial Risk:</b>	<b>High</b>			<b>Residual Risk:</b>	<b>Low</b>	
<b>10 Power Leads and Testing of Leads and Electrical Equipment</b>						
<b>Controlling the Risk:</b>			<b>Elimination</b>	<b>Substitution</b>	<b>Engineering</b>	<b>Administrative</b>
<ul style="list-style-type: none"> <li>Ensure that all power leads are in good condition, without nicks or exposed wires.</li> <li>Faulty leads must be tagged out and repaired by a qualified person.</li> <li>Always use an RCD if the main power supply does not have an RCD or isolation switch built into it.</li> <li>Avoid trailing power leads across the floor of the working area, where they may create a trip risk.</li> </ul> <p>A quick guide to electrical testing</p> <ul style="list-style-type: none"> <li>Leads in workshop, factory environments etc. are to be tested 6-monthly.</li> <li>Leads in office environments are to be tested every two years.</li> <li>Electric leads, tools and equipment used on construction sites or similar must be checked before use and tagged every 3 months. As per AS/NZS 3760.</li> <li>All electric leads, tools and equipment must be checked as per AS/NZS 3760.</li> </ul> <p>Also see page "9.3 Electrical Testing Requirements" chart.</p> <p>For more information refer to <a href="https://worksafe.govt.nz/topic-and-industry/electricity/testing-and-tagging-electrical-appliances/">https://worksafe.govt.nz/topic-and-industry/electricity/testing-and-tagging-electrical-appliances/</a></p>						
<b>Initial Risk:</b>	<b>High</b>			<b>Residual Risk:</b>	<b>Low</b>	
<b>11 Pulling Cable</b>						
<b>Controlling the Risk:</b>				<b>Engineering</b>	<b>Administrative</b>	
<ul style="list-style-type: none"> <li>Ensure the cable route is free from any possible chaffing or mechanical damage.</li> <li>Cable drums should be set up in an area that will not interfere with other site personnel.</li> <li>A purpose-built cable roller should be used.</li> <li>Ensure there will be no area that can chafe or "burn" other cables.</li> </ul>						
<b>Initial Risk:</b>	<b>Moderate</b>			<b>Residual Risk:</b>	<b>Low</b>	



<b>14 Solvents Chemicals, Sprays, Paints, Poisons</b>				
<b>Controlling the Risk:</b>	<b>Substitution</b>	<b>Engineering</b>	<b>Administrative</b>	<b>PPE</b>
<ul style="list-style-type: none"> <li>All chemicals etc. must be kept in correctly marked, well-sealed containers.</li> <li>If you find Chemicals, Poisons, Paints, Sprays or Solvents in your work area inform the site supervisor and have them removed.</li> <li>If you need to use Chemicals, Poisons, Paints, Sprays or Solvents:                             <ul style="list-style-type: none"> <li>Wear the appropriate safety protective clothing, masks etc. as recommended by labelling on the product and on the information provided.</li> <li>Have Safety Data Sheets (SDS) available at all times.</li> <li>Ensure that there is sufficient ventilation and no ignition points.</li> <li>If you interact with a substance you don't recognise, inform your supervisor immediately.</li> <li>Do not allow oils, chemicals, and fuels to run away into drains or waterways.</li> <li>Chemicals are to be stored as per HAZNO regulations.</li> </ul> </li> </ul> <p>For chemical spill information &amp; procedures, refer to Chemical Emergency Response in Emergency Procedures section of the policy.</p>				
<b>Initial Risk:</b>	<b>High</b>		<b>Residual Risk:</b>	<b>Moderate</b>
<b>15 Training</b>				
<b>Controlling the Risk:</b>				<b>Administrative</b>
<ul style="list-style-type: none"> <li>Do not do any task that you are not trained or authorised to do.</li> <li>If you are asked to do a task or use a piece of equipment that you are not familiar with, inform your supervisor and get training before usage.</li> <li>Do not be shy to ask for training, or if you are unsure about something ask your supervisor or a colleague.</li> <li>It is better to ask and get training than pretend you know how to do a task and end up injured.</li> </ul>				
<b>Initial Risk:</b>	<b>Extreme</b>		<b>Residual Risk:</b>	<b>Low</b>
<b>16 Working During a Pandemic</b>				
<b>Controlling the Risk:</b>	<b>Elimination</b>	<b>Substitution</b>	<b>Engineering</b>	<b>Administrative</b>
<p>Dependent on the level of the pandemic, only certain industries may be permitted to continue to operate. Refer to <a href="https://www.health.govt.nz/">https://www.health.govt.nz/</a> If you are operating during a pandemic the following will apply.</p> <ul style="list-style-type: none"> <li>All additional PPE required to do any tasks in the workplace safely during a pandemic is to be provided to staff e.g. masks, gloves. This is in addition to any task-specific PPE.</li> <li>Hand sanitiser or disinfectant soap is to be made available and to be used by all staff.</li> <li>All staff are to maintain social distancing where required and follow any other pandemic-specific rules, to eliminate or minimise spread.</li> <li>If you feel sick - contact your supervisor via email or phone and do not go in to work.</li> <li>If you suspect you may have an infectious disease - contact your supervisor and doctor to get tested and if your test results come back positive inform your supervisor immediately, as others will have to be tested.</li> <li>An SOP, or inclusion in JSAs or similar are to be created and accessible to all staff to include rules regarding behaviours, controls and PPE required while a pandemic is a risk in the workplace.</li> </ul> <p>For further information and resources refer to the Pandemic Section in Emergency Procedures.</p>				
<b>Initial Risk:</b>	<b>High</b>		<b>Residual Risk:</b>	<b>Moderate</b>