



HEALTH AND SAFETY MANAGEMENT SYSTEM



Policy Authorised By: Steve Musson, Managing Director, The Flooring Centre Ltd

Signed: _____ Date: _____

Scope of the Manual

This Health and Safety Management System Manual is based on the interim New Zealand Health and Safety Standard NZS 4801(Int): 1999 and the ACC Safety Management programme.

Related Documents

- Acts, Regulations and OSH Publications
- The Health and Safety in Employment Act 1992
- Relevant Dept of Labour and Industry Codes of Practice
- Company Safety rules and Procedures Booklet

Health and Safety Management Manual Revision Record

Document Title	Section	Change	Page	Date	Issue No

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Health and Safety Policy

The Flooring Centre Ltd is committed to providing a safe workplace, its property and other people from accidental injury or damage from work carried out by and on behalf of the company.

This commitment extends not only to employees, but also visitors, contractors and members of the public.

To achieve this The Flooring Centre Ltd will:

- Provide a safe and healthy working environment.
- Ensure that Management comply with all relevant health and safety legislation, standards and codes of practice
- Insist that safe work methods are used at all times.
- Maintain a safety management plan, policy, and systems.
- Actively promote employee involvement in health and safety matters.
- Provide continuous improvement in health and safety standards.
- Provide information, supervision and training.
- Accurately report and record specific information relating to safety as well as rehabilitation for work injury or illness.
- Support an early return to work of injured employees

As employees we will:

- Practice safe work methods
- Report all incidents and accidents
- Work safely

Steve Musson, Managing Director, The Flooring Centre Ltd

Signed: _____

Date: _____



Early Return to Work Programme

The Flooring Centre Ltd has a 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.

Steve Musson, Managing Director, The Flooring Centre Ltd

Signed: _____

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1.0 Employer Commitment to Safety Management

1.1 Policies

The company Health and Safety Policy – is located in the main, installation/store and commercial offices.

Refer policy statements

1.2 Review Process

The Managing Director will review the Health and safety policy statement and documents every two years. Recommendations will be presented at the next objectives meeting for discussion

Refer to annual objectives, Internal audits

1.3 Management Commitment

The policy incorporates management's commitment to comply with relevant legislation, regulations, codes of practice and safe operating procedures

Refer policy statement

1.4 Management Responsibilities

- Managing Director has overall responsibility to ensure health and safety is a fundamental part of the business.
- Team Leaders/ Heads of Departments will have the responsibility to ensure that appropriate procedures are in place to control health and safety.
- Installation Supervisors have responsibilities on-site to ensure that they control staff and contractors' health and safety.
- Staff responsibilities are included in the induction process.

All Managers, Team Leaders/ Heads of Departments and Installation Supervisors are reviewed against each company's health and safety performance and objectives over the last year

Performance reviews are made on an annual basis.

Refer Manager Safety Evaluation Appendix 1:4:1

1.5 Health & Safety Coordinator

A Staff member is to be appointed as Health & Safety Coordinator.

The role involves

- Liaising with External Consultants
- Manage safety training
- Coordination and distribution of Health & Safety publications and any relevant information.
- Central point of contact for all The Flooring Centre Ltd employees and sub contractors.
- Administer the early return to work programme
- Ensure control measures are recorded into the Hazard Register.

1.6 Individual Responsibilities

Individual responsibilities are outlined in the employee induction process.

Refer Induction records Appendix 4:1:1

1.7 Employee Consultation

The company is committed to consultation with any nominated employee representatives.

1.8 Reporting and Recording

Management will ensure that all information is reported and recorded on a timely manner.

The Team Leaders/ Head of Departments and Installation Supervisors will be reviewed against this on an annual basis.

Refer monthly safety report / Incident Investigation reports

1.9 Safe and Early Return to Work of Injured Employees

The company has an early return to work procedure.

2.0 Health and Safety Planning and Review

2.1 Health and Safety Objectives

Health and Safety objectives are set annually.

Refer annual objectives / annual audit

2.2 Objectives Meeting

A meeting will be held with management and the Health & Safety Committee.

The objectives set for the last 12 months are to be reviewed and measured.

Refer objectives plan

2.3 Safety Consultant

An external safety consultant is used from (LUCAS Safety Ltd) to help maintain health and safety in all company areas and to identify areas for continuous improvement.

Duties – Quarterly Site Inspections for Commercial & Occasional Residential.

- Maintenance of Safety Policies and Procedures.
- Monthly Safety Report.
- Consultation with Staff / Management.
- Information distribution, updates in legislation.
- Accident Investigation.

Refer monthly report

2.4 Health and Safety Auditing

Our external consultant and member/s of the company will complete an annual health and safety assessment on an annual basis.

The ACC Workplace Safety Management Practices audit is used for this purpose.

Refer ACC Audit Tool

3.0 Hazard Identification

3.1 Identifying Workplace Hazards

The following methods are used to assist personnel with identifying workplace hazards:

Safety Audit Checklist

The Installation Supervisor or a designated staff member is to use the safety audit checklist on major Commercial and Residential jobs before work commencing and during to help check safety standards on site.

Refer Safety Checklists appendix 3:1:1

Office Checklist

A designated staff member is to use the Office Safety Check Sheet on a bi-monthly basis to ensure adequate safety standards are being met within the office, warehouse & showroom.

Refer Office Checklists appendix 3:1:3

Hazard Register

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

Refer Hazard Register appendix 3:1:2

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 among 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.

The hazard register lists significant hazards that may be encountered on site; these are transferred to the site safety plan and site hazard board as required.

3.3 Controlling Hazards

Hazard Identification Form

A hazard identification form can be used to help assess if a hazard can be eliminated, isolated or minimised.

Refer Hazard Identification form appendix 3:3:1

Personal Protective Equipment and Clothing

All personnel will be issued the appropriate personnel protective equipment relative to the task required, records are held on file.

Refer PPE Issue form appendix 3:3:2

3.4 Hazard Identification Training

All employees are trained on the hierarchy of control, Task Analysis and the Step Back 5 x 5 Process during the monthly tool box training sessions and or Site Safe Training courses.

External Safety Check

Commercial and the occasional residential sites will be visited quarterly by the company's external safety consultant to ensure that staff facilities and equipment are operating in a safe manner.

Refer monthly report / training spreadsheet appendix 4:2:1

3.5 Specialist Hazard Advice

Is available through our Consultant, OSH, Site Safe and other Industry Organisations.

Relevant OSH Codes of Practice are held in the office.

3.6 Hazard Reviews and Monitoring

Hazard registers are reviewed formally every 6 months.

Refer schedule on monthly report

3.7 Hazard Identification on New or Modified Plant

The hazard identification form located in the office 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.

Refer hazard id form appendix 3:3:1

3.8 Employee Involvement in Hazard Identification

All employees are given the opportunity to participate in hazard identification and other health and safety issues at the monthly toolbox meetings.

Refer Toolbox Talks appendix 6.1.1

3.9 Employee Health Monitoring

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

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

Areas identified for health monitoring include:

- Hearing, Back, Lungs, Eyes, Skin (Cancer check)

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.

Refer personnel files and objective meeting minutes

3.10 Induction Procedure for Contractors

All contractors on site are briefed as to the hazards on site and emergency procedures, the following is communicated:

- Emergency Procedures.
- Specific site safety rules.
- Hazards on site.
- What protective clothing / equipment are required?
- Amenities on site.

Refer Contractor Induction Sheets appendix 8:1:1; Site Safety Plan

3.11 Showroom

Displayed in all our showroom areas; all visitors will have access to the site layout which identifies the following;

- Toilets
- Emergency exits
- Designated Assembly Area

Refer the Evacuation Layout for the Showroom

HIERARCHY OF CONTROL

(START FROM THE TOP AND WORK DOWN)

STEP 1: ELIMINATION

Complete removal of hazard



Examples

Replacing the machine,

Replacing the chemical with a less toxic one

Doing things another way



STEP 2: ISOLATION

Redesigning equipment, isolating equipment from people,

Protective barriers, enclosures, ventilation



Examples

Fixed Barriers

Interlocking physical barriers

Physical barrier removable by tools

Presence sensing system



STEP 3: MINIMISATION

Personal Protective Equipment (PPE) = LAST OPTION

Safety footwear, ear muffs, gloves, safety glasses etc.



Involving people in developing

(Safe operating procedures, staff rotation, limiting employee exposure)

4.0 Information Training and Supervision

4.1 Employee Induction

All employees are given a safety induction before they commence work with the company.

Refer Induction Records appendix 4:1:1

4.2 Identification of Training Needs

Employee training is identified on an ongoing basis and recorded against annual objectives.

Refer training spreadsheet appendix 4:2:1 / Objectives meeting

4.3 Review of Training Methods

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

Refer training spreadsheet appendix 4:2:1

4.4 First Aid Training

Employees will be given the opportunity to volunteer and will receive basic emergency first aid training to ensure there is adequate cover for the office and onsite.

4.5 Job Specific Safety Training

Specialist proficiency tickets shall be required where appropriate to employee's responsibilities.

All managers and heads of departments have the appropriate skills and experience to undertake on going training.

Refer training spreadsheet appendix 4:2:1

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 Information

The following publications are held.

- The Health and Safety in Employment Act 1992.
- The Health and Safety in Employment Regulations 1995.
- OSH Codes of Practice.

Each installer will hold in their vehicles a safety folder containing,

- Accident Forms / Hazard Register / Hazard ID Forms/ Material Data Safety Sheets/ if required

4.8 On the Job Training

On the job training is completed via toolbox meetings or via the Installation Manager and reviewed by management.

Refer toolbox meeting minute's appendix 6:1:1 / training spreadsheet appendix 4:2:1

5.0 Incident, Accident Reporting and Investigation

5.1 Accident Reporting

All accidents and near misses are to be reported as follows and reported on the company monthly safety report:

Serious Harm. Notified to the Managing Director or Health & Safety Coordinator immediately.

Reported on the company accident form and copied to the office

Notified to OSH as soon as possible by the Health & Safety Coordinator /Managing Director or Heads of Department.

Notified to our Safety Consultant, ASAP.

Reported to OSH using the "Notice of Accident/Serious Harm" within 7 Days.

All serious harm accidents are investigated to establish preventative actions.

Our External Safety Consultant, Team Leaders/ Heads of Department or Health & Safety Coordinator will conduct the accident investigation. Corrective actions will be detailed in the investigation report and the hazard register updated as required.

Not Serious Notified to the Health & Safety Coordinator immediately.

Reported on the company accident form and forwarded to the office.

Refer Accident Incident Investigation forms appendix 5:1:1

5.2 Accident Report Forms and Register

Accident report forms are held in the installer's safety folder which is kept in their vehicles. All accidents are to be recorded in the company accident register.

Refer Accident Incident Investigation forms appendix 5:1:1 /

Accident register appendix 5:2:1

5.3 Definition of Serious Harm

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

- Respiratory disease
- Noise induced hearing loss
- Neurological disease
- Cancer
- Dermatological disease
- Communicable disease
- Musculoskeletal disease
- Illness caused by exposure to infected material
- Decompression sickness
- Poisoning
- Vision impairment
- Chemical or hot metal burn of eye
- Penetrating wound of eye
- Bone fracture
- Laceration
- Crushing

2. Amputation of body part.

3. Burns requiring referral to a specialist registered medical practitioner or specialised outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

If a serious harm accident cordon off the area and notify all parties immediately, do not disturb the scene.

Refer OSH Serious Harm forms appendix 5:3:1

5.4 Accident Investigation

Our external safety consultant is to investigate all accidents involving serious harm; findings are recorded on the monthly safety report and also reported to DOL as required.

All Installers have accident investigation forms in their site safety folders; these can be used for any incident or near miss if required.

Corrective actions are identified on the investigation form the hazard register is updated if the hazard has not been previously identified.

5.5 Reviewing and Analysing Accident Data

All accident data is presented on the company monthly safety report and reviewed on an annual basis at the objectives meeting to establish if trends can be identified and appropriate action can be taken.

5.6 Early Return to Work Program

The company has a policy of ensuring that after an injury has been sustained that every opportunity is given to return to work as required.

Alternative or restrictive duties may be given so that time off work is kept to a minimum and rehabilitation may occur – refer to Return to Work Policy.

Refer Transitional duty worksheet appendix 5:6:1

6.0 Employee Participation in Health and Safety

6.1 Employee Forums relating to Health and Safety

Employee Participation includes:

Toolbox Meetings

Toolbox meetings are to be held monthly for all install staff; minutes are to be recorded

Refer toolbox meeting minute's appendix 6:1:1

Sales & Administration Staff

All Sales and Administration Staff will be given the opportunity to participate in the monthly meeting where Safety is an agenda item; minutes to be recorded.

Refer Sales Meeting Minutes

Safety Committee

The annual health and safety goals and objectives will guide the safety committee. The safety committee will meet bi-monthly.

Committee Composition

- External Consultant (Chairperson)
- Health & Safety Coordinator/ Installation Supervisor
- Representatives from each department
 - *Admin
 - *Store/Warehouse
 - *Showroom
 - *2 Installers

6.2 Committee Responsibilities & Operation

All employees have the opportunity to be involved in the company safety committee; representatives are chosen on a bi- annual basis via nomination.

If a committee member is not available to attend a meeting the member or manager onsite can make a substitute.

Committee Responsibilities

- To lead, promote, and implement The Flooring Centres health and safety policy and review the effectiveness of current company procedures.
- Set and review the annual Health and Safety Goals and Objectives.
- Review and recommend changes to safety policies and procedures.
- Review and promote the safety audit programme.
- Review and promote the Safety Training Programme.
- Promote compliance with the Health and safety in Employment Act 1992, and The Flooring Centres safety management plan.
- Review Accident / Near Miss reports
- Distribute safety information
- Promote Contractors Health and Safety at tender, letting and operational stages.
- The Managing Director is responsible for ensuring the decisions of the Safety Committee are actioned.
- The minutes of the Safety Committee meetings shall be recorded and displayed on all notice boards.

7.0 Emergency Planning and Procedures

7.1 Site Emergency Procedures

Procedures will be established for each site in the event of an emergency and will be communicated in the induction.

All commercial and residential sites have a pre-planned assembly area if required.

Refer Employee Inductions appendix 4:1:1 and Contractor Inductions 8:1:1 Or Site Safety Plan if required

7.2 First Aid Facilities

Every vehicle will have adequate first aid facilities prior to commencing work.

First aid kits are to be made available at all times in the office, showroom and also kept in all company vehicles.

Kits are checked on a monthly basis by the Installers and Team Leaders/ Heads of Departments and are restocked if required.

7.3 Emergency Coordinators

All Installers are designated emergency coordinators for their site if required. To evacuate the site a continuous blast on an air or car horn will be sounded.

Refer to the Site Safety Plan if required

7.4 Emergency Wardens

Wardens are to be designated at the administrative/showroom site. Back up wardens are to be nominated. Warden's names are to be listed on the site. Warden vests are to be located in a prominent location by the exit close to the assembly point.

Wardens are to complete an Emergency Response Report at the completion of every evacuation. The report is to be forwarded to the Health & Safety Coordinator for the Safety Committee to review.

Refer Evacuation Drill appendix 7:4:1

7.5 Review of Emergency Procedures

Site evacuation training and practices are held every 6 months.

A report is produced detailing performance and improvements required.

Refer Evacuation Drill appendix 7:4:1

8.0 Contractor Safety

8.1 Contractor Induction

All Contractors are to be given a safety brief before starting work, this will include:

- Emergency procedures on-site.
- Site Hazards.
- Specific site safety rules.
- Safety clothing and equipment required.
- Accident reporting procedures.
- Site amenities.

Contractors will be asked to sign of the contractor induction sheets as evidence that they understand the safety requirements on site or the site safety induction sheet.

Refer contractor Induction sheet appendix 8.1:1

8.2 Contractor Questionnaire

All Contractors who work on site are to complete the Health and Safety Management Questionnaire; attaching a copy of there own safety policy and identifying any hazards which they may be bringing onto site.

Refer Contractor Questionnaire Appendix 8:2:1

8.3 Contractor Insurance

All Contractors who work on site are to complete the contractor's insurance information sheet as confirmation of public liability insurance is to be provided prior to work commencement. Cover for general liabilities should be not less than \$1 million dollars.

Refer Contractor Insurance Information Appendix 8:3:1

8.4 Building Construction Passport

All contractors who work onsite must complete the Site Safe's (4 hour) Building Construction Passport; this must be kept current. Contractors are to ensure it is updated as set by Site Safe (2 yearly).