



# HEALTH AND SAFETY POLICY / MANAGEMENT SYSTEM

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## Health and Safety Policy

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I believe that the safety and well-being of all people at our workplaces is a matter of prime concern and I commit this Company to a policy of:

1. Providing a safe work place so that no person on or adjacent to any of our work places is harmed by any cause arising from our work.
2. Identifying, monitoring and controlling hazards.
3. Site Specific Safety plans for each project including emergency evacuation plans.
4. Keeping employees and subcontractors and visitors to our workplaces informed on matters related to their health and safety.
5. Co-operating with, and involving subcontractors and employees in health and safety management.
6. Providing effective guidance, training and supervision for management and staff whenever this is appropriate.
7. Complying with relevant legislation, regulations, codes of practice and safe operating procedures.
8. The individual, and personal responsibility of each and every person employed or contracted by the company to co-operate in order to achieve a safe, healthy workplace, and in particular to:
  - Co-operate with the Company to initiate and practice safe, healthy work habits.
  - Take action to correct or report any discrepancy or risk which may be a safety or health hazard; and
  - Take all practicable steps to ensure that no action, or inaction of theirs causes harm to themselves or any other person.

I shall seek improved methods, personal training and work continuously to make every reasonable effort to eliminate harm to people through accidents and ill health in our workplaces, and expect every person in our workplaces to actively participate with me in achieving this aim.

This policy was written and will be reviewed in consultation with staff and subcontractors and is effective from the date of signature below.

**Barry Wehi,**

A handwritten signature in black ink, appearing to read "Barry Wehi", written over a faint rectangular box.

**Managing Director**

July 2017

## Early Return to Work Policy

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Lime Scaffold Ltd has responsibility to ensure that where an employee is absent from work due to an injury or illness, when appropriate the company will:

- Commence a return to work programme as soon as possible, this may include modified or alternative duties.
- Consult with the employee in the development of alternative or modified duties.
- Consult with the appropriate medical professional in the development of early return to work program.
- Where the incapacity is work related, consultation to be made to ACC.
- Ensure that employees are monitored against the program for effectiveness and alter if necessary.
- Undertake an assessment of Employee's ability to return to work and suitable duties.



**Barry Wehi,**

July 2017

**Managing Director**



## **DRUG & ALCOHOL POLICY**

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### **Purpose**

The purpose of this policy is to:

- Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.
- Ensure that the staff and contractors at Lime Scaffold Ltd can work in an environment free of alcohol and drug use or abuse.
- Outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- Provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.

### **Scope**

This policy applies, at the workplace, to all staff members of Lime Scaffold Ltd (referred as the "Company") and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

- All individuals working at Lime Scaffold Ltd are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the wellbeing of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. The Company therefore wants to emphasise that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.
- The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of vehicles, site sheds, toolkits, desks, packages, etc. which are on Company / Client property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

### **Roles & responsibilities**

It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a supervisor who will remove any staff member who is suspected of breaching this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Here is some guidance on how to administer this policy; however, not every situation can be predicted.

- If a staff member, visitor or contractor arrives at the workplace, (on company property) and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and remove him/her from the work environment.
- Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.
- Staff who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.
- If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their Supervisor or Manager.
- In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any staff member, co-worker, contractor or supervisor not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

### **Disciplinary Procedure**

The disciplinary procedure will follow a three step progression:

1. Instant Dismissal or
2. Warning with 1 week suspension
3. Warning with 2 weeks suspension
4. Termination

# 1.0 Employer Commitment to Safety Management

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## **1.1 Policy Document**

The health and safety policy document is held on the following sites:

- Main Office, 41 Coleridge St, Sydenham, Christchurch
- All construction sites

## **1.2 Policy Review / Authorisation**

The health and safety policy is reviewed annually by senior management. The policy is signed by the Managing Director.

## **1.3 Management Commitment**

The policy discusses management commitment to Health and Safety standards.

## **1.4 Management Responsibilities**

The follow details management responsibilities for our work sites:

1. Implement and review health and safety policies and procedures.
2. Reporting on health and safety performance alongside regular reporting on other business activities, always ensuring an individual's privacy is protected.
3. Systematically identifying and regularly assessing existing hazards in the workplace, and controlling significant hazards.
4. Maintaining a record and investigating all events.
5. Ensuring employees are trained to do their work or supervised by a person who can keep them from harm while at work.
6. Ensuring that where required, all employees are adequately trained in the safe use of protective clothing and equipment.
7. Informing employees of emergency procedures, hazards in the workplace, location of any safety clothing, devices, equipment and materials.
8. Quarterly tagging of all plant and equipment. As well as scheduled maintenance on all plant.
9. Providing safety information.

## **1.5 Staff Responsibilities**

All staff have the responsibility to ensure the following:

1. - Observing all safe work procedures and instructions.
2. - Ensuring their own health and safety and that of others.
3. - Reporting any hazards or potential hazards immediately.
4. - Using protective equipment and wearing protective clothing provided.
5. - Making unsafe work situations safe or, if they cannot, informing their supervisor or manager.
6. - Ensuring that all events are promptly reported to their manager.
7. - Participate in training and apply learning.

## **1.6 Employee Involvement**

The safety policy includes a statement of support for employee involvement.



### **1.7 Incident Reporting**

The policy includes a specific statement of incident reporting, this is included in management reviews.

### **1.8 Continuous Improvement**

Safety policies are reviewed by management on a regular basis.

We also have an external audit process in which our sites are audited on a regular basis.

### **1.9 Management Health and Safety Training / Information**

All managers are given the opportunity to either attend Health and Safety training or attend conferences that have a Health and Safety element, records are held in training files.

### **1.10 Safe and Early Return to Work**

The company has a safe and early return to work program and will be put in place when required.

All managers are given information regarding return to work as required.

## **2.0 Health and Safety Planning and Review**

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### **2.1 Health and Safety Management Meetings – 3 monthly**

The Health and Safety Management Meeting is conducted to review the items outlined below;

#### **Agenda Items**

- Matters from last meeting
- Corrective actions
- Accidents / Incidents
- Hazards.
- Training
- Safety Objectives
- Contractor Safety
- Safety improvement opportunities

### **2.2 Health and Safety Review**

The Health and Safety policy and objectives are reviewed by senior management annually.

### **2.3 Health and Safety Objectives**

Health and Safety Objectives are set on an annual basis by management; this includes review of the following:

- Hazard management
- Contractor Management
- Incidents and injuries
- Previous objectives from last review

### **2.4 Hazard Management Review**

Hazard management effectiveness is reviewed at the above objectives meeting.

### **2.5 Health and Safety Information**

Management are able to ensure that they are kept up to date with safety information relating to hazards via the following:

- WorkSafe NZ
- Site Safe NZ
- SARNZ
- Suppliers
- Principals / clients
- External Safety Consultant

### **2.6 Annual Review**

An annual Health and Safety review is to be completed; this process includes our external safety consultant and a member of the company.

## **3.0 Hazard Identification, Assessment and Management**

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### **3.1 Identifying Workplace Hazards**

Site hazards are identified using the following processes

#### **Weekly Site Safety Checklist**

The Project Managers or a designated staff member is to use the safety audit checklist on a weekly basis to help check safety standards on site.

#### **Hazard / Risk Register**

The hazard register is reviewed on an annual basis or updated when new hazards have been identified.

#### **Hazard Report Form**

The Hazard Report Form is held on site and used to identify and report hazards.

### **3.2 Assessing Significant Hazards**

#### **Definition of Significant Hazard:**

A significant hazard means a hazard that is an actual potential cause or source of:

- 1 Serious Harm; or
- 2 Harm (being more than trivial) the severity of whose effects on any persons depend (entirely or amount other things) on the extent or the frequency of the persons exposure to the hazard; or
- 3 Harm that does not usually occur, or usually is not easily detectable, until a significant time after the exposure to the hazard.

### **3.3 Controlling Hazards**

Refer to the hierarchy of control diagram below.

Hazard controls are identified in the hazards register.

### **Personal Protective Equipment and Clothing**

All staff have access to personal protective clothing and equipment required for the job.

All contractors and staff are to wear hi vis and safety footwear when on construction sites and must have the appropriate equipment such as hard hats, eye wear and hearing protection when required.

### **3.4 Hazard Identification Training**

All employees are trained on the hierarchy of control and the step back 5 x 5 process during staff meetings and or Site Safe Training courses.

Records are held on file

### **3.5 Specialist Advice**

The Company will obtain expert advice when required; this will include areas such as:

- Drug and Alcohol Testing
- Health Monitoring and Assessments

### **3.6 Hazard Information**

Information on hazards is available through our Information system, WorkSafe NZ, Health and Safety Coordinator, and Industry Organisations.

A library of WorkSafe NZ Codes of Practice, Material Safety Data Sheets, and other Health and Safety related information is to be maintained.

### **3.7 Hazard Identification on New or Modified Plant**

The hazard control plan form can be used to help assess controls required for new or modified plant.

The Company will obtain expert advice when intending to purchase or design equipment not used normally.

### **3.8 Employee Involvement**

All employees are given the opportunity to get involved in hazard identification via the following:

- Weekly Site Safety inspections
- Staff Toolbox Meetings

### **3.9 Employee Health Monitoring**

.When required, employees will be monitored for the effects specific to significant hazards that have been identified on site.

Health monitoring will be considered on an annual basis at the Health and Safety Objectives meeting.

The following are areas that may need health monitoring to take place:

<b>Hazard</b>	<b>Monitoring to be considered</b>
Noise	<ul style="list-style-type: none"> <li>• Noise level assessments on work sites</li> <li>• Staff base line hearing tests</li> <li>• Regular staff hearing assessments</li> </ul>
Dust	<ul style="list-style-type: none"> <li>• Dust site monitoring</li> <li>• Lung function test</li> </ul>
Sun Exposure	<ul style="list-style-type: none"> <li>• Skin cancer / mole checks</li> </ul>

A hazard review needs to be completed to assess if these hazards are significant and require ongoing monitoring.

Sub – optimal results will be discussed with the employee and preventative solutions will be discussed, alternative duties may be offered.

Results will be kept confidential between the employee and employer.

Post critical event and exit testing will be offered to employees when required, any findings will be reported back to the employees and added to the Hazard Register if required.

### **3.10 Pre-Employment Health Screening**

Pre-employment health screen is required for all new employees

### **3.11 Work Areas**

#### **Construction Sites**

All construction sites have a safety plan, all contractors are required to read and sign in on the plan when on site, specific safety rules such as requirements for use of PPE and hazards must be followed.

#### **Offices**

All visitors / Contractors will be briefed on the following:

- Site Amenities
- Emergency Procedures

## HIERARCHY OF CONTROL / RISK ASSESSMENT

Risk Assessment Matrix	Consider the likelihood of a hazardous event occurring				
	Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Catastrophic (e.g. fatal)	Moderate	Moderate	High	Critical	Critical
Major (e.g. permanent disability)	Low	Moderate	Moderate	High	Critical
Moderate (e.g. Hospitalisation/Short or Long term Disability)	Low	Moderate	Moderate	Moderate	High
Minor (e.g. first aid)	Very Low	Low	Moderate	Moderate	Moderate
Superficial (e.g. No Treatment Required)	Very Low	Very Low	Low	Low	Moderate

Consider the severity of injury/illness

### Hierarchy of controls

Most Effective ↓ ↓ ↓ Least Effective	<b>ELIMINATE:</b>	
	E1	<b>Eliminate the hazard</b> – remove it completely from your workplace <i>If this isn't reasonably practicable, then...</i>
	<b>MINIMISE:</b>	
	M2	<b>Substitute the hazard</b> – with a safer alternative <i>If this isn't reasonably practicable, then...</i>
	M3	<b>Isolate the hazard</b> – as much as possible away from the workers <i>If this isn't reasonably practicable, then...</i>
	M4	<b>Use engineering controls</b> – adapt tools or equipment to reduce the risk <i>If this isn't reasonably practicable, then...</i>
M5	<b>Use administrative controls</b> – change work practices and organisation <i>If this isn't reasonably practicable, then...</i>	
M6	<b>Use personal protective equipment (PPE)</b> – this is the last option after you have considered all the other options for your workplace	

## 4.0 Information Training and Supervision

### 4.1 Induction

#### Workplace Induction

Each employee is to receive a safety induction before starting work.

The induction will provide information appropriate to the employee's position and responsibilities and confirm that information has been provided and understood. This is to include the provision of key Health and Safety information.

Induction training is to be provided by the employee's Project Manager or the Safety Coordinator using the induction check sheet.

#### Employee Safety Booklet

Employee will be issued with a Safety Booklet outlining company requirements and expectations in Health and Safety.

### 4.2 Identification of training needs

Scheduled training is to be recorded by the safety management team. Additional non-scheduled training may need to be undertaken to ensure total company coverage, and this is to be reviewed annually at the Health and Safety objectives meeting by management.

Below are minimum training standards / qualifications required for each position:

Position	Minimum Training Required
Scaffolder Foreman	<ul style="list-style-type: none"> <li>• Certificate of Competence</li> <li>• US15757 – Fall Arrest</li> <li>• Site Safe Passport</li> <li>• First Aid</li> <li>• Heavy Trade Drivers Licence- Class 2</li> </ul>
Scaffolder Assistant	<ul style="list-style-type: none"> <li>• Site Safe Passport</li> <li>• US15757 – Fall Arrest</li> <li>• First Aid</li> </ul>
Labourer	<ul style="list-style-type: none"> <li>• Site Safe Passport</li> </ul>

### 4.3 Training Information

Staff training records are held on file and on personnel files.

A bring up process for re-occurring training is scheduled.

### Review of Training Methods and Trainers

All training undertaken is given by competent personnel and training providers. Feedback is given back through to the Health and Safety Coordinator regarding the effectiveness of the training.

### 4.4 Trainer Selection Criteria

Internal trainers within the company will have been selected from the following criteria:

- Deemed as competent in the role that they fulfil in the company, this is recorded in the training register at the annual training review
- Have completed external training and are experienced in the task.
- Have the ability to communicate well to others.

### 4.5 External Trainers

Any external trainers used are to be industry recognised trainers and or able to provide training under the NZ Unit Standards system.

External trainers used are:

- Site Safe
- Industry Training Organisations (ITO)

**4.6 Document Control**

All Health and Safety documents are identified and controlled by one of the following means.

- Date/ Title

The document revision record is used to record changes and updates to the safety management manual.

**4.7 Health and Safety Information**

Safety information is held either on site or in the office.

**4.8 Supervision / On the Job Training**

All staff will be supervised by an experienced and competent person

The following details to the supervision process for new staff or staff undergoing on-site training.

<b>Role</b>	<b>Supervision Required</b>
New Staff Member - Experienced	<ul style="list-style-type: none"> <li>• Supervised until competency assessment has been completed</li> </ul>
New Staff Member – No evidence of experience	<ul style="list-style-type: none"> <li>• Supervised until competency assessment has been completed</li> </ul>
New Staff Member – No experience	<ul style="list-style-type: none"> <li>• Paired up with experienced / competent staff member</li> <li>• Line of sight supervision</li> </ul>

All staff training records and competency is reviewed by supervisors and management on an annual basis.

## **5.0 Incident / Accident Reporting and Investigation**

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### **5.1 Incident Reporting**

All incidents and near misses, including motor vehicle incidents, are to be reported.

Incident forms are held and made available on sites for staff and contractors

Incident data is added to a central file for review.

### **5.2 Staff Incident Reporting**

All staff are given information regarding the incident reporting system via the safety induction process, this includes:

- Location of incident forms / Who to report to
- First aid locations / First Aid Personnel
- Details re Serious Harm incidents

### **5.3 Definition of Notifiable Events / Incidents,**

**Below is the definition of Notifiable Events from the Health and Safety at Work Act 2015**

#### **Section 23 Meaning of notifiable injury or illness**

(1) In this Act, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means—

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

(i) the amputation of any part of his or her body:

(ii) a serious head injury:

(iii) a serious eye injury:

(iv) a serious burn:

(v) the separation of his or her skin from an underlying tissue (such as de-gloving or scalping):

(vi) a spinal injury:

(vii) the loss of a bodily function:

(viii) serious lacerations:

(b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:

(c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:

(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—

(i) with micro-organisms; or

(ii) that involves providing treatment or care to a person; or

(iii) that involves contact with human blood or bodily substances; or

(iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or

(v) that involves handling or contact with fish or marine mammals:

#### **24 Meaning of notifiable incident**



(1) In this Act, unless the context otherwise requires, a notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—

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

(2) Despite subsection (1), notifiable incident does not include an incident declared by regulations not be a notifiable incident for the purposes of this Act.

**If a serious harm accident cordon off the area and notify all parties immediately, do not disturb the scene unless required to do so to prevent further injury, prevent serious loss or to allow emergency services to access the site.**

To be notified to the Project Manager immediately and notified verbally to WorkSafe NZ as soon as possible.

The safety management team will notify WorkSafe NZ using the "Notice of Accident/Serious Harm" within 7 Days.

### **Minor Harm.**

An incident form is to be used to record all incidents.

A copy of all incident forms is to be sent to Lime Scaffolding Ltd's Safety Coordinator.

The Safety Coordinator is to maintain an incident report file.

### **5.4 Accident/Incident Investigation**

All incidents are to be investigated to establish preventative actions.

All investigations should attempt to establish the root cause of the incident, and should apply the hazard assessment process in the Hazard report form.

#### **Minor Harm:**

Minor harm incident and near misses are to be reviewed at every scheduled management meetings.

#### **Serious Harm:**

The safety management team or external safety consultant will conduct the accident investigation. Corrective actions will be detailed in the investigation report and the hazard register updated as required.

### **5.5 Incident Feedback**

Items identified in the incident investigation will be feed back into the hazard management system for review.

After a critical event or major incident such a multiple injuries or a fatality, a special review of the company's safety policies and procedures will be undertaken by the safety committee and or external consultant.

Finding and recommendations will be given at a special safety management meeting held with senior management.

### **5.5 Incident Data**

Incident data is reviewed at senior management meetings.

## **6.0 Employee Participation in Health and Safety**

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All staff will be given the opportunity to be involved in the Health and Safety of the company.

### **6.1 Health and Safety Forums**

#### **Toolbox meetings – Weekly**

Project Managers / Site Foreman are to conduct weekly site tool box meetings, a toolbox meeting is held with staff and contractors, these meetings are recorded, items discussed include:

- Hazards
- Incidents
- Special procedures

### **6.2 Staff Involvement / Participation**

All staff are given information relating to the safety participation process via the induction system / Toolbox Meetings.

### **6.3 Site Safe Passport**

All staff are given the opportunity to attend Site Safe Training.

## **7.0 Emergency Planning and Readiness**

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### **7.1 Emergency Plan**

#### **Offices**

A site emergency plan is to be prominently displayed in the main office. This contains up to date information on responses to emergencies, and emergency contact information.

#### **Construction Sites**

All sites have a pre-planned assembly area and are communicated through the site safety induction and Site Safety Plans.

#### **Emergency Service Requirements**

Emergency services requirements are detail in site specific safety plan

## **8.0 Contractors and Subcontractor Safety**

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### **8.1 Contractor /Subcontractor Induction**

All contractors and subcontractors are inducted into the safety rules of each site prior to commencement of work.

Contractors will be required to sign Site Safety Plan as evidence that they understand the safety requirements on site.

Records are held of inductions.

## 9.0 Fall Protection

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### 1. Safe work principles

- Eliminating the risk of a fall is preferred over protecting someone from a fall. The tunneling method is recommended to prevent the risk of falling when erecting scaffolding.
- Fall prevention and protection systems must be appropriate for the intended task. Scaffolders must be trained in how to use them safely.
- All equipment must be inspected regularly and damages fall protection equipment must be removed from service.
- If a person falls, the arresting force on the harness must be less than 6 kN (610 kg).
- Lanyards must not be too long, and anchor points must be suitable and able to take the force of someone falling.
- There must be an emergency plan and procedures in place detailing what to do if someone falls from height. Workers using fall arrest systems should not work alone if possible in case there is an emergency.
- All practicable steps must be taken to ensure systems are in place to prevent any objects from falling or from being lowered while employees are working in the area.

### 2. Free fall distance

- The free fall distance must be minimised as much as possible and must not exceed 2 m as a greater free fall distance may put more than 6 kN of force on the equipment. This may cause excessive shock load on the person who has fallen and may result in the system failing.

### 3. Anchor points

- Suitable anchor points must be used.
- A lanyard that is too long may result in the striking the ground or some other obstruction if they fall (the pendulum effect).
- Anchor points must have a minimum working load limit of 15 kN (1500 kg).
- Where possible, safety harnesses should be attached to anchor points on the scaffold above shoulder height and behind the scaffolder. Note: If a suitable anchor point above shoulder height is not available, the attachment may be below shoulder height.
- The lanyard should be as short as possible to minimise the distance of a potential fall.

### 4. Rescuing a person from a fall

- There should be sufficient number of workers on site that have been suitably trained in rescue procedures and the use of specialist rescue equipment.
- Workers must be familiar with and regularly practice specific techniques for rescuing personnel working on ropes.
- Someone who has fallen must be rescued as quickly as possible.
- Specialist rescue equipment must be available at all times, and maintained and inspected regularly to ensure that it is in good order and ready to be used whenever it may be required.

### 5. Common hazards

- A lanyard that is too long can result in the user swinging down or back or striking the ground (pendulum effect).
- A fall arrest system can fail if inappropriate anchor points (not strong or high enough or too close to an edge) are used.
- A worker who has fallen and is suspended in a harness can develop a condition in which blood pooling in the legs can lead to loss of consciousness and/ or death

- People rescuing someone who has fallen face risks to their own safety.
- A scaffolder disconnects from the anchor points because their movement is restricted.
- A person is not correctly connected to the attachment and the connection fails under the load.

#### Tunneling method steps

- Base out the scaffold and fully plank out the base lift (minimum 675 mm wide).
- Erect a stair or ladder to give safe access at the same time as erecting the platform.
- Create a safe zone by installing a single guard rail and stop end between 900-1100 mm above the base lift. Equipment must be passed up from below.
- Progressively install the single guardrail along the scaffold.  
Complete the lift once the guardrail and stop end are installed.
- Repeat the procedures for subsequent lifts.

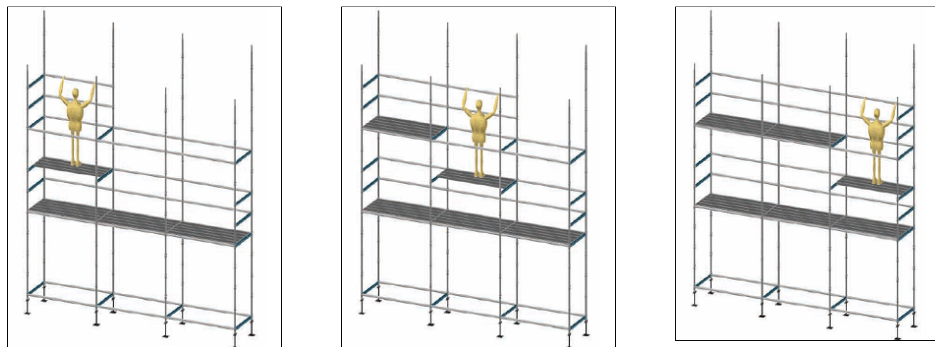


Figure 4: Tunnelling (progressive guardrail) installation method. A safe zone is created when there is a fully boarded and correctly supported platform without gaps where someone could fall, and with a single guardrail between 900-1100 mm above the platform.

#### Notes:

- If it is not possible to create a safe zone from the level below, the scaffolder must hook on by connecting their lanyard to the inside ledger or an anchor point on the structure before climbing on to the next level. (See Section 6.)
- A scaffolder may only move along the scaffold for the maximum length of the longest ledger (typically the bay length of 6.5 m for tube scaffold).
- If staggered standards are used when installing guardrails, it is not necessary to hemp all exterior standards before connecting guardrails.
- All equipment should be passed up to the safe zone from below, then walked along the scaffold.
- Once the single guardrail is installed, the lift can be completed without being hooked on for the rest of that particular lift.
- Leave the single guardrail in place on all non-working platforms to maintain the safe zone when scaffold is being altered or dismantled.
- If planks need to be raised once the lift has been completed, the scaffolder must hook their harness to the inside ledger at the higher level while the planks are raised to protect against falling through the gap that is created.
- The only additional component the tunnelling method adds to a scaffold is a guardrail on non-working platforms.

## 10.0 Falling Objects

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1. Safe work principles
  - Work areas are identified and cordoned off when required
  - Work tools are place and secured on waist belts
  - Loose items are removed from scaffolding platforms
  - Hard hats are used when overhead hazards exist
  - All scaffold planks are secured to prevent movement
  - Toeboards are positioned on all working platforms